

CMAP



Staff Progress Report

Fiscal Year 2015
Quarter Three

May 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 FY15 will involve maintaining the library and promoting its use.

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

3rd Quarter Progress:

- Planned brownbags delayed to allow LTA strategic planning sessions and completion of Green Infrastructure Vision data processing.
- Began tracking of PDF downloads; Homegrown Local Housing Strategies ranks highest, followed by Wilmette Road Diet, Berwyn's Completed LTA project, Hadley Valley Forest Preserve, and Harvey Cargo Oriented Development.

4th Quarter Objectives:

- Continue brownbag series at the pace of approximately one per month. Upcoming sessions may include: new ecosystem service valuation study of GIV, mapping of public comments in LTA projects, Complete Streets Toolkit & Homes Toolkit.
- 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 FY14. The FY15 work plan includes analysis and summary of the survey results.

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

3rd Quarter Progress:

- Continued analysis of muni survey data as needed.

4th 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 FY15 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 FY14, with completion scheduled in FY15. 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 FY15, topics for model toolkits in FY16 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 FY16 (spring 2015).

3rd Quarter Progress:

- Posted complete streets white papers and treatments gallery as simple, but interactive pages on the CMAP website.
- Drafted full sustainability planning white paper focused internally to improve local planning efforts.



- Completed a full draft of the aging in place white paper focused internally to improve local planning efforts.
- Revised and posted interjurisdictional housing plans toolkit in February.
- Developed work plan for stormwater data and analytics project.

4th Quarter Objectives:

- Post full sustainability planning white paper online and present to local planning staff.
- Finalize aging in place white paper for posting in early FY16.
- Initiate stormwater data and analytics projects.
- Identify new topics for research and development in FY16 based on 2014 municipal survey and staff discussion.

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 FY15, 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).

3rd Quarter Progress:

- Huntley held a plan commissioner workshop in February. Commissioners from Pingree Grove attended.

4th Quarter Objectives:

- Continue to schedule plan commissioner workshops. Proposed upcoming workshops include:
 - Southwest Conference of Mayors (1st week of June)
 - 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 FY15 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.

3rd Quarter Progress:

- Continued to advance projects already begun, with preparation of 10 existing conditions reports (bringing the total to 133), 4 draft plans (bringing the total to 111), and 5 final plans (bringing the total to 99).
- Initiated 5 additional projects. A total of 148 projects had reached this stage by the end of the quarter, including 104 staff-led projects and 44 consultant-led projects.



4th Quarter Objectives:

- Continue to advance projects, with preparation of several existing conditions reports, development of 8 additional draft plans, and adoption/completion of 10 final plans.
- Initiate 4 additional staff-led projects and 6 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 FY15	2Q FY 15	3Q FY 15	End FY 15
Completed and adopted (100% complete)	0	10	42	78	87	94	99	
Final draft complete (90%)	0	18	48	93	101	107	111	
Existing conditions complete (50%)	0	29	62	106	111	123	133	
Fully initiated	14	47	95	129	135	143	148	

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).

3rd Quarter Progress:

- Initiated 5 projects, including 4 staff-led and 1 consultant-led projects.
- Continued to work with other selected applicants on project start-up activities.

4th Quarter Objectives:

- Initiate 10 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).

3rd Quarter Progress:

- Completed 4 staff-led projects: Kane County transit plan implementation, Bensenville comprehensive plan, Cook County consolidated plan / CEDS, and Dixmoor planning priorities report.
- Managed staff workloads and project assignments. Adjusted schedules in response to staff changes.
- Tracked time spent on projects, with approximately 8,000 hours spent.
- Hired 4 new staff to fill vacancies.

4th Quarter Objectives:

- Complete approximately 8 staff-led projects.
- Continue to track and manage workloads and adjust assignments and project schedules as necessary.

Management and Review of Consultant-Led Projects

Project Manager: Sam Shenbaga

Team: Olson, Pflingston, 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).

3rd Quarter Progress:

- Completed the Olympia Fields subarea plan.



- Selected consultant for Roselle comprehensive plan.
- Released RFPs for 6 projects: Huntley zoning update, regional truck permitting plan, Elgin-O'Hare bicycle and pedestrian plan, Governors State University transportation and green infrastructure plan, Pullman transportation access plan, and Villa Park zoning update.
- Provided feedback to consultants at project midpoints for appropriate projects.

4th Quarter Objectives:

- Complete approximately 2 consultant-led projects.
- Select consultant for 6 projects listed above.
- Release RFPs for 2 additional consultant-led projects.
- Continue project administration, monitoring, reporting, and review of draft project documents.

Project Implementation

Project Manager: Trevor Dick

Team: Aleman, Daly, Gershman, Navota, Smith, Vallecillos, 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).

3rd Quarter Progress:

- Prepared quarterly implementation updates for April Board.
- Continued development of internal strategies to increase and systematize project implementation. Assigned smaller group of staff to focus on implementation activities.

4th Quarter Objectives:

- Prepare quarterly implementation updates for July 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).

3rd 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.
- Identified a date for an information session for the next LTA call for projects, working with partners to coordinate the agenda and promotion.

4th 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.
- Hold the LTA call for projects info session and respond to other requests for presentations as appropriate.

Data and Mapping Support

Project Manager: Agata Dryla-Gaca

Team: Bayley, Evasic, O'Neal, Pedersen, Prasse, 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).



3rd Quarter Progress:

- Spatial data, analysis and map products (231) for 19 projects (Pilsen/Little Village, Harvard, Oswego/Montgomery/Yorkville, Winthrop Harbor, North Chicago, Crystal Lake, Round Lake Homes, Arlington Heights BPP, SSMMA/South CoM CS & Trails Plan, IDOT BPUI, Berwyn, UIC, Wicker Park, Hinsdale, Franklin Park, WSCCI COD, DuPage Sustainability, Steger).
- Generated updated “LTA projects by legislative districts/representatives” report.
- Finalized adopted LTA projects’ bicycle recommendations transfer into Bikeway Inventory System.
- Created pre-set Land Use categories’ grouping and symbology for LTA needs.
- Initiated discussing “Land Use Recommendations Inventory” structure and process.
- Revised ECR maps list.
- Held monthly GIS & Mapping for LTA meetings.
- Assisted other GIS users/planners with technical help.

4th Quarter Objectives:

- New and ongoing projects – spatial data, analysis and mapping support and coordination.
- Ongoing transfer of adopted LTA projects’ bicycle recommendations into BIS.
- Continue Land Use Inventory coordination. Finalize Land Use recommendation data storage method and test with projects currently in ECR stage.
- Test modifying Land Use inventories (historical and current) for possible comparisons.
- Explore open data portals to identify additional spatial data availability.

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).



3rd Quarter Progress:

- Revised automated municipal housing market existing conditions model and post on CMAP website.
- Sought funding for external partners to identify subregional housing markets based on shared conditions to improve housing market forecasts in the long run.

4th Quarter Objectives:

- Add design elements and refine climate adaptation profile.
- Scope research and analysis technique development project for FY16.

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).

3rd Quarter Progress:

- Scheduled an upcoming technical assistance providers meeting for April.
- Further refined project implementation assignments. Working with the team to identify opportunities for successful project implementation activities.

4th Quarter Objectives:

- Hold technical assistance providers meeting to discuss future participation and FY16 call for projects.
- Continue to refine 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).

3rd Quarter Progress:

- Continued conversations on funding opportunities with Cook County.
- Continued discussions with HUD concerning the Regional Housing Initiative.
- Submitted first round application for HUD's National Disaster Resilience Competition.
- Submitted grant application to support Metropolitan Mayors Caucus and the Illinois Housing Studies at DePaul to support improvement of Homes for a Changing Region program.

4th Quarter Objectives:

- Continue stormwater funding conversations with Cook County.
- Continue to await funding for the Regional Housing Initiative from HUD.
- Participate in phase 2 efforts for HUD's National Disaster Resilience Competition.
- Review NOFAs and other potential grant opportunities as they arise. Coordinate with other departments on opportunities of interest.

Program Coordination and Evaluation

Project Manager: Bob Dean

Team: Aleman, Dick, Dryla-Gaca, Green, Kotarac, Navota, Schuh, 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 FY15, 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).



3rd Quarter Progress:

- Prepared recommendation for local match and discussed with Local Coordinating Committee and Board.
- Restructured biweekly meetings with other departments to discuss individual projects and look for opportunities for internal and external coordination.

