



Chicago Metropolitan
Agency for Planning

233 South Wacker Drive, Suite 800
Chicago, IL 60606

www.cmap.illinois.gov

voice 312-454-0400

fax 312-454-0411

Fiscal Year 2012 Comprehensive Budget

DRAFT

May, 2011

CMAP Board Members

Executive Committee

Gerald Bennett, chair

Joe Deal, vice chair

Elliott Hartstein, vice chair

Al Larson, at-large member

Rae Rupp Srch, at-large member

Nigel Telman, at-large member

City of Chicago Appointments

Frank Beal, executive director, Metropolis Strategies

Susan Campbell, associate vice president, University of Chicago

Joe Deal, director of external affairs, Office of the Mayor, City of Chicago

Raul Raymundo, chief executive officer, Resurrection Project

Nigel Telman, partner, Proskauer

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, Village of Richton Park (South Cook)

Al Larson, president, Schaumburg (Northwest Cook)

Collar County Appointments

Roger Claar, mayor, Bolingbrook (Will)

Elliott Hartstein, president, Buffalo Grove (Lake)

Marilyn Michelini, president, Montgomery (Kane/Kendall)

Rae Rupp Srch, former president, Villa Park (DuPage)

Dan Shea, former McHenry County board member (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	21
Technical Assistance Coordination	21
AREA 1: REGIONAL TECHNICAL ASSISTANCE.....	21
Online Case Study Library	21
Compendium of Plans and Ordinances.....	22
Model Plans, Ordinances, and Codes	22
Planning Commissioner Workshops.....	23
Regional Data Sharing Technical Assistance	23
AREA 2: COMMUNITY TECHNICAL ASSISTANCE.....	24
Local Grant Program—Community Planning Program	24
Local Technical Assistance: Program Development and Management	24
Local Technical Assistance: Project Scoping	25
Local Technical Assistance: Project Management	25
Local Technical Assistance: Outreach and Communications	25
Local Technical Assistance: Project Support	26
Local Technical Assistance: Partner Coordination.....	26
Plan and Ordinance Review	26
Communities Putting Prevention to Work.....	27



POLICY ANALYSIS AND DEVELOPMENT	31
CMAP and MPO Committee Support	31
Transportation Policy Analysis.....	31
Major Capital Projects Implementation	32
Regional Tax Policy Task Force	33
Industry Cluster Drill-Down Reports	33
Parks and Open Space Implementation.....	34
Land Use and Housing Regional Analysis.....	34
Legislative Monitoring	35
Policy and Legislative Strategy Outreach.....	36
Policy Updates.....	36
COMMUNICATIONS AND OUTREACH	40
Public Information	40
GO TO 2040 Communications	40
GO TO 2040 Outreach	41
Private Sector Outreach.....	41
Graphic Design.....	41
Web Content and Administration	42
Future Leaders in Planning (FLIP)	42
REGIONAL INFORMATION AND DATA DEVELOPMENT	45
Advanced Urban Model Development.....	45
Travel and Activity Survey Program	46
Standard Travel and Emissions Modeling	46
Regional Analysis Inventories.....	47
External Data and Analysis Requests	47
Green Infrastructure Vision.....	48



Innovation Data Scoping.....	48
GO TO 2040 Indicator Tracking.....	49
DATA SHARING AND WAREHOUSING.....	52
MetroPulse Maintenance	52
Internal Data Library Management.....	53
Regional Transportation Data Archive	53
Human Capital Information Portal	54
Municipal and other Data Portals.....	54
TRANSPORTATION IMPROVEMENT PROGRAM (TIP).....	57
TIP Development and Administration	57
TIP Database Management.....	58
TIP Analysis.....	58
CMAQ Program Development and Administration	59
Conformity of Plans and Program.....	59
CONGESTION MANAGEMENT PROCESS.....	63
Performance Monitoring.....	63
Data Evaluation for Programming Decisions	64
Congestion Management Strategy	64
Freight Planning.....	65
Bicycle and Pedestrian Transportation Planning	65
WATER RESOURCE PLANNING	69
AREA 1: WATER QUALITY MANAGEMENT PLANNING	69
Facilities Planning Area (FPA) Review Process.....	69
Watershed Planning	70
Volunteer Lake Monitoring Program (VLMP)	70
Maple Lake Phase 2 Rehabilitation and Protection Program	71

AREA 2: REGIONAL WATER SUPPLY PLANNING.....	71
<i>Water 2050</i> : Implementation	71
CHICAGO REGION INITIATIVE FOR BETTER BUILDINGS.....	76
Retrofit Steering Committee Support.....	76
Program Development and Implementation.....	76
Program Management.....	77
Program Evaluation.....	77
INFORMATION TECHNOLOGY MANAGEMENT	81
Internal Hardware and Software Management.....	81
Web Infrastructure Management.....	81
Office Systems Management	81
User Support.....	82
Commercial Datasets Management.....	82
FINANCE AND ADMINISTRATION	85
Finance and Accounting	85
Budget.....	85
Grant and Contracts.....	85
Human Resources	85
Administration	86
APPENDIX: Category and Line Item Definitions	88

SECTION 1: OVERVIEW

Introduction

This document is the Chicago Metropolitan Agency for Planning's (CMAP) comprehensive activity document for Fiscal Year 2012. The program budget reflects the agency's activities and outcomes for FY 2012. It is a detail of the projects, staff, products and key dates, and anticipated contracts.

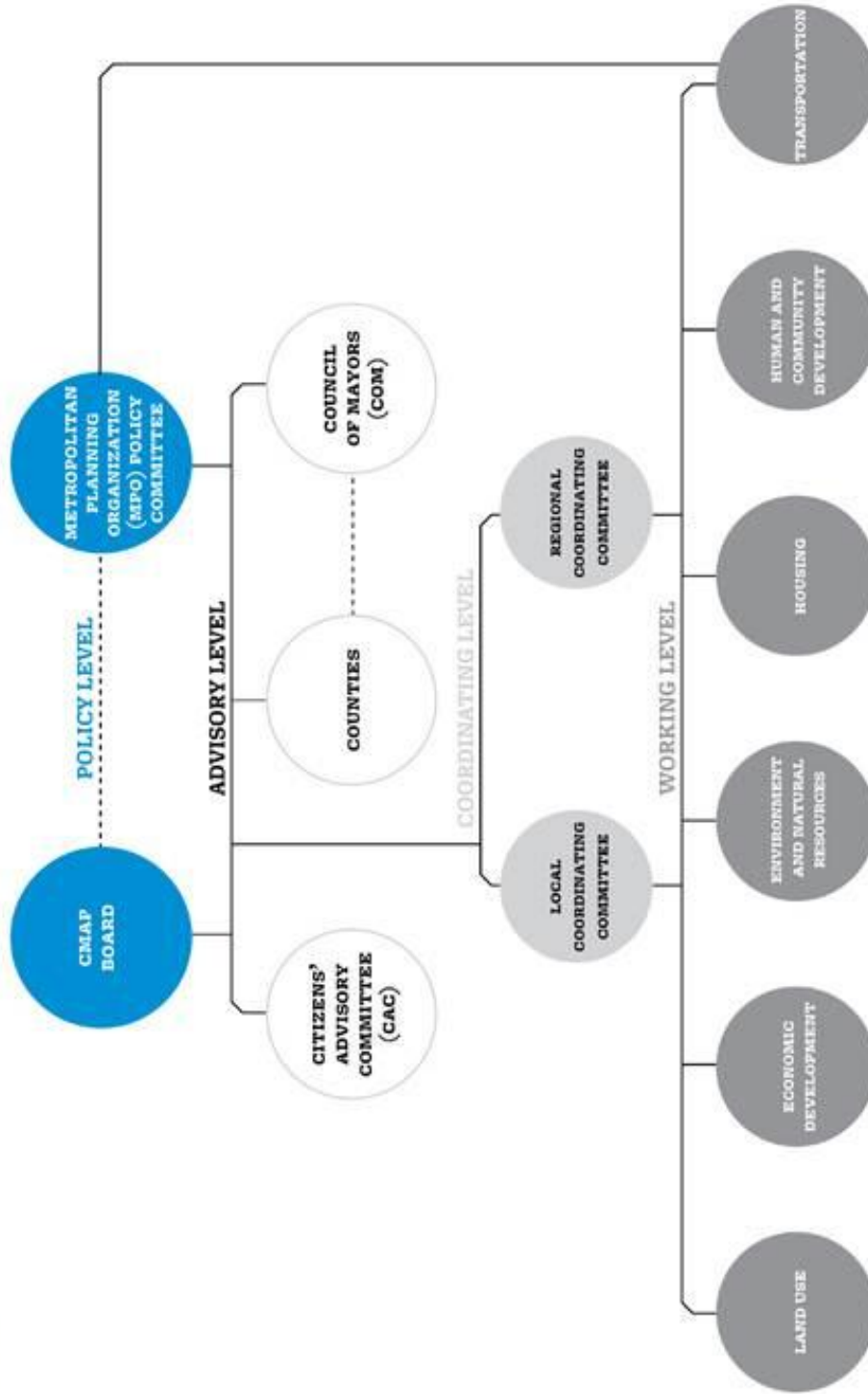
About CMAP

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.





January 13, 2011



Staff

The executive director for CMAP is Randy Blankenhorn. The FY 2012 budget reflects staffing that changes from 90.8 of the approved FY 2011 budget to 91.4 full-time positions for its core operations budget. In addition, CMAP has received 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 Chicago Region Initiative for Better Buildings (CRIBB), a program to provide energy-efficient retrofits to commercial and residential buildings in northeastern Illinois. The CRIBB is a three-year program funded through the American Recovery and Reinvestment Act of 2009 (Recovery Act). An additional two full-time positions have been created and filled to support the CRIBB 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, we have two year-long fellowships, one sponsored by Northwestern University and the other is in our communications group.

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 2011 the benefits package was 41.17% of salary; in FY 2012 the amount will increase to 43.07% of salary. The required CMAP retirement contribution to SERS for FY 2012 will increase from 27.988% to 34.19% and IMRF contribution for 2012 will decrease from 18.13% to 17.95%.

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 2010 (audited), Budgeted FY 2011 (adopted by Board in June 2010) and Proposed FY 2012 (anticipated adoption by Board in June 2011). 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 Chicago Region Initiative for Better Buildings (CRIBB) and U.S. Department of Housing and Urban Development for the Local Technical Assistance.

TABLE 1

CMAP CORE ACTIVITIES

	Actual	Adopted	Proposed
	FY 2010	FY 2011	FY 2012
OPERATIONS			
Revenues			
Federal	12,228,877	12,114,972	11,440,862
State	2,609,144	3,770,377	3,500,000
Other Public Agencies	80,775	84,348	28,100
Foundations and Non-Public Agencies	274,125	447,491	143,000
Local Contributions	246,502	250,000	250,000
Reimbursements	0	0	443,800
Product Sales, Fees & Interest	75,512	56,000	35,000
Total Revenues	15,514,935	16,723,188	15,840,762
Expenditures			
Personnel	8,950,663	9,324,816	9,698,400
Commodities	305,477	410,725	355,382
Operating Expenses	348,842	600,228	516,250
Occupancy Expenses	1,186,116	1,545,500	1,585,000
Contractual Services	3,094,105	3,752,100	3,424,900
Capital Outlay	552,438	411,000	150,000
Total Expenditures	14,437,641	16,044,369	15,729,932
NON-OPERATIONS (REVENUE AND EXPENDITURES)			
Pass Through Grants	3,958,073	3,215,051	2,620,374

	Actual	Adopted	Proposed
	FY 2010	FY 2011	FY 2012
In-Kind Service	2,351,670	1,084,300	582,931

TABLE 2

COMPETITIVE FEDERAL GRANTS

	Actual	Adopted	Proposed
	FY 2010	FY 2011	FY 2012
Revenues			
U.S. Department of Energy	0	9,458,804	1,779,100
U.S. Housing and Urban Development	0	0	1,567,250
Total Revenues	0	9,458,804	3,346,350
Expenditures			
Personnel	0	357,804	1,590,900
Commodities	0	1,000	2,500
Operating Expenses	0	25,000	27,950
Contractual Services	0	9,055,000	1,725,000
Capital Outlay	0	20,000	0
Total Expenditures	0	9,458,804	3,346,350



Chart 1 reflects the percentage of the core operations revenue from each source and Chart 2 reflects the percentage of expenditures from each category for FY 2012. The charts do not include either the non-operations or the Competitive Federal Grants.

