

CMAP



Staff Progress Report

Fiscal Year 2013-14
Quarter One

November 2013



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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 will be organized clearly in a searchable online format. After the initial launch of the project, it will be continually supplemented with more case studies, including some suggested or led by partner organizations. In FY 14, some of these case studies will be used as part of the Year 3 implementation report for GO TO 2040.

Products and Key Dates: Add 20 new case studies to library, primarily from completed LTA projects.

1st Quarter Progress:

- Fixed website problems and loaded 11 LTA case studies into the map, highlighted one case study every other week in the weekly email.
- Held three theme-based LTA brownbags (Outreach lessons learned, Municipal Data Tools, and Project Management Matrix – 10/18).



- Developed schedule for next quarter's brownbags (using toolkits with LTA projects, working with the City of Chicago, Best practices / lessons learned with consultants).
- Developed online LTA project input form, received nine write-ups from LTA project managers and one online submission from a consultant.
-

2nd Quarter Objectives:

- Format ten new case studies in InDesign and upload to the library.
- Continue brownbag series (one/month) highlighting completed LTA projects.
- Promote uploaded case studies biweekly, via the weekly update.
- Continue to work with LTA project managers to write up case studies for LTA projects completed in the 4th Quarter.
- Draft additional case studies outside of LTA projects as appropriate.

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, so only the initiation of the survey is included in the FY 14 work plan.

Products and Key Dates: Initiation of municipal survey (March 2014).

1st Quarter Progress:

- Muni Blast, CMAP's quarterly email newsletter, was sent out to staff at all 284 municipalities in September. This is a vehicle for maintaining current survey contacts and publicizing the survey.

2nd Quarter Objectives:

- Draft 2014 questionnaire.



Model Plans, Ordinances, and Codes

Project Manager: Andrew Williams-Clark

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

Description: This project will prepare model planning approaches on topics of interest to local communities and planners. These include ordinances, other regulations, or treatment of other planning issues. Topics addressed in FY 14 were identified in spring 2013 based on municipal survey results and committee feedback, and include fair housing, sustainability plans, conservation design, complete streets, and aging in place. Once models are produced, CMAP will work with several communities to implement the ordinance locally (covered in more detail in the Local Technical Assistance section).

Products and Key Dates: Initiation of four model ordinances or other planning documents on topics of interest. One model ordinance is scheduled to be completed in March 2014, one in June 2014, and the remainder will extend into FY 15.

1st Quarter Progress:

- Scopes have been drafted for the Complete Streets Toolkit and Sustainability Planning Toolkit.
- CMAP received funding from the National Foreclosure Settlement Awards through the Illinois Attorney General's Office to produce an Interjurisdictional Housing Planning Toolkit.

2nd Quarter Objectives:

- Draft interim deliverables of the Complete Streets and Sustainability Planning Toolkits.
- Scope the Interjurisdictional Housing Planning and two other toolkits.

Planning Commissioner Workshops

Project Manager: Erin Aleman

Team: Ambriz, Dick

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



nearby communities. The workshops will be targeted to communities recently completing CMAP-led technical assistance projects.

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

1st Quarter Progress:

- Coordinated with APA-IL on renewing the MOU for services.
- Worked with project managers to identify communities interested in plan commissioner workshops.
- Scheduled Bensenville (Oct. 23) and Carpentersville (Oct. 29)

2nd Quarter Objectives:

- Hold between two and four plan commissioner workshops.
- Plan for additional workshops (Alsip, Dixmoor, Elmwood Park, and Westchester).

Bicycle and Pedestrian Transportation Planning

Project Manager: John O'Neal

Team: TBD

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

Products and Key Dates: Address requests by partner agencies for bicycle and pedestrian planning information. Additional products and key dates to be defined by June 2013.

