

CMAP



Staff Progress Report

Fiscal Year 2015
Quarter One

November 2014

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LOCAL PLANNING PROGRAM

Program Oversight: Bob Dean

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

AREA 1: REGIONAL TECHNICAL ASSISTANCE

Program Manager: Andrew Williams-Clark

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

Online Case Study Library

Project Manager: Lindsay Bayley

Team: Project managers of completed LTA projects

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 are organized in a searchable online format. Work in FY 15 will involve maintaining the library and promoting its use.

Products and Key Dates: Maintenance of existing case studies (ongoing).

1st Quarter Progress:

- Continued brownbag series (one/month) highlighting completed LTA projects, or topics of interest to LTA team.
- Worked with communications staff to transition Case Studies Library into a static resource.

2nd Quarter Objectives:

- Continue brownbag series at the same pace of approximately one per month.
- Draft additional case studies as appropriate, but the Case Studies Library will continue to be a static resource.



Municipal Survey

Project Manager: Andrew Williams-Clark

Team: Interns

Description: This project will conduct a biennial survey of municipalities across the region to understand the degree to which policies recommended in GO TO 2040 are implemented at the local level. Survey analysis will also be used to determine local government demand for the development model plans, ordinances and codes as well as educational opportunities. The next survey will be conducted during spring-summer 2014, and the initiation of the survey was already begun in FY 14. The FY 15 work plan includes analysis and summary of the survey results.

Products and Key Dates: Summary of municipal survey results (fall 2014).

1st Quarter Progress:

- Completed analysis to inform LTA program evaluation and development. Presented analysis and findings to working committees.
- Policy analysis staff completed analysis of local freight infrastructure data and presented an update to the Freight Committee.
- Completed analysis of data identifying the age of the region's municipal comprehensive plans. Updated graph in GO TO 2040 plan update.

2nd Quarter Objectives:

- Continue analysis of muni survey data as needed. Present data to staff as a resource.

Model Toolkits and Ordinances

Project Manager: Andrew Williams-Clark

Team: Beck, Ihnchak, Navota, O'Neal, K. Smith, Zwiebach

Description: This project will prepare model planning approaches on topics of interest to local communities and planners. These include ordinances, other regulations, or treatment of other planning issues. Topics addressed in FY 15 were identified based on past municipal survey results and committee feedback, and include sustainability plans, conservation design, complete streets, and aging in place. Fair housing was also identified, but the ability to pursue this topic depends on securing outside funding. Four of these (all but fair housing) were initiated in FY 14, with completion scheduled in FY 15. Once models are produced, CMAP will work with several communities to implement the ordinance locally (covered in more detail in the LTA



section). Also in FY 15, topics for model toolkits in FY 16 will be identified based on the municipal survey and stakeholder input.

Products and Key Dates: Completion of four toolkit or model ordinances on topics of interest. Identification of new model toolkits and ordinances for FY 16 (spring 2015).

1st Quarter Progress:

- Reframed project approach to focus deliverables as a research and development product that refines the agency's approach to a specific planning topic, with less attention to detailed step-by-step instructions and external distribution.
- Redefined the focus of the sustainability plans toolkit in line with the direction described above, and began drafting the document.
- Reframed conservation design toolkit to focus primarily on stormwater planning based on LTA project experience.
- Completed a draft of the complete streets toolkit.
- Drafted outreach guide for interjurisdictional housing plans toolkit.

2nd Quarter Objectives:

- Complete draft of sustainability plans toolkit and indicators guide for internal review in January.
- Observe pilot approach to stormwater planning in one consultant led LTA project. Seek external funding to support this work.
- Draft a detailed outline and introductory components for the aging in community toolkit.
- Revise complete streets toolkit draft to meet the needs of staff and key stakeholders through one or more deliverables.
- Complete draft of interjurisdictional housing plans toolkit for posting in January.
- Secure funding for the fair housing toolkit or fold this work into the equity project.

Planning Commissioner Workshops

Project Manager: Erin Aleman

Team: Ambriz, Olson

Description: A series of training workshops for Planning Commissioners will be provided, covering issues such as the importance of updating the comprehensive plan, consistency of local

ordinances, legal issues in planning, and placing local land use decisions within a regional context. These will be coordinated with APA-IL, COGs, and other relevant groups. Each workshop will be hosted by a single municipal Planning Commission, with invitations to other nearby communities. The workshops will be targeted to communities recently completing CMAP-led technical assistance projects. In FY 15, expansion of these types of trainings beyond Planning Commissions to include municipal elected officials or other community members will also be examined, and the effectiveness of the current workshop format will be evaluated.

Products and Key Dates: Eight Planning Commissioner workshops, held throughout year (approximately two per quarter). Evaluate current program effectiveness, and investigate and develop strategy for expanding training workshops beyond Planning Commissioners (fall 2014).

1st Quarter Progress:

- Scheduled plan commissioner workshops in Oak Park and Riverdale.

2nd Quarter Objectives:

- Continue to schedule plan commissioner workshops.
- Coordinate materials for Oak Park (9/4/2014) and Riverdale (11/13/2014).

AREA 2: LOCAL TECHNICAL ASSISTANCE

Program Manager: Bob Dean

The Local Technical Assistance (LTA) program 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. New projects are added to the LTA program each October. The projects that were currently underway or committed (and the project manager for each) at the end of the 1st quarter of FY 15 include:

- Algonquin-Carpentersville river corridor study (Daly)
- Arlington Heights bicycle and pedestrian plan (O'Neal)
- Barrington area bicycle and pedestrian plan (Pfingston)
- Bensenville comprehensive plan (Shenbaga)
- Berwyn capital improvements plan (Dean)
- Berwyn parking study (Bayley)
- Berwyn zoning ordinance update (Ihnchak)
- Campton Hills zoning ordinance update (Ihnchak)
- Carol Stream comprehensive plan (Woods)
- Chicago Heights comprehensive plan (Smith)
- Chinatown (Chicago) neighborhood plan (Ostrander)
- Cicero comprehensive plan (Burch)



- Cook County consolidated plan / CEDS (Burch)
- Crete comprehensive plan (Pfingston)
- Crystal Lake transportation plan (Beck)
- Dixmoor planning prioritization report (Gershman)
- DuPage County sustainability plan (Yeung)
- DuPage County/Addison Homes for a Changing Region study (Smith)
- DuPage County/Hanover Park Homes for a Changing Region study (Williams-Clark)
- Elmwood Park zoning ordinance analysis (Ihnchak)
- Franklin Park comprehensive plan (Woods)
- Franklin Park industrial areas plan (Woods)
- Glenview natural resources plan (Daly)
- Governors State University green infrastructure plan (Hudson)
- Harvard comprehensive plan (TBD)
- Joliet corridor study (Ostrander)
- Kane County health impact assessment (Ostrander)
- Kane County transit plan implementation (Dick)
- Lake County IL 53/120 corridor plan (Navota)
- Lake County sustainability plan (Ihnchak)
- Lake County/Round Lake Homes for a Changing Region study (Ostrander)
- Lan-Oak Park District master plan (Dick)
- Lyons comprehensive plan (Okoth)
- Morton Grove comprehensive plan (Woods)
- North Aurora comprehensive plan (Pfingston)
- North Chicago comprehensive plan (Seid)
- Olympia Fields subarea plan (Williams-Clark)
- Oswego-Montgomery-Yorkville shared services study (Yeung)
- Park Forest bicycle and pedestrian plan (Bayley)
- Park Forest zoning ordinance update (Ihnchak)
- Pilsen-Little Village (Chicago) neighborhood plan (Zwiebach)
- Pingree Grove comprehensive plan (Dick)
- Richton Park comprehensive plan (Smith)
- Richton Park zoning ordinance update (Seid)
- Rosemont comprehensive plan (Shenbaga)
- South Elgin zoning ordinance (Seid)
- SSMMA complete streets plan (O'Neal)
- SSMMA workforce development plan (TBD)
- Summit comprehensive plan (Beck)
- UIC multimodal transportation plan (Bayley)
- Waukegan corridor plan (Ostrander)
- West Pullman (Chicago) corridor plan (Panella)
- Westchester zoning ordinance (Ihnchak)
- Winthrop Harbor comprehensive plan (Shenbaga)
- Zion comprehensive plan (Beck)



Program Administration and Monitoring

Project Manager: Drew Williams-Clark

Team: Aleman, Navota, Olson

Description: This work plan item includes overall administration and tracking of progress of the LTA program. The preparation of monthly reports on project progress is a key outcome of this work plan item. It also involves regular updates on project status, quarterly reviews of staff time expectations and contract expenditures, and providing reports on program progress as necessary.

Products and Key Dates: Monthly reports on progress of ongoing and upcoming projects (ongoing). The number of projects at various stages (initiated; 50% complete; 90% complete; 100% complete) will be tracked and reported quarterly.

1st Quarter Progress:

- Continued to advance projects already begun, with preparation of 5 existing conditions reports (bringing the total to 111), 8 draft plans (bringing the total to 101), and 9 final plans (bringing the total to 87).
- Initiated 6 additional projects. A total of 135 projects had reached this stage by the end of the quarter, including 96 staff-led projects and 39 consultant-led projects.

2nd Quarter Objectives:

- Continue to advance projects, with preparation of several existing conditions reports, development of 8 additional draft plans, and adoption/completion of 8 final plans.
- Initiate 2 additional staff-led projects and 2 consultant-led projects, preparing other projects for an early 2015 kickoff.

Project stage	End FY 11	End FY 12	End FY 13	End FY 14	1Q FY 15	2Q FY 15	3Q FY 15	End FY 15
Completed and adopted (100% complete)	0	10	42	78	87			
Final draft complete (90%)	0	18	48	93	101			
Existing conditions complete (50%)	0	29	62	106	111			
Fully initiated	14	47	95	129	135			



Project Development and Scoping

Project Manager: Erin Aleman

Team: Bayley, Beck, Burch, Dick, Ihnchak, Navota, Ostrander, Shenbaga, K. Smith, Williams-Clark

Description: This work plan item includes the annual call for projects, application review, and project selection for the LTA program. These activities include close coordination with the RTA, follow-ups with applicants, and review of project applications with stakeholders and partners. It also includes activities following project selection; many LTA projects require significant further scoping before the most appropriate CMAP role can be determined. This work plan item includes 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: Review of applications submitted and project prioritization (October 2014). Call for projects for following year (May 2015). Ongoing scoping of projects as they are submitted through new calls for projects (ongoing).

1st Quarter Progress:

- Worked with Local Planning team to prioritize LTA applications received.
- Followed-up with 15 applicants to further discuss their applications, including phone calls and on-site visits.
- Discussed projects with technical assistance providers group and various committees, and developed staff recommendation.

2nd Quarter Objectives:

- Present the final program to Transportation Committee, Local Coordinating Committee, CMAP Board, and MPO Policy Committee.
- Notify applicants of their application status (accepted/rejected).
- Determine schedule for startup of upcoming projects and follow up with sponsors of projects beginning in the near future.



Management and Review of Staff-Led Projects

Project Manager: Jason Navota

Team: Entire Local Planning division, some involvement from other divisions

Description: Each LTA project is assigned a project manager who is responsible for the timely completion of the project. Project managers are responsible for conducting a large portion of the work required on their projects, as well as identifying needs for additional project support, outreach assistance, and partner coordination (described in the following several work plan items). This work plan item involves preparation and review of interim and final materials, including maintaining a high standard of quality for all documents produced.

Products and Key Dates: Completion of approximately twenty projects using direct staff assistance from CMAP and initiation of a similar number of additional projects (ongoing).

1st Quarter Progress:

- Completed four staff-led projects including Westchester comprehensive plan, Hinsdale parking strategies plan, Kane County / Geneva Homes for a Changing Region project, and Openlands local food project.
- Managed staff workloads and project assignments. Adjusted schedules in response to multiple staff changes.
- Tracked time spent on projects, with approximately 7,500 hours spent.

2nd Quarter Objectives:

- Complete approximately six staff-led projects.
- Continue to track and manage workloads and adjust assignments and project schedules as necessary. Post new positions and begin hiring process for new staff.

Management and Review of Consultant-Led Projects

Project Manager: Sam Shenbaga

Team: Olson, Pfingston, Williams-Clark, some involvement from other Local Planning staff

Description: This work plan item provides consultant assistance 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. Activities during the year include development of RFPs, selection of consulting firms for each project, management of contracts, and oversight and evaluation of consultant work.



Products and Key Dates: Completion of approximately ten projects using grants or contracts and initiation of a similar number of additional projects (ongoing).

1st Quarter Progress:

- Completed five projects, including Lansing comprehensive plan, Prospect Heights comprehensive plan, Evanston bike plan update, South Elgin bike plan, and NWMC Des Plaines River bike plan.
- Released RFPs for DuPage / Hanover Park Homes for a Changing Region study and Westchester zoning ordinance update.
- Consultants selected for Barrington Hills, Pingree Grove, and West Pullman projects.
- Created evaluation forms and scored each consultant led project completed to date. Forms shared with consultants and additional information provided to consultant when requested.

2nd Quarter Objectives:

- Complete two consultant-led projects.
- Release RFPs for three to four consultant-led projects.
- Select consultant for DuPage / Hanover Park Homes for a Changing Region study and Westchester zoning ordinance update.
- Continue project administration, monitoring, reporting, and review of draft project documents.
- Create evaluation forms for recently completed projects and share with consultants.

Project Implementation

Project Manager: Dan Olson

Team: Aleman, Dick, Ihnchak, Navota, Williams-Clark, LTA project managers

Description: Following completion of LTA projects, CMAP remains involved for two years to track project implementation and assist in appropriate ways. Involvement includes discussing implementation progress with the project sponsor on a quarterly basis, identifying appropriate activities for CMAP (such as providing trainings, assisting with grant applications, or reaching out to partner organizations) in the upcoming quarter, and providing regular updates on progress through the Board report. An implementation report on the LTA program which summarizes implementation progress and lessons learned to date will be released in fall 2014. Particular coordination with the Performance-Based Programming division will occur related to aligning infrastructure investment with LTA recommendations.



Products and Key Dates: Preparation and release of first formal LTA implementation report (fall 2014). Preparation of implementation updates for Board report (quarterly).

1st Quarter Progress:

- Developed implementation update for Board in July, and prepared for update in October.
- Strategized in coordination with senior members of Local Planning department about future approach to project implementation.
- Discussed implementation history with working committees as part of overall evaluation of LTA program.

2nd Quarter Objectives:

- Prepare quarterly implementation updates for Board.
- Determine internal strategies to increase and systematize project implementation.
- Include implementation considerations in overall LTA evaluation report.

Outreach and Communications

Project Manager: Erin Aleman, Tom Garritano

Team: Gershman, Green, Lopez, Plagman, Reisinger, Robinson, K. Smith, Vallecillos

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

Products and Key Dates: Initial Project Outreach Strategy (PROUST) for each project (ongoing). Final report on public engagement results for each local project (ongoing). Communications strategy for each project (ongoing). Legislative outreach for each project (ongoing).

1st Quarter Progress:

- Developed project outreach strategy documents and completed project outreach appendices as needed.
- Coordinated with legislative team to present LTA project details to key legislators.



2nd Quarter Objectives:

- Continue to develop project outreach strategy documents and complete project outreach appendices as needed.
- Continue to coordinate with legislative team and legislator's offices about upcoming public meetings.

Data and Mapping Support

Project Manager: Agata Dryla-Gaca

Team: Bayley, Drennan, Okoth, Panella, Pedersen, interns

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

Products and Key Dates: Data and map products for each LTA project (ongoing).

1st Quarter Progress:

- Spatial Data, Analysis and Map products for:
Bensenville, Lyons, Rosemont, Homes for a Changing Region (Geneva Group), Cook County Consolidated Plan, Arlington Heights, Crystal Lake, Park Forest, Oswego, Pilsen/Little Village.
- Improved analysis approach and results display of transportation related topics.
- Bicycle System Inventory coordination.
- Assisted other GIS users/planners with technical help.
- Held monthly "GIS and Mapping for LTA" meetings.
- Met with communication staff to discuss regional map layout.
- Met with IT Principal and other GIS analysts about starting incorporating web mapping to CMAP's process.
- Responded to internal (new LTA Projects locations in the region, legislative representatives update) and external (Foreclosures in SSMMA area for Land Bank) data analysis and mapping requests.



2nd Quarter Objectives:

- New and ongoing projects – spatial data, analysis and mapping support and coordination.
- Start testing online mapping capabilities at ArcOnline organizational license level when available.
- Focus on environmental projects spatial analysis and mapping needs – identify possible improvements or additions.
- Transfer bicycle recommendations into Bicycle Inventory System.
- Explore using other groups' findings in representing existing conditions (walkshed).

Research and Analysis Technique Development

Project Manager: Drew Williams-Clark

Team: Beck, Burch, Loftus, Navota, Vernon, Yeung, others TBD

Description: This project will explore the use of more advanced analytical techniques as part of LTA projects, both as a way to strengthen individual projects and to test the use of different data sources and techniques which ultimately could be used for other purposes. Initial areas of exploration may include housing demand forecasting, water supply analysis, community resilience in terms of climate change adaptation, and transportation analysis.

Products and Key Dates: Incorporation of new analytical methods into individual LTA projects (ongoing). Reports on successes, challenges, and lessons learned for extrapolation to larger geographies (quarterly).

1st Quarter Progress:

- Completed investigation into datasets that could be used in climate adaptation profiles.
- Completed automation of municipal housing market forecast model.

2nd Quarter Objectives:

- Generate pilot climate adaptation profile for at least one local government jurisdiction.
- Finalize automated municipal housing market forecast model for posting on CMAP website.
- Monitor pilot utilization of stormwater flowpath modeling in one LTA project.



Partner Coordination

Project Manager: Erin Aleman

Team: Olson, Shenbaga

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

Products and Key Dates: Identification of appropriate partner organizations and roles for each LTA project (ongoing). Presentation of LTA projects to relevant CMAP working committees (ongoing). Regular updates to transit agencies and other relevant stakeholders (monthly). Periodic meetings of the technical assistance providers group (quarterly).

1st Quarter Progress:

- Held technical assistance providers group meeting to discuss LTA project applications. Also discussed how to formalize partnerships to strengthen project implementation.
- Discussed how staff can proactively engage the appropriate partners on LTA projects to strengthen implementation.

2nd Quarter Objectives:

- Coordinate a second technical assistance providers meeting to discuss participation in upcoming projects.
- Develop better accountability standards for project managers who are tasked with LTA project implementation activities.

External Resource Development

Project Manager: Erin Aleman

Team: Navota, Olson, K. Smith, Williams-Clark, others as relevant to specific topics

Description: To cover a breadth of topics, CMAP will need to have access to funding resources beyond transportation sources. This project involves seeking external resources to support the LTA program and CMAP's work in general, either through competitive applications to public



sector (most commonly federal or state) programs or philanthropic organizations, or through cultivation of relationships with potential funders.

Products and Key Dates: Monitoring and evaluation of federal and state grant opportunities (ongoing). Periodic communication with philanthropic groups and other potential funders concerning the value of the LTA program (ongoing). Applications submitted in response to funding opportunities (as needed).