CHART 1
REVENUE FOR CORE ACTIVITIES
PROPOSED FY 2012

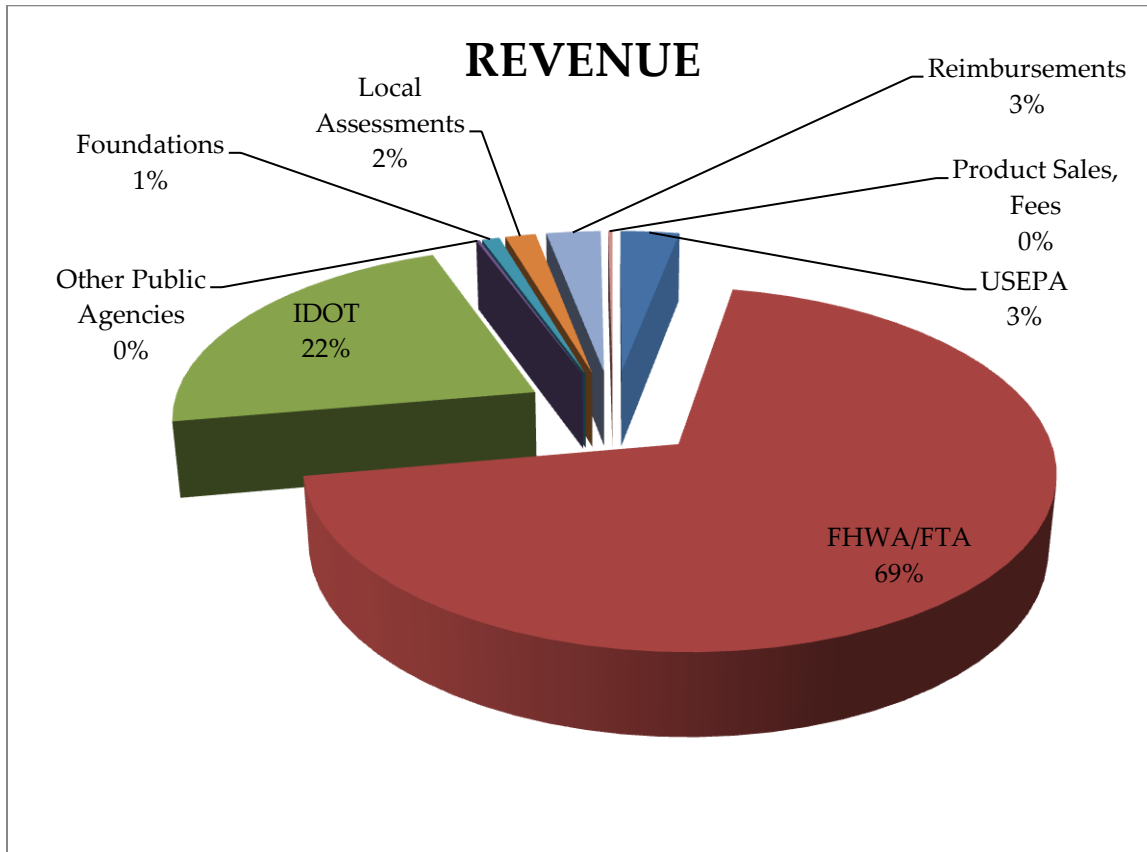
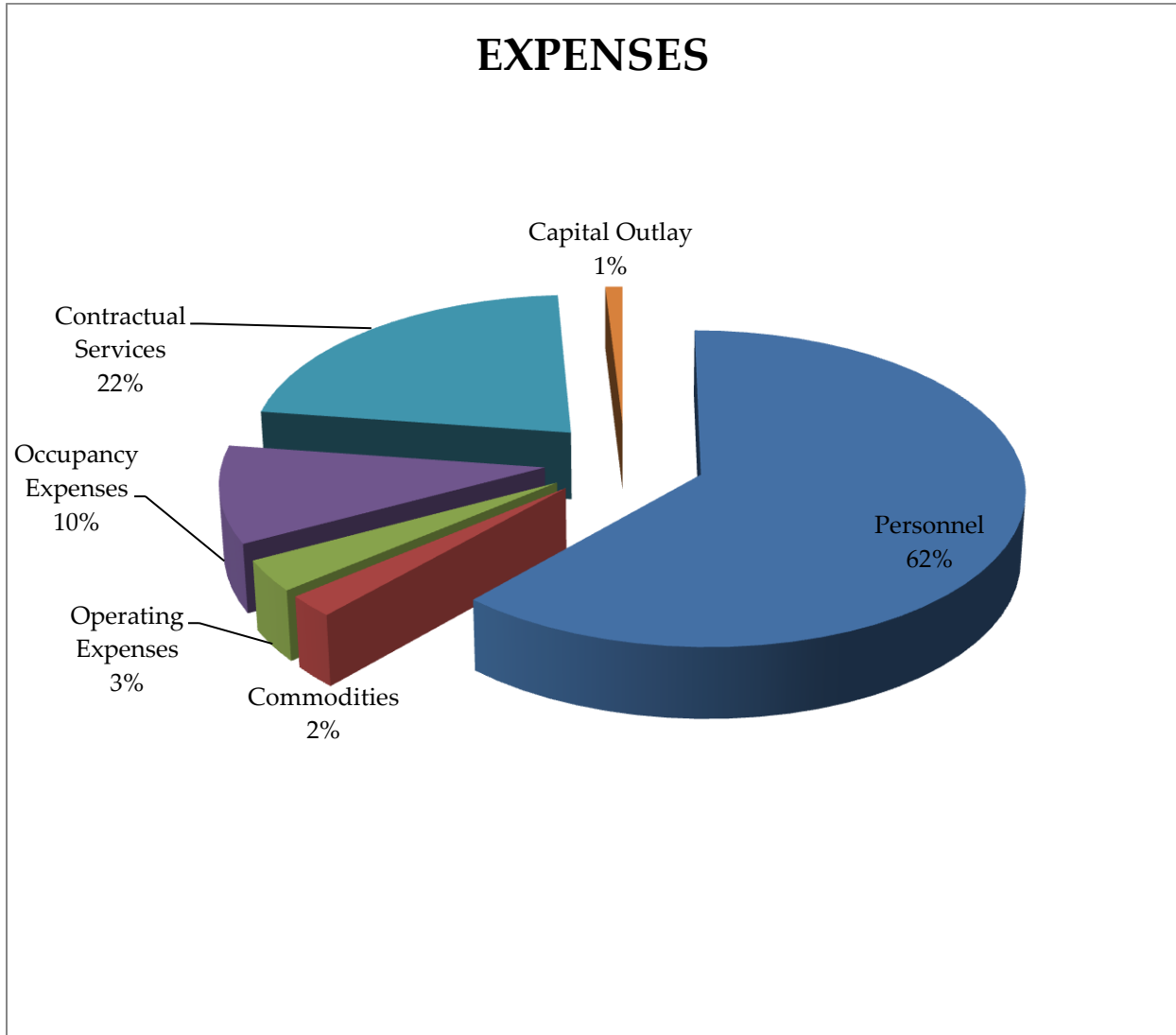


CHART 2

EXPENSES FOR CORE ACTIVITIES
PROPOSED FOR FY 2012



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 2012 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. The Governor's FY 2012 state budget proposes \$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 2012 UWP funds are available from July 1, 2011 to June 30, 2012) and the contract funds be expended over a three-year period (from July 1, 2011 to June 30, 2014). If the funds are not expended at the end of the time period, the funds revert to IDOT for distribution in future years for other UWP projects.

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. These projects could also have a core operation component, which supports CMAP staff and related cost.

TABLE 3
REVENUE DETAIL
CMAP CORE ACTIVITIES

	Actual	Adopted	Proposed
	FY 2010	FY 2011	FY 2012
OPERATIONS			
FEDERAL			
<u>U.S. Environmental Protection Agency</u>			
Grant Direct from U.S. EPA			
USEPA Lake Michigan Watershed	20,405	0	0
Grant through IEPA			
IEPA Sec 319 Fox/Des Plaines River, Phase III	48,792	0	0
IEPA Sec 319 Fox/Des Plaines River, Phase IV	51,089	68,586	7,600
IEPA, ARRA, Watershed Planning	59,011	25,250	0
IEPA Water Quality Mgt.	96,042	138,088	122,500
IEPA VLMP	80,413	35,699	58,200
IEPA Special Projects	0	337,314	292,800
Total, U.S. EPA	335,347	604,937	481,100
<u>U.S. Department of Transportation</u>			
Grant Direct from FTA			
FTA Midewin Project	102,474	68,267	0
Grant through IDOT			
UWP - Operating	10,633,915	9,811,832	9,693,826
UWP - Contracts	1,157,141	1,629,936	1,265,936
Total, U.S. DOT	11,893,530	11,510,035	10,959,762
Total, Federal	12,228,877	12,114,972	11,440,862
STATE			
<u>Illinois Department of Transportation</u>			
IDOT	2,414,913	3,746,000	3,500,000



	Actual	Adopted	Proposed
	FY 2010	FY 2011	FY 2012
Local Data Collection	17,217	24,377	0
Total, IDOT	2,432,130	3,770,377	3,500,000
<u>Illinois Environmental Protection Agency</u>			
IEPA Watershed Plan & Monitoring	3,186	0	0
Total, IEPA	3,186	0	0
<u>Illinois Department of Natural Resources</u>			
IDNR Lake Biodiversity	8,828	0	0
IDNR Water Supply	165,000	0	0
Total, IDNR	173,828	0	0
Total, State	2,609,144	3,770,377	3,500,000
OTHER PUBLIC AGENCIES			
IIT	0	44,810	0
Argonne National Laboratory	0	0	7,900
Cook County FPD - Maple Lake ICLP, Phase 2	17,893	39,538	20,200
City of Chicago	17,882	0	0
U of IL, Green Infrastructure	45,000	0	0
Total, Other Public Agencies	80,775	84,348	28,100
FOUNDATIONS AND NON-PUBLIC AGENCIES			
Chicago Community Trust	274,125	447,491	143,000
Total Foundations and Non-Public Agencies	274,125	447,491	143,000
LOCAL ASSESSMENTS	246,502	250,000	250,000
REIMBURSEMENTS			
Indirect Charge from Competitive Federal Grants			418,800
Metropolitan Mayor's Caucus			25,000
Total, Reimbursements/Fund Balance	-	-	443,800

	Actual	Adopted	Proposed
	FY 2010	FY 2011	FY 2012
PRODUCT SALES, FEES AND INTEREST			
Publications Sales	850	1,000	1,000
ArcView Training	5,539	3,000	5,000
Interest Income	2,343	2,000	3,000
Facility Planning Area Fees	19,160	20,000	5,000
Conference and Sponsors	11,442	10,000	1,000
Miscellaneous	36,178	20,000	20,000
Total, Product Sales, Fees and Interest	75,512	56,000	35,000
TOTAL REVENUES			
	15,514,935	16,723,188	15,840,762
NON-OPERATIONS			
PASS THROUGH			
UWP Council of Mayors	1,606,116	1,211,131	1,348,174
UWP County Projects	16,586	400,000	160,000
Community Planning Program Grants	0	497,420	1,000,000
IEPA Special Projects - Pass Thru	0	0	112,200
USEPA Lake Michigan Academy	43,849	0	0
IEPA Sec 319 Fox/Des Plaines River, Phase III	1,339,151	0	0
IEPA Sec 319 Fox/Des Plaines River, Phase IV	763,122	646,500	0
IEPA, ARRA, Watershed Planning	189,249	460,000	0
Total, Pass Through	3,958,073	3,215,051	2,620,374
IN-KIND SERVICE			
UWP Council of Mayors	495,985	452,300	542,931
UWP County Projects	4,147	110,000	40,000
IDNR Lake Biodiversity	43,937	0	0
Lake Michigan Academy	48,794	0	0
IEPA Sec 319 Fox/Des Plaines River, Phase III	969,731	0	0
IEPA Sec 319 Fox/Des Plaines River, Phase IV	763,122	440,000	0
IEPA, ARRA, Watershed Planning	25,954	82,000	0
Total, In-Kind Service	2,351,670	1,084,300	582,931



TABLE 4
REVENUE DETAIL
COMPETITIVE FEDERAL GRANT ACTIVITIES

	Actual	Adopted	Proposed
	FY 2010	FY 2011	FY 2012
Revenues			
US Department of Energy	0	9,458,804	1,779,100
US Housing and Urban Development Dept.	0	0	1,567,250
Total, Competitive Federal Grants	0	9,458,804	3,346,350



Budget and Work Program

The following tables reflect, line item by line item, the operations budget for FY 2012. 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**