4th Quarter Objectives:

- Incorporate local match requirements into next year's LTA call for projects.
- Continue to hold biweekly meetings with other departments.

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).

3rd Quarter Progress:

- Policy Updates on the following topics: Governor’s FY2016 budget proposal, CREATE program status check, rail crossing delays in metropolitan Chicago, Administration reauthorization proposal, and Administration FY2016 budget proposal.
- Adoption of 2015 Federal Agenda and continued monitoring of federal policy (see description under Federal Legislative Strategy section).
- Continued consultation with LTA staff on counties truck permitting project, including review of RFPs.
- Consulted with Communications staff on transportation data visualization project.

4th 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).

3rd Quarter Progress:

- Convened Freight Committee in January and March, discussing draft universe of potential work types and operational programs for analysis, research methodologies, and draft work plan items for FY2016.



- Continued interviews of staff at peer MPOs on the development of regional freight plans.
- Internal and external consultation on freight data sources.

4th Quarter Objectives:

- Finalize work items for FY2016. Explore convening technical working groups for particular freight topics.
- Convene Freight Committee in May.

Major Capital Projects Implementation

Project Manager: Jill Leary

Team: 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 (FY14/15) 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).

3rd Quarter Objectives:

- Quarterly project status update completed.
- Continued staff work on a number of MCPs.

4th Quarter Objectives:

- Continue work and determine next steps for next fiscal year.

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).

3rd Quarter Progress:

- CMAP staff has processed and packaged GIS data to be ready for public download on CMAP's Data Hub: <https://datahub.cmap.illinois.gov/group/green-infrastructure-vision>.

4th Quarter Objectives:

- Conduct internal CMAP staff training and Chicago Wilderness member trainings on how to use the ecosystem service valuation data in 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 FY14 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).

3rd Quarter Progress:

- Presented the report to Regional Coordinating Committee.

4th Quarter Objectives:

- 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 FY15, 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).

3rd Quarter Progress:

- Researched and drafted a policy update analyzing housing distribution by tenure and units in structure using the most recent ACS dataset.

4th Quarter Objectives:

- Finalize and publish housing diversity policy update.
- Develop retail land use policy update(s) linking CMAP's tax policy work and land use trends.
- Draft a follow-up industrial policy update on industrial 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).

3rd Quarter Progress:

- Presented property tax classification work to Economic Development Committee.
- Completed pamphlet on the state motor fuel tax.
- Completed Policy Update on local revenue reliance and stability.
- Drafted analysis on replacements to the motor fuel tax.

4th Quarter Objectives:

- Complete analysis 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).

3rd Quarter Progress:

- Freight-manufacturing worker commute analysis:
 - Continue to revise LEHD model outputs.
 - Scoped policy update series.
- Supply-chain analysis projects.
 - Researched supply chain trends nationally and in the CMAP region.



- Assessed the Freight Analysis Framework dataset to understand potential to identify regional trading partners and commodity movements.
- Outlined and began drafting Supply Chain Trends document.

4th Quarter Objectives

- Freight-manufacturing worker commute analysis:
 - Finalize analysis and draft policy updates.
- Supply chain analysis:
 - Complete research, interviews, and analysis work.
 - Draft supply chain trends document.

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 FY14, 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.

3rd Quarter Progress:

- Continued outreach to potential microsite users.
- Scoped, researched, and posted two policy updates.
- Analyzed potential alternative measures to inform next plan.

4th Quarter Objectives:

- Scope, research, and draft two policy updates.
- Update one indicator theme’s data.
- Continue outreach to potential microsite users, including EMSI and FAF presentations.
- Finalize 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).

3rd Quarter Progress:

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

4th 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, 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)

3rd Quarter Progress:

- Met with legislators (15) and two meetings with 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.
- Had two meetings with Governor's staff, one with Aaron Winters, Dep. CoS for Policy and Brian Oszakiewski, Policy Adviser for Infrastructure and one meeting with Jim Kaitschuk, Legislative Director regarding CMAP State Agenda and FUND 2040.
- Presented FUND 2040 to the TFIC state steering committee.
- Follow-up meeting with the Laborers to set other FUND 2040 meetings at the county council meetings in the region.
- Continue to refine outreach strategy for FUND 2040 campaign and review current legislative outreach activities with lobbyist.

4th 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.
- Continue legislative tracking activities.
- Convene a meeting of the CMAP legislative working group.
- Continue to review legislative outreach strategy for consistency with FUND 2040 campaign.

CMAP Operations Funding and Regional Infrastructure Fund

Project Manager: Jill Leary

Team: Dowdle, Dean, Garritano, Smith, Aleman, Weil

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).



3rd Quarter Progress:

- 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.

4th Quarter Objectives:

- 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)

3rd Quarter Progress:

- Completed 2015 Federal Agenda.
- Presented 2015 Federal Agenda to CMAP Board, MPO Policy Committee, and Transportation Committee. Approved by CMAP Board.
- Wrote Policy Update on Administration’s transportation reauthorization proposal and FY2016 budget proposal.
- Continued monitoring of federal policy, including MAP-21 rulemaking and reauthorization, and participation in national policy groups.

4th Quarter Objectives:

- Continue outreach to Illinois congressional delegation and administration officials.
- 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.

3rd Quarter Progress:

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

4th 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: 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).

3rd Quarter Progress:

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

4th Quarter Objectives:

- Continue to 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).

3rd Quarter Progress:

- Shared lessons learned summary with 2018 plan project managers.

4th Quarter Objectives:

- Review 2014 plan update with 2018 plan team as needed.

Public, Stakeholder, and Committee Engagement

Project Manager: Jessica Gershman

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



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

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

3rd Quarter Progress:

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

4th Quarter Objectives:

- Continue to 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 FY15, but this program will scope priorities and needs to prepare CMAP to begin plan development in earnest in FY16.

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 FY15, 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.

3rd Quarter Progress: Met several times with the comp plan leaders to discuss the anticipated communications needs and strategy, reflected in draft FY16 work plan.

4th Quarter Objectives: Complete FY16 work plan, work with comp plan leaders to articulate a clear overall statement of purpose, begin developing statements of purpose for the identified policy emphases and topic areas.



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).

3rd Quarter Progress:

- Reviewed detailed write-ups for each of the thirteen case studies.
- Developed overall takeaways from case studies, including the importance of state and local context, planning process, emphasis areas, and agency structure.
- Coordinated with topic-specific strategy development groups to review their findings for national best practices.
- Drafted final report.

4th Quarter Objectives:

- Review and complete final report.

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).

3rd Quarter Progress:

- Conducted additional discussions with Strategy Development team project managers on analysis tools and methods in their topical areas after reviewing draft white papers; coordinated efforts with Data Resources project and drafted initial list of agency data and analysis tool needs.



- 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.

4th Quarter Objectives:

- In coordination with Data Resources project, develop multi-year work plan prioritizing agency data resource and analytical tool needs following additional consultation with Strategy Development team leaders.
- Complete inventory of agency modeling tools. 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).

3rd Quarter Progress:

- Follow-up meetings held with all strategy development team leaders after review of white paper drafts. In coordination with Analytical Tools and Methods P.M. developed draft list of data and tool needs.
- Completed survey of 12 larger MPO's approach to population forecasting and land use modeling, summary document completed. Results shared with management in meeting held to discuss core principles of next forecast.

4th Quarter Objectives:

- After further consultation with strategy development team leaders and plan coordinators, develop final list of data needs with timetable, level-of-effort and cost estimates.
- Generate scope-of-work and RFP to engage consultant in providing guidance for the in-house development of economic, demographic, and land use forecasting techniques.

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).

3rd 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.

4th 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).

3rd Quarter Progress:

- Reviewed and coordinate between white paper team leads on different topics.
- Determined project management structure
- Developed drafts for the FY16 work plan and multi-year work plan.

4th Quarter Objectives:

- Finalize FY16 work plan.
- Finalize concepts and milestones in the multi-year work plan.
- Continue coordination between white paper teams leads to outline FY16 data and analysis needs and fill in analysis gaps in preparation for FY16.



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).

3rd Quarter Progress:

- Scoped approach as part of next long-range plan.

4th Quarter Objectives:

- Continue to address through 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, Ostlick

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).



3rd 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

4th 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: Memo of FY16 land use work plan items.

