

Fiscal Years - January 1, 2010 through June 30, 2011

Unified Planning Work Program



**Illinois Metropolitan Planning
Organization Advisory Council**

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Illinois – The Prairie State - Bill Crook (Artist)

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Debarment and Suspension Certification

As required by USDOT regulations on Government wide Debarment and Suspension in 49 CFR 29.510

The Illinois Metropolitan Planning Organization Advisory Council hereby certifies to the best of its knowledge and believes that it is and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntary excluded from covered transaction by any federal department or agency;
- (b) Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transportation, violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in paragraph (b) of this certification; and
- (d) Have not, within a three-year period preceding this certification, had one or more public transportation (federal, state or local) grants terminated for cause of default.

The Illinois Metropolitan Planning Organization Advisory Council hereby certifies that if, later, it becomes aware of any information contradicting the statement of paragraphs (a) through (d) above, it will promptly provide that information to USDOT.

Cameron Moore
Chairman
Illinois Metropolitan Planning Organization Advisory Council
January 1, 2010

Lobbying Certification
Certification of Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in according with its instructions.
3. The undersigned shall require that the language of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Cameron Moore
Chairman
Illinois Metropolitan Planning Organization Advisory Council
January 1, 2010

**Assurance of Compliances with Title IV of the Civil Rights Act of 1964, Older
Americans Act and Americans with Disabilities**

The Illinois Metropolitan Planning Organization Advisory Council hereby agrees that as a condition to receiving any Federal financial assistance from the Department of Transportation it will comply with Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21; Executive Order 13166(Limited English Proficiency) and Executive Order 12898(Environmental Justice); and all requirements imposed by or pursuant to: 49 U.S.C. 5332, Section 324 of title 23 U.S.C. and the Older Americans Act (as amended 42 U.S.C. 6101) prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity; and Section 1101(b) of the SAFETEA-LU (Pub. L. 109-59) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects; and the provision of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and Section 504 of the rehabilitation Act of 1973(29 U.S.C. 794), in accordance with the origin, age or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program of activity for which the recipient receives Federal financial assistance from the Department of Transportation, including the Federal Transit Administration, and hereby gives assurance that it will promptly take any measures necessary to effectuate this agreement. The assurance is required by Subsection 21.7(a) of the Regulations.

Cameron Moore
Chairman
Illinois Metropolitan Planning Organization
Advisory Council
January 1, 2010

INTRODUCTION

The Unified Work Program (UWP) has been prepared to define the tasks to be undertaken and the anticipated funding requirements of the Illinois Metropolitan Planning Organization Advisory Council for fiscal years FY 2009 – 2010. This work program is for the ILMPOAC's first eighteen months and covers the period from January 1, 2010 through June 30, 2011.

The UWP provides for the basis for funding of the transportation planning activities to be undertaken with State funds to support the activities of the Illinois Metropolitan Planning Advisory Council.

The specific transportation planning and research activities to be undertaken this fiscal year by the ILMPOAC are organized into four major sections, each of which comprises a number of individual tasks.

1. Provide a forum for information sharing and best practices. This section includes those functions required to develop topics and distribute MPO Advisory Council information that can both educate and assist policy makers. Develop linkages and networks with other related statewide and regional organizations.
2. Provide a mechanism for policy development regarding metropolitan transportation issues. This section includes those functions necessary to develop policy and programming recommendations regarding transportation issues.
3. Conduct training sessions and/or workshops that influence transportation planning and programming. This section includes those functions necessary to provide technical assistance to MPOs to improve transportation planning and programming in Illinois.
4. Assist the Advisory Council in pursuing comprehensive policy discussions. Organize and facilitate Advisory Council and other discussions that help the Advisory Council reach collective solutions that are beneficial to membership.

ORGANIZATION AND MANAGEMENT

The Illinois Metropolitan Planning Organization Advisory Council was recently formed as an advisory council of the Illinois Association of Regional Councils. The MPO Advisory Council includes all thirteen Metropolitan Planning Organizations in the State. These MPOs collectively plan and program transportation improvements that directly serve nearly 12.5 million people, indirectly impact millions more, and have a significant role in the state and national economies. The transportation network within our planning areas includes 7,343 miles of railroad networks, 34,911 miles of highways, and more than 5,900 bridges. The MPO Advisory Council provides a forum for the sharing of information and best practices, policy and programming recommendations regarding transportation issues, and research intended to improve transportation planning and programming in Illinois.