CORE OPERATIONS - EXPENSES			
	Actual	Adopted	Proposed
	FY 2010	FY 2011	FY 2012
PERSONNEL			
Salaries	6,281,922	6,427,924	6,582,700
Retirement	1,224,069	1,402,116	1,412,200
FICA	365,798	389,164	396,700
Medicare	88,862	93,205	95,500
Health	792,779	741,189	863,900
Dental		46,726	54,200
Vision		12,104	13,200
Life	49,035	32,388	45,000
Other Benefits	25,763	20,000	20,000
Interns	122,435	160,000	215,000
Total, Personnel	8,950,663	9,324,816	9,698,400
Authorized Personnel	95.50	90.81	91.39
COMMODITIES			
General Supplies	11,798	10,000	10,000
Publications	4,006	7,825	11,300
Data Acquisition	261,598	350,000	285,000
Office Supplies	13,750	22,900	29,082
Copy Room Supplies	14,325	20,000	20,000
Total, Commodities	305,477	410,725	355,382
OPERATING EXPENSES			
Workers' Compensation Insurance	22,868	25,000	25,000
Unemployment Compensation	32,311	15,000	15,000

CORE OPERATIONS - EXPENSES			
	Actual	Adopted	Proposed
	FY 2010	FY 2011	FY 2012
Staff Assoc. Membership	3,623	7,550	12,800
CMAP Assoc. Membership	12,316	25,000	25,500
Postage/Postal Services	25,199	38,050	30,400
Storage	9,414	20,000	17,000
Legal/Bid Notices	7,973	8,000	2,000
Miscellaneous	10,570	14,678	13,000
Meeting Expenses	21,378	94,300	66,300
Recruitment Expenses	495	1,000	2,000
General Insurance	26,208	30,000	25,000
Legal Services	15,425	5,000	5,000
Printing Services	31,137	118,800	101,800
Bank Service Fees	5,130	5,000	5,000
Conference Registrations	14,929	19,400	22,300
Training & Education Reimbursement	21,445	37,500	29,100
Travel Expenses	88,421	135,950	119,050
Total, Operating Expenses	348,842	600,228	516,250
OCCUPANCY EXPENSES			
Office Maintenance	7,674	10,000	10,000
Rent	1,053,899	1,405,500	1,455,000
Telecommunications	76,447	70,000	60,000
Utilities	48,096	60,000	60,000
Total, Occupancy Expenses	1,186,116	1,545,500	1,585,000
CONTRACTUAL SERVICES			
Audit Services	35,270	40,000	40,000
Office Equipment Leases	8,089	8,000	1,000
Software Maintenance/Licenses	373,535	220,000	230,000
Fiscal Mgt. Maintenance/Licenses	36,841	36,000	40,000
Professional Services	782,833	508,000	463,200
Consulting Services	1,787,890	2,860,100	2,570,700
Office Equipment Maintenance	69,647	80,000	80,000
Total, Contractual Services	3,094,105	3,752,100	3,424,900
CAPITAL OUTLAY			
Equipment - Capital	194,171	205,500	100,000
Office Construction - Capital	356,270	135,000	0
Software - Capital	1,997	70,500	50,000

CORE OPERATIONS - EXPENSES			
	Actual	Adopted	Proposed
	FY 2010	FY 2011	FY 2012
Total, Capital Outlay	552,438	411,000	150,000
TOTAL	14,437,641	16,044,369	15,729,932

TABLE 6

**EXPENSE DETAIL
COMPETITIVE FEDERAL GRANT ACTIVITIES**

COMPETITIVE FEDERAL GRANTS - EXPENSES

	U.S. DOE	U.S. HUD	Total
	FY 2012		
PERSONNEL			
Salaries	143,500	676,000	819,500
Retirement	25,900	121,900	147,800
FICA	9,000	42,200	51,200
Medicare	2,100	9,800	11,900
Health	19,300	112,200	131,500
Dental	1,200	7,200	8,400
Vision	300	1,500	1,800
Total, Personnel	201,300	970,800	1,172,100
Authorized Personnel	2	10	12
Indirect Charge	71,900	346,900	418,800
COMMODITIES			
Publications	500		500
Office Supplies	1,000	1,000	2,000
Total, Commodities	1,500	1,000	2,500
OPERATING EXPENSES			
Postage/Postal Services	200	0	200
Printing Services	200		200
Miscellaneous		3,000	3,000
Conference Registrations	1,000	0	1,000



COMPETITIVE FEDERAL GRANTS - EXPENSES

	U.S. DOE	U.S. HUD	Total
	FY 2012		
Training & Education Reimbursement	1,000	0	1,000
Internet Wire Service		5,300	5,300
Travel Expenses	2,000	15,250	17,250
Total, Operating Expenses	4,400	23,550	27,950
CONTRACTUAL SERVICES			
Consulting Services	1,500,000	0	1,500,000
Grants (Pass Through)		225,000	225,000
Total, Contractual Services	1,500,000	225,000	1,725,000
TOTAL	1,779,100	1,567,250	3,346,350

Following are the program areas for FY 2012. 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 2012. 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.

Technical Assistance Coordination

Project Manager: Bob Dean

Team: Aleman, Saunders, Williams-Clark

Description: Continually review and improve process to evaluate and respond to requests for assistance and to proactively identify opportunities for technical assistance. Determine opportunities to use the “toolbox” of technical assistance tools, including ROI, MetroQuest, Full Circle, FutureView, and others. Staff the Technical Assistance Providers (TAP) Committee, coordinate their activities, and maintain inventory of technical assistance work. Catalog all data requests and respond appropriately to requests for planning assistance. Continually review effectiveness of overall technical assistance program, and recommend changes as needed.

Products and Key Dates:

- Monthly meetings of TAP Committee. (ongoing)
- Updated descriptions of technical assistance options and written process for reactively and proactively providing technical assistance. (October)
- Catalog all technical assistance and data requests as they are received. (ongoing)

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, Ostrander

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.

Products and Key Dates:

- Publicly available online library with at least 25 case studies. (July)
- Continued improvements and additions to library. (ongoing)

Compendium of Plans and Ordinances

Project Manager: Andrew Williams-Clark

Team: Hallas, Heringa, interns

Description: This project will collect and analyze comprehensive plans and zoning ordinances from municipalities around the region. For ordinances, this project will not comprehensively collect every ordinance around the region, but will collect those of certain types (for example, form-based codes). 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:

- Updated Compendium of Plans. (September)
- Proposal for types of ordinances to be included in initial Compendium. (September)
- Compendium of Ordinances for at least two ordinance types of interest. (June)
- Initiation of municipal survey. (March)

Model Plans, Ordinances, and Codes

Project Manager: Andrew Williams-Clark

Team: Ahmed, Banks, Heringa, Ostrander, Saunders, Talbot, others to be determined

Description: This project will prepare model planning approaches on topics of interest to local communities and planners. These could include ordinances, other regulations, or treatment of other planning issues. The municipal survey and Compendium of Plans will be used to determine the focus of the model approaches. Based on initial review of responses to the municipal survey, requests for assistance through the LTA program, and other input, potential topics include: parking; treatment of local food in comprehensive plans and ordinances; treatment of arts and culture in local plans; performance-based codes; climate change adaptation; and sustainability plans. (Topics will be finalized before the start of FY 12.) Once models are produced, work with several communities to implement the ordinance locally (covered in more detail in the Community Technical Assistance section).

Products and Key Dates:

- Three model ordinances or other planning documents on topics of interest. (December, March, and June)

Planning Commissioner Workshops

Project Manager: Jon Hallas

Team: Aleman, Banks

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.

Products and Key Dates:

- Three sets of Planning Commissioner workshops in fall 2011.
- Three sets of Planning Commissioner workshops in spring 2012.

Regional Data Sharing Technical Assistance

Project Manager: Andrew Williams-Clark

Team: Sanders, Wu, Zhang, interns as necessary

Brief Description: This project will train stakeholders in the use of CMAP data products, inform future improvements in these products and define regional best practices for data sharing with the overall goal of advancing local governments toward more efficient data sharing. This will include training stakeholder groups to maximize impact of MetroPulse; producing a product backlog for municipal data portal development; and developing policy briefs, reports and analyses based on a continuous assessment of existing conditions in our own region and in comparison with best practices identified across regions; and conducting a pilot program to provide comprehensive technical assistance to one of the following government entities: the state, one county, one municipality or one regional transportation agency. CMAP will also engage with one or more local government partners to formalize data sharing arrangements. Other activities include participating in regional groups working to develop indicators in specific issue areas relevant to the CMAP's mission and convening a working group of local (county, municipal, and/or state departmental) government staff who work with data and are willing to share data with CMAP.

Products and Key Dates:

- Present MetroPulse webinar quarterly at minimum.
- Present 4-5 MetroPulse trainings/demonstrations to key stakeholder groups.
- Open CMAP data application program interface (API) to researchers, governments, non-profits and the general public (December 2011)
- Deliver data sharing best practices document (Spring 2012)
- Deliver Municipal Portal beta website as technical assistance pilot project (June 2012)



AREA 2: COMMUNITY TECHNICAL ASSISTANCE

Program Manager: Pete Saunders

“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.

Local Grant Program—Community Planning Program

Project Manager: Hala Ahmed

Team: Aleman, Banks, Ostrander, Saunders

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:

- Recommendation of projects to be funded. (August)
- Consultant selection and initiation of each local project. (December)
- Call for projects for following year. (April)

Local Technical Assistance: Program Development and Management

Project Manager: Bob Dean

Team: Aleman, Dick, Navota, Ortiz, Ostrander, Saunders, Ungerleider

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:

- Completed call for projects and project prioritization. (calls for projects in August and December)
- Monthly reports on progress of ongoing and upcoming projects. (ongoing)



Local Technical Assistance: Project Scoping

Project Manager: Dan Ungerleider

Team: Hernandez, Lopez, Simoncelli, K. Smith

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:

- Completed scoping of all currently identified higher priority projects and determination of appropriate CMAP role and timeline to move forward. (December)
- Ongoing scoping of other projects as they are submitted through new calls for projects. (ongoing)

Local Technical Assistance: Project Management

Project Manager: Pete Saunders

Team: Ahmed, Dick, Ihnchak, Navota, Ortiz, Robinson, Shenbaga, Talbot, Ungerleider, 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. This will sometimes, but not always, involve the project manager being based in the host community. 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).

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, with some projects being completed in December and more in early 2012.
- 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.

Local Technical Assistance: Outreach and Communications

Project Manager: Erin Aleman, Tom Garritano

Team: Banks, 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. Also included here

is the development of a standard template for products produced through the local technical assistance program, although details will vary by project.

Products and Key Dates:

- Written public engagement standards and templates to be used for technical assistance projects. (July)
- Final report on public engagement results for each local project. (ongoing)

Local Technical Assistance: Project Support

Project Manager: Pete Saunders

Team: Banks, Dryla-Gaca, Elam, Heringa, Ihnchak, Okoth, Ostrander, Pedersen, Pfingston, Robinson, Shenbaga, Woods

Description: Completion of local technical assistance projects will rely on successful management of these projects but also appropriate support from others at CMAP. This work plan item includes data collection and analysis, mapping, research, writing, and similar activities. These activities will be determined and assigned based on the needs identified by each project manager and coordinated through the program management work plan item.

Products and Key Dates:

- Participation in local technical assistance projects as identified above. (ongoing)

Local Technical Assistance: Partner Coordination

Project Manager: Bob Dean

Team: Aleman, Okoth, Ostrander, Ungerleider

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, livability working group, and other formal and informal committees.

Products and Key Dates:

- Identification of appropriate partner organizations and roles for each local technical assistance project. (ongoing)

Plan and Ordinance Review

Project Manager: Pete Saunders

Team: Hallas, Heringa, Pfingston

Description: CMAP will work with communities on the review of existing ordinances to understand their impacts and visualize results if they were fully implemented using tools

such as FutureView. The bulk of time in this work item will involve responding to requests to review plans or ordinances. Much of this will not involve visualization, but will be simple review.

Products and Key Dates:

- Review of local plans and ordinances on request. (ongoing)
- Review of existing ordinances for at least two communities to calculate impacts and visualize results. (June)

Communities Putting Prevention to Work

Project Manager: Jon Hallas

Team: Heringa, Talbot

Description: CMAP will be assisting the Cook County Health Department in their Communities Putting Prevention to Work (CPPW) program, which is focused on planning for healthier communities in suburban Cook County. CMAP’s role will involve assisting with elements related to comprehensive planning and local food promotion.

