

CMAP



Staff Progress Report

Fiscal Year 2015
Quarter Two

February 2015

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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).

2nd Quarter Progress:

- Continued brownbag series (one/month) with presentations on the new LTA templates for InDesign, the 2010 parcel-based Land Use Inventory in GIS, and a presentation on CMAQ / TAP.

3rd Quarter Objectives:

- Continue brownbag series at the same pace of approximately one per month.
- Check visitor hits/ interaction with case study library to assess use and promote the site.



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).

2nd Quarter Progress:

- Continued analysis of muni survey data as needed.

3rd Quarter Objectives:

- Present data to staff as a resource at a brownbag.

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).



2nd Quarter Progress:

- Revised complete streets toolkit draft to meet the needs of staff and key stakeholders through multiple deliverables.
- Completed draft of indicators guide for sustainability indicators toolkit.
- Began pilot approach to stormwater planning in one consultant led LTA project. Submitted external funding proposal to support this work.
- Drafted and revised an annotated outline for the aging in community toolkit.
- Completed draft of interjurisdictional housing plans toolkit for posting in January.
- Folded fair housing work into the equity project.

3rd Quarter Objectives:

- Post complete streets white papers and treatments gallery as simple, but interactive pages on the CMAP website.
- Draft full sustainability planning white paper focused internally to improve local planning efforts.
- Complete a full draft of the aging in place white paper focused internally to improve local planning efforts.
- Revise and post interjurisdictional housing plans toolkit in February.
- Continue to observe pilot approach to stormwater planning in one consultant led LTA 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).

2nd Quarter Progress:

- Held plan commissioner workshops in Oak Park and Riverdale.

3rd Quarter Objectives:

- Continue to schedule plan commissioner workshops.
- Proposed upcoming workshops include:
 - Southwest Conference of Mayors (Feb/March)
 - Chicago Heights (March)
 - Oswego (April)
 - Carol Stream (June)

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.

2nd Quarter Progress:

- Continued to advance projects already begun, with preparation of 12 existing conditions reports (bringing the total to 123), six draft plans (bringing the total to 107), and seven final plans (bringing the total to 94).
- Initiated eight additional projects. A total of 143 projects had reached this stage by the end of the quarter, including 100 staff-led projects and 43 consultant-led projects.

3rd Quarter Objectives:

- Continue to advance projects, with preparation of several existing conditions reports, development of six additional draft plans, and adoption/completion of seven final plans.
- Initiate two additional staff-led projects and two consultant-led projects, preparing other projects for kickoff later in 2015.

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	94		
Final draft complete (90%)	0	18	48	93	101	107		
Existing conditions complete (50%)	0	29	62	106	111	123		
Fully initiated	14	47	95	129	135	143		

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).

2nd Quarter Progress:

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

3rd Quarter Objectives:

- Initiate four additional projects.
- Continue to work with other selected applicants on project start-up activities.

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).



2nd Quarter Progress:

- Completed six staff-led projects including Lake County sustainability chapter, Berwyn capital improvement plan, Franklin Park industrial areas plan, Morton Grove industrial areas plan, Lan-Oak Park District master plan, and Park Forest bicycle and pedestrian plan.
- Managed staff workloads and project assignments. Adjusted schedules in response to staff changes.
- Tracked time spent on projects, with approximately 7,000 hours spent.

3rd Quarter Objectives:

- Complete approximately six staff-led projects.
- Continue to track and manage workloads and adjust assignments and project schedules as necessary. Assess number of staff openings and needed skill sets, post new positions (if necessary), and continue 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).

2nd Quarter Progress:

- Completed the Richton Park Comprehensive Plan.
- Released RFPs for Roselle Comprehensive Plan and Lemont Analysis of Development Review Process. Consultants selected for Lemont project and to be selected by end of January for Roselle.
- Collecting feedback from PMs on projects at the mid-way point to convey back to consultants. Initial focus will be on projects requiring significant course-correction.



3rd Quarter Objectives:

- Release RFPs for three to four consultant-led projects.
- Select consultant for Roselle Comprehensive Plan.
- Continue project administration, monitoring, reporting, and review of draft project documents.
- Create evaluation forms for recently completed projects and collect consultant feedback on projects at the mid-way point.

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).

2nd Quarter Progress:

- Prepared quarterly implementation updates for October Board.
- Continued development of internal strategies to increase and systematize project implementation.
- Implementation considerations and recommendations included in overall LTA evaluation report to CMAP Board in November.

3rd Quarter Objectives:

- Prepare quarterly implementation updates for Board.



- Continue development of internal strategies to increase and systematize project implementation.

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).

2nd 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.

3rd 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).



2nd Quarter Progress:

- Spatial Data, Analysis and Map products for 20 projects:
Winthrop Harbor, Lake County Homes (Hainesville, Round Lake Beach, Round Lake Park, Round Lake Heights), Bensenville, Arlington Heights, Park Forest, Addison, Carol Stream, Fox River Corridor, Pilsen/Little Village, Lyons, Algonquin, Crystal Lake, DuPage County, Franklin Park, Boone Creek, North Chicago, Cook County, SSMMA, UIC, Lan-Oak Park District.
- Provided updated “LTA projects by legislative districts/representatives” report.
- Held monthly GIS & Mapping for LTA meetings.
- Introduced new staff/interns into GIS database and process.
- Made some progress on transferring LTA’s bicycle recommendations into Bikeway Inventory System.
- Worked on standard Land Use categories representation.
- Assisted other GIS users/planners with technical help.
- Held monthly “GIS and Mapping for LTA” meetings.

3rd Quarter Objectives:

- New and ongoing projects – spatial data, analysis and mapping support and coordination.
- Finalize transferring adopted LTA projects’ bicycle recommendations into BIS.
- Start discussing “Land Use Recommendations Inventory” structure and process.
- Finalize standard Land Use representation and make it available via Data Depot (CMAP’s spatial database).

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).

2nd Quarter Progress:

- Generated pilot climate adaptation profile for one local government jurisdiction.
- Finalized automated municipal housing market forecast model for posting on CMAP website.
- Monitored pilot utilization of stormwater flowpath modeling in one LTA project.

3rd Quarter Objectives:

- Add design elements and refine climate adaptation profile.
- Revise automated municipal housing market existing conditions model and post on CMAP website.
- Seek funding for external partners to identify subregional housing markets based on shared conditions to improve housing market forecasts in the long run.

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).

2nd Quarter Progress:

- Held technical assistance providers group meeting to discuss Fund 2040 activities. Continued the discussion on how staff can proactively engage the appropriate partners on LTA projects to strengthen implementation.
- Developed a matrix of standards to clarify roles and responsibilities related to LTA project implementation. Discussed and presented this to staff.

3rd Quarter Objectives:

- Coordinate technical assistance providers meeting to discuss future participation and FY16 call for projects.
- Oversee continued project implementation and tracking.

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).

2nd Quarter Progress:

- Continued conversations on funding opportunities with Cook County.
- Received funding from MacArthur for resilience work.
- Scanned major funders (federal, state, philanthropic) for potential future opportunities.
- Committed to role in Regional Housing Initiative, pending HUD funding.
- Assisted with coordination of regional efforts for HUD's National Disaster Resilience Competition.



3rd Quarter Objectives:

- Continue funding conversations with Cook County.
- Continue to coordinate efforts for HUD's National Disaster Resilience Competition.
- Review NOFAs and other potential grant opportunities as they arise.
- Work with Metropolitan Mayors Caucus to submit grant for Trust funding to support improvement of Homes for a Changing Region program.

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).

2nd Quarter Progress:

- Presented final report on LTA evaluation recommending changes for future years to Board.
- Held biweekly meetings with representatives of other departments to coordinate work. Focused these meetings primarily on discussing implementation methods.

3rd Quarter Objectives:

- Follow up on recommendations from LTA evaluation report. Discuss the most significant recommendation, involving local match, with the Local Coordinating Committee and Board.
- Continue to hold biweekly 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).

2nd Quarter Progress:

- Policy Updates on the following topics: transportation funding ballot measures, freight flows into and out of the Chicago region, and regional transit governance systems.



- Development of 2015 Federal Agenda and monitoring of federal policy (see description under Federal Legislative Strategy section).
- Monitored the final report of the Illinois State Freight Advisory Committee, activities of the Supply Chain Innovation Network of Chicago.
- Consulted with LTA staff on counties truck permitting project.
- Consulted with Communications staff on transportation data visualization project.

3rd Quarter Objectives:

- Continue monitoring federal and state legislative activity related to transportation.
- Continue consulting with LTA staff on counties truck permitting project.

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).

2nd Quarter Progress:

- Convened Freight Committee in November, discussing past work on freight policy, detailed freight-related responses from the 2014 Municipal Survey, and draft universe of potential work types and operational programs for analysis.
- Met one-on-one with Freight Committee members to discuss their interests in freight, past work at CMAP on freight topics, and anticipated development of regional freight plan.



- Outlined scope of freight planning activities over the next several years, including technical requirements, existing conditions, research into special topics, and evaluation of projects and programs.
- Interviewed staff at peer MPOs on the development of regional freight plans.