1st Quarter Progress:

- Developed a brochure and a few topical information (climate adaptation, housing) sheets that can be presented to potential funders.
- Submitted proposal to HUD for fair housing funding.
- Explored funding partnerships with Cook County and MacArthur for funding for climate and storm water planning.
- Received funding from the Chicago Community Trust's systemic change grant; separate grant for fair housing was not successful.

2nd Quarter Objectives:

- Continue funding discussions with Cook County and MacArthur.
- Update external resources development strategy document.
- Scan major funders (federal, state, philanthropic) for potential future opportunities.

Program Coordination and Evaluation

Project Manager: Bob Dean

Team: Aleman, Dick, Dryla-Gaca, Ferguson, Ihnchak, Navota, Olson, Reisinger, Schuh, Shenbaga, Williams-Clark

Description: This involves overall coordination and oversight of the LTA program, including both staff-led projects and those pursued through contracts or grants. This project includes internal coordination with other departments and alignment of the LTA program with agency priorities. In FY 15, an element of this project is the preparation of a report evaluating the success of the LTA program to date and recommending program changes as necessary.

Products and Key Dates: Preparation of LTA evaluation report (fall 2014).

1st Quarter Progress:

- Developed and presented three-part evaluation series to working committees.



- Held biweekly meetings with representatives of other departments to coordinate work. Focused these meetings primarily on discussing implementation methods.

2nd Quarter Objectives:

- Prepare final report on LTA evaluation recommending changes for future years and present to Board.
- Continue to hold quarterly meetings with other departments. Continue focus on implementation, and identify other systematic program elements to address.

POLICY ANALYSIS AND DEVELOPMENT PROGRAM

Program Oversight: Jill Leary

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 robust analyses in subject areas aligning with GO TO 2040. Dissemination of this analysis provides the context for strategic coordination on policy with other organizations, including administrative and/or legislative action. This core program reflects agency priorities, ranging from transportation finance to economic innovation to state and local taxation to broader land use issues including housing and natural resource policies. The main activities include research and analysis, steering GO TO 2040 priorities through the agency's committee structure, legislative analysis, and coordination by CMAP staff with other organizations.

AREA 1: Regional Mobility

Federal and State Transportation Policy Analysis

Project Manager: Alex Beata

Team: Hollander, Murdock

Description: The current federal transportation authorization, MAP-21, will expire in September 2014. Despite a number of positive reforms, MAP-21 has not addressed sustainable funding, the need for a robust, multimodal freight program, or a performance-based approach to investment decisions. The State of Illinois faces similar challenges, given declining state resources, episodic state bond programs, and unclear methodologies for project prioritization.

This project will continue CMAP's leadership role on these key issues.



Products and Key Dates: CMAP reauthorization principles (Fall 2014); Major Metro reauthorization principles (Fall 2014); ongoing research on federal and state transportation finance issues via issue briefs and the Policy Updates blog (ongoing).

1st Quarter Progress:

- Updated CMAP reauthorization principles were completed in June 2014 and sent to the Illinois delegation in the early summer. Presented these principles to the Council of Mayors Executive Committee, which chose to send another letter to the Illinois delegation.
- In addition to numerous Policy Updates on federal policy (see description under Federal Legislative Strategy section), published Policy Updates on state policy issues such as the local MFT allotments.
- Presented to Freight Committee in September on freight-related provisions in proposed reauthorization bills.
- Made initial contact with major metro regions on potential reauthorization principles, and shared the CMAP reauthorization principles with them.

2nd Quarter Objectives:

- Continue monitoring federal and state legislative activity related to transportation.

Regional Freight Policy and Capital Prioritization

Project Manager: Alex Beata

Team: Murdock, Murtha

Description: The Regional Freight Leadership Task Force recommended to the CMAP Board that the agency include robust freight planning as an element of the next regional plan.

Working through the Freight Committee, this project will establish a framework for that regional freight planning process. More specifically, this framework will provide policy guidance, identifying the types of projects to be considered in the freight planning process, as well as preferred strategies and work types to be prioritized. This framework will not inventory data needs for the freight planning process, nor will it identify specific projects. This project team will work in close coordination with project managers from the performance-based programming area to align policy, planning, and programming approaches.

Products and Key Dates: Scope of work (July 2014), draft policy framework (September 2014), revised policy framework (November 2014), draft programming framework (January 2015), revised programming framework (March 2015), final policy and programming framework (May 2015).



1st Quarter Progress:

- Developed scope.
- Presented scope to CMAP Freight Committee in September, along with other updates on freight-related work at CMAP.
- Began initial development of universe of potential work types and operational programs for analysis.

2nd Quarter Objectives:

- Finalize the universe of potential work types and operational programs, present to Freight Committee, and refine as needed.
- Begin research into potential methodologies to study the identified work types and operational programs.

Major Capital Projects Implementation

Project Manager: Jill Leary

Team: Blankenhorn, Bozic, Dean, Elam, Leary, Schmidt, Schuh, Wies

Description: While the primary transportation emphasis of GO TO 2040 is to maintain and modernize, the plan contains a handful of fiscally constrained major capital projects that will maximize regional benefits of mobility and economic development. Staff continues to follow an agency strategic plan (FY 14/15) for prioritizing opportunities to add value in project development. CMAP will deploy some resources, in coordination with state, regional, and local agencies and groups, to generate the data, information, policy analysis, and outreach to advance implementation of GO TO 2040's fiscally constrained priority projects. The implementation of congestion pricing will continue to be a major priority of this work.

Products and Key Dates: Monthly internal meetings and project updates (ongoing); other technical assistance and involvement with project planning as stipulated in the strategic plan (ongoing).

1st Quarter Objectives:

- Quarterly [project status](#) update completed.
- Final work completed on GO TO 2040 update prepared.

2nd Quarter Objectives:

- GO TO 2040 Update anticipated to be approved.



- Resume monthly internal meetings.

Green Infrastructure Vision

Project Manager: Louise Yeung

Team: Beck, Navota, Elam, consultant contract

Description: Last fiscal year, staff produced a report on recommended policy applications for the Green Infrastructure Vision (GIV), including its potential use for transportation project development, facility planning area review, municipal comprehensive plans, and land conservation. This year, staff will further develop the GIV to support local planning and transportation programming, and will support the effort of partners in Chicago Wilderness to apply the GIV to land conservation decisions and to prepare updates to the analysis behind the GIV. With consultant support, staff will prepare a report estimating the economic value of protecting the landscapes identified in the GIV, which could be used to build support for conservation efforts.

Products and Key Dates: Economic valuation report (January 2015).

1st Quarter Progress:

- Consultant completed draft literature review and preliminary assessment of ecosystem benefits.
- CMAP and the consultant held a public workshop to solicit feedback from local experts in order to develop the updated GIV version.

2nd Quarter Objectives: Consultant work is expected to be completed by the end of the 2nd Quarter. Deliverables include the following:

- Final literature review and report that is based on feedback from the public workshop and summarizes the findings of the valuation study.
- GIV spatial tool that provides the estimation of economic values and ecosystem benefits for the CMAP region in ArcGIS.

AREA 2: Regional Economy

Challenges and Opportunities in State and Regional Economic Development Policy

Project Manager: Lindsay Hollander

Team: Murdock, Peterson, Weil



Description: CMAP's two industry cluster drill down reports include a number of recommendations encouraging the reorientation of economic development policies and practices both regionally and statewide. A FY 14 Phase 1 report focused on analyzing best practices in state and regional economic development in the United States. The report's summary of best practices include: strategic planning to establish investment priorities, coordinated and streamlined programs, accessible information and evaluation of programs, and an outward facing metropolitan strategy. With these best practices in hand, Phase 2 now focuses on the challenges and opportunities of State of Illinois and metropolitan Chicago's economic development policies and procedures.

Products and Key Dates: Final report (November 2014).

1st Quarter Progress:

- Completed research and interview for the report.
- Completed draft of the report.

2nd Quarter Objectives:

- Publish report.
- Present the report to Economic Development Committee.

Regional Housing and Development Analysis

Project Manager: Elizabeth Schuh

Team: Burch, Morck, Murdock, Z. Vernon

Description: GO TO 2040 emphasizes the need to coordinate planning for transportation, land use, and housing. This project will focus on continuing to enhance the agency's understanding of ongoing housing and land use change in the region and education on topics related to the interaction of land use, transportation, and economic competitiveness. In FY 15, staff will review prior analyses under this project and identify data to be updated annually as well as key topics for more in-depth analysis. Annual analyses will continue to cover trends such as building permits, housing diversity, housing tenure changes, and income trends. In-depth topic areas will build on recent policy analysis work and are likely to include demographics of differing housing types, regional industrial and commercial vacancy trends, and the relationship of housing diversity and economic competitiveness. In addition, there will be some integration of the analysis of regional development trends with work under the Regional Tax Policy Analysis project.

Products and Key Dates: Proposal of annual update datasets and expanded topic areas for FY15(August 2014); Analysis and policy blog updates on the impacts of housing and non-residential development change in the region (quarterly).

1st Quarter Progress:

- Researched potential datasets, indices, and metrics for inclusion in the quarterly housing and land use policy updates.
- Compiled housing and non-residential land use data and drafted initial charts.
- Published a policy update on homeownership and vacancy trends in the region.

2nd Quarter Objectives:

- Continue to research

Regional Tax Policy Analysis

Project Manager: Lindsay Hollander

Team: Murdock

Description: This project supports CMAP’s commitment to state and local tax policy reform through a series of analyses on the key issues affecting transportation, land use, economic development, and equity in northeastern Illinois. This project will also include ongoing outreach to CMAP partners on tax policy issues. The analysis and outreach will be used to develop an approach for defining and contextualizing the region’s tax policy reform priorities. Topics are likely to include updated analysis of the effect of property tax classification, exploratory analysis of local revenue reliance compared to tax rates, an integration of tax policy analysis with the land use and development analysis being undertaken in Regional Housing and Development Analysis, and potential replacements for the motor fuel tax.

Products and Key Dates: The project will be executed as a series of four issue briefs or policy updates to be published in October, January, April, and June. Scopes for each piece will be delivered one month in advance (September, December, March, and May).

1st Quarter Progress:

- Published policy update on legislative efforts regarding local government consolidation.
- Published policy update on local efforts to consolidate local governments.
- Began exploratory analysis of local revenue reliance and tax rates.
- Completed property tax data analysis and maps to be used for the property tax minisite.
- Drafted policy update on property tax classification.
- Drafted one-pager on the state motor fuel tax.



2nd Quarter Objectives:

- Publish policy update on property tax classification.
- Complete one-pager on the state motor fuel tax.
- Continue work on local revenue reliance and tax rates.
- Draft policy update on local revenue reliance and tax rates.

Freight and Manufacturing Clusters: Regional Policy Analysis

Project Manager: Elizabeth Schuh

Team: Morck, Murdock, B. Peterson, Vernon, Weil

Description: In this next fiscal year, CMAP will continue its focus on analyzing the specific infrastructure, workforce, and innovation challenges and opportunities in the freight and manufacturing clusters. Projects will include: 1) next steps on the implementation of the O'Hare Subregional Drill-Down report; 2) analysis of spatial mismatch between jobs and housing, where workers live, and policy implications for infrastructure and operations, affordable housing, and workforce development; 3) supply-chain analysis of key innovative industries inside these clusters to further examine supplier, customer, and support industries; 4) assessments of the current state of "incubators" and "accelerators" in the region, and their relevance to the freight and manufacturing clusters.

Products and Key Dates: Implementation approach to O'Hare subregional drill-down (July 2015); Analysis of data resources for jobs-housing report or blogs (August 2014); Final Jobs-Housing report or blog (December 2014); Incubator Analysis report or blogs (March 2015); Supply-chain analysis (June 2015).

1st Quarter Progress:

- Freight-manufacturing worker commute analysis
 - Researched data resources available to analyze worker commute patterns by industry.
 - Completed an initial analysis utilizing LEHD data to provide regional metrics on freight-manufacturing workers commutes. Began subzone-level analysis.
- Began research and scoping for the Incubator analysis and Supply-chain analysis projects.

2nd Quarter Objectives

- Freight-manufacturing worker commute analysis



- Review initial subzone-level analysis to determine feasibility and utility of analysis at subregional geographies. Refine analysis as necessary.
- Complete policy update using regional and/or subregional analysis results.
- Determine areas of research, data needs, and potential work products to complete scoping of the Incubator and Supply-chain analysis projects.

Regional Economic Indicators Analysis

Project Manager: Simone Weil

Team: B. Peterson

Description: CMAP intends to play a greater role in collecting and analyzing data on regional economic indicators to keep our partners and the general public aware of the region’s broad economic trends, especially related to our major industry clusters and the workforce and innovation recommendations of GO TO 2040. In FY 14, a larger set of primary and kindred indicators were prioritized in the GO TO 2040 Plan Update process. Staff will now focus on updating the data and delivering a set of analyses on why these indicators are important, how they compare to other metro areas, and public/private solutions to reversing downward trends.

Products and Key Dates: The project will be executed as a series of ongoing issue briefs or policy blogs.

1st Quarter Progress:

- Continued outreach to potential microsite users.
- Finalized FY15 policy update scope and schedule.
- Scoped, researched, and posted two policy updates.
- Updated one indicator theme’s data.

2nd Quarter Objectives:

- Scope, research, and draft two policy updates.
- Update one indicator theme’s data.
- Continue outreach to potential microsite users.
- Analysis of potential alternative measures.



Regional Equity Analysis

Project Manager: Andrew Williams-Clark

Team: Murdock, K. Smith

Description: CMAP has addressed certain aspects of equity in GO TO 2040 and, more recently, through the LTA program's Fair Housing and Equity Assessment. In a long range comprehensive planning process, it is appropriate for CMAP to revisit equity and define its relevance within a number of focus areas. This project will work to define equity, scan how other regions have incorporated equity into their long range plans, create initial indicators that cut across multiple categories such as transportation, housing, economic development, environmental justice, and tax policy, and identify major policy challenges and opportunities.

Products and Key Dates: Final Report (December 2014).

1st Quarter Progress:

- Scoped project. Received internal approval of scope.
- Completed scan of peer MPOs to understand how they treat equity in planning and programming.
- Completed review of federal regulations around planning and equity.
- Drafted memorandum for CMAP working committees describing project scope, MPO scan, and regulations.

2nd Quarter Objectives:

- Present memorandum to CMAP working committees describing project scope, MPO scan, and regulations.
- Conduct initial literature review on equity in regional planning and programming.
- Conduct exploration of indicators to measure regional conditions.
- Draft memorandum on literature review and/or indicators.

AREA 3: CMAP/MPO Committee Support and Legislative Strategy

State Legislative Strategy

Project Manager: Gordon Smith

Team: Allen, Plagman, Weil, other policy staff



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

Products and Key Dates: State Agenda (October 2014); Monthly Board Report, Final Legislative Report (June 2015), Veto Session Report (TBD), Policy Updates on state legislative issues (ongoing), Factsheets on GO TO 2040 priorities (as needed); Outreach Strategy Outline (as needed); Regional Legislative Briefings (June-July); Congressional Staff Briefings (TBD)

1st Quarter Progress:

- Met with legislators (35) and caucus staff (3 of the 4 caucuses) to discuss State Legislative Framework and Agenda, CMAP's transportation and tax policy initiatives, and other GO TO 2040 implementation activities.
- Begin review and development of 2015 Framework and State Agenda Docs.
- Develop outreach strategy for region revenue campaign and review current legislative outreach activities for consistency and enhancement.

2nd Quarter Objectives:

- Continue to meet with legislators and staff to discuss State Legislative Framework and Agenda, CMAP policy initiatives, and other GO TO 2040 implementation activities.
- Review a new legislative tracking tool.
- Convene a meeting of the CMAP legislative working group.
- Continue review and development of 2015 Framework and State Agenda Docs.
- Review Legislative outreach strategy for consistency with region revenue campaign.



CMAP Operations Funding and Regional Infrastructure Fund

Project Manager: Randy Blankenhorn

Team: Leary, Dowdle, Dean, Garritano, Smith, Aleman, Reisinger

Description: Under this project, staff will develop a sustainable funding plan and implementation strategy that diversifies CMAP's resources for operating revenues that will match federal funds, allow some expansion of non-transportation activities, enhance the local technical assistance program and provide capital funding for infrastructure projects that have regional benefits. Staff will develop an action plan that leads to the development of legislation enabling these activities for the spring 2015 legislative session. Should support for this approach not be realized, staff will develop alternative means for diversifying CMAP revenues.

Products and Key Dates: Draft implementation strategy for Board review, build coalition of support, draft legislation (July through December 2014). Introduce legislation in the Illinois General Assembly (January-February 2015). Develop and present to Board alternative funding options should legislation not be successful (spring/summer 2015).

1st Quarter Progress:

- Met with key regional partners from private, public, and civic sectors, to gauge interest in and political feasibility of a regional infrastructure fund proposal.
- Following direction of the CMAP Board, developed work plan and campaign approach, dividing work between areas of project management, fund proposal, legislation, outreach, and messaging.
- Initiated development of fund proposal, related messaging materials (website, one pager, infographics), and outreach and legislative strategies.
- Released RFP for lobbying services.

2nd Quarter Objectives:

- Finalize fund proposal.
- Initiate lobbying contract, implement legislative strategy (draft bill, build legislative coalition and identify sponsors).
- Build regional coalition of business, labor, and civic leadership with government support; plan January public launch; finalize external leadership team membership and convene mid-November.
- Develop website for "soft" launch in November, initiate media outreach, develop printed materials, prepare social media strategy.



Federal Legislative Strategy

Project Manager: Alex Beata

Team: Leary, Murdock, other relevant staff

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

Products and Key Dates: Federal Agenda (January 2014); Policy Updates on federal legislative issues (ongoing)

1st Quarter Progress:

- Developed joint project scope for the 2015 federal agenda with the 2015 state agenda and framework.
- Began internal development process for 2015 federal agenda, including two meetings with CMAP subject-area experts to discuss high-level changes to the agenda. Initial text edits completed.
- Monitored the NPRM for metropolitan and statewide planning and TIGER grant announcements.
- Wrote Policy Updates on the MAP-21 extension/reauthorization, Build America Investment Initiative, PRRIA, and federal freight policy.

2nd Quarter Objectives:

- Finalize text edits to 2015 federal agenda and complete internal management review.
- Continue monitoring federal policy via Policy Updates.

CMAP and MPO Committee Support

Team: Leary (policy committees); Dean, Elam (coordinating committees); Aleman, Berry, Weil (advisory committees); Beck, Dixon, Ostrander, Robinson, K. Smith, Weil (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.

1st Quarter Progress:

- All committees’ materials were prepared and meetings were held. Working committee summaries prepared on a monthly basis.

2nd Quarter Objectives:

- Ongoing committee work.

COMPREHENSIVE REGIONAL PLAN UPDATE & PLAN DEVELOPMENT

GO TO 2040 COMPREHENSIVE REGIONAL PLAN UPDATE PROGRAM

Program Management: Drew Williams-Clark

MAP-21 continues the federal requirement that the Metropolitan Transportation Plan must be prepared and updated every 4 years in nonattainment areas. CMAP’s Comprehensive Regional Plan, GO TO 2040, serves as the region’s metropolitan transportation plan. No new policy changes to the plan are anticipated. The update will include new elements required by MAP-21 and other necessary updates. The final update is due October 2014.