1st Quarter Progress:

- Contributed to bicycle and pedestrian elements of LTA projects in South Elgin, Forest Preserve District of Cook County, Lan-Oak Park District, and Antioch.
- Reviewed and evaluated 2013 LTA bike-ped project applications and conducted follow-up interviews with applicants.



- Initiated work on Complete Streets toolkit. Developed general scope, draft outline and timeline. Met to discuss participation of Active Transportation Alliance and the National Complete Streets Coalition research staff on this project.
- Drafted TAP application, and participated in development of screening and evaluation criteria, and program management processes. Created file geodatabase of all TAP application, digitized and buffered projects, and created map with projects and data for analysis. Summarized project submittals (for Bike-Ped Task Force).
- Transmitted ten bicycle planning and usage information (BPUI) request responses. Began process to increase efficiency of process, including meeting with IDOT. At present, six BPUI requests are outstanding.
- Continued weekly Soles and Spokes blog posts covering issues, information, resources, and news items pertinent to bicycle and pedestrian planning. This quarter a total of 22 posts were made.
- Held Bike-Ped Task Force meeting.
- Participated in other activities related to bicycle and pedestrian planning.
 - Drafted and submitted comments and recommendations on the Illinois Bike Transportation Plan.
 - Completed maps and analysis for DMMC 2013 bicycle and pedestrian project submittals.
 - At request of communications staff, drafted text for new bike-ped webpages (for integration into new CMAP site).
 - Participated in working group to revise BLR to be consistent with state Complete Streets law and the new BDE.

2nd Quarter Objectives:

- Continue to pursue LTA projects involving bicycle and pedestrian planning.
- Continue to refine scope for Complete Streets toolkit and identify exact roles/contributions of ATA and NCSC. Determine if additional CMAP staff is needed. Obtain participation of three to six local and/or subregional agency representatives to act as advisory group members and obtain their feedback on project scope/toolkit contents. Conduct research on best practices/resource.
- Finalize process review memo for bicycle and pedestrian utilization requests and initiate recommendations for streamlining.
- Continue weekly posts at rate of two to three per two-week period.



- Hold meeting of bicycle-pedestrian task force.
- Continue participation in the Illinois Bicycle Transportation Plan. Continue participation in working group to amend IDOT BLR manual. Continue to update BIS, as information becomes available.

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. The work plan does not identify the specific projects being pursued, but breaks down the types of work involved in each one.

Program Development and Management

Project Manager: Bob Dean

Team: Aleman, Dick, Navota, Olson, Ostrander, Pfingston, Williams-Clark

Description: This involves the management of the overall program of Local Technical Assistance projects, including both staff-led projects and those pursued through contracts or grants. This project includes assuring project timeliness and quality, assessing staff needs and allocating resources appropriately, and communicating the purpose and goals of the overall program. The preparation of monthly reports on project progress also falls under this project. Future calls for projects and project prioritization are included within this project as well.

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

1st Quarter Progress:

- Prepared monthly reports for Board and committees.
- Tracked and analyzed staff time expended, with approximately 8,000 hours of staff time devoted to LTA projects.
- Began work with SLG on database for project tracking. Provided comments on drafts throughout August and September.



- Reviewed 67 applications submitted to LTA program. Followed up with each applicant to request additional information, and discussed applications with working committees, nonprofit partners, transit service boards, counties, City of Chicago, and other partners.
- Developed staff recommendation of 32 new projects to be pursued. Received Transportation committee approval of new LTA program.

2nd Quarter Objectives:

- Continue to prepare monthly reports for Board and committees.
- Track and analyze staff time expended, with approximately 8,500 hours of staff time devoted to LTA projects.
- Complete and launch database for project tracking.
- Receive Board and MPO approval of program.

Project Scoping

Project Manager: Bob Dean

Team: Aleman, Dick, Navota, Pfingston, Williams-Clark

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

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

1st Quarter Progress:

- Communicated with project sponsors to develop basic scopes of work and schedules for unstarted projects. At the start of the quarter, eight projects were in early stages of scoping. By the end of the quarter, this was reduced to only three projects, with others having advanced.