Products and Key Dates:

- Sample local food comprehensive plan chapter and incorporation of local food into ongoing comprehensive plan update projects. (March)
- Participation in administrative and communication activities related to grant. (March)

TABLE 7

**BUDGET DETAIL
LOCAL PLANNING SUPPORT**

Local Planning Support - Budget				
	Local Planning	Community	Sustainable	Total
	Support	Planning Program	Communities	
PERSONNEL				
Salaries	723,000		676,000	1,399,000
Retirement	135,900		121,900	257,800
FICA	46,700		42,200	88,900
Medicare	10,500		9,800	20,300
Health	100,800		112,200	213,000
Dental	6,000		7,200	13,200
Vision	1,600		1,500	3,100
Interns	40,000			40,000
Total, Personnel	1,064,500	0	970,800	2,035,300

Local Planning Support - Budget				
	Local Planning	Community	Sustainable	Total
	Support	Planning Program	Communities	
Employee Months	124.00		120.00	244
Indirect Charge	366,100	0	346,900	713,000
COMMODITIES				
Office Supplies	500		1,000	1,500
Total, Commodities	500	0	1,000	1,500
OPERATING				
Staff Assoc. Membership	2,000			2,000
Postage/Postal Services	700			700
Miscellaneous	800	0	3,000	3,800
Meeting Expenses	22,000			22,000
Printing Services	90,000			90,000
Conference Registrations	3,900			3,900
Training & Education Reimbursement	2,000			2,000
Internet wire service		0	5,300	5,300
Travel Stipend		0	13,250	13,250
Travel Expenses	22,000	0	2,000	24,000
Total, Operating	143,400	0	23,550	166,950
CONTRACTUAL SERVICES				
Professional Services**				
Metcalfe	8,000			8,000
Grants		1,000,000	225,000	1,225,000
Consulting Services	250,000			250,000
Total, Contractual Services	258,000	1,000,000	225,000	1,483,000
Total, Expenses	1,832,500	1,000,000	1,567,250	4,399,750
REVENUE				
UWP Operating - FY2012	1,266,000			1,266,000
UWP Contracts - FY 2012	140,000			140,000
Match - FY 2012	351,500			351,500
UWP Contracts - FY 2011		397,936		397,936



Local Planning Support - Budget				
	Local Planning	Community	Sustainable	Total
	Support	Planning Program	Communities	
Match - FY 2011		99,484		99,484
HUD			1,567,250	1,567,250
IDOT	75,000	502,580		577,580
Total, Revenue	1,832,500	1,000,000	1,567,250	4,399,750



TABLE 8

**CONSULTANT SERVICES DETAIL
LOCAL PLANNING SUPPORT**

PROPOSED SUBCONTRACTS	ESTIMATED AMOUNT	FUNDING SOURCE/STATUS
Interns (Metcalf)	8,000	UWP 2012 – Operating / Annual contract Interns
MetroQuest Upgrade (MetroQuest)	100,000	UWP 2012 – Contract / Sole Source, Board to approve contract
LTA Web Communications (TBD)	75,000	UWP 2012 – Contract / RFP to be issued, Board to approve contract
Full Circle Technical Upgrade (TBD)	75,000	IDOT 2012 / RFP to be issued, Board to approve contract
Community Planning Program (TBD)	1,000,000	UWP 2011 – Contract/IDOT 2011, 2012 funds / Competitive program to be developed. Board to approve awards.
LTA Assistance (TBD)	225,000	HUD / Assistance to participating municipalities and counties. Board to approve assistance.
TOTAL	1,483,000	

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.

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

Transportation Policy Analysis

Project Manager: Matt Maloney

Team: Beata

Description: CMAP will address emerging challenges and issues arising from transportation policies and planning on the national, state and local levels. Our region needs to help shape the policies and programs that will dictate the role transportation plays in our communities and seek to align our national, state, and local transportation policies with an array of issues

including climate change, housing, health, economy and sustainability. GO TO 2040 calls for a range of policy changes to state transportation finance, including increasing and indexing the motor fuel tax, changing the 55/45 split, passing legislation authorizing public private partnerships, and reforming the state's capital program funding. On the federal side, the U.S. Congress will be working over the next year towards a new federal transportation authorization bill. It will be critical to the region that CMAP have a concise policy that can feed into the development of the new transportation bill.

Products and Key Dates: Various reports or issue briefs will be produced this fiscal year-- specific topics are TBD. Topics should include analysis on: the leveraging of public private partnerships and federal transportation grants, the 55/45 split for state transportation dollars, congestion pricing, parking pricing, motor fuel tax and MFT replacements, value capture strategies, and criteria for project selection. This project will also manage CMAP's ongoing efforts with other local and national partners at reauthorization of the federal transportation bill.

Major Capital Projects Implementation

Project Manager: Matt Maloney

Team: Beata, Blankenhorn, Dean, Leary, Elam, Kopec, 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. Five of these are new projects or extensions- the CTA Red Line South, West Loop Transportation Center, the Elgin O'Hare West Bypass, Central Lake County Corridor, and the I-294/I-57 interchange. Historically, CMAP has worked with transportation implementers to supply travel projections and other related data for making efficient planning decisions. This work will continue under the "External Data Requests" project in the Regional Information and Data Development core program. This purpose of the Major Capital Projects implementation project is for CMAP staff to coordinate with state, regional, and local agencies and groups on generating the data, information, policy analysis, and outreach to advance implementation. Level of effort for CMAP will differ across projects: some will require a supporting role, and some may require a leadership role.

Products and Key Dates: Policy Updates on projects (initial updates completed by July 2011, ongoing or as needed after that); Strategic planning document to help determine CMAP's level of involvement with major capital projects (October 2011); Internal wiki on project progress (ongoing- managed by Bozic); Active involvement on regional groups (as needed, ongoing);

Regional Tax Policy Task Force

Project Manager: Matt Maloney

Team: Hollander, Baden

Description: The Regional Tax Policy Task Force was created by the CMAP Board to make recommendations on state and local tax policy matters addressed in GO TO 2040. The task force is charged with advising the CMAP Board on issues central to state and local fiscal policy, viewed through the lens of the regional economy, sustainability, equity, and the connections between tax policies and development decisions. Areas of study will include existing state and local sales tax revenue sharing, tax and land use distortions, the property tax structure, expansion of sales tax to services, and local tax capacity issues including analysis on equity.

Products and Key Dates: Task Force meets monthly through January 2012. Overall meeting schedule and scope will be reevaluated in the summer of 2011. Staff will produce products for the task force on an ongoing basis.

Industry Cluster Drill-Down Reports

Project Manager: Brett Baden

Team: Byrne, Maloney, staff from Chicago Workforce Investment Council (CWIC)

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. Work on a drill down into the freight cluster began in FY2011. The freight and future drill down reports will be produced in partnership with the Chicago Workforce Investment Council (CWIC). CMAP will perform the economic and business analysis and CWIC will analyze the labor market and workforce development for each cluster.

Products and Key Dates:

Freight Drill Down

- Present preliminary results to CMAP Freight Committee and CMAP Economic Development Committees (May/June 2011)
- Complete Data Analysis including trends and forecasts (September 2011)
- Final Drill-Down Report (October 2011)

- Presentation of final report to CMAP Freight Committee and CMAP Economic Development Committees (November 2011)
- Development of freight drill down pamphlet and press release (November 2011)

Manufacturing Drill Down

- CMAP and CWIC begin drill down report on the manufacturing industry (September 2011)
- Presentation of preliminary results for manufacturing cluster drill down (November 2011)
- Complete Data Analysis including trends and forecasts (March 2012)
- Final Drill-Down Report (April 2012)
- Presentation of final report to CMAP Economic Development Committee (May 2012)
- Development of pamphlet and press release (June 2012)

Parks and Open Space Implementation

Project Manager: Jesse Elam

Team: Heringa, Banks

Description: The GO TO 2040 plan recommends conserving a considerable amount of additional land (150,000 acres), providing more recreational parks in park deficient areas, and doubling the mileage of greenway trails in the region. The major focus in FY12 is on cultivating relationships with partners, convening stakeholders, and supporting the activities of implementers in pursuit of these goals.

Products and Key Dates: Workshop for park districts on planning issues, including the management of “surplus properties” and land-cash donation ordinances (October 2011); small research projects not undertaken in LTA program including tree inventory data, quantification of land held by homeowner’s associations, and potential survey of park districts to collect data on cooperative agreements (December 2011); initial analysis of lands that could be converted to park use (further planning may require sub-regional work, especially collaboration between park districts (December 2011); workshop for regional green infrastructure planning (March 2012); best practices research (June 2012); four to five policy updates (ongoing).

Land Use and Housing Regional Analysis

Project Manager: new associate policy analyst

Team: Baden, D. Clark, Morck, Pfingston

Description: GO TO 2040’s land use and housing section primarily focuses on providing technical assistance to local governments. This will be a major effort for the agency in FY 12 and beyond—a full description of this work can be found in the local planning assistance

core program. The purpose of this project, which is new to the work plan this year, is to expand the agency's capacity to provide compelling regional analyses on land use and housing issues with the goal of contributing to the regional discourse and influencing public policy. While the agency has a large repository of useful land use and development related data (land use inventory, development database, among others), it has not maximized the use of this data to analyze regional trends and present findings to partners. The initial deliverable of this project will be an internal strategic planning document which articulates agency priorities and future work. The target audience for this future work will include federal, state and local policymakers. Furthermore, analytic tools may assist CMAP staff in providing technical assistance to local governments. Future deliverables may include: further data collection and processing, the construction of analytic models that can analyze impacts of policy changes on land use, reports on regional land use and housing trends, issue briefs, and supplementing CMAP's state legislative agenda.

Products and Key Dates: strategic planning report for CMAP's role in land use and housing/development policy (October 2011); implementation of strategic plan (dates are tbd)

Legislative Monitoring

Project Manager: Ylda Capriccioso

Team: Allen, Smith, and other relevant staff

Description: This project is responsible for monitoring 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.

Products and Key Dates: Monthly Board Report, Final Legislative Report (June), Veto Session Report (TBD)

Policy & Legislative Strategy Outreach

Project Manager: Gordon Smith

Team: Allen, Capriccioso, and other relevant staff

Description: This project is responsible for strategic development and management of the CMAP's federal, state and local government relationship and educational efforts. It will

consist of developing and implementing programs to enhance elected officials' understanding about CMAP, GO TO 2040, State and Federal priorities. The team will help facilitate effective communication between CMAP and state legislators with emphasis on legislators representing the region and will work with COGs, counties, municipalities and other partner organizations to promote CMAP priorities. Staff will provide up-to-date information concerning policy and proposed legislation. Staff will respond to inquiries by public officials and legislative members, prepare written materials, as needed, for one-on-one meetings, hearings, or briefings.

Products and Key Dates: State Agenda (November), Federal Agenda (January), Factsheets on GO TO 2040 priorities (as needed); Outreach Strategy Outline (as needed); Regional Legislative Briefings (June-July); Congressional Staff Briefings (TBD).

Policy Updates

Project Manager: Matt Maloney

Team: Reisinger, various staff writers

Description: The “policy updates” blog was introduced in FY 11 as a new feature of the CMAP Web site. The purpose of the blog is to use available data and research to generate brief entries which analyze federal, state, and local policy issues of the day. In large part, policy blog entries should reflect staff work which is already ongoing and in varying stages of development. The policy blog will strive for a mix of 1) data analysis and commentary on socioeconomic and other trends facing northeastern Illinois and 2) information and commentary on major legislative or regulatory issues at the federal, state, or local level. Focus areas for the blog will include the regional economy, transportation, environment, and local planning issues.

Products and Key Dates: Blog postings occur on an ongoing basis, typically several per week.

TABLE 9

**BUDGET DETAIL
POLICY ANALYSIS AND DEVELOPMENT**

Policy Analysis and Development - Budget	
PERSONNEL	
Salaries	999,600
Retirement	230,900
FICA	53,700
Medicare	14,500
Health	110,400

Policy Analysis and Development - Budget	
Dental	6,000
Vision	1,600
Interns	25,000
Total, Personnel	1,441,700
Employee Months	130
Indirect Charge	506,300
COMMODITIES	
Publications	3,000
Office Supplies	2,000
Total, Commodities	5,000
OPERATING	
Staff Assoc. Membership	2,000
CMAA Assoc. Membership	25,000
Postage/Postal Services	4,000
Miscellaneous	1,000
Meeting Expenses	3,500
Conference Registrations	7,000
Training & Education Reimbursement	4,000
Travel Expenses	36,000
Total, Operating	82,500
CONTRACTUAL SERVICES	
Consulting Services	205,000
Total, Contractual Services	205,000
Total, Expenses	2,240,500
REVENUE	
UWP Operating - FY2012	1,628,400
UWP Contracts - FY 2012	60,000
Match - FY 2012	422,100
UWP Contracts - FY 2011	16,000
Match - FY 2011	4,000
General Fund	35,000

Policy Analysis and Development - Budget	
IDOT	75,000
Total, Revenue	2,240,500



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 2011 / RFP to be developed. Board to approve contract.
Innovation financing for Transportation (TBD)	75,000	UWP 2012 / RFP to be developed. Board to approve contract.
Local Governmental Liaison (DRP Consulting)	20,000	UWP 2011 – Contract / Ongoing contract
Total	205,000	

COMMUNICATIONS AND OUTREACH

Program Oversight: Tom Garritano

Public Information

Project Manager: Justine Reisinger

Team: Garritano, Holub, Weiskind, 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 2012.