Major Capital Projects

Project Manager: Jesse Elam

Team: Beata, Bozic, Heither, Patronsky, Schmidt

Description: The GO TO 2040 update will include a fiscally constrained list of major capital projects, per federal requirements. The projects identified in GO TO 2040, as adopted in October 2010, will be used as a baseline. These projects, as well as projects that are currently considered fiscally unconstrained, will be re-evaluated in the context of the updated financial plan, socioeconomic forecasts, and the four main themes of GO TO 2040 (livability, human capital, efficient governance, and regional mobility). The objective of this project is the



refinement of the Major Capital Projects appendix per public comment and the completion of the Air Quality Conformity Analysis appendix for final plan approval.

Products and Key Dates: Major Capital Projects appendix for final plan update (September 2014). Air Quality Conformity Analysis appendix for final plan update (September 2014).

1st Quarter Progress:

- Finalized major capital projects appendix for adoption of plan update in October.

2nd Quarter Objectives:

- Adopt major capital projects appendix as part of the full plan update.

Plan Preparation

Project Manager: Justine Reisinger and other project managers as needed for final appendix revisions (Hollander, Clark, Elam, Beata, Heither).

Team: Garritano, Weiskind

Description: The GO TO 2040 update will consist of a brief summary narrative and a series of appendices. Appendices will include the Financial Plan for Transportation, constrained list of Major Capital Projects, Socioeconomic Validation and Forecasting Method, Implementation Action Areas, Indicator Methodology, Air Quality Conformity Analysis, and Public Engagement Summary. These updated materials will be revised, based on a public comment ending in August. This project involves the preparation and revision of the materials that will be approved by the CMAP Board and MPO Policy Committee in October.

Products and Key Dates: Revised plan update per public comment (August 2014). Final plan update (September 2014). Final plan update printing (October 2014).

1st Quarter Progress:

- Released RFP for commercial printing needs.
- Promoted public comment period opportunities.
- Finalized plan update materials following public comment period, including layout of plan summary in English.
- Curated plan update web page.
- Developed graphics and other design needs for update process as needed.



2nd Quarter Objectives:

- Prepare final plan for October adoption.
- Print and apply update notification to 2010 plan summaries.
- Print and distribute plan update summaries.
- Translate plan update summary into Spanish.

Public, Stakeholder, and Committee Engagement

Project Manager: Jessica Gershman

Team: Outreach staff and project managers as needed for summer outreach (Hollander, Clark, Elam, Beata, Heither, Ostdick).

Description: This project will ensure adequate feedback from stakeholders and committees during the plan update process.

Products and Key Dates: Public and stakeholder outreach (July 2014). Draft public engagement and plan update revision summary (August 2014). Public Engagement Summary appendix for final plan update (September 2014).

1st Quarter Progress:

- Held and ran the last six public open house meetings
- Gathered, organized, and summarized the feedback and comments received
- Provided feedback to the other project managers and executive leadership about the input gathered from the public comment period.
- Drafted, revised (according to internal/executive feedback), and finalized the public engagement appendix for adoption.

2nd Quarter Objectives:

- Support design and facilitation of enhanced public comment sessions for October meetings of the CMAP Board and MPO.

Plan Development Program

Program Management: Management staff

This program will lay the groundwork to develop the successor to GO TO 2040, which is due to be complete in 2018. Limited work on plan development will occur in FY 15, but this program will scope priorities and needs to prepare CMAP to begin plan development in earnest in FY 16.



AREA 1: Process and Tools Development

Communication Strategy

Project Manager: Tom Garritano

Description: While GO TO 2040 was a broad policy-based plan, its successor may sharpen the region's focus on core transportation investments and land use. This project will develop an initial series of short briefing documents and engage stakeholders to shape the focus of the next plan. This project will be completed early in FY 15, and the results will be used to communicate the plan's purpose from that point on.

Products and Key Dates: Short description of intent for new plan and how it will differ from GO TO 2040 (early 2015). On-going refinements and additions to the description as needed.

1st Quarter Progress: Project has not started.

2nd Quarter Objectives:

Review of National Best Practices

Project Manager: Alex Beata

Team: Daly, Murdock

Description: This project will research other major metropolitan areas that have completed plans since GO TO 2040, identifying best practices, particularly in addressing issues that are expected to be a focus in the new plan.

Products and Key Dates: Draft report (January 2015); final report (April 2015).

1st Quarter Progress:

- Developed project scope.
- Completed initial scan of 29 MPOs, narrowed that list to 13 agencies for detailed review.
- Assigned detailed reviews to team members, some reviews completed.
- Collected prior CMAP research into case studies for a variety of transportation, land use, and other topics.

2nd Quarter Objectives:

- Complete detailed review of all 13 agencies.
- Identify best practices and themes from these examples.
- Begin drafting the final document.



Analytical Tools and Methods

Project Manager: Craig Heither

Team: Project managers and teams from AREA 2: Topical Planning and Policy Analysis

Description: This project will evaluate the ability of existing analytical tools and methods (including the regional transportation model, forecasting process, and similar methods) to answer research questions posed by new plan. The project will inventory available analysis tools and their strengths/weaknesses, identify methodological gaps and deficiencies, and coordinate tool development and data collection needs. Staff will develop a prioritized list of analytical improvements needed and strategy for making these improvements in future fiscal years. The project will specifically scope new highway and transportation network coding needs.

Products and Key Dates: Multi-year work plan (June 2015).

1st Quarter Progress:

- Coordinated with Data Resources project; met with project managers of Strategy Development teams to understand the general issues they are researching.
- Began developing an inventory of agency modeling tools (existing and in development) to identify strengths, weaknesses, and data needs.

2nd Quarter Objectives:

- Continue regular coordination with Strategy Development project managers.
- Complete draft inventory of agency modeling tools.
- Begin outlining new highway and transportation network coding needs; coordinate with evolving work in Performance-Based Programming area.

Data Resources

Project Manager: David Clark

Team: Project managers and teams from AREA 2: Topical Planning and Policy Analysis

Description: This project will prepare an assessment of data resources needed to support development of the next regional plan. It will inventory available data resources and their strengths/weaknesses, identify data gaps and deficiencies, and coordinate tool development and data collection needs. The project will also scope new forecast and base year estimate procedures.

Products and Key Dates: Multi-year work plan (June 2015).



1st Quarter Progress:

- In coordination with Analytical Tools and Methods P.M., met with P.M. s of the six Strategy Development teams to understand the general direction that each team is taking.
- Developed draft timetable for data products required to generate small-area mid-decade population and employment estimates necessary for forecast base.
- Research previous forecast activities & those of other MPOs.

2nd Quarter Objectives:

- Maintain contact with Strategy Development teams as they develop their white papers; provide feedback and begin to develop the Data Needs list.
- Finalize timetable for forecast base-year data development. Identify needed socioeconomic characteristics, including those identified by Strategy Development teams.
- Complete research of other MPO practices & summarize. Hold meetings with management to discuss core principles of the next forecast.

Outreach Tools and Methods

Project Manager: Erin Aleman

Team: Outreach staff

Description: The successor to GO TO 2040 will require a major communications and outreach strategy targeting stakeholders in CMAP's committee structure, transportation implementers, the business community, civic organizations, underserved populations, and the public at large. This project will evaluate the ability of existing outreach tools and methods, such as MetroQuest, to meet the agency's goals for outreach for the new plan.

Products and Key Dates: Multi-year work plan (June 2015).

1st Quarter Progress:

- Developed a project outline.
- Initial research on public engagement efforts from other regional planning initiatives.

2nd Quarter Objectives:

- Hold bi-weekly team meetings to discuss effective outreach strategies and new ideas.
- Continue research on effective engagement efforts from other regional planning initiatives.



- Draft memo on engagement process and tools for the next long range plan.

Process Development

Project Manager: Management staff

Team: Burch, Elam, Ihnchak, Navota, Schuh, Shenbaga, Williams-Clark

Description: Plan development requires a structured, multi-phase process that involves the region directly in prioritizing policies and investment decisions. Some of these phases may include vision development, socioeconomic forecasting, policy and scenario development, and other interim deliverables. This project will develop the overall work plan and resource allocation for the next long range plan.

Products and Key Dates: Multi-year work plan (June 2015).

1st Quarter Progress: Project not started yet.

2nd Quarter Objectives:

Targeting Infrastructure Investment for Plan Implementation

Project Manager: Bob Dean

Team: Burch, Daly, Elam, Williams-Clark, Zwiebach

Description: GO TO 2040 calls for the development of implementation programs that link transportation, land use, and housing in support of plan goals. This project will investigate the potential for coordinating infrastructure investments from multiple sources to implement local plans that advance the goals of GO TO 2040. This project will be oriented in part toward making recommendations for including in the new plan, but may make shorter-term policy recommendations as well.

Products and Key Dates: Brief summary of approach (July 2014); report on similar programs in other regions (November 2014); summary of existing relevant programs (March 2015).

1st Quarter Progress:

- Developed short summary of project approach.
- Met with twelve partner organizations to describe project concept.

2nd Quarter Objectives:

- Revise project approach summary based on feedback from initial meetings.
- Determine strategy for further work on project.



AREA 2: Topical Planning and Policy Analysis

Transportation Strategy Development

Project Manager: Jesse Elam

Team: Beata, Bozic, Gershman, Murtha, Ostdick

Description: Examine expected approach to transportation planning and policy in the next long-range plan. Catalogue activities related to transportation that the agency has conducted since GO TO 2040, such as performance-based planning and programming, congestion pricing campaign, freight policy and funding, modeling advances, and the major capital projects amendment process, and generalize findings from these activities. Consider the next plan's potential approach to regional transportation policy and financial challenges, prioritization schemes, evaluation criteria, targeting infrastructure investment, cost/project type thresholds, and the alignment between planning and programming. Identify whether any transportation modes require special attention to prepare for new plan development. Determine whether current knowledge base and analytical tools are adequate, or whether additional research, analytical methods, or stakeholder discussions need to be conducted.

Products and Key Dates: White paper (January 2015).

1st Quarter Progress:

- Drafted initial concepts for a “medium-range investment plan” and utilizing performance measures to constrain a set of projects below the current major capital projects threshold.
- Researched other MPOs’ approaches to financial plan development (level of detail, matching sources to uses, etc.) and definitions of regional significant projects, and considered the role of developing more “visionary” system funding concepts.
- Developed initial list of strategy focus areas for next plan.

2nd Quarter Objectives:

- Complete white paper and summarize main points in set of memos to Transportation Committee for consideration in spring.

Land Use Strategy Development

Project Manager: Sam Shenbaga

Team: Dick, Dryla-Gaca, Ihnchak, Ostrander, Schuh

Description: Examine expected approach to land use in the next long-range plan. Determine whether, and in what ways, the new plan should go beyond GO TO 2040. Catalogue activities



related to land use that the agency has conducted since GO TO 2040, primarily including comprehensive and corridor plans conducted through the LTA program, and generalize findings from these activities. Consider more “drilled down” and locally-specific approach versus giving general policy directions. Determine whether current knowledge base and analytical tools are adequate, or whether additional research, analytical methods, or stakeholder discussions need to be conducted.

Products and Key Dates: White paper (January 2015).

1st Quarter Progress:

- Reviewed and summarized land use topics explored in preparation of GO TO 2040.
- Created a catalogue of land use strategies and policies highlighted through the LTA program and policy work done post adoption of GO TO 2040.
- Cataloging land use best practices using case studies of MPOs nationwide and international entities.
- Met with Data Resources team and shared land use research conducted thus far.
- Conducted team meetings to review land use topics and narrow down the potential list of topics to be explored in new plan.

2nd Quarter Objectives:

- Further research and analysis of topics that have been identified for potential inclusion in the new plan. A brief memo detailing each topic will form the basis for the white paper.
- Presentation of initial research to Land Use Committee in November.

Housing Strategy Development

Project Manager: Jonathan Burch

Team: A. Brown, Murdock, K. Smith

Description: Examine expected approach to housing in long-range plan. Determine whether, and in what ways, new plan should go beyond GO TO 2040. Catalogue activities related to housing that the agency has conducted since GO TO 2040, such as Homes for a Changing Region and quarterly reports on housing conditions, and generalize findings from these activities. Consider whether more specific policy recommendations are appropriate versus broad support for housing choice. Determine whether current knowledge base and analytical tools are adequate, or whether additional research, analytical methods, or stakeholder discussions need to be conducted. Particularly examine housing finance and determine whether CMAP requires enhanced understanding of how this works.

Products and Key Dates: White paper (January 2015).

1st Quarter Progress:

- Reviewed and summarized housing topics explored in the preparation of GO TO 2040.
- Reviewed and summarized how housing policies and recommendations were utilized in the LTA program and policy work done post adoption of GO TO 2040.
- Conducted team meetings that allowed the identification and winnowing of a potential housing topics for additional exploration in subsequent quarters.
- Met with Data Resources team and shared housing research conducted thus far.

2nd Quarter Objectives:

- Complete research and analysis of topics that have been identified for potential inclusion in the new plan.
- Presentation of initial research to the Housing Committee in November.
- Begin drafting the housing white paper.

Economic Strategy Development

Project Manager: Elizabeth Schuh

Team: Daly, Ferguson, Peterson, Plagman

Description: Examine expected approach to economic development in long-range plan. Determine whether, and in what ways, the new plan should go beyond GO TO 2040. Catalogue activities related to economic development that the agency has conducted since GO TO 2040, such as the freight and manufacturing reports and follow-up activities, and generalize findings from these activities. Address how the findings of these activities can be best reflected in a long-range plan. Determine whether current knowledge base and analytical tools are adequate or whether additional research, analytical methods, or stakeholder discussions need to be conducted.

Products and Key Dates: White paper (January 2015).

1st Quarter Progress:

- Compiled and summarized CMAP work related to the regional economy explored during preparation of GO TO 2040 and in subsequent analyses.
- Researched regional economic development planning, policy, and implementation at other MPOs and regional planning entities.



- Analyzed existing CMAP work in regional economy (clusters, indicators) and identified potential for new work during plan development and inclusion in the next plan. Researched additional topic areas with the potential for inclusion in the next regional plan.

2nd Quarter Objectives:

- Continue to refine potential topics for inclusion in the next plan. Identify potential work products and data resources required to further explore these topics.
- Meet with Economic Development Committee to discuss potential topic areas.
- Draft a Regional Economic Strategy white paper.

Environmental Strategy Development

Project Manager: Jason Navota

Team: Beck, Loftus, Vernon, Yeung

Description: Examine expected approach to natural environment in long-range plan. Determine whether, and in what ways, new plan should go beyond GO TO 2040. Catalogue activities related to the natural environment that the agency has conducted since GO TO 2040, including GIV improvements, LTA products, and toolkits, and generalize findings from these activities. Determine which issues require further attention and can be linked with other agency priorities (for example, linking transportation systems with resilience considerations). Determine whether current knowledge base and analytical tools are adequate, or whether additional research, analytical methods, or stakeholder discussions need to be conducted.

Products and Key Dates: White paper (January 2015).

1st Quarter Progress:

- Team met three times in 1st quarter and have conducted research and produced draft topical summaries for three primary areas: Water, Green Infrastructure, and Climate Resiliency and Adaptation.
- Team leader has met with other team leaders to discuss progress and trajectory.

2nd Quarter Objectives:

- Team will continue research and summaries, meet with Environment and Natural Resources Committee a minimum of two times, and prepare a draft Environmental Strategy white paper.



Human and Community Development Strategy Development

Project Manager: Drew Williams-Clark

Team: Cruise, Robinson, Weil, Zwiebach

Description: Examine expected approach to human and community development in long-range plan. Determine whether, and in what ways, new plan should go beyond GO TO 2040. Catalogue activities related to human and community development that the agency has conducted since GO TO 2040, including LTA products and toolkits, and generalize findings from these activities. Determine which issues require further attention and can be linked with other agency priorities. Determine whether current knowledge base and analytical tools are adequate, or whether additional research, analytical methods, or stakeholder discussions need to be conducted.

Products and Key Dates: White paper (January 2015).

1st Quarter Progress:

- Team met twice in first quarter to discuss and refine topics to be covered under human and community development in the next regional comprehensive plan.
- Team members began a scan of peer MPOs to determine how they treat these topics in their long range plans and programming.
- Team members began to investigate the types of data that would be needed in order to treat these topics effectively in the next regional comprehensive plan.

2nd Quarter Objectives:

- Team members will present their findings by topic to the CMAP human and community development working committee for discussion.
- Team will draft a white paper detailing findings and making recommendations as to how to approach these topics in the FY16 work plan.

COMMUNICATIONS PROGRAM

Program Oversight: Tom Garritano

CMAP must maintain a high standard of communication with stakeholders, the general public, and news media. Outreach to external media will be coordinated internally and, whenever appropriate, externally with CMAP partners. Communications staff will place special emphasis on building awareness of and support for GO TO 2040 implementation activities.



Local Planning Communications and Outreach Support

Project Manager: Justine Reisinger

Team: Aleman, Catalan, Garritano, Green, Silberhorn, Weiskind, plus other relevant staff.

Description: Communications staff will work with outreach staff to build awareness of GO TO 2040 local implementation activities through the Local Planning Support group. Manage Local Technical Assistance (LTA) media outreach, including liaison with external partners as needed. Prepare communication strategies for individual projects as needed, with involvement of outreach and legislative staff. Oversee production and quality control of local planning print and web materials, including plans, guides, toolkits, and other documents developed through the group (e.g., model plans, ordinances, and codes). Provide general communications support for regional technical assistance products, which are also promoted through a quarterly Muni-Blast e-newsletter.

Products: Support for various planning projects, as needed throughout FY 2015. Quarterly Muni-Blast e-newsletter. Coordination support on annual LTA call for projects.

1st Quarter Progress:

- Provided ongoing support for LTA promotional materials and final plans, as well as relevant media outreach.
- Drafted press release on next round of LTA projects for distribution in mid-October.
- Promoted various LTA projects through tip sheets.
- Released quarterly Muni-Blast.
- Updated LTA plan templates.
- Staffed Communications Working Group of the Regional Trees Initiative.

2nd Quarter Objectives:

- Hold LTA brownbag to demo new LTA plan template and additional communications resources.
- Distribute LTA press release, contact relevant media outlets to know of upcoming projects.
- Continue to provide ongoing support for LTA promotional materials and final plans, as well as relevant media outreach.
- Release quarterly Muni-Blast to promote various local planning resources, including results of the latest Muni Survey.



- As needed, continue development of LTA brochure and associated one pagers for meetings with foundations on funding.
- Staff Communications Working Group of the Regional Trees Initiative.

Policy Communications and Outreach Support

Project Manager: Tom Garritano

Team: Aleman, Catalan, Green, Silberhorn, Weiskind, plus other relevant staff.

Description: Communications staff will work with outreach staff to build awareness of GO TO 2040 policy activities at the regional, state, and federal levels. Manage policy-based media outreach, including liaison with external partners as needed. Prepare communication strategies for individual projects as needed, with involvement of outreach and legislative staff. Oversee production and quality control of policy-based print and web materials, including drill-down reports, issues-driven content, etc.

Products: Support for various policy projects, as needed throughout FY 2015.