3rd 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.
- Continue documenting technical resources and requirements, begin drafting of scope of work for existing conditions report.
- Convene Freight Committee in March.

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).

2nd Quarter Objectives:

- Quarterly [project status](#) update completed.
- Final work completed on GO TO 2040 update prepared and approved by the MPO Policy Committee.



3rd Quarter Objectives:

- Determine next steps with the strategic plan.

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).

2nd Quarter Progress:

- Consultant completed final report and ecosystem service valuation data in GIS data package.
- Conducted outreach to regional stakeholders about the study's findings.

3rd Quarter Objectives:

- Process and package GIS data to be ready for public download through CMAP's new Data Sharing Hub.
- Continue outreach to CMAP staff stakeholders about applying the findings of the study into local planning processes.

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).

2nd Quarter Progress:

- Published report.
- Presented report to Economic Development Committee.

3rd Quarter Objectives:

- Present the report to Regional Coordinating Committee.
- Present or share report with other interested parties.

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).



2nd Quarter Progress:

- Researched and completed an analysis of industrial development trends in the region.

3rd Quarter Objectives:

- Complete follow-up industrial development policy updates.
- Complete an analysis of housing distribution by tenure and units in structure using the most recent ACS dataset.
- Develop retail land use policy update(s) linking CMAP's tax policy work and land use trends.

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).

2nd Quarter Progress:

- Published policy update on property tax classification.
- Presented property tax classification work to Land Use Committee.
- Drafted pamphlet on the state motor fuel tax.
- Drafted Policy Update on local revenue reliance and stability.
- Presented research on tax policy to Chicago Southland Housing and Community Development Collaborative Steering Committee.



3rd Quarter Objectives:

- Present property tax classification work to Economic Development Committee.
- Complete pamphlet on the state motor fuel tax.
- Publish Policy Update on local revenue reliance and stability.
- Draft policy update on replacements to the motor fuel tax.

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).

2nd Quarter Progress:

- Freight-manufacturing worker commute analysis: continues to revise LEHD model outputs. Finalized analysis approach.
- Completed scoping for the Supply-chain analysis projects. Identified a context and national trends work product for FY 15 and an in-depth, metals industry supply chain analysis for FY 16.

3rd Quarter Objectives

- Freight-manufacturing worker commute analysis: finalize LEHD subzone analysis. Review other data sources as necessary and begin drafting policy update(s).
- Supply chain analysis:



- Begin research on national supply chain trends and context for the Chicago region.
- Expand on the FAF analysis to provide national context and a comparison to peer cities.
- Identify and interview key stakeholders.

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.

2nd Quarter Progress:

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

3rd 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.
- Scope FY16 Quarters 1&2 policy updates and modifications to indicator data sets.



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).

2nd Quarter Progress:

- Drafted memorandum for CMAP working committees describing project scope, MPO scan, and regulations.
- Discussed internal framing language with senior executive staff.

3rd Quarter Objectives:

- Scope research agenda for FY16 project.
- Discuss alternative project approaches with other regional planning agencies.

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)

2nd Quarter Progress:

- Met with legislators (8) and caucus staff to discuss State Legislative Framework and Agenda, CMAP's transportation and tax policy initiatives, FUND 2040 and other GO TO 2040 implementation activities.
- Continued review and development of 2015 Framework and State Agenda Docs.
- Conducted and finalized RFP and selection process for State Legislative Advocacy effort.
- Began to develop outreach strategy for FUND 2040 campaign and review current legislative outreach activities with lobbyist.

3rd Quarter Objectives:

- Continue to meet with legislators and staff to discuss 2015 State Legislative Principles and Agenda, CMAP policy initiatives, and other GO TO 2040 implementation activities.
- Begin legislative tracking activities.
- Convene a meeting of the CMAP legislative working group.
- Present for approval the 2015 State Legislative Principles and State Agenda Docs.
- Continue to review legislative outreach strategy for consistency with FUND 2040 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).

2nd Quarter Progress:

- Initiated “soft launch” for FUND 2040, including release of fund proposal via “mini” website and media outreach. News coverage from Crain’s Chicago Business, the Daily Herald, Chicago Streetsblog, WBEZ, WDCB, and Chicago Magazine.
- Initiated lobbying contract with TaylorUhe, held initial meetings for strategy development and identification of key legislative targets.
- Continued meetings with key regional partners, including County Board Chairs, from private, public, and civic sectors, to gauge interest in and political feasibility of a regional infrastructure fund proposal.
- Held first meeting with external leadership team advisors for guidance on fund proposal and legislative strategy.
- Drafted legislation for fund proposal.

3rd Quarter Objectives:

- Recalibrate campaign/legislative strategies following staff turnover.
- Release “full” FUND 2040 website populated with content from the fund proposal.
- Continue work and legislative strategy development with TaylorUhe.

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)



2nd Quarter Progress:

- Completed draft 2015 Federal Agenda.
- Met with federal consultant to discuss federal outreach strategy for 2015.
- Wrote Policy Update on 2015 Omnibus Appropriations Act.
- Continued monitoring of federal policy, including MAP-21 rulemaking and reauthorization, and participation in national policy groups.

3rd Quarter Objectives:

- Approval of 2015 Federal Agenda, publication and dissemination of final document.
- 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.

2nd Quarter Progress:

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

3rd 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).

2nd Quarter Progress:

- Adopted major capital projects appendix as part of the full plan update.
- Contributed to a document gathering the lessons learned from the plan update process.

3rd Quarter Objectives:

- Use lessons learned from plan update outreach to help inform CMAP's strategy for treatment of major capital projects in the next plan.



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).

2nd Quarter Progress:

- Shared lessons learned summary with executive staff.

3rd Quarter Objectives:

- Share lessons learned summary with team working on the next plan.

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, Ostlick).

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 the final plan update (September 2014).

2nd Quarter Progress:

- Supported the design and facilitation of enhanced public comment sessions for October meetings of the CMAP Board and MPO.
- Contributed to a document gathering the lessons learned from the plan update process.



3rd Quarter Objectives:

- Use lessons learned from plan update outreach to help inform CMAP's outreach strategy for the next plan.

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 (November 2014). On-going refinements and additions to the description as needed.

2nd Quarter Progress:

3rd 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).



2nd Quarter Progress:

- Completed detailed review of all 13 agencies, including detailed write-ups for each agency.
- Initial identification of best practices and themes.
- Developed outline for final report.

3rd Quarter Objectives:

- Draft final document: overall findings, topic-specific discussion, and agency-specific discussion.

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).

2nd Quarter Progress:

- Continued developing an inventory of agency modeling tools (existing and in development) to identify strengths, weaknesses and data needs.
- Began outlining new highway and transit network coding needs.

3rd Quarter Objectives:

- Conduct follow-up discussions with Strategy Development team project managers on analysis tools and methods in their topical areas as they finalize their white papers; coordinate efforts with Data Resources project.
- Complete draft inventory of agency modeling tools. Begin assembling an initial list of prioritized analytical improvements including a draft timeline for task completion.
- Complete identification of new highway and transit 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).

2nd Quarter Progress:

- Ongoing contact with Strategy Development teams as white papers are being written.
- “Populations of Interest” meeting held in November to discuss data needs associated with Environmental Justice/Title VI analysis.
- Finalized list with timetable of data products needed to generate mid-decade population and employment estimates for forecasting base.
- Research of other MPO practices continuing.

3rd Quarter Objectives:

- Review Strategy Development teams’ white papers to identify data resource needs; coordinate with Analytical Tools and Methods P.M. to schedule follow-up meetings for development of Data Needs list.
- Identify datasets and procedures necessary to create Populations of Interest resource.
- 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).

2nd Quarter Progress:

- Held bi-weekly team meetings to discuss effective outreach strategies and new ideas.
- Researched effective engagement efforts from other regional planning initiatives.
- Developed draft outline of proposed engagement process and tools for the next long range plan.

3rd Quarter Objectives:

- Further develop white paper on outreach tools and methods.

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).

2nd Quarter Progress:

- Rescoped white papers to focus on presentation of key points through annotated outlines.

3rd Quarter Objectives:

- Review and coordinate between white papers on different topics.
- Determine project management structure and responsibilities for work plan preparation.
- Develop draft work plan for FY 16 and begin work on multi-year work plan.

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).

2nd Quarter Progress:

- Incorporated plan implementation considerations into FUND 2040. Paused further progress on further stand-alone research.

3rd Quarter Objectives:

- Include approach within scoping of planning topics for next long-range plan.

AREA 2: Topical Planning and Policy Analysis

Transportation Strategy Development

Project Manager: Jesse Elam

Team: Beata, Bozic, Gershman, Murtha, Ostidick

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).

2nd 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.

3rd 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).

2nd Quarter Progress:

- Compiled and summarized CMAP work related to the land use explored during preparation of GO TO 2040 and in subsequent analyses.
- Researched peer MPO regional land use plans and local implementation of regional land use policies to determine applicability in the Chicago region.
- Identified potential ways to structure land use topic based on review of MPOs nationwide.