2nd Quarter Objectives:

- Continue communication with sponsors of projects currently in the LTA program to develop scopes of work and schedules.



- Following Board and MPO approval, develop general staff allocations and timelines for newly selected projects, as well as decisions on which will be handled with staff assistance and consultant assistance.
- Follow up with sponsors of newly selected projects. Begin detailed scoping immediately with sponsors of 15 new projects.

Management and Support of Staff-Led Projects

Project Manager: Bob Dean

Team: Entire Local Planning division, as well as Byrne, Hudson, Loftus, Schuh, Thompson

Description: Each Local Technical Assistance project will be assigned a project manager who is responsible for the timely completion of the project. Project managers are responsible for conducting a large portion of the work required on their projects, as well as identifying needs for additional project support, outreach assistance, and partner coordination (described in the following several work plan items). The staff listed for this project will serve as project managers for some projects and contribute as part of a project team in other cases. CMAP's various software and tools, such as MetroQuest, will be used as appropriate.

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

1st Quarter Progress:

- Continued to advance projects already begun, with preparation of 17 existing conditions reports (bringing the total to 79), six draft plans (bringing the total to 54), and four final plans (bringing the total to 46). Compared to initial expectations, more progress was made in preparing existing conditions reports than expected, but preparation of draft and final plans was lower than expected.
- Initiated nine additional projects. A total of 104 projects had reached this stage by the end of the fiscal year, including 76 staff-led projects and 28 consultant-led projects. This rate of project startup slightly exceeded initial expectations at the start of the quarter.

2nd Quarter Objectives:

- Continue to advance projects, with preparation of several existing conditions reports, development of 15 additional draft plans, and adoption/completion of 12 final plans.
- Initiate six additional staff-led projects and three consultant-led projects.



Projects...	End FY 11	End FY 12	End FY 13	1Q FY 14
...completed and adopted (100% complete)	0	10	42	46
...with final draft complete (90%)	0	18	48	54
...with existing conditions complete (50%)	0	29	62	79
...fully initiated	14	47	95	104

Management of Grants and Contracts

Project Manager: Jack Pfingston

Team: Bayley, Okoth, O'Neal, Robinson, Seid, Shenbaga, Simoncelli, K. Smith, Vallecillos, Williams-Clark

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

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

1st Quarter Progress:

- Continued to engage communities and to track progress. Continued project administration, monitoring, reporting, and review of draft project documents.
- Completed bicycle plan for Downers Grove.
- Conducted interviews, selected consultants, and held kickoff meetings for the Kedzie Avenue Corridor Plan, South Elgin Bike Plan, and Prospect Heights Comprehensive Plan; all are underway. Also selected consultant for Evanston bicycle plan and initiated that project.
- Held pre-RFP scoping meeting with North Aurora.

2nd Quarter Objectives:

- Continue to engage communities and to track progress. Continue project administration, monitoring, reporting, and review of draft project documents.
- Complete CHA LeClaire Courts redevelopment project, DuPage County corridors project, Elgin sidewalks plan, and SSMMMA I-294/I-57 interchange land use planning.



Prepare drafts and initiate adoption process for comprehensive plans in Lansing, Lynwood, and Richton Park.

- Prepare RFPs for North Aurora and two additional newly-selected projects.

Outreach and Communications

Project Manager: Erin Aleman, Tom Garritano

Team: Green, Lopez, Reisinger, Robinson, Simoncelli, K. Smith, Vallecillos

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

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

1st Quarter Progress:

- Staff worked to develop PROUSTs for new projects and complete outreach appendix, as needed.
- Coordinated with Communications to develop a resource guides for how the Communications team can support the regional technical assistance products as well as a reference guide for Communications and the LTA projects.