The thirteen members of the ILMPO Advisory Council include:

- Bi-State Regional Commission
- Champaign Urbana Urbanized Area Transportation Study
- Chicago Metropolitan Agency for Planning
- Danville Area Transportation Study
- Decatur Urbanized Area Transportation Study
- DeKalb-Sycamore Area Transportation Study
- East-West Gateway Council of Governments
- Kankakee Area Transportation Study
- McLean County Regional Planning Commission
- Peoria / Pekin Urbanized Area Transportation Study
- Rockford Metropolitan Agency for Planning
- Stateingfield Area Transportation Study
- Stateline Area Transportation Study

The Illinois Association of Regional Councils is the fiscal agent for the Illinois Metropolitan Planning Organization Advisory Council. Financial documents are prepared by Kelly Murray, Executive Director of ILARC. Contact information for ILARC office is 217.528.5331 and via mail at 413 W Monroe, Stateingfield, Illinois 62704.

Tasks:

1.1 Provide technical assistance to Member Policy Committees and staff regarding crosscutting issues.

- Monitor the national transportation discussion from organizations like NADO, NARC, APA, and AMPO and provide summary communications and ideas to the MPO Advisory Council and IDOT. This will serve to facilitate discussion on issues related to Illinois MPOs for training partnerships, information sharing, and collaboration of policy issues through these organizations.
 - i. Research and produce briefing emails to MPOs and other stakeholders in transportation planning throughout the State at least twice a month. Monies will also be applied to ConstantContact to send out mass emails more efficiently and archive materials through the website.
- Develop a thorough understanding of MPO strengths, weaknesses, opportunities and threats
 - i. Onsite visits were made to every MPO in Illinois from 2008- 2009.
 - ii. Attended various MPO technical and policy committee meetings in 2008-2009 in order to understand the dynamics of their committees. In order to be effective, in light of the uniqueness of each MPO, it is imperative to understand their varying landscapes, major challenges, and critical infrastructure needs.

Funding Source	Amount	Consultant Hours
State	\$9,600	Approximately 250 hours at \$40 an hour.
Local Match	\$2,400	Website maintenance and communication along with hosting costs.
	\$12,000	

1.2 Provide a mechanism for policy discussion and analysis regarding metropolitan transportation issues.

- Organize MPO Advisory Council meetings to develop collective solutions or pursue collective opportunities at least six times per year.
- Perform facilitative and informational role at Advisory Council meetings to help direct and organize discussion.
- Advise and assist the Illinois MPO Advisory Council Chairman in the development of meeting content and materials.
 - i. Produce minutes and agenda items for the MPO Advisory Council.
- Recommend solutions to legislative and policy gaps.

Funding Source	Amount	Consultant Hours
State	\$8,256	Approximately 200 hours at \$40 an hour.
Local Match	\$2,064	Teleconference costs related to MPO Advisory Council and Technical Committee meetings.
	\$10,320	

1.3 Support Illinois MPOs in implementing and complying with state and federal laws and regulations regarding transportation planning responsibilities of metropolitan planning organizations.

- Research state statutes that may influence MPOs statewide.
 - i. Produced 95th General Assembly Legislative Report.
 - ii. Research and analyze legislative proposals during the 96th and 97th General Assembly. Legislative proposals for the first year of the 96th General Assembly are available for review on the MPO Advisory Council website under the Legislation tab.
- Research regulations, policies, and programs of MPOs to ensure they are in conformity with legislative mandates.

Funding Source	Amount	Consultant Hours
State	\$5,760	Approximately 150 hours at \$40 an hour.
Local Match	\$1,440	Printing costs related to researching various state and federal legislation.
	\$7,200	

- 1.4 Provide a forum for the sharing of information and best practices across regional lines.
- Expand the MPO Advisory Council website to assist in the sharing of information and creating weekly email alerts.
 - i. From 2008-2009, the website was updated approximately one to two times per week with various transportation related articles and legislative updates.
 - ii. The website will be expanded to eight pages with a complete revamping in 2010-2011 to become more media driven. During this fiscal cycle, news feeds and additional online networking tools will be utilized.
 - Review, analyze, and develop transportation policy statements, letters, and papers.
 - i. From 2008-2009, six newsletters were produced and distributed to the MPO Advisory Council, as well as posted on the MPO website. Production time for the newsletter was a minimum of one week plus a part-time editor for 10 hours.
 - ii. In 2010-2011, the consultant will utilize a part-time editor at 25 hours a month at a rate of \$20 an hour.
 - Recruit and coordinate with public and private speakers and presenters, IDOT, and FHWA to enlist their participation at MPO Advisory Council meetings and activities with issues related to cooperative, comprehensive, and continuing transportation planning processes.
 - i. Ensure the participation of representatives from IDOT and FHWA, and confirm each MPO Technical and Advisory Council meeting had representation from IDOT and FHWA. In 2008-2009, the US EPA, Illinois Department of Revenue, Metropolitan Planning Council, Chicago Center for Neighborhood Technology, and many other groups were invited to address the MPO Advisory Council.
 - ii. In 2010-2011, these activities will continue. With legislation moving forward in Washington, the MPO Advisory Council has requested the Technical Committee to have a briefing with local stakeholders and

elected officials on the topic of the USEPA air quality to lower the ozone levels soon.