GO TO 2040 Communications

Project Manager: Tom Garritano

Team: Holub, Weiskind, Reisinger, 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.

Products: Various electronic and print materials, as needed throughout FY 2012.



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.

Products and Key Dates: GO TO 2040 presentations to all of the local technical assistance communities and 10 additional major implementers by end of FY 2012; CMAP participation in at least two high-profile conferences, panels, or events by the end of FY 2012; Continued partner outreach presentations at smaller events as appropriate.

Private Sector Outreach

Project Manager: Bola Delano

Team: Rademacher, Blankenhorn

Description: This is a targeted outreach effort to encourage Chambers of Commerce, Economic Development Corporations, and Community Colleges to be involved in the implementation of GO TO 2040.

Products and Key Dates: Implement the strategy to engage this audience and work with them to implement the recommendations in GO TO 2040 (ongoing). Provide immediate technical assistance and business services as required (ongoing).

Graphic Design

Project Manager: Adam Weiskind

Team: Garritano, Holub, Reisinger, 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: Various electronic and print materials, as needed throughout FY 2012.

Web Content and Administration

Project Manager: Anne Holub

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 new site -- including the Moving Forward space devoted to implementing GO TO 2040 -- facilitates strategic communications. Individual non-communications staff should be responsible for "owning" specific areas of the new 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: Various web materials, as needed throughout FY 2012.

Future Leaders in Planning (FLIP)

Project Manager: Andrew Williams-Clark

Team: Aleman, Banks, Lopez, Reisinger

Description: This is a 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 2011 to March 2012 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 guide with application (March 2011); program curriculum (July 2011); student selection & notification (June 2011); site selection for Final Project (August 2011); secure partner commitments (September 2011); monthly meetings and activities (September 2011 – April 2012); Final Project (May 2012).

TABLE 11
BUDGET DETAIL
COMMUNICATIONS AND OUTREACH

Communications and Outreach			
	Communications	FLIP	Total
	Outreach		
PERSONNEL			
Salaries	645,100		645,100
Retirement	116,400		116,400
FICA	38,600		38,600
Medicare	9,400		9,400
Health	90,800		90,800
Dental	6,600		6,600
Vision	1,300		1,300
Interns	30,000		30,000
Total, Personnel	938,200	0	938,200
Employee Months	107		107
Indirect Charge	324,600		324,600
COMMODITIES			
Publications	1,000		1,000
Office Supplies	1,000	1,600	2,600
Total, Commodities	2,000	1,600	3,600
OPERATING			
Staff Assoc. Membership	900	0	900
Postage/Postal Services	2,000	300	2,300

Communications and Outreach			
	Communications	FLIP	Total
	Outreach		
Miscellaneous	1,900	2,400	4,300
Meeting Expenses	30,000	5,000	35,000
Printing Services	10,000	700	10,700
Conference Registrations	500	0	500
Training & Education Reimbursement	3,000	0	3,000
Travel Expenses	9,000	5,000	14,000
Total, Operating	57,300	13,400	70,700
CONTRACTUAL SERVICES			
Professional Services	20,000		20,000
Consulting Services	215,000		215,000
Total, Contractual Services	235,000	0	235,000
Total, Expenses	1,557,100	15,000	1,572,100
REVENUE			
UWP Operating - FY2012	1,133,680	3,680	1,137,360
UWP Contracts - FY 2012	32,000		32,000
Match - FY 2012	291,420	920	292,340
General Fund		10,400	10,400
IDOT	100,000		100,000
Total, Revenue	1,557,100	15,000	1,572,100

TABLE 12

**CONSULTANT SERVICES DETAIL
COMMUNICATIONS AND OUTREACH**

PROPOSED SUBCONTRACTS	ESTIMATED AMOUNT	FUNDING SOURCE/STATUS
Web Development and Maintenance (ThirdWave)	75,000	UWP 2012 – Operating / Ongoing contract
Design Integration Services (TBD)	140,000	UWP 2012 – Contract/IDOT 2012 / RFP to be developed. Board to approve contract
Translation Services (TBD)	20,000	UWP 2012 – Operating / Various services
Total	235,000	

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 major tasks include: Advanced Urban Model Development, Travel and Activity Survey Work Program, Standard Travel and Emissions Modeling, Regional Analysis Inventories, External Data and Analysis Requests, Green Infrastructure Vision, Innovation Data Scoping and GO TO 2040 Indicator Tracking. These are data development and analysis projects that are consistent with CMAP's role as the authoritative source for data and methods used for regional analysis. The program provides data and technical support to several ongoing regional planning and policy initiatives and includes new projects to track Innovation data and GO TO 2040 Indicators. 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: Heither, Bozic, Clark, Stratton, new assistant analyst, consultant support.

Description: Development of modeling tools that analyze the expanded array of recommended policy and planning strategies included in GO TO 2040. These improved tools are described in the CMAP's Strategic Plan for Advanced Modeling (2010) which includes a schedule for pursuing development of stand-alone activity-based model components that can be put into immediate production and integrated over time. FY11 included development of a commodity based freight model and a personal value-of-time highway pricing model. FY12 will refine the pricing model to include transit. CMAP collaboration on related advanced modeling efforts underway at the Federal level is included here. A substantial hardware cluster is required to handle the computational demands of advanced models. This will require an initial focused effort on the part of IT staff to install and configure; afterward, the additional maintenance will be routine.

Products and Key Dates: Internal case studies analyzing selected Freight and Pricing strategies appearing in GO TO 2040 (January). Develop new Transit Pricing Analysis tool in order to analyze GO TO 2040 recommendations to modernize the transit system, (June).

Travel and Activity Survey Program

Project Manager: Kermit Wies

Team: Lopez, Weiskind, Stratton, new analyst, consultant support

Description: Continue design and execution of surveys that retrieve information in response to the expanded array of recommended policy and planning strategies included in GO TO 2040. These surveys are described in the CMAP's Strategic Plan for Advanced Modeling (2010) and include surveys needed for advanced modeling practice but also have independent utility as stand-alone data resources. FY12 continues design and implementation of a Latino Household Travel Survey to supplement to 2007 Travel Tracker Survey. Three distinctive attributes of this effort require special attention to agency resource allocations. 1) a private survey research firm is needed to conduct the survey, 2) a customized outreach effort is required for active engagement in the Latino community 3) a special survey design is required both to control costs and to overcome low-response among hard-to-reach demographics.

Products and Key Dates: The Latino household survey is expected to be complete by May 2012.

Standard Travel and Emissions Modeling

Project Manager: Craig Heither

Team: Wies, Bozic, Clark, Patronsky

Description: Maintenance and enhancement of existing MPO travel demand models. Major tasks are to implement MOVES model for use in air quality conformity and update model parameters based on 2010 Census. Maintenance of standard-practice travel demand models is required to meet regulatory requirements associated with plan and program development and air quality conformity determination. 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. IT resources being deployed under Advanced Urban Model Development will streamline and improve the standard travel model environment as well. Additional data and consultation resources will be required to ensure a smooth transition to the MOVES emission modeling environment.

Products and Key Dates: Relevant standard travel model updates should occur within 3 months following release of appropriate Census products. MOVES implementation should be prioritized for completion at least 6 months before regulatory deadlines requiring its use. Air Quality Conformity is typically performed twice per year in coordination with updates to the TIP.



Regional Analysis Inventories

Project Manager: David Clark

Team: Heither, Bozic, Stratton, Morck, Pedersen, Dryla-Gaca, Drennan, 2 interns (transportation inventory)

Description: Development and maintenance of specialized datasets used in CMAP technical analyses including socioeconomic, land-use and transportation inventories. These data resources originate with CMAP and are specially designed and maintained to support CMAP 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: Ongoing work includes updating socioeconomic inventories based on 2010 Census results, maintaining the land use inventory, development database and transportation system inventory to support network standard and advanced modeling along with other regional analyses.

External Data and Analysis Requests

Project Manager: Jon Hallas

Team: Bozic, Clark, Rodriguez other staff expertise 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 information requests, prepare demand projections for project implementers, support major capital project evaluations and evaluate potential Developments of Regional Importance. CMAP is the authoritative source of regional planning data. In limited cases, staff expertise will be made available to conduct or assist with analysis and evaluation. 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.

Products and Key Dates: Work will continue through FY12.



Green Infrastructure Vision

Project Manager: Jesse Elam

Team: consultant support

Description: Refine Green Infrastructure Vision (GIV) data resources to provide more detail to local development and infrastructure planning. Delineate GIV open space corridors and ground water protection areas. This work directly supports implementation of GO TO 2040 policy recommendations. CMAP partners and local agencies seeking to promote regional environmental sustainability will benefit from improved data resources.

Products and Key Dates: Tasks and final report to be completed by end of FY12.

Innovation Data Scoping

Project Manager: Brett Baden

Team: Byrne. Chicagoland Chamber of Commerce and World Business Chicago are also partners on this effort.

Description: The GO TO 2040 recommendation on Innovation includes two implementation actions to “collect data relative to innovative business starts and closures in the region,” and to “collect and analyze data related to innovation outcomes.” Collecting and analyzing business starts and innovation data will help CMAP fulfill GO TO 2040’s vision of CMAP playing a “vital role as a central repository for the collection of data related to innovation.” The generation of a business starts database will also provide essential information on small/starter firm business development policy. In FY2011 CMAP formed a coalition between CMAP, the Chicagoland Chamber of Commerce, and World Business Chicago to finance and develop innovation measures. CMAP also researched how to track business starts and closures as part of the freight drill down analysis. In FY2012, CMAP will develop the business starts database research in FY2011 and begin performing analyses of this data. CMAP will also work with its coalition partners to generate an “innovation index” of regional innovation statistics that can be included in the Human Capital Information Portal and/or on the MetroPulse website.

Products and Key Dates:

- Scoping memo for innovation data collection (June 2010)
- Description of business starts data to be presented to CMAP Economic Development Committee (July 2011)
- Discussion and analysis of business starts data to be included in CMAP Freight drill down (September 2011)
- Draft Innovation Data index presented to CMAP Economic Development Committee (December 2011)
- Innovation index reports generated (quarterly)



GO TO 2040 Indicator Tracking

Project Manager: Craig Heither

Team: Bozic, Heither, Clark, Dryla-Gaca, Morck, Pedersen, Drennan new analyst

Description: Content monitoring and quality control of MetroPulse Indicators specifically identified as indicators of progress toward achieving GO TO 2040 targets. Major tasks include identifying GO TO 2040 Indicators within MetroPulse, developing protocols for updating indicators, evaluating indicator quality, and analyzing implementation progress. A central function of the MetroPulse product is to track GO TO 2040 Indicator progress toward implementation. Partners and public seeking information specifically focused on GO TO 2040 indicators will benefit.

Products and Key Dates: Develop inventory and accounting procedures by January 2012 including an assessment of new data needs and availability. Remainder of FY12 devoted to updating affected MetroPulse Indicators and producing the MetroPulse biennial report called for in GO TO 2040.

TABLE 13

BUDGET DETAIL REGIONAL INFORMATION AND DATA DEVELOPMENT

Regional Information and Data Development - Budget	
PERSONNEL	
Salaries	680,300
Retirement	153,100
FICA	41,700
Medicare	9,900
Health	113,600
Dental	6,200
Vision	1,500
Interns	20,000
Total, Personnel	1,026,300
Employee Months	128
Indirect Charge	359,700
COMMODITIES	
Publications	2,000
Data Acquisition	0
Office Supplies	1,000

Regional Information and Data Development - Budget	
Total, Commodities	3,000
OPERATING	
Staff Assoc. Membership	2,000
Postage/Postal Services	900
Meeting Expenses	4,000
Conference Registrations	2,000
Training & Education Reimbursement	4,000
Travel Expenses	8,000
Total, Operating	20,900
CONTRACTUAL SERVICES	
Consulting Services	875,000
Total, Contractual Services	875,000
Total, Expenses	2,284,900
REVENUE	
UWP Operating - FY2012	1,121,600
UWP Contracts - FY 2012	180,000
Match - FY 2012	325,400
UWP Contracts - FY 2011	240,000
Match - FY 2011	60,000
UWP Contracts - FY 2010	120,000
Match - FY 2010	30,000
Argonne	7,900
IDOT	200,000
Total, Revenue	2,284,900

TABLE 14

**CONSULTANT SERVICES DETAIL
REGIONAL INFORMATION AND DATA DEVELOPMENT**

PROPOSED SUBCONTRACTS	ESTIMATED AMOUNT	FUNDING SOURCE
Model Development (TBD)	500,000	UWP 2010, 2011 and 2012 – Contract and IDOT (2012) / RFP to be developed. Board to approve contract.