2nd Quarter Objectives:

- Continue to develop PROUSTs as needed.
- Complete project outreach appendix as needed.
- Identify the level of outreach appropriate for the new round of LTA projects and look for ways to do new, innovative outreach activities.

Data and Mapping Support

Project Manager: Agata Dryla-Gaca

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



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

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

1st Quarter Progress:

- Spatial Data, Analysis and Map products:
 - ECR: Bensenville, Lyons, Chinatown, Lincolnwood, Chicago Heights, Rosemont.
 - Homes for a Changing Region: public input results digitized, documentation, support for Kane County.
 - Industrial Area Plan: Franklin Park.
 - Other projects: Cook County Trails Assessment, Cook County Consolidated Plan, Lan-Oaks Park District Plan, Ferson - Otter Creek Watershed, Will County Brownfields.
- Requests
 - Internal: LTA Projects locations in the region, legislative districts.
 - External: LTA Projects - area coverage (Land Bank), Proposed Land Uses (Omnitrax)

2nd Quarter Objectives:

- New and ongoing projects - GIS and mapping support and coordination.
- Explore new ways of presenting and collaborating spatial information.

Partner Coordination

Project Manager: Erin Aleman

Team: Robinson

Description: The involvement of partner organizations including government, nongovernmental, and philanthropic groups is a central part of CMAP's approach to Local Technical Assistance. This work plan item includes identification of appropriate organizations to participate in local projects and coordination of the project processes to involve these organizations, as well as convening partners through working committees, technical assistance



providers group, and other formal and informal committees. This project also includes the incorporation of non-traditional topics within LTA projects, such as health, arts and culture, workforce development, and others.

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

1st Quarter Progress:

- Convened TA providers for their quarterly meeting to discuss the 2013 LTA projects received.
- Coordinated with the Human and Community Development Committee to develop a health, land use, and transportation-focused event.
- Participated in Age Option’s Health Connections Council meeting to discuss potential interest in partnering on future regional toolkits.

2nd Quarter Objectives:

- Host quarterly TA providers meeting.
- Hold the Health, Land Use, and Transportation Planning workshop (Dec. 9).
- Continue to identify partnership opportunities.

External Resource Development

Project Manager: Erin Aleman

Team: Capriccioso, Navota, Olson, 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: Periodic communication with philanthropic groups and other potential funders concerning the value of the LTA program (ongoing). Applications submitted in response to funding opportunities (as needed).

1st Quarter Progress:



- Developed a strategy document to guide how CMAP will approach future funding opportunities from both the public and philanthropic sectors.
- Received grants for Illinois Attorney General, Economic Development Administration, and Chicago Community Trust.
- Identified federal, state, and other funding opportunities to explore in the near future (NOAA, FEMA, MWRD).
- Met with the MacArthur Foundation to discuss potential partnerships.

2nd Quarter Objectives:

- Continue to identify and evaluate potential funding opportunities.
- Apply for NOAA’s CSI Sectoral Applications Research Program for climate adaptation funding through the LTA program.
- Apply for FEMA’s Hazard Mitigation Assistance grant programs.

POLICY ANALYSIS AND DEVELOPMENT PROGRAM

Program Oversight: Matt Maloney

GO TO 2040 addresses broad issues of governance and policy, which are equally as important as physical infrastructure to our region’s future. The plan’s approach in this area is to support activities that create a favorable policy environment for sustainable prosperity and regional job growth. The primary goal of this core program is to use the agency’s vast data resources to generate 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

Performance Based Transportation Funding

Project Manager: Alex Beata

Team: Hollander, Schuh, with assistance from outreach and communications staff

Description: In the last fiscal year, staff worked to educate state and regional stakeholders about the virtues of moving to a more robust and transparent system of making transportation investment decisions. This work culminated in a web microsite and companion report describing CMAP's best thinking on how to implement performance-based funding for the state highway program. This fiscal year, staff will pursue additional opportunities to educate policymakers, transportation stakeholders, and the general public about advancing these issues, both for annual and more episodic highway and transit capital investments. Staff will also analyze other structural issues that affect the efficiency of transportation spending in our region, including the allocation of roadway maintenance responsibilities across jurisdictions and the complex system of formula-based funding allocations between the state and local governments. Lastly, staff will work to transition CMAP's programming via a new performance-based programming core program.

