Chicago Metropolitan
Agency for Planning

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Fiscal Year 2013
Comprehensive Budget

DRAFT

June 2012

CMAP BOARD MEMBERS

Executive Committee
Gerald Bennett, chair
Susan Campbell, vice chair
Elliott Hartstein, vice chair
Al Larson, at-large member
Raul Raymundo, at-large member
Rae Rupp Srch, at-large member

City of Chicago Appointments
Frank Beal, executive director, Metropolis Strategies
Susan Campbell, private consultant
Andrew Madigan, vice president, Mesirow Financial
Heather Weed Niehoff, senior vice president, VOA Associates Incorporated
Raul Raymundo, chief executive officer, Resurrection Project

Cook County Appointments
Alan Bennett, village trustee, Elmwood Park (Suburban Cook)
Gerald Bennett, mayor, Palos Hills (Southwest Cook)
Michael Gorman, president, Riverside (West Cook)
Richard Reinbold, president, Richton Park (South Cook)
Al Larson, president, Schaumburg (Northwest Cook)

Collar County Appointments
Roger Claar, mayor, Bolingbrook (Will)
Elliott Hartstein, former president, Buffalo Grove (Lake)
Marilyn Michelini, president, Montgomery (Kane/Kendall)
Rae Rupp Srch, former president, Villa Park (DuPage)
Dan Shea, trustee, Algonquin Township (McHenry)

Non-voting Members
Leanne Redden, senior deputy executive director, Regional Transportation Authority (MPO Policy Committee)

TABLE OF CONTENTS

SECTION 1: OVERVIEW 5

About CMAP 5

Staff 7

Budget Overview 8

SECTION 2: BUDGET COMPONENTS 12

Revenue 12

Budget and Work Program 17

LOCAL PLANNING SUPPORT 20

AREA 1: REGIONAL TECHNICAL ASSISTANCE 20

Online Case Study Library 20

Municipal Survey and Compendium of Plans 20

Model Plans, Ordinances, and Codes 21

Plan and Ordinance Review 21

Planning Commissioner Workshops 21

AREA 2: COMMUNITY TECHNICAL ASSISTANCE 22

Community Planning Program 22

Local Technical Assistance: Program Development and Management 22

Local Technical Assistance: Project Scoping 22

Local Technical Assistance: Project Management and Support 23

Local Technical Assistance: Outreach and Communications 23

Local Technical Assistance: Data and Mapping Support 24

Local Technical Assistance: Partner Coordination 24

POLICY ANALYSIS AND DEVELOPMENT 26

AREA 1: Regional Mobility 27

Performance-Based Evaluation Criteria and Transportation Funding 27

Analysis of Regional Revenue Sources for Financing Capital Infrastructure 27

Value Pricing Campaign 28

Fiscal Constraint Data Collection and Forecasting 28

Freight Policy Development 28

Major Capital Projects Implementation 29

AREA 2: Efficient Governance 29

Assessment of Economic Development Incentives 29
Assessment of the Fiscal and Economic Impact of Land Use Decisions 30
State and Local Tax Policy: Indicators and Targets 30
AREA 3: Human Capital 30
Industry Cluster Drill-Down Reports 30
Human Capital Collaboratives and Indicator Development 31
AREA 4: Livable Communities 32
Regional Housing and Development Analysis 32
Green Infrastructure Vision 32
Water Governance and Financing Analysis 33
Energy Policy Development and Planning 33
AREA 5: CMAP/MPO Committee Support and Legislative Strategy 33
CMAP and MPO Committee Support 33
State Legislative Strategy 34
Federal Legislative Strategy 34
COMMUNICATIONS 37
Public Information 37
GO TO 2040 Communications 37
GO TO 2040 Outreach 38
Moving Forward, 2011-12: Implementation Report 38
Graphic Design 38
Web Content and Administration 39
Design Integration Services 39
Future Leaders in Planning (FLIP) 40
REGIONAL INFORMATION AND DATA DEVELOPMENT 42
Advanced Urban Model Development 42
Survey Research 42
Travel and Emissions Modeling 43
Regional Inventories 43
External Data Requests 44
Data Library Management 44
GO TO 2040 Indicator Tracking 44
DATA SHARING AND WAREHOUSING 46
MetroPulse Regional 47

MetroPulse Local 47
MetroPulse Transportation 47
MetroPulse Jobs 48
MetroPulse Data Sharing Hub 48
MetroPulse Data Processing 48
MetroPulse Data Visualization 49
CMAP Online Map Gallery 49
Regional Data Sharing Technical Assistance 49
TRANSPORTATION IMPROVEMENT PROGRAM (TIP) 52
TIP Development and Administration 52
TIP Database Management 53
TIP Analysis 53
CMAQ Program Development and Administration 53
Conformity of Plans and Program 54
CONGESTION MANAGEMENT 56
Performance Monitoring 56
Data for Programming Decisions 57
Congestion Management Process 58
Freight Operations 58
Bicycle and Pedestrian Transportation Planning 59
WATER RESOURCE PLANNING 60
Facilities Planning Area (FPA) Review Process 61
Watershed Planning 61
Watershed Management Coordination 62
Volunteer Lake Monitoring Program (VLMP) 62
Water Pricing and Outreach 62
ENERGY IMPACT ILLINOIS (EI2) PROGRAM 64
EI2 Retrofit Steering Committee Support 65
EI2 Program Implementation 65
EI2 Program Management 65
EI2 Program Evaluation 66
INFORMATION TECHNOLOGY MANAGEMENT 68
Internal Hardware and Software Management 68
Web Infrastructure Management 68

Office Systems Management 69
User Support 69
FINANCE AND ADMINISTRATION 72
Finance and Accounting 72
Budget 72
Grant and Contracts 72
Human Resources 72
Administration/Administrative Support 73

SECTION 1: OVERVIEW

This is the Chicago Metropolitan Agency for Planning's (CMAP) comprehensive activity document for Fiscal Year 2013. The program budget reflects the agency's activities and outcomes for FY 2013. It is a detail of the projects, staff, products and key dates, and anticipated contracts.

About CMAP

The Chicago Metropolitan Agency for Planning (CMAP) is the official regional planning organization for the northeastern Illinois counties of Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will. CMAP developed and now leads the implementation of GO TO 2040, metropolitan Chicago's first comprehensive regional plan in more than 100 years. To address anticipated population growth of more than 2 million new residents, GO TO 2040 establishes coordinated strategies that help the region's 284 communities address transportation, housing, economic development, open space, the environment, and other quality-of-life issues. See www.cmap.illinois.gov for more information.

CMAP operates under authorizing legislation known as Public Act 095-0677. The CMAP Board's membership reflects the regional consensus that led to creation of CMAP, featuring balanced representation from across the counties of Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will. (The CMAP planning area also includes Aux Sable Township in Grundy County.) The board is chaired by Gerald Bennett, mayor of Palos Hills.

The agency committee structure is comprised of policy, advisory, coordinating, and working levels that play integral roles in these planning processes.

Chicago Metropolitan
Agency for Planning
METROPOLITAN PLANNING ORGANIZATION (MPO) POLICY COMMITTEE
CMAP BOARD
POLICY LEVEL
ADVISORY LEVEL
COUNCIL OF MAYORS (COM)
COUNTIES
CITIZENS' ADVISORY COMMITTEE (CAC)
COORDINATING LEVEL
REGIONAL COORDINATING COMMITTEE
LOCAL COORDINATING COMMITTEE
WORKING LEVEL
TRANSPORTATION
HUMAN AND COMMUNITY DEVELOPMENT
HOUSING
ENVIRONMENT AND NATURAL RESOURCES
ECONOMIC DEVELOPMENT
LAND USE
January 13, 2011

Staff

The executive director for CMAP is Randy Blankenhorn. The FY 2013 budget reflects staffing level that changes from 91.4 of the approved FY 2012 budget to 91.3 full-time positions for its core operations budget. In addition, CMAP has two competitive Federal Grants that complement CMAP's core responsibilities. The first grant was awarded in April 2010 by the U.S. Department of Energy for the Energy Impact Illinois (EI2), a program to provide energy-efficient retrofits to commercial and residential buildings in northeastern Illinois. The EI2 is a three-year program funded through the American Recovery and Reinvestment Act of 2009 (Recovery Act). An additional three full-time positions have been created and filled to support the EI2 program. The second grant was awarded in January 2011, by the U.S. Department of Housing and Urban Development (HUD) to increase the planning and implementation capacity of communities by creating a pool of resources that can be used to support local planning. An additional ten full-time positions have been created and filled with the support of the HUD grant.

In addition, internships are provided in various areas of the organization. The intern programs are coordinated with the University of Illinois, University of Chicago, Northern Illinois University and Northwestern University. CMAP administers the Phillip D. Peters Fellowship program to provide high quality work and learning experiences in regional planning for the Chicago metropolitan area to well qualified graduate students in urban and regional planning and related fields. Additionally, in FY 2013 we will have a year-long fellowship sponsored by Northwestern University.

A comprehensive classification structure has been developed for CMAP staff based on levels of responsibilities. Compensation for this structure is developed on comparable market data and the Chicago-Gary-Kenosha Consumer Price Indexes (CPI). Employees are evaluated on an annual basis and may be eligible for merit increases.

A competitive benefits package is provided to the employees. The package includes a retirement program, Social Security, Medicare and health, dental and life insurances. Former state employees were offered the option to continue participation in the State Employees' Retirement System (SERS); all other eligible employees must participate in the Illinois Municipal Retirement Fund (IMRF). In FY 2012 the benefits package was 43.07% of salary; in FY 2013 the amount will decrease to 41.74% of salary. The required CMAP retirement contribution to SERS for FY 2012 will increase from 34.19% to 37.99% and IMRF contribution for 2012 will decrease from 17.95% to 15.74%.

Budget Overview

CMAP receives most of its funding from Federal and State grants. Table 1, Budget Overview for Core Activities, summarizes the core budgets for Actual FY 2011 (audited), Budgeted FY 2012 (adopted by Board in June 2011) and Proposed FY 2013 (anticipated adoption by Board in June 2012). Table 2 is the budget overview for the competitive federal grants. The competitive federal grants reflect two grants: U.S. Department of Energy for the Energy Impact Illinois (EI2) program and U.S. Department of Housing and Urban Development for the Local Technical Assistance program.

TABLE 1: CMAP CORE ACTIVITIES

	Actual	Adopted	Proposed
	FY 2011	FY 2012	FY 2013
OPERATIONS			
Revenues			
Federal	11,465,171	11,440,862	11,561,260
State	3,501,137	3,500,000	3,500,000
Other Public Agencies	68,154	28,100	0
Foundations and Non-Public Agencies	242,375	143,000	100,000
Local Contributions	261,114	250,000	250,000
Reimbursements	31,658	443,800	416,800
Product Sales, Fees & Interest	48,914	35,000	27,500
Total Revenues	**15,618,523**	**15,840,762**	**15,855,560**
Expenditures			
Personnel	8,813,564	9,698,400	9,885,369
Commodities	462,796	355,382	424,000
Operating Expenses	480,098	516,250	364,700
Occupancy Expenses	1,524,703	1,585,000	1,580,000
Contractual Services	3,367,132	3,424,900	3,102,500
Local Planning Grant Match	0	0	265,000
Capital Outlay	577,955	150,000	125,000
Total Expenditures	**15,226,248**	**15,729,932**	**15,746,569**
NON-OPERATIONS - REVENUE AND EXPENDITURES			
Pass Through Grants	1,699,288	3,934,374	4,733,174
In-Kind Service	618,451	946,931	1,174,181

TABLE 2: COMPETITIVE FEDERAL GRANTS

	Actual	Adopted	Proposed
	FY 2011	FY 2012	FY 2013
Revenues			
US Department of Energy	4,644,967	1,779,100	2,740,300
US Housing and Urban Development Dept.	428,333	1,567,250	1,342,450
Federal	**5,073,300**	**3,346,350**	**4,082,750**
OPERATIONAL			
Expenditures			
Personnel	452,242	1,590,900	1,503,100
Commodities	29,742	2,500	1,700
Operating Expenses	12,127	27,950	40,950
Contractual Services	411,545	625,000	552,000
Total Expenditures	**905,656**	**2,246,350**	**2,097,750**
NON-OPERATIONAL			
Pass Through Contracts	12,878,491	1,100,000	1,985,000
In-Kind Services		2,000,000	5,000,000
Total, Non-Operations Expenditures	**12,878,491**	**3,100,000**	**6,985,000**

Chart 1 below reflects the percentage of the core operations revenue from each source and Chart 2 reflects the percentage of expenditures from each category for FY 2013. The charts do not include either the non-operations or the Competitive Federal Grants.

CHART 1: REVENUE FOR CORE ACTIVITIES, PROPOSED FY 2013

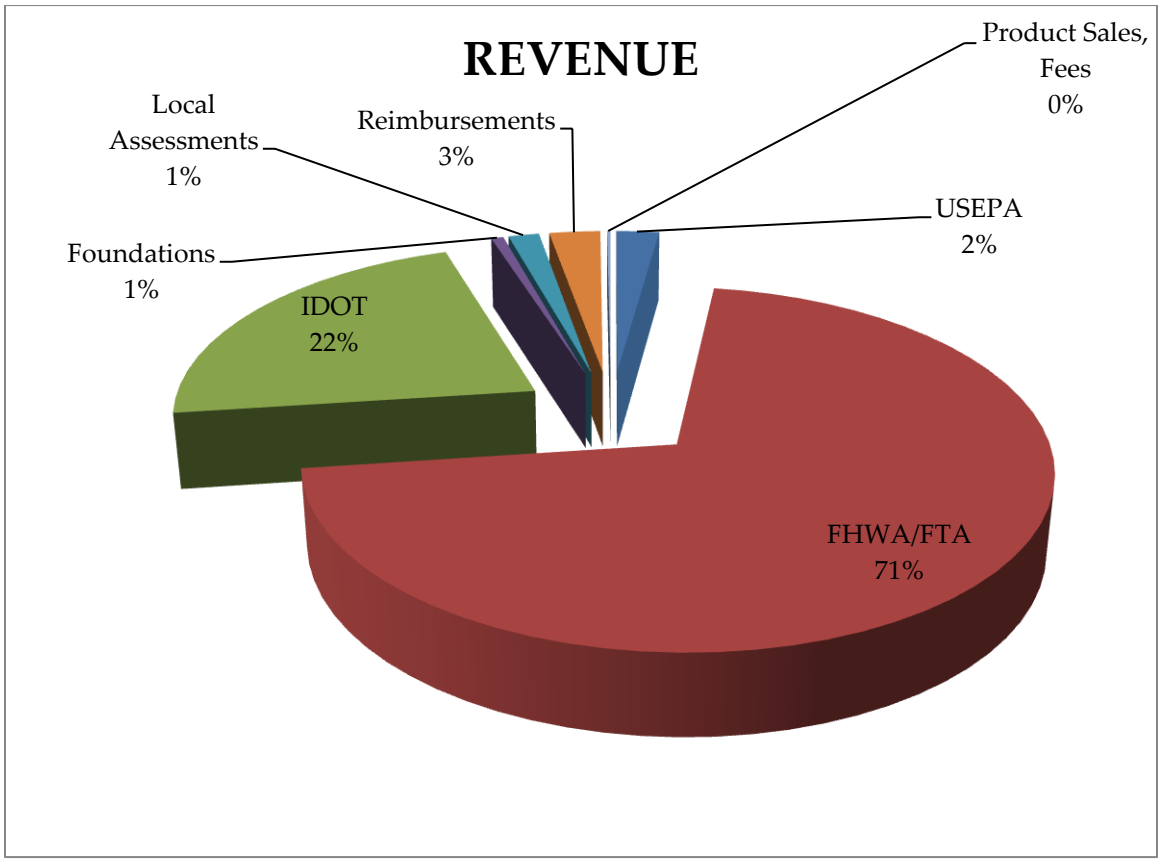
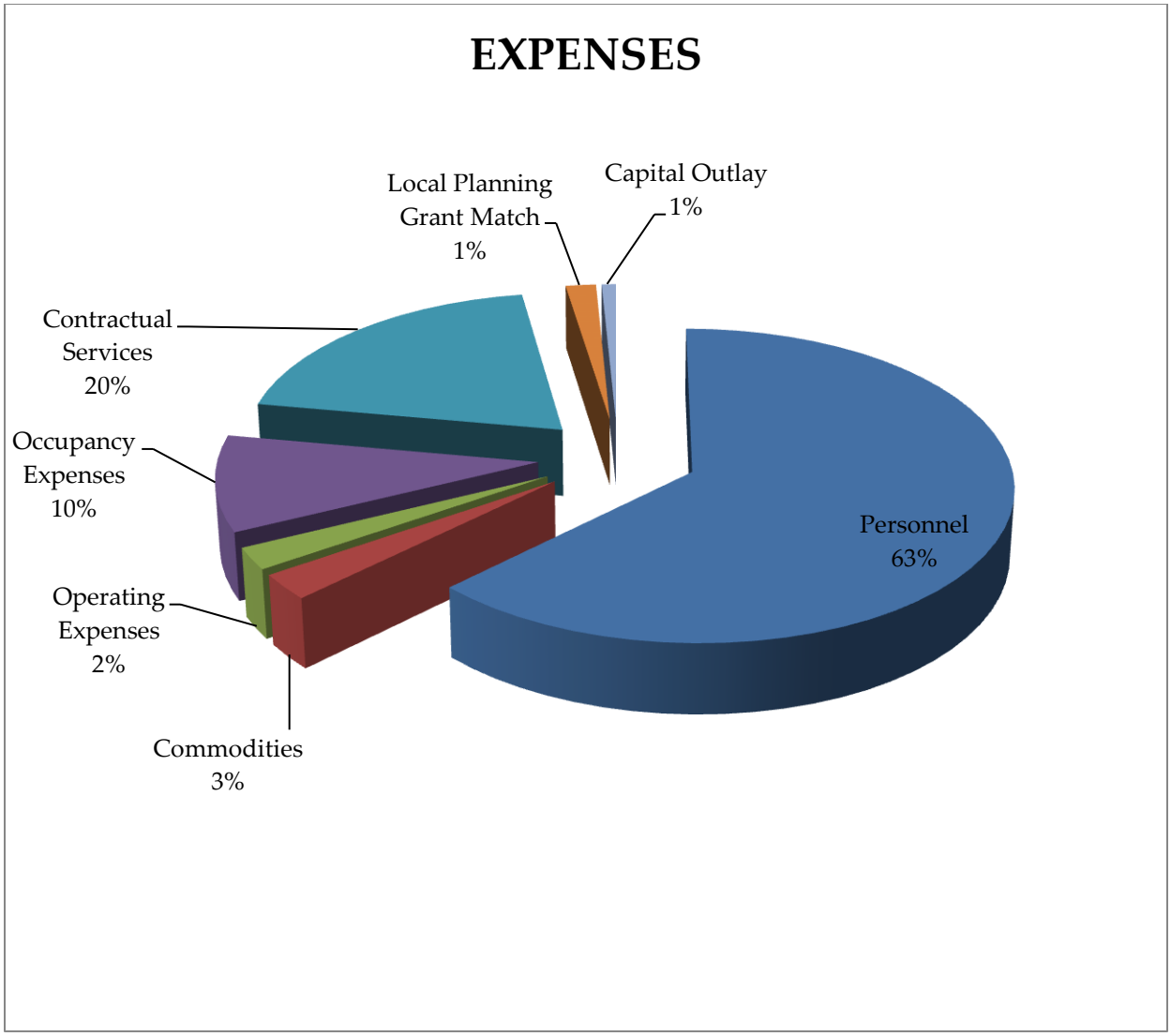