PROPOSED SUBCONTRACTS	ESTIMATED AMOUNT	FUNDING SOURCE
Green Infrastructure Vision (TBD)	150,000	IDOT (2011) / RFP issued. Board to approve contract, 6/11
Travel Survey (TBD)	200,000	UWP 2011– Contract / RFP to be developed. Board to approve contract.
Travel and Emissions Model Update (TBD)	25,000	UWP 2012 – Contract / RFP to be developed. Board to approve contract.
TOTAL	875,000	



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 website now serves as the anchor of a data sharing and warehousing program that will serve a wide 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 MetroPulse use 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 the GO TO 2040 plan. 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 such as the Regional Transportation Archive, TIP visualization and Workforce Development portal.

MetroPulse Maintenance

Project Manager: Greg Sanders

Team: Zhang, Wu, Krell, new analyst, interns, contract support

Description: Maintain existing MetroPulse product consistent with Implementation Strategy for Data Sharing and Warehousing at CMAP. MetroPulse is the new hallmark of CMAP's commitment to serve as the authoritative source for urban planning data in the region. MetroPulse's multi-year development stage culminated with the November 2010 launch of the first such site in this region. CMAP staff, partners and public users of urban datasets will benefit.

Products and Key Dates: Major tasks are to establish failover for MetroPulse servers (February); enter into long-term contracts with crucial support vendors (October); strengthen CMAP's testing and error alert capacity; track system usage more closely (December); begin sending email alerts to update users about MetroPulse progress (December); add new search capabilities in the website (March); create application for user profiles (March); add new geographic levels to the system and improve the management application that controls MetroPulse content (July).

Internal Data Library Management

Project Manager: Xiaohong Zhang

Team: Clark, new analyst, ETL interns

Description: Manage and maintain CMAP data library. This project relies heavily on the availability of public and proprietary datasets. Successful acquisition of many data sources requires special coordination with procurement staff.

Products and Key Dates: Acquire and catalog new data and archive obsolete datasets (ongoing)
Establish protocols for meta-data and attribution (January). Enforce proprietary dissemination and license agreements (ongoing). Import and process newly-released Census data (December); establish data integration between CMAP web domain and internal data libraries (December); deploy data visualization server(s) in internal CMAP network and build staff capacity for data visualization (May) Documentation of data library management practices (June).

Regional Transportation Data Archive

Project Manager: Bozic

Team: Sanders, Frank, Schmidt, Wu, Zhang, contract support

Description: Design and implement a Web-based data exchange medium for archived transportation data. This is intended to consolidate the archive-related objectives of our region's ITS program with the objective to offer partner agencies a Web-based data exchange medium for archived transportation data. A demonstration application developed during FY11 includes highway volumes and speeds as well as incident data. Priorities for continued development include: Launch beta version of Regional Transportation Archive website; enlist stakeholder group(s) to identify and prioritize changes to the beta website; modify API as needed to meet stakeholders recommendations and CMAP imperatives; release version 1.0 website; assemble website documentation (technical and end-user documentation); conduct end-user training in website usage. The staff will also provide regional support for the development of a real-time traveler information system and other ITS infrastructure initiatives expected to be developed by partner agencies. Significant data storage space will be needed as the transportation archive grows with time and features.

Products and Key Dates: Launch beta version (October); Launch public version, (March); Develop scope of work and procure professional services for expanded functionality (May).

Human Capital Information Portal

Project Manager: Annie Byrne

Team: Baden, A. Williams-Clark

Description: Both the innovation and workforce development chapters of *GO TO 2040* include implementation actions (to be led by CMAP) for improving data and information systems. The Human Capital Information Portal (HCIP) will be an extension of the MetroPulse website and will provide detailed data and information to support economic development, education, and workforce development program administrators, researchers, policymakers, and policy advocates. The HCIP will also provide useful information to local governments and other human capital stakeholders. The HCIP will serve as a data clearinghouse, analytic tool, and as a platform for the dissemination of analysis of the region's workforce, industrial clusters, and innovation.

Products and Key Dates: Finalize contract for design/web development (July 2011). Develop and confirm user stories to be designed for the HCIP (March 2011). Complete collection and processing of prioritized data and information for initial launch (December 2011). Collect and process additional data and information for future integration (ongoing). Final design deliverables due (September 2011). Final web development deliverable due (February 2012).

Municipal and other Data Portals

Project Manager: Sanders

Team: Williams-Clark, new analyst, interns, LTA support,

Brief Description: Maintain and enhance Web and mobile data systems for dissemination and visualization of municipal, county, regional, state and federal data. This includes the effort to develop and implement municipal data portals; maintain and improve the Regional Indicators website; and implement the WEAVE visualization engine.

Products and Key Dates: Modify the MetroPulse API to support sub-regional data outputs-- limited to a single municipality or small groups of municipalities (for example, COGs) (December); meet with potential stakeholders to identify and prioritize features for the portal; procure website design for the Municipal Portal site including basic work flow/navigation (December). WEAVE tool installed (December), Municipal data portal template (December); at least 6 municipal data portals (June).

TABLE 15

**BUDGET DETAIL
DATA SHARING AND WAREHOUSING**

Data Sharing and Warehousing - Budget	
PERSONNEL	
Salaries	557,900
Retirement	115,200
FICA	33,900
Medicare	8,100
Health	74,100
Dental	4,900
Vision	1,100
Interns	40,000
Total, Personnel	835,200
Employee Months	88
Indirect Charge	284,200
COMMODITIES	
Publications	1,500
Data Acquisition	285,000
Total, Commodities	286,500
OPERATING	
Staff Assoc. Membership	900
Postage/Postal Services	200
Conference Registrations	1,000
Training & Education Reimbursement	6,000
Travel Expenses	2,000
Total, Operating	10,100
CONTRACTUAL SERVICES	
Professional Services	
Consulting Services	758,000
Total, Contractual Services	758,000
Total, Expenses	2,174,000

Data Sharing and Warehousing - Budget	
REVENUE	
UWP Operating - FY2012	1,132,800
UWP Contracts - FY 2012	320,000
Match - FY 2012	363,200
CCT	143,000
IDOT	215,000
Total, Revenue	2,174,000

TABLE 16

**CONSULTANT SERVICES DETAIL
DATA SHARING AND WAREHOUSING**

PROPOSED SUBCONTRACTS	ESTIMATED AMOUNT	FUNDING SOURCE
Regional Transportation Data Archive (TBD)	250,000	UWP 2012– Contract and IDOT 2012 / RFP to be developed. Board to approve contract.
Regional Indicator Design (TBD)	200,000	UWP 2012– Contract / RFP to be developed. Board to approve contract.
Human Capital Information Portal (TBD)	60,000	IDOT 2011 / RFP to be developed. Board to approve contract
Enhance Dynamic web pages (Great Arc Technologies, Inc.)	15,000	IDOT 2011/ Contract ongoing
IPhone Application (Azavea)	10,000	IDOT 2011/Contract ongoing
Municipal Portal Pilot (TBD)	60,000	IDOT 2012 / RFP to be developed. Board to approve contract
Information Builders technical assistance (IB)	20,000	IDOT 2011 / Sole source.
MetroPulse Development (TBD)	143,000	CCT / RFP to be developed. Board to approve contract.
TOTAL	758,000	

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 Ostidick

Team: Berry, Dixon, Dobbs, Ferguson, Johnson, Kos, Patronskey, Schaad, Wu

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 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. Address recommendations in federal quadrennial review.

Products and Key Dates: TIP with updates and amendments (ongoing – committee approvals required approximately nine times per year); TIP documentation including map, fiscal marks, general public brochures and web pages (ongoing); active program management reports and recommendations (ongoing); obligation report (February 2012); 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: Ross Patronsky

Team: Berry, Dixon, Dobbs, Kos, Ostlick, Pietrowiak

Description: Work to maintain and enhance the usability and usefulness of the TIP to 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.

The TIP must operate in a trouble-free manner since it is updated on a continual basis. It also must maintain a high degree of accuracy for the information it contains. There is a need to include appropriate data, which changes over time, to analyze projects in a manner useful to project programmers and staff. The TIP database needs to be capable of producing standard reports along with being able to generate custom reports, both tabular and graphic along with more in-depth analyses. As additional needs are identified the database will be modified.

Products: TIP database enhancement to accommodate direct geospatial project entry (“Phase III”) (June 2012); TIP database maintenance and training materials to improve data validation and ease of implementer use (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.

TIP Analysis

Project Manager: Doug Ferguson

Team: Berry, Bozic, Dobbs, Kos, Maloney, Murtha, Patronsky

Description: Work with implementers, CMAP policy analysts and interested external parties to ensure appropriate data is available to analyze projects and the overall TIP to assess whether and how they help move the region toward the vision laid out in GO TO 2040. Analyze the transportation program to ensure its land use connection, preservation and improvement of environmental resources, and the sustainability of economic prosperity. TIP changes, acted on at each meeting of the CMAP Transportation Committee, and semi-annual TIP conformity amendments should be analyzed to assist the approving committees and the public in ascertaining their impact on the region’s overall mobility.

Products: Analytic tools (October 2011, ongoing improvements after that); Analysis of overall TIP (ongoing); Analysis of TIP revisions (approximately nine times per year)

CMAQ Program Development and Administration

Project Manager: Doug Ferguson

Team: Berry, Dobbs, Ostidick, Patronsny, Pietrowiak, Schaad

Description: The CMAQ Program involves the solicitation and selection of surface transportation projects for the Congestion Mitigation and Air Quality Improvement (CMAQ) Program for northeastern Illinois. Once CMAQ project proposals have been submitted they are evaluated for potential air quality and congestion reduction benefits. Four focus groups provide input relating projects and systems of project proposals to the recommendations of GO TO 2040 and local plans. Using the proposals' cost/benefit rankings, focus group input and other factors such as project readiness and sponsor capacity, a proposed program is vetted through the committee structure for approval by the MPO Policy Committee and CMAP Board.

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.

In response to federal guidance, beginning in 2008, a post-implementation evaluation of emission benefits was initiated. This effort involved data collection for four types of CMAQ projects – traffic flow improvement, signal interconnect, bicycle facility and pedestrian facility. A second round of data collection is obtaining “after” data for traffic flow improvement and signal interconnect projects.

Products and Key Dates: Update to CMAQ programming process, including revised forms and instructions (as needed, October – December 2011); quarterly status reports, supplementary evaluations for cost/scope change requests; FY 2016 program development (beginning January 2012) including pre-application and post award workshops; a FY 2016 Proposal Book (March 2012); and FY 2016 Proposal Rankings (June 2011); There will also be a semi-annual review of project status (May 2012).

Conformity of Plans and Program

Project Manager: Ross Patronsny

Team: Berry, Bozic, Heither, Rodriguez, Wies

Description: Northeastern Illinois has historically not attained national ambient air quality standards for certain pollutants. It is anticipated that it will be classified as a non-attainment area for the 8-hour ozone standard to be adopted in June, 2011. In addition, while the region meets prior ozone standards and the fine particulate matter (PM_{2.5}) 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: Provide support to Illinois EPA as they develop and update various State Implementation Plans (as needed); semi-annual Conformity Determinations and documentation (October 2011 and March 2012); findings and interagency agreements from consultation meetings (as needed – typically four to six times per year); implementation of MOVES model (June 2012).