3rd Quarter Progress:

- Created annotated outline summarizing land use team’s research. Discussed major elements at an all-teams meeting.
- Worked with PMs to discuss potential land use work plan items for FY16 and FY17, including further research, analysis, data collection, and consultant assistance.
- Discussed existing spatial analysis capabilities and gaps with relevant CMAP staff and further refined work plan items.
- Submitted work plans to PMs and refined based on follow-up meetings.
- Research tasks for 4th quarter identified and initiated. Internal memos coming out of this research will be used to refine some FY16 work plan items.



4th Quarter Objectives:

- Undertake and complete research on place-based approach to land use and create a recommendations memo.
- Discuss memo with PMs and relevant staff, identify data and analysis needs. And refine work plan item for FY16 accordingly.
- Meetings with PMs as needed to further research and FY16 work plan.

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).

3rd Quarter Progress:

- Created annotated outline summarizing the housing team's research. Discussed major elements at an all-teams meeting.
- Worked with PMs to develop potential housing work plan items for FY16 and FY17, including further research, analysis, data collection, and consultant assistance.

4th Quarter Objectives:

- Research ongoing questions around proposed housing market types to better consider their role in future work plan items.

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).

3rd Quarter Progress:

- Met with the Economic Development committee to discuss refined research areas.
- Developed an annotated outline for the final whitepaper.
- Analyzed the potential for completion of a regional CEDS under the new CEDS guidelines published by the EDA.

4th Quarter Objectives:

- Prepare for new industry cluster analysis by obtaining data and scoping spatial analysis approach.

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).

3rd Quarter Progress:

- Project Manager met with Schuh and Ihnchak multiple times to review and refine work plan items.

4th Quarter Objectives:

- Unknown at this time, but may involve additional meetings to refine work plan approach, data needs, etc. in preparation for start of FY16 work plan.

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).

3rd 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.

4th 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: Hillary Green

Team: Aleman, Catalan, Garritano, Fassett Smith, 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 of support for annual LTA call for projects.

3rd Quarter Progress:

- Provided ongoing support for LTA promotional materials and final plans, as well as relevant media outreach.
- Promoted various LTA projects through tip sheets.
- Released quarterly Muni-Blast.
- Staffed communications working group of the Regional Trees Initiative.

4th 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 the 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.

3rd Quarter Progress: Finalized MFT literature. Supported staff who wrote Policy Updates on various topics, including FY16 White House budget proposal, CREATE, crossing delays, Governor's FY16 budget, manufacturing skills gap, and state FY15 budget deal. Developed text for submission as op-ed guest columns in newspapers to influence national freight agenda.



4th Quarter Objectives: Roll out freight op-eds timed to the impending expiration of MAP-21. Coordinate with policy staff who are planning materials, including FY16 work plan, etc.

Outreach and Communications Strategy Development and Implementation

Project Manager: Erin Aleman, Tom Garritano

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

3rd 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.
- Presented to the Great Cities Institute, Metropolitan Planning Council's Sensible Growth Committee, McHenry Council of Mayors, Northwest Municipal Conference, Kane Kendall Council of Mayors, Kendall County Mayors and Managers, and the Bike-Ped Task Force on FUND 2040.
- Developed a strategy to reach south suburban mayors to talk broadly about CMAP and LTA project implementation. Meetings began at the end of this quarter.

4th Quarter Objectives:

- Coordinate outreach efforts across the agency.
- Continue meeting with interested parties on FUND 2040.



- Continue to meet with south suburban mayors about CMAP and LTA.

External Talks and Partnerships

Project Manager: Aleman, Garritano

Team: Kane, Fassett Smith, 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.

3rd Quarter Progress: The FUND 2040 aspects of this project have been scaled back since January. Helped Joe Szabo with a number of talks on freight and related topics. Supported Tom Kotarac for MPC roundtable on transportation funding.

4th Quarter Objectives: Continued support as needed for staff in identifying and responding to opportunities for external talks and partnerships. Will be presenting to the Elgin Chamber's Transportation on CMAP and planning in April. Coordinating with the Chicago Council on Global Affairs' Chicago Forum event, also developing an activity to support the Chicago Community Trusts' On the Table initiative in early May.

Media Relations

Project Manager: Tom Garritano

Team: Fassett Smith, Green, 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.

3rd Quarter Progress: Drove coverage in January and February of mobility data visualizations website (Tribune, WTTW, WGN, FOX-32, WBEZ, Next City, Planetizen, Crain's, etc.).



Recalibrated media approach for regional infrastructure fund. Conducted media outreach in support of Amtrak honor of Joe Szabo. Prepared materials for Q4 media related to freight, CREATE, and expiration of MAP-21. Significantly upgraded and updated web archive of CMAP news coverage at <http://www.cmap.illinois.gov/about/for-media/news-coverage-archive>.

4th Quarter Objectives: Carry out media plan for freight in context of MAP-21 expiration. Provide media support for IL 53/120 Corridor Plan.

Moving Forward, 2014: Implementation Report

Project Manager: Garritano

Team: Weiskind, Catalan, Green, 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.

3rd Quarter Progress: Posted report to CMAP website and provided copies for distribution by staff.

4th Quarter Objectives: n/a

Graphic Design and Publication Management

Project Manager: Adam Weiskind

Team: Catalan, Fassett Smith, Garritano, Green, Silberhorn, 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.



3rd Quarter Progress:

- Completed design of LTA Plans – Lan/Oak Park, Morton Grove, Bensenville, Park Forest Bike and Pedestrian Plan, Franklin Park O’Hare Industrial Corridor.
- Completed design for FUND 2040 – report document, infographics, illustrations, website graphics.
- Completed design of Cook County Planning for Progress report.
- Completed design of Complete Streets materials – covers, treatments and facility types.
- Completed design of CMAP policy materials – Adequate Transportation Funding, Federal Agenda, Illinois General Assembly, State Legislative Principles).
- Continued design of promotional materials for LTA events.
- Continued graphic support for CMAP website and microsites.
- Continued development of information graphics for distribution by web and print (i.e., federal fiscal obligations report, policy blog updates, route 53-120 sustainable transportation fund, crash data graphics).
- 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 Homes toolkits, quarterly staff report, etc.
- Continue design and updates of program materials for FLIP (application, event posters and yearbook), Water planning, TIP, CMAQ, STP-L, 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.

4th Quarter Objectives:

- Layout and design of LTA Plans – Lyons, UIC, Waukegan, Kane County Transit, Chinatown, Rosemont, Chicago Heights, DuPage County/Addison Homes, Summit.
- Layout and design of CMAP Personnel Handbook.
- Design assistance with Kane County Health Impact Assistance.
- Design assistance with Berwyn zoning ordinance update.
- Continued design of promotional materials for LTA events.
- Continued graphic support for CMAP website and microsites.



- Continued development of CMAP infographics for web and print.
- Assistance with CMAP IT Department in search for new printers and copiers.
- 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.

Web Content Management

Project Manager: Hillary Green

Team: Fassett Smith, Garritano, 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.

3rd Quarter Progress:

- Coordinated web activities with media outreach for culminating LTA projects. Further enhanced the CMAP web news archive.
- Launched a new version of FUND 2040 website.
- Continued to improve user experience, including development and analysis of monthly and quarterly Google Analytics reports.
- Continued to expand social media presence, including promotion of CMAP mobility data viz.
- Helped policy, planning, and programming staff to develop content.

4th Quarter Objectives:

- 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 targeted social media for FLIP Summer Program.
- Help policy, planning, and programming staff to develop content.

Web Development and Administration

Project Manager: Hillary Green

Team: Catalan, Fassett Smith, Garritano, Silberhorn, 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: On-going day-to-day administration and recurring development.

3rd Quarter Progress:

- Continued to provide supplementary support for the data hub project and TIP database development.
- Continued to coordinate with consultants for design tweaks, development debugging, and hosting optimizations, including front-end enhancement work for the home page and other areas of the website.

4th 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.

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).

3rd Quarter Progress: Launched the Mobility data visualization web content in January 2015. Made a determination to wait until fall 2015 at the earliest before pursuing additional data visualizations for web. Supported launch of Data Hub, announced to public in March 2015. Supported review of responses to TIP database RFP.

4th Quarter Objectives: Continue assistance to TIP project. Support the Data Hub as it is used internally, followed by eventual external launch. Continue to support the Mobility visualizations' use by staff and the public.

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).



3rd Quarter Progress:

- On January 27, session three explored planning at the neighborhood level by touring the 26th commercial corridor and meeting with 22nd Ward Alderman Ricardo Muñoz.
- On February 7, session four introduced students to planning at the municipal level to learn how cities like Chicago can use data as a guide to develop and implement good policy.
- On March 7, session five focused at planning at the regional level by looking at transportation policy in the Chicago region. Final project groups were introduced and students began to research and collect information for final projects.
- Finalized 2015 Summer FLIP program application with an online application process.
- Released call for applications for the 2015 FLIP Summer program on March 20.
- Developed outreach approach with promotional materials.

