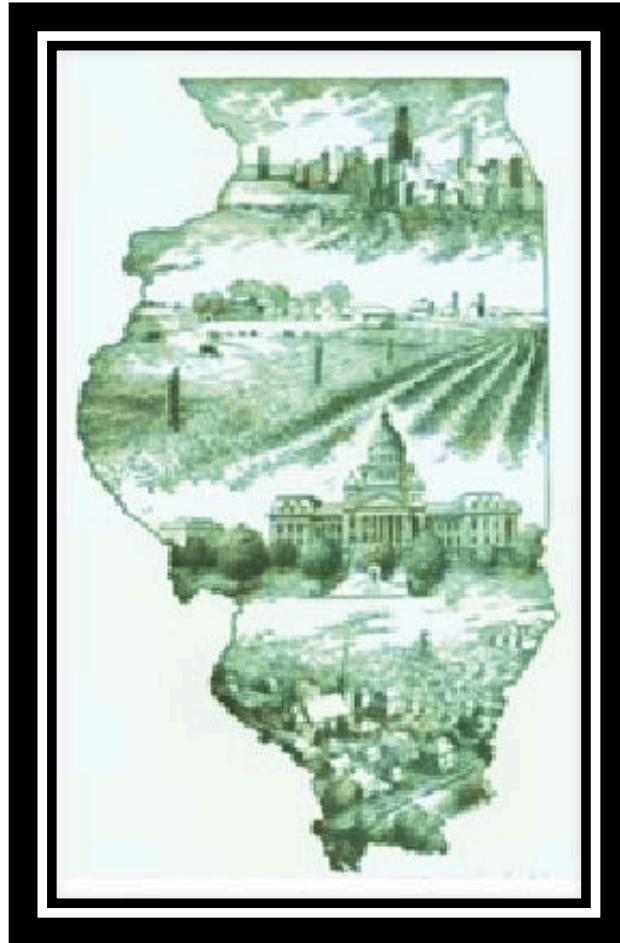


# [ILLINOIS MPO ADVISORY COUNCIL]

[January 1, 2012 - June 30, 2013 Unified Work Program]



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This report was financed by grants from the Federal Highway Administration.  
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.

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Stephen K. Ernst  
Chairman  
Illinois Metropolitan Planning Organization Advisory Council  
January 1, 2012

**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 accordance 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.

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Stephen K. Ernst  
Chairman  
Illinois Metropolitan Planning Organization Advisory Council  
January 1, 2012

**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.

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Stephen K. Ernst  
Chairman  
Illinois Metropolitan Planning Organization Advisory Council  
January 1, 2012

## 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 2012 - 2013. This work program is for the ILMPOAC's next eighteen months and covers the period from January 1, 2012 through June 30, 2013.

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

The specific transportation planning and research activities to be undertaken the next two fiscal years 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. Monitor and report on state and federal transportation legislation.
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. Ongoing policy discussions include asset management systems, public private partnerships, performance measurements and sustainability.

## **ORGANIZATION AND MANAGEMENT**

The Illinois Metropolitan Planning Organization Advisory Council was formed as an advisory council of the Illinois Association of Regional Councils in April 2008. The MPO Advisory Council includes thirteen of the fourteen 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
- Springfield Area Transportation Study
- Stateline Area Transportation Study

The Tri-County Regional Planning Commission is the fiscal agent for the Illinois MPO Advisory Council. Contact information for the Tri-County Regional Planning Commission is 211 Fulton Street Suite 207, Peoria, Illinois 61602 and phone number is 1.309.673.9330.

## 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.
  - ii. In 2011, created a ‘Member’s Only’ page on the Illinois MPO Advisory Council website and archived email blasts and notices from NARC and AMPO on various policy issues. The ‘Member’s Only’ page is password protected. Monies were applied to Constant Contact to send out mass emails more efficiently and archive work products.
- Develop a thorough understanding of MPO strengths, weaknesses, opportunities and threats
  - i. Attend MPO technical and policy committee meetings in 2008 - 2011 in order to better understand the dynamics of their region. 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.
  - ii. Consultant plans to attend at least 13 MPO meetings between, January 1, 2012 through June 30, 2013. Consultant will also review agendas of MPO Policy and Technical Committee meetings on a monthly basis. Monitor various special projects and write a summary which will be placed on their individual MPO profile to be maintained on the ILMPO website.