1st Quarter Progress: Assisted in launch of Regional Economic Indicators web content. Helped with scoping and staffing of regional infrastructure fund effort, including development of messaging-related content for web and print. Assisted in preparation of second Reorienting State and Regional Economic Development Report.

2nd Quarter Objectives: Soft launch of infrastructure fund around November 5, including web page. Prep further messaging and content for January launch, including at CMAP-hosted kickoff event. Finalize and promote state and regional economic development report.

Outreach and Communications Strategy Development and Implementation

Project Manager: Erin Aleman, Tom Garritano

Team: Dixon, Gershman, Green, Lopez, Ostidick, Plagman, Reisinger, K. Smith, Vallecillos, Weil.

Description: The next comprehensive regional plan's requirements for outreach and communications will likely differ significantly from our GO TO 2040 processes for development and implementation. In preparation for the next full plan update, and in an effort to communicate comprehensively about agency projects and priorities, this team will work across departments to develop and implement an agency-wide outreach strategy. This will begin with the development of a coordinated strategy document for promoting ongoing projects, activities, and identified agency priorities. This strategy will include outreach activities and communication strategies focusing on broad stakeholder groups vital to CMAP's continued implementation of GO TO 2040 and to establishing broad support for the next plan. Targets will



include elected officials and local governments, service providers, business community, nonprofit, and philanthropic stakeholders and others identified by the team. It is anticipated that this working group will develop a new or updated outreach and communications strategy document annually.

Products and Key Dates: The first half of the year will be devoted to developing a shared understanding of internal departments' activities and goals, culminating with a coordinated outreach and communications strategy document. The strategy document will include a timeline of activities and target audiences the team plans to engage during the remainder of the year. Upon completion of the strategy document, the final half of the year will be spent implementing the activities agreed upon.

1st Quarter Progress:

- Developed a matrix of work plan items that have the potential for broad public engagement.
- Vetted work plan items and activities with various department leads.

2nd Quarter Objectives:

- Hold meeting with identified team to discuss overall strategy.
- Refine strategy, begin to discuss implementation.

External Talks and Partnerships

Project Manager: Justine Reisinger

Team: Plagman, Aleman, Kane, Garritano, Green, Silberhorn, plus other relevant staff.

Description: GO TO 2040 implementation depends on a continually expanding base of engaged stakeholders, including governments, businesses, non-profits, and residents. To identify and engage such targets, communications staff will work with staff in policy and outreach. The executive staff can help with coordination, scheduling, preparation of talking points and other materials, etc. Tasks include finding opportunities for the executive director and other staff to give public talks, especially to audiences that include potential partners targeted strategically for timely CMAP products and priorities. Outreach and policy staff should work together with communications to identify and take on-going advantage of these opportunities.

Products: Various support for external talks and partnering activities, as needed throughout FY 2015

1st Quarter Progress:

- Potential infrastructure fund meetings throughout August.
- 7/16 Central Area Transportation Workshop



- 7/22 Chairman Shuster roundtable
- 7/22 DuPage Regional Economic Forum
- 7/30 Regional Trees Initiative kick-off
- 9/17 UIC transportation class (Schlickman)
- 9/24 Choose DuPage Board of Directors

2nd Quarter Objectives:

- Continue to emphasize regional infrastructure fund in talks where possible, especially for audiences relevant to our coalition-building efforts.
- 10/1 SINC Board
- 10/17 Realty Club
- 10/20 UIC Future of Chicago lecture
- 10/21 Loyola Chicago Politics class (Rodriguez)
- 10/22 DuPage ACT workshop
- 11/7 Leadership Greater Chicago event

Media Relations

Project Manager: Tom Garritano

Team: Green, Reisinger, Silberhorn

Description: Communications staff will proactively identify opportunities for coverage by traditional and new media, while also responding to media requests. The emphasis is on transparency, including advocacy when appropriate. Monthly tip sheets will be sent to keep reporters apprised of CMAP activities. Press releases and advisories are sent as needed. Maintain a current database of media contacts. Manage staff interactions with media. Maintain up-to-date web archives of news products and media coverage at <http://www.cmap.illinois.gov/news>.

Products: Various electronic and print materials, as needed throughout FY 2015.

1st Quarter Progress: Managed numerous media inquiries regarding procedures related to adoption of GO TO 2040 plan update. [Crain's Chicago Business](#), [WBEZ](#), and [EMSI News](#) featured the Regional Economic Indicators site. Freight task force report was picked up in [Trade Corridor Bulletin](#).



2nd Quarter Objectives: Prep for full January launch of regional infrastructure fund, including news coverage, editorial briefings, and public event, in coordination with MPC and other coalition members. Provide media support for IL 53/120 Corridor Plan.

Moving Forward, 2014: Implementation Report

Project Manager: Tom Garritano

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

Description: The annual GO TO 2040 implementation report describes progress qualitatively and quantitatively stakeholders' implementation successes. Precise format is subject to internal discussion but should be graphically consistent with prior posters. This report may serve as a summary of the GO TO 2040 update. Approximately 4,000 units of the report poster should be printed commercially.

Products and Key Dates: Draft for executive review before Thanksgiving, with final to the printer by mid-December. Print copies for the January board meeting.

1st Quarter Progress: Confirmed that we'll be doing the fourth report. Began outline, followed by draft report.

2nd Quarter Objectives: Get approval of content outline and design, proceed with writing and layout for printing by January board meeting.

Graphic Design and Publication Management

Project Manager: Adam Weiskind

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

Description: Communications staff will provide graphic design and related publications assistance to CMAP staff when materials meet that threshold as identified by deputies and CMAP executive leadership. This project entails creating information graphics and laying out most primary CMAP documents with InDesign. Also includes overseeing the efforts of non-communications staff who are using InDesign for their own documents where CMAP is in a support role (e.g., for local comprehensive plans and related outreach). Whenever feasible, these materials should be printed in-house, and this project's manager is responsible for determining whether a larger job might require off-site commercial printing.

Products and Key Dates: Various electronic and print materials, as needed throughout FY 2015. Continuously pursue improvements in standardizing CMAP materials, including publications and infographics.



1st Quarter Progress:

- Completion of LTA Plans – Oswego, Cook Trails, Hinsdale Parking Plan.
- Completion of CMAP Annual Report.
- Began infographics for State and Regional Economic Development Policy report.
- Continued design of Central Fox Valley Homes report.
- Continued redesign of CMAP/LTA plan templates.
- Design of CMAP/LTA plan templates guidebook.
- Completion of Immigration/Integration Toolkit.
- Continued design of GO TO 2040 plan update materials (guide and stickers) and infographics.
- Continued design of promotional materials for LTA events.
- Continued graphic support for CMAP website and microsites.
- Continued development of policy-based information graphics for distribution by web, video, and print.
- Continued design support for LTA project staff and community partners in developing new content for print and web distribution.
- Continued design of CMAP publication covers for quarterly staff report, etc.
- Continued design of MetroPulse/Regional Indicators infographics and website.
- Continue design and updates of program materials for FLIP, Lawn to Lake, TIP, CMAQ, Soles and Spokes, and more.
- Management/art direction of assistant graphic designer.
- Continued oversight of LTA staff using CMAP plan and poster/postcard templates in creation of CMAP documents.
- Mentoring CMAP LTA staff through Adobe Creative Suite training.
- Continued collaboration with external consultants in developing CMAP identity elements for web and print materials – New CMAP artwork/elements.

2nd Quarter Objectives:

- Layout and design of LTA Plans – Chinatown, Dixmoor, Morton Grove, Waukegan, Kane County, Lan-Oak Park, Bensenville, North Chicago, Dupage, Lyons, Berwyn.



- Design of presentation materials (posters) for Park Forest and Franklin Park.
- Manage final printing of Central Fox Valley Homes report.
- Complete design of GO TO 2040 plan update (booklet and insert materials) and infographics.
- Completion of CMAP/LTA plan templates.
- Completion of CMAP/LTA plan templates reference guide.
- Begin design of FLIP yearbook.
- Begin design of Green Infrastructure economic valuation report.
- Complete design of State and Regional Economic Development Policy report and infographics.
- Begin design of LTA Implementation report/poster.
- Continued design of promotional materials for LTA events.
- Continued graphic support for CMAP website and microsites.

Web Content Management

Project Manager: Hillary Green

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

Description: CMAP communications staff is responsible for helping others at the agency to prepare, post, and maintain their web-based content. Encourage and coordinate efforts of staff to communicate via the web. As part of the responsibility, this project also includes (with the Web Development and Administration project) co-management of CMAP's web consultants. Includes management of social media, including Twitter, Facebook, Pinterest, and YouTube.

Products and Key Dates: Work with the CMAP staff to keep their web content current, complete, and engaging. Provide tutorial materials for Liferay and Google Analytics, both via written documentation and video.

1st Quarter Progress:

- Updated web content management training materials.
- Developed new reporting format for monthly Google Analytics reports.
- Coordinated web activities with media outreach for culminating LTA projects. Further enhanced the CMAP web news archive.
- Continued to improve user experience.



- Continued to expand social media presence.
- Helped policy, planning, and programming staff to develop content.

2nd Quarter Objectives:

- Continue to update web content management training materials.
- Continue to develop Google Analytics reports on a monthly and quarterly basis and implement changes to improve SEO and user experience.
- Coordinate web activities with media outreach for culminating LTA projects. Further enhance the CMAP web news archive.
- Continue to expand social media presence, including launching CMAP LinkedIn account and web page.
- Help policy, planning, and programming staff to develop content.

Web Development and Administration

Project Manager: Hillary Green

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

Description: CMAP communications staff is responsible for developing -- and overseeing the development of -- web content using the Liferay content management system and related technologies (java, SQL, etc.). This project also includes (with the Web Content Management project) co-management of CMAP's web consultants, especially pertaining to technical tasks of development, maintenance, and security of the agency's main site. With IT and data staff, help to make technical decisions about and to oversee successful development of any public-facing CMAP systems that are not part of the main agency website (i.e., hosted on data.cmap.illinois.gov or elsewhere). For all web development projects, ensure that they have the ability to extend for mobility, that they follow CMAP's style guides, and that they work continually to improve accessibility and usability. Help the CMAP web communications specialist and other staff with Google Analytics.

Products and Key Dates: TBD, pending hire of new front-end developer.

1st Quarter Progress:

- Amended contract with Workstate to include front-end web development support.
- Launched enhanced sitemap.
- Continued to provide supplementary support for the data hub project.



- Continued to coordinate with consultants for design tweaks, development debugging, and hosting optimizations.
- Updated technology source of existing content such as the GO TO 2040 Case Studies Library.

2nd Quarter Objectives:

- Continue to work with web development intern to develop an infographics repository.
- Continue to provide supplementary support for the data hub project.
- Continue to coordinate with consultants for design tweaks, development debugging, and hosting optimizations.

Public Data Systems Support

Project Manager: Tom Garritano

Team: Catalan, Green, Weiskind, Heither, Clark, Rogus, Tiedemann, plus other relevant staff.

Description: Communications staff will work with staff from Research and Analysis, IT, and other groups to help make technical decisions about and to oversee successful development of any public-facing CMAP systems that are not part of the main agency website (i.e., hosted on data.cmap.illinois.gov or elsewhere). Initially, emphasis should be on making data available through simple web pages (browse, search, download) rather than development of new interfaces.

Products and Key Dates: Support the established [process](#) for facilitating decisions and for making high-priority content available through the main CMAP website. Facilitate usability design at earliest stage of all projects, before development begins. Convene Google Analytics training for selected CMAP staff. Identify opportunities to improve public access to CMAP data via www.cmap.illinois.gov. Develop a series of data-driven web narratives using GO TO 2040 indicators to reinforce CMAP priorities, starting with Mobility (for completion in December 2014), followed by Livability (June 2015) and Economy (December 2015).

1st Quarter Progress: Completed initial design of Mobility data visualization web content. Began coordination with Integrated Transportation Planning, Programming and Tracking Database Development TIP database project. Assisted with refinements of Data Hub.

2nd Quarter Objectives: Continue assistance to TIP project. Support the Data Hub as it preps for internal launch, eventual external launch. Finalize the Mobility visualizations content for early 2014 launch in support of regional infrastructure fund.



Future Leaders in Planning (FLIP)

Project Manager: Ricardo Lopez

Team: Aleman, Bayley, Daly, Rivera, Yeung

Description: This is a leadership development program for high school students. Selected participants will collaborate with and learn from elected officials and planners who are implementing the GO TO 2040 comprehensive regional plan. The program runs from October 2014 to May 2015 and provides ongoing leadership development, teaching them about past, present, and future regional planning issues from elected officials, community leaders and CMAP staff. Through multimedia tools, interactive activities and field trips, students go “behind the scenes” to explore our region’s communities. Topics include: transportation, housing, human services, land use, economic development and the environment. In addition to learning how local governments interact to address these important regional needs, students will have opportunities to engage with other students to think about the ways planning could be improved and/or changed. Students will present their resolutions at the end of the sessions to the CMAP Board.

Products and Key Dates: Recruitment strategy with application (March 2014); program curriculum (August 2014); student selection and notification (September 2014); site selection for Final Project (March 2015); monthly meetings and activities (September 2014 – April 2015); Final Project (May 2015).

1st Quarter Progress:

- Coordinated outreach activities to continue to spread the word about FLIP.
- Total 28 applications received.
- Notification letters ready to go out Friday, Sept. 26.
- Held 1st FLIP Staff meeting –defined theme, and delegated sessions.

2nd Quarter Objectives:

- Coordination of Parent Orientation & Retreat.
- Hold Parent Orientation and Retreat.
- Planning for future sessions.



PERFORMANCE-BASED PROGRAMMING PROGRAM

Program Oversight: Jesse Elam

Performance-based funding is a major transportation policy priority of GO TO 2040, and the “Invest Strategically in Transportation” chapter devotes an implementation action area section to “Finding Cost and Investment Efficiencies.” While the Plan also recommends new or innovative revenue sources, the larger emphasis is on making more cooperative, transparent, and prioritized decisions, using the best evaluation criteria possible. This core program carries out MPO programming functions (CMAQ, Transportation Alternatives) and refines the region’s capacity to evaluate the larger universe of transportation expenditures and needs in northeastern Illinois. It also carries out federal requirements related to performance measurement and the Congestion Management Process.

CMAQ and TAP Program Development

Project Manager: Doug Ferguson

Team: Schmidt, Murtha, Bozic, Patronsky, Frank, Elam

Description: The Congestion Mitigation and Air Quality Improvement program and Transportation Alternatives program are federal fund sources programmed by CMAP. A joint call for projects will be held for these two programs, following the new project scoring processes developed during the FY 14 work plan.

Products and Key Dates: Finalize project prioritization methodology (Fall 2014); call for projects (January 2015); committee engagement (spring 2015); staff program released for public comment (July 2015); MPO approval (October 2015).

1st Quarter Progress:

- Developed plan for the programming of FFY 2015-2016 TAP funds and presented to Transportation Committee.
- Updated the CMAQ Programming and Management Policies which received Transportation Committee approval.
- Continued the discussion with Project Selection Committee on the CMAQ project prioritization methodology.

2nd Quarter Objectives:

- Present the CMAQ Programming and Management Policies to the CMAP Board and MPO Policy Committee for approval.



- Develop materials and applications for FY2016-2020 CMAQ program and the FFY2015-2016 TAP program.
- Release evaluation methodologies for CMAQ program in advance of the call for projects.

Local Surface Transportation Program: a Summary of Programming Methods

Project Manager: Doug Ferguson

Team: Menninger, Elam

Description: In the Chicago region, CMAP suballocates federal Surface Transportation Program (STP) funding through subregional councils of mayors (CoMs). CMAP passes STP funding through to the councils on the basis of total population and tracks their expenditures. Each council handles project selection and tracking differently. This project will catalog the methods used by each council and identify any areas where information resources developed by CMAP could be provided to the councils to aid their programming decisions. This project will also explore performance-based criteria by which to distribute federal funds from a future reauthorization.

Products and Key Dates: Report on STP-L programming methods (September 2014); presentation to councils and CoM Executive Committee (late fall 2014).

1st Quarter Progress:

- Conducted interviews with Council of Mayors' planning liaisons and staff.
- Researched and developed potential performance measures related to the local federal-aid eligible road network.
- Started development of a draft report.

2nd Quarter Objectives:

- Finalize draft report and development of a presentation to CoM Executive Committee.

Summary of Transportation Agency Programming Methods

Project Manager: Holly Ostdick, Alex Beata

Team: Menninger, Schmidt, Ferguson, Murtha, Berry, Elam

Description: One critical part of a shift toward performance-based programming is to fully understand the current basis of decision-making by transportation agencies that are part of the



MPO. This project will use meetings with stakeholders and other methods to help document the approaches taken by the counties, transit agencies, IDOT, and CDOT to prioritizing transportation projects.

Products and Key Dates: Finalize scope (August 2014); Stakeholder focus group meetings and key person interviews (fall 2014); design and administration of survey (winter 2015); report to CMAP committees on results (June 2015).

1st Quarter Progress:

- Developed scope of work, including the identification of implementing agencies.
- Conducted background research and held two initial interviews for Lake County and Kane County.

2nd Quarter Objectives:

- Continue scheduling interviews with implementers, identifying relevant publicly-available materials, and documenting the results of the interviews.

Sketch Model Development for Programming Analysis

Project Manager: Kermit Wies

Team: Bozic, Frank, Murtha, N. Peterson, Menninger, etc.

Description: The analytical deployment plan and CMAQ process review undertaken in FY 14 identified several enhancements needed to adequately analyze projects submitted for CMAP's grant programs. The focus of this work plan item is (1) development of an improved method for estimating bicycle travel demand for the CMAQ air quality analysis, (2) development of a general sketch model for estimating ridership from transit improvements, (3) development of a sketch model for estimating ridership response to vehicle and station improvements in particular, (4) development of a sketch technique for analyzing intersection performance, and (5) development of an approach to predict the change in travel time reliability from highway projects. These sketch models will likely have utility for CMAP's planning work beyond the CMAQ and TAP programs.

Products and Key Dates: Complete scope for transit sketch model (July 2014); Develop scope for bicycle analysis tool (September 2014); develop scope for sketch intersection performance tool (September 2014); complete prototype transit modernization sketch tool (October 2014); complete intersection performance sketch model (December 2014); develop bicycle analysis tool prototype (January 2015); develop general transit sketch tool prototype (February 2015); develop method for estimating change in highway travel time reliability (April 2015).



1st Quarter Progress:

- Bicycles: Developed prototype bicycle path building tool and bicycle choice model that pivots from the activity-based model outputs.
- Transit Ridership: Compiled observed ridership data from RTAMS. Matched RTAMS routes to CMAP transit network coding. Performed GIS analysis of rail stations served by buses.
- Station and Vehicle Improvement: Developed GIS tool that translates programmed improvements into inputs to Transit Modernization Model (TMM). Ran five general station and vehicle improvement scenarios through TMM.
- Intersections: Scoped tasks needed to add turn penalties and prohibitions to the Master Highway Network.
- Travel Time Reliability: Began extracting random samples from the Regional Transportation Data Archive Program (RTDAP) and prepared summaries of speed variability on available sections.