3rd Quarter Objectives:

- Create annotated outline summarizing research conducted thus far and preliminary conclusions. Distribute annotated outline to other teams and discuss as a group prior to drafting white paper.
- Meet with land use committee to present initial research after annotated outline and key concepts have been vetted by staff.



- Complete research and analysis of topics that have been identified for potential inclusion in the next plan.
- Draft a Regional Economic Strategy white paper.

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).

2nd Quarter Progress:

- Presented initial research to the Housing Committee in November.
- Continued to research and refine identified topics for potential inclusion in the new plan.
- Developed an outline for the potential white paper.

3rd Quarter Objectives:

- Complete research and analysis of topics that have been identified for potential inclusion in the new plan.
- Develop outline of white paper for submission to management staff.
- Draft final 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).

2nd Quarter Progress:

- Analyzed the potential for completion of a regional CEDS and interviewed peer MPOs with a regional CEDS.
- Continued to refine potential topics for inclusion in the next plan. Identified potential work products, data resources, and stakeholder groups required to further explore these topics.
- Met with the Economic Development committee to discuss proposed research areas. Held a follow-up call with ED members unable to be present during the initial presentation.
- Developed an annotated outline for the final whitepaper.

3rd Quarter Objectives:

- Continue to refine topic areas, resource needs, and short and long-term work plan needs.
- Meet with Economic Development Committee to refined areas and near-term research projects.
- Draft a Regional Economic Vitality 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 (February 2015).

2nd Quarter Progress:

- Team met twice in 2nd quarter, conducted topical research, and produced draft 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.
- Next regional plan was generally introduced to the ENR Committee and comments and suggestions were received.

3rd Quarter Objectives:

- Team will create annotated outlines for assigned topics by Friday January 16, discuss progress with the Environment and Natural Resources Committee in February, and prepare a draft Environmental Strategy white paper by mid-February.

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).

2nd Quarter Progress:

- Team members presented their findings by topic to the CMAP human and community development working committee as appropriate for discussion.
- Team drafted an annotated outline of findings and recommendations as to how to approach these topics in next regional comprehensive plan.



3rd Quarter Objectives:

- Based on internal review, the team will meet several times to discuss revisions to the annotated outline.
- Team members will make at least one more presentation to the HCD working committee to discuss the proposed approach.
- Team will draft a white paper detailing findings and making recommendations as to how to approach these topics in the FY16 work plan and beyond as appropriate.

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.

2nd Quarter Progress:

- Provided ongoing support for LTA promotional materials and final plans, as well as relevant media outreach.



- Held LTA brownbag to demo new LTA plan template and additional communications resources.
- Distributed LTA press release, contacted relevant media outlets to know of upcoming projects.
- Promoted various LTA projects through tip sheets.
- Released quarterly Muni-Blast.
- Staffed Communications Working Group of the Regional Trees Initiative.

3rd Quarter Objectives:

- 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.
- 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.

2nd Quarter Progress: Helped with scoping and staffing of regional infrastructure fund effort, including development of messaging-related content for web and print. Finalized and helped promote second Reorienting State and Regional Economic Development Report. Completed federal and state legislative materials.

3rd Quarter Objectives: Coordinate with policy staff that are planning materials, including MFT, FY16 work plan, etc.



Outreach and Communications Strategy Development and Implementation

Project Manager: Erin Aleman, Tom Garritano

Team: Dixon, Gershman, Green, Lopez, Ostlick, 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.

2nd Quarter Progress:

- Continue to engage with project managers to discuss project specific outreach. At this time, most of the agency outreach has been focused on FUND 2040.

3rd Quarter Objectives:

- Coordinate outreach efforts across the agency.

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

2nd Quarter Progress:

- FUND 2040 meetings with County Board Chairs, other local leaders
- 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
- 10/22 Women Legislator's Revenue Working Group
- 11/7 Leadership Greater Chicago event
- 11/11 Association of Industrial Real Estate Brokers

3rd Quarter Objectives:

- 2/18 UIC Great Cities Institute (topic/ speaker TBD)

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.

2nd Quarter Progress: Conducted "soft" launch of FUND 2040 materials, with coverage including Chicago Magazine, Southtown Star, Crain's, Daily Herald, and WBEZ. Other support included coverage of Joe Szabo departure from FRA and impending fellowship at CMAP.

3rd Quarter Objectives: Recalibrate media approach regional infrastructure fund, including extent of desired news coverage and whether to arrange editorial briefings. Conduct media outreach in support of mobility data visualizations web microsite (see below). 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.

2nd Quarter Progress: Completed the report and sent it to the commercial printer, for delivery of the usual 4,000 copies in time for January board meeting.

3rd Quarter Objectives: Post report to CMAP website and provide copies for distribution by staff.

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.

2nd Quarter Progress:

- Completion of Chinatown Executive Summaries.
- Completion of CMAP 2014 Implementation Report/poster.
- Completed design of infographics for State and Regional Economic Development Policy report as well as document.
- Completed design of Central Fox Valley Homes report.
- Completed redesign of CMAP/LTA plan templates.
- Completion of CMAP/LTA plan templates guidebook.
- Completion of GO TO 2040 plan update materials (guide and stickers) and infographics.
- Began design for FUND 2040 – report document, infographics, illustrations, website concepts, event materials.
- Began design of Cook County Planning for Progress report.
- 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.

3rd Quarter Objectives:

- Layout and design of LTA Plans – Dixmoor, Morton Grove, Waukegan, Kane County, Lan-Oak Park, Bensenville, North Chicago, DuPage, Lyons, Berwyn.
- Completion of FUND 2040 report, event materials and any associated art/website concepts/infographics.
- Begin design of FLIP yearbook.
- Begin design of Green Infrastructure economic valuation report.
- Begin design of MFT brochure.
- Completion of Cook County Planning for Progress report.
- Completion of State and Federal Assembly agendas and materials.
- 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.

2nd Quarter Progress:

- 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, including launching new social accounts for FUND 2040.
- Helped policy, planning, and programming staff to develop content.

3rd Quarter Objectives:

- Revamp Water Web section and launch new Natural Resources section.
- 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 developing targeted social media outreach for Mobility Data Visualizations and FUND 2040.
- 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.

2nd Quarter Progress:

- Continued to provide supplementary support for the data hub project.



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

3rd Quarter Objectives:

- Continue to provide supplementary support for the data hub project and help populate with CMAP publications and infographics.
- Continue to coordinate with consultants for design tweaks, development debugging, and hosting optimizations.
- Update technology source of existing content such as the GO TO 2040 Case Studies Library.

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).

2nd Quarter Progress: Finalized design of Mobility data visualization web content, to be made public in January 2015. Continued coordination with Integrated Transportation Planning, Programming and Tracking Database Development TIP database project. Assisted with refinements of Data Hub.

3rd Quarter Objectives: Continue assistance to TIP project. Support the Data Hub as it is used internally, followed by eventual external launch. Launch the Mobility visualizations content and begin on the second of three visualization projects -- mostly likely Economy, followed by



Livability.

Future Leaders in Planning (FLIP)

Project Manager: Ricardo Lopez

Team: Aleman, Bayley, Daly, Prasse, Rivera

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).

2nd Quarter Progress:

- Held parent orientation on October 4, 2014 at CMAP
- FLIP retreat held on October 18th.
- Session one held on November 15. Session introduced students to Urban Planning and GO TO 2040 through a role playing exercise and small group discussions.
- Session two was held on December 6 and exposed students to planning at the site level. Students learned about urban design elements through short video excerpts, museum exhibition, and by exploring areas within Millennium Park.
- Completed 2013-14 FLIP Yearbook
- Staff began exploring week long summer FLIP program idea.

3rd Quarter Objectives:

- Continue planning for sessions 3, 4, and 5.



- Work with FLIP interns to document session summaries and photos.
- Continue to promote FLIP sessions through social media.
- Develop week long summer FLIP program.
- Develop FLIP Application
- Work with communications to promote application

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, Patronskey, 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).



2nd Quarter Progress:

- The updated CMAQ Programming and Management Policies received CMAP Board and MPO Policy Committee approval.
- Drafted the CMAQ and TAP application booklet which incorporated the new evaluation criteria being discussed with the Project Selection Committee.
- Received Project Selection Committee consent on the criteria for FFY 2016-2020 CMAQ application evaluation along with the application booklet which documented the criteria.
- Prepared application materials for FFY 2016-2020 CMAQ and FFY 2015-2016 TAP call for projects.

3rd Quarter Objectives:

- Release FFY 2016-2020 CMAQ and FFY 2015-2016 TAP call for projects.
- Conduct applicant information workshop and respond to applicant inquiries.
- Process the received FFY 2016-2020 CMAQ and the FFY2015-2016 TAP applications and seek missing information.
- Begin the analysis of FFY 2016-2020 CMAQ and the FFY2015-2016 TAP applications.

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).



2nd Quarter Progress:

- Continued review of draft report.

3rd Quarter Objectives:

- Refocusing key aspects of report and development of a revised report.

Summary of Transportation Agency Programming Methods

Project Manager: Ostdick, 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).

2nd Quarter Progress:

- Conducted background research and held interviews for Cook, DuPage, Kendall, McHenry, and Will Counties.
- Began background research for transit agencies.

