**FY 2022 Planning Liaison Scope of Services**

The Planning Liaison (PL) Program is funded with Federal Metropolitan Planning funds, as allocated in the Unified Work Program (UWP). Local matching funds are provided by each local Council. The PL Program receives Core Supplemental funds to assist CMAP, as the Metropolitan Planning Organization for the Chicago region, in meeting Federal transportation planning requirements including development of a Long Range Transportation Plan, Transportation Improvement Program, and Congestion Management System. The PL Program includes five general task areas described below that will be completed using the Core Supplemental budget as allocated in the FY 2022 UWP.

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| **Deliverable** | **Completion Timeline** | **Comment** |
| Quarterly report | Q1, Q2, Q3, Q4 | Narrative and fund expenditures |
| Annual report | Q4 |  |

**Communication & Public Involvement**

The PL program will be the basic communication link between CMAP and the suburban mayors. PL staff will attend CMAP Transportation Committee, MPO Policy Committee, CMAP Board, and other relevant meetings and provide information about CMAP transportation policies, programs and initiatives to local officials and stakeholders, will provide feedback regarding those issues to the CMAP staff, committees and Board and will ensure that CMAP is apprised of regional and sub-regional issues of importance to their communities. PLs will be responsible for keeping their Council membership updated with information through an email newsletter.

The PL program will actively work to assist CMAP staff with the implementation of ON TO 2050 through participation in the CMAP committee structure, facilitation of meetings and events, and distribution of information throughout the sub-regional areas. The PL staff are encouraged to use the CMAP developed Partner Toolkits to help with the distribution of information in Council newsletters and emails.

In accordance with federal metropolitan planning regulations, as an extension of the MPO, the councils shall provide the public with a reasonable opportunity to be involved in the transportation planning process. As such, the PL program will be responsible for conveying information about council transportation activities to council members and the general public via either a council website or the CMAP website. At a minimum, an up-to-date meeting calendar, meeting agendas and attachments, minutes of past meetings, and information regarding the council’s STP program development and current status should be available in a timely manner and format that allows for reasonable public access to the decision-making process.

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| **Deliverable** | **Completion Timeline** | **Comment** |
| Calendar of council meetings | Q3 with updates as needed | For distribution to council members and interested parties and posting on the council website/web page(s) |
| Council meeting agendas, materials, and minutes | As needed per council schedule | For distribution to council members and interested parties and posting on the council website/web page(s) |
| Council website/web pages | Ongoing | For public access |
| Council newsletters and emails | Ongoing | For distribution to council members and interested parties and posting on the council website/web page(s) |

**Regional Planning Support and Technical Assistance**

The PL program will provide staff assistance as part of the ON TO 2050 comprehensive regional planning effort. This includes being involved in the CMAP committee structure and providing technical and other support to help achieve CMAP objectives. The PL staff will participate in and provide input on local planning initiatives as well as regional and sub-regional planning efforts surrounding the Transportation Improvement Program, Congestion Management System, and ON TO 2050. The PL staff will represent the interests of the sub-regional councils when attending and participating in advisory groups, committees, and public meetings for regional or sub-regional planning efforts, and regionally significant projects.

The PL program will support the development and implementation of CMAP’s Local Technical Assistance (LTA) program, the RTA’s Community Planning program, *Invest in Cook*, and similar programs by providing program and funding opportunity information to local agencies, facilitating outreach efforts, assisting CMAP, the RTA, or other program sponsors with the assessment of applications, and facilitating communication with project sponsors during the implementation of projects.

The PL program shall maintain a high level of expertise on transportation planning topics by attending and actively participating in required local and regional trainings, meetings, and conferences. PL staff shall participate in periodic CMAP Planning Liaison Trainings as they are scheduled. Participation in state, and national training, meetings, and conferences is also both allowable and encouraged. The PL program is encouraged to participate in continuing education activities including, but not limited to, , CMAP’s LTA, CMAQ, TAP, STP Shared Fund and other funding program information and training sessions, IDOT program administration and forms and processes training, and IDOT and state of Illinois GATA training, and may also include the annual IDOT Fall Planning Conference, the annual John Noel Public Transit Conference, IML meetings and conferences, FHWA and FTA training offered through NTI, and meetings and conferences by professional organizations such as APA, ITE, ASCE, AASHTO, NARC, and others. PL staff shall encourage appropriate local government participation in the same, and shall communicate procedural changes, new or updated regulations, and other appropriate information from these sessions to local government and transportation partners.

The PL program will provide technical support and assistance regarding transportation issues to CMAP and local governments. It will provide data and analysis regarding issues of importance to regional or sub-regional agencies. To that end, the PL program will assist in the collection of data for the annual obligation report by collecting local transportation obligations as well as assisting with coordination of training to assist all of the region’s municipalities in implementing and improving asset management systems. The PL program will work with CMAP to provided technical assistance to connect lower capacity municipalities with partnership opportunities with other local government or agencies.

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| **Deliverable** | **Completion Timeline** | **Comment** |
| Program and funding information for Council members | Ongoing | For distribution to council members and interested parties and posting on the council website/web page(s) |
| Distribute training opportunity announcements | As needed | For distribution to council members and interested parties in newsletters and/or emails |
| Summaries of meetings, conferences, trainings, procedural changes, new or updated regulations, and other appropriate information | As needed | For distribution to council members and interested parties in newsletters and/or emails |

**Program Development – Surface Transportation Program**

The PL program will support the region’s programming and management methods for the local Surface Transportation Program (STP) while managing the implementation of existing programs developed in prior years. PL staff shall actively participate in the implementation of Active Program Management (APM) policies for the shared fund and local programs, data collection for determination of funding distribution, and other related activities by attending STP project selection committee meetings, participating in PL and other meetings, facilitating presentations at sub-regional council meetings or events, and soliciting local government feedback and communicating that feedback to CMAP and the STP project selection committee. Discussions and actions on the programming and use of federal funds, including those that occur at individual Council meetings, must take place at open to public meetings with the opportunity for public comment.