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.
  - ii. The Illinois MPO Advisory Council met 12 times from 2009 – 2011.
  - iii. The meeting schedule from October 2011 through June 30, 2013: September 2011, December 2011, February 2012, April 2012, June 2012, August 2012, October 2012, December 2012, February 2013, and June 2013.
- Recommend solutions to legislative and policy gaps.
  - i. Review laws passed in the 95<sup>th</sup> and 96<sup>th</sup> General Assembly and provide report to members. Such laws include to the Housing and Transportation Affordability Index, Freight Mobility Plan and a Resolution to create a Statewide Pavement Management Systems.

- 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. Research and analyze legislative proposals for the second year of the 95<sup>th</sup> General Assembly and the full 96<sup>th</sup> General Assembly.
    - ii. Consultant plans to continue monitoring state legislative proposals for the 97<sup>th</sup> and 98<sup>th</sup> Illinois General Assembly and to monitor federal transportation policy discussions as well.
    - iii. Consultant plans to provide weekly legislative alerts to members when the General Assembly convenes. Consultant plans to provide bi-weekly legislative alerts when the General Assembly is not in session.
  - Research regulations, policies, and programs of MPOs to ensure they are in conformity with legislative mandates.
    - i. Hold a roundtable discussion with statewide officials, MPOs and others with an interest in the future of transportation planning in Illinois in the spring of 2012 and 2013.
    - ii. Ensure notes from meeting are developed into a white paper for future discussions within the Illinois MPO Advisory Council and also provide a benchmark of session topics to be considered in the planning of the IDOT Fall Planning Conference.

- 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. The website was expanded to eight pages in 2010-2011 to become more media driven. In 2011, news feeds and social networking tools were 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.
  - 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. In 2009 – 2011, ensured the participation of representatives from IDOT and FHWA at each MPO Technical and Advisory Council meeting. In 2008-2009, the US EPA, Illinois Department of Revenue, Metropolitan Planning Council, Chicago Center for Neighborhood Technology were invited and addressed the MPO Advisory Council.
    - ii. Attended meetings with the US EPA Region V-Brownfields Coordinator to educate MPOs and RPCs in Illinois regarding grants available for brownfields and sustainability. Since MPOs are not mandated to do a brownfield inventory as one of their primary functions, consultant is monitoring the federal discussion on this topic.
    - iii. Develop a sustainability web page on what MPOs and other local government entities are doing on this topic. Consultant needs to sit down with MPO staff a couple of times of year and try to produce a report on what's proven to be most valuable on the sustainability programs.

2.0 Develop linkages and networks with other related statewide and regional organizations, such as the Metropolitan Planning Council, the League of Illinois Bicyclists, 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 an Illinois MPO Advisory Council brochure to distribute to statewide associations, various governmental entities, local elected officials, and other interested parties. The brochure will educate public entities as to the federally mandated requirements of MPOs and a directory of MPOs throughout the State of Illinois. It will also brief public entities on its impact on state and local transportation planning.
- Update the Illinois MPO Advisory Council website with profile of MPOs and Executive Directors who are members of the Council as well as an introduction to MPO 101 webpage explaining the transportation planning process.
  - i. Coordinate an MPO 101 course for new MPO staff and elected officials. Materials from the course will be placed on the ILMPO website as ‘on demand’ training session. Links to the site will be sent new MPO staff.
- Compile list of research centers in Illinois and meet with them. Request research papers related to transportation planning which will be sent to MPO Advisory Council members and archived on the website.
- Build a relationship with Federal Transit Administration, Federal Rail Administration Federal Housing & Development, Environmental Protection Agency regional offices

since proposed federal transportation legislation streamline the transportation planning process to core metropolitan planning functions.

- Conference consideration will be given to the Illinois Public Transportation Association, American Planning Association – Illinois Chapter, and the William O. Lipinski Transportation Summit. Consideration will be given to any other conference related to infrastructure and transportation planning. The ILMPO Chairman will approve consultant attendance prior to registration.