3rd Quarter Objectives:

- Continue scheduling interviews with implementers, identifying relevant publicly-available materials, and documenting the results of the interviews.
- Begin drafting summaries of research findings.

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).

2nd Quarter Progress:

- Bicycles: Tested working demonstration of Bike Model on alternative scenarios. Continued refinement of bicycle-level-of-service generalized cost calculations.
- Transit Ridership: Continued analysis of forecast model to analyze accessibility to stations and stops. Continued GIS analysis of transit environment around each bus route. Reviewed RTA deployment of FTA's STOPS model for New Starts for possible application in programming analysis.
- Station and Vehicle Improvement: Condensed TMM results into general measures of sensitivity to different improvement types. Prepared sketch application that permits quick evaluation of station and vehicle improvement proposals.
- Intersections: Researched what are appropriate turn penalty functions and how to apply them in a systematic way to the master highway network. Proposed that outside traffic engineering expertise be retained to formulate turn-delay functions for use in standard regional model and for project validation post-processing.
- Travel Time Reliability: Continued generating random samples from the RTDAP and analyzing performance variability. There are currently seven one million record samples available for program analysis and evaluation.

3rd Quarter Objectives:

- Bicycles: Test application on real CMAQ bike proposals as they are received.
- Transit Ridership: Use resources developed so far to compare to benefits appearing implementer's program submittals.
- Station and Vehicle Improvement: Test application on real CMAQ transit modernization proposals as they are received.



- Intersections: Draft scope of work for traffic engineering support to develop turn-delay functions.
- Travel Time Reliability: Use existing RTDAP samples to evaluate performance as requested. Continue to generate new samples.

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).

2nd Quarter Progress:

- Staff assisted the Communications Department in compiling performance data for the transportation data visualization site. As part of this effort, staff continued work on a dataset of average speeds by time of day for each segment of the National Highway System, so as to support the animated highway congestion visualization. The dataset can also be used for highway bottleneck analyses and as validation data for ongoing work in Research and Analysis for dynamic traffic assignments. Completed a single geography for use in HERE/Midwest Software vehicle probe database development. Staff also completed the calculation of the “congested hours” measure by expressway and arterial segment; and continued acquisition and processing of highway speed data from Midwest Software Solutions and HERE, including the processing of truck speeds. Work continued on applying performance measure data to such projects as the HERS-ST capital investment forecasts and CMAQ performance-based programming. The latter included not only performance measure data, but also an update of the Congestion Management Process Highway Network map. Performance measurement datasets were also transmitted for inclusion in the new CMAP data sharing hub. Work began on the annual update of expressway AADT and VMT estimates. Lastly, work continued on the CMAP safety scans, similar to the popular congestion scans.



3rd Quarter Objectives:

- Continue performance measure data collection and analysis. Complete annual update of expressway AADT and VMT estimates. Continue preparation of additional datasets for inclusion in the agency's data sharing hub so they are publicly available. Acquire freight origin-destination data. Prepare source documentation for the transportation data visualization site. Complete visualizations of expressway crash frequency.

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).

2nd Quarter Progress:

- A [draft outline](#) is available.
- Approached DuPage County about their willingness to review and comment on the format and usefulness of presented data.
- Began working with the assembled network scoring dataset to generate summaries using SAS software rather than GIS.

3rd Quarter Objectives:

- The scoring roadway file dataset should become complete.



- Programs to develop evaluation summaries by subarea, road type, jurisdiction, etc. should be developed.

Transit Needs Analysis and Improvement of Project Evaluation Methods

Project Manager: Jesse Elam

Team: Menninger, Bozic, Heither, Murtha, Patronsky

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).

2nd Quarter Progress:

- Began developing scope of services for transit capacity (formerly “deficiency”) study in coordination with RTA.

3rd Quarter Objectives:

- Form working group with RTA and service boards and refine scope.
- Release RFP for transit capacity study – timeline accelerated in order to start work as soon as possible.

Linking Roadway and Transit Asset Condition to Expenditures

Project Manager: Lindsay Hollander

Team: Schmidt, Murtha, Ostidick, 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).

2nd Quarter Progress:

- Continued to work on HERS, producing some initial results.

3rd Quarter Objectives:

- Continue to work with RTA to obtain outputs from custom run of COST model.
- Produce a 25-year maintenance forecast using HERS to discuss with other CMAP staff and external partners for feedback.
- Look at relationships between HERS outputs and plan indicators and targets.
- Draft report on the use of HERS to meet pavement condition targets and other highway indicators.

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).

2nd Quarter Progress:

- Land Use Inventory: All quality control and post-processing has been completed for 2010 Inventory. Restricted and shareable versions posted on data depot with announcement sent out to staff. Metadata and most supporting documentation for shareable version have been completed. 2013 Update has moved out of the proof-of-concept stage and into production.
- Development Database: Region-wide updates to non-residential developments between 25,000' and 500,000' completed, including adding 139 new developments to the database and updating the records to 50 existing properties. Work begun on non-residential developments under 25,000'.
- Employment: Completed municipal employment breakout exercise for 2012 estimates. New control total (industry by county) methodology implemented; generation of 2000, 2010, 2011 and (preliminary) 2012 estimates with updated controls underway.
- Bikeways Inventory: Working through backlog of plans; in Q2 data for 29 new or updated bike plans were incorporated into the BIS.
- Facility Planning Areas: Set of PDF maps depicting current FPA boundaries completed (IEPA contractual requirement).



- LTA Archive: Continued work on gathering bikeway data: confirmed list of 27 target projects; developed process; Blue Island and Antioch digitized; Blue Island loaded into BIS.
- Historic Aerials Archive: Georeferencing completed. Brightness issue identified in certain images; worked with Communications staff to develop corrective measures. Visit to UIC to locate missing images turned up nothing.
- High-Resolution Imagery: 2013 imagery received and processed for staff access.

3rd Quarter Objectives:

- Land Use Inventory: Complete all documentation of 2010 product; post shareable version on Data Sharing Hub; revise web page to reflect new content and include links to Data Sharing Hub. 2013 Production work focusing on Kane County.
- Development Database: Finish region-wide updates of non-residential developments between 10,000' and 25,000'. Continue general and LTA-related updates. Meet with large satellite communities for local review of NDD data. Develop RFP for contractor services focused on enhancing workflow, display and reporting capabilities.
- Employment: Finish final estimates for 2010, 2011 and preliminary estimates for 2012. Generate new 2000 estimates retrofitted for NAICS. Update all documentation.
- Bikeways Inventory: Finalize documentation & post current version on Data Sharing Hub and Data Depot. Continued collection and digitizing of bikeways plans for inclusion. Convene a working group to develop a scope for an RFP focused on data cleanup and enhancing the analytical utility of BIS data.
- Facility Planning Areas: Boundary updates as they arise (ongoing).
- LTA Archive: Load remaining LTA bikeway projects into BIS.
- Historic Aerials Archive: Complete brightness correction. Finalize webmap design and documentation.

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).

2nd Quarter Progress:

- Updated Data Library Catalog (eLibrary) as needed.
- Completed the population of detailed entries for the eLibrary.
- Posted 15 datasets onto the Data Depot.
- Planned pseudo code and designed a program to process 5 Year ACS data using Python.
- Worked to acquire Cook County Assessor data for 2013 tax year.
- Proposed the writing of a script to detect any Data Depot changes such as file deletions or additions.

3rd Quarter Objectives:

- Create and implement standards to determine whether to share or preserve data.
- Develop and execute a cost benefit analysis for each procured dataset.
- Monitor and report data usage and log findings.
- Conduct informal inquiries about data of interest.
- Continue tasks of tracking data trends/usage and updating eLibrary entries.
- Share acquired data with staff.

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).

2nd Quarter Progress:

- Generated custom icons with communications staff assistance.
- Uploaded more data to the production site.
- Installed software updates.
- Quietly opened the site to the public.
- Directed some data requestors to get the data from the DSH.
- Added a number of “groups” for associated data (archived model data, current model data, land use inventories, and travel surveys).

3rd Quarter Objectives:

- IT to continue with hardware and software support.
- Communications to continue assisting with developing graphics as needed – mainly icons.
- Continue adding datasets and resources (for example historic traffic maps, TIP data).
- Begin directing data requestors to DSH to retrieve data.
- Locate and eliminate data associated with the original data sharing hub. Data files and URLs still exist, and are active. Some are linked to our CMAP website.

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).



2nd Quarter Progress:

- One hundred seventy six external requests were processed. We responded to three FOIA requests.
- The process of uploading summaries of External Requests is being restructured and simplified.

3rd Quarter Objectives

- Continue responding to external requests and FOIA requests (ongoing).
- Continue uploading summaries for FY12 – FY 14 into SharePoint. Work toward a query method for staff to retrieve requests by name of staff responding, date response was completed, keyword, and summary.
- Take mandatory annual FOIA Officer training.

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).

2nd Quarter Progress

Advanced modeling contracts: For network microsimulation: Received updated installation of regional DTA from consulting team. Staff initiated testing and debugging for regional applications. For freight forecasting: Staff tested procurement market game (PMG) and validated results against observed FAF and TranSearch data. Validation results were transmitted back to consultant identifying problem areas.