CHART 2: EXPENSES FOR CORE ACTIVITIES, PROPOSED FOR FY 2013



SECTION 2: BUDGET COMPONENTS

Revenue

The primary funding for CMAP is from the Unified Work Program (UWP) for transportation planning for northeastern Illinois programs with metropolitan planning funds from the Federal Transit Administration (FTA), the Federal Highway Administration (FHWA) and state and local sources. The revenues identified for the FY 2013 UWP (Unified Work Program) funds were approved by the UWP Committee, Transportation Committee, Policy Committee and CMAP Board. Public Act 095-0677 provides funding for regional comprehensive planning across the state, of which $3.5 million is allocated to CMAP through the Comprehensive Regional Planning Fund (CRPF). The CRPF allocation is designated as the matching funds for the federal transportation dollars, as well as supporting other planning activities. For the past several years, the state's fiscal difficulties have resulted in deep budget cuts that included suspension of appropriations for the CRPF. In FY 11, the General Assembly took the additional steps of "sweeping" the CRPF (i.e., transferring these dollars to the General Revenue Fund) and passing legislation to dissolve the fund. For the past three years, the Illinois Department of Transportation has provided replacement funds for the CRPF. The Governor's FY 2013 state budget proposes to continue this by providing $3.5 million in state transportation funds in lieu of funding for the CRPF.

The UWP funds are allocated for operating activities and for contractual services. IDOT requires the operating funds be expended during the fiscal year (the 2013 UWP funds are available from July 1, 2012 to June 30, 2013) and the contract funds be expended over a three-year period (from July 1, 2012 to June 30, 2015). The contract funds are budgeted in the fiscal year the services are anticipated. The FY 2013 CMAP budget reflects full expenditure of the 2013 UWP operating funds and partial expenditure of 2011 and 2012 UWP contract funds.

For FY 2013, it is anticipated that the State will allocate $3.5 million for comprehensive planning activities. The allocation is budgeted as follows:

Activity	Time Period	Amount
UWP 2013 Operating Matching Funds	FY 2013	$2,540,290
UWP 2012 Additional Contract Matching Funds	FY 2013-2015	272,750
Regional Planning Activities	FY 2013-2014	334,960
UWP 2012 Local Government Grant Matching	FY 2013-2015	352,000
Total		**$3,500,000**

Revenue is received from U.S. Environmental Protection Agency (EPA), passed through the Illinois EPA (IEPA) for water quality management, watershed planning and other related projects. These funds are normally provided through multi-year grants. Funds not expended during the grant period revert to the funding agency.

The revenue from local assessments and the product sales, fees and interest are considered the CMAP General Fund. The general funds are for activities which cannot be supported by the grants.

The following table reflects the revenue expected to be received during the fiscal year. Some of the revenue is received prior to expenditure; such as, the foundations normally transfer funds at the time of the award even though the expenditures could be in future fiscal years. Other expenditures are on a reimbursable program; such as the federal revenue is not received until the expenditure has been made. The majority of the revenue is from reimbursement grants.

The non-operations revenue is for those funds that are passed through to other organizations (primarily federal funds) and the in-kind match provided by those organizations. Examples would be the UWP Council of Mayors program and the IEPA projects. Commencing with FY 2013, CMAP, as the MPO, will be administering all the FY 2013 UWP contracts, such as for the planning projects of the service boards and other government agencies.

TABLE 3: REVENUE DETAIL, CMAP CORE ACTIVITIES

	Actual	Adopted	Proposed
	FY 2011	FY 2012	FY 2013
OPERATIONS			
FEDERAL			
U.S. Environmental Protection Agency			
Grant through IEPA			
IEPA Sec 319 Fox/Des Plaines River, Phase IV	49,475	7,600	0
IEPA, ARRA, Watershed Planning	26,224	0	0
IEPA Water Quality Mgt.	96,064	122,500	172,500
IEPA VLMP	24,405	58,200	46,900
IEPA Special Projects	377,762	292,800	0
IEPA Watershed Plans			129,700
Total, US EPA	**573,930**	**481,100**	**349,100**
U.S. Department of Transportation			
Grant Direct from FTA			
FTA Midewin Project	126,871	0	0
Grant through IDOT			
UWP - Operating	9,609,940	9,693,826	10,126,560
UWP - Contracts	1,154,430	1,265,936	1,085,600
Total, US DOT	10,891,241	10,959,762	11,212,160
Total, Federal	**11,465,171**	**11,440,862**	**11,561,260**
STATE			
Illinois Department of Transportation			
IDOT	3,484,275	3,500,000	3,500,000
Local Data Collection	16,862	0	0
Total, IDOT	3,501,137	3,500,000	3,500,000
Total, State	**3,501,137**	**3,500,000**	**3,500,000**
OTHER PUBLIC AGENCIES			
IIT	32,954	0	0
Argonne National Laboratory	6,647	7,900	0
Cook County FPD - Maple Lake ICLP, Phase 2	28,553	20,200	0
Total, Other Public Agencies	**68,154**	**28,100**	0
FOUNDATIONS AND NON-PUBLIC AGENCIES			
GO TO 2040 Launch	18,500	0	0
Chicago Community Trust	223,875	143,000	100,000
Total Foundations and Non-Public Agencies	**242,375**	**143,000**	**100,000**

	Actual	Adopted	Proposed
	FY 2011	FY 2012	FY 2013
LOCAL ASSESSMENTS	261,114	250,000	250,000
REIMBURSEMENTS			
Indirect Charge from Competitive Federal Grants		418,800	386,800
Metropolitan Mayor's Caucus	31,658	25,000	30,000
Total, Reimbursements	**31,658**	**443,800**	**416,800**
PRODUCT SALES, FEES AND INTEREST			
Publications Sales	955	1,000	500
ArcView Training	8,050	5,000	8,000
Interest Income	2,563	3,000	2,000
Facility Planning Area Fees	810	5,000	8,000
Conference and Sponsors	2,191	1,000	1,000
Miscellaneous	34,345	20,000	8,000
Total, Product Sales, Fees and Interest	**48,914**	**35,000**	**27,500**
TOTAL REVENUES	**15,618,523**	**15,840,762**	**15,855,560**
NON-OPERATIONS			
PASS THROUGH			
UWP - Council of Mayors	1,213,784	1,348,174	1,348,174
UWP - CTA	0	0	800,000
UWP - City of Chicago	0	0	480,000
UWP - Metra	0	0	320,000
UWP - Pace	0	0	100,000
UWP - RTA	0	0	80,000
UWP - Lake County	0	600,000	250,000
UWP - Cook/DuPage Corridor	9,277	460,000	270,000
UWP - McHenry County	0	185,000	100,000
UWP - Will County	0	25,000	75,000
UWP - Cook County	0	0	50,000
CMAP - Local Planning Grants	0	1,000,000	860,000
IEPA Special Projects - Pass Thru	0	112,200	0
IEPA Sec 319 Fox/Des Plaines River, Phase IV	87,751	189,000	0
IEPA, ARRA, Watershed Planning	388,476	15,000	0
Total, Pass Through	**1,699,288**	**3,934,374**	**4,733,174**
IN-KIND SERVICE			
UWP - Council of Mayors	450,697	542,931	542,931
UWP - CTA	0	0	200,000

	Actual	Adopted	Proposed
	FY 2011	FY 2012	FY 2013
UWP - City of Chicago	0	0	120,000
UWP - Metra	0	0	80,000
UWP - Pace	0	0	25,000
UWP - RTA	0	0	20,000
UWP - Lake County	0	150,000	62,500
UWP - Cook/DuPage Corridor	2,394	115,000	67,500
UWP - McHenry County	0	46,250	25,000
UWP - Will County	0	6,250	18,750
UWP - Cook County	0	0	12,500
IEPA Sec 319 Fox/Des Plaines River, Phase IV	67,273	86,500	0
IEPA, ARRA, Watershed Planning	98,087	0	0
Total, In-Kind Service	**618,451**	**946,931**	**1,174,181**

TABLE 4: REVENUE DETAIL, COMPETITIVE FEDERAL GRANT ACTIVITIES

	Actual	Adopted	Proposed
	FY 2011	FY 2012	FY 2013
Revenues			
US Department of Energy	4,644,967	1,779,100	2,740,300
US Housing and Urban Development Dept.	428,333	1,567,250	1,342,450
Federal	**5,073,300**	**3,346,350**	**4,082,750**

Budget and Work Program

The following tables reflect, line item by line item, the operations budget for FY 2013. The first table is for the core operations and the second one is for the competitive federal grants. A description of the line items is in the Appendix.

TABLE 5: EXPENSE DETAIL, CMAP CORE ACTIVITIES

	Actual	Adopted	Proposed
	FY 2011	FY 2012	FY 2013
PERSONNEL			
Salaries	6,094,505	6,582,700	6,737,863
Retirement	1,293,973	1,412,200	1,436,994
FICA	352,093	396,700	406,622
Medicare	85,050	95,500	97,610
Health/Dental	812,388	931,300	928,281
Life	38,689	45,000	45,000
Other Benefits	30,627	20,000	20,000
Interns	106,239	215,000	213,000
Total, Personnel	**8,813,564**	**9,698,400**	**9,885,369**
Authorized Personnel	90.8	91.4	91.3
COMMODITIES			
General Supplies	15,604	10,000	15,000
Publications	4,436	11,300	10,500
Software - Small Value	5,086		16,000
Equipment - Small Value	81,175		20,000
Furniture - Small Value	3,796		3,000
Data Acquisition	303,842	285,000	302,600
Office Supplies	32,159	29,082	41,900
Copy Room Supplies	16,698	20,000	15,000
Total, Commodities	**462,796**	**355,382**	**424,000**
OPERATING EXPENSES			
Workers' Compensation Insurance	21,723	25,000	25,000
Unemployment Compensation	20,394	15,000	15,000
Staff Assoc. Membership	4,059	12,800	10,400
CMAP Assoc. Membership	27,311	25,500	30,500
Postage/Postal Services	27,893	30,400	28,000
Storage	4,046	17,000	5,000
Legal/Bid Notices	0	2,000	1,300
Miscellaneous	6,318	13,000	10,700
Meeting Expenses	73,549	66,300	14,400
Recruitment Expenses	3,041	2,000	2,000
General Insurance	26,736	25,000	28,000
Legal Services	11,461	5,000	5,000
Printing Services	140,836	101,800	51,700

	Actual	Adopted	Proposed
	FY 2011	FY 2012	FY 2013
Bank Service Fees	3,101	5,000	3,000
Conference Registrations	14,882	22,300	22,400
Training & Education Reimbursement	13,459	29,100	22,700
Travel Expenses	81,289	119,050	89,600
Total, Operating Expenses	**480,098**	**516,250**	**364,700**
OCCUPANCY EXPENSES			
Office Maintenance	17,758	10,000	12,000
Rent	1,396,951	1,455,000	1,458,000
Telecommunications	52,945	60,000	50,000
Utilities	57,049	60,000	60,000
Total, Occupancy Expenses	**1,524,703**	**1,585,000**	**1,580,000**
CONTRACTUAL SERVICES			
Audit Services	38,364	40,000	40,000
Office Equipment Leases	1,260	1,000	2,000
Software Maintenance/Licenses	265,726	230,000	321,000
Fiscal Mgt. Maintenance/Licenses	36,841	40,000	40,000
Professional Services	566,213	463,200	535,000
Consulting Services	2,337,066	2,570,700	2,072,500
Office Equipment Maintenance	121,404	80,000	85,000
Co-Location Hosting Services	258		7,000
Total, Contractual Services	**3,367,132**	**3,424,900**	**3,102,500**
LOCAL PLANNING GRANTS			
Community Planning Grant Match	0	0	265,000
Total, Local Government Grants	0	0	265,000
CAPITAL OUTLAY			
Equipment - Capital	325,502	100,000	75,000
Office Construction - Capital	224,446	0	0
Software - Capital	20,040	50,000	50,000
Furniture - Capital	7,967	0	0
Total, Capital Outlay	577,955	150,000	125,000
TOTAL	**15,226,248**	**15,729,932**	**15,746,569**

TABLE 6: EXPENSE DETAIL, COMPETITIVE FEDERAL GRANT ACTIVITIES

	US DOE	US HUD	Total
PERSONNEL			
Salaries	181,200	647,000	828,200
Retirement	30,500	107,000	137,500
FICA	11,300	40,400	51,700
Medicare	2,600	9,400	12,000
Health/Dental	19,600	67,300	86,900
Total, Personnel	**245,200**	**871,100**	**1,116,300**
Authorized Personnel	3	9	12
Indirect Charge	**85,000**	**301,800**	**386,800**
COMMODITIES			
Publications	200		200
Office Supplies	500	1,000	1,500
Total, Commodities	**700**	**1,000**	**1,700**
OPERATING EXPENSES			
Postage/Postal Services	200	0	200
Printing Services	200		200
Miscellaneous		3,000	3,000
Conference Registrations	1,000	0	1,000
Training & Education Reimbursement	1,000	0	1,000
Internet Service		5,300	5,300
Travel Expenses	2,000	28,250	30,250
Total, Operating Expenses	**4,400**	**36,550**	**40,950**
CONTRACTUAL SERVICES			
Consulting Services	420,000	132,000	552,000
Total, Contractual Services	**420,000**	**132,000**	**552,000**
TOTAL	**755,300**	**1,342,450**	**2,097,750**

Following are the program areas for FY 2013. Under each program is the work plan, then the budget detail and contract descriptions. The work plan was developed to reflect the agency's activities and outcomes for FY 2013. It is a detail of the projects, staff, products and key dates and anticipated contracts. The budget has been developed to assure that the work plan activities are supported with staff, operating costs, and consultant services.

LOCAL PLANNING SUPPORT

Program Oversight: Bob Dean

GO TO 2040 supports the efforts of local governments to improve livability within their communities and to encourage a future pattern of more compact, mixed-use development that focuses growth where transportation infrastructure already exists. The plan recommends that local governments pursue opportunities for development of this type, while recognizing that the interpretation and application of these concepts will vary by community.

AREA 1: REGIONAL TECHNICAL ASSISTANCE

Program Manager: Andrew Williams-Clark

"Regional" technical assistance includes projects that are conducted at a regional level, rather than working with an individual community. Projects in this area have a broad, region-wide audience.

Online Case Study Library

Project Manager: Lindsay Banks

Team: Heringa, Okoth

Description: This project will collect positive case studies from around the region of local governments advancing GO TO 2040 through plans, ordinances, and other regulations. These will be organized clearly in a searchable online format. After the initial launch of the project, it will be continually added to with more case studies, including some suggested or led by partner organizations. In FY 13, these case studies will be used as part of the Year 2 implementation report for GO TO 2040.

Products and Key Dates: Approximately 40 new case studies added to library (ongoing; approximately 10 per quarter). Continued improvements to library in terms of sorting, searching, design, and similar features (ongoing).

Municipal Survey and Compendium of Plans

Project Manager: Andrew Williams-Clark

Team: Heringa, Pfingston, interns

Description: This project will collect and analyze comprehensive plans from municipalities around the region. It will review them for their inclusion of key planning issues and prepare standard metrics by which they can be summarized. From this, technical assistance from CMAP to local governments can be more effectively targeted. The municipal survey will also be used to supplement and confirm this information.

Products and Key Dates: Summary of municipal survey (October). Updated Compendium of Plans (March).

Model Plans, Ordinances, and Codes

Project Manager: Andrew Williams-Clark

Team: Elam, Heringa, Ostrander

Description: This project will prepare model planning approaches on topics of interest to local communities and planners. These include ordinances, other regulations, or treatment of other planning issues. Topics addressed in FY 13 will include continuations of some begun in FY 12: local food model ordinance; treatment of arts and culture in local plans; form-based codes; and climate change adaptation. Once models are produced, CMAP will work with several communities to implement the ordinance locally (covered in more detail in the Community Technical Assistance section). The municipal survey and Compendium of Plans will be used to determine the focus of future model approaches.