2nd Quarter Objectives:

- Bicycles: Produce a working demonstration of the Bike Model for testing on existing CMAQ projects.
- Transit Ridership: Continue analysis of forecast model to analyze accessibility to stations and stops. Continue GIS analysis of transit environment around each bus route.
- Station and Vehicle Improvement: Condense TMM results into general measures of sensitivity to different improvement types. Prepare sketch application that permits quick evaluation of station and vehicle improvement proposals.
- Intersections: Research what are appropriate turn penalty functions and how to apply them in a systematic way to the master highway network.
- Travel Time Reliability: Continue generating random samples from the RTDAP and analyzing performance variability.

Performance Monitoring

Project Manager: Tom Murtha

Team: Schmidt, Nicholas, Frank, Rodriguez

Description: This project oversees the diverse efforts undertaken at CMAP to monitor the performance of the transportation system, including ongoing data acquisition, processing, visualization, and updating of the performance measurement pages on the CMAP website. One



purpose is for basic performance tracking through a selection of transportation indicators (e.g., carpooling frequency, incident response time, etc.), while another is the continued refinement of the information used to guide project programming (e.g., transit asset condition, speed probe data for congestion, etc.) This project will also coordinate the ITS, signal, and parking databases for the agency as well as the summer data collection program.

Products and Key Dates: Draft list of indicators and measures intended for acquisition and processing in FY 14 (July 2014); finalize list (September 2014); carry out data acquisition and processing (ongoing).

1st Quarter Progress:

- Completed list of transportation performance measures. Data acquisition and processing highlights included beginning calculations of “congested hours” by expressway and arterial segment; continued acquisition and processing of highway speed data from Midwest Software Solutions and HERE, including the processing of truck speeds. CMAP now has 17 months of HERE speed data, with which we calculated average speed by time of day for visualization by the communications staff and their consultants. We also transmitted revised congestion and reliability datasets in IRIS using a new conflation dataset to move data between IDOT and HERE geographies.

2nd Quarter Objectives:

- Complete processing of safety scans, similar to the popular congestion scans. Complete processing of 2013 speed data. Transmit congested hours dataset in IRIS format to research and analysis for use in project scoring. Prepare currently available datasets for inclusion in the agency’s data sharing hub so they are publicly available. Complete a single geography for use in HERE/Midwest Software development.

Highway Needs Analysis and Improvement of Project Evaluation Methods

Project Manager: Claire Bozic

Team: Elam, Heither, Murtha, Schmidt, Berry

Description: This project will continue FY 14 work done under Modeling and Analytical Deployment for Programming Analysis to develop (a) scoring procedures for a highway deficiency analysis and (b) methods for predicting the benefits of smaller scale highway projects. In addition, this project will also develop a detailed outline for a highway deficiency analysis to begin in FY 16, including resolution of the categories of deficiencies to consider, normal maintenance needs versus modernization/expansion, project types and cost thresholds for highway improvements to consider, and contracting needs. It will include an engagement process with highway agencies along with any alterations needed to the UWP process to

accommodate closer cooperation with CMAP staff in planning. A proof of concept analysis will be carried out for an example area, likely a county.

Products and Key Dates: Draft outline of highway needs analysis (October 2014); selection of partner county (December 2014); complete proof of concept of highway needs analysis with recommendations on full implementation (June 2015).

1st Quarter Progress:

- A [draft outline](#) is available. Datasets are under development.

2nd Quarter Objectives:

- A county should be selected to review the proposed data items and data presentation plan. DuPage has been courted. The purpose of having a partner agency provide input is to ensure that the information produced is useful for this audience.

Transit Needs Analysis and Improvement of Project Evaluation Methods

Project Manager: Jesse Elam

Team: Menninger, Bozic, Heither, Murtha, Patronskey

Description: This project will continue FY 14 work done under Modeling and Analytical Deployment for Programming Analysis to develop scoring procedures for a transit deficiency analysis and methods of evaluating project benefits. This project will also develop a detailed scope of work for a transit deficiency analysis to begin in FY 16, including resolution of the categories of needs to consider, normal maintenance needs versus modernization/ expansion, project types and cost thresholds for improvements to consider, and an engagement process with the RTA/service boards.

Products and Key Dates: Draft outline of transit needs analysis (June 2015); complete proof of concept of transit needs analysis with recommendations on full implementation (FY 2016).

1st Quarter Progress:

- Established three alternative approaches for transit needs analysis, introduced general idea to RTA at performance measures meeting.

2nd Quarter Objectives:

- Refine scope, identifying data needs and analysis tools, for consideration by management and external audiences.



Linking Roadway and Transit Asset Condition to Expenditures

Project Manager: Lindsay Hollander

Team: Schmidt, Murtha, Ostdick, Dobbs, Menninger

Description: A major policy issue for the region is the amount and type of expenditure needed to achieve acceptable roadway and transit asset conditions. This information is critical to help allocate the proper amount of capital funding to each program area (maintenance, modernization, and enhancement) and will help enable connecting the financial plan to the long-range plan's indicators for system condition. Software expected to be available from FHWA (Highway Economic Requirements System – State Version) and from the RTA (Capital Optimization Support Tool, a customized version of the Transit Economic Requirements Model) should enable CMAP to do this. Close collaboration with regional partners is expected in this effort.

Products and Key Dates: COST and HERS model fully operational (September 2014); Report on amount of funding required to meet pavement condition targets established in GO TO 2040 (March 2015); report on whether HERS can be used to estimate costs to achieve other highway GO TO 2040 indicators (March 2015); initial draft of transit infrastructure condition targets and financial requirements to meet them (June 2015).

1st Quarter Progress:

- Communicated with the RTA about the COST model and requested that they provide a custom run that would estimate the investment needed to keep asset condition exactly the same over 20 years as a starting point for CMAP's analysis.
- Developed successful initial run of HERS, although with placeholder estimates for some data requirements.

2nd Quarter Objectives:

- Obtain outputs from custom run of COST model.
- Obtain all data needed to run HERS and bring in FHWA to do (free) training in the use of the model.



RESEARCH AND ANALYSIS PROGRAM

Program Oversight: Kermit Wies

GO TO 2040 calls for improved access to information and development of advanced modeling and forecasting tools. This core program's primary mission is to ensure that CMAP staff and planning partners have access to quality data resources and state-of-the-art analysis tools supported by a well-trained research team that is fully engaged in the technical implementation challenges of the plan.

AREA 1: Regional Information and Data Development

Program Manager: David Clark

This program serves as a primary data resource for regional land use and transportation planning in our region and supports CMAP's ongoing data exchange and dissemination activities. It provides data and technical support to several ongoing regional planning and policy initiatives including implementation of GO TO 2040. The program benefits CMAP staff and partners who rely on current and reliable data resources to conduct planning analyses.

Regional Inventories

Project Manager: David Clark

Team: A. Brown, Dryla-Gaca, Morck, Drennan, Pedersen, N. Peterson, Chau, Vernon, Interns

Description: Development and maintenance of specialized datasets used in policy analysis, programming decisions and modeling activities. Ongoing tasks include maintaining and updating regional datasets such as: land use inventory, development database, and employment estimates. New in FY15 are maintenance of the bikeways inventory (BIS), Facilities Planning Area (FPA) geography, and development of a searchable archive of Local Technical Assistance data for staff access.

Products and Key Dates: Land Use Inventory (October, 2014). Employment data (updated 2x/year). Development data (updated quarterly). Bikeways Inventory (updated quarterly beginning September, 2014). Aerial imagery scanning project: (1970 set completed September, 2014; Webmap launch December 2014). Local Technical Assistance Archive (ongoing after January, 2015). Update and document datasets per maintenance schedule and coordinate with Data Library Management and Data Sharing Hub for internal and external access (ongoing).

1st Quarter Progress:

- Land Use Inventory: Quality control completed for Will County; Lake County 95% complete. Outreach to county GIS managers successful, with 6 of 7 counties authorizing distribution of a generalized version without restriction (no response from Kendall yet).



Final design of internal (all-parcel) and external (generalized-parcel) versions complete. Development begun on proof-of-concept for 2013 update.

- Development Database: Updates to LTA communities including the Round Lake communities, Glendale Heights & West Chicago; region-wide updates to large (500,000' & over) developments.
- Employment: Final 2010 employment by all geographies with documentation nearly complete. Locational breakout of county employer locations complete for 2012 set; City of Chicago breakouts underway.
- Bikeways Inventory: Conversion to more stable file geodatabase format; metadata and naming convention standardized. "Backlog list" of new plans generated & efforts have begun to obtain GIS files begun.
- Facility Planning Areas: Workflow document completed outlining roles of Regional Inventories team in maintaining and updating FPA GIS files.
- LTA Archive: Identified 28 LTA projects with bikeway recommendations to include in the Bikeway Inventory.
- Historic Aerials Archive: Scanning completed for 1970 set; georeferencing completed for 65% of townships.
- High-Resolution Imagery: No activity.

2nd Quarter Objectives:

- Land Use Inventory: Complete all QC and assemble internal and external versions; promote to staff. Write metadata and post external version on Data Sharing Hub. Continued development of 2013 update procedures.
- Development Database: Ongoing updates; set up meetings with larger satellite communities for local review of development records. Draft concept for field data-collection tool.
- Employment: Completion of final 2010 and 2011 employment estimates by all geographies, with documentation. Completion of municipal breakout exercise for 2012 set.
- Bikeways Inventory: Finalize documentation & post current version on Data Sharing Hub. Continued collection digitizing of bikeways plans for inclusion.
- Facility Planning Areas: Produce PDF map set of current FPA boundaries to fulfill IEPA contractual requirement.
- LTA Archive: Complete collection of bikeway recommendation data and load into Bikeway Inventory.



- Historic Aerials Archive: Complete georeferencing of 1970 set. Determine if UIC Geography has copies of missing images and borrow/scan if so. Finalize webmap design and documentation.
- High-Resolution Imagery: Receive and load 2013 imagery, publicize to staff.

Data Library Management

Project Manager: Jessica Matthews

Team: Dubernat, Clark, Vernon, Hallas, N. Ferguson

Description: Acquire and catalog new data and archive obsolete datasets. Monitor procurement and licensing of proprietary datasets. Maintain agreement for regional aerial imagery acquisition efforts. Establish protocols for metadata and attribution. Enforce proprietary dissemination and license agreements. Import and catalog Census and other public data products upon release. Document data library practices on SharePoint and ensure that datasets forwarded to the data-sharing hub include sufficient metadata.

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

1st Quarter Progress:

- Posted 21 datasets to Data Depot including Tax Assessments, D&B, and NDD.
- Communicated a process for forwarding specific data announcements to email inbox.
- Interviewed 3 Project managers or data stewards for Data Library Catalog.
- Encountered data usage for GOTO 2050 plan, LTA project, and housing policy updates.

2nd Quarter Objectives:

- Continue tasks of tracking data trends/usage and updating Data Library Catalog (eLibrary) entries.
- Post 10 datasets within 5 business days of receipt to the Data Depot.
- Finalize the update of remaining generic field holders in eLibrary.
- Create standards to determine whether to share or preserve data.
- Develop a cost benefit analysis for each procured dataset.
- Monitor data usage and log findings.
- Recommend a process for monitoring the completion rate of eLibrary records.



Data Sharing Hub

Project Manager: Claire Bozic

Team: Matthews, Vernon, Clark, Rogus, Garritano

Description: Maintain CMAP's public data-sharing hub. Major tasks include ensuring that CMAP data products are made available and properly documented for public download. Suggest and test improvements to the current product. Promote use of the data-sharing hub over use of conventional file transfer protocols for disseminating large data resources. Coordinate promotion and maintenance activities with communications and information technology teams.

Products and Key Dates: Internal testing of data-sharing hub and loading of inaugural datasets (September, 2014). Promotion of data-sharing hub for disseminating CMAP data products (November, 2014).

1st Quarter Progress:

1. Established uploading and metadata standards
2. CKAN User Interface Modifications
3. Associated login with CMAP agency login system
4. Preliminary Security Test #1
5. Security Remediation #1 - Patching
6. Preliminary Security Test #2
7. Security Remediation #2
8. Moved Production Server outside firewall
9. Security Test #3
10. Security Remediation #3
11. Disaster Recovery test
12. Began creating some datasets and loading some resources

2nd Quarter Objectives:

1. IT continue with hardware and software support
2. Continue adding datasets and resources
3. Begin directing data requestors to DSH to retrieve data

External Data Requests

Project Manager: Jon Hallas

Team: Matthews, other staff as needed.

Description: Respond to public requests for static data and information. Major tasks are to respond external requests for data housed at CMAP and to assist in directing requestors to



appropriate sources of information such as Census or other agencies. Included are responding to Freedom of Information Act (FOIA) and Developments of Regional Importance (DRI) requests.

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

1st Quarter Progress:

- One hundred eighty external requests were processed. Responses were written for two FOIA requests.
- Substantial progress was made uploading summaries of External Requests from FY12 – FY14 to SharePoint.

2nd Quarter Objectives

- Respond to external requests and FOIA requests (ongoing).
- Upload remaining summaries for FY12 – FY 14.

AREA 2: Regional Forecasting and Modeling

Program Manager: Craig Heither

This program serves CMAP's longstanding commitment to preparing regional forecasts and modeling analyses to support transportation, land use and environmental planning. In addition to maintaining standard modeling procedures essential to regional program and plan evaluations, this program implements CMAP's strategic plan for advanced model development in response to priority policy analyses and comprehensive regional planning questions established by GO TO 2040.

Advanced Urban Model Development

Project Manager: Kermit Wies

Team: Heither, Bozic, Rice

Description: Conclude implementation of the current strategic plan for advanced modeling at CMAP. This plan establishes guidelines and priorities for improving the policy responsiveness of CMAP's forecasting, evaluation and analysis tools over a ten year period. Many of the improvements incorporate advanced agent-based and microsimulation techniques that provide more robust sensitivity to the policy objectives of GO TO 2040. Major tasks in this FY are to provide support to consulting teams in the final year of developing 1) Network Microsimulation Extension to Activity-Based Travel Model and 2) Agent-Based Economic



Extension to Mesoscale Freight Model, as well as promote and support use of existing advanced modeling products among partners and GO TO 2040 implementation efforts.

Products and Key Dates: Support congestion pricing, transit modernization and major capital project implementation efforts at CMAP and among partners (ongoing); demonstrate application and sensitivity of Transit Modernization Model (December, 2014). Phase 3 deliverables of advanced modeling contracts (June, 2015).

1st Quarter Progress

Advanced modeling contracts: For network microsimulation: Staff worked to implement regional dynamic traffic assignment (DTA) procedure delivered to CMAP last FY. After several rounds of debugging and clarification, we have successfully run the highway DTA and passenger transit simulation. The consultant continues final integration of activity-based (i.e. highway pricing and transit modernization model) with regional DTA application. For freight forecasting: Staff worked to implement procurement market game (PMG) procedure that is central to the freight forecasting model. Consultant has been directed to focus on debugging the PMG and developing quality user documentation as remaining contract resources are expended.

2nd Quarter Objectives

Advanced modeling contracts: For network microsimulation: Continue testing capabilities and exploring sensitivities of DTA for use in project performance measurement. Consultant will continue to integrate DTA with CMAP's activity-based modeling system. For freight forecasting: Staff will work with consultant to test and debug PMG and couple the forecasting model with CMAP's mesoscale freight model. As, contract resources are nearly expended, we expect the final deliverables to be forthcoming this quarter, even though the contract expires at the end of FY15.

Survey Research

Project Manager: Kermit Wies

Team: N. Ferguson, Matthews, Vernon, Frank, graphics and outreach support as needed.

Description: Implement strategic plan for survey research at CMAP, which establishes a strategy and management concept for conducting on-going survey research at the agency. Major tasks are to continue populating the Travel Tracker Survey with additional observations. The focus this fiscal year is to enrich the survey database with more responses about nonmotorized travel, which will be used to inform CMAP's performance-based programming evaluation methods. Conduct pilot test among staff and partners.

Products and Key Dates: Scope for Non-Motorized Travel Tracker survey (July, 2014). Retain survey consultant (September, 2014). Survey design and sampling plan (October, 2014). Evaluation of pilot test (January, 2015). Launch full survey (March, 2015).



1st Quarter Progress:

For 2015 Travel Tracker Survey: RFP was issued in July and no proposals were received. An informal inquiry among firms participating in the pre-bid did not reveal any criticism of the scope of work itself; but rather that the firms were either working on competing proposals, that CMAP's deliverable was comparatively small and not considered worthwhile, or that the division of work between staff and consultant did not seem tractable. CMAP staff, meanwhile, continued to work on the in-house elements of the scope: primarily outreach/communications materials and questionnaire design/programming.

2nd Quarter Objective: Determine if RFP should be reissued or rescope. Continue preparation of in-house elements of the survey.

Travel and Emissions Modeling

Project Manager: Craig Heither

Team: Bozic, Rodriguez, N. Peterson, N. Ferguson, A. Brown, Chau, Cruise, Clark

Description: Maintenance and enhancement of existing MPO travel demand models, including incorporation of procedural improvements into production models as well as continuous updates to regional highway and transit network databases. Major tasks are to provide travel demand forecasts for major capital project evaluations and conformity analyses, and on-going small-area traffic forecast assistance to regional partners. Continue evaluating improved methods for representing commercial vehicle movements within the travel demand models.

Products and Key Dates: Validated regional travel demand model and documentation (ongoing). Air Quality Conformity analyses (scheduled twice annually). Support major capital project evaluations and other GO TO 2040 initiatives (as prescribed).

1st Quarter Progress:

- Completed scenario modeling for biannual Air Quality Conformity Analysis/GO TO 2040 plan update (Fall 2014) and generated vehicle emissions input files for MOVES model.
- Implemented travel model improvements: completed integration and testing of Trip Generation model improvements from consultant into production models; updated airport trip generation analysis; enacted improvements to zonal transit accessibility measures; updated GTFS processing procedures to provide improved bus route accuracy and began testing regional truck restrictions on the highway network.
- Continued Meso Freight Model improvements: continued developing refined model network and continued analysis of questionable commodity flows.
- Completed initial feasibility analysis of implementing a finer-grained modeling zone system in the production models.



- Completed approximately fifty Small Area Traffic Forecast requests.

2nd Quarter Objectives:

- Complete integration and testing of Mode Choice non-work vehicle occupancy model improvements from consultant into regional modeling procedures.
- Implement travel model improvements: complete regional truck restrictions analysis and begin highway congestion function analysis.
- Continue Meso Freight Model improvements: finalize and test refined model network and finalize analysis of questionable commodity flows.

Transportation Data Analysis

Project Manager: Craig Heither

Team: Wies, Bozic, Rice, Rodriguez, Clark, A. Brown

Description: Develop and maintain transportation data and analysis methods for planning and policy analysis within CMAP. Major tasks are to support transportation program development and performance analyses. Specific tasks are to develop a tool to analyze bicycle level-of-service metrics and estimate facility demand for the CMAQ project evaluation process. This project also includes development and support of the Transportation Data Archive, incorporates the catalog of CMAP-prepared traffic projections and houses CMAP's annual traffic count data collection activities.