3rd Quarter Objectives

Advanced modeling contracts: For network microsimulation: Consultant will complete sub-area demonstration of integrated ABM-DTA and prepare for regional application. For freight forecasting: Consultant is expected to complete the coupling of PMG forecasting tool with the existing meso-scale freight model.

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).

2nd Quarter Progress: Staff began familiarizing themselves with GPS devices and data formats used to record location and time stamps for survey respondents. A working demonstration (Excel-based) of a recruitment interview instrument is being developed as a resource for eventual web-programming support. Preliminary discussions were begun to request annual carryover of UWP funds to fund a full-scale household travel survey around 2018.



3rd Quarter Objective: Staff will continue build professional capacity in survey research development, administration and management. Documentation supporting the internal strategic plan for survey research will provide continuity as staff expertise is strengthened.

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).

2nd Quarter Progress:

- Completed scenario modeling for biannual Air Quality Conformity Analysis (Spring 2015) and generated vehicle emissions input files for MOVES model; MOVES input files refined to differentiate between areas in region subject to vehicle inspection and maintenance program and those not subject to inspection.
- Implemented travel model improvements: completed integration and testing of Mode Choice non-work vehicle occupancy model improvements from consultant into regional modeling procedures; implemented GTFS processing procedure improvements to provide improved bus route accuracy; continued testing regional truck restrictions on the highway network.
- Continued Meso Freight Model improvements: finalized development and began testing refined model network; continued analysis of questionable commodity flows.
- Completed approximately forty Small Area Traffic Forecast requests; developed SATF training document.

3rd Quarter Objectives:

- Implement travel model improvements: complete regional truck restrictions analysis; begin development of highway congestion function analysis; begin analysis of Mode Choice model transit cost variation.



- Continue Meso Freight Model improvements: complete testing of 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).

2nd Quarter Progress:

- Developed final stage of prototype bicycle demand analysis tool: refined GIS procedures and data inputs; developed mode choice model for analysis tool.
- Began developing analysis procedures to use Access to Transit measure as a potential forecast analysis tool to inform Major Capital Project evaluations or Plan scenario evaluations.
- Compiled datasets of intersection count data from 2002-2013, categorized by vehicle type, to allow for simplified analysis.
- Continued development and support of Transportation Data Archive.
- Continued development of data analysis and visualization prototypes for examining DTA model output.

3rd Quarter Objectives:

- Demonstration of bicycle demand analysis tool to CMAQ staff testing CMAQ project submittal; refinement of tool in coordination with CMAQ staff.
- Continue developing analysis procedures to use Access to Transit measure as a potential forecast analysis tool; determine feasibility.



- 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).

2nd Quarter Progress:

- Discovered and corrected Access to Transit service frequency calculation error; modified category thresholds; revised Indicator Methodology Appendix posted to website.
- Provided indicator data for Mobility Data Visualization project.
- Assembled updated indicator data as releases became available, including tax policy equity indicator and the percentage of income spent on housing and transportation.

3rd Quarter Objectives:

- 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, Ostlick, 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).

2nd Quarter Progress:

Quadrennial Certification Review:

Continuing dialog with U.S. DOT to work toward the completion of implementation regarding recommendations in the Certification Report.

TIP with Updates and Amendments:

Regularly reviewed TIP updates and amendment requests from programmers. Assisted programmers with TIP changes. One TIP amendment was prepared.



Comprehensive TIP Document Update:

FFY 2014-2019 and its documentation were adopted and published in October 2014.

TIP Documentation:

The TIP summary brochure was updated to reflect the recently approved TIP. The interactive TIP map was updated to reflect TIP amendment 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, currently delayed.

3rd Quarter Objectives:

Quadrennial Certification Review:

Continue working on implementation.

TIP with Updates and Amendments:

Regular review of TIP updates and amendment requests from programmers and programmer assistance will continue. Conducting public comment period for the semi-annual GO TO 2040/TIP amendment that will be considered for approval by the CMAP Board and MPO Policy Committee in March.

Comprehensive TIP Document Update:

No action anticipated.



TIP Documentation:

The TIP summary brochure and interactive TIP map will continue be updated to reflect TIP amendments made this quarter. Updates to fiscal marks, training materials, the TIP data, and TIP Programmer Resources will be prepared and updated 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).

2nd Quarter Progress:

- GO TO 2040/TIP conformity analyses
 - Conducted conformity analysis for March 2015 Board & MPO Policy Committee approval.
- Documentation of conformity process
 - Updated web pages, including discussion of Metropolitan Planning Area.
- Updated data used in conformity analyses
 - Updated analysis to reflect vehicles not subject to inspection and maintenance.
 - Conducted test runs of MOVES2014 – emissions are significantly lower compared to MOVES2010b.
- Support for development of State Implementation Plans
 - Revised budgets for ozone SIP published in Federal Register October 6.
- Findings and interagency agreements from consultation process
 - No action required.
- Analyses of air quality issues for regional decision-makers
 - Proposed update to ozone standard published in Federal Register December 17th. No action required on CMAP’s part.
 - PM_{2.5} designations signed, but not yet published in Federal Register. Region’s status (“unclassifiable”) will need to be discussed at Consultation.
 - Responded to McHenry County legislator requests concerning inclusion in nonattainment area and use of reformulated gasoline.
- Mobile source greenhouse gas emissions estimates to support other agency work
 - No activity this quarter.
- Agendas, meeting minutes, and supporting materials for the Tier II Consultation Team
 - No action required.

3rd Quarter Objectives:

- GO TO 2040/TIP conformity analyses

- Release conformity analysis for public comment; take to March 2015 Board & MPO Policy Committee meetings for 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
 - No action required.
- Findings and interagency agreements from consultation process
 - Meeting scheduled for February 19th.
- Analyses of air quality issues for regional decision-makers
 - Participate in AMPO/AASHTO discussion of proposed ozone NAAQS.
 - Discuss PM_{2.5} status with Consultation Team.
- Mobile source greenhouse gas emissions estimates to support other agency work
 - Begin preparing emission rates for CMAQ proposal evaluation.
- Agendas, meeting minutes, and supporting materials for the Tier II Consultation Team
 - Meeting scheduled for February 19th.

CMAQ and TAP-L Active Program Development

Project Manager: Kama Dobbs

Team: Berry, Dixon, Ostlick, Patronsky, 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).

2nd Quarter Progress:

Review of CMAQ project status

Staff conducted semi-annual CMAQ status updates for 227 individual CMAQ funded line items and made adjustments to the CMAQ program according to Active Program Management policies and procedures. Staff also monitored individual project status throughout the quarter via correspondence from sponsors, Planning Liaisons, and IDOT.



Accomplishment of CMAQ obligation goal for FFY 2015

The CMAQ Project Selection Committee set a FFY 2015 obligation goal of \$162 million. Obligations are monitored through regular obligation tracking. Through December 2014, \$63.1 million (nearly 40% of the goal) in CMAQ funds had been obligated.

CMAQ Project Cost/Scope Change Request Actions:

Staff evaluated and analyzed sixteen project change requests. Staff continually receives phone calls and emails 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

There was no action this quarter.

TAP project cost/scope change request actions

Continued working 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

Prepared agendas and supporting materials for October and December committee meetings. Adopted 2015 meeting calendar.

3rd Quarter Objectives:

Review of CMAQ project status

Staff will be closely monitoring project progress this quarter and working with sponsors to balance programming with available federal funds in the CMAP TIP.

Accomplishment of CMAQ obligation goal for FFY 2015

Tracking of FFY 2015 obligations relative to the obligation goal will continue.

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

Review status of projects with right-of-way to see if they met the March 2015 deadline of concluding right-of-way negotiations.

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 February and March committee meetings.

Local STP Active Program Management and Council of Mayors Support

Project Manager: Holly Ostdick

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).

2nd Quarter Progress:

Fiscal Marks:

Produced, received concurrence from the state and the Regional Transportation Authority, and approval from the CMAP Transportation Committee on the State/Regional Resources table for FFY 2015-19 and carryover amounts for FFY14. Produced and received approval for the FFY 2015-19 Surface Transportation Program-Local (STP-L) marks table.

Program Management Reports and Recommendations:

Staff continued to track obligations and prepared the end of 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 status of the CREATE program the history of STP-L, and FUND 2040.

3rd Quarter Objectives:

Fiscal Marks

No action anticipated.

Program Management reports and recommendations

Create a STP-L Expenditure report for FFY 2015 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 January 27, 2015 meeting. This will include consideration of the Council of Mayors program request for UWP funds.



TIP Database Management

Project Manager: Kama Dobbs

Team: Berry, Dixon, Kos, Ostdick, Patronskey, 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).

2nd Quarter Progress:

TIP Database maintenance

Significant changes to the database structure and user interface were rolled out in October. Changes include more detailed history reporting, improved data validation rules, quicker processing of standard reports, more robust searching and data filtering, and improvements to the data entry form, including on screen help. Development testing and bug resolution for improvements to the database function and user interface continued.