Products and Key Dates: Four model ordinances or other planning documents on topics of interest (produced approximately quarterly). Identification of new topics to be addressed in FY 14 and beyond, based on results of municipal survey and Compendium of Plans review (March).

Plan and Ordinance Review

Project Manager: Jack Pfingston

Team: Heringa, Saunders

Description: CMAP will work with communities to review and provide comments on existing or soon to be adopted plans, including comprehensive plans or subarea plans. This may be expanded to include review of ordinances to understand their impacts. The bulk of time in this work item will involve responding to requests to review plans or ordinances; these requests will be solicited as part of the annual call for technical assistance projects but potentially at other points in the year as well.

Products and Key Dates: Review of local plans and ordinances on request (ongoing).

Planning Commissioner Workshops

Project Manager: Erin Aleman

Team: Ambriz, Dick

Description: A series of training workshops for Planning Commissioners will be provided, covering issues such as the importance of updating the comprehensive plan, consistency of local ordinances, legal issues in planning, and placing local land use decisions within a regional context. These will be coordinated with APA-IL, COGs, and other relevant groups. Each workshop will be hosted by a single municipal Planning Commission, with invitations to other nearby communities. The workshops will be targeted to communities recently completing CMAP-led technical assistance projects.

Products and Key Dates: Eight Planning Commissioner workshops, held throughout year (approximately two per quarter).

AREA 2: COMMUNITY TECHNICAL ASSISTANCE

Program Manager: Bob Dean

"Community" technical assistance involves working directly with a community or group of communities on a product that is customized for their use. Projects in this area have a specific audience and are geographically limited. The work plan does not identify the specific projects being pursued, but breaks down the types of work involved in each one.

Community Planning Program

Project Manager: Hala Ahmed

Team: Aleman, Banks, Pfingston, Simoncelli

Description: This project will provide grants to local governments to support the preparation of comprehensive plans, sub-area plans and ordinance revisions to implement these plans, with a focus on linking land use and transportation. It will be highly coordinated with RTA, who offers similar grant programs; coordination with IDOT will also be sought.

Products and Key Dates: Prequalification of consultants to assist with Community Planning program projects (July). Recommendation of projects to be funded (October). Consultant selection and initiation of each local project (January through March). Call for projects for following year (May).

Local Technical Assistance: Program Development and Management

Project Manager: Bob Dean

Team: Aleman, Dick, Navota, Ostrander, Saunders, Williams-Clark

Description: This involves the management of the overall program of local technical assistance projects. This includes assuring project timeliness and quality, assessing staff needs and allocating resources appropriately, and communicating the purpose and goals of the overall program. The preparation of monthly reports on project progress also falls under this project. Future calls for projects and project prioritization are included within this project as well.

Products and Key Dates: Review of applications submitted and project prioritization (October). Monthly reports on progress of ongoing and upcoming projects (ongoing). Call for projects for following year (May).

Local Technical Assistance: Project Scoping

Project Manager: Pete Saunders

Team: Dean, Williams-Clark

Description: Many local technical assistance projects require significant further scoping before the most appropriate CMAP role can be determined. This work plan item includes scoping of all higher priority projects, involving meetings with project sponsors and key local stakeholders, research on relevant past activities in each community, and preparation of a proposed scope of work for CMAP's involvement in each project.

Products and Key Dates: Ongoing scoping of projects as they are submitted through new calls for projects (ongoing).

Local Technical Assistance: Project Management and Support

Project Manager: Bob Dean

Team: Ahmed, Banks, Beck, Burch, Choudry, Dick, Heringa, Hudson, Ihnchak, Loftus, Navota, O'Neal, Okoth, Ostrander, Pfingston, Robinson, Saunders, Schuh, Shenbaga, Simoncelli, K. Smith, Talbot, Williams-Clark, Woods

Description: Each local technical assistance project will be assigned a project manager who is responsible for the timely completion of the project. Project managers are responsible for conducting a large portion of the work required on their projects, as well as identifying needs for additional project support, outreach assistance, and partner coordination (described in the following several work plan items). The staff listed for this project will serve as project managers for some projects and contribute as part of a project team in other cases. CMAP's various software and tools, including Full Circle, the ROI model, MetroQuest, and MetroPulse, will be used as appropriate. Products will vary based on specific projects, but will include comprehensive plans, subarea plans, zoning ordinances, sustainability plans, special projects on particular topics such as housing or water conservation, and others.

Products and Key Dates: Completion of approximately twenty local technical assistance projects receiving direct assistance from CMAP and initiation of a similar number of additional projects. Projects will be initiated and completed on an ongoing basis. The number of projects at various stages (initiated; 50% complete; 90% complete; 100% complete) will be tracked and reported quarterly.

Local Technical Assistance: Outreach and Communications

Project Manager: Erin Aleman, Tom Garritano

Team: Choudry, Green, Hernandez, Lopez, Reisinger, Simoncelli, K. Smith

Description: Inclusive public engagement processes will be part of each local technical assistance project undertaken. This work plan item includes the development and implementation of a public engagement process as part of each project. This project also includes media outreach during and after each LTA project.

Products and Key Dates: Initial PRoject OUtreach STrategy (PROUST) for each project (ongoing). Final report on public engagement results for each local project (ongoing). Communications strategy for each project (ongoing).

Local Technical Assistance: Data and Mapping Support

Project Manager: Agata Dryla-Gaca

Team: Drennan, N. Ferguson, Morck, Pedersen, Peterson

Description: Provide customized data preparation, analysis and mapping support to LTA project managers. Data and analysis staff will be assigned to projects several months before they are initiated, based on availability and needed skills. A set of guidelines for preparing standardized LTA data and mapping products will ensure uniform quality control and streamline preparation of data and map products.

Products and Key Dates: Guidelines for preparation of standard LTA data and mapping products (October). Data and map products for each LTA project (ongoing).

Local Technical Assistance: Partner Coordination

Project Manager: Bob Dean

Team: Aleman, Okoth, Ostrander

Description: The involvement of partner organizations including government, nongovernmental, and philanthropic groups is a central part of CMAP's approach to local technical assistance. This work plan item includes identification of appropriate organizations to participate in local projects and coordination of the project processes to involve these organizations, as well as convening partners through working committees, technical assistance providers group, and other formal and informal committees. This project also includes the incorporation of non-traditional topics within LTA projects, such as health, arts and culture, workforce development, and others.

Products and Key Dates: Identification of appropriate partner organizations and roles for each local technical assistance project (ongoing). Periodic meetings of the technical assistance providers group (quarterly).

TABLE 7: BUDGET DETAIL, LOCAL PLANNING SUPPORT

Local Planning Support - Budget				
	Local Planning Support	**Community Planning Grant**	**Sustainable Communities**	**Total**
PERSONNEL				
Salaries	1,042,300		647,000	1,689,300
Retirement	175,500		107,000	282,500
FICA	66,600		40,400	107,000
Medicare	15,100		9,400	24,500
Health	130,000		62,000	192,000
Dental	8,400		4,200	12,600
Vision	1,900		1,100	3,000
Interns	40,000			40,000
Total, Personnel	**1,479,800**	**0**	**871,100**	**2,350,900**
Employee PY	15.2		9.3	24.5
Indirect Charge	**498,900**	**0**	**301,800**	**800,700**
COMMODITIES				
Publications	3,000			3,000
Data Acquisition	2,000			2,000
Office Supplies	2,000		1,000	3,000
Total, Commodities	**7,000**	**0**	**1,000**	**8,000**
OPERATING				
Staff Assoc. Membership	2,000			2,000
Postage/Postal Services	500			500
Miscellaneous	500	0	3,000	3,500
Meeting Expenses	5,000			5,000
Printing Services	30,000			30,000
Conference Registrations	5,000			5,000
Internet wire service		0	5,300	5,300
Travel Stipend		0	13,250	13,250
Travel Expenses	8,000	0	15,000	23,000
Total, Operating	**51,000**	**0**	**36,550**	**87,550**
CONTRACTUAL SERVICES				
Consulting Services	117,000		132,000	249,000
Total, Contractual Services	**117,000**	**0**	**132,000**	**249,000**
LOCAL PLANNING GRANTS				
Community Planning Grants		1,125,000	0	1,125,000
Total, Local Planning Grants	**0**	**1,125,000**	**0**	**1,125,000**
Total, Expenses	**2,153,700**	**1,125,000**	**1,342,450**	**4,621,150**

Local Planning Support - Budget				
	Local Planning Support	**Community Planning Grant**	**Sustainable Communities**	**Total**
REVENUE				
UWP Operating - FY2013	1,629,360			1,629,360
Match - FY 2013	407,340			407,340
UWP Contracts - FY 2011		400,000		400,000
Match - FY 2011		100,000		100,000
UWP Contracts - FY 2012	93,600	460,000		553,600
Match - FY 012	23,400	115,000		138,400
HUD			1,342,450	1,342,450
IDOT		50,000		50,000
Total, Revenue	**2,153,700**	**1,125,000**	**1,342,450**	**4,621,150**

TABLE 8: CONSULTANT SERVICES DETAIL, LOCAL PLANNING SUPPORT

PROPOSED SUBCONTRACTS	ESTIMATED AMOUNT	FUNDING SOURCE/STATUS
MetroQuest Upgrade (MetroQuest)	77,000	UWP 2012 / Contract /Sole Source, Board approved contract 6/11
Parcel Mapping Technical Maintenance (Great Arc)	40,000	UWP 2012 / Contract, Board approved contract 9/11
Community Planning Grant Program (Various)	625,000	UWP 2011, 2012 / Contract/IDOT 2012 funds / Competitive program conducted and Board approved awards during FY 2012.
Community Planning Grant Program	500,000	UWP 2012 / Contract / Competitive program to be conducted summer 2012 and Board award in fall 2012
LTA Assistance (Various)	132,000	HUD / Assistance to participating municipalities and counties. Board approved assistance in FY 2012.
TOTAL	**1,374,000**	

POLICY ANALYSIS AND DEVELOPMENT

Program Oversight: Matt Maloney

GO TO 2040 addresses broad issues of governance and policy, which are equally as important as physical infrastructure to our region's future. The plan's approach in this area is to support activities that create a favorable policy environment for sustainable prosperity and regional job growth. The primary goal of this core program is to use the agency's vast data resources to generate compelling analyses in subject areas aligning with GO TO 2040. Dissemination of this analysis provides the context for strategic coordination on policy with other organizations, including administrative and/or legislative action. This core program reflects agency priorities, ranging from transportation finance to economic innovation to state and local taxation to

broader land use issues including housing and natural resource policies. The main activities include research and analysis, steering GO TO 2040 priorities through the agency's committee structure, legislative analysis, and coordination by CMAP staff with other organizations.

AREA 1: Regional Mobility

Performance-Based Evaluation Criteria and Transportation Funding

Project Manager: Matt Maloney

Team: Beata

Description: GO TO 2040 recommends a series of implementation actions for creating more efficient use of scarce transportation dollars. Transportation funding decisions should be based on transparent evaluation criteria, and the State and the region's transportation stakeholders should develop and utilize the necessary performance measures. The plan specifically targets the current state practice of allocating 45 percent of road funding to northeastern Illinois, and recommends that performance-driven criteria rather than an arbitrary formula be used to determine these investments. CMAP also has an important institutional role in ensuring that the region's transportation projects satisfy the direction of GO TO 2040. This project will continue to advance these concepts and explore a series of different options for CMAP's continued role in targeting investment dollars toward the region's transportation priorities.

Products and Key Dates: Continued outreach to key stakeholders on performance-based evaluation criteria issue brief (ongoing); Host Volpe peer exchange on performance based evaluation criteria (summer 2012); Internal analysis of TIP and its alignment with GO TO 2040 (summer 2012); Culminating report on funding and transportation programming options, drawing on the above products and other projects within Area 1 (March 2013).

Analysis of Regional Revenue Sources for Financing Capital Infrastructure

Project Manager: Matt Maloney

Team: Beata, Hollander, Schuh

Description: CMAP's Regional Tax Policy Task Force recommended that Northeastern Illinois should follow the lead of other regions around the country that are pursuing and utilizing regional revenue sources for regional needs, namely capital investments for transportation infrastructure projects. The GO TO 2040 plan emphasizes the modernization of existing transportation infrastructure and includes a very short list of fiscally constrained major capital projects. As federal and state gas taxes continue to lose purchasing power, it is important for the region to pursue dedicated sources of locally sourced funding to provide for these regional needs. The purpose of this project is for staff to conduct a detailed analysis of potential non-federal or state revenues to be derived from the imposition of new user fees or other efficient forms of taxation that capture the incremental value created by infrastructure improvements. A menu of options will be prepared, along with the benefits and costs of each approach. Both region-wide and sub-regional/corridor approaches should be analyzed as part of this project. Specific recommendations should be offered, and the CMAP Board may wish to pursue a particular funding avenue, if necessary, via state legislation.

Products and Key Dates: Detailed project scoping will begin in late FY 12. Final report (December 2012).

Value Pricing Campaign

Project Manager: Jesse Elam

Team: Beata, Stratton, Bozic, outreach staff, existing consultant PAO

Description: The implementation of congestion pricing is a major recommendation of GO TO 2040. While a range of planning studies, including work by CMAP, Illinois Tollway and the Metropolitan Planning Council, have analyzed this strategy, the region has not yet seen much momentum behind the implementation of congestion pricing on a project level. Several challenges and informational barriers remain, including how congestion pricing might impact local streets, how the revenues might be used, and how different income classes might change their behavior as a result. This project should be thought of as a broader "campaign" that includes the production of a short marketing piece as well as an outreach effort. The intended audience includes mayors, the Tollway board, the Governor's staff, and State legislators. The piece will include an explanation of value pricing, a section discussing specific expressways and planning-level estimates of congestion reduction/throughput increase, traffic diversion to local roads or from transit, changes in travel behavior by income class, and estimates of revenue generated.

Products and Key Dates: Report/marketing piece (September 2012); Development of an outreach and communications strategy (September 2012); Follow outreach and communications strategy (ongoing).

Fiscal Constraint Data Collection and Forecasting

Project Managers: Alex Beata & Lindsay Hollander

Description: The GO TO 2040 plan includes a fiscal constraint for transportation investments. The objective of this project is to collect and organize the necessary data for updating the fiscal constraint in preparation for a plan update. Staff will review GO TO 2040's assumptions against actual revenue and expenditure figures and also research other innovative approaches used by other MPOs at conducting long range financial planning and ongoing monitoring of progress.

Products and Key Dates: Updated assumptions and financial forecasts for internal review (December 2012).

Freight Policy Development

Project Manager: Randy Deshazo

Team: Ballard-Rosa, Beata, Simoncelli, with additional coordination across departments as necessary.

Description: GO TO 2040 strongly supports increased investment in the region's freight system to improve the economic competitiveness of metropolitan Chicago, and the plan emphasizes organization and public policy as a specific area of focus for achieving this goal. Metropolitan Chicago has not traditionally had a champion to look out for the public interest regarding freight. To address the institutional and funding barriers of all freight modes, a self-financed Regional Freight Authority should be explored and designated to establish a balance of interests and a mandate to address these needs and lower operating costs by upgrading regional infrastructure. A process should be outlined to assist in moving this recommendation forward that includes convening freight stakeholders and transportation implementers to discuss the options and best course of action.

Products and Key Dates: Strategic Plan for CMAP's involvement in freight (July 2012); other deliverables as defined through the strategic planning process (ongoing); Issue RFP for comprehensive freight database (July 2012).

Major Capital Projects Implementation

Project Manager: Matt Maloney

Team: Beata, Bozic, Blankenhorn, Dean, Leary, Elam, Kopec, Schuh, Wies

Description: While the primary transportation emphasis of GO TO 2040 is to maintain and modernize, the plan contains a handful of fiscally constrained major capital projects that will maximize regional benefits of mobility and economic development. In the last fiscal year, staff engaged in a strategic planning exercise for prioritizing opportunities for CMAP staff to add value to these regional planning processes. CMAP will deploy some resources, in coordination with state, regional, and local agencies and groups, to generate the data, information, policy analysis, and outreach to advance implementation of GO TO 2040's fiscally constrained priority projects.

Products and Key Dates: Monthly internal meetings and project updates (ongoing); Scoping and coordination of next steps for CMAP staff post IL 53/120 advisory council (ongoing); Analysis for I-90 council utilizing the pricing model, the value pricing marketing pieces and expressway-BRT study (begin in summer 2012); update strategic plan (May 2013), other technical assistance and involvement with project planning as stipulated in the strategic plan (ongoing).

AREA 2: Efficient Governance

Assessment of Economic Development Incentives

Project Manager: Lindsay Hollander

Team: Schuh, Morck, consultant contract, with additional coordination across departments as necessary

Description: CMAP's Regional Tax Policy Task Force recommended that CMAP analyze how sales tax rebates affect development and land use decisions, and support policies that enhance transparency in these rebate agreements. This recommendation emerged from the Task Force's

lengthy discussion about the local incentives at play in the attraction of large tax generating establishments and the land use and transportation impacts. While the Task Force focused specifically on sales tax rebates, the state and some local governments historically have utilized a range of other abatements and economic development incentives, including TIF and enterprise zones, to spur economic development. The CMAP Board has requested that CMAP conduct a detailed study on how and where these tools have been used and the impact of the tools on local and regional economic development.

Products and Key Dates: Issue RFP (May 2012), data collection completed (January 2013), final report (June 2013).

Assessment of the Fiscal and Economic Impact of Land Use Decisions

Project Manager: Elizabeth Schuh

Team: Hollander, Clark, consultant contract

Description: The Tax Policy Task Force report includes data and information about the fiscal impacts of different development decisions. During the GO TO 2040 plan process, CMAP also analyzed the regional economic and jobs impacts of these different development decisions. It is important for the region to have the best information possible about how our fiscal policies drive land use decisions and transportation infrastructure as well as the resulting impacts on the regional economy, jobs, and principles of livability as addressed in GO TO 2040. The CMAP Board has requested that the local and regional impacts of these decisions should be analyzed in more detail. Analysis should be regional in scale and include specific information and cooperation from local municipalities.