Products and Key Dates: Scope CMAQ bicycle analysis tool (September, 2014). Develop bicycle analysis tool prototype (January, 2015). Develop and introduce new applications for Transportation Data Archive (June, 2015). Populate central data resource and maintain resource documentation (on-going).

1st Quarter Progress:

- Completed all summer intersection traffic count and bicycle/pedestrian count data collection activities.
- Finalized scope of work for CMAQ bicycle demand analysis tool; continued development of GIS portion of analysis tool.
- Began implementing procedures to streamline Small Area Traffic Forecast internal procedures.
- Continued development and support of Transportation Data Archive.



2nd Quarter Objectives:

- Develop final stage of bicycle demand analysis tool; refine GIS procedures and data inputs.
- Begin investigating feasibility of modifying Access to Transit index procedures to measure changes in transit service to inform CMAQ project evaluation process.
- Develop database or processing procedures to allow for querying of archived intersection traffic count data.
- Continue development of data analysis and visualization prototypes for examining DTA model output.

GO TO 2040 Indicator Tracking

Project Manager: Craig Heither

Team: N. Ferguson, Chau, Cruise

Description: The GO TO 2040 plan update includes an expanded set of indicators to track the plan's progress toward implementation. The major task for the fiscal year is collection and analysis of indicator data in order to update CMAP's database of current plan indicator values. This will support continued analysis of plan implementation progress and development of the Year 4 implementation report.

Products and Key Dates: Indicator data maintenance plan and schedule (September 2014). Maintenance and update of plan indicator values (on-going). Data analysis and support for Year 4 implementation report (November 2014).

1st Quarter Progress:

- Finalized all remaining indicator values/analyses (including public supply water demand, acres of conservation open space, and population and jobs with at least moderate access to transit) for Plan update adoption.
- Finalized wiki pages to reflect the current description and status of each plan indicator.
- Established a repository of indicators on SharePoint site to store historic and future indicator values.
- Developed indicator update schedule including staff person responsible for each indicator and when the updated data should be available.



2nd Quarter Objectives:

- Assist with development of content for 2014 Implementation Highlights report as needed.
- Continue assembling updated indicator data as releases became available.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Program Oversight: Management staff

This program develops and actively manages the region's TIP. The CMAP Board and MPO Policy Committee program, track and actively manage the use of local, state, and federal transportation funds through the Transportation Improvement Program (TIP). The purpose of the TIP is to establish and implement a short-range transportation program implementing the long-range transportation goals identified in GO TO 2040. Products developed under this work program also assess accomplishment of the TIP, evaluate how it meets the goals of GO TO 2040, and move the region toward performance-based programming.

Federal, state, and local policies and regulations are analyzed to assure CMAP's TIP satisfies these requirements. 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, conforms to the State Implementation Plan (SIP) demonstrating how the region will attain national ambient air quality standards.

Transportation Improvement Program (TIP) Development and Management

Project Manager: Teri Dixon

Team: Berry, Dixon, Dobbs, Kos, Ostidick, Patronsky, Pietrowiak

Description: Work with stakeholders in the region to align the TIP with GO TO 2040. Use robust reporting to influence implementers' project choices and move the region toward performance-based programming. Ensure all local, state and federal requirements are met including fiscal constraint, public involvement, data accuracy, documentation and reporting. Maintain ongoing communication with state and federal agencies to ensure that the region is aware of changes to state and federal requirements and that these agencies understand the programming needs of the region. Manage TIP line item project entry and changes; process TIP change approvals through the Transportation Committee and MPO Policy Committee. Develop an annual obligation report, documenting accomplishment of capital projects in the region.



Products and Key Dates: TIP with updates and amendments (as needed); consultation with local, state and federal agencies (ongoing); analyses of TIP performance with respect to indicators (June 2015); TIP documentation including map, fiscal marks, general public brochures, training materials/courses and web pages (ongoing); comprehensive TIP document update (October 2014); annual obligation analysis report (July 2014, December 2014); fiscal marks (October 2014); update to TIP procedures (March 2015).

1st Quarter Progress:

Quadrennial Certification Review:

Held meetings with U.S. DOT to discuss recommendations in the Certification Report; agreed to disposition of near-term recommendations.

TIP with Updates and Amendments:

Regularly reviewed TIP updates and amendment requests from programmers. Assisted programmers with TIP changes. Two TIP amendments were prepared.

Comprehensive TIP Document Update:

Public comments were reviewed and the final FFY 14-19 TIP document was prepared for adoption in October 2014.

TIP Documentation:

The TIP summary brochure was updated to reflect the proposed TIP. The interactive TIP map was updated to reflect TIP amendments made this quarter.

Exports of TIP Data:

Regular data exports occurred. No special requests for exports were received.

Analysis of TIP performance with respect to indicators

No action.

Annual Obligation Analysis Report

Data has been collected throughout the fiscal year on FFY14 obligations. Continued preparation of federal fiscal year 13 obligation analysis report.

Consultation with local, state and federal agencies

Worked with stakeholders to receive input into proposed programs and policies through frequent communication.



Update to TIP procedures

No action.

2nd Quarter Objectives:

Quadrennial Certification Review:

Continue discussions with regulators and implementers on recommendations. Explore options for a more robust self-certification.

TIP with Updates and Amendments:

Regular review of TIP updates and amendment requests from programmers and programmer assistance will continue. One TIP amendment is anticipated in addition to the conformity analysis of the FFY 14-19 TIP, which will be considered by the CMAP Board and MPO Policy Committee in October in conjunction with the Plan update.

Comprehensive TIP Document Update:

Publish the final document when adopted.

TIP Documentation:

The TIP summary brochure and interactive TIP map will be updated to reflect TIP amendments made this quarter. Updates to fiscal marks, training materials, the TIP data, and TIP Programmer Resources web pages will occur as needed.

Exports of TIP Data:

Regular data exports will occur. Exports in response to special requests will be executed as needed.

Analysis of TIP performance with respect to indicators

No action anticipated.

Annual Obligation Analysis Report

Complete federal fiscal year 13 obligation analysis report and continue collecting FFY 14 data.

Consultation with local, state and federal agencies

Continue work with stakeholders to receive input into proposed programs and policies through frequent communication.

Update to TIP procedures

No action anticipated.



Conformity of Plans and Program

Project Manager: Ross Patronsky

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

Description: Northeastern Illinois has historically not attained national ambient air quality standards for certain pollutants. It is currently classified as a non-attainment area for the 8-hour ozone standard adopted in 2008, and is recommended for non-attainment status for the 2012 fine particulate matter (PM_{2.5}) standard. In addition, federal regulations require the region take steps to continue meeting prior ozone and PM_{2.5} standards.

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. To ensure the flow of federal transportation funds to the region, state and federal legislative and regulatory changes are tracked and appropriate changes made, informed by the Tier II consultation process.

Products: GO TO 2040/TIP Conformity analyses (as needed, minimum of twice a year in October and March); documentation of conformity process (ongoing); updated data used in conformity analyses (ongoing); support for development of State Implementation Plans (as needed); findings and interagency agreements from consultation process (ongoing, four to six meetings per year); analyses of air quality issues for regional decision-makers (as needed); mobile source greenhouse gas emissions estimates to support other agency work (ongoing); Agendas, meeting minutes, and supporting materials for the Tier II Consultation Team (as needed).

1st Quarter Progress:

- GO TO 2040/TIP conformity analyses
 - Updated conformity analysis to reflect revised socio-economic data.
 - Conducted conformity analysis without Illiana.
- Documentation of conformity process
 - Updated plan appendix conformity document to reflect comments on other portions of plan update.
- Updated data used in conformity analyses
 - No action required.
- Support for development of State Implementation Plans



- Monitored US EPA approval of revised budgets for ozone SIP – approval signed September 22.
- Findings and interagency agreements from consultation process
 - Consultation team met August 21 to discuss plan update and revision to Illiana hot spot analysis.
- Analyses of air quality issues for regional decision-makers
 - No action on revision to ozone standard or PM_{2.5} designations.
- Mobile source greenhouse gas emissions estimates to support other agency work
 - Compared VMT estimates from different MOVES runs to support emission-rate based emissions.
- Agendas, meeting minutes, and supporting materials for the Tier II Consultation Team
 - Prepared materials for August 21 Consultation Team.
 - Prepared for tentative October 9 meeting of Consultation Team.

2nd Quarter Objectives:

- GO TO 2040/TIP conformity analyses
 - Begin conformity analysis for March 2015 Board & MPO Policy Committee approval.
- Documentation of conformity process
 - No action anticipated.
- Updated data used in conformity analyses
 - Begin review of monthly and daily VMT distributions.
- Support for development of State Implementation Plans
 - Monitor US EPA approval of revised budgets for ozone SIP to confirm publication in Federal Register.
- Findings and interagency agreements from consultation process
 - No action anticipated.
- Analyses of air quality issues for regional decision-makers
 - Monitor for action on revision to ozone standard and PM_{2.5} designations; decisions anticipated late in the calendar year or in early 2015.
- Mobile source greenhouse gas emissions estimates to support other agency work
 - Reconcile VMT estimates from different MOVES runs to support emission-rate based emissions.
- Agendas, meeting minutes, and supporting materials for the Tier II Consultation Team
 - On call; no action anticipated.



CMAQ and TAP-L Active Program Development

Project Manager: Kama Dobbs

Team: Berry, Dixon, Ostdick, Patronskey, Pietrowiak

Description: Actively manage programs developed by CMAP to ensure that transportation projects proceed in a timely manner and all available funding is used efficiently. Manage the adopted CMAQ and TAP-L programs as specified in the policies adopted by the CMAP Board and MPO Policy Committee. Prepare active program management reports to achieve regional expenditure targets.

Products and Key Dates: Review of CMAQ project status (November 2014 and May 2015); accomplishment of CMAQ obligation goal for FFY 2015 (ongoing); CMAQ project cost/scope change request actions (ongoing); updated CMAQ management database (ongoing); review of TAP-L project status (ongoing); TAP project cost/scope change request actions (ongoing); Agendas, meeting minutes, and supporting materials for the CMAQ Project Selection Committee (as needed – typically eight meetings per year).

1st Quarter Progress:

Review of CMAQ project status

Staff monitored individual project status throughout the quarter via correspondence from sponsors, Planning Liaisons, and IDOT. The status of CMAQ-funded projects was discussed at coordination meetings with Planning Liaisons, CDOT and IDOT staff.

Accomplishment of CMAQ obligation goal for FFY 2015

Obligation of CMAQ funds continued to be tracked throughout the quarter to ensure that the FFY 2014 Obligation Goal is met. As of the end of the FFY, \$116 million had been obligated, compared to a goal of \$138.6 million. The CMAQ unobligated balance was \$64.8 million.

CMAQ Project Cost/Scope Change Request Actions:

Staff evaluated and analyzed seven project change requests. Staff continually receives phone calls regarding possible schedule, scope and cost change requests and advises appropriately. Additionally, staff reviewed TIP changes to CMAQ projects to ensure accurate reflection of programming status and funding.

Updated CMAQ management database

No activity this quarter.

Review of TAP-L project status

Implementation activity of TAP-L funded projects was monitored through direct communication with project sponsors, planning liaisons, CDOT and IDOT to ensure that



program milestones are being met. Milestone deadlines for this quarter include plats and legal documentation. The status of TAP funded projects were discussed at coordination meetings with Planning Liaisons, CDOT and IDOT staff.

TAP project cost/scope change request actions

Work continued on developing a process for evaluating cost/scope change request actions as well as considering any sponsor requested changes received.

CMAQ Project Selection Committee support

Prepared agendas and supporting materials for July and August committee meetings.

2nd Quarter Objectives:

Review of CMAQ project status

Semi-annual status updates will be requested for all project line items that are currently deferred, were programmed but not accomplished in FFY14 and are programmed in FFY15 and FFY16. An analysis of responses will be completed and project status information will be updated.

Accomplishment of CMAQ obligation goal for FFY 2015

A final analysis of FFY 2014 accomplishments will be conducted. Tracking of FFY 2015 obligations relative to the obligation goal will begin.

Updated CMAQ management database

Continue as-needed updates to the CMAQ management database to develop queries and reports in response to data requests and for the analysis of project status.

Review of TAP-L project status

There are no milestones anticipated for the 2nd quarter.

TAP project cost/scope change request actions

Continue work on developing a process for evaluating cost/scope change request actions as well as consider any sponsor requested changes received.

CMAQ Project Selection Committee support

Prepare agendas and supporting materials and staff October and December committee meetings. Establish 2015 meeting calendar.



Local STP Active Program Management and Council of Mayors Support

Project Manager: Holly Osttick

Team: Berry, Dixon, Dobbs, Pietrowiak

Description: Develop fiscal marks and maintain fiscal constraint in local programs in the TIP. Provide guidance and support for the Council of Mayors (COM) and Planning Liaison program. Ensure communication between CMAP and municipal officials. Staff the Council of Mayors Executive Committee.

Products and Key Dates: Fiscal marks (ongoing), program management reports and recommendations (ongoing); locally programmed project status assessments; talking points for CMAP staff participating in COM/COG/TC meetings (ongoing); agendas, meeting minutes, and supporting materials for the Council of Mayors Executive Committee (September 2014, November 2014, January 2015, May 2015).

1st Quarter Progress:

Fiscal Marks:

No action needed.

Program Management Reports and Recommendations:

Staff continued to track obligations and prepared an updated FFY14 STP-L expenditure report.

Talking Points for CMAP Staff Participating in COM/COG/TC Meetings:

Talking points are updated after every weekly email, if relevant. Talking points are also updated as staff makes requests to inform local municipalities of reports, classes or any other relevant information at the agency.

Locally Programmed Project Status Assessments:

Staff continued to meet and provide assistance to local program project sponsors.

Outreach with Councils and Local Municipalities:

Staff continues to participate in sub-regional Council of Mayors transportation technical meetings to supply technical support to the PLs and municipal engineers and managers.

Council of Mayors Executive Committee:

Staff prepared materials, collected RSVP's, and staffed one Council of Mayors Executive Committee. The agenda included information on the GO TO 2040 update, a presentation on the report from the Regional Freight Leadership Taskforce, results from the municipal survey, the USDOT certification review, advanced funding, and the local technical assistance program.



2nd Quarter Objectives:

Fiscal Marks

State/Regional Resources table will be developed, approved, concurred on, and entered into the TIP for fiscal constraint.

Program Management reports and recommendations

A final FFY 14 STP-L expenditure report will be created using final FFY 2014 data.

Locally programmed project status assessments

No activity anticipated next quarter.

Talking points for COM/COG/TC meetings

Continue to update the talking points. Begin working with outreach staff on enhancements. Prepare or consider alternatives for preparing written reports for technical meetings.

Council of Mayors Executive Committee support

Prepare agenda and materials for a November 18, 2014 meeting. This will include an informational presentation on distribution of UWP funds to the PLs and on advanced funding.

TIP Database Management (New for FY15)

Project Manager: Kama Dobbs

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

Description: Maintain and enhance the TIP database for use by local elected officials, implementers, staff and the public. Maintain and enhance reports, analyses and visualization tools for use by local elected officials, implementers, staff and the public. Provide data on how the project developers in the region invest capital transportation funds and ensure that fiscal constraint requirements are met.

Products and Key Dates: TIP database maintenance to improve data validation and ease of implementer, staff and public use (ongoing); regularly updated documentation and training materials to keep internal and external users, partners and the public informed of the use of the TIP (ongoing); geocoding of TIP projects and associated outputs (shapefile and maps); exports of TIP data for use in public maps, analytic maps, dashboard presentations and other TIP analyses; visualization products; ongoing maintenance and enhancements in response to user needs; review and recommendation for updates to existing database in coordination with following project (April 2015).



1st Quarter Progress:

TIP Database maintenance

Continued development testing and bug resolution for improvements to the database function and user interface.

Documentation and training materials

Development of training materials for TIP programmers, partner agency users, public users, and staff continued.

Geocoding of TIP projects

Developed KML files for mapping of TIP projects to reflect TIP amendments made this quarter.

Exports of TIP data

Regular data exports occurred under the Transportation Improvement Program (TIP) Development and Management project. No programming or structural changes were made this quarter.

Visualization products

Regular data updates for the TIP map occurred under the Transportation Improvement Program (TIP) Development and Management project. No programming or structural changes that can produce visualization products were made this quarter.

Updates to existing database in coordination with Integrated Transportation Planning, Programming and Tracking Database

No activity this quarter.

2nd Quarter Objectives:

TIP Database maintenance

Changes to the project edit form and other database functions are scheduled to be rolled-out at the end of October.

Documentation and training materials

Development of training materials for TIP programmers, partner agency users, public users, and staff will continue. User training sessions will be held in October and November.

Geocoding of TIP projects

Develop KML files for mapping of TIP projects to reflect TIP amendments made this quarter.



Exports of TIP data

Regular data exports will occur under the Transportation Improvement Program (TIP) Development and Management project. Programming and structural changes that can enhance data exports will be conducted as needed.

Visualization products

Regular data updates for the TIP map will occur under the Transportation Improvement Program (TIP) Development and Management project. Programming and structural changes that can produce visualization products will be conducted as needed.

Updates to existing database in coordination with Integrated Transportation Planning, Programming and Tracking Database

Once scoping is completed for the integrated database (anticipated in November), identification of updates to facilitate a transition from the current TIP database to the integrated database will begin.

Integrated Transportation Planning, Programming and Tracking Database Development (New for FY15)

Project Manager: Kama Dobbs

Team: Beata, Berry, Bozic, Clark, Dixon, Dubernat, Elam, Green, Hollander, Kos, Leary, Murtha, Ostdick, Patronsky, Peterson, Pietrowiak, Tiedemann, Williams-Clark

Description: The TIP database must have the capacity to interact with other agency tools and products, such as the Congestion Management Process, the Regional ITS infrastructure and the Regional Transportation Data Archive to meet the agency's needs for performance-based programming. Significant extensions of the data structure and backend logic will be required to incorporate new data and analyze it for project programming. Active program management of the TIP must also be enhanced, in particular increasing the scope and timeliness of reporting on accomplishments.

Specific database requirements will be developed in late FY 2014, in coordination with the results of Regional Transportation Performance Measures: Phase 1 Prioritization and Development, Capital Program Data Transformation, and Transportation Data Analysis projects to be completed in FY 2014. The requirements are anticipated to include capabilities to support more robust project descriptions and cost breakdowns, more detailed obligation and expenditure data, and project-level performance measures. Performance measure data will also be needed for the entire transportation network to support predictive analyses and deficiency analyses.



Products and Key Dates: RFP for consultant services (December 2014); Database schema, including the data to be stored, the relationships between the data, the structure of the user interface and the desired output reports (May 2015). Design and implementation plan (June 2015). Actual database design and implementation will begin in FY 2016.

1st Quarter Progress:

Team members were identified (reflected above) and a schedule for developing a scope and determining if an RFP will be required was developed.

2nd Quarter Objectives:

Identify desired outcomes, required data inputs and basic technical requirements for the database and draft a detailed scope. Utilize the scope to determine if an RFP is appropriate, and if it is, develop and issue the RFP.

WATER RESOURCE PLANNING PROGRAM

Program Oversight: Management staff

The Water Resource Planning program features the agency's water quality planning activities and water supply activities, guided by CMAP's role as the delegated authority for Areawide Water Quality Planning; GO TO 2040 and Water 2050.