Products and Key Dates: This research will be delivered via the Policy Updates blog (ongoing).

1st Quarter Progress:

- Staff developed a scope for a series of policy updates investigating state-local transportation funding and governance issues.
- Staff developed a draft policy update focused on a description of state transportation revenue sharing with local governments, and began researching a second policy update focused on an evaluation of state transportation revenue sharing with local governments.

2nd Quarter Objectives:

- Post the first and second policy updates.
- Begin research and writing for next policy updates.

Congestion Pricing Analysis and Coordinated Outreach

Project Manager: Jesse Elam

Team: Aleman, Beata, Stratton, Schmidt



Description: The implementation of congestion pricing is a major recommendation of GO TO 2040. In FY 2013, staff pursued a wide-reaching campaign, based upon new analyses of five GO TO 2040 fiscally constrained highway projects (summarized in the report and Web site Congestion Pricing: Express Lanes to the Region’s Future.) This fiscal year, staff will focus efforts on analyzing some of the strategy’s secondary benefits and impacts as well as system performance under a broader application of the strategy. In addition, staff will also analyze how the performance of existing managed facilities could be improved with congestion pricing. Staff will also continue to engage in coordinated outreach across the region, as needed, and particular attention will be paid to several near-term applications for congestion pricing (Elgin O’Hare Western Access, Central Lake County Corridor, Stevenson Expressway.)

Products and Key Dates: Analysis of benefits to transit, including express bus performance (September 2013); analysis of benefits of pricing on existing managed facilities (April 2014); outreach to corridor and regional stakeholders (ongoing); analyses to support project studies for specific GO TO 2040 corridors (ongoing).

1st Quarter Progress:

- Staff presented on the congestion pricing campaign at the I-55 Managed Lanes Corridor Planning Group meeting in August
- The original intent of the September 2013 deliverable was to utilize the newly developed transit component of the activity-based model to show how transit use could be expanded in tandem with highway pricing. This may be too ambitious given staff time and resources.

2nd Quarter Objectives:

- Scope out more limited analysis of benefits to express bus service, perhaps utilizing conventional trip-based modeling.
- Complete policy update discussing potential safety benefits of express toll lanes.
- Strategize with outreach team to identify additional outreach opportunities

Regional Freight Leadership Task Force

Project Manager: Alex Beata

Team: Simoncelli, Murtha, Wies

Description: GO TO 2040 supports increased investment in the region’s freight system to improve the economic competitiveness of metropolitan Chicago, and the plan emphasizes organization and public policy as a specific area of focus for achieving this goal. Metropolitan Chicago has not traditionally had a champion to look out for the public interest regarding



freight. To address the institutional and funding barriers of all freight modes, a self-financed Regional Freight Authority should be explored to establish a balance of interests and a mandate to address these needs and lower freight operating costs by upgrading regional infrastructure. Following Board approval of a Task Force to analyze these issues in June 2013, this group will meet monthly beginning in August 2013 and produce a report to the CMAP Board in June 2014.

Products and Key Dates: Task Force meetings, background analysis and staff reports (monthly); final report (June).

1st Quarter Progress:

- Staff developed a scope and schedule for the Task Force.
- Staff met individually with each Task Force member to introduce the scope and field any questions.
- Staff developed draft materials for the first and second meetings.
- Staff recruited guest speakers for the second meeting.
- Staff began exploring how to use the mesoscale freight model to support the Task Force's deliberations.

2nd Quarter Objectives:

- Convene first and second meetings.
- Develop materials for the third meeting.
- Continue to develop the modeling and quantitative analysis.