Products and Key Dates: Issue RFP (June 2012), initial analysis results (June 2013), internal fiscal and economic impact tool (October 2013), final report (December 2013)

State and Local Tax Policy: Indicators and Targets

Project Manager: Lindsay Hollander

Team: Coordination and assistance from research and analysis staff

Description: GO TO 2040 suggests three types of tax policy indicators that should be used to track progress. These are 1) efficiency of the tax system; 2) equity of the tax system; and 3) transparency of the tax system. In FY 13, staff will collect and analyze the necessary data for establishing specific indicators and targets for this policy area. Staff will coordinate with research and analysis staff on the indicator development and including this data on MetroPulse.

Products and Key Dates: Tax policy indicators and targets (June 2013)

AREA 3: Human Capital

Industry Cluster Drill-Down Reports

Project Manager: Annie Byrne

Team: Ballard-Rosa, Weil

Description: The GO TO 2040 recommendation on Innovation includes an implementation action to perform a "drill down" analysis into specific industry clusters, including freight/logistics, biotech/biomed and energy, and/or advanced manufacturing. The purpose of these reports is to identify specific opportunities to support economic innovation within a strategic cluster. A thorough, comprehensive evaluation of an industry cluster will highlight opportunities to develop partnerships, strengthen programs, advocate for policy changes, align workforce training programs, and bolster other resources that will help the cluster thrive. The template used for the first cluster drill down on the freight cluster will be used for future drill down reports. CMAP will explore opportunities to partner with relevant organizations in the completion of the drill-down reports.

Products and Key Dates: Manufacturing Drill Down- Present scope, cluster composition, and annotated outline to CMAP Economic Development Committees (July 2012); Final Drill-Down Report (December 2012); Biotech/Biomed Drill Down- Present scope, cluster composition, and annotated outline to CMAP Economic Development Committees (February 2013); Final Drill-Down Report (June 2013).

Human Capital Collaboratives and Indicator Development

Project Manager: Annie Byrne

Team: Ballard-Rosa, Weil, assistance from research and analysis staff (MetroPulse dashboard), outside project partners as described in project description

Description: The GO TO 2040 Human Capital chapter prioritizes specific data and information needs in order to improve workforce development and support economic innovation. CMAP is involved in several collaborative efforts to implement these specific implementation actions and will continue to prioritize the development and dissemination of needed data and indicators. The data and indicators are key measurement tools in order to determine if our region is globally competitive and how these tie into our future land use and transportation decisions. In FY2011 CMAP formed a coalition between CMAP, the Chicagoland Chamber of Commerce, the Illinois Science and Technology Coalition, and World Business Chicago to collect and develop innovation measures. In FY2013, CMAP will continue to work with this group to create the Illinois Innovation Index, publish an annual report, and guide the MetroPulse dashboard on innovation. Additionally, this group will help CMAP identify key innovation metrics and targets, which will be tracked overtime to measure our progress. In FY2010, CMAP formed the Workforce Data Partners, in collaboration with the Chicago Jobs Council, Women Employed, and Northern Illinois University. CMAP will continue to facilitate the work of this group, which is focused on improving data dissemination and providing workforce development data users with the information they need to improve decision making. This group will continue to inform the development MetroPulse Jobs, learn how to use new and emerging data tools, develop usage scenarios for the State Longitudinal Data System, and inform the metrics for the state led Workforce Data Quality Initiative and Race to the Top data element. Additionally, this group will help CMAP establish workforce development metrics and targets, which will be tracked over time.

Products and Key Dates: Monthly or quarterly Illinois Innovation Index published, covered in policy blog, and data loaded into MetroPulse (ongoing). Illinois Innovation Index Annual Report completed (October 2012). Identification of innovation tracking indicators and targets set (October 2012). Development of MetroPulse Innovation Dashboard (Winter 2012—in collaboration with MetroPulse staff). Workforce Data Partners quarterly workshops, training, and focus groups (tentative schedule: August 2012, November 2012, February 2013, May 2014). Identification of workforce development tracking indicators and targets (drafted November 2012, finalized in February 2013).

AREA 4: Livable Communities

Regional Housing and Development Analysis

Project Manager: Elizabeth Schuh

Team: Morck, D. Clark

Description: GO TO 2040's land use and housing section emphasizes the need to coordinate planning for transportation, land use, and housing. This project will focus on enhancing the agency's understanding of ongoing housing and land use change in the region and education on topics related to the interaction of land use and transportation. This project will both utilize and supplement the agency's existing land use data resources (land use inventory and development database). Topic areas are likely to include station area change, housing trends, commercial development trends, residential connectivity, and land use planning on transportation corridors. Final products will provide a resource for communities and stakeholders to better understand local and regional change, supplement the existing resources on Metropulse, and may also provide data tools for CMAP's Local Technical Assistance Program.

Products and Key Dates: Analysis of and policy updates on housing and commercial development change in the region (Quarterly); Analysis of EAV and development square footage change for the region's rail transit station areas (December 2012); Issue brief on national strategies for corridor land use planning (February 2012); Ongoing educational blogs/handouts on transportation and land use topics (Ongoing, approximately 4)

Green Infrastructure Vision

Project Manager: Jesse Elam

Description: Last fiscal year, green infrastructure vision (GIV) data resources were refined to provide more detail to local development and infrastructure planning. This year, this project will focus on policy applications for the GIV, including use for transportation project development, facility planning area review, municipal comprehensive plans, and land conservation. Other data extensions for the GIV will be explored in a separate project under the Regional Information core program.

Products and Key Dates: Report on recommended policy applications for the GIV (December 2012).

Water Governance and Financing Analysis

Project Manager: Jesse Elam

Team: Hollander, Loftus

Description: GO TO 2040's section on water and energy resources offers some specific recommendations regarding water pricing, and the plan's section on coordinated investment recommends that service delivery be streamlined where possible to achieve efficiencies. Specifically, this project will conduct research on the costs and benefits of instituting stormwater utility fees as well as consolidating water utilities and their land use and other infrastructure impacts. The research will survey the challenges and opportunities, investigate case studies, and provide other considerations.

Products and Key Dates: Stormwater Utility Fee report (December 2012); Report on water utility consolidation (June 2013).

Energy Policy Development and Planning

Project Manager: Emily Plagman

Team: Elam, Olson

Description: CMAP will begin researching and strategizing on potential expansion into other energy policy issues in a manner consistent with its regional authority and the GO TO 2040 Strategic Plan goals. While continuing to promote energy efficiency, issue expansion may include areas such as renewable energy and distributed generation, smart grid, and energy use in transportation and land use planning. In particular, CMAP will expand on these issues by utilizing pre-existing areas of focus – i.e. LTA, transportation, and water-related work - to expand its work in the energy field. It will also seek to create new opportunities to guide and develop regional energy planning initiatives and resources.

Products and Key Dates: Strategic Plan for CMAP's involvement in energy policy and planning. Scope (September 2012) and Plan (January 2013).

AREA 5: CMAP/MPO Committee Support and Legislative Strategy

CMAP and MPO Committee Support

Team: Kopec, Leary (policy committees); Dean, Maloney (coordinating committees); Aleman, Berry, Capriccioso (advisory committees); Byrne, Dixon, Elam, Ostrander, Smith, Williams-Clark (working committees).

Description: CMAP has committees at the policy, coordinating, advisory, and working levels that play integral roles in the agency's planning processes. CMAP provides staff support to these committees. With the adoption of GO TO 2040, committee focus has shifted from the planning process to implementation. While many implementation areas of the plan are led by CMAP, other areas require leadership from other implementers. Moving forward, CMAP's

committees, primarily at the working level, should be used to ensure that CMAP can measure progress toward plan implementation on both staff work and efforts by outside implementers.

Products: Agendas, meeting minutes, and supporting materials (policy, coordinating, advisory, working levels); implement mechanism to collect and share information on GO TO 2040 implementation activities occurring throughout the region (working committee level) - quarterly.

State Legislative Strategy

Project Manager: Gordon Smith

Team: Allen, Capriccioso, Maloney, Weil, other policy staff

Description: Under this project, staff will monitor legislative activities at the Illinois General Assembly during regular and veto session and actions taken by the Governor, such as vetoes, executive orders, or other relevant announcements that impact our region. Staff will maintain relationships with key staff in the House, Senate, Governor's Office, other constitutional offices and state departments to keep abreast of these activities. Staff will also maintain relationships with CMAP's partners and stakeholders to keep informed with their legislative concerns and initiatives. Staff will provide an analysis of bills of significant interest to CMAP and the status of these bills as they move through the legislative process. Staff will provide written and verbal reports on these activities regularly to executive staff, CMAP board, policy and working committees, and the CAC. Staff will often submit Policy Updates on relevant topics of interest.

Products and Key Dates: State Agenda (October 2012); Monthly Board Report, Final Legislative Report (June 2013), Veto Session Report (TBD), Policy Updates on state legislative issues (ongoing), Factsheets on GO TO 2040 priorities (as needed); Outreach Strategy Outline (as needed); Regional Legislative Briefings (June-July).

Federal Legislative Strategy

Project Manager: Jill Leary

Team: Beata, Kopec, Maloney, other relevant staff

Description: Under this project, staff will monitor actions in the U.S. Congress and other relevant federal announcements that impact our region. Specific continuing areas of focus include reauthorization of the transportation legislation as well as the Sustainable Communities Initiative.

Products and Key Dates: Federal Agenda (January 2013); Policy Updates on federal legislative issues (ongoing); Congressional Staff Briefings (TBD).

TABLE 9: BUDGET DETAIL, POLICY ANALYSIS AND DEVELOPMENT

Policy Analysis and Development - Budget	
PERSONNEL	
Salaries	1,255,963
Retirement	278,994
FICA	70,622
Medicare	18,210
Health	131,767
Dental	9,295
Vision	1,819
Interns	25,000
Total, Personnel	**1,791,669**
Employee PY	14.1
Indirect Charge	612,200
COMMODITIES	
Publications	3,000
Office Supplies	500
Total, Commodities	**3,500**
OPERATING	
Staff Assoc. Membership	2,000
CMAP Assoc. Membership	25,000
Postage/Postal Services	4,000
Miscellaneous	500
Meeting Expenses	500
Conference Registrations	6,500
Training & Education Reimbursement	1,500
Travel Expenses	35,500
Total, Operating	**75,500**
CONTRACTUAL SERVICES	
Consulting Services	310,000
Total, Contractual Services	310,000
Total, Expenses	**2,792,869**
REVENUE	
UWP Operating - FY2013	1,871,040
Match - FY 2013	467,760
UWP Contracts - FY 2012	120,000
Match - FY 2012	30,000
General Fund	35,000
IDOT	269,069
Total, Revenue	**2,792,869**

TABLE 10: CONSULTANT SERVICES DETAIL, POLICY ANALYSIS AND DEVELOPMENT

PROPOSED SUBCONTRACTS	ESTIMATED AMOUNT	FUNDING SOURCE/STATUS
Federal Policy Analysis (Wilkison)	35,000	General Fund / Ongoing contract
Tax Policy Task Force (TBD)	75,000	IDOT 2012 / RFP to be developed. Board to approve contract.
Innovation Financing for Transportation (TBD)	50,000	UWP 2012 / RFP to be developed. Board to approve contract.
Comprehensive Freight Asset and Financing Database	100,000	UWP 2012 / RFP to be developed. Board to approve contract.
Value Capture	50,000	UWP 2013 / Award to CTA. Board to approve contract
Total	**310,000**	

COMMUNICATIONS

Program Oversight: Tom Garritano

Public Information

Project Manager: Justine Reisinger

Team: Garritano, Weiskind, Green, plus other relevant staff.

Description: CMAP must maintain a high standard of communication with stakeholders, the general public, and news media. Tools include prepared talks, story pitches, press releases, tip sheets, media advisories, and video. Outreach to external media will be coordinated internally and, whenever appropriate, externally with CMAP partners. Continual outreach will be conducted with print and electronic reporters, emphasizing regional, local, and to some extent state coverage. CMAP will routinely reach out to share content with blogs at our partner organizations or other independent sites. It is also important to emphasize minority print and electronic media. Communications staff will place special emphasis on working with Planning Assistance staff to build awareness of GO TO 2040 implementation activities (e.g., the Local Technical Assistance program).

Products: Various electronic and print materials, as needed throughout FY 2013. Scheduled multimedia products are a video about the Red Line South Extension and a video about local food systems.

GO TO 2040 Communications

Project Manager: Tom Garritano

Team: Reisinger, Weiskind, Green, plus other relevant staff.

Description: CMAP's primary communications goal is to promote the broad implementation of GO TO 2040 regionally and locally. Our primary audiences are the local, regional, state, and federal implementers of GO TO 2040. When reaching out to a broader audience, it is generally for the purpose of raising awareness about the plan's implementation through local and regional examples of effective planning and policies that show the importance of CMAP's leadership. This includes reaching out to targeted audiences via external media, web, printed materials, infographics, and public talks. Primary topics will include the GO TO 2040 plan as a whole, implementation efforts such as the Local Technical Assistance program, and information-sharing efforts such as MetroPulse. Communications staff will work with Local Planning Assistance and other CMAP staff to produce needed print materials, including reports, promotional documents, posters, and more, including the second annual GO TO 2040 implementation report.

Products: Various electronic and print materials, as needed throughout FY 2013.

GO TO 2040 Outreach

Project Manager: Erin Aleman

Team: Blankenhorn, Lopez, Banks, other staff as needed

Description: Complementary to the GO TO 2040 Communications project, the primary objective of the GO TO 2040 Outreach project is to continue to engage key stakeholders and implementing agencies about GO TO 2040's policy recommendations; to ensure that these organizations are knowledgeable about the plan's recommendations; and to raise awareness and garner support for the implementation of GO TO 2040. Because CMAP has limited implementation authority, it is critical that local, state, and other decision-makers be supportive of the direction and specific recommendations of the GO TO 2040 plan. Building on a successful outreach approach that resulted in the plan's adoption, this task will continue extensive outreach to key stakeholders and a plan to sustain and increase our GO TO 2040 partners. In 2013 the national American Planning Association (APA) conference will be held in Chicago. CMAP and LTA staff will assist on host committees, panels, and local workshops, to ensure our work is highlighted during the conference.

Products and Key Dates: GO TO 2040 presentations to all of the Local Technical Assistance communities and 10 additional implementers by end of FY 2013; CMAP participation in at least two high-profile conferences, panels, or events by the end of FY 2013; Continued partner outreach presentations at smaller events as appropriate; participation on the host committees and in events for the national APA conference in Chicago (April 2013); annual LTA Ideas Exchange event (May 2013).

Moving Forward, 2011-12: Implementation Report

Project Manager: Garritano

Team: Reisinger, Weiskind, Green, plus other relevant staff.

Description: The Year 1 implementation report for GO TO 2040 was an effective way to recognize accomplishments by CMAP and many partner organizations. This included a full-length report, a summary poster-brochure, and simple but appealing web page (http://www.cmap.illinois.gov/moving-forward/2010-11). The Year 2 report's content will expand on the first report. Precise format is subject to internal discussion but should be graphically consistent with the 2010-11 materials. Approximately 3,000 units of the summary should be printed commercially, and the report can be printed internally in smaller quantities as needed.

Products and Key Dates: Full report for distribution at January board meeting, with the summary printed and website launched by the February board meeting.

Graphic Design

Project Manager: Adam Weiskind

Team: Garritano, Reisinger, Green, plus other relevant staff.

Description: CMAP staff have an on-going need for graphic design help in preparing their materials for publication on the web and in print to support on-going agency plans, programs, and other activities. Whenever feasible, design of print materials (reports, mailers, pamphlets, brochures), website elements and page layouts, logo and identity development, display items, and maps and informational graphics should be incorporated to make CMAP priorities easily comprehensible to broader audiences, including the general public and mainstream media. When targeted more specifically to expert audiences, the goal remains to communicate concisely and clearly, with that responsibility shared by non-communications and communications staff. Communications staff will place special emphasis on working with other staff to build awareness of GO TO 2040 implementation activities (e.g., the Local Technical Assistance program).

Products and Key Dates: Various electronic and print materials, as needed throughout FY 2013.

Web Content and Administration

Project Manager: Hillary Green and CMAP web front-end developer (hire in progress April 2012)

Team: Garritano, Tiedemann, Reisinger, Weiskind, plus other relevant staff.

Description: Implementation of the GO TO 2040 regional plan and other core CMAP functions require a strategic approach to developing content that informs and prompts specific action by regional decision makers and the stakeholders who influence them. This project is to develop, organize, and present that content for the CMAP website. In addition to content development, it includes oversight of the web consultants responsible for programming, maintaining, and securely hosting the website. The site -- including the Moving Forward space and Policy Updates blog, which focus on implementation of GO TO 2040 -- facilitates strategic communications by all CMAP project staff. Individual non-communications staff should be responsible for "owning" specific areas of the website, corresponding to his or her project duties and areas of expertise. For each major topic area, that person will be assisted by communications staff to continually develop and maintain content that brings people to the CMAP website and promotes implementation of GO TO 2040. Communications staff will work with other CMAP staff to produce web content necessary to promote implementation of GO TO 2040, e.g., with Planning Assistance staff responsible for subsections of Moving Forward. Promotion via social media (Facebook, Twitter) will drive visitors to highlighted content, including occasional "live Tweeting" from important events and meetings.

Products and Key Dates: Various web materials, as needed throughout FY 2013.

Design Integration Services

Project Manager: Tom Garritano

Team: Reisinger, Weiskind, Green, plus other relevant staff.