Water quality planning activities are informed by the Clean Water Act (CWA), related guidance documents including regional plans, and typically involve watershed plan development, some degree of post-plan support, and technical assistance or guidance provided to watershed groups as funding allows. Activities also include formal review of Facility Planning Area (FPA) amendment applications that lead to a CMAP staff recommendation made to the Illinois Environmental Protection Agency (IEPA). Facility Planning Area application review and recommendations are shared with the CMAP Wastewater Committee who also makes a recommendation to IEPA. The Volunteer Lake Monitoring Program (VLMP) is another water quality oriented program that has been carried out by CMAP and its predecessor agency for many years. Activities can also include administrative and technical support for CWA Section 319 funded implementation grants awarded to various "stakeholders" throughout the region. Such support can extend to application preparation. The Financial Assistance Agreement 604121 with IEPA ends December 31, 2014. This agreement covers the FPA, VLMP, and several other activities. A new agreement will need to be negotiated with IEPA prior to the end of the calendar year to continue this work throughout the fiscal year. With the addition of funding from the Illinois Department of Natural Resources, water supply planning support will be expanded to the Northwest Water Planning Alliance and users of Lake Michigan water to assist them as they respond to new rules and regulations.



Facilities Planning Area (FPA) Review Process

Project Manager: Dawn Thompson

Team: Loftus, Hudson

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

During FY14, CMAP developed a proposal for revised criteria with which to evaluate FPA amendment applications. The revised criteria eliminated a number of criteria which dealt primarily with analyses requiring specific engineering type assessments. Instead, the emphasis of the proposed criteria will focus on the examination of planning factors. In addition to conducting amendment reviews, the revised evaluation methodology will be finalized.

Products and Key Dates: Reviews as needed. Revised review procedures manual (December 2014).

1st Quarter Progress:

- Continued the process of reviewing FPA Review Criteria and the WQMP Amendment Application for purposes of updating and revision. Incorporated comments from CMAP's Management Team, the Sierra Club and the Wastewater Committee.
- Met with Mayor Reinbold and Randy Blankenhorn to discuss the FPA revised manual.
- Worked with staff to address the CMAP Board's request to explore funding for regional capital improvements. Provided some general costs for wastewater infrastructure improvements.
- In preparation for the 2050 plan, met with CMAP staff to discuss public health on a regional level including a discussion on waterborne illnesses and water quality in Northeastern Illinois.
- Quad maps depicting FPA boundaries were developed and are now available for download on CMAP's website. Maps were advertised in CMAP's weekly email.
- In preparation for the Wastewater Committee Meeting: developed and revised FPA public notice for the City of Lockport's amendment request; reviewed and finalized staff's review of the Lockport FPA request; created a map for the Lockport request;



spoke with the Illinois Department of Agriculture to identify agricultural land; and finalized minutes and an agenda.

- Developed public notices and signoff letters for Level III NPDES Permits, including a permit from the Village of Cary.
- Discussed tentative budgets for next year and time allocations for the IEPA grant with CMAP Staff.
- Participated in Biological Phosphorus Removal in Wastewater webinar.
- Developed a FPA boundary map for the Village of Coal City.
- Made contributions to CMAP's annual report regarding the FPA process.
- Attended a luncheon with Lisa Bonnett, Director of IEPA. She discussed streamlining permitting, increasing operating efficiencies and responsiveness and expanding communication and dialogue with all sectors of the state including community and environmental advocacy groups, local officials, business and industry and agriculture.
- Drafted and discussed a scope of work and budget for a consultant services for the City of McHenry's FPA request.
- Prepared IEPA quarterly report.

2nd Quarter Objectives:

- To develop necessary documentation for FPA amendment requests including reviews, additional needs letters, maps, and technical support as needed.
- To develop meeting materials for upcoming Wastewater Committee meetings.
- To continue the process of reviewing FPA Review Criteria and the WQMP Amendment Application for purposes of updating and revision.

Watershed Planning

Project Manager: Holly Hudson

Team: Loftus, Thompson

Description: Staff will begin the development of a watershed-based plan for the Boone and Dutch Creek Watersheds, located in eastern McHenry County. Following a watershed-based planning process, the plan will inventory the natural, human and man-made resources and finalize the development of a watershed-based plan covering both watersheds. The project will produce a watershed resources inventory and a final plan which will include site-specific best management practices (BMP) recommendations.



While the Nine Lakes TMDL Implementation Plan will be submitted during FY14, the project does not close out until August 1, 2014. Project closeout activities not completed during FY14 may include data entry to Illinois' RMMS (Resource Management Mapping Service) and a self-assessment of the plan using USEPA Region 5's checklist.

Products and Key Dates: Quarterly stakeholder meetings, development of a problem statement, goals, and objectives and quarterly progress reports due to Illinois EPA. A draft watershed resources inventory will be due September 1, 2014 with the final inventory due October 1, 2014. An Executive Summary and plan document will be due during FY 2016.

1st Quarter Progress:

- 9 Lakes: The 9 Lakes Watershed-Based Plan was completed in June. Activities this quarter involved providing stakeholders with implementation grant funding information, distributing Plan documents to planning participants, providing a project wrap-up paragraph for FREP's e-Downstream newsletter, and final invoicing to Illinois EPA.
- Boone-Dutch Creek: Staff continued writing the watershed plan with emphasis on the watershed resource inventory. FREP set up the project webpage (<http://foxriverecosystem.org/Boone-Dutch.htm>) and included project information and announcements in their monthly e-Downstream newsletter as provided by CMAP staff. Staff began field assessment of detention basins, focusing on each basin's level of water quality benefits and potential retrofit opportunities. The stakeholder e-mail contact list was expanded by collecting information via phone calls to local governments who did not provide such information on their websites for staff and/or elected officials. Staff also met with CMAP's Local Planning Outreach staff to discuss ideas for engaging local governments in the watershed planning process. McHenry County COG Executive Director Chalen Daigle was also consulted. Staff attended an Introduction to File Geodatabase Workshop offered by CMAP's Research group in an effort to further improve GIS mapping skills for the project. CMAP's water resource engineer, Geosyntec, prepared a preliminary pollutant load analysis and corresponding figures. All the aforementioned topics were included on the agenda at the second stakeholder meeting held on September 25 at the Village of McCullom Lake.

2nd Quarter Objectives:

- 9 Lakes: Staff will attend the Tower Lake Drain Partnership's plan implementation kick-off meeting in October.
- Boone-Dutch Creek: Staff will complete the draft watershed resource inventory and submit it to Illinois EPA on December 1. Staff will continue to provide project news and documents to FREP to post on the project webpage and include in their monthly e-newsletter. The next stakeholder meeting is scheduled for December 4 at the City of McHenry.



Watershed Management Coordination

Project Manager:

Team: Hudson, Thompson

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

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

1st Quarter Progress:

- Drafted minutes, helped finalize the agenda and chaired two Silver Creek and Sleepy Hollow Creek Coalition (SCSHC) meetings.
- Attended and participated in the Fox River Study Group meeting which included a discussion on preliminary modeling results for the Fox River Implementation Plan.
- Attended a meeting held at the Fox River Water Reclamation District on August 14 regarding Fox River NPDES permits, led by Illinois EPA staff.
- Participated in discussions with CMAP staff, the Silver Creek and Sleepy Hollow Creek Coalition and IDNR staff regarding the proposed Oakwood Hills Energy Center in McHenry, Illinois (<http://oakwoodhillsenergycenter.com/>). Drafted and shared an overview document of the project with CMAP's Local Planning Deputy. Attended the public open house and first zoning board of appeals meeting.
- Attended the Beyond the Basics: Making Green Stormwater Practices Pay Off for Your Community seminar sponsored by The Conservation Foundation and Illinois EPA, and a Drain Tile Mapping for Conservation Planning seminar sponsored by the Morton Arboretum.
- Assisted the Village of Island Lake – Lake Management Committee with a Priority Lake and Watershed Implementation Program (PLWIP) grant application to the Illinois EPA.
- Discussed two potential PLWIP-eligible projects with the Tower Lakes Improvement Association.
- Conducted a site visit of the recently constructed Silver Lake bioinfiltration facilities, a PLWIP-funded project.



- Conducted a site visit and provided comments regarding shoreline buffers as requested by the Prestbury Citizen's Association within the Blackberry Creek Watershed.
- Attended the August meeting of the Fox River Ecosystem Partnership which included a tour of the Fox Waterway Agency's Grass Lake Island dredging disposal site as well as their dredge spoil processing/reclamation site. Also attended and participated in the September executive and membership meetings.
- Participated in the Tyler Creek Watershed Coalition's September meeting and first strategic planning session; stayed abreast of other Coalition activities via e-mail correspondence and the July and August meeting notes.

2nd Quarter Objectives:

- Continue to attend monthly meetings and provide technical support to the following watershed organizations as resources allow: Fox River Ecosystem Partnership, Tyler Creek Watershed Coalition, and Silver and Sleepy Hollow Creeks Watershed Coalition.
- Provide technical assistance to other watershed groups as time and resources allow, including the Blackberry Creek Watershed Coalition, Ferson-Otter Creek Watershed Coalition, Hickory Creek Watershed Planning Group, Buffalo Creek Clean Water Partnership, Tower Lakes Drain Partnership, and Chicago Wilderness.

Volunteer Lake Monitoring Program (VLMP)

Project Manager: Holly Hudson

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

Products and Key Dates: Quarterly progress reports due to Illinois EPA, data review and management (ongoing), technical assistance (ongoing), audits of Tier 3 volunteers (July-August 2014), lake maps and monitoring site coordinates for new lakes in the program (November 2014), VLMP workshop (November 2014), monitoring data QA/QC and editing in Illinois EPA's lakes database (December 2014), assistance with annual report preparation (as requested by Illinois EPA), distribution of Secchi monitoring forms to continuing volunteers (April 2015), volunteer training (May 2015) and follow up visits (as needed).



1st Quarter Progress:

Project administration, coordination, and management:

- Reviewed and approved the VLMP portion of the monthly Water Quality Management Planning project invoices to Illinois EPA prepared by CMAP's accounting group.
- Prepared a 4th quarter FY14 progress report for CMAP and Illinois EPA.
- Requested and received the 2013 VLMP water quality data from Illinois EPA.
- Ordered two hand-held depth finders, one for the Tier 3 volunteers at Virginia Lake/Cook Co., since the Fish Ray depth sounders all seem to be malfunctioning.
- Notified CMAP region volunteers via email about the Aquatic Plant Identification Workshop offered by the Lake county Health Department on Saturday, August 2.
- Corresponded with Illinois EPA staff regarding assisting with organizing a lake festival at Crystal Lake in October with the Crystal Lake Park District, which was approved.
- Notified CMAP region VLMP volunteers via email of the lake festival to be held on Saturday, October 18 at Crystal Lake's Main Beach and Pavilion; also provided this information to Lake County Health Department to share with the Lake Co. volunteers.

Data management:

- Continued reviewing Secchi monitoring forms received from the volunteers to date, comparing the data and information on the forms to the on-line data entries, and writing notes on each form regarding corrections needed.
- Entered Secchi monitoring data not entered to the online database by the volunteers.

Technical assistance:

- Participated in meetings and email correspondence for planning the lake festival at Crystal Lake – the Crystal Lake Park District's "Lake Discovery Day" – and rounded up speakers on aquatic invasive species, lake-healthy lawn care practices, and shoreline landscaping using native plants.
- Prepared a VLMP display board for Lake Discovery Day including a panel highlighting Crystal Lake's long-term Secchi data.
- Formatted and provided the 2013 water quality data as requested by the volunteer at Longmeadow Lake/Cook Co.
- Identified a native mussel that was of concern to a volunteer monitor.
- Advised various volunteers regarding native aquatic plants and invasive plant management.
- Corresponded with several volunteers, IDNR fisheries biologists, and Lake Co. Health Dept. regarding black crappie dieoffs at several NE Illinois lakes (likely a virus).
- Explained the value of Secchi monitoring to a volunteer who had stopped monitoring because of extreme turbidity caused by road construction runoff.



- Reviewed, provided comments, and participated in a conference call on the final Early Detection Rapid Response Plan for *Hydrilla verticillata* in Illinois.

Volunteer Training:

- Scheduled, prepared materials and equipment for, and conducted Tier 1 and Tier 2 training for a new volunteer at Beaver Pond/DuPage Co. on July 15.
- Conducted a Tier 3 audit of the volunteers at Virginia Lake/Cook Co. on September 2.

2nd Quarter Objectives:

Continue to review Secchi Monitoring forms received from volunteers, compare the data and information on the forms to the on-line data entries, write notes on each form regarding corrections needed, and mail copies to the Statewide Coordinator at Illinois EPA; provide technical assistance to volunteers as requested.

Thorn Creek Total Maximum Daily Load (TMDL) Implementation Plan and Watershed Plan Update

Project Manager: Holly Hudson

Team: Thompson

Description: This project will produce a table documenting a watershed-wide summary of the BMPs recommended for implementation within the Thorn Creek Watershed, located in southern Cook and eastern Will Counties, to update and supplement the recommendations of the Thorn Creek Watershed Based Plan (CMAP, December 2005) and the Thorn Creek TMDL Implementation Plan (under development by Illinois EPA).

Products and Key Dates: Consultant services have been secured to produce the required table identifying best management practices and estimated load reductions. A final table is due by December 1, 2014. Quarterly progress reports are also due to Illinois EPA.

1st Quarter Progress:

- Created a Thorn Creek Watershed basemap to help identify watershed stakeholders (e.g., units of local government) and compiled a contact list.
- Worked with Park Forest staff to schedule a public meeting to provide information about the plan update and solicit recommendations for site-specific BMPs.
- Meet with Geosyntec staff, CMAP's water resources engineer, regarding IEPA's comments on the draft plan and to discuss next steps.
- Geosyntec expanded and updated the BMP scenario model to include additional BMPs (porous pavement, green roofs) and continued their analyses.



2nd Quarter Objectives:

A public meeting is scheduled for October 30 at the Village of Park Forest to present and discuss the plan update as well as solicit site-specific BMPs from stakeholders. The plan update will be finalized and submitted on December 1 to Illinois EPA as an addendum to the original 2005 plan.

Water Supply Planning

Project Manager: Tim Loftus

Team: Beck

Description: Through a two-year grant agreement, the Illinois Department of Natural Resources (IDNR) is providing funding in support of *Water 2050* implementation efforts. Specific efforts for FY 2015 will include support for the Northwest Water Planning Alliance (NWPAA), support for users of Lake Michigan water, data collection and analysis and other activities in support of *Water 2050*. Support for the NWPAA will focus on the implementation of their strategic plan; begin the implementation of annual water-loss reporting; serve on a Technical Advisory Committee; and, assist communities in the development of and updates to comprehensive plans and zoning ordinances. Support for the users of Lake Michigan water will take the form of introducing the industry standard M36 water loss audit tool to permittees for improving water-loss control and annual reporting; various data collection efforts; and, assistance with adoption of full cost of service water use.

Products and Key Dates: A comprehensive plan for the City of Harvard (June 2015); updated zoning ordinances for the Village of Campton Hills (June 2015).

1st Quarter Progress:

Task 1. Support for the Northwest Water Planning Alliance (NWPAA)

1. Strategic Planning and TAC / EC related activity
 - a. Attended a Technical Advisory Committee (TAC) meeting on June 24 and an Executive Committee meeting on July 10. Finalized the outreach presentation for delivery to elected officials and other audiences in accordance with the strategic plan. Three presentations were given during this quarter:
 - i. August 26 to BACOG (Barrington Area Council of Government),
 - ii. September 17 to McHenry County Council of Government, and
 - iii. September 25 to DeKalb County Regional Planning Commission.Three other presentations are scheduled:

October 28 - Illinois Groundwater Association,

February 11, 2015 - joint meeting of the Industrial Water Waste and Sewage Group and the Illinois Section Water Environment Federation, and



February 19 - South Suburban Water Works Association

The two February presentation invitations received are to be more broadly regional water supply planning oriented, but will also provide an outlet for discussion of the NWPA.

- b. Request remade of IWIP for 2013 water-use data, but it is not likely to be forthcoming anytime soon.
 - c. Annual report: work has not yet started.
 - d. Educational strategy aimed at K-12 audience: discussed the idea of developing a video with the Television Dept. at Columbia College Chicago, but learned that they are not a source of production. Learned about the Chicagoland Television Educators Council as a possible video production source. Discussed other educational inquiries made by Illinois-Indiana Sea Grant staff and we jointly decided that a sizable budget will be necessary to pursue this strategy further in addition to identifying a school district that is willing to pilot the idea of incorporation a groundwater value education video in existing curriculum. This strategy needs to be rethought.
 - e. Member use of new monthly water-use data reporting tool: convened a conference call with ISWS and NWPA TAC Chair to discuss issues and opportunities.
2. Support implementation of annual water-loss reporting
 - a. The topic of water-loss reporting is featured in the Outreach presentation to help raise awareness, but no other specific tasks were undertaken in this regard other than the work related to Illinois Water Loss Accounting Program Steering Committee discussed below.
 3. Assisting specific communities via subcontractors
 - a. Village of Campton Hills: Since the start of the Campton Hills zoning and subdivision update project in July 2014, Camiros, the selected contractor for this project, has held a kick-off meeting with staff, participated in a community tour, held key stakeholder interviews, and begun its review of existing conditions. These activities will help to inform the various ways that the Village's ordinances might support the protection of water resources.
 - b. City of Harvard: This project has been paused due to staff departures. It is anticipated that the project will restart in December.
 - c. Village of Pingree Grove: CMAP staff has had an initial internal meeting with the subcontractor, HLA, where a list of potential water resource topics was presented. HLA conducted a kickoff meeting with representatives from Pingree Grove on September 23. The steering committee is being assembled and an early-November meeting is anticipated.

Task 2. Support for Lake Michigan permittees in coordination with the IDNR Lake Michigan Water Allocation Program office.

1. Water loss audit and control



- a. Staff is a member of the Illinois EPA convened Water Loss Advisory Committee that seeks to provide training and technical assistance to water system operators. This is a 20-month program that IDNR and others are participating in.
 - b. Staff provided editorial review comments on multiple drafts of a brochure the Committee is producing to promote its activity.
 - c. Staff attended a day-long 'train the trainer' training session on the AWWA free water loss audit and control software (the new version 5).
 - d. CMAP is helping to promote the free training sessions on the audit software that get underway in October and run into early February 2015
2. Assist LMWAP office
 - a. CMAP staff convened a work group at CMAP on August 5 to review and discuss an outline for a water system improvement plan guidance document. Work on the WSIP proceeded based on input from the work group and turning the outline into a guidance document.
 - b. CMAP revised and began promotion of the report, "An Assessment of Water Loss Among Lake Michigan Permittees in Illinois."
 - c. Gave an invited presentation on the "... Assessment of Water Loss ..." report to the CMAP Environment and Natural Resources Committee.
 - d. Assisted the Landscape and Sustainability Planner, Village of Schaumburg with information related to Village water loss (as an outcome of the presentation to the E&NR Comm. meeting.)
 3. Water-use data analysis
 - a. 2013 LMO-2 data has been obtained from the LMWAP office and will be incorporated into the CMAP water data tool and graphics used to depict water loss among permittees.
 - b. Other data analysis is on pause due to IWIP status mentioned above.