4th Quarter Objectives:

- Continue planning for session 6.
- Continue planning for final presentation event.
- Work with communications staff to develop final presentation event materials, invitation, program, and certificates.
- Work with FLIP interns to document sessions' summaries and photos.
- Continue work with communications staff to promote the 2015 FLIP Summer program.
- Promote 2015 summer program at CMAP's working committees and other relevant meetings.
- Continue to promote the 2015 summer program in the CMAP weekly newsletter.
- Hold FLIP information session to recruit CMAP staff.
- Develop 2015 FLIP Summer program curriculum.
- Send acceptance notification letters –June 19, 2015.
- Hold 2015 FLIP Summer program orientation –June 27, 2015.

PERFORMANCE-BASED PROGRAMMING PROGRAM

Program Oversight: Jesse Elam

Performance-based funding is a major transportation policy priority of GO TO 2040, and the “Invest Strategically in Transportation” chapter devotes an implementation action area section to “Finding Cost and Investment Efficiencies.” While the Plan also recommends new or innovative revenue sources, the larger emphasis is on making more cooperative, transparent, and prioritized decisions, using the best evaluation criteria possible. This core program carries



out MPO programming functions (CMAQ, Transportation Alternatives) and refines the region's capacity to evaluate the larger universe of transportation expenditures and needs in northeastern Illinois. It also carries out federal requirements related to performance measurement and the Congestion Management Process.

CMAQ and TAP Program Development

Project Manager: Doug Ferguson

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

Description: The Congestion Mitigation and Air Quality Improvement program and Transportation Alternatives program are federal fund sources programmed by CMAP. A joint call for projects will be held for these two programs, following the new project scoring processes developed during the FY14 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).

3rd Quarter Progress:

- Released the FFY 2016-2020 CMAQ and FFY 2015-2016 TAP call for projects.
- Conducted an applicant information workshop on January 23rd at Oakton Community College and responded to individual applicant inquiries during the call.
- Processed the received FFY 2016-2020 CMAQ and the FFY2015-2016 TAP applications.
- Began the analysis of FFY 2016-2020 CMAQ and the FFY2015-2016 TAP applications for the evaluation criteria.

4th Quarter Objectives:

- Complete analysis of FFY 2016-2020 CMAQ and the FFY2015-2016 TAP applications and develop project rankings base upon air quality cost benefits and transportation impact criteria.
- Seek input from four modal focus groups, Bicycle and Pedestrian Task Force, Regional Transportation Operations Coalition, Direct Emissions Reduction focus group and Transit focus group.
- Develop staff recommended proposed programs for Project Selection Committee and Transportation Committee consideration.

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).

3rd Quarter Progress:

- Continued review of draft report.
- Worked with National Bridge Inventory data to generate local bridge condition data by council.

4th Quarter Objectives:

- Complete development of a draft 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).

3rd Quarter Progress:

- Conducted background research and held interviews for Illinois Tollway and RTA. Attended IDOT programming conference.
- Conducted background research for transit agencies.
- Drafted components of final report for state, county, and transit agencies.
- Began scheduling interviews with municipal agencies.

4th Quarter Objectives:

- Complete background research and interviews for municipal agencies.



- Complete final report.

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 FY14 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).

3rd Quarter Progress:

- Bicycles: Began testing application on real CMAQ bike proposals as they are received.
- Transit Ridership: Used resources developed so far to compare to benefits appearing implementer's program submittals.
- Station and Vehicle Improvement: Began testing application on real CMAQ transit modernization proposals as they are received.
- Intersections: Began developing regional model extension to evaluate intersection improvement proposals and strategies.
- Travel Time Reliability: Used existing RTDAP samples to develop a new congestion metric for use in evaluating major capital proposals.

4th Quarter Objectives:

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



- Intersections: Complete development of regional model extension to evaluate intersection improvement proposals and strategies.
- Travel Time Reliability: Complete development of develop a new congestion metric for use in evaluating major capital proposals.

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 FY14 (July 2014); finalize list (September 2014); carry out data acquisition and processing (ongoing).

3rd Quarter Progress:

- Staff completed assistance on the Communications Department's transportation data visualization site. The focus of third quarter work was the completion of the documentation of sources and methods at <http://www.cmap.illinois.gov/mobility/explore/sources/>.
- Staff 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.
- Work was completed on the annual update of expressway AADT and VMT estimates. An updated expressway atlas graphics set has been completed and is nearly ready for posting.
- Lastly, work was completed on the CMAP safety scans, similar to the popular congestion scans. These are being posted to expressway performance pages linked to <http://www.cmap.illinois.gov/mobility/roads/cmp/performance-measurement/scans>.
- Freight data acquisition completed internal approval process; requires Board approval.
- IDOT announced the inclusion of pavement performance data in the publicly available IHIS dataset, consistent with CMAP's goals related to transparency. This breakthrough will greatly simplify CMAP's annual data acquisition process.



4th Quarter Objectives:

- Continue performance measure data collection and analysis. Continue preparation of additional datasets for inclusion in the agency's data sharing hub so they are publicly available. Post summaries to the Congestion Management web page as appropriate. Complete acquisition of freight origin-destination data.

Highway Needs Analysis and Improvement of Project Evaluation Methods

Project Manager: Claire Bozic

Team: Brown, Elam, Heither, Murtha, Schmidt, Berry

Description: This project will continue FY14 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 FY16, 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).

3rd Quarter Progress:

- Revised the scripts that generate scores to include the flexibility to score any part of the region's roadway network, including sub-regions such as counties, or subnetworks such as only the expressway system.
- Scored the region's National Highway System roadways using the draft scoring procedures.
- Presented the draft highway network scoring process and the NHS scoring to the Regional Transportation Operations Coalition for their feedback.
- Scored only the DuPage County network, which will serve as a dataset to support the development of a mockup roadway deficiency report.

4th Quarter Objectives:

- We will hold a small meeting of RTOC members to listen to more detailed reactions and input to the proposed network scoring method.
- Develop initial set of "planning priority factors" for highway needs analysis.



- A mockup of the deficiency report should be completed.

Transit Needs Analysis and Improvement of Project Evaluation Methods

Project Manager: Jesse Elam

Team: Menninger, Bozic, Heither, Murtha, Patronsky

Description: This project will continue FY14 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 FY16, 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).

3rd Quarter Progress:

- Discussed scope of services for transit capacity study in coordination with RTA and with CTA, but project is on hold as commitment from service boards is sought.

4th Quarter Objectives:

- Continue to discuss scope and options for conducting study.

Linking Roadway and Transit Asset Condition to Expenditures

Project Manager: Lindsay Hollander

Team: Schmidt, Murtha, Ostlick, 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).

3rd Quarter Progress:

- Completed initial memorandum outlining methodology as well as cost estimates for different pavement condition scenarios.

4th Quarter Objectives:

- Present work to CMAP's Transportation Committee.

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).

3rd Quarter Progress:

- Land Use Inventory: Final documentation for 2010 Inventory complete; webpage updated to reflect new data, with links updated to point to CMAP Data Hub. 2013 Update: Kane County 95% complete, production started on DuPage. McHenry and Will through pre-processing and available for production.
- Development Database: Completed region-wide updates of non-residential developments over 10,000 square feet. Performed municipal-wide updates in 18 un-reviewed municipalities. Ongoing region-wide entry of new data.
- Employment: Completed final 2010, 2011 and 2012 estimates by category. Ongoing retrofit of 2000 data to NAICS categories.
- Bikeways Inventory: 25 new or updated plans added to the BIS, primarily CMAP Local Technical Assistance projects. Convened working group to establish framework for an RFP to develop "BIS 2.0." Identified roughly 30 additional plans for communities not currently represented in BIS.
- LTA Archive: See Bikeways Inventory.
- Historic Aerials Archive: With I.T., finalize the design of the Imagery Explorer interface. Brightness issues with 1970 set corrected. Draft webpage completed.