Documentation and training materials

Three training classes were held in conjunction with the roll out of database changes. The User Guide for the database was distributed during training and is accessible via the database web site.

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. Improvements to exports were included in the roll out of database changes.





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.

3rd Quarter Objectives:

TIP Database maintenance

Maintenance to address any bugs identified from the recent roll-out will occur.

Documentation and training materials

Revisions to training materials for TIP programmers, partner agency users, public users, and staff will continue as needed. An additional user training session for IDOT Central Office and FHWA staff will be scheduled.

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, 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.

2nd Quarter Progress:

The team developed a matrix of required and desired features for the integrated database and began drafting the detailed scope of services for use in developing an RFP.

3rd Quarter Objectives:

Complete scope and RFP development 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 ended on December 31, 2014, and the new FAA 604141 (CMAP's S-769) begins on January 1, 2015, and continues through December 31, 2016. This agreement covers the FPA, VLMP, and several other activities, and this year has been expanded to include a broader range of water quality activities such as complementary efforts to projects undertaken via the Local Technical Assistance program. 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 and consistency with GO TO 2040. In addition to conducting amendment reviews, the revised evaluation methodology will be finalized.

Products and Key Dates: Reviews as needed. Revised review procedures manual (June 2015).

2nd Quarter Progress:

- Continued the process of reviewing and revising the WQMP Procedures Manual.
- Researched and provided an overview of federal and state mandates governing the FPA process for CMAP's Management Team.
- Met with Commissioner Shore, Randy Blankenhorn and Jason Navota to discuss the FPA revised manual.
- In preparation for the Wastewater Committee Meeting: developed and revised the FPA public notice for the City of McHenry's amendment request to consolidate two of its wastewater treatment plants (WWTP); developed and finalized staff's review of the request; created a site map; developed a presentation describing changes to the FPA manual and finalized minutes, an agenda and FPA manual checklist requirements; met with Wastewater Committee to discuss revised FPA manual and checklists.
- Met with City of McHenry Staff to discuss its amendment request. Also, oversaw and coordinated work performed by CMAP's engineering consultant for its review of the request.
- Developed public notices and signoff letters for Level III NPDES Permits, including permits from the Village of Lisbon and Carpentersville.
- Finalized, forwarded and received approval from the IEPA for its annual IEPA water quarterly report.
- Met with CMAP staff to revise portions of the existing FPA webpage on CMAP's website in preparation for the new Water Resources webpage.
- Worked with CMAP Research Staff to update FPA boundary maps and NPDES points on FPA base maps; maps were forwarded to the IEPA and approved.
- Drafted and finalized the IEPA quarterly report.
- Attended the Clean Water Energy Efficiency Summit in Oakbrook, Illinois to help WWTPs improve processes and energy efficiency at their respective plants.



- Met with CMAP's energy efficiency and the Crystal of Crystal Lake's WWTP manager to determine issues faced by WWTPs conducting energy audits.
- Worked with CMAP' Staff to renew contractual agreements for CMAP's water resources engineers including Wills Burke and Geosyntec.
- Attended the Westchester Environmental Committee Meeting, as a citizen, to encourage incorporation of the CMAP developed Westchester Comprehensive Plan.
- Participated in weekly check-in meetings with management regarding the FPA process.
- Worked with CMAP's receptionist to update CMAP's calendar for the Wastewater Committee.

3rd 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 update the FPA mapping webpage to reflect recent updates.
- To present at the Illinois American Water Works Association conference on pending wastewater issues.
- To finalize 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 9 Lakes Watershed-based 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 was submitted on December 1, 2014 with the final inventory due at the end of FY15Q3. An Executive Summary and plan document will be due during FY 2016.

2nd Quarter Progress:

- 9 Lakes: This project is complete.
- Boone-Dutch Creek:

Staff completed a draft watershed resource inventory which was submitted to Illinois EPA on December 1. The resource inventory focused on sections covering physical and natural features, water resource conditions, pollutant sources, and land management practices. Work included an assessment of McCullom Lake's riparian buffer condition relative to water quality and habitat protection, review of municipal comprehensive plans with an eye toward elements that potentially impact water quality and watershed health, and revision of the nonpoint source pollutant load modeling analysis and corresponding figures (conducted by CMAP's water resource engineer, Geosyntec). Openlands contributed a description of the results of numerous fish surveys they organized in Boone and Dutch Creeks during August, September, and October.

The third stakeholder meeting was held on December 4 at the City of McHenry. The draft watershed resource inventory was presented and good discussion held, with several constructive comments and suggestions received from the attendees. Staff also presented an overview of "why stormwater matters" in relation to protecting our watersheds, with a focus on the degree and impact of impervious cover and how current zoning rules often handicap reducing imperviousness.

- The Fox River Ecosystem Partnership (FREP) regularly updated the project webpage (<http://foxriverecosystem.org/Boone-Dutch.htm>) with meeting announcements, agendas, presentations, and notes provided by CMAP staff. FREP also included project updates in their monthly e-Downstream newsletter.

3rd Quarter Objectives:

- 9 Lakes: Staff will provide guidance and technical assistance to the Tower Lake Drain Partnership and other stakeholders to help implement plan recommendations under the Watershed Management Coordination program.
- Boone-Dutch Creek: Staff will address comments provided by Illinois EPA and stakeholders on the draft watershed resource inventory and submit an updated inventory in March. 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 February 12 at the Village of Ringwood.



Watershed Management Coordination

Project Manager: Hudson

Team: Loftus, 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.

2nd Quarter Progress:

- Stayed abreast of Fox River Ecosystem Partnership, Tyler Creek Watershed Coalition, Silver and Sleepy Hollow Creeks Watershed Coalition, and Tower Lakes Drain Partnership activities via e-mail correspondence and monthly meeting notes.
- Prepared the annual Water Quality Activities Report and submitted it to Illinois EPA.

3rd 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, Silver and Sleepy Hollow Creeks Watershed Coalition, and Tower Lakes Drain Partnership.
- 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, Thorn Creek Watershed stakeholders, 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).

2nd 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 1st quarter FY15 progress report for CMAP and Illinois EPA.
- Wrote the VLMP article for the annual Water Quality Activities Report.
- Informed Illinois EPA of Brookfield Zoo's renaming of Indian Lake to Swan Lake; Illinois EPA made the change in their databases.
- Prepared a checklist of 2014 Secchi monitoring dates by lake.

Data management:

- Completed reviewing Secchi monitoring forms and dissolved oxygen (D.O.)/temperature profile sheets received from the volunteers this season, comparing the Secchi data and information on the forms to the on-line data entries, and writing notes on each form regarding corrections needed. Contacted volunteers regarding missing or unclear data. Mailed copies of the Secchi forms and originals of the D.O./temperature sheets to the Statewide Coordinator at Illinois EPA.
- Entered Secchi monitoring and D.O./temperature data not entered to the online database by the volunteers.

Technical assistance:

- Completed preparing a VLMP display board (including volunteer photos, lake location map from IEPA, Crystal Lake long-term transparency trend chart) and delivered it to the the Crystal Lake Park District for their October 18 Lake Discovery Day. Arranged for volunteer monitors from Crystal Lake, Silver Lake, and Lake Killarney to staff the booth due to a scheduling conflict.
- Explained lake stratification and typical summer dissolved oxygen profiles to the volunteer monitor at Deep Lake/Lake Co. and emailed a copy of the *Lake Notes* fact sheet "Lake Stratification and Mixing."



- Discussed with the volunteer monitor at Tower Lake/Lake Co. the types of winter aeration systems used and considerations necessary when contemplating such an installation; emailed links to the *Lake Notes* fact sheet “Lake Aeration” and to other lakes’ reports on their winter aeration system operations.

Volunteer Training:

- None this quarter.

3rd Quarter Objectives:

Determine VLMP milestone awards and provide the recommendations to Illinois EPA; assist Illinois EPA in the preparation of and attend the VLMP session at the Illinois Lake Management Association conference in DeKalb in February; estimate the number of new Secchi disks, D.O. meter probe kits, and water sampling supplies needed for the 2015 season and provide to 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.

2nd Quarter Progress:

A public meeting was held on October 30 at the Village of Park Forest where CMAP and their water resources engineer, Geosyntec, overviewed the draft plan addendum. Compared to the 2005 plan, the addendum focused on conducting a more quantitative analysis addressing the most common structural BMPs. CMAP’s 2010 updated land use was used to update the nonpoint source pollutant load analysis. A suite of BMPs was selected and a percentage applied to each of 26 subwatersheds whereby pollutant load reductions were estimated along with planning level implementation costs. The final Thorn Creek Watershed-Based Plan Addendum, including a watershed-wide summary of BMP recommended for implementation table, was submitted to Illinois EPA on December 1. Several site-specific BMPs were received from

stakeholders, and these were incorporated into a map and table and added to the addendum, for which a revised final document was submitted to Illinois EPA on December 19.

3rd Quarter Objectives:

This project is complete. Staff will continue to provide guidance and technical assistance to stakeholders to help implement plan recommendations under the Watershed Management Coordination program.

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 (NWPA), support for users of Lake Michigan water, data collection and analysis and other activities in support of *Water 2050*. Support for the NWPA 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).