Description: With this project, CMAP is applying design principles to create and enhance content ranging from data visualization, web materials, video, and printed materials. Working

with a contracted design firm, we will bring a design perspective to developing and strategically integrating such content, making it more usable and impactful. Particular priorities are to increase the visibility of MetroPulse content within the CMAP web site, and to create interactive infographics (charts, maps, etc.) in topic-specific "micro-sites" that support GO TO 2040 implementation activities.

Products and Key Dates: Data visualizations based on MetroPulse API in support of policy- and project-based priorities (e.g., congestion pricing, local food systems), including related print or multimedia materials, as needed throughout FY 2013.

Future Leaders in Planning (FLIP)

Project Manager: Ricardo Lopez

Team: Green, Hernandez

Description: This is a leadership development program for high school students. Selected participants will collaborate with and learn from elected officials and planners who are implementing the GO TO 2040 comprehensive regional plan. The program runs from September 2012 to May 2013 and provides ongoing leadership development, teaching them about past, present, and future regional planning issues from elected officials, community leaders and CMAP staff. Through multimedia tools, interactive activities and field trips, students go "behind the scenes" to explore our region's communities. Topics include: transportation, housing, human services, land use, economic development and the environment. In addition to learning how local governments interact to address these important regional needs, students will have opportunities to engage with other students to think about the ways planning could be improved and/or changed. Students will present their resolutions at the end of the sessions to the CMAP Board.

Products and Key Dates: recruitment strategy with application (March 2012); program curriculum (August 2012); student selection & notification (September 2012); site selection for Final Project (March 2013); monthly meetings and activities (September 2012 – April 2013); Final Project (May 2013).

TABLE 11: BUDGET DETAIL, COMMUNICATIONS

Communications - Budget			
	Communications	**FLIP**	**Total**
PERSONNEL			
Salaries	534,000		534,000
Retirement	89,900		89,900
FICA	31,900		31,900
Medicare	7,700		7,700
Health	70,500		70,500
Dental	6,300		6,300
Vision	1,100		1,100
Interns	30,000		30,000
Total, Personnel	**771,400**	**0**	**771,400**

Communications - Budget			
	Communications	**FLIP**	**Total**
Employee PY	7.8		7.8
Indirect Charge	**256,900**		**256,900**
COMMODITIES			
Publications	1,000		1,000
Data Acquisition	0		0
Office Supplies	500	1,600	2,100
Total, Commodities	**1,500**	**1,600**	**3,100**
OPERATING			
Staff Assoc. Membership	500		500
Postage/Postal Services	1,000	300	1,300
Miscellaneous	500	2,400	2,900
Meeting Expenses	1,000	5,000	6,000
Printing Services	20,000	700	20,700
Conference Registrations	1,000		1,000
Training & Education Reimbursement	1,500		1,500
Travel Expenses	5,000	5,000	10,000
Total, Operating	**30,500**	**13,400**	**43,900**
CONTRACTUAL SERVICES			
Professional Services	20,000		20,000
Consulting Services	230,000		230,000
Total, Contractual Services	**250,000**	**0**	**250,000**
Total, Expenses	**1,310,300**	**15,000**	**1,325,300**
REVENUE			
UWP Operating - FY2013	936,240	3,680	939,920
Match - FY 2013	234,060	920	234,980
UWP Contracts - FY 2012	80,000		80,000
Match - FY 2012	20,000		20,000
General Fund		10,400	10,400
IDOT	40,000		40,000
Total, Revenue	**1,310,300**	**15,000**	**1,325,300**

TABLE 12: CONSULTANT SERVICES DETAIL, COMMUNICATIONS

PROPOSED SUBCONTRACTS	ESTIMATED AMOUNT	FUNDING SOURCE/STATUS
Web Development and Maintenance (ThirdWave)	75,000	UWP 2013 / Operating / Ongoing contract
Design Integration Services (Thirst)	40,000	IDOT 2012 / Continuation of existing contract
Design Integration Services (TBD)	100,000	UWP 2012– Contract / RFP to be developed. Board to approve contract
Video (TBD)	15,000	UWP 2013 - Operating / RFP to be developed.
Translation Services (TBD)	20,000	UWP 2013 – Operating / Various services
Total	**250,000**	

REGIONAL INFORMATION AND DATA DEVELOPMENT

Program Oversight: Kermit Wies

This program is based on CMAP's Strategic Plan for Advanced Model Development and the agency's longstanding commitment to providing regional forecasts and planning evaluations for transportation, land use and environmental planning. The program tasks include new advanced model products in transit modernization, network microsimulation and freight. Continued data programs include survey research, travel and emissions modeling, regional analysis inventories and data library management. The program provides data and technical support to several ongoing regional planning and policy initiatives including implementation of GO TO 2040. The program benefits CMAP staff and partners who rely on current and reliable data resources to conduct planning analyses.

Advanced Urban Model Development

Project Manager: Kermit Wies

Team: Stratton, Heither, Bozic

Description: Provide support to consulting team developing Transit Modernization Model. Provide support to internal team evaluating regional transportation pricing policy development. Develop scope of work for regional network microsimulation model and macroscale freight model.

Products and Key Dates: Working demonstration of Transit Modernization Model (June 2013). Scenario evaluation of regional pricing strategies using Highway Pricing Model (ongoing). Request for Proposals for regional network microsimulation and macroscopic freight model (January 2013).

Survey Research

Project Manager: Kermit Wies

Description: In order to gather primary-level information, CMAP has conducted several large-scale surveys using both internal and contracted resources. Sufficient experience has been gained to lay out a plan for systematically managing and conducting CMAP's survey research activities. This plan will identify the unique challenges to designing, managing and conducting surveys in support of CMAP's planning and modeling activities. Lessons learned from past survey efforts including Travel Tracker, Water Supply and Municipal Operations and MetroQuest will be used to propose a responsible and sustainable program for conducting surveys on behalf of CMAP's planning and research programs.

Products and Key Dates: Strategic Plan for Survey Research activities at CMAP. (January 2013).

Travel and Emissions Modeling

Project Manager: Craig Heither

Team: Bozic, Stratton, Peterson, N. Ferguson, DrylaGaca, Patronsky.

Description: Maintenance and enhancement of existing MPO travel demand models. Major tasks are to incorporate the products of FY12 consultant support into production models and to investigate methods for improving truck and external traffic modeling based on recent advanced model and project study products. Final implementation of MOVES for use in air quality conformity demonstration is expected to occur in March 2013. Ongoing maintenance of regional travel demand models is a regular function of the MPO. The project benefits MPO partners seeking to implement major capital projects and the Transportation Improvement Program (TIP).

Products and Key Dates: Validated regional travel model and documentation; (ongoing). Air Quality Conformity analyses; (scheduled twice annually). Support implementation of Major Capital Projects and other GO TO 2040 initiatives (ongoing).

Regional Inventories

Project Manager: David Clark

Team: Morck, Drennan, Pedersen, Hallas, Peterson, Ferguson

Description: Development and maintenance of specialized datasets used in regional planning and policy analyses originate with CMAP and are specially designed to support such evaluations. Ongoing maintenance of regional data resources is a regular function of regional planning agencies. CMAP staff analysts and consultants charged with evaluating regional planning proposals benefit from this work. These data resources are also regularly supplied to academic researchers for case studies and methodological research. Acquisition of raw data resources remains a priority including county assessor, employment security and Census data as well as aerial photography.

Products and Key Dates: 2010 inventory database completed at the parcel level (June 2013). Baseline revisions to GO TO 2040 Forecasts (June 2013). Preparation of socioeconomic data required for Conformity Analysis (twice annually). Updates to base employment data (quarterly). Updates to transportation system databases used for modeling (ongoing). Updates to Census datasets used in modeling and planning analysis (as released).

External Data Requests

Project Manager: Jon Hallas

Team: Bozic, Clark, Zhang, Rodriguez, other staff as needed.

Description: Provide data support and conduct ad-hoc analyses and evaluations to CMAP partners and the public. Major tasks are to respond to external requests regarding land use and socioeconomic data, prepare traffic projections for project implementers, evaluate potential Developments of Regional Importance (DRI) and prepare responses for data-oriented Freedom of Information Act (FOIA) requests. CMAP is the authoritative source of regional planning data. In certain cases, additional staff expertise will be made available to conduct or assist with interpretation of data resources when deemed consistent with the objectives of GO TO 2040. CMAP staff, partners and the general public benefit from timely and consistent response to requests for urban planning information. In most cases, work is limited to processing information that is already available in the course of other CMAP programs such as travel demand modeling or socioeconomic forecasting. In limited cases, more sophisticated analyses are required to support GO TO 2040 Implementation or evaluate Developments of Regional Importance (DRI). This project may also serve to actively prepare newsworthy data items that promote CMAP's function in this area.

Products and Key Dates: Accessible documentation of external data requests, record of responses and inventory of personnel and level-of-effort required to complete (ongoing).

Data Library Management

Project Manager: Xiaohong Zhang

Team: DuBernat, Clark, Hallas, Blake, Interns

Description: Acquire and catalog new data and archive obsolete datasets. Manage procurement and licensing of proprietary datasets. Establish protocols for metadata and attribution. Enforce proprietary dissemination and license agreements. Import and process newly-released Census and other data products. Maintain data integration between CMAP web domain and internal data libraries.

Products and Key Dates: Data library architecture and content, procurement documentation, metadata, user documentation, management documentation (ongoing).

GO TO 2040 Indicator Tracking

Project Manager: Craig Heither

Team: Chau, Bozic, Clark, Stratton, N. Ferguson, Peterson

Description: Content monitoring and quality control of indicators appearing in GO TO 2040. Major tasks include resolving and expanding GO TO 2040 Indicators with kindred indicators appearing on MetroPulse. Update supporting indicator datasets and preparing new GO TO

2040 data points where possible. Prepare Indicator Biennial Report in support of GO TO 2040 2011-2012 Implementation Highlights.

Products and Key Dates: Maintenance of GO TO 2040 Indicators Tracking Report (ongoing). Preparation of new GO TO 2040 data points (June, 2013). Indicator Biennial Report (December, 2012).

TABLE 13: BUDGET DETAIL, REGIONAL INFORMATION AND DATA DEVELOPMENT

Regional Information and Data Development - Budget	
PERSONNEL	
Salaries	736,400
Retirement	176,100
FICA	45,200
Medicare	10,700
Health	117,000
Dental	8,300
Vision	1,600
Interns	20,000
Total, Personnel	**1,115,300**
Employee PY	11.4
Indirect Charge	**379,500**
COMMODITIES	
Publications	500
Data Acquisition	300,600
Office Supplies	500
Total, Commodities	**301,600**
OPERATING	
Staff Assoc. Membership	1,000
CMAP Assoc. Membership	5,000
Postage/Postal Services	200
Meeting Expenses	500
Conference Registrations	2,000
Training & Education Reimbursement	5,000
Travel Expenses	5,000
Total, Operating	**18,700**
CONTRACTUAL SERVICES	
Consulting Services	550,000
Total, Contractual Services	550,000
Total, Expenses	**2,365,100**

Regional Information and Data Development - Budget	
REVENUE	
UWP Operating - FY2013	1,452,080
Match - FY 2013	363,020
UWP Contracts - FY 2012	280,000
Match - FY 2012	70,000
UWP Contracts - FY 2011	80,000
Match - FY 2011	20,000
IDOT	100,000
Total, Revenue	**2,365,100**

TABLE 14: CONSULTANT SERVICES DETAIL, REGIONAL INFORMATION AND DATA DEVELOPMENT

PROPOSED SUBCONTRACTS	ESTIMATED AMOUNT	FUNDING SOURCE
Transit Modernization Model Development (Parsons Brinckerhoff)	350,000	UWP 2011 and 2012 – Contract and IDOT (2012) / Contract ongoing
Regional Network Microsimulation Model (TBD)	100,000	UWP 2012– Contract / RFP to be developed. Board to approve contract.
Macroscale Freight Model (TBD)	50,000	UWP 2012 – Contract / RFP to be developed. Board to approve contract.
Land Use Inventory Automation (Northern Illinois University)	50,000	IDOT 2012 / Contract / Board approval
TOTAL	**550,000**	

DATA SHARING AND WAREHOUSING

Program Oversight: Greg Sanders

This program is based on CMAP's Implementation Strategy for Data Sharing and Warehousing that includes a five year plan developed following the successful launch of MetroPulseChicago.org. The MetroPulse Application Program Interface (API) is the anchor of a data sharing and warehousing program that will serve a variety of data needs for local and regional planners. CMAP's data sharing and warehousing program serves as a resource for transportation and land use planning in our region and underlies CMAP's role as the authoritative source for regional data and analysis. This program provides support to CMAP's ongoing data exchange and dissemination activities. An important goal of this program is to promote use of MetroPulse in local and regional planning as an intuitive and easy-to-use data resource. It also reflects CMAP's longstanding commitment to data sharing as outlined in GO TO 2040. MetroPulse includes locally-specific data products for county and municipal planners, but is comprehensive and regional in its scope. CMAP staff, planners at the state, county and municipal levels, and other stakeholders will benefit from CMAP's comprehensive online data program. The products range from general-purpose resources such as the existing MetroPulse

application, to more specific tools directly addressed to the needs of transportation operations, local land use and human capital planning.

MetroPulse Regional

Project Manager: Greg Sanders

Team: Zhang, Wu, Blake, Interns

Description: This project maintains and improves the existing MetroPulse API consistent with the Implementation Strategy for Data Sharing and Warehousing at CMAP. Interviews with current MetroPulse users have resulted in a large number of requested improvements. These include: improved data visualization, enhanced dynamic web pages, smartphone applications, improved business intelligence capabilities and API conversion to open source.

Products and Key Dates: Home page redesign (July 2012), user accounts and bookmarking (July 2012), site search (October 2012), area profiles (October 2012), issue-specific views of MetroPulse (March 2013), new data (ongoing), new geographies (ongoing), integration of selected MetroPulse data visualizations with CMAP website (ongoing).

MetroPulse Local

Project Manager: Xiaohong Zhang

Team: Blake, Krell, Sanders, Wu

Description: Extend the MetroPulse data engine to handle small geographies such as parcels and census blocks. The MetroPulse website is optimized for broad geographic levels such as County and Region, but the framework could be altered to support parcel-level data. MetroPulse Local will "pre-drilldown" to the parcel level of a small area (municipality or Chicago community area).

Products and Key Dates: Website launch (July 2012). Add integrated, dynamic map/chart/grid data displays (October 2013). Add aerial photo support (January 2013). Integrate with CKAN platform for file uploads (March 2013). Add user-specific data displays (June 2013).

MetroPulse Transportation

Project Manager: Claire Bozic

Team: Sanders, Wu, Zhang, Murtha, Schmidt, Rogus

Description: This project continues to develop an archiving system that consolidates ITS and other on-line sources (e.g. weather) for use in planning applications. The project consists of three major elements: 1) archiving raw data, 2) cleaning and aggregation and 3) develop a public interface.

Products and Key Dates: Archive of real-time data flowing through the Gateway Traveler Information System (GTIS) (August 2012). RFP for cleaning and aggregation (January, 2013), Protocols for acquiring sensor data from IDOT and Tollway sources (April 2013).

MetroPulse Jobs

Project Manager: Annie Byrne

Team: Sanders, Zhang, Wu, Ballard-Rosa

Description: Develop and deploy and on-line portal of information in support of workforce development planning. It is intended that this product continue to expand incrementally over several years. Priority expansion efforts for FY2013 include the addition of the manufacturing cluster and the third cluster researched in FY 2013, as well as new functionality such as grouping by 3-digit NAICS and SOCs, new geographic layers, and ability for users to create accounts. To the extent possible, the site will also integrate new data-sets from emerging data-development efforts. Expansion will be guided by implementation actions in the Human Capital chapter of GO TO 2040 and will be based on budget size, data availability, and current needs and priorities. Maintenance, outreach, and usability research will also be critical in 2013.

Products and Key Dates: Execute option year with contractor (July 2012). Complete data collection, analyses, and processing of manufacturing cluster data (October 2012). Complete data updates for freight cluster (November 2012).Update website design and navigation to accommodate multiple clusters (November 2012). Complete web-development and integration for manufacturing cluster (January 2013). Complete data collection, analyses, and processing of third cluster researched (June 2013).

MetroPulse Data Sharing Hub

Project Manager: Sanders (PM)

Description: CMAP is investing in a creation of its own data sharing hub that can make public data available online in its raw format. This data can be downloaded and used by anyone. But its value will be significantly greater if we integrate CMAP's data sharing hub with the Socrata portals that have recently been deployed by the City of Chicago, Cook County and others. The MetroPulse Partnership Platform will allow authorized CMAP partners to enter data along with metadata, geocodes and data field identifiers, so that it can be pushed into MetroPulse with little investment of CMAP staff time. The Partnership Platform will be an open-source online application that can be used by MetroPulse contributors. The Platform can also be used by CMAP staff.

Products and Key Dates: Website launch (July 2012), support for local government entities (October 2012), customized data upload utility for integration with MetroPulse system (March 2013), integration with City of Chicago, Cook County and State of Illinois data sharing platforms (June 2013).

MetroPulse Data Processing

Project Manager: Jessica Blake

Team: Zhang, Sanders, Wu

Description: Provide finished data products for use in the MetroPulse websites, including census data, workforce/training data, employment data and parcel-level data. Identify sources for raw data. Create computer programs to clean, aggregate, geo-code and format the raw data so that it can be displayed as online maps, charts and tables.

Products: Census Bureau releases prepared for use in MetroPulse systems (February 2013); workforce/training data update (March 2013); existing MetroPulse data sets updated (ongoing); new data sets added for tracking progress towards GO TO 2040 goals (ongoing); new data sets added to support CMAP initiatives (as needed); parcel-level data pulled from city/county sources (ongoing).