4th Quarter Objectives:

- Land Use Inventory (2013 Update): complete Kane Production, begin McHenry, continue DuPage. Finish pre-processing of remaining counties (Cook and Lake).
- Development Database: Complete systematic review of at least 25% of un-reviewed municipalities (44 remaining). Set up review meetings with Joliet and Elgin. Develop intern workflow for summer field data collection project. Develop scope for custom reporting tool RFP.
- Employment: Finish retrofit of 2000 data and preliminary estimates for 2013 and 2014. Begin 2015 estimates if data become available before quarter's end. Initiate survey of municipalities with more than 100 employees to identify municipal worker distribution beyond village halls.
- Bikeways Inventory: Prioritization and acquisition of plans identified in Q2 for potential inclusion. Develop scope for "BIS 2.0" RFP.
- Facility Planning Areas: Boundary updates as they arise (ongoing).
- LTA Archive: Develop recommendations for archiving Land Use data; test using data from projects currently in the Existing Conditions Report phase.



- Historic Aerials Archive: Final edits to page on CMAP website and Imagery Explorer webmap. Publicize. Begin scanning 1980 set.

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).

3rd Quarter Progress:

- Updated Data Library Catalog (eLibrary) entries.
- Held informal sessions for staff to identify data of interest.
- Handled 4 internal data request : 75% - collaborative and 25%- informational.
- Posted 8 datasets onto the Data Depot such as ACS 5-year, Bikeway Inventory, ACS PUMS, Dun & Bradstreet and Unemployment.
- Secured Cook County Assessor's 2013 tax year data.
- Tabled cost benefit analysis as well as data preservation or share standards.

4th Quarter Objectives:

- Share acquired data with staff.
- Update Data Library Catalog (eLibrary) entries as needed.
- Write a Python script to identify modified files on data depot.
- Track data trends and usage.

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).

3rd 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 retrieve 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).
- Requested an official link to the hub from the data section of the CMAP website.

4th 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 DataRequests

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).



3rd Quarter Progress:

- Responded to one hundred fifty two external requests. Two FOIA requests were received and processed.
- Annual FOIA Officer training was successfully completed.
- The process of uploading summaries of External Requests is being restructured and simplified.
- Dates and general organization of the SDC Annual Conference were distributed to R and A staff.
- Non-responding municipalities were encouraged to participate in the Census Bureau Boundary and Annexation Survey (BAS) through an announcement in our Weekly Update. Twenty two municipal officials were contracted individually to encourage participation in the BAS.
- Began compiling a summary of information and data requests originated by Metra, CTA or their consultants over the past 3 years, (FY2013, 2014 and 2015).

4th Quarter Objectives:

- Continue responding to external requests and FOIA requests (ongoing)
- Continue uploading summaries for FY12 – FY14 into SharePoint. Work toward a query method for staff to retrieve requests by name of staff responding, date response was completed, keyword, and summary.
- Provide details on SDC Annual meeting to R & A staff. Gauge interest in viewing presentations as a group and make arrangements accordingly.
- Complete summary of Metra and CTA information/data requests FY2013 - 2015.

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).

3rd Quarter Progress:

Advanced modeling contracts: For network microsimulation: Consultant continued development of sub-area demonstration of integrated ABM-DTA and prepare for regional application. Consultant delivered updates of regional DTA application for testing. For freight forecasting: Consultant is completing coupling of PMG forecasting tool with the existing meso-scale freight model and draft user documentation.

4th Quarter Objectives:

Advanced modeling contracts: For network microsimulation: Consultant will complete scope of work and final deliverables. Results scheduled for presentation at TRB Applications conference in May. For freight forecasting: Consultant will complete scope of work and final deliverables. Application is under consideration for further development by AASHTO/TRB as part of SHRP2 implementation.

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).



3rd Quarter Progress:

Staff continued to build professional capacity in survey research development, administration and management. Recruitment survey and GPS-Smartphone application tested on staff volunteer.

4th Quarter Objective:

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).

3rd Quarter Progress:

- Implemented model improvements: continued development of revised time-of-day factors and vehicle occupancy rates to implement with new non-work HOV procedures; began testing new Mode Choice model toll/non-toll vehicle estimation procedures; continued testing regional truck restrictions on the highway network; and began analysis to develop a link-level highway congestion function to produce more realistic level-of-service impacts of network improvements, especially for project-level analyses.
- Continued Meso Freight Model improvements: finalized the refined national freight network; completed modal accessibility review for zones; revised the network skimming procedures to more accurately reflect individual rail carrier networks; conducted testing of new networks within Meso model; and continued analysis of questionable commodity flows.
- Completed approximately thirty-five Small Area Traffic Forecast requests.

4th Quarter Objectives:

- Implement travel model improvements: complete implementation of updated time-of-day factors and vehicle occupancy rates; integrate new Mode Choice model toll/non-toll vehicle estimation procedures into production model; complete regional truck restrictions analysis; complete development of link-level highway congestion function;



and begin analysis of Mode Choice model zone pair transit cost variation caused by introduction of new/expanded transit service.

- Continue Meso Freight Model improvements: complete testing of new network within Meso model and finalize analysis of questionable commodity flows.
- Continue to complete Small Area Traffic Forecasts in a timely manner.

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).

3rd Quarter Progress:

- Refined GIS procedures and mode choice model for bicycle demand analysis tool; began testing CMAQ project submittals in coordination with CMAQ staff.
- Developed initial set of analysis procedures to use Access to Transit index as a potential metric to inform Major Capital Project evaluations or Plan scenario evaluations; tested scenarios requiring coding of transit service expansion and new transit service.
- Integrated the location of intersection traffic counts conducted by CMAP over the last decade into the Small Area Traffic Forecast Mapping Application; functionality allows for direct download of intersection count spreadsheets.
- Continued development and support of Transportation Data Archive; used archived roadway sensor data to calibrate link-level congestion function in development.
- Continued development of data analysis and visualization prototypes for examining DTA model output; focused on methods to display vehicle trajectories in GIS and to reformat hierarchical output datasets into user-friendly .csv files for further analysis.

4th Quarter Objectives:

- Complete evaluation of CMAQ bicycle project submittals using bicycle demand analysis tool; assess analysis tool performance and implement refinements to tools.



- Continue development and support of Transportation Data Archive.
- 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).

3rd Quarter Progress:

- Finalized indicator update schedule detailing staff person responsible for each indicator and when the updated data are expected to be available.
- Assembled updated indicator data as releases became available, including venture capital funding, workforce participation, educational attainment and STEM employment (as a replacement for private sector R&D employment).

4th 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, Ostdick, Patronskey, 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).

3rd 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. Three TIP amendments were prepared (1/17/15, 3/6/15, and Conformity Amendment).

Comprehensive TIP Document Update. Task accomplished; no action this quarter.

TIP Documentation. The TIP summary brochure was updated to reflect the recently approved TIP. The interactive TIP map was updated to reflect TIP amendments made this quarter. The website was updated with an improved map of the MPA boundary and an explanation of the MPA. Data was assembled identifying areas in the region with people with limited English proficiency; this is required under Title VI regulations and may be particularly useful in the LTA program.

Exports of TIP Data. Regular data exports occurred. No special requests for exports were received.



Analysis of TIP performance with respect to indicators. Discussion of how/whether this product can be addressed in next work plan.

Annual Obligation Analysis Report. Data has been collected throughout the fiscal year on FFY14 and FFY15 obligations. Finalized and published 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 deferred awaiting development of tools. .

Human Resources. Drafted job posting for TIP internship. Reviewed resumes and selected candidates for interviews.

4th 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.

Comprehensive TIP Document Update. Product complete.

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. Update Title VI section of UWP appendix to reflect improved draft Title VI program.

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. Scoping of work plan for FFY16.

Annual Obligation Analysis Report. Continue collecting FFY14 and FFY15 data. Begin preparing FFY14 obligation analysis report.

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.

Human Resources. Conducted interviews of TIP intern candidates and prepared candidate selection materials. Prepare work plan and projects for intern. Mentor the intern.

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).

3rd Quarter Progress:

- GO TO 2040/TIP conformity analyses
 - Conformity analysis approved at March 2015 Board & MPO Policy Committee meetings.
- Documentation of conformity process
 - No action required.
- Updated data used in conformity analyses
 - Requested updated continuous count data from IDOT.
 - Discussed updated data needs with LADCO and IEPA.
- Support for development of State Implementation Plans
 - No action required.
- Findings and interagency agreements from consultation process
 - Consultation Team met February 19th; conformity amendment, ozone standard, PM_{2.5} designation discussed.
- Analyses of air quality issues for regional decision-makers



- Participated in AMPO/AASHTO discussion of comments on proposed ozone standard. “Unclassifiable” PM_{2.5} designations discussed at Consultation. Region may effectively become in attainment of standard. Discussed at Transportation Committee.
- Mobile source greenhouse gas emissions estimates to support other agency work
 - Greenhouse gas emission rate table prepared and forwarded to CMAQ project selection staff. PM_{2.5}, VOC and NO_x emission rate tables also prepared.
- Agendas, meeting minutes, and supporting materials for the Tier II Consultation Team
 - February 19th meeting held.