- iii. Facilitate meetings with the US EPA Region V-Brownfields Coordinator to educate MPOs and RPCs in Illinois regarding grants available for brownfields and sustainability. We are planning a Stateing 2010 roundtable discussion on this topic with various stakeholders.

Funding Source	Amount	Consultant Hours
State	\$9,600	Approximately 200 hours at \$40 an hour.
Local Match	\$2,400	Costs related to April 2010 environmental briefing and other briefings as necessary.
	\$12,000	

- 2.0 Develop linkages and networks with other related statewide and regional organizations, such as the Metropolitan Planning Council, the Bicycle Association, and similar groups.
- Develop strategic relationships with key state agency personnel and associations.
 - Develop partnerships with related planning organizations, work collaboratively on MPO related issues, and promote strategic policy initiatives
 - Develop and distribute an Illinois MPO Advisory Council brochure in the first half of 2010 to distribute to statewide associations, governmental entities, elected officials, and other interested parties.

Funding Source	Amount	Consultant Hours
State	\$4,592	Approximately 120 hours at \$40 an hour.
Local Match	\$1,148	Costs related to attending various association meetings and briefings in Illinois.
	\$5,740	

2.1 Provide training for MPO staff and member agencies.

- Conduct at least four training workshops for the MPO Advisory Council Technical Committee meetings either through workshops and/or in collaboration with the Illinois Association of Regional Councils, IDOT, FHWA, or other organizations. At least, four will be conducted in 2010 with two currently planned for 2011.

i. Through the Technical Committee established in 2009, training topics are being developed. A Technical Committee staff survey was completed in 2009. Based on the survey results, the Technical Committee in 2009 developed a list of training topics for inclusion into the 2010-2011 UWP.

1. Training sessions for 2010-2011 will be chosen from the list of topics: 1) Performance standards, 2) Transportation conformity, 3) Travel demands workshop, 4) Climate change, 5) Increasing the Public Participation levels in the MPO process, 6) Planning when development outpaces transportation planning, and 7) Non-vehicular transportation options.

Funding Source	Amount	Consultant Hours
State	\$23,040	Costs related to hiring speakers and conference reservations, including hotel stay and travel if necessary for training sessions.
Local Match	\$5,760	Approximately 120 hours at \$40 an hour.
	\$28,800	

2.2 Identify and pursue grant opportunities to support MPO activities.

- Develop strategic relationships with key state agency personnel, statewide and national associations, along with other agencies that will assist in identifying grant opportunities for Advisory Council members.
- Develop a list of grant opportunities for MPOs to be distributed with quarterly alerts.

Funding Source	Amount	Consultant Hours
State	\$2,352	Approximately 60 hours at \$40 an hour.
Local Match	\$588	Costs related to attending various association meetings and conferences in Illinois.
	\$2,940	

2.3 Analyze state and federal legislative and regulatory proposals to determine their impacts on planning jurisdictions of Illinois MPOs.

- Monitor state and federal legislative proposals, which may have an effect on MPOs.
 - i. A synopsis of proposed state legislation has been researched and placed on the MPO Advisory Council website. Periodic emails were sent in 2008-2009 when the website was updated.
 - ii. In 2010-2011, these emails will be placed in the weekly email alerts and expanded to cover federal legislation.
- Attend and monitor transportation related meetings, workshops, public hearings, conferences conducted by state, federal and local agencies, the State Legislature, as well as statewide associations, authorities and commissions to summarize and share relevant information to members of the Illinois MPO Advisory Council.
 - i. This activity was conducted throughout 2008-2009, and it will continue in 2010 -2011. The Chairman will approve consultant attending these events prior to attending.
- Conduct analysis and provide advice on proposed and existing legislation and other regulatory activities and initiatives related to transportation planning, growth management, and other issues relevant to Illinois MPOs.
 - i. Legislative updates have been provided via emails to the MPO Advisory Council and have been placed on the agenda for committee meetings in 2008-2009. This will continue with this fiscal cycle.

Funding Source	Amount	Consultant Hours
State	\$5,280	Approximately 125 hours at \$40 an hour.
Local Match	\$1,320	Costs related to attending various association meetings in Illinois.
	\$6,600	

3.0 Administrative:

- The Illinois Association of Regional Councils is acting as the fiscal agent for the MPO Advisory Council and is preparing the financial reports, accounts payable, and the MPO Advisory Council Budget.
- Create a long term Work Program for FY2010, reflecting activities for January 1, 2010 to June 30, 2011.

Funding Source	Amount	Consultant Hours
State	\$11,520	Approximately 225 hours at \$55 an hour for the Executive Director of the Illinois Association of Regional Councils for fiscal agent duties.
Local Match	\$2,880	Approximately 60 hours at \$40 an hour for consultant to draft UWP for 2010-2011.
	\$14,400	