TABLE 17

**BUDGET DETAIL
TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

TIP - Budget	
PERSONNEL	
Salaries	787,000
Retirement	205,200
FICA	48,300
Medicare	11,400
Health	88,900
Dental	6,400
Vision	1,400
Total, Personnel	1,148,600
Employee Months	121.00
Indirect Charge	410,500
COMMODITIES	
Publications	1,000
Office Supplies	582
Total, Commodities	1,582
OPERATING	
Staff Assoc. Membership	1,500
Postage/Postal Services	500
Meeting Expenses	500

TIP - Budget	
Conference Registrations	2,000
Training & Education Reimbursement	900
Travel Expenses	11,000
Total, Operating	16,400
CONTRACTUAL SERVICES	
Software Maintenance (TIP)	20,000
Total, Contractual Services	20,000
Total, Expenses	1,597,082
REVENUE	
UWP Operating - FY2012	1,277,666
Match - FY 2012	319,416
Total, Revenue	1,597,082



TABLE 18

**CONSULTANT SERVICES DETAIL
TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

PROPOSED SUBCONTRACTS	ESTIMATED AMOUNT	FUNDING SOURCE/STATUS
Software Maintenance (Topiary)	20,000	UWP 2012 – Operating / Contract ongoing
Total	20,000	



CONGESTION MANAGEMENT PROCESS

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, Nicholas, Rice, Murtha

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; 4) congestion scans of 2011 conditions; 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; 8) intercity destinations – by mode and distance; 9) ADA transition plan compliance; 10) average number of vehicles by household size; 11) communities with Safe Routes to Schools plans and/or

programs; 12) motor vehicle safety; 13) percent of work trips by mode; and, 14) percent of regional trails plan completed (throughout the year)

Data Evaluation for Programming Decisions

Project Manager: Tom Murtha

Team: Frank, Nicholas, Rice, Schmidt, Patronsky, Ferguson

Description: GO TO 2040 calls for improved decision making models for evaluating potential transportation investments. A key feature of the Congestion Management Process is a data collection and monitoring system. In the past few years there have been significant advancements in the acquisition and manipulation of data. The Regional Data Archive and the participation of the region's transportation operations decision makers in the Regional Transportation Operations Coalition highlight this change. This change calls for a re-examination of what data is actually available and how it may be utilized in support of programming decisions. This analysis will be conducted in conjunction with the input of both the TIP and Technical Analysis personnel.

Products and Key Dates: An interim report detailing the scope of the project (August 2011). A preliminary list of data items covering desired information (October 2011). A report detailing what information is ideally desired to support programming decisions; what information is currently available; and, how this information should be collected and made available to transportation project programmers (June 2012).

Congestion Management Strategy

Project Manager: Tom Murtha

Team: Frank, Nicholas, Rodriguez, Schmidt

Description: The project provides the primary management of the Congestion Management Process. The Congestion Management Process will identify and evaluate appropriate implementation strategies to address regional congestion.

The administration of the Regional Transportation Operations Coalition (RTOC), an institutional forum and structure where regional operations personnel confer across jurisdictional boundaries to improve transportation system performance is included as part of the process.

Products and Key Dates: RTOC Meetings or teleconferences, at least quarterly (September, December, March, June);

CMAAP will continue to work on operational studies of potential congestion pricing studies, leading toward congestion management pilot projects. During FY11, support was provided for the Tollway's investigation of implementing congestion pricing on I-90. Assuming the Tollway continues in this effort, additional support will be provided. CMAAP will also work to provide data and information to local, regional, and state agencies and

elected officials to help them in the evaluation of such regional congestion pricing projects. In the event that the Tollway defers work toward the implementation of congestion pricing on I-90, a comprehensive, system-wide evaluation of the potential for congestion pricing will be conducted (June 2012). The report will address where congestion pricing could effectively implemented; the type of congestion pricing most appropriate; technical and administrative and corollary issues to be addressed; and, others as identified.

The Regional Intelligent Transportation System (ITS) Architecture will be maintained and updated as needed (June 2012). Work will begin on an update to the Regional Intelligent Transportation System (ITS) Deployment Plan, with an expected completion data in FY2013.

Freight Planning

Project Manager: Tom Murtha (interim)

Team: Senior Freight Planner, Murtha, Rice, Nicholas, Rodriguez

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: A report identifying what CMAP's role should be regarding planning for Freight. Support of CREATE through our involvement with the project programming process, and working with implementing agencies to identify funding sources. A report on implementation of CREATE will be updated on an on-going basis. CMAP will also monitor implementation of the program to determine appropriate development and implementation of the next phase of rail improvements identified in the 2010 "Freight System Planning Recommendations Project," as appropriate.

CMAP will continue its work to catalog and update the region's truck routes and intermodal connectors. CMAP will also continue to address delivery times and parking restrictions, all to reduce peak-period truck movements. CMAP staff will provide quarterly updates of these activities to the Freight Committee.

Bicycle and Pedestrian Transportation Planning

Project Manager: John 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, 2012); provide technical planning information in support of walking and cycling through the *Soles and Spokes Blog* (2-3 blog entries per week); Two to three *Soles and Spokes Workshops* focusing on issues such as opportunities for transit oriented development, accessibility for people with disabilities and bikeway design (by June, 2012); annual update of bike-ped crash data (March, 2012); community briefing papers and web-based resources providing information on technical aspects of bicycle and pedestrian planning. Focus for 2012 for such information will be on the walkability and transit aspects of Transit Oriented Development (by January, 2012); data and analysis in support of improved bike-ped project programming to support congestion mitigation, taking into account Transit Oriented Development (June, 2012).

TABLE 19

**BUDGET DETAIL
CONGESTION MANAGEMENT PROCESS**

Congestion Management Process - Budget	
PERSONNEL	
Salaries	599,600
Retirement	130,500
FICA	36,500
Medicare	8,700
Health	99,200
Dental	6,800
Vision	1,400
Interns	20,000
Total, Personnel	902,700
Employee Months	102.00
Indirect Charge	315,500
COMMODITIES	
Publications	1,000
Office Supplies	1,000
Total, Commodities	2,000

Congestion Management Process - Budget	
OPERATING	
Staff Assoc. Membership	2,000
Postage/Postal Services	200
Meeting Expenses	500
Conference Registrations	1,500
Training & Education Reimbursement	500
Travel Expenses	16,200
Total, Operating	20,900
CONTRACTUAL SERVICES	
Software Maintenance	10,000
Total, Contractual Services	10,000
Total, Expenses	1,251,100
REVENUE	
UWP Operating - FY2012	1,000,880
Match - FY 2012	250,220
Total, Revenue	1,251,100



TABLE 20

**CONSULTANT SERVICES DETAIL
CONGESTION MANAGEMENT PROCESS**

PROPOSED SUBCONTRACTS	ESTIMATED AMOUNT	FUNDING SOURCE/STATUS
Software for Traffic Counter	\$10,000	UWP 2012 – Operating / Contract ongoing
TOTAL	\$10,000	



WATER RESOURCE PLANNING

Program Oversight: Tim Loftus

The Water Resource Planning program features two areas of emphasis: 1) the agency's water quality planning activities, directed by CMAP's role as the delegated authority for Areawide Water Quality Planning, and 2) regional water supply planning activities that support implementation of *Water 2050 / GO TO 2040* recommendations.

Water quality planning activities are informed by the Clean Water Act (CWA) and derived guidance documents and typically involve watershed plan development and some degree of post-plan support. 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.

With the publication of *Water 2050* in March 2010, CMAP continues its role as the lead agency and regional voice for water supply planning issues and thus, agency activity follows through on the state and regional investment in planning for a growing population faced with constrained water supplies. Both *Water 2050* and the Areawide Water Quality Management Plan serve as functional elements of the regional comprehensive plan, *GO TO 2040*.

AREA 1: WATER QUALITY MANAGEMENT PLANNING

Facilities Planning Area (FPA) Review Process

Project Manager: Dawn Thompson

Team: Elberts, Loftus

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; outreach/education presentations to regional stakeholders (e.g. COGs, counties, sanitary districts).

Watershed Planning

Project Manager: Tim Loftus

Team: Ahmed, Elam, Elberts, Hudson, Talbot, Thompson

Description A: Three watershed plans are under development within the Fox River Basin:

Sleepy Hollow / Silver Creek Watershed in the Upper Fox River Basin and Blackberry Creek and Ferson-Otter Creek Watershed in the Lower Fox River Basin. In addition to addressing the components of a watershed-based plan as outlined by USEPA, new plans will consider lakes management and newer regional planning criteria that includes groundwater protection, projecting a 'vision' for watershed land use, setting target pollution-load reductions for the watershed, and assessing municipal/county ordinances for water quality protection using a 'yardstick' such as the Water Quality Score Card developed by the USEPA or a similar guidance document. The three planning processes include a local lead (i.e. a local stakeholder with watershed-wide legitimacy) to co-facilitate planning, provide a local voice for stakeholder meeting organization, and conduct outreach using a variety of media. Planning also involves coordination with the Fox River Study Group, Fox River Ecosystem Partnership (FREP), and Illinois State Water Survey.

Products and Key Dates: Near-monthly stakeholder meetings, quarterly progress reports due to Illinois EPA, pollutant-load model output, watershed specific outreach products, upgraded FREP website for Fox River subwatersheds, watershed resource inventories and final draft plans produced by December 31, 2011.

Description B: Additional watershed planning activity is anticipated to commence January 1, 2012, contingent on new CWA funding issued through Illinois EPA and associated with federal fiscal year 2012. Funding is estimated to be sufficient for two or three new plans with their location to be determined.

Products and Key Dates: To be determined in late 2011.

Volunteer Lake Monitoring Program (VLMP)

Project Manager: Holly Hudson

Description: The Illinois Lake Management Program Act (P.A. 86-939) gave rise to the Volunteer Lake Monitoring Program (VLMP). Guidance was developed in 1992 pursuant to 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 Environmental Protection Agency in cooperation with other state agencies. CMAP staff coordinates Illinois EPA's VLMP for the seven county region (excluding Lake County since

2010), including over 50 volunteers at approximately 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 2011), lake maps and monitoring site coordinates for new lakes in the program (November 2011), 2011 monitoring data QA/QC and editing in Illinois EPA's lakes database (December 2011), assistance with annual report preparation (as requested by Illinois EPA), distribution of Secchi monitoring forms to continuing volunteers (April 2012), volunteer training (May 2012) and follow up visits (as needed).

Maple Lake Phase 2 Rehabilitation and Protection Program

Project Manager: Holly Hudson

Team: Elberts

Description: Technical advisor to the Forest Preserve District of Cook County for an Illinois Clean Lakes Program Phase 2 rehabilitation and protection program at Maple Lake.

Products and Key Dates: Quarterly progress reports due to FPD of Cook County and Illinois EPA, technical assistance regarding, a) aquatic plant community rehabilitation, b) nuisance aquatic plant management plan implementation (ongoing as needed), c) water quality monitoring (monthly through October 2011). Data management is ongoing. The project ends with a final report due to the FPD of Cook County by December 31, 2011.

AREA 2: REGIONAL WATER SUPPLY PLANNING

Water 2050: Implementation

Project Manager: Tim Loftus

Team: Ahmed, Capriccioso, Elberts, Hudson, Schneemann, Talbot, Thompson

Description: Having established a leadership role during the past five years in regional water supply planning, CMAP has a vested interest in ensuring that regional activity remains coordinated, collaborative, and productive. *Water 2050* features over 240 recommendations with 50 recommendations aimed at CMAP for implementation. Project activity will seize CMAP's opportunities to implement plan recommendations while supporting several counties and public water suppliers in their efforts to implement the plan. CMAP will also serve as the regional conservation coordinator to support county government and public water suppliers as they move to implement recommendations designed for them. A CMAP staff person will be identified to participate in and support the Northwest Water Planning Alliance. The alliance is a new subregional group constituted by Intergovernmental Agreement, an outcome of Water 2050 and has requested CMAP's participation. CMAP will also support IDNR's Lake



Michigan Management Section in their efforts to meet the conservation program provisions of the Great Lakes Compact. Additionally, the diverse needs associated with maintaining water demand/supply balance require an active forum for discussion and iterative planning. CMAP will facilitate these discussions with an advisory council, track plan implementation progress and explore a recognition program in collaboration with others, and prepare for an updated plan in 2015.

Products and Key Dates:

- As the regional conservation and efficiency coordinator, provide technical assistance, outreach, education, training, and program integration along with Illinois-Indiana Sea Grant and University of Illinois – Extension. Staff will engage the region’s 300 plus municipal/public water suppliers through a variety of means:
 - Website development as 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.
 - Host a water-rate setting workshop and other workshops related to the Great Lakes Restoration Initiative grant being managed by staff.
 - Presentations / discussions with elected officials and others.
 - Develop a *Water 2050* plan implementation tracking system.
 - Initiate a *Water 2050* pledge/recognition program for municipalities (e.g. “Water Counts”).
 - Product deliverables (e.g. a library of water-bill inserts, white paper(s)).
 - WaterSense program promotion/support.
- Convene a *Water 2050* Advisory Council and through bimonthly meetings, provide a structure for coordination and collaboration on regional plan implementation efforts, opportunities, and needs.