2nd Quarter Progress:

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

1. Strategic Planning and TAC / EC related activity
 - a. Actively participated in Technical Advisory Committee (TAC) meeting on September 23 and an Executive Committee meeting on September 11.
 - b. Five presentations were given during this quarter:
 - i. Oct. 9, Illinois AWWA annual regulatory update meeting (this presentation was more general than the NWPA-centric presentation, but included NWPA material.)
 - ii. Oct. 14, Illinois Water 2014 (partial NWPA material)
 - iii. Oct. 28, Illinois Groundwater Association
 - iv. Nov. 5, CMAP Environment and Natural Resources Committee
 - v. Dec. 2, Metropolitan Mayors Caucus, Environment Committee (partial NWPA material)



Three other presentations are scheduled:

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

February 17 – Kane County Development Committee

February 19 - South Suburban Water Works Association

Two of three 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.

- c. Request remade of IWIP for 2013 water-use data, but it is not likely to be forthcoming anytime soon.
 - d. Annual report: initial work is focused on first year strategic plan assessment and course correction recommendations for year two.
 - e. CMAP's revised 2040 population and employment forecast data were organized according to the NWPA geography and shared with the TAC in November. This material will likely find its way into the annual report.
 - f. Staff is working with Illinois-Indiana Sea Grant (IISG) and Metropolitan Planning Council (MPC) on development of the second of three public information/educational brochures: Household Water Efficiency. This brochure is in the layout stage and very near final form.
2. Support implementation of monthly water-loss reporting
 - a. The topic of water-loss reporting is featured in the Outreach presentation to help raise awareness. Other work includes participation in Illinois Water Loss Accounting Program Steering Committee meetings.
3. Assisting specific communities via subcontractors:
 - a. Village of Campton Hills:
 - Over the past three months, Camiros has completed its review of existing conditions and developed a technical review memorandum, which describes recommendations for revisions to Campton Hills' zoning and subdivision ordinances. One cornerstone of the regulatory update will be the creation of a green infrastructure evaluation overlay district, which will pertain to areas identified in the Comprehensive Plan as not currently protected but that contain important natural resources to be considered in development decisions. The overlay district, the boundaries of which were established by the Village's Green Infrastructure Plan, will require a special development review process wherein the natural resources on the site are identified and preservation, protection, and management techniques are established. The overlay overlaps with the community's sensitive aquifers, flood plain, and ground water recharge areas. The new regulations will also include parking and landscape standards that will



be supportive of stormwater management objectives by explicitly allowing native plantings and incorporation of stormwater features into landscape islands, as well as reducing impervious surface coverage through lower minimum parking ratios.

- b. City of Harvard:
 - This project has been paused due to staff departures. It is anticipated that the project will restart in January 2015.
- c. Village of Pingree Grove:
 - This Project was authorized in September 2014 and got underway with initial data collection, stakeholder identification, and steering committee assembly in October. A steering committee met for the first time November 6 and participated in a workshop to discuss challenges, issues, opportunities, and community aspirations. Data collection and stakeholder interviews continued throughout December, with a public workshop held at the Pingree Grove Community Center December 11.

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 has finalized.
 - c. CMAP is helping to promote the free training sessions on the audit software that get underway in November and are scheduled to run into early April 2015.
- 2. Assist LMWAP office
 - a. CMAP staff continues to develop a water system improvement plan (WSIP) guidance document. Work on the WSIP moved forward in December as a draft was sent out to the work group. Feedback was requested by 1/9/15.
 - b. CMAP staff is promoting key elements of the report, "An Assessment of Water Loss Among Lake Michigan Permittees in Illinois."
 - c. Staff is working with the Alliance for Water Efficiency to develop a nonrevenue water policy that can be adopted by village/city resolution or other means. A first draft is under external review. This unsolicited activity is a follow-up to the "Assessment of Water Loss ..." report completed last summer that recommends, "IDNR should request that a formal water-loss control policy be adopted by each permittee that incorporates asset management, uses the AWWA water audit method, and acknowledges commitment to attaining the proposed new regulatory standard that is a condition of permit for Lake Michigan water."



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. The CMAP water data tool has been enhanced to include water rate information collected every five years by IDNR. Upon receipt of the 2015 water rate survey data (to be collected by IDNR), analysis will show average annual rate change adjusted for inflation.
 - c. Other data analysis is on pause due to IWIP status mentioned above.

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

1. Conducted a policy discussion meeting with MPC, IDNR and others at CMAP on October 2. Feedback was provided on the evolving Action Plan.
2. Staff has worked both internally and with MPC on formulating a successor to the policy discussion group that has been convened by MPC and co-hosted with CMAP during the past two years. The [Water 2050 Regional Forum](#) has emerged as the preferred format for continuing regional discussions. The first meeting is scheduled for January 15, 2015 and has involved a considerable amount of preparation.
3. Reviewed a third draft of a paper that addresses the economic level of (water) loss (ELL) and made numerous edits and comments. Staff has authored one section of the paper. The paper's primary author, Margaret Schneemann, is an IISG staff colleague located in the CMAP office.
4. Met with MPC and the Metropolitan Mayor's Caucus to coordinate our related work activities.
5. Working internally to revise and update Water 2050 website.
6. Participated in the quarterly State Water Supply Task Force meeting.
7. Participate in the annual Institute for Environmental Science and Policy (UIC) External Advisory Board meeting.

3rd Quarter Objectives:

- Finalize the draft Water System Improvement Plan content and work on presentation/use format with IDNR and CMAP staff.
- Finalize the draft Nonrevenue Water Policy for internal review/approval. Work on presentation/use format.
- Give three scheduled presentations:
 - February 11, 2015 - joint meeting of the Industrial Water Waste and Sewage Group and the Illinois Section Water Environment Federation (Oak Brook)
 - February 17 – Kane County Development Committee (Geneva)
 - February 19 - South Suburban Water Works Association (Orland Park)



- Continue work as a member of the Illinois Water Loss Accounting Program Steering Committee
- Attend three NWPA TAC meetings
- Complete assessment of Strategic Plan year 1
- Begin preparing the Annual Report
- Attend one NWPA EC meeting
- Begin working with 2013 water use data provided by IWIP.
- Strategize with IDNR, MPC, and others in preparation for April Water Forum.
- Support (IDNR funded) LTA water work in Campton Hills and Pingree Grove as needed.
- Support (IDNR funded) LTA water work in Harvard: edit/write the Natural Environment chapter for the Existing Conditions Report.

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.



2nd Quarter Progress:

- Implemented new Lenovo Tablets for staff.
- Upgraded ArcGIS Business Analyst to 10.2.2 and 2013 data.
- Completed setup of replication of backup system to remote data center.
- Developed FY15 annual IT procurement plan.
- Developed FY16 annual hardware/software maintenance budget.

3rd Quarter Objectives:

- To procure, implement and upgrade VM hosts in Chicago data center.
- To upgrade and implement new VM hosts at remote data center.
- To procure and implement additional storage devices for long term archive.
- To procure and implement additional storage devices for backup systems in Chicago data center.
- To procure and implement additional storage devices for remote data center.
- To procure and implement additional storage devices for backup systems at remote data center.
- To 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.

2nd Quarter Progress:

- Procured and implemented Dropbox for business to staff.
- Completed implementation of CKAN test and production.
- Began implementing CKAN accounts and data groups.
- Implemented final ITS Architecture site.
- Created a general web project outline and GIS web mapping scope for TIP database RFP.
- Provided ongoing user support for SharePoint intranet.
- Implemented Phase 2 of Aerial imagery web server services externally including 1970 aerial images.

3rd Quarter Objectives:

- Implement Google Analytics for CKAN site.
- Continue researching Google search optimization (SEO) for CKAN site.
- To continue working with team to implement graphical enhancements for Datahub.
- To continue maintenance of Aerial imagery application.
- To continue implementing ArcGIS Online site.
- To continue assisting with TIP database RFP development.

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.

2nd Quarter Progress:

- Finalized security audit contract and began project planning.
- Procured and implemented new firewall for the public network.
- Implemented SSL certificates for CKAN and GIS sites.
- Provided ongoing support for VPN.

3rd Quarter Objectives:

- To perform network security audit.
- Procure VPN licensing for Phoenix site.
- Procure a Wireless Controller for our public network.
- To evaluate and procure new antivirus software suite.

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.



2nd Quarter Progress:

- Completed AV engineering system design for main conference room.
- Completed procurement and implementation of office furniture for conference room/office conversion.
- Created documentation for the fax lines.
- Created documentation for First Communication and Level3 (Global Crossing).
- Procured and installed a new printer for Finance and Administration (Barb Sears).
- Completed maintenance contract renewal for data center AC system.

3rd Quarter Objectives:

- To develop and evaluate RFP for office copiers.
- To develop RFP and procure AV engineering services for design development phase for main conference room AV upgrade project.
- To develop RFP and procure AV integrator services for main conference room AV upgrade project.
- Assist with implementation of new postage machine for publications department.
- To meet with Verizon representative for semi-annual mobile plan review.

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.