MetroPulse Data Visualization

Project Manager: Guangyu Wu

Team: Blake, Krell, Zhang, Sanders)

Description: MetroPulse data visualizations include maps, charts/graphs and data grids that can be embedded in many different online applications.

Products and Key Dates: Embed interactive charts in various MetroPulse websites (August 2012). Embed ESRI and Google maps into various MetroPulse websites (August 2012). Support non-MetroPulse tools such as TIP site, GO TO 2040 case studies, etc. (August 2012). Integrate MetroPulse data visualizations into www.cmap.illinois.gov (October 2012). Integrate common features across various websites (January 2013). Work with CMAP staff to build capacity for Data Visualization using InfoAssist, Weave or other tools (March 2013). Demonstrate proof-of-concept trials of visualizations created using open-source languages (June 2013).

CMAP Online Map Gallery

Project Manager: Xiaohong Zhang

Team: Clark, Krell, new Front-end Web Developer, Peterson, Wu)

Description: Create an online map gallery for frequently requested items and CMAP-initiated GIS projects. CMAP has many PDF Map documents, scanned images and GIS layers that we could publish online or provide as map services. MetroPulse websites already offer some maps, but some GIS layers are not suitable for MetroPulse and would be more powerful and intuitive if given customized treatments. The Online Map Gallery would also allow GIS products to be available on the CMAP website.

Products and Key Dates: Publish PDF and/or image files of commonly-requested GIS maps (October 2012). Publish several high-priority map services and document best practices for ongoing map service publication (January 2013). Integrate GIS products from the online gallery with CMAP website (June 2013).

Regional Data Sharing Technical Assistance

Project Manager: Andrew Williams-Clark

Team: new position, Sanders, Wu, Zhang, interns as necessary

Description: This project will train stakeholders in the use of CMAP data products and inform future improvements in these products with the overall goal of advancing local governments toward more efficient data sharing. This will include training stakeholder groups to maximize impact of MetroPulse and other online CMAP data portals; producing product backlogs for improvements to existing tools and development of new ones; and reporting internally on national and regional best practices in data sharing. Other activities include participating in regional groups working to develop indicators on specific issue areas relevant to CMAP's mission and liaising with the Data Sharing and Warehousing (DSW) team to insure knowledge and data transfer.

Products and Key Dates: Provide MetroPulse webinars and on-site trainings (3/month). Distribute materials to stakeholders regarding updates to CMAP data portals (weekly). Update MetroPulse and data portal product backlogs (monthly). Roll Out New MetroPulse Homepage (July). Roll out Human Capital Information Portal (Summer 2012). Roll out MetroPulse Visualization Integration with CMAP Website (Spring 2013). Roll out MetroPulse Data Sharing Hub (Spring 2013).

TABLE 15: BUDGET DETAIL, DATA SHARING AND WAREHOUSING

Data Sharing and Warehousing - Budget	
PERSONNEL	
Salaries	542,300
Retirement	105,500
FICA	32,600
Medicare	7,900
Health	69,700
Dental	5,800
Vision	1,100
Interns	40,000
Total, Personnel	**804,900**
Employee PY	6.5
Indirect Charge	**265,000**
COMMODITIES	
Publications	500
Total, Commodities	**500**
OPERATING	
Staff Assoc. Membership	900
Postage/Postal Services	200
Conference Registrations	2,000
Training & Education Reimbursement	6,000
Travel Expenses	5,400
Total, Operating	**14,500**

Data Sharing and Warehousing - Budget	
CONTRACTUAL SERVICES	
Consulting Services	666,000
Total, Contractual Services	**666,000**
Total, Expenses	**1,750,900**
REVENUE	
UWP Operating - FY2013	867,920
Match - FY 2013	216,980
UWP Contracts - FY 2012	352,000
Match - FY 2012	88,000
CCT	100,000
IDOT	126,000
Total, Revenue	**1,750,900**

TABLE 16: CONSULTANT SERVICES DETAIL, DATA SHARING AND WAREHOUSING

PROPOSED SUBCONTRACTS	ESTIMATED AMOUNT	FUNDING SOURCE
Regional Transportation Data Archive (TBD)	150,000	UWP 2012- Contract/IDOT 2012/ RFP to be developed. Board to approve contract.
Online Data Sharing Hub (New Amsterdam)	75,000	UWP 2012- Contract / Contract ongoing
Human Capital Information Portal Maintenance, Ongoing Design, and Development (Azavea)	60,000	IDOT 2013 / Contract ongoing
API Conversion to Open Source (TBD)	40,000	UWP 2012 - Contract/ RFP to be developed. Board to approve contract.
Enhance Dynamic web pages (Great Arc Technologies, Inc.)	10,000	IDOT 2012/ Contract ongoing
IPhone Application (Azavea)	8,000	IDOT 2012/Contract ongoing
Information Builders technical assistance (IB)	18,000	IDOT 2012 / Sole source.
MetroPulse Development (Pathfinder)	200,000	UWP 2012 - Contract and CCT / Contract ongoing
Municipal Portal Maintenance (Panagea)	40,000	UWP 2012 - Contract / Contract Ongoing
Data Sharing Link to Socrata (TBD)	25,000	UWP 2012 - Contract / RFP to be developed. Board to approve contract.
MetroPulse Partnership Platform (TBD)	40,000	UWP 2012- Contract / RFP to be developed. Board to approve contract.
TOTAL	**666,000**	

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Program Oversight: Patricia Berry

This program develops the region's TIP. The CMAP Board and MPO Policy Committee track the use of local, state, and federal transportation funds through the Transportation Improvement Program (TIP). The purpose of the TIP is to establish a short-term transportation program to reflect the long-range transportation goals identified in GO TO 2040. Federal, state, and local policies and regulations are analyzed to assure CMAP's TIP addresses regional priorities identified through GO TO 2040 and satisfies regulations. The region is required by federal law to develop and maintain a fiscally constrained TIP which, together with the fiscally constrained major capital projects in GO TO 2040, is conformed to the State's Implementation Plan. That plan demonstrates how the region will attain the national ambient air quality standards. In addition to the regional priorities, fiscal issues, and air quality considerations, public involvement and other regulatory elements must be addressed in the TIP.

TIP Development and Administration

Project Manager: Holly Ostdick

Team: Berry, Dixon, Dobbs, Kos, Patronsky, Pietrowiak, Schaad, Wu, Assistant Planner

Description: Work with local, county, state and national partners to assure a regional perspective is considered for transportation maintenance, modernization and expansion investments. Use Active Program Management to ensure that transportation projects proceed in a timely manner, and all available funding is used efficiently. Ensure all federal requirements are met including fiscal constraint, public involvement, data accuracy, documentation and reporting. Provide assistance and outreach to TIP programmers to improve the efficiency of the TIP amendment process. Provide management and guidance for the Council of Mayors (COM) and PL program. Ensure communication between CMAP and municipal officials. Maintain current resources, including summary, analysis and visualization tools, for use by local elected officials, staff and the public. Maintain ongoing communication with state and federal agencies to ensure that the region is in compliance with state and federal requirements, is aware of changes to requirements, and that these agencies understand the programming needs of the region. Begin preparation for the federal quadrennial review.

Products and Key Dates: TIP with updates and amendments (ongoing – committee approvals required approximately nine times per year); Comprehensive TIP document update (October 2012); TIP documentation including map, fiscal marks, general public brochures, training materials/courses and web pages (ongoing); active program management reports and recommendations (ongoing); talking points for CMAP staff participating in COM/COG/TC meetings (ongoing); regional project award, obligation report, summary tables/graphic of expenditures, comparison of actual program accomplishment (February 2013); expenditure reports (ongoing); fiscal marks (updated as needed); reports for use by local elected officials on CMAP activities (ongoing); consultation with state and federal agencies (ongoing – meetings approximately six times per year; in conjunction with conformity consultation)

TIP Database Management

Project Manager: Kama Dobbs

Team: Berry, Dixon, Kos, Ostdick, Patronsky, Pietrowiak

Description: Work to maintain and enhance the usability and usefulness of the TIP database for implementers and the public. Implementers continually adjust their programs based on available funding, shifting priorities in response to economic development, environmental issues, housing and land use decisions. The database must be accessible to implementing agencies and interested CMAP partners. CMAP must balance the need for ease of use and data integrity with flexibility to respond to changing regulatory requirements and CMAP policy initiatives.

Products and Key Dates: TIP database maintenance to improve data validation and ease of implementer use (ongoing); Regularly updated documentation and training materials to keep internal and external users, partners and the public informed of the evolution of the TIP (ongoing); Program Management reports (ongoing); Geocoding of TIP projects and associated outputs (shapefile and maps); Export of TIP data for use in public maps, analytic maps, dashboard presentations and other TIP analyses; visualization products; ongoing maintenance and enhancements in response to user needs.

TIP Analysis

Project Manager: Ross Patronsky

Team: Beata, Berry, Bozic, Dobbs, Ferguson, Kos, Maloney, Ostdick, Pederson

Description: Work with implementers, CMAP policy analysts and interested external parties to ensure appropriate data is available to analyze the impact of the overall TIP and programs submitted by implementers. One key analysis will be the assessment of whether and how the adopted program moves the region toward the vision of GO TO 2040. Semi-annual TIP conformity amendments will be analyzed to inform approving committees and the public in ascertaining the program's impact on the region's overall mobility and progress toward the vision of GO TO 2040.

Products and Key Dates: TIP fund source dashboard (August 2012); TIP work type dashboard (November 2012); Analysis of overall TIP (ongoing); prototype analysis of TIP revisions (Fall 2012, ongoing after that assuming a meaningful analysis can be developed); analysis of TIP obligations; development of data needs to tie TIP projects to GO TO 2040 action areas and recommendations (January 2013 and ongoing); review and analysis of other transportation programs (ongoing).

CMAQ Program Development and Administration

Project Manager: Doug Ferguson

Team: Berry, Dobbs, Patronsky, Pietrowiak, Schaad, Assistant Planner

Description: The CMAQ Program involves the solicitation, evaluation and selection of surface transportation projects for the Congestion Mitigation and Air Quality Improvement (CMAQ)

Program for northeastern Illinois. CMAQ project proposals are evaluated for potential air quality and congestion reduction benefits. Project proposals will be evaluated for their support of the recommendations of GO TO 2040 and subregional plans. Proposals will be reviewed to identify systems of improvements that address issues within entire corridors.

Once programmed, CMAP staff manages the program to ensure timely and efficient expenditure of funds. To facilitate this, a specialized database has been developed and maintained over the years. Updated programming and management policies are expected to be in place for FY 13.

Products and Key Dates: Update to CMAQ programming and management processes, including revised forms and instructions (December 2012); FY 2017-2018 program development (November 2013); semi-annual reviews of project status (November 2012 and May 2013); regional obligation goal for FFY 2013 (July 2012); quarterly transit project status reports (ongoing); supplementary evaluations for cost/scope change requests (ongoing); updated database functionality (ongoing); programmers documentation of the database (August 2012).

Conformity of Plans and Program

Project Manager: Ross Patronsky

Team: Berry, Bozic, Dobbs, Heither, Kos, Wies

Description: Northeastern Illinois has historically not attained national ambient air quality standards for certain pollutants. It is currently classified as a non-attainment area for the 8-hour ozone standard adopted in 2008. In addition, while the region meets prior ozone standards and the fine particulate matter (PM2.5) standards, federal regulations require steps to ensure that the standards continue to be met.

To meet the air quality requirements, the region must implement a transportation program which will help reduce levels of these pollutants or maintain the existing low levels. As part of the transportation planning and programming process, the impact of proposed transportation activities on the region's air quality is evaluated. This evaluation, called a conformity analysis, is submitted to the Illinois Environmental Protection Agency and U.S. Environmental Protection Agency for their review before a long-range regional transportation plan or Transportation Improvement Program (TIP) is approved or amended. The conformity analysis must demonstrate that the emissions resulting from the plan and TIP meet the requirements of ("conform with") the regulations governing air quality.

Products and Key Dates: Conformity analyses (as needed, minimum of twice a year in October and March); documentation of conformity process (ongoing); updated data used in conformity analyses (ongoing); support development of State Implementation Plans (as needed); findings and interagency agreements from consultation process (ongoing, four to six meetings per year); analyses of air quality issues for regional decision-makers (as needed); test runs of emissions model to conduct greenhouse gas analyses of the region's transportation system (June, 2013)

TABLE 17: BUDGET DETAIL, TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

TIP - Budget	
PERSONNEL	
Salaries	752,800
Retirement	212,000
FICA	46,000
Medicare	10,900
Health	90,200
Dental	7,500
Vision	1,500
Total, Personnel	**1,120,900**
Employee PY	9.3
Indirect Charge	**388,400**
COMMODITIES	
Publications	1,000
Office Supplies	1,000
Total, Commodities	**2,000**
OPERATING	
Staff Assoc. Membership	1,500
Postage/Postal Services	500
Meeting Expenses	500
Conference Registrations	1,000
Training & Education Reimbursement	500
Travel Expenses	5,000
Total, Operating	**9,000**
CONTRACTUAL SERVICES	
Software Maintenance (TIP)	31,000
Total, Contractual Services	31,000
Total, Expenses	**1,551,300**
REVENUE	
UWP Operating - FY2013	1,241,040
Match - FY 2013	310,260
Total, Revenue	**1,551,300**

TABLE 18: CONSULTANT SERVICES DETAIL, TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

PROPOSED SUBCONTRACTS	ESTIMATED AMOUNT	FUNDING SOURCE/STATUS
Software Maintenance (Topiary)	31,000	UWP 2013 – Operating / Contract ongoing
Total	**31,000**	

CONGESTION MANAGEMENT

Program Oversight: Don Kopec

This program addresses both the best practices and regulatory requirements for effective management of the region's transportation system. Core CMAP responsibilities for the Congestion Management Process include monitoring and evaluating the performance of the multi-modal transportation system; identifying the causes of congestion; identifying and evaluating congestion management strategies, and providing information supporting action to relieve congestion. MetroPulse and other regional resources will be relied upon to provide information to carry out the elements of the process. A key element of the Congestion Management Process is to develop and provide data in support of regional programming decisions, and transparency for those seeking to understand the programming process. The intent is to provide information in support of our partner agencies and for public information. The management and operational strategies developed will utilize the Regional Transportation Operations Coalition (RTOC), an institutional forum to address regional multi-jurisdictional transportation operations. Specific strategies for managing congestion will focus on intelligent transportation systems, congestion pricing, freight planning, and bicycle and pedestrian planning issues, some of which will be addressed cooperatively through RTOC.

Performance Monitoring

Project Manager: Todd Schmidt

Team: Frank, Rodriguez, Murtha, Interns

Description: This project supports regional transportation system data collection and analysis in support of the Congestion Management Process. The project also provides data input for regional transportation indicators included in MetroPulse along with additional summary indicators and Regional Transportation Archive Data used in transportation systems operations. In addition, data in support of programming decisions by regional partners will also be compiled and maintained. Congestion management performance monitoring also includes evaluations utilizing the accumulated information to address particular performance problems in depth.

Products and Key Dates: Regional Indicators data will be updated. Data will be collected, compiled and analyzed to prepare updated regional indicators for MetroPulse. There are over two dozen transportation indicators, about half of which are appropriate for annual updates.

The transportation indicators to be updated this year are: 1) planning time index; 2) travel time index; 3) congested hours; 5) transit passenger miles traveled per vehicle revenue hour – by agency and mode; 6) unlinked passenger trips per capita – by agency; 7) on-time data – by agency including Amtrak; 9) ADA transition plan compliance; 10) motor vehicle safety; 11) percent of regional trails plan completed; 12) bicycle and pedestrian level of service; 13) percent of transit rolling stock and stations that are compliant with the Americans with Disabilities Act; 14) bridge conditions; and 15) pavement conditions.

In addition, this project will support the Regional Transportation Data Archive project through the acquisition of transportation data in support of the archive. This will involve the acquisition, cleaning, and analysis of traffic volume and speed data, incident data, crash data, and weather data. Brief technical reports of the procedures employed will be prepared.

This project also provides data analysis for partner agencies and for CMAP travel model development. For 2013, this will include annual updates of the regional expressway atlas data with estimates of 2011 and 2012 mainline and ramp traffic volumes. A new procedure for estimating the mainline and ramp traffic volumes will be completed along with more measures such as daily, monthly, and seasonal variations. Graphics for the mainline and ramp traffic volumes will also be produced and posted on the CMP website. A brief overview of the data used to create the mainline and ramp traffic volumes and any major construction events on the expressway network will also be included online. The CMAP arterial congestion estimate map will be updated along with the arterial congestion estimate by township.

CMAP will also continue the summer data collection program in summer 2012 and 2013. This program collects a variety of transportation data for partner agencies and communities, and for CMAP's congestion management purposes as needed. Field data collected in FY 2013 will include intersection turning vehicle counts and freight-related counts, among other items.

Data for Programming Decisions

Project Manager: Tom Murtha

Team: Rice, Schmidt, Rogus, Sanders, Patronsky

Description: GO TO 2040 calls for improved decision-making models for evaluating potential transportation investments. The difficulty in obtaining and organizing congestion data to use in the GO TO 2040 focused programming approach pointed to the need for this project. In addition, the CMAP staff receives requests for congestion data in support of programming decisions. This project would make congestion management data more easily available to support programming decisions for multiple agencies. The project would leverage and be coordinated with other CMAP projects to provide information to regional stakeholders.

This is a multi-year project with staged implementation. In its first year, the project reviewed information needed to identify and program congestion relief projects and programs; identified information currently available; and identified current gaps in the information that is available

and deficiencies in the way it's presented. In 2013, the project will develop a plan and architecture for addressing the data gaps and mechanisms for making the data more usable. In succeeding years, implementation will be put in place.