TABLE 21

**BUDGET DETAIL
WATER RESOURCE PLANNING**

Water Resource Planning - Budget							
Project	Water Planning	Maple Lake	Fox River IV	VLMP	Water Quality	Other Projects	Total
Personnel							
Salaries	155,500	10,000	3,300	28,700	59,500	153,300	410,300
Retirement	28,100	1,800	600	5,200	10,700	27,600	74,000
FICA	9,700	600	200	1,800	3,700	9,600	25,600
Medicare	2,300	100	0	400	900	2,200	5,900
Health	17,700	1,500	500	4,200	8,300	18,700	50,900
Dental	1,000	100	0	300	400	1,000	2,800
Vision	300	0	0	100	100	300	800
Total, Personnel	214,600	14,100	4,600	40,700	83,600	212,700	570,300
Employee Months	29.55	1.5	0.6	4.3	12.3	27.0	75.20
Indirect Charge	76,700	5,000	1,600	14,500	29,900	76,000	203,700
COMMODITIES							
Publications				0	300		300
Office Supplies	300		100	100	300		800
Total, Commodities	300	0	100	100	600	0	1,100
OPERATING							
Staff Assoc. Membership	500	0		0	500		1,000
Postage/Postal Services	200	200	100	100	0	0	600
Legal/Bid Notices					2,000		2,000
Miscellaneous		400		1,500			1,900
Meeting Expenses	300			0	0	0	300
Printing Services			100				100
Conference Registrations	500	0		0	1,700	1,200	3,400
Training & Education Reimbursement	0			0	1,200	500	1,700
Travel Expenses	4000	500	100	1,300	300	2,400	8,600
Total, Operating	5,500	1,100	300	2,900	5,700	4,100	19,600
CONTRACTUAL							

Water Resource Planning - Budget							
Project	Water Planning	Maple Lake	Fox River IV	VLMP	Water Quality	Other Projects	Total
SERVICES							
Consulting Services							
UI, Urbana-Champagne	50,000						50,000
Engineering support		0	1,000		2,700		3,700
Total, Contractual Services	50,000	0	1,000	0	2,700	0	53,700
PASS THROUGH GRANTS							
FREP						3,000	3,000
Conservation Foundation						54,000	54,000
Environmental Defenders						55,200	55,200
Total, Pass Through	0	0	0	0	0	112,200	112,200
TOTAL GRANT	347,100	20,200	7,600	58,200	122,500	405,000	960,600

REVENUE							
Cook Co. Maple Lake		20,200					20,200
Fox River IV			7,600				7,600
IEPA Projects				58,200	122,500	292,800	473,500
IEPA Pass Through						112,200	112,200
IDOT	347,100	-					347,100
Total, Revenue	347,100	20,200	7,600	58,200	122,500	405,000	960,600



TABLE 22

**CONSULTANT SERVICES DETAIL
WATER RESOURCE PLANNING**

PROPOSED SUBCONTRACTS	ESTIMATED AMOUNT	FUNDING SOURCE/STATUS
Economist (UI Urbana-Champagne)	50,000	IDOT 2011 / Contract ongoing
Engineering Support (Various)	3,700	IEPA / Contract ongoing
TOTAL	53,700	



CHICAGO REGION INITIATIVE FOR BETTER BUILDINGS

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. The Chicago Region Initiative for Better Buildings (CRIBB), formerly known as 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 and serves as a model for inter-jurisdictional collaboration.

Retrofit Steering Committee Support

Team: Olson, Plagman

Description: Provides staff support to CRIBB 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.

Products and Key Dates: Update and solicit policy guidance on key CRIBB decisions; participate in ongoing monthly meetings.

Program Development and Implementation

Team: Olson, Plagman, Byrne, Dowdle, McGrath

Description: The majority of effort during the first year (FY11) of CRIBB involved strategic planning and competitive procurement activities (through RFP development, issuance, and bid selection) administered by CMAP. The CRIBB Retrofit Steering Committee provided strategic guidance in this process and helped set goals and objectives, define methods, create objective deliverables, and set milestones within the context of each specific procurement process. In October 2010, CMAP contracted with CNT Energy to serve as the implementation agency and continue program development, develop a comprehensive implementation plan, and facilitate oversight and reporting requirements of present and future sub-recipients of CRIBB grant funds.

In FY12, CRIBB is transitioning quickly from program development to full-scale implementation. The primary CRIBB initiatives include: increasing access to information, capital, and workforce. More information about the program as well as their associated

program objectives can be found on our website: <http://www.cmap.illinois.gov/energy>.
Products and Key Dates: Customer segmentation/market research and brand adoption (in place by 6/2011), quarterly retrofit and spending targets associated with financing programs (ongoing, through FY12), functional workforce intermediary (ongoing, launch by 7/2011)

Program Management

Team: Olson, Plagman, Byrne, Dowdle, McGrath

Description: CMAP serves as the lead agency managing the CRIBB 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, development of project selection criteria for high impact marketing efforts, participation in the Retrofit Steering Committee and CNT Energy, and compliance with all federal regulations in accordance with the ARRA EECBG program. With the hiring of CNT Energy as the implementation agency, many of the above tasks will be the agency's responsibility and/or automated through computer-based procedures over the coming year, with the CMAP Project Manager having final responsibility for review and submission to DOE.

The implementation plan developed by CNT Energy in FY11 will continue to be followed and updated throughout FY12. CNT Energy will also be responsible for daily management of CRIBB 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: finalizing 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.

Products and Key Dates: CRIBB Program Hard Launch; including Information System and Brand release, multiple finance programs in place and open for business (6/2011); ARRA and DOE monthly (retrofit count) and quarterly (detailed financial and job reports) reporting due (7/2011, 10/2011, 1/2012, 4/2012); Sub-recipient site visits (twice yearly)

Program Evaluation

Team: Olson, EE Project Coordinator, Dowdle

Description: CRIBB will regularly evaluate program progress in coordination with CNT Energy and the CRIBB Retrofit Steering Committee. Evaluation will examine project impact in the region on a regular basis. The objective of the CRIBB evaluation plan will be to document:

- Number of customers assisted by the information center.

- Number of audits conducted to measure pre and post-retrofit energy consumption, including by sector.
- Total retrofits in process and completed, and financing tools utilized, in total and by sector.
- Total number of workers trained and number of workers employed.
- Total amount of contractors engaged in the Workforce Intermediary

During FY12, 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; 2012), progress reports from CNT Energy to CMAP and CRIBB Retrofit Steering Committee (quarterly).

TABLE 23

**BUDGET DETAIL
CHICAGO REGIONAL INITIATIVE FOR BETTER BUILDINGS**

Chicago Regional Initiative for Better Buildings - Budget	
PERSONNEL	
Salaries	143,500
Retirement	25,900
FICA	9,000
Medicare	2,100
Health	19,300
Dental	1,200
Vision	300
Total, Personnel	201,300
Employee Months	26.00
Indirect Charge	71,900
COMMODITIES	
Publications	500
Office Supplies	1,000
Total, Commodities	1,500
OPERATING	

Chicago Regional Initiative for Better Buildings - Budget	
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	400,000
Information Systems	500,000
Financial Tools	500,000
Workforce	100,000
Total, Contractual Services	1,500,000
Total, Expenses	1,779,100
REVENUE	
DOE	1,779,100



TABLE 24

**CONSULTANT SERVICES DETAIL
CHICAGO REGIONAL INITIATIVE FOR BETTER BUILDINGS**

PROPOSED SUBCONTRACTS	ESTIMATED AMOUNT	FUNDING SOURCE/STATUS
Implementation Agency (CNT Energy)	400,000	DOE / Contract ongoing
Information Systems (Efficiency 2.0)	500,000	DOE / Contract ongoing
Access to Financial Tools (MPC, Village of Oak Park, City of Chicago)	500,000	DOE / Contracts ongoing
Access to Workforce (Centers for New Horizons)	100,000	DOE / Contracts ongoing
TOTAL	1,500,000	



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, Holub, 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.

Commercial Datasets Management

Project Manager: Penny Dubernat

Team: Zhang, D. Clark, Rogus

Description: Many CMAP projects (e.g. land use inventory, regional indicators, freight planning, economic development) rely on proprietary data sources that CMAP purchases. In many cases, these data are compiled from public sources and the proprietary value-added is in their ease of use and quality control. The primary purpose of managing commercial dataset acquisition under a single project is to monitor and document the current use, ongoing need, and contractual obligations of proprietary datasets. While most commercial datasets are associated with a particular staff member who possesses appropriate subject matter expertise, the commercial dataset project manager is responsible for compiling usage statistics, managing procurement and renewals, and monitoring expenditures.

Products: Documentation of commercial data set use and procurement.

TABLE 25
BUDGET DETAIL
INFORMATION TECHNOLOGY MANAGEMENT

Information Technology Management	
PERSONNEL	
Salaries	247,600
Retirement	68,600
FICA	15,500
Medicare	3,600
Health	23,700
Dental	1,900
Vision	500
Interns	15,000
Total, Personnel	376,400
Employee Months	
	44.00
Indirect Charge	
	129,200
COMMODITIES	
Publications	1,000
Office Supplies	600
Total, Commodities	1,600
OPERATING	
Storage	12,000
Postage/Postal Services	1,000
Training & Education Reimbursement	6,000
Travel Expenses	1,000
Total, Operating	20,000
CONTRACTUAL SERVICES	
Software Maintenance/Licenses	200,000
Professional Services	420,200
Consulting Services	214,000
Total, Contractual Services	834,200
CAPITAL OUTLAY	

Equipment - Capital	100,000
Software - Capital	50,000
Total, Capital Outlay	150,000
Total, Expenses	1,511,400
REVENUE	
UWP Operating - FY2012	1,129,120
Match - FY 2012	282,280
UWP Contracts - FY2011	80,000
Match - FY 2011	20,000
Total, Revenue	1,511,400

TABLE 26

**CONSULTANT SERVICES DETAIL
INFORMATION TECHNOLOGY MANAGEMENT**

PROPOSED SUBCONTRACTS	ESTIMATED AMOUNT	FUNDING SOURCE/STATUS
Software Maintenance/License (various)	200,000	UWP 2012 – Operating / Ongoing
IT Consulting Service Support (Falkor)	420,200	UWP 2012 – Operating / Ongoing
SharePoint Support (TBD)	54,000	UWP 2012 – Operating / RFP to be developed. Board to award contract
IFAS Server Support (Sungard)	60,000	UWP 2012 – 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	834,200	

FINANCE AND ADMINISTRATION

Program Oversight: Dolores Dowdle

This program provides for the design, implementation and management of finance 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 2011 is 40.73% and for FY 2012 is 35.74%.

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 audit of financial records.

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.

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

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: Dorianne 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

Project Managers: Dolores Dowdle, Doriene Preer

Team: Ambriz, Brown, Kelley, J. Krell, Silberhorn, Rivera

Description: Provide administrative support for CMAP

TABLE 27

BUDGET DETAIL FINANCE AND MANAGEMENT

Finance and Administration - Budget	
PERSONNEL	
Salaries	932,300
Retirement	182,400
FICA	56,200
Medicare	13,500
Health	111,500
Dental	6,600
Vision	2,000
Life	45,000
Other Benefits	20,000
Interns	25,000
Total, Personnel	1,394,500
Employee Months	178.0
COMMODITIES	
General Supplies	10,000
Publications	500
Office Supplies	20,000
Copy Room Supplies	20,000
Total, Commodities	50,500
OPERATING EXPENSES	
Workers' Compensation Insurance	25,000
Unemployment Compensation	15,000
Staff Assoc. Membership	500
CMAP Assoc. Membership	500
Postage/Postal Services	20,000



Finance and Administration - Budget	
Storage	5,000
Miscellaneous	5,000
Meeting Expenses	500
Recruitment Expenses	2,000
General Insurance	25,000
Legal Services	5,000
Printing Services	1,000
Bank Service Fees	5,000
Conference Registrations	1,000
Training & Education Reimbursement	1,000
Travel Expenses	1,000
Total, Operating Expenses	112,500
OCCUPANCY EXPENSES	
Office Maintenance	10,000
Rent	1,450,000
Telecommunications	60,000
Utilities	60,000
Sears Tower Parking	5,000
Total, Occupancy Expenses	1,585,000
CONTRACTUAL SERVICES	
Professional Services (Fiscal System support)	15,000
Audit Services	40,000
Office Equipment Leases	1,000
Fiscal Mgt. Maintenance/Licenses	40,000
Office Equipment Maintenance	80,000
Total, Contractual Services	176,000
Total, Expenses	3,318,500



APPENDIX: Category and Line Item Definitions

OBJECT CODE CATEGORIES

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.