2nd Quarter Progress:

- Assisted with two FOIA requests.
- Resolved Outlook issue with Executive Director shared calendar.
- Hired IT intern.
- Completed SAS software upgrade for R&A staff.



- Continued participating in OneSolution financial software training and implementation.
- Facilitated OneSolution workflow upgrade.
- Completed 85 helpdesk tickets.

3rd Quarter Objectives

- Assist HR with W2 IRS submittal processing.
- To continue assisting in OneSolution financial software training and implementation.
- Update all current PC images to include newest version of ArcGIS.
- Prepare monitor inventory list for future monitor purchase.
- To train new intern.
- Create timecard approval department list for OneSolution.
- 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 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.

2nd Quarter Progress:

Budget Transfers - There were seven budget transfers completed during the 2nd quarter. Six of them were to set up new budgets; two set up general funds budgets to cover Water Resources FPA work and Fund 2040 costs, one set up another key under the IDOT State grant to spend down funds, two were to set up the new Water Quality/VLMP grant that started 1/1/15 and one set up the local match share of a contract under the CMAP’s UWP Contract funds. The final budget adjustment increased the amount of consulting services under the IDOT State grant.

Payroll – During the 2nd quarter of the fiscal year we processed a total of ten payrolls, seven regular and three supplemental. Of the supplemental, two were for vacation payouts to terminated employees; and the other was for an employee who had not completed his time document in a timely manner. The State and Federal 941 reports for the 1st 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 75% of payments were made via ACH during the 2nd quarter of the 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
Oct	55	120	343	21	\$1,925,600.27
Nov	38	93	243	22	\$2,048,296.43
Dec	51	97	267	20	\$1,575,512.89
2 nd Qtr	144	310	853	63	\$5,549,409.59

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. Last quarter we reported that we were having a problem with DOC/EDA grant and getting paid. They have paid us through the 1st quarter invoices and asked us to bill them on a quarterly basis starting with the 2nd quarter of this fiscal year, which we have done. Both IDOT and IEPA are current in their payments.



Month	Invoices	Amount
Oct	21	\$1,929,088.21
Nov	19	\$1,880,932.49
Dec	15	\$1,396,116.01
2nd Qtr	55	\$5,206,136.71

Journal Entries – We had approximately 40 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 object code 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. In November we moved our general checking and investment accounts to BMO Harris Bank and started processing all revenue and expenditure activity through these accounts. The US Bank and IL Funds accounts were kept open until we were sure all deposits from granting agencies would flow into the new accounts. These accounts will be fully closed as of January, 2015.

IFAS – The upgraded OneSolution version of our software was installed on a preproduction server. We are continuing training and testing of the new software version. We are working with the IT staff and the consultants to make sure this upgrade goes smoothly. The plan is to implement the upgrade by May, 2015.

3rd 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. 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).

2nd Quarter Progress:

- Reviewed status of expenditures, contracts and revenue.
- Finalized FY 15 audit.
- Prepared mid-year adjustments, discussed with management team and had entered into IFAS.
- Reviewed proposals for benefit program and developed cost analysis.
- Prepare preliminary work on FY 16 budget.

3rd Quarter Objectives:

- Monitor expenditures and revenues.
- Complete FY 16 UWP proposal for CMAP.
- Complete FY 16 UWP program for UWP committee.
- Complete FY 16 CMAP budget.

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

2nd Quarter Progress:

Commercial Datasets

- Reviewed and renewed/purchased 6-commercial dataset subscriptions.
- Responded to questions from staff regarding agreements and limits.
- Negotiated agreement with Cook County GIS on behalf of Berwyn for LIDAR data.
- Completed the annual agreement inventory.

Procurements

- Reviewed, processed and approved 80 procurements.



Contracts/Amendments

- Prepared eight PAO's under current contracts.
- Prepared five new contracts.
- Prepared nine amendments to current contracts.
- Prepared six RFPs.
- Attended seven interviews.
- Attended two pre-bid meetings.
- Secured three concurrences from IDOT or IDNR.
- Processed one agreements.
- Reviewed and processed Conflict of Interest Forms.
- Prepared one intergovernmental agreement.
- Worked with Dolores Dowdle to revise current Procurement Policy and Procedures.

3rd Quarter Objectives:

Commercial Datasets

- Review and possible renew four commercial dataset subscriptions.

Procurements

- Review and process any new procurements originated by staff.

Contracts/Amendments

- Prepare at least 13 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



2nd Quarter Progress:

Benefits

- Processed 163 payroll related changes in IFAS/online.
- Processed three tuition reimbursement applications.
- Assisted in organizing two mandatory Open Enrollment and Aflac meetings for all staff.
- Assisted in preparing Open Enrollment Contacts and Agreements with carriers.
- Prepared two employment verification letters.
- Assisted in organizing the Biometric Screening for staff.
- Assisted in organizing meetings with Mesirov representatives.

EAP

- Completed RFP for 2015-18 / ERS selected.
- Posted EAP information on internet weekly.

EEOC

- Created affirmative action self-identification form.
- Revised CMAP form re new policy.

Ergonomics

- 10 staff consultations, evaluations and personal ergo chair adjustments; distributed two foot stools and two keyboard trays.
- Distributed two new Herman Miller office chairs.

FMLA/Leaves

- Maintaining data for a total of six staff with approved FMLA; five staff w/active FMLA; three pending.
- Documented step-by-step FMLA process.

Homeland Security – I-9

- Documented step-by-step process for I-9's.

New Hire Orientations

- Two FLIP interns.



Performance

- Processed seven promotions.

Fellowships

- December Peters Board Meeting – one New Board Member.
- Documents prepared for 2015 Fellowship.

Recruitment

- Policy Analyst PAE030 – Open – -Re-posted / Interviews pending.
- LTA Planner LTA069 – In Interviews.
- LTA Planner – Zoning Specialist LTA067– Closed.
- DED Policy & Programming –Closed.
- IT Intern – Open / In Interviews.
- NUPIP 2015 –in- process for approval.
- Reviewed recruitment process and revised accordingly.

Staff Recruitment Orientation:

- Documented step-by-step process.

Resume Receipt and Distribution

- Received a total of 284 resumes for posted positions.
- Posted two full time positions on CMAP website.

Terminations/Exit Interviews

- Three FT and two Interns.
- Two FLIP Interns (Non CMAP payroll) CMHH.

Workers Compensation

- Placed updated posters.

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.



3rd Quarter Objectives:

- Biometric screenings for 2015.
- 1/5/2015 start the process for the 2015 Peters Fellowship.
- EAP Orientation for All Staff.
- Ergonomic Chair Fundamentals Brown bag – (BYOC Bring your own chair).
- EAP – Winter Stress Workshop.
- 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.

2nd 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 33 cars for staff for work related business
- Reserved rooms for 13 external partners totaling approx. 335 guests with an average of 26 guests.
- Used 438 (187 Seattles Best @ \$3.66 ea. and 251 StarBucks at \$3.78) for a total of \$1,633.20 which does not include the other kitchen areas.

Photocopy/Printing

This is the first time copying has been included in the report; so this is the baseline. Tracking usage and cost will help us determine future needs.



Grand Totals	June/July		July/August		August/September	
Color Print Usage	42755	\$5,274.68	57261	\$7,064.29	36311	\$4,479.69
Color Print Usage (in excess)		\$0.00		\$0.00		\$0.00
BW Print Usage (flat rate)	22881	\$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	65636	\$6,067.11	77102	\$7,718.29	47607	\$5,133.69

Mail Machine/Equipment

- Purchasing New Mail Machine/Equipment and Copier/Printers.
- Secured quotes from vendors in search of updating Mail Machine and Folder equipment for CMAP office use.
- Set up meetings for demos of equipment with different vendors and appropriate CMAP staff to review.
- After decision was made on a selected vendor, I submitted a purchase request for the equipment in IFAS.
- Arrangements for delivery of the new equipment and pick up of the old equipment will be made accordingly.

Copier/Printers

- Attend Graph Expo 2014 at McCormick Place in Oct. 2014 with Graphic Artist Staff.
- Purpose was to observe the latest equipment that will meet our growing needs for print production and quality. I made a list of the specifics that we are looking for in upgrading this equipment and went over it with Tom Garritano and Adam Weiskind.
- Our aging fleet of copiers is in dire need of upgrading. Performance and Reliability of our aging fleet has somewhat reached a level of poor to unacceptable.
- A Spreadsheet was put together showing the amount of copies and number of service calls placed for each copier from several years back up to the present. This info provides a snap shot of the wear and tear on our equipment through the years.
- Once a decision was made to start the search in 2015 for new equipment, a purchase request was processed in IFAS.

Grants & Contracts

- Posted 4 RFP/RFQ's to CMAP website.
- Scheduled approximately 6 interviews.



- Received 18 proposal submissions.
- Continue to keep grants/contract original files up to date.
- Setup and sit in on interviews including webinar.
- Update master grant/contract calendar.
- Upload all submissions to S: drive.
- Send out constant contact notices for all new proposals.
- Open proposals on due date.

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.

3rd Quarter Objectives:

- Coordinate first aid training
- Complete work on copiers/printers to potentially secure new machines.



- 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.