The result will be an improved information system to support regional efforts to identify congestion relief projects and support decisions to prioritize and program those projects. We anticipate that this will include new information not yet available to us, and technology applications to make new and existing information more easily available to decision makers. One possible example of an outcome would be a dashboard application or web site that CMAP staff and partner agencies could use as a one-stop-shop for congestion management data necessary for project programming.

Products and Key Dates: Draft system plan, including a prioritization and staging of both data acquisition and deploying the data for CMAP and partner agency use (November, 2012). Draft System Architecture, a more detailed sketch showing how the prioritized data will be acquired, processed, stored, shared, and maintained (January, 2013). Final System Architecture and Plan (June 2013)

Congestion Management Process

Project Manager: Tom Murtha

Team: Frank, Nicholas, Rodriguez, Schmidt, Rice, O'Neal

Description: The project provides the primary management and implementation of the Congestion Management Process. The Congestion Management Process will identify and evaluate appropriate implementation strategies to address regional congestion. This project will conduct analyses and address various data issues identified within the Congestion Management Process, including the administration of the Regional Transportation Operations Coalition (RTOC), a forum where regional operations personnel confer across jurisdictional boundaries to improve transportation system performance. Lastly, this project includes the maintenance and required updates of the region's Intelligent Transportation System (ITS) Architecture.

Products and Key Dates: Quarterly RTOC Meetings (September, December, March, June); a limited number of operational congestion management studies examining incident response techniques (June, 2013); the collection of baseline data for before/after studies examining various projects programmed with CMAQ funding (June, 2013); maintenance of the Regional Intelligent Transportation System (ITS) Architecture and Deployment Plan; the federally required update of the ITS Architecture focusing on incident management (June 2013). ; the update of several regional databases supporting adopted GO TO 2040 strategies, including parking and highway traffic signals; a new highway traffic signal database will be developed (June, 2013); and, documentation of the overall congestion management process will be maintained and updated on an as-needed basis.

Freight Operations

Project Manager: Murtha

Team: Deshazo, Nicholas, Rodriguez, O'Neal

Description: In cooperation with our partners, this project identifies, evaluates, and implements, as appropriate, strategies to address regional freight needs. The project also addresses the impact of freight on regional communities. Issues addressed include both rail freight issues, including the CREATE program, and trucking operations issues. These activities are conducted with the support of a stakeholder group, the CMAP Freight Committee.

Products and Key Dates: Continued monitoring and update of the region's truck routes and intermodal connectors; an examination of truck freight delivery times and parking restrictions; and, monitoring of the implementation of the CREATE Program. CMAP staff will provide support for the Freight Committee.

Bicycle and Pedestrian Transportation Planning

Project Manager: O'Neal

Team: Murtha

Description: In cooperation with our partners, this project identifies, evaluates, and implements strategies to facilitate walking and bicycling in the region, including access to transit. The project also addresses public right-of-way accessibility for people with disabilities and the safety of walkers and cyclists. The project concentrates on providing technical information to partner agencies and local communities through such activities as our Soles and Spokes Workshops and our unique Soles and Spokes Blog.

Products and Key Dates: Address an expected forty requests by partner agencies for bicycle and pedestrian planning information (thirty reports per year plus ten additional low-level responses); update bikeway information system (June, 2013); provide technical planning information in support of walking and cycling through the Soles and Spokes Blog (1-2 blog entries per week); one to two Soles and Spokes Workshops focusing on issues such as opportunities for transit oriented development, accessibility for people with disabilities (by June, 2013); community briefing papers and web-based resources providing information on technical aspects of bicycle and pedestrian planning. Focus for 2013 for such information will be on the walkability and transit aspects of Transit Oriented Development (by January, 2013); data and analysis in support of improved bike-ped project programming to support congestion mitigation

TABLE 19: BUDGET DETAIL, CONGESTION MANAGEMENT PROCESS

Congestion Management - Budget	
PERSONNEL	
Salaries	544,300
Retirement	121,700
FICA	33,000
Medicare	7,900
Health	92,400

Congestion Management - Budget	
Dental	7,100
Vision	1,300
Interns	20,000
Total, Personnel	**827,700**
Employee PY	7.5
Indirect Charge	**279,900**
COMMODITIES	
Publications	500
Office Supplies	500
Total, Commodities	**1,000**
OPERATING	
Staff Assoc. Membership	1,000
Postage/Postal Services	200
Meeting Expenses	500
Conference Registrations	1,500
Training & Education Reimbursement	500
Travel Expenses	15,500
Total, Operating	**19,200**
CONTRACTUAL SERVICES	
Software Maintenance	10,000
Total, Contractual Services	10,000
Total, Expenses	**1,137,800**
REVENUE	
UWP Operating - FY2013	910,240
Match - FY 2013	227,560
Total, Revenue	**1,137,800**

TABLE 20: CONSULTANT SERVICES DETAIL, CONGESTION MANAGEMENT PROCESS

PROPOSED SUBCONTRACTS	ESTIMATED AMOUNT	FUNDING SOURCE/STATUS
Software for Traffic Counter	$10,000	UWP 2013 – Operating / Contract ongoing
TOTAL	**$10,000**	

WATER RESOURCE PLANNING

Program Oversight: Don Kopec

The Water Resource Planning program features the agency's water quality planning activities, guided by CMAP's role as the delegated authority for Areawide Water Quality Planning. Water quality planning activities are informed by the Clean Water Act (CWA), related guidance documents including regional plans, and typically involve watershed plan development, some degree of post-plan support, and technical assistance or guidance provided to watershed groups as funding allows. Activities also include formal review of Facility Planning Area (FPA) amendment applications that lead to a CMAP staff recommendation made to the Illinois Environmental Protection Agency (IEPA). Facility Planning Area application review and recommendations are shared with the CMAP Wastewater Committee who also makes a recommendation to IEPA. The Volunteer Lake Monitoring Program is another water quality oriented program that has been carried out by CMAP and its predecessor agency for many years. Activities can also include administrative and technical support for CWA Section 319 funded implementation grants awarded to various "stakeholders" throughout the region. Such support can extend to application preparation.

Facilities Planning Area (FPA) Review Process

Project Manager: Dawn Thompson

Team: Loftus, Hudson

Description: A facility planning area is defined as "a centralized sewer service area to be considered for possible wastewater treatment facilities within a 20-year planning period." CMAP is the state designated water-quality planning agency for the seven-county region, with responsibility for reviewing wastewater permits and facility plan amendment proposals to ensure consistency with the federally approved Illinois Water Quality Management Plan (of which the Areawide Water Quality Plan is a component). CMAP's Wastewater Committee considers the amendment application review conducted by staff and staff recommendation, and makes a recommendation to the Illinois EPA. Illinois EPA maintains final decision-making authority for amendments to the plan. Staff will also provide information, via an outreach and education effort, related to water quality plan implementation.

Products and Key Dates: Reviews as needed.

Watershed Planning

Project Manager: Tim Loftus

Team: Hudson, Thompson

Description Staff will develop a watershed based plan and TMDL implementation plan for three southwest Lake County watersheds. Following a watershed-based planning process, the plan will inventory the natural, human and man-made resources and begin the development of a watershed-based plan covering the three watersheds. The plan will be completed during FY 2014. The plan will include pollutant load allocations identified in a total maximum daily load (TMDL) report for nine impaired waterbodies (i.e., lakes). Among the nine lakes, eight have total phosphorus TMDL, two feature a fecal coliform TMDL, and one lake has a TMDL for dissolved oxygen. The lakes are grouped together in an approximately 25 square mile area

covering three adjacent sub-watersheds within the Upper Fox River Basin: Cotton/Mutton Creek, Slocum Lake Drain, and Tower Lake.

Products and Key Dates: Near-monthly stakeholder meetings, development of a problem statement, goals, and objectives, quarterly progress reports due to Illinois EPA, and a watershed resource inventory due April 1, 2013. The final draft plan including an Executive Summary, a self-assessment of the plan and data entry into RMMS is due in the latter half of FY 2014.

Watershed Management Coordination

Project Manager: Tim Loftus

Team: Hudson, Thompson

Description: Staff will provide technical assistance, guidance, and/or regional coordination to water quality related planning and management activities led by others in the region. As funding allows, and consistent with the water quality management planning work approved by Illinois EPA, staff will direct efforts at those entities either undertaking watershed planning initiatives or implementation of an Illinois EPA approved plan. Such entities include those funded through the Clean Water Act or those focused on addressing CWA Section 303(d) listed (i.e., impaired) waters.

Products and Key Dates: Activities will be enumerated in the annual Water Quality Activities Report submitted to Illinois EPA at the end of each calendar year.

Volunteer Lake Monitoring Program (VLMP)

Project Manager: Holly Hudson

Description: The Volunteer Lake Monitoring Program (VLMP) was established by Illinois EPA in 1981. Additional program guidance was developed in 1992 pursuant to the Illinois Lake Management Program Act (P.A. 86-939) and is found in the Illinois Lake Management Program Act Administrative Framework Plan, a report made to the Illinois General Assembly by the Illinois EPA in cooperation with other state agencies. CMAP staff coordinates Illinois EPA's VLMP for the seven county region (excluding Lake County since 2010), typically involving more than 50 volunteer monitors at 30 to 40 lakes. Staff provides additional lake management planning technical assistance to support the core program activities.

Products and Key Dates: Quarterly progress reports due to Illinois EPA, data review and management (ongoing), technical assistance (ongoing), audits of Tier 3 volunteers (July-August 2012), lake maps and monitoring site coordinates for new lakes in the program (November 2012), monitoring data QA/QC and editing in Illinois EPA's lakes database (December 2012), assistance with annual report preparation (as requested by Illinois EPA), distribution of Secchi monitoring forms to continuing volunteers (April 2013), volunteer training (May 2013) and follow up visits (as needed).

Water Pricing and Outreach

Project Manager: Margaret Schneemann

Description: A training/technical assistance program, including several workshops, will be produced in partnership with others. Education and outreach products will be produced to address sustainable financing and conservation pricing. Drought pricing strategies will also be featured in a paper and presentation under the NOAA Coastal Communities Climate Adaptation Initiative. Support will be provided for a website which will be the primary source of information, with a focus on CMAP offerings related to education, outreach, training, technical assistance, and program integration with Illinois-Indiana Sea Grant and the University of Illinois – Extension.

Products and Key Dates: Develop pilot workshops for utilities covering budgeting and financial planning (September 2012), asset management (November 2012), and rate setting (Spring 2013). Presentations with outreach and educational materials including power points and factsheets, to community stakeholders regarding rate setting and full-cost pricing. Paper and presentation on drought pricing strategies

TABLE 21: BUDGET DETAIL, WATER RESOURCE PLANNING

Water Resource Planning - Budget					
	Water Planning	**VLMP**	**Water Quality**	**Watershed**	**Total**
Personnel					
Salaries		23,300	85,100	58,700	167,100
Retirement		3,900	14,300	9,900	28,100
FICA		1,500	5,300	3,700	10,500
Medicare		300	1,200	900	2,400
Health		3,300	13,700	5,700	22,700
Dental		200	1,400	400	2,000
Vision		0	200	100	300
Life		0	0	0	0
Interns				3,000	3,000
Total, Personnel		**32,500**	**121,200**	**82,400**	**236,100**
Employee PY		0.3	1.4	0.7	2.4
Indirect Charge		**11,300**	**42,000**	**27,500**	**80,800**
COMMODITIES					
Publications		0	0		0
Software				15,000	15,000
Data Acquisition					0
Office Supplies		100	100	100	300
Total, Commodities		**100**	**100**	**15,100**	**15,300**
OPERATING					
Staff Assoc. Membership		200	300	500	1,000
Postage/Postal Services		100	0	0	100
Legal/Bid Notices			1,300		1,300

Water Resource Planning - Budget					
	Water Planning	**VLMP**	**Water Quality**	**Watershed**	**Total**
Miscellaneous		1,500	300		1,800
Meeting Expenses		0	200	200	400
Conference Registrations		0	400	0	400
Training & Education		0	1,200	0	1,200
Travel Expenses		1,200	500	1,500	3,200
Total, Operating		**3,000**	**4,200**	**2,200**	**9,400**
CONTRACTUAL SERVICES					
Professional Services					0
UI, Urbana-Champagne	50,000				50,000
Contractual Services					
FREP				2,500	2,500
Engineering support			5,000	0	5,000
Total, Contractual Services	**50,000**	**0**	**5,000**	**2,500**	**57,500**
TOTAL GRANT	**50,000**	**46,900**	**172,500**	**129,700**	**399,100**
REVENUE					
IEPA Projects		46,900	172,500	129,700	349,100
General Fund	50,000				50,000
Total, Revenue	**50,000**	**46,900**	**172,500**	**129,700**	**399,100**

TABLE 22: CONSULTANT SERVICES DETAIL, WATER RESOURCE PLANNING

PROPOSED SUBCONTRACTS	ESTIMATED AMOUNT	FUNDING SOURCE/STATUS
Economist (UI Urbana-Champagne)	50,000	General Fund / Contract ongoing
Engineering Support (various	5,000	IEPA/Contracts ongoing
Outreach/FREP	2,500	IEPA / Contract to be awarded
TOTAL	**57,500**	

ENERGY IMPACT ILLINOIS (EI2) PROGRAM

Program Oversight: Daniel Olson

On April 21, 2010, the U.S. Department of Energy (DOE) announced that CMAP would be awarded a Retrofit Ramp-Up stimulus initiative grant for $25 million to initiate a three-year energy retrofit program. This program was a competitive solicitation process that is part of the American Recovery and Reinvestment Act (ARRA) through the Energy Efficiency and Community Block Grant (EECBG) program administered by DOE. This project is a regional collaboration led by the Chicago Metropolitan Agency for Planning (CMAP) -- in partnership with the City of Chicago and the City of Rockford, and support from suburban and regional

stakeholders. Energy Impact Illinois, formerly known as the Chicago Region Initiative for Better Buildings (CRIBB) or the Chicago Region Retrofit Ramp-Up (CR3), is working to transform the market to carry out energy-efficient retrofits across the residential, commercial, and industrial building sectors in northeastern Illinois. The project is significant in its potential to reduce the region's large energy footprint, incorporate private investment, and serve as a model for inter-jurisdictional collaboration.

Energy Impact Illinois is centered on addressing three key barriers to energy efficiency (EE) market transformation: access to information, access to finance, and access to a skilled workforce.

EI2 Retrofit Steering Committee Support

Team: Olson, Plagman, Silberhorn

Description: Provides staff support to EI2 Retrofit Steering Committee, which includes CMAP and other stakeholders including the City of Chicago, utility companies and representatives from the private and non-profit sectors working within the energy efficiency sector. Meetings are held bimonthly and serve as forums through which Steering Committee members can collaborate and provide ongoing policy guidance for the EI2 program.

Products and Key Dates: Represent CMAP and provide program updates at EI2 Retrofit Steering Committee meetings; solicit policy guidance on key EI2 decisions; schedule and set agenda for ongoing bimonthly meetings.

EI2 Program Implementation

Team: Olson, Plagman, Silberhorn, Tiedemann, CNT Energy

Description:

All $25 million of the EI2 grant funds were considered fully obligated as of November 18, 2011. By the beginning of Q1 of FY13 EI2 will have expended close to $20.4 million of grant funds. The majority of the drawn-down funds are in place as credit enhancements (Loan Loss Reserves) for financial institutions, and in doing so, the EI2 program has acquired approximately $114.5 million in committed private investment capital from the various financial institutions which is available specifically for retrofitting work. By the start of Q1 2013, it is estimated that $10-15 million of this capital will be in the construction pipeline, with this amount subsequently increasing for the duration of the grant. EI2 administration will continue to expend funds at a rate of approximately $300,000 a month.

Products and Key Dates: EI2 IS maintenance (ongoing), community outreach activities and continued use of "Two Energy Bills" marketing campaign, (ongoing); quarterly retrofit and spending targets associated with financing programs (ongoing, through FY13); and, workforce intermediary (ongoing, through FY13)

EI2 Program Management

Team: Olson, Plagman, Silberhorn, Tiedemann, CNT Energy

Description: CMAP serves as the lead agency managing the EI2 grant. CMAP continues to have ultimate responsibility for tasks including, but not limited to: grant execution, reporting and compliance to DOE, draw downs, payouts & finances, program development and strategic planning, competitive procurement processes, marketing efforts, management of the EI2 Retrofit Steering Committee and CNT Energy, and compliance with all federal regulations in accordance with the ARRA EECBG program. As the implementation agency, CNT Energy is assigned many of the above tasks and has developed an automated, computer-based protocol for many of the activities. The CMAP Project Manager has final responsibility for review and submission to DOE.

The original implementation plan developed by CNT Energy in FY11 was followed and minimally adjusted during FY12. For FY13, it is expected that some adjustment to existing finance programs will be necessary in order to accommodate limited demand in some building sectors. EI2 will update the plan throughout FY13 with these changes. CNT Energy will also be responsible for daily management of EI2 program implementation. They will continue to report directly to CMAP, and, under the advisement of the Steering Committee, be responsible for tasks including but not limited to: maintaining program development and strategic planning, continuing project management and oversight of all grant sub-recipients, project reporting, compliance and monitoring of sub-recipients, and compliance with all federal regulations in accordance with the ARRA EECBG program.

EI2 grant funds are set to expire on May 18, 2013, and the team will be working throughout FY13 with its subgrantees and DOE management staff to determine sustainability strategies for the programs in the post-grant period. During this process, EI2 staff will continue to incorporate best practices and lessons learned into its programs in order to provide the best program opportunities possible to the program's target audience.

Products and Key Dates: ARRA and DOE monthly (retrofit count) and quarterly (detailed financial and job reports) reporting due (7/2012, 10/2012, 1/2013, 4/2013); Additional grant-related documentation related to NEPA, the National Historic Preservation Act, and Davis-Bacon compliance (annually, or semi-annually); Timely receipt and payment on sub-recipient invoices (monthly); Sub-recipient site visits (semiannually); and grant closeout documentation (within 90 days of 5/18/2013).