4th Quarter Objectives:

- GO TO 2040/TIP conformity analyses
 - No action anticipated.
- Documentation of conformity process
 - No action anticipated.
- Updated data used in conformity analyses
 - Run MOVES2014 model on years requested by LADCO.
- Support for development of State Implementation Plans
 - MOVES runs described above are in part to support potential SIP development.
- Findings and interagency agreements from consultation process
 - No action anticipated.
- Analyses of air quality issues for regional decision-makers
 - Attend AMPO Air Quality Work Group meeting.
- Mobile source greenhouse gas emissions estimates to support other agency work
 - Test application of greenhouse gas emissions on municipal-level VMT.
- Agendas, meeting minutes, and supporting materials for the Tier II Consultation Team
 - No action anticipated.

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).

3rd Quarter Progress:

Review of CMAQ project status. Staff monitored individual project status throughout the quarter via correspondence from sponsors, Planning Liaisons, and IDOT. Staff also participated in the quarterly Partners for Clean Air meeting. Detailed status updates for line items programmed in FFY 2015 were collected in March with the specific goal of determining when federal authorizations were likely. As a result of the updates, a little under \$1 million was removed from the FFY 2015 CMAQ program; \$95,300 was released, and \$873,000 was reprogrammed in FFY 2016.

Accomplishment of CMAQ obligation goal for FFY 2015. Obligations were monitored through regular obligation tracking. Through March 2015, \$87.3 million (54% of the goal) in CMAQ funds had been obligated.

CMAQ Project Cost/Scope Change Request Actions. Staff evaluated and analyzed seventeen project change requests. The PSC also had discussions regarding prioritizing requests for cost increases, reinstatement of deferred line items, and requests to reprogram out year line items in the current year. 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. A new report, organizing current year line items by targeting letting and federal authorization dates was created for staff and PSC use.

Review of TAP-L project status. There was no action this quarter.

TAP project cost/scope change request actions. There was no action this quarter.

CMAQ Project Selection Committee support. Prepared agendas and supporting materials for February and March committee meetings.

4th Quarter Objectives:

Review of CMAQ project status. Semi-annual status updates will be completed in May. Staff will continue 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 agenda and supporting materials and staff June committee meeting.

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).

3rd Quarter Progress:

Fiscal Marks. No action at this time.

Program Management Reports and Recommendations. Staff continued to track obligations and prepared the First quarter of FFY15 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 held coordination meetings with IDOT and each sub-regional council to assess status for all locally programming federally funded projected. We also 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. Attended and presented at the Southwest Conference of Mayors STP workshop. Presented advance funding and history of STP PowerPoint presentation to the North Shore and DuPage Councils.

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 regionally beneficial City of Chicago programmed project, the CMAP State legislative principles and agenda, as well as the Council of Mayors UWP request for FFY 2016. Had to facilitate advanced funding approval for a request between meetings of the Council of Mayors Executive Committee.

4th Quarter Objectives:

Fiscal Marks. No action anticipated.

Program Management reports and recommendations. Create a STP-L Expenditure report for the second quarter of FFY 2015.

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 May 19, 2015 meeting.

TIP Database Management

Project Manager: Kama Dobbs

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

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

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



3rd Quarter Progress:

TIP Database maintenance. Minor bug resolution for recent improvements to the database function and user interface continued.

Documentation and training materials. There was no action this quarter.

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.

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.

4th Quarter Objectives:

TIP Database maintenance. Maintenance for minor bugs will continue as needed.

Documentation and training materials. Revisions to training materials for TIP programmers, partner agency users, public users, and staff will continue as needed.

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. 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, Ostidick, Patronskey, 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.

3rd Quarter Progress:

Staff observed a presentation from a potential vendor. An RFP for development of the integrated database, including mapping and visualization applications, was issued. A pre-bid meeting was held; potential vendors attended. Six responses were received and staff review of the responses began.

4th Quarter Objectives:

Complete consultant selection and contract negotiations and issue notice to proceed to selected consultant.

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).

3rd Quarter Progress:

- Presented “The Facilities Planning Area Process: A Tool to Help Shape Regional” at the Illinois American Water Works Association’s (ILAWWA) Watercon 2015 Conference in Springfield, Illinois.



- Conducted interviews with several engineers (e.g. Walter Deuchler, Geosyntec, Hey and Associates, EEI) in preparation for the FPA presentation at Watercon 2015.
- Completed the process of reviewing and revising the WQMP Procedures Manual. Reformatted the manual in CMAP's template and submitted to CMAP's Communications Group for final editing.
- Met with Debra Shore (MWRD) and Jason Navota concerning Wastewater Committee matters.
- Met with CMAP staff, provided feedback and updated portions of the revised FPA webpage on CMAP's new water resources webpage.
- Served on the ILAWWA Professional Leaders Committee and participated in a conference call with the group concerning current wastewater issues.
- Participated in check-in meetings with management regarding the FPA process.
- Conducted a FPA pre-application meeting with a representative from the Village of Lemont in anticipation of an amendment request.
- Developed public notices and signoff letters for Level III NPDES Permits including: the Villages of Antioch, Lakewood, Libertyville, Fox River Grove, New Lenox, and Shorewood. NPDES Permits also included: the Dow Chemical Company; Oiltanking Joliet LLC; Civic Opera Building; Joliet Bulk Barge; and the Cities of Berwyn and Chicago.

4th 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 Review Manual based on comments from CMAP's Communications Group.

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.

3rd Quarter Progress:

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

The fourth stakeholder meeting was held on February 12, 2015, at the Village of Ringwood. Staff presented an update on the watershed resource inventory and provided additional background information on several topics in response to comments received from stakeholders following the first draft. The other focus of the meeting was on a review and assessment of several county, township, and municipal plans as well as ordinance questionnaires filled out by county and municipal personnel. CMAP's review focused on the degree to which principles for protecting water quality were integrated and on gaps and opportunities for improvement. Good discussion ensued amongst the participants. More detail can be found in the meeting notes on the project website at <http://foxriverecosystem.org/Boone-Dutch.htm>.

CMAP staff completed a second draft watershed resource inventory which was submitted to Illinois EPA on March 31, 2015. Revisions included adding additional data including stakeholder-collected chloride concentration data, clarifying text, adding maps and improving others, adding reviews of additional local plans as well as a review of local ordinances. Additional aspects of the resource inventory that require field work this spring (e.g., assessments of streambank and lake shoreline erosion, detention basins) will be completed and incorporated with a final watershed resource inventory submittal in July 2015.

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.

4th 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. Of note, the Fox River Watershed is an Illinois EPA priority watershed for nonpoint source pollution control implementation activities in the coming Federal fiscal year (FFY2016); several 9 Lakes stakeholders are likely to submit a grant application to Illinois EPA.



- Boone-Dutch Creek: The next stakeholder meetings are scheduled for April 9 and June 11, 2015. Field work to assess streambank erosion, lake shoreline erosion, and detention basins will be completed and incorporated with a final watershed resource inventory submittal due in July 2015. Identification of site-specific best management practices will begin. Staff will continue to provide project news and documents to FREP to post on the project webpage and include in their monthly e-newsletter.

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.

3rd Quarter Progress:

- Prepared and presented an overview of CMAP's watershed planning activities, including highlights of the 9 Lakes Watershed-based Plan and Thorn Creek Watershed Based Plan Addendum, to CMAP's Environment and Natural Resources Committee at their January meeting.
- Discussed project budgeting for the 2015-2016 Water Quality Management Planning Financial Assistance Agreement with management staff.
- Discussed with Illinois EPA potential funding and technical assistance options for a Thorn Creek Watershed Tour proposed by a local stakeholder, and shared this information with the stakeholder.
- Finalized the annual Water Quality Activities Report and submitted it to Illinois EPA.
- Provided to the Lake Co. Stormwater Management Commission a copy of NIPC's original model floodplain ordinance and directions to access the Areawide Water Quality Management Plan on CMAP's website.
- Attended the City of Elgin Parks and Recreation Committee's January meeting to discuss possible BMPs and 319 grant opportunities for the Jack Cook Regional Park.
- Relayed information to FREP, the 9 Lakes Watershed Planning group, Tower Lakes Drain Partnership, and the Tyler Creek Watershed Coalition, among others, that the Fox



River Basin is an Illinois-EPA priority watershed for nonpoint source pollution control (319) grant implementation funding in Federal fiscal year 2016.