In accordance with the agreement between the Council of Mayors and Chicago Department of Transportation regarding the distribution and active program management of locally programmed STP, the PL program shall implement local council STP methodologies that incorporate the APM policies and regional priorities, with support from CMAP staff and the STP project selection committee, and shall complete calls for local projects according to the schedule included in the region’s APM policies. Where required in local methodologies, PL and Council staff shall develop materials and conduct training sessions for local project sponsors seeking STP funding. Per STP APM policies, staff recommended active and contingency programs shall be developed and released for public comment. Local methodologies are required to be posted on individual Council websites and/or the CMAP website and changes to those methodologies must be developed through an open and transparent process that includes reasonable opportunity for public participation.

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| **Deliverable** | **Completion Timeline** | **Comment** |
| Staff recommended active and contingency programs | Q1 | Posted to council and/or CMAP website |
| Summary of public comments on the local program and responses to those comments | Q2 | Posted to council and/or CMAP website |
| Approved local STP active and contingency programs and associated TIP amendments | Q2 | Programs posted to council and/or CMAP website and TIP amendments completed via eTIP |

**Program Monitoring and Active Program Management**

The PL program will work with local officials, regional, state and federal agencies and consultants to ensure the timely, efficient and effective implementation of transportation projects from the project scoping phase through project completion and close out. This will include providing regular project status reports and attending coordination meetings with CMAP and IDOT staff for all locally sponsored projects, at least semi-annually, and more often when requested. The PL program will be responsible for Active Program Management for locally sponsored projects funded with federal Surface Transportation Block Grant (STP), Congestion Mitigation and Air Quality (CMAQ), Transportation Alternatives Program (TAP), Safe Routes to School (SRTS), STP-Bridge, Highway Safety Improvement Program (HSIP), and other federal and state resources awarded to local governments through regional, statewide, or national selection processes.

The PL program is responsible for initiating and updating local projects within the eTIP database accurately and on time, including mapping projects and attaching related documents. Active Program Management of these projects also includes reviewing and submitting to IDOT all project forms completed by local agencies and their representatives. This includes, but is not limited to, Project Program Information (PPI) forms and draft local agency funding and engineering agreements. This requires that planning liaisons produce and submit to CMAP all appropriate TIP changes for locally-sponsored projects in a timely manner to ensure timely processing by IDOT and timely federal authorization, and assisting CMAP, IDOT, and FHWA with ensuring timely invoicing and project close out for locally sponsored projects.

The PL program will be the primary public contact for local government projects in the eTIP database. As such, the PLs are expected to keep abreast of project status and issues, and maintain close contact with local project officials and project teams by facilitating the scheduling of project phase kick-off meetings with IDOT and project sponsors, attending those meetings, FHWA/IDOT project coordination meetings, and other project-related meetings and events.

The PL program will assist local governments with accessing state and federal funds by communicating funding opportunity information and assisting local agencies with the completion of applications. The PL program shall communicate project selection results for federal and state funding programs to council members and shall assist local governments with project initiation, including meeting GATA requirements. For calls for projects issued through the eTIP database, the PL staff shall review and release to CMAP all complete funding applications.

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| **Deliverable** | **Completion Timeline** | **Comment** |
| Local STP program updates | As needed, minimum quarterly | Posted to Council and/or CMAP website |
| TIP amendments and modifications that ensure complete and updated project information in eTIP | Ongoing and according to CMAP’s Master Transportation Schedule and the IDOT Region 1 Letting Schedule | In eTIP database |
| Complete funding applications for calls for projects issued through the eTIP database | As needed | In eTIP database |
| Project updates for all locally implemented projects utilizing state and/or federal funding | As needed, minimum semi-annually | Internal and external reports or spreadsheets |

**Contract, Administrative and General Support**The PL Program requires extensive coordination with numerous agencies at all levels of government. The PL requires myriad forms of reporting, tracking, administrative and other tasks that are intertwined yet distinct from other deliverable categories. Contract Administrative and General Support will cover any and all tasks pertaining to tracking of activities, billing, and coordination internally and externally with partner agencies. PL will also interact with their supervising agencies such as Counties and COGs pertaining to such matters as is necessary to complete the duties outlined in this scope.

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| **Deliverable** | **Completion Timeline** | **Comment** |
| Hours Detail | Quarterly | Tracking hours of each deliverable category |
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| **Performance Measure Completion Schedule**  **(New Quarterly Reporting Requirement under BOBs 2832)** | | |
| **Name of Performance Measure** | **Quantitative Method of Tracking Progress** | **Completion Date\* (Provide actual dates or quarter in which completed)** |
| Regional Planning Support | Number of CMAP Board, CMAP Transportation, MPO Policy Committee, and Planning Liaison  meetings attended quarterly | Q1, Q2, Q3, Q4 |
| Active Program Management of Locally Sponsored Programs | % of TIP changes submitted during open amendments vs. TIP changes submitted between amendments | Q1, Q2, Q3, Q4 |

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| **Performance Standards**  **(New Quarterly Reporting Requirement under BOBs 2832)** | | |
| **Name of Performance Measure** | **Quantitative Method of Tracking Progress** | **Performance Standards** |
| Regional Planning Support | Number of CMAP Board, CMAP Transportation, MPO Policy Committee, and Planning Liaison  meetings attended quarterly | 75% attendance of required meetings per Council |
| Active Program Management of Locally Sponsored Programs | % of TIP changes submitted during open amendments vs. TIP changes submitted between amendments | 100% of TIP Changes are submitted during open amendments |