Task 3. Other activities in support of Water 2050 / regional planning

1. Convened a meeting between IDNR/OWR, MPC, NWPA, and CMAP staff to discuss strategies for moving state / regional policy discussion forward.
2. Organized for a policy discussion meeting to be held at CMAP in October. This includes developing a draft Water 2050 Advisory Council structure/composition/purpose document.
3. Provided IDNR/OWR with my review comments on the draft "Action Plan for a Statewide Water Supply Planning and Management Program" document.
4. Attended and made a short presentation to the State Water Supply Planning Task Force convened by IDNR/OWR.
5. Received a third draft of a paper that addresses the economic level of (water) loss (ELL). The paper's primary author, Margaret Schneemann, is an Illinois-Indiana Sea Grant staff colleague located in the CMAP office.
6. Began preparing a presentation to be given in October at the Illinois Section AWWA annual regulatory update meeting.
7. Participated in mid-quarterly conference call with IDNR/OWR staff.



8. Attended Chicago Area Waterways Study Advisory Committee meeting.
9. Interviewed live by WBEZ-FM Chicago on drought and water-use topics.
10. Interviewed by National Public Radio for a story to be broadcast nationwide (on a date to be determined) on water loss, the state of drinking water infrastructure, and potential solutions.
11. Working internally to revise and update Water 2050 website.

2nd Quarter Objectives:

* Produce a next draft Water System Improvement Plan Guidance Document, under development primarily for Lake Michigan permittees, for review by the work group convened during the last quarter.

* Update Lake Michigan permittee water loss graphic(s) with data from the 2013 LMO-2 summary table.

* Continue work as a member of the Illinois Water Loss Accounting Program Steering Committee.

* Attend annual Institute for Environmental Science and Policy External Advisory Board meeting.

* Give presentation to the Illinois Section AWWA annual regulatory update meeting.

* Give presentation at Illinois Water 2014 conference.

* Give NWPAs promotion presentation at NWPAs TAC / Illinois Groundwater Association joint meeting.

* Provide input on updates to CMAP state and federal legislative principles for water resources as presented in GO TO 2040.

* Continue support for implementation of the NWPAs 3-year strategic plan.

* Finalize Water 2050 Advisory Council structure and composition, extend invitations to Council members and key Observers and, prepare for first meeting in January.

Convene and host water policy discussion meeting with MPC, IDNR, and others (October 2).

* Develop an outline for the NWPAs 2014 Annual Report.

* Work with other staff on enhancements to the water data tool.

* Update Water Resources website.

* Attend State Water Supply Task Force meeting on Dec. 17.



INFORMATION TECHNOLOGY MANAGEMENT PROGRAM

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: Stromberg, Tiedemann, contract support, intern

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.

1st Quarter Progress:

- Completed enterprise 10Gb network upgrade.
- Completed enterprise backup solution plan including testing of process to send backups to secondary core storage and then to tape.
- Completed setup of new server infrastructure for OneSolution system.
- Continued researching Windows 8 enterprise for mobile devices.
- Renewed annual support contracts for Cisco.
- Implemented new General use laptops.
- Implemented test tablets on the network.
- Implemented new Lenovo NAS storage system.
- Completed upgrade to ArcGIS 10.2.2.
- Upgraded network connectivity to remote data center.

2nd Quarter Objectives:

- Upgrade ArcGIS Business Analyst to 10.2.2 and 2013 data.



- Procure and implement additional storage devices for remote data center.
- To continue with transition plan from tape to disk DR.

Web Infrastructure Management

Project Manager: Lance Tiedemann

Team: Stromberg, Rogus, contracted support, CMAP project managers of web sites and services

Description: Web infrastructure management consists of procuring, deploying, and administering the hardware, software, and network infrastructure used by web applications and data services hosted at CMAP. Internally, project collaboration and project management have been augmented by several specialized content management systems. Externally, web applications and data services have become critical to the ongoing agency mission of deploying technical analysis content to a broader audience. The web infrastructure management defined by this project supports web applications and data services, such as SharePoint (collaboration), ckan (data sharing web application), MediaWiki (collaboration), the TIP Website (web application), the TIP Map (data service), GO TO 2040 Case Studies (data service), GIS web mapping, Imagery Explorer (web application) and several others. In addition, this project includes management of web-specific network infrastructure, such as domain name registration and DNS record management.

Resources: Hardware, software, and network infrastructure used by web applications and data services hosted at CMAP.

Products: Web applications, data services, collaboration portals, and project management applications.

1st Quarter Progress:

- Implemented CKAN user-interface customization and permissions.
- Moved production CKAN environment into the DMZ.
- Upgraded the Media Wiki Environment.
- Implemented two new ITS Architecture sites for partner review.
- Provided disaster recovery support for TIP database web app upgrade.
- Collaborated with Communications in re-implementing a development site for the main website.
- Provided ongoing user support for SharePoint intranet.
- Began implementing ArcGIS Online.



2nd Quarter Objectives:

- To finalize CKAN production environment for internal roll out.
- Upgrade TIP database web app login security.
- To implement Phase 2 of Aerial imagery web server services externally including 1970 aerial images.
- To continue implementing ArcGIS Online site.

Information Security

Project Manager: Lance Tiedemann

Team: Rogus, contracted support, CMAP project managers of web sites and services

Description: Information security consists of proactively planning, implementing, and verifying the various tools used to project CMAP infrastructure and data as well as reactively responding to existing threats. This project fulfills these network roles: enhance network assessment processes with invasive testing, automate assessment of local environments, develop additional plans, policies and standards, continue training staff, recommend improvements for increased network and data protection, and implement new tools or services to aid in identifying and reacting to critical conditions (e.g., cyber-attacks, malicious traffic, etc.) This project fulfills these web sites and services roles: enhance website assessment processes with invasive testing, automate assessments of code, develop additional plans, policies and standards, and continue training staff. In addition, this project fulfills the data management role to develop policies and process improvements to ensure that sensitive data is processed and stored under appropriate access controls in compliance with program and regulatory requirements. These roles are fulfilled through the management of security tools, such as SSL certificates, firewall and IPS policies, VPN access, security scanning applications, and monitoring services.

1st Quarter Progress:

- Created an RFP for network security auditing.
- Performed audits of CKAN and GIS web applications.
- Reviewed network monitoring configuration and enhanced coverage.
- Provided ongoing support for VPN.

2nd Quarter Objectives:

- To begin network security audit.
- To implement SSL on web servers.



- To expand network monitoring coverage.

Office Systems Management

Project Manager: Ben Stromberg

Team: Brown, Kelley, Rivera, intern, plus other relevant staff

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.

1st Quarter Progress:

- Created RFQ for audio/video engineering services.
- Implemented cubicle upgrade.
- Procured one year renewal service contract with CMAP's asset management software (Redbeam).
- Created FY15 budget for CMAP's Verizon Wireless account.
- Purged all old users and account for the Cisco phone systems.
- Created documentation for the Cisco Call Management and Unity Connection Management Consoles.
- Created documentation for CMAP's security door systems.
- Distributed new Verizon Mi-Fi devices for general use.
- Took over the management of First Communication and Level 3 (Global Crossing).

2nd Quarter Objectives:

- To develop AV engineering system design for main conference room.
- Create documentation for the Fax Lines.
- Create documentation for First Communication and Level3 (Global Crossing).
- Procure and install new printer for Finance and Administration (Barb Sears).



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.

1st Quarter Progress:

- Created image, captured image, and deployed new general use Lenovo laptops for CMAP staff.
- Completed 81 helpdesk tickets.

2nd Quarter Objectives

- Continue to upgrade staff PC's and laptops.
- Continue to update user documents for staff as needed.
- Continue to assist staff with PC/phone problems as needed.

FINANCE AND ADMINISTRATION PROGRAM

Program Oversight: Dolores Dowdle

This program provides for the design, implementation and management of finance, procurement, 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 2014 is 38.91% and for FY 2015 is 40.70%.

Finance and Accounting

Project Manager: Lorrie Kovac

Team: Becerra, Doan, Sears, Preer



Description: Support for accounts payable, accounts receivable, payroll, oversee grants to CMAP, and other required activities for financial management of CMAP. Responsible for annual audit of financial records. Responsible for the financial and payroll software system.

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.

1st Quarter Progress:

Budget Transfers - There were 6 budget transfers completed during the 1st quarter. Two were to correct data entry errors when the original budget was input into the software system, incorrect object codes were input originally. Two more were to reestablish two keys from the FY14 UWP Operating budgets for final invoices related to legal costs and the City of Chicago. Finally, two transfers were done to move budget from IL AG Grant key into a separate key IL AG No. Chicago and these charges will be used as match for the IDNR Coastal Grant.

Payroll – During the 1st quarter of the fiscal year we processed a total of 11 payrolls, 6 regular and 5 supplemental. Of the supplemental 3 were for vacation payouts to terminated employees and 2 were for employees who had not completed their time documents in a timely manner. The State and Federal 941 reports for the 4th quarter of the previous fiscal year were completed and filed in a timely manner. The monthly and quarterly unemployment compensation reports were also filed with the State of Illinois on a timely basis.

Accounts Payable – The table below provides information on the number of invoices processed, checks issued and ACH payments paid. Approximately 70% of your payments were made via ACH during the 1st quarter of the fiscal year. The July totals are much larger than the other two months as we were processing current fiscal year invoices along with the final invoices related to the previous fiscal year. The wire transfer activity shown in the fourth column is for all payments made directly from our checking account and processed with journal entries such as payments for the employee transit passes, IMRF, state and federal payroll taxes, etc.

Month	Checks	ACH	INV	WT	Total Paid
July	69	153	457	20	\$2,883,212.66
August	33	83	186	19	\$1,184,480.91
Sept	42	90	246	19	\$1,508,935.19
1st Qtr	144	326	889	58	\$5,576,628.76

Accounts Receivable – Billing of invoices continues to be done within the first few days of each month. The table below shows the number and dollar amount of invoices processed each month. The July totals include the final FY2014 invoices that were processed before the month ended and the July activity invoices processed also. All FY2014 invoices have been paid except for one in the amount of \$1,488 from the Department of Commerce for the EDA Grant. We are



working with DOC to get this payment processed and our July and August invoices. Both IDOT and IEPA are current in their payments.

Month	Invoices	Amount
July	32	\$2,422,398.61
August	20	\$1,312,662.72
September	19	\$1,351,270.31
1st Qtr	71	\$5,086,331.64

Journal Entries – This quarter we processed more journal entries than normal. We had 28 journal entries to move costs out of FY2015 and back into FY2014 so there were 14 in each fiscal year, these were to move payroll related costs for the 6 days at the end of June that were included in the first pay period of this fiscal year. We had approximately 36 journal entries in each month of this quarter which is higher than in previous years. The additional journal entries relate to month end activity where we have to move costs out of the IL Attorney General’s Grant and the IDNR Coastal Grant that are not covered by the grants, costs are moved into the Chicago Community Trust Grant. We also process journal entries to move revenue earned each month into the grant from the grant advance liability account, this allows us to tie revenues earned to expenditures incurred.

Bank reconciliations – Our bank reconciliations are done within the first few days of each month. We have not had any problems with the reconciliations and we have very few outstanding checks each month due to the reduced number of actual checks issued. It was also decided this month to move our banking from US Bank and IL Funds to BMO Harris. This change will allow us to have our accounts collateralized by the bank, US Bank indicated they would not perform this service for us.

IFAS – The upgraded OneSolution version of our software was installed on a preproduction server. We have started training on the new software version. We had a Business Process Review of our payroll/human resources procedures related to the software. SunGard recommended a few changes to improve our use of the software. The Business Process Review for the financial end of the software started 9/30 and we have not yet received the recommendation resulting from that review. We are working with the IT staff and the consultants to make sure this upgrade goes smoothly.

2nd Quarter Objectives:

Process payroll and accounts payable in a timely manner. Send out invoices for work performed during the first week of each month. Continue to perform all financial related activity in an accurate and timely manner. Complete the testing needed with checks and ACH files so that we can complete the move from US Bank to BMO Harris, hopefully in October. We will also be continuing the training and testing on the OneSolution software so that we can complete the upgrade prior to the end of this fiscal year.



Budget

Project Manager: Dolores Dowdle

Team: Management

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

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

1st Quarter Progress:

- Reviewed status of expenditures, contracts and revenue.
- Prepare employee salary adjustments for FY 15.
- Prepared amendments for EI2 to close out Delta and continue the CIC incentive program until fully expended.
- Coordinate the beginning of the UWP FY 15 program.
- Develop annual program for UWP Committee and schedule meeting in October.

2nd Quarter Objectives:

- Monitor expenditures and revenues.
- Complete MD&A for FY 15 audit.
- Develop schedule for development of FY 2015 budget.
- Review new insurance premium proposals.

Procurements, Contracts and Commercial Datasets

Project Manager: Penny DuBernat

Description: Manage all procurements for professional consulting services; assure Request for Proposals comply with policy and are clear and consistent; participate in procurement selection; and prepare and negotiate contracts and amendments. Manage licensing of proprietary datasets. Enforce proprietary dissemination and license agreements

1st Quarter Progress:

Commercial Datasets

- Reviewed and renewed/purchased 5-commercial dataset subscriptions.



- Responded to questions from staff regarding agreements and limits.
- Negotiated agreement with MetroStudy on behalf of Elizabeth Schuh for permission to release data at the township level.
- Compiled a small business inventory for CNT for a COD project they are working on for SSMMA in Harvey at the request of Bob Dean.

Procurements

- Reviewed, processed and approved 82 procurements.

Contracts/Amendments

- Prepared 11 PAO's under current contracts.
- Prepared 5 new contracts.
- Prepared 4 amendments to current contracts.
- Prepared 6 RFPs.
- Attended 12 interviews.
- Attended 2 pre-bid meetings.
- Secured 5 concurrences from IDOT and IDNR.
- Processed 2 agreements.
- Reviewed and processed many Conflict of Interest Forms – some found in Margaret's desk unsigned and unprocessed.
- Designed and implemented a new Procurements Checklist.
- Re-organized the S: drive to make it more useful.

2nd Quarter Objectives:

Commercial Datasets

- Review and possible renew 5 commercial dataset subscriptions.

Procurements

- Review and process any new procurements originated by staff.

Contracts/Amendments

- Prepare at least 4 RFPs.
- Prepare and process any new contracts, PAOs, amendments and agreements as necessary.



Human Resources

Project Manager: Dorienne Preer

Team: Holland-Hatcher, King

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

1st Quarter Progress:

Benefits

- Provided benefits overview for 1 new FT employee and 1 NUPIP Fellow
- Processed 191 payroll related changes in IFAS/online
- Processed 1 STD claim
- Processed 4 tuition reimbursement applications
- Sent out compliance notice on Medicare Creditable Coverage
- Sent updated salaries to Mutual for life insurance
- Sent updates census to Assurance for Insurance Renewal quotes

EAP

- Developing RFP for next 2-3 years
- Posted EAP information on internet weekly

Ergonomics

- 18 staff consultations, evaluations and personal ergo chair adjustments; distributed 3 foot stools, 6 back chair pads and 4 keyboard trays
- Purchased 10 new Herman Miller office chairs for staff

FMLA/Leaves

- Maintaining data for a total of 6 staff with approved FMLA; 5 staff w/active FMLA; 1 pending
- 1 LOA; 1 expected return 10/1/14; 1 began 9/19/14

New Hire Orientations

- 1 Full time Employees and 3 interns (2 FLIP, 1 Chgo Lights)

Performance

- Processed 7 promotions



Fellowships

- 1 NUPIP 2014 – Start date: 7/7/14

Recruitment

- Web Front End developer - On Hold
- Policy Analyst – Open – Interviewing
- LTA Planner – Zoning Specialist – Open
- DED Policy & Programming and Web Developer

Staff Recruitment Orientation:

Hosted small group of CMAP staff currently involved with recruitment to give an overview of the HR process and provided them with a step-by-step document as a guide.

Resume Receipt and Distribution

- Received a total of 247 resumes for posted positions.
- Posted 4 full time positions on CMAP website.

Terminations/Exit Interviews

- 3 FT and 13 Interns

Workers Compensation

- Completed 2014 Audit with Hartford Insurance.

Work Station maintenance / Office moves

- Directed HR Intern to clean and organize cubicles for new intern staff.
- Clean and maintain empty cubicles.
- Work with IT on desk assignments for new intern staff of summer.

2nd Quarter Objectives:

- Coordinate open enrollment for 2015.
- Begin review process for recruitment.
- Complete and post RFP for EAP.
- Schedule a workshop/brown bag and bring in a professional to demonstrate workstation exercises to prevent injuries and relieve stress.



Administration/Administrative Support

Project Managers: Doriennne Preer

Team: Ambriz, Brown, Kelley, Witherspoon, Rivera

Description: Provide administrative support for CMAP

1st Quarter Progress:

Facility /Office Management

- Worked with building electricians to repair malfunctioning light fixtures.
- Worked with outside contractor regarding air conditioning maintenance for server and conference rooms.
- Updated emergency manual and provided life safety tours for new staff and interns.
- Rented 42 cars for staff for work related business.
- Reserved rooms for 14 external partners totaling approx. 546 guests with an average of 39 guests.
- Used 494 (214 Seattles Best @ \$3.66 ea. and 280 StarBucks at \$3.78) for a total of \$1,841.64 which does not include the other kitchen areas.

Photocopy/Printing

Grand Totals	June/July		July/August		August/September	
Color Print Usage	43877	\$5,413.11	28637	\$3,532.95	79081	\$9,756.22
Color Print Usage (in excess)		\$0.00		\$0.00		\$0.00
BW Print Usage (flat rate)	16454	\$638.00	22160	\$638.00	23639	\$638.00
Processing & Shipping Fee	N/A	\$16.00	N/A	\$16.00	N/A	\$16.00
Total Copies/Invoice Estimate	60331	\$6,067.11	50797	\$4,186.95	102720	\$10,410.22

Safety

- Revised Emergency manual and coordinated one safety drill.
- Scheduled one fire drill and evaluation.
- Provided life safety tours for new staff and interns.

Storage

- Sent in excess of 50 boxes to off-site storage.
- Working with staff to clean up office area and move files off-site.
- Updated latest version of on-site storage room inventory.



- Finishing up process for records disposal.

Unified Work Program (UWP)

- Functioned as liaison between CMAP and counties.
- Sent out and received quarterly report forms for eight counties.
- Completed FY14 UWP final report, posted to internet and sent copies to all committee members.

Local Technical Assistance

- Sent out constant contact emails for 6 upcoming workshops.

2nd Quarter Objectives:

- Coordinate first aid training.
- Evaluate copy machines to determine replacement needs.
- Ongoing organization and maintenance of storage rooms ensuring that only necessary items are stored. Send more boxes to off-site facility.
- Complete off-site inventory records for CMAP needs.





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The Chicago Metropolitan Agency for Planning (CMAP) is the region's official comprehensive planning organization. Its GO TO 2040 plan is helping the seven counties and 284 communities of northeastern Illinois to implement strategies that address transportation, housing, economic development, open space, the environment, and other quality-of-life issues.