- Attended and provided input – including watershed planning and LTA project updates, 319 priority watershed grant information – at the monthly meetings of the Fox River Ecosystem Partnership (FREP) and the January meeting of the Tyler Creek Watershed Coalition.
- Stayed abreast of other FREP, 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.
- Located copies of several NIPC-era Annual Water Quality Activities reports for scanning and upload to CMAP’s under construction data hub.
- Prepared and presented an overview of watershed planning in NE Illinois at the Fox River Summit in March, a joint undertaking of FREP and the Southeast Fox River Partnership in Wisconsin; included collaboration with session co-presenters from University of Wisconsin Extension and Wisconsin DNR.
- Began discussions with Illinois EPA, DuPage River Salt Creek Workgroup, and DuPage County Stormwater Management regarding conducting a watershed-based planning process for the Lower Salt Creek Watershed.

4th 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).

3rd Quarter Progress:

Project administration, coordination, and management:

- Emailed information about the Illinois Lake Management Association (ILMA) annual conference to the volunteers and encouraged them to consider attending.
- Provided an estimate to Illinois EPA of the number of Tier 2 and new Tier 1 lakes and associated water sampling supplies and equipment needed for the 2015 season, and received sampling bottles, D.O. sensor cap kits, and Secchi disks while at the ILMA conference.
- Wrote a nomination for Dick Schick, the long-time volunteer monitor at Lake Zurich/Lake County, to receive ILMA's Frank Loftus Conservation Award, and presented the award at ILMA's annual conference.
- Attended the Illinois Lake Management Association (ILMA) annual conference and VLMP session, along with a workshop on open source mobile GIS tools, held in DeKalb in February.
- Requested and received preliminary 2014 water quality data from Illinois EPA.
- Reviewed volunteer registrations received to date for the 2015 season; emailed registration forms to several past volunteers upon request.
- Provided monitoring site latitude and longitude coordinates for Three Oaks Lake North and South/McHenry Co. as requested by Illinois EPA.
- Attended an aquatic plant management seminar in St. Charles in March.
- 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 2nd quarter FY15 progress report for CMAP and Illinois EPA.

Data management:

- Prepared a volunteer participation tally, determined the 2014 milestone awards, and submitted a list of recommendations to Illinois EPA.
- Compared the dates of online data entries to those of Secchi monitoring forms received for the 2014 season, and contacted those volunteers with missing Secchi monitoring forms to remind them to mail them in.



- Reviewed the late arriving Secchi monitoring forms, wrote notes on them regarding needed corrections, and mailed copies to Illinois EPA.

Technical assistance:

- Based on evidence provided by the volunteer monitor of zebra mussels in Silver Lake/ McHenry Co., recommended that an outreach and education program be established at the lake (e.g., signage, bait bucket stickers, i.d. cards, boat trailer inspections...) and throughout the village (e.g., newsletter, website, brochures, door hangars) to promote good stewardship to help prevent spread to other lakes, and provided information on grant and technical assistance opportunities.
- Updated a list of firms that provide aquatic plant management services in northeastern Illinois and provided it as requested to the volunteer at Lake Charles/DuPage Co.
- Reviewed and provided assessment of an under ice D.O./temperture profile data taken by the volunteer at Lake Charles/DuPage Co. and offered guidance for future under ice D.O./temperature profile measurements.
- Provided information to the volunteer at Longmeadow Lake/ Cook Co. regarding the determination of jurisdictional waters including web links and contact information for the U.S. Army Corps of Engineers' Chicago Regulatory Branch.

Volunteer Training:

- None this quarter.

4th Quarter Objectives:

Mail Secchi Monitoring forms and other necessary supplies to all continuing volunteers, prepare for and conduct training for new and water quality volunteers, and 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.



3rd Quarter Progress:

Reviewed and approved final invoicing.

4th 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).

3rd Quarter Progress:

Funding was suspended by IDNR due to “insufficient appropriation of funds” on March 16.

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

1. Strategic Planning and TAC / EC related activity
 - a. Participated in Technical Advisory Committee (TAC) meetings in January, February, and March; led discussion of strategic plan review and implementation. Participated in the March Executive Committee meeting.
 - b. Three presentations were given during this quarter:
 - February 11 - 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.



- c. Worked directly with several communities to obtain water use data to replace estimated values with actual use.
 - d. Annual report: initial work is focused on first year strategic plan assessment and course correction recommendations for year two. This assessment and discussion of adjustments was completed. (But the SP spreadsheet was not finalized prior to notice of funding suspension.)
 - e. Staff is working with Illinois-Indiana Sea Grant (IISG) and Metropolitan Planning Council (MPC) on moving the second of three public information/educational brochures: Household Water Efficiency to a printed product.
 - f. Reviewed applications for part-time paid intern position and participated in interviews with top three candidates.
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: project is on hold.
 - b. City of Harvard:
 - The Existing Conditions Report, Natural Environment chapter was written and features water supply and water quality related material.
 - c. Village of Pingree Grove:
 - A draft of the Existing Conditions Report was reviewed and several recommendations were made to strengthen the section dealing with water resources.

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 is helping to promote the free training sessions on the audit software that get underway in November and are scheduled to run into early June 2015.
2. Assist LMWAP office



- a. CMAP staff continues to develop a water system improvement plan (WSIP) guidance document. Feedback was synthesized into another draft that was used for discussion with IDNR. Additional editing is underway.
 - 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. Review comments were being synthesized and a new draft created when project funding was suspended. 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 has been 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. Municipal population data – 2010 Census, 2013 Census Estimate, and 2040 CMAP Forecast – have been added to a GIS-based project (municipality by water source) attribute table to allow for an improved understanding of municipal population by county and water source.

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

1. The first [Water 2050 Regional Forum](#) was held on January 15 and attended by nearly 60 people.
2. Staff made substantive edits to another draft of a paper that addresses the economic level of (water) loss (ELL). The paper’s primary author, Margaret Schneemann, is an IISG staff colleague located in the CMAP office.
3. The new CMAP water resource planning website went live.

4th Quarter Objectives:

All work has been suspended along with funding per IDNR’s directive. Should the suspension of funding be lifted, the following tasks will resume:

- 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.
- 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 NWPA Annual Report.
- Attend one NWPA EC meeting.
- Continue working with 2013 water use data provided by IWIP.
- Conduct April 16 Water Forum.
- Support (IDNR funded) LTA / consultant-led water work in Campton Hills and Pingree Grove as needed.
- Support (IDNR funded) LTA water work in Harvard.

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.

3rd Quarter Progress:

- Implemented test VM for ArcGIS 10.3.



- Began researching ArcGIS Pro.
- Procured and implemented new monitors for staff.
- Procured new VM hosts for Chicago data center.
- Procured new desktop computers for staff.
- Procured additional storage devices for long term archive.
- Procured additional storage devices for backup systems in Chicago data center.
- Procured additional storage devices for remote data center.
- Procured additional storage devices for virtual environment.
- Renewed annual support contracts for SAS, and Symantec Backup Exec.
- Developed upgrade plan for Transportation modeling server environment.
- Procured new 10gb switch for remote data center.

4th Quarter Objectives:

- To implement and upgrade VM hosts in Chicago data center.
- To upgrade and implement new VM hosts at remote data center.
- To implement additional storage devices for long term archive.
- To implement additional storage devices for backup systems in Chicago data center.
- To implement additional storage devices for remote data center.
- To implement new 10gb switch at remote data center.
- To implement additional storage devices for backup systems at remote data center.
- To Procure and implement SketchUp Pro 2015 software upgrade for LTA program.
- To Procure and implement new servers for modeling environment.
- Renew annual support contracts for ESRI, INRO, VMware, SnagIT and Microsoft.

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.

3rd Quarter Progress:

- Implemented Google Analytics for Datahub/CKAN site.
- Incorporated new icons for organizations and groups on the Datahub/CKAN site.
- Implemented minor enhancements to Aerial imagery application.
- Developed Business case for HR Applicant Tracking System.
- Provided ongoing user support for SharePoint intranet.

4th Quarter Objectives:

- To procure and begin implementing an HR Applicant Tracking System.
- To enhance Google search optimization (SEO) for CKAN site with new tools.
- 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 project: Review RFP submittals.