EI2 Program Evaluation

Team: Olson, Plagman, Silberhorn, Dowdle

Description: EI2 will regularly evaluate program progress in coordination with CNT Energy and the EI2 Retrofit Steering Committee. Evaluation will be based primarily off the established set of metrics for the program that has been developed through DOE

During FY13, monthly evaluation reports containing these progress numbers will be prepared by CMAP as obtained from sub-grantees and shared with the Retrofit Steering Committee. All reports will be aligned and in compliance with ARRA reporting requirements.

Products and Key Dates: Reporting to DOE (monthly and quarterly; 2013), progress reports from CMAP to EI2 Retrofit Steering Committee (bimonthly).

TABLE 23: BUDGET DETAIL, ENERGY IMPACT ILLINOIS

Energy Impact Illinois - Budget	
PERSONNEL	
Salaries	181,200
Retirement	30,500
FICA	11,300
Medicare	2,600
Health	17,700
Dental	1,500
Vision	400
Total, Personnel	**245,200**
Employee PY	2.9
Indirect Charge	**85,000**
COMMODITIES	
Publications	200
Office Supplies	500
Total, Commodities	700
OPERATING	
Postage/Postal Services	200
Printing Services	200
Conference Registrations	1,000
Training & Education Reimbursement	1,000
Travel Expenses	2,000
Total, Operating	**4,400**
CONTRACTUAL SERVICES	
Consulting Services	
Implementation	420,000
Total, Contractual Services	**420,000**
Total, Expenses	**755,300**
Pass Thru	**1,985,000**
REVENUE	
DOE	2,740,300
Total, Revenue	**2,740,300**

TABLE 24: CONSULTANT SERVICES DETAIL, ENERGY IMPACT ILLINOIS

PROPOSED SUBCONTRACTS	ESTIMATED AMOUNT	FUNDING SOURCE/STATUS
Implementation Agency (CNT Energy)	400,000	DOE / Contract ongoing
Energy Audit (Shaw)	20,000	DOE / Contract ongoing
Pass Through Contracts:		
Information Systems (Efficiency 2.0)	100,000	DOE / Contract ongoing
Communications (Fleishmann Hillard)	500,000	DOE / Contract ongoing
Access to Financial Tools (MPC, Village of Oak Park, City of Chicago)	1,285,000	DOE / Contracts ongoing
Access to Workforce (Centers for New Horizons)	100,000	DOE / Contracts ongoing
TOTAL	**2,405,000**	

INFORMATION TECHNOLOGY MANAGEMENT

Program Oversight: Matt Rogus

This program provides for the design, acquisition, deployment and management of computing and telecommunications resources at CMAP. This program also facilitates the electronic exchange of raw data within and between CMAP and other agencies and organizations.

Internal Hardware and Software Management

Project Manager: Matt Rogus

Team: DuBernat, Stromberg, Tiedemann, contract support

Description: CMAP's daily operation depends on a robust and functional computer network for data analysis, work program documentation and employee communications. This project consists of daily management and monitoring of internal computer network performance. It includes the acquisition, licensing, installation and maintenance of all software applications, as well as server hardware systems and other related equipment. It also provides limited user-support to CMAP employees.

Resources: Server and workstation hardware, data storage, desktop software applications.

Products: Agency data products, documentation, and employee communications.

Web Infrastructure Management

Project Manager: Lance Tiedemann

Team: Garritano, Reisinger, Sanders, Stromberg, Rogus, contracted support

Description: CMAP currently relies heavily on Web-based communication to carry its planning and policy messages. Internally, document management has reached critical mass requiring a

structured content management system. Web-based data services are still in the development stages, but will become increasingly central to agency deployment of technical analysis content. This project consists of daily management and monitoring of internet and Web services at CMAP. It includes technical administration of CMAP's production Web services including the main Web site and the agency SharePoint intranet.

Resources: Web servers and software applications

Products: CMAP Website, SharePoint Intranet, Web data servers

Office Systems Management

Project Manager: Penny Dubernat

Team: Brown, Kelley, Rivera

Description: Staff productivity depends on robust systems for managing office operations. This project includes technical support of office support systems including telephone, mobile communication, fax, copiers, web conferencing, audio-visual, etc.

Resources: Software applications, telephone system, copiers and printers

Products: Telephones, internet services, computer peripherals, copiers and printers.

User Support

Project Manager: Ben Stromberg

Team: Brown, Kelley, Rivera, intern

Description: Serve as training and instructional resource for internal users. Serve as technical intermediary in resolving IT related problems encountered by CMAP staff.

Products: Documentation of training and instructional resources. Documentation of IT related problems encountered by CMAP staff.

TABLE 25: BUDGET DETAIL, INFORMATION TECHNLOGY MANAGEMENT

Information Technology Management - Budget	
PERSONNEL	
Salaries	250,400
Retirement	76,500
FICA	15,600
Medicare	3,600
Health	23,000
Dental	2,000
Vision	400
Interns	15,000
Total, Personnel	**386,500**

Information Technology Management - Budget	
Employee PY	3.5
Indirect Charge	**128,700**
COMMODITIES	
Publications	500
Software-Small Value	1,000
Equipment - Small Value	20,000
Office Supplies	15,000
Total, Commodities	**36,500**
OPERATING	
Storage	-
Postage/Postal Services	1,000
Miscellaneous	0
Meeting Expenses	
Printing Services	
Conference Registrations	2,000
Training & Education Reimbursement	4,000
Travel Expenses	1,000
Total, Operating	**8,000**
CONTRACTUAL SERVICES	
Software Maintenance/Licenses	280,000
Professional Services	450,000
Contractual Services	192,000
Co-Location Hosting Services	7,000
Office Equipment Maintenance	5,000
Total, Contractual Services	**934,000**
CAPITAL OUTLAY	
Equipment - Capital	75,000
Software - Capital	50,000
Total, Capital Outlay	125,000
Total, Expenses	**1,618,700**
REVENUE	
UWP Operating - FY2013	1,214,960
Match - FY 2013	303,740
UWP Contracts - FY2011	80,000
Match - FY 2011	20,000
Total, Revenue	**1,618,700**

TABLE 26: CONSULTANT SERVICES DETAIL, INFORMATION TECHNOLOGY MANAGEMENT

PROPOSED SUBCONTRACTS	ESTIMATED AMOUNT	FUNDING SOURCE/STATUS
Software Maintenance/License (various)	280,000	UWP 2013 – Operating / Ongoing
IT Consulting Service Support (Falkor)	450,000	UWP 2013 – Operating / Contract ongoing
SharePoint Support (Tahoe Partners)	50,000	UWP 2013 – Operating / Contract ongoing
IFAS Server Support (Sungard)	42,000	UWP 2013 – Operating / Sole Source. Board to award contract
MetroPulse Web Support (TBD)	100,000	UWP 2011 – Contracts / RFP to be developed. Board to award contract.
TOTAL	**922,000**	

FINANCE AND ADMINISTRATION

Program Oversight: Dolores Dowdle

This program provides for the design, implementation and management of finance, grants and contracts, and human resources at CMAP. This program also provides the administrative support to the CMAP operations. Activities will continue to fully implement and improve the financial software system (IFAS). The costs for administration are distributed to the projects based on a percentage of direct personnel costs. The projected indirect cost for FY 2012 is 36.41% and for FY 2013 is 34.65%.

Finance and Accounting

Project Manager: Lorrie Kovac

Team: Becerra, Doan, Sears, Preer

Description: Support for accounts payable, accounts receivable, payroll, and other required activities for financial management of CMAP. Responsible for annual financial audit.

Resources: IFAS financial software system

Products: Issuance of payroll and vendor checks; monthly expenditure reports; monthly revenue reports; monthly reimbursement requests of funders; annual financial statement.

Budget

Project Manager: Dolores Dowdle

Team: Management

Description: Preparation of annual CMAP budget. Monitor expenditures and revenues during the fiscal year to determine if any revisions are required. Coordinate UWP Committee review and approval of annual UWP program requests.

Products: Annual CMAP budget (May); semiannual revisions of budget (January); UWP Annual report (June)

Grant and Contracts

Project Manager: Margaret McGrath

Description: Manage all procurements; assuring Request for Proposals comply with policy and are clear and consistent; participate in procurement selection; prepare contracts; oversee grants to CMAP.

Human Resources

Project Manager: Dorienne Preer

Team: Holland-Hatcher, King

Description: Responsible for human resource activities for CMAP; includes recruitment, benefit management, salary administration, performance program and policy development.

Administration/Administrative Support

Project Managers: Dorienne Preer

Team: Ambriz, Brown, Kelley, Witherspoon, Rivera

Description: Provide administrative support for CMAP.

TABLE 27: BUDGET DETAIL, FINANCE AND ADMINISTRATION

Finance and Administration - Budget	
PERSONNEL	
Salaries	912,300
Retirement	172,700
FICA	54,600
Medicare	13,200
Health	102,700
Dental	8,700
Vision	1,900
Life	45,000
Other Benefits	20,000
Interns	20,000
Total, Personnel	**1,351,100**
Employee PY	13.8
COMMODITIES	
General Supplies	15,000
Publications	500
Furniture - small value	3,000
Office Supplies	20,000
Copy Room Supplies	15,000
Total, Commodities	**53,500**
OPERATING EXPENSES	
Workers' Compensation Insurance	25,000
Unemployment Compensation	15,000
Staff Assoc. Membership	500
CMAP Assoc. Membership	500
Postage/Postal Services	20,000
Storage	5,000
Miscellaneous	5,000
Meeting Expenses	1,000
Recruitment Expenses	2,000

Finance and Administration - Budget	
General Insurance	28,000
Legal Services	5,000
Printing Services	1,000
Bank Service Fees	3,000
Conference Registrations	1,000
Training & Education Reimbursement	2,500
Travel Expenses	1,000
Total, Operating Expenses	**115,500**
OCCUPANCY EXPENSES	
Office Maintenance	12,000
Rent	1,450,000
Telecommunications	50,000
Utilities	60,000
Sears Tower Parking	8,000
Total, Occupancy Expenses	**1,580,000**
CONTRACTUAL SERVICES	
Professional Services (Sungard)	15,000
Audit Services	40,000
Office Equipment Leases	2,000
Fiscal Mgt. Maintenance/Licenses	40,000
Office Equipment Maintenance	80,000
Total, Contractual Services	**177,000**
Total, Expenses	**3,277,100**
Overhead Charged to Programs	**3,277,100**

APPENDIX: Category and Line Item Definitions

Personnel Object Codes

Regular Salaries – includes expenditures to all permanent CMAP employees paid on a bi-weekly basis for the entire budget year. This includes both full time and permanent part time employees.

Medicare – ER Contribution – includes all payments made to the IRS by CMAP for the employer share of Medicare taxes related to payroll costs paid.

FICA – ER Contribution – includes all payments made to the IRS by CMAP for the employer share of FICA taxes related to payroll costs paid.

Retirement – ER Contribution – includes all payments made to the Illinois Municipal Retirement System Fund (IMRF) and the State Employee Retirement System Fund (SERS) for the employer share of pension costs. These payments are a percentage of salary costs for all regular employees covered under the pension plan.

Life Insurance – ER Contribution – includes the employer share of life insurance benefits paid for all regular employees.

Medical/Dental/Vision – ER Contribution – includes the employer share of medical, dental and vision insurance benefits paid for all regular employees.

Other Benefits – ER Contribution – includes any other miscellaneous employer paid costs related to employee benefits provided. An example of this type of costs would be administrative fees paid to the financial services company that monitors the ICMA accounts or the firm that process the employee flexible spending accounts

Commodities Object Codes

Commodities are supplies, materials and articles which are consumed during their use or are materially altered when used. These items have a unit cost under $3,000.00, a limited life and are not subject to depreciation. Commodities are materials and supplies purchased by CMAP for use by CMAP employees.

General Supplies – includes supplies used in the break room and at various coffee stations throughout the CMAP office. This includes coffee, tea, soda, sugar/sugar substitutes, paper supplies, and cleaning supplies.

Publications – includes the costs of books, subscriptions, journals, newspapers, etc.

Software – Small Value – purchase of computer software that has a unit cost of under $3,000 in value.

Equipment – Small Value – includes office machines, furnishings and equipment with a unit cost under $3,000; such as, adding machines, printers, calculators, computers, etc.

Data Acquisition – this object code is used for the acquisition of data sets used by CMAP staff in the completion of the work.

Office Supplies – includes supplies and materials necessary for the general operation of the CMAP office; such as, pens, pencils, folders, files, adding machine paper and ribbons. These would be items ordered by the Administrative Assistance from the office supply catalogs.

Copy Room Supplies – includes the purchase of paper, toner, ink used in the operations of the copy room and the related copy machines.

Professional Services Object Codes

Contractual services are expenditures for services performed by non-employees which are required by a division or the board in the execution of its assigned function. Contractual services are further broken down into three sections: Professional Services; General Operating; and Rent/Utilities. These are described below in detail

Professional services are expenditures for services performed by non-employees which are required by CMAP to carry out its function. Included under this category of object codes will be consulting contracts, professional services, audit services, etc.

Office Equipment Maintenance object code refers to those contractual services which tend to preserve or restore the original value of real or personal property, but which do not increase the original value. This includes any parts or materials used by the vendor in the course of the repair or maintenance activity.

Audit Services – includes charges for the performance of the annual CMAP audit.

Office Equipment Leases – includes the rental of office and data processing equipment used in the CMAP offices.

Software Maintenance/Licenses – includes payments for software maintenance and the purchase of licenses for software used by CMAP.

Fiscal Management Maintenance/Licenses – includes payments for the maintenance and licenses related to the use of the fiscal management software used by CMAP.

Professional Services – this object code will be used for contracts with various vendors who provide professional services to CMAP and are located in the CMAP offices

Consulting Services – this object code will be used for contracts entered into with vendors to provide consulting services to CMAP staff.

Office Equipment Maintenance – includes service charges associated with the repair and maintenance of office equipment and machinery used by CMAP.

Web-based Software Licenses – this object code is used for the purchases and renewal of licenses of web-based software used by CMAP staff.

General Operating Object Codes

General operating expenses include payments for services provided to CMAP in the normal operations of a business. These include postage, meeting expenses, memberships, conferences, etc. Employee travel reimbursements are also under this category of expenditure including both in-region and out-of-region travel and related training expenses. These object codes are

not to be used for the purchase of tangible items. Direct purchases of tangible items should be charged to the proper commodity or capital object code.

Workers' Compensation Insurance – this object code is for premiums and/or related workers' compensation expenses..

Unemployment Compensation – this object code is for premiums and/or claims for the payment of unemployment related costs as billed by the State of Illinois.

Staff Association Memberships – includes payments for dues and memberships to professional organizations by individual CMAP staff members. This is limited to a maximum of $250 per year at the discretion of the employee's deputy executive director.

CMAP Association Memberships – includes the payment of dues and memberships to professional organizations for the agency, these are not individual memberships.

Postage/Postal Services – includes stamps, stamped envelopes, stamped postal cards, postage meter settings, postal permit deposits, and charges for couriers such as FedEx, UPS, etc.

Storage – includes payment of monthly fees for the use of off-site facilities for the storage of CMAP materials and documents and remote IT servers.

Moving Expenses – includes the payment of fees incurred for the moving of CMAP materials and equipment from one location to another.

Legal/Bid Notices – include costs related to the posting of required legal and/or bid notices.

Miscellaneous – this object code will be used for various operating costs incurred that do not meet the definition of any other operating cost object code. .

Meeting Expenses – this object code will be used for expenses incurred to conduct various meeting held by CMAP.

Recruitment Expenses – includes the costs related to the recruitment of CMAP staff; such as, posting of employment ads, job fair costs, etc.

General Insurance – this object code is for premiums and/or related liability insurance expenses paid by CMAP.

Legal Services – includes payments to attorneys or law firms for legal services rendered to CMAP.

Printing Services – includes printing services, microfilm services, photographic services and survey maps prepared by non-employees.

Bank Service Fees – this object code will be used to record service fees paid related to CMAP's checking accounts and merchant service fees charged by credit card companies for the collection of payments made to CMAP.

Conference Registrations – this object code will be used for the payment of registration fees for attendance at conferences by CMAP staff and board members.

Training and Education Reimbursement – this includes payments made to employees for tuition reimbursement or non-credit classes taken at the direction of their deputy director. Related covered expenses such as books and/or fees would also be paid from this object code.

Travel Expenses – includes all expenses related to both in and out of region travel by CMAP staff and board members; such as, hotel, mileage, car rental, per diem, gas, tolls, parking, etc. Amounts requested for reimbursement must be in compliance with the CMAP travel policy.

Rent/Office Maintenance Object Codes

Rent/office maintenance expenses include payment of utility costs, office lease, telephone charges, monthly parking fees related to the leases and office maintenance provided by the building operations. This would include all costs paid by CMAP to occupy the physical office space.

Office Maintenance – includes all office maintenance costs billed to CMAP by the landlord. This would include replacement of light bulbs, repair work completed, employee access cards, office construction/remodeling performed by the landlord, etc.

Rent – includes the monthly rental fee for the office space occupied in the Sears Tower.

Telecommunications – includes all payments made to vendors for telecommunication monthly charges; such as payments made to Version, A T & T, etc.

Utilities – includes all payments made to vendors for the various utility costs; such as, electricity, heat, water, etc.

Capital Object Codes

Capital expenses include payments for the acquisition, replacement or substantial increase in value of assets which are not expendable in first use, with a life expectancy exceeding one year, subject to depreciation and with a unit cost greater than $3,000.00. Capital object codes should be charged with any freight or delivery costs incidental to delivering these items to CMAP.