- 2.1 Coordinate training for MPO staff and member agencies.
- Conducted four training workshops for the MPO Advisory Council Technical Committee meetings either through workshops and/or in collaboration with IDOT, FHWA, or other organizations. One training workshop was conducted at the MPO Advisory Council policy committee titled: Transportation Financing; A Deeper Look into the Bond-Financed Portion Of Illinois' Transportation Programs in 2010.
    - i. A Technical Committee staff survey was completed in 2009. Training sessions for 2010-2011 included: 1) Transportation conformity, 2) Census Bureau Update, Transportation Finance course in Chicago and Springfield , and 4) Non-vehicular transportation options.
  - One training session will be conducted on a quarterly basis, which will lead to at least six training sessions between, January 1, 2012 through June 30, 2013.
    - i. Topics were compiled from various meeting with MPO directors and/or lead technical staff regarding training needs in August 2011. Training topics include: 1.) ADA planning requirements, 2.) Crash analysis workshop, 3.) Fiscal aspect of program management, 4.) Public engagement in the MPO process 5.) Performance standards, 6.) Scenario Planning, 7.) Transit data analysis, 8.) Traffic Safety.

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.
- 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.
- Develop a list of grant opportunities for MPOs to be distributed with quarterly alerts.

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 were placed in consultant email alerts and expanded to cover federal legislation.
- 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 email updates have been provided to the MPO Advisory Council and have been placed on the agenda for committee meetings in 2008-2011. This will continue with this fiscal cycle.
  - ii. Performance Measures: What is your baseline information? There is a need to understand data requirement. Perhaps develop a partnership with the University of Illinois and IDOT to create statewide performance measurement systems.
  - iii. Other topics include: ITS deployment, developing a checklist for the TIP certification process and written guidance on the functional classification map changes.

### 3.0 Administrative:

- The Tri-County Regional Planning Commission is acting as the fiscal agent for the Illinois MPO Advisory Council and is preparing the financial reports for the Illinois MPO Advisory Council Budget.
- Consultant to provide quarterly UWP updates to members with links to work products. The quarterly reports are completed utilizing detailed bi-weekly invoices.
- Create a Unified Work Program for FY2011, reflecting activities for January 1, 2012 to June 30, 2013.

Task	Consultant Hours	Amount
1.1 Monitor the national transportation discussion from organizations like NADO, NARC, APA, and AMPO and provide summary communications and ideas to ILMPO and IDOT. Maintain a thorough understanding of MPO strengths, weaknesses, opportunities and threats by reviewing policy and technical committee agendas on a monthly basis. Attending each MPO policy and technical committee at least once a year.	250	\$15,000
1.2 Organize 10 ILMPO Advisory Council meetings to develop collective solutions or pursue collective opportunities.	200	\$12,000
1.3 Consultant plans to provide weekly legislative alerts to members when the General Assembly convenes Hold a roundtable discussion with statewide officials, MPOs and others with an interest in the future of transportation planning in Illinois in the spring of 2012 and 2013	200	\$12,000
1.4 Provide a forum for the sharing of information and best practices across regional lines. Expand the ILMPO website for infrastructure related topics such as: sustainability, highways, freight, pedestrian, bicycle planning and public transportation.	200	\$12,000
2.0 Develop linkages and networks with other related statewide and regional organizations.	100	\$6,000
2.1 One training session will be conducted on a quarterly basis. Training topics include: 1.) ADA planning requirements, 2.) Crash analysis workshop, 3.) Fiscal aspect of program management, 4.) Public engagement in the MPO process 5.) Performance standards, 6.) Scenario Planning, 7.) Transit data analysis, 8.) Traffic Safety.	200	\$12,000
2.2 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	100	\$6,000
2.3 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	250	\$15,000
3.0 Consultant to provide quarterly UWP updates to members with links to work products. The quarterly reports are completed utilizing detailed bi-weekly invoices. Monies are also paid to Tri-County Planning Commission to act as the fiscal agent for ILMPO. Consultant to begin development of next UWP by April 2013.	150	\$10,000
	1650	\$100,000.00

Travel summary:

	How many?	Cost
ILMPO Board meetings	10	\$1,500
ILMPO Technical Committee meetings	6	\$1,000
MPO Visits	13	\$1,000
Monitor state legislation in Springfield. At least 15 weeks of travel to Springfield during Session and Veto Session.	30	\$2,500
		\$6,000.00