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.

3rd Quarter Progress:

- Performed network security audit.
- Procured VPN licensing for remote data center.
- Procured a new wireless controller for the wireless CMAP public network.
- Tested a new security platform for CMAP IT devices.
- Provided ongoing support for VPN.

4th Quarter Objectives:

- To procure and implement a new security platform for CMAP IT devices.
- To integrate the new wireless controller into the CMAP public network.

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.

3rd Quarter Progress:

- Renewed annual contracts for GoToMeeting and APC power system.
- Procured new color laser printer for graphic designers.
- Developed and Posted RFP for office copiers.
- Completed maintenance contract renewal for data center AC system.
- Created RFP for Phase II AV engineering for main conference room.
- Researched new microphone systems for conference room.

4th Quarter Objectives:

- To implement new color laser printer for graphic designers.



- To procure and implement new office copiers.
- To research, procure and implement print management software.
- To develop detailed system design plan for main conference room AV upgrade project.
- To develop RFP and procure electrical contractor services for main conference room AV upgrade project.
- To develop RFP and procure AV integrator services for main conference room AV upgrade project.
- To procure and implement new AV equipment for main conference room.

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.

3rd Quarter Progress:

- Continued participating in OneSolution financial software training and implementation.
- Completed 72 helpdesk tickets.
- Implemented One Solution upgrade for test users.
- Implemented new HP monitors for staff.
- Updated all current PC images to include newest version of ArcGIS.

4th Quarter Objectives

- To Implement new desktop computers for staff.
- To continue assisting in OneSolution financial software training and implementation.
- 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.

3rd 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
3 rd 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
2 nd 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. Testing is approximately 85% complete. CMAP is currently still on track to go live in mid-May of 2015.

4th 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).

3rd Quarter Progress:

- Reviewed status of expenditures, contracts and revenue.
- Finalized UWP FY16 CMAP budget.
- Develop recommendation for UWP committee for UWP FY16 program.
- Continue preliminary work on FY16 budget.
- Assist with recruitment for Executive Director and Deputy Director positions.

4th Quarter Objectives:

- Monitor expenditures and revenues.
- Complete FY16 UWP proposal for CMAP.
- Complete FY16 CMAP budget.
- Prepare transition for new Deputy.
- Staff search committee for Executive Director.
- Participate in interviews for Deputy position.

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.

3rd Quarter Progress:

Commercial Datasets

- Reviewed and renewed/purchased three-commercial dataset subscriptions.
- Responded to questions from staff regarding agreements and limits.
- Began negotiations for ComEd data for Elizabeth Schuh and augmented IDDES data for Jesse Elam.



- Attended FTA meeting in Springfield.

Procurements

- Reviewed, processed and approved 83 procurements.

Contracts/Amendments

- Prepared four PAO's under current contracts.
- Prepared seven new contracts.
- Prepared seven amendments to current contracts or PAOs.
- Prepared 15 RFPs.
- Attended six interview sessions.
- Attended four pre-bid meetings.
- Secured four concurrences from IDOT.
- Processed one agreement.
- Reviewed and processed Conflict of Interest Forms.
- Prepared one intergovernmental agreement.

4th 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 five 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.

3rd Quarter Progress:

Benefits

- Processed 236 payroll related changes in IFAS/online.



- Processed three tuition reimbursement applications.
- Processed two Mutual of Omaha Voluntary Life Insurance applications.
- Processed two short term disability applications.
- Prepared two employment verification letters.
- Helped sponsor the Biometric Screenings event, 36 employees participated.
- Completed the 457 Disclosure Notice and Investment Option Summary.
- Completed the CMS online form for Creditable Coverage.

EAP

- Posted EAP information in office and on intranet weekly.
- Distributed EAP publications to staff.

EEOC

- No new business.

Ergonomics

- 15 staff consultations, evaluations and personal ergo chair adjustments; distributed 4 foot stools and eight keyboard and eight mouse pads and two Back Pads.
- Distributed and/or replaced seven Herman Miller office chairs.

FMLA/Leaves

- Maintaining data for a total of eight staff.
- Five approved – intermittent.
- One approved – continuous- active.
- One approved continuous – pending.
- One application pending.

Homeland Security – I-9

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

New Hire Orientations

- Seven Full Time.
- Two Interns.

Performance

- Processed seven promotions

Fellowships

- Provided ongoing communication with applicants on process.



- Peters Fellowship closed 03/30/2015 -Start date May 18, 2015.
- NUPIP Fellowship closed - Start date July 27, 2015.

OneSolution

- Participated on project team performing various tasks and tests in preparation of transitioning to OneSolution from IFAS.

Recruitment

- Three Full Time Positions – Active postings.
- 13 Intern positions – Active Postings.

Resume Receipt and Distribution

- Received a total of 310 resumes for posted positions.
- Posted nine intern and two full time positions on CMAP website.

Terminations/Exit Interviews

- Three FT and one Interns.

Workers Compensation

- No new business.

Work Station maintenance / Office moves

- Coordinated three staff moves/Assigned 9 new employee workstations.
- Directed HR Intern to clean and organize cubicles for all new staff.
- Clean and maintain empty cubicles.
- Worked with Drennan and Hallas to set-up class rooms.
- Preparing class work books.
- Preparing HR New Employee Orientation Book.
- Assisting all staff as requested.

4th Quarter Objectives:

- Distribute Personalized Benefits Statements to All Staff.
- Help Prepare a visually appealing Benefit Summary for both the intranet & internet.
- Organize the 5th year anniversary of Health Week.
- Process Peters Fellow and NUPIP Fellow.
- Complete Summer Intern Recruitment.
- EAP Orientation for All Staff.
- Ergonomic Chair Fundamentals Brown bag – (BYOC Bring your own chair).



- Finalize One Solution Applicant Tracker.
- Work with Hyrell Applicant Tracking System Interface.

Administration/Administrative Support

Project Managers: Dorianne Preer

Team: Ambriz, Brown, Kelley, Witherspoon, Rivera

Description: Provide administrative support for CMAP.

3rd Quarter Progress:

Facility /Office Management

- Worked with building electricians to repair malfunctioning light fixtures.
- Worked with outside contractors on various matters.
- Re-organized changing rooms.
- Implemented and trained on new postage machine.
- Researched, purchased and had new refrigerator installed in kitchen.
- Updated emergency manual and provided life safety tours for new staff and interns.
- Rented 32 cars for staff for work related business.
- Reserved rooms for 19 external partners totaling approx. 533 guests with an average of 28 guests.
- Used 487 (209 Seattles Best @ \$3.66 ea. and 278 StarBucks at \$3.78) for a total of \$1,815.78 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	Dec/Jan		Jan/Feb		Feb/Mar	
Color Print Usage	48126	5937.30	48997	6044.76	47260	5830.47
Color Print Usage (in excess)		\$0.00		\$0.00		\$0.00
BW Print Usage (flat rate)	18494	\$638.00	20979	\$638.00	20921	\$638.00
Processing & Shipping Fee	N/A	\$16.00	N/A	\$16.00	N/A	\$16.00
Total Copies/Invoice Estimate	66620	6591.30	69976	6698.76	68181	6484.47

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

- Received four RFP's. Observed several copier/printer demos. Final decisions will be made in the 4th quarter.

Grants & Contracts

- Posted 9 RFP/RFQ's to CMAP website.
- Scheduled 12 interviews.
- Received 29 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 (seven this quarter).
- Send out contracts to vendors and accounting.
- Moved all electronic submission from SharePoint to S drive.
- Attend weekly meetings.

Safety

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

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.

Local Technical Assistance

- Sent out constant contact emails for three upcoming workshops.

4th Quarter Objectives:

- Coordinate first aid training.
- Schedule next office evacuation drill.
- Work on project team to upgrade conference room audio equipment.



- Work on plan to replace carpet and paint the facility.
- Complete work on copiers/printers to potentially secure new machines.
- Finalize Take your Child to Work Day.
- Process upcoming gym subsidies.
- Ongoing organization and maintenance of storage rooms ensuring that only necessary items are stored. Send more boxes to off-site facility.
- Continue work on off-site inventory records for CMAP needs.
- Attend One Solution meetings to become more familiar with program.
- Attend Pre-bid meetings and interviews in place of Penny.
- Continue to strategize to make contract/grant process run smooth with Penny Dubernat and Dan Olson.
- Continue to post all RFP related information on CMAP website.





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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.