Freight Policy: National, State, and Regional Coordination

Project Manager: Alex Beata

Description: As the nation's freight and transportation hub, metropolitan Chicago must play a greater leadership role in advocating for sound public policy and planning on freight movement. While MAP-21 included new freight provisions, more must be done to prioritize and target investments where they are most needed. The most visible of these investments is implementation of the CREATE program. CMAP will closely monitor actions at the federal and state level and assemble policy principles, issue briefs, and recommendations to articulate the importance of freight to metropolitan regions and especially northeastern Illinois. CMAP will also lead a collaborative effort with other major metro areas on these principles and the overall outreach campaign to influence the freight provisions of the next transportation reauthorization bill. CMAP will first provide a working draft freight agenda to partner agencies and with their



input develop a consensus Freight Agenda for reauthorization. With Board approval of the consensus Agenda, CMAP will recirculate the Agenda to partner agencies for adoption by their respective boards.

Products and Key Dates: Working Major Metro Area Freight Agenda Draft (June 2013), Major Metro Area Input on a Consensus Freight Agenda (August 2013), Draft Freight Agenda (February 2014), Letter to Congressional Representatives on Common Major Metro Area Agenda (February 2014), Meetings with elected officials and staff (February-June 2014)

1st Quarter Progress:

- Staff coordinated with counterparts at the Southern California Association of Governments (SCAG) to develop a freight policy platform for major metropolitan areas.
- Staff shared that document with the executive directors and senior staff of the nation's largest metropolitan areas.

2nd Quarter Objectives:

- Continue coordinating with major metropolitan areas. Establish a staff working group to edit the policy platform and coordinate with other industry groups.

Regional Revenues

Project Manager: Matt Maloney

Team: Beata, Hollander, Schuh

Description: CMAP's Regional Tax Policy Task Force recommended that Northeastern Illinois should follow the lead of other regions around the country that are pursuing and utilizing regional revenue sources for regional needs, namely capital investments for transportation infrastructure projects. In FY 13, staff completed a draft detailed analysis of potential non-federal or state revenues to be derived from the imposition of new user fees or other efficient forms of taxation that capture the incremental value created by infrastructure improvements. In FY 14, staff will release this report and coordinate an outreach campaign to move the regional conversation forward on sustainable regional revenues.

Products and Key Dates: Release report (summer 2013).

1st Quarter Progress:

- Report remains in draft form and has not been released.

2nd Quarter Objectives:

- Develop schedule for project roll out.



Major Capital Projects Implementation

Project Manager: Matt Maloney

Team: Beata, Bozic, Elam, Blankenhorn, Leary, Kopec, Schmidt, Schuh, Stratton, Wies

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

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

1st Quarter Progress:

- Staff continues to meet internally about implementing the MCP strategic plan.
- Significant work was expended this quarter on the Illiana Corridor proposal, including the drafting of a (1) staff analysis for public comment and a (2) staff recommendation on the proposal. Staff also engaged CMAP Board and MPO Policy Committee members in one-on-one meetings about the staff analysis.
- The Rt 53/120 Corridor Plan, to be managed by CMAP, also moved forward. A project scope was produced and an RFP was released.

2nd Quarter Objectives:

- Continue to implement strategic plan.

Green Infrastructure Vision

Project Manager: Jesse Elam

Team: Beck, Navota, 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 focus on applying the GIV for this type of work, including local planning and performance-based funding, 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 also 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: Chicago Wilderness policy regarding use of GIV in land conservation (expected by December 2014, but dependent on partners); economic valuation report (March 2014).

1st Quarter Progress:

- Initial meeting with Chicago Wilderness to discuss scope for valuation report.
- Drafted GIV policy resolution for Chicago Wilderness Executive Council. Two CW members presented to Lake County Board (with Chicago Wilderness branding).

2nd Quarter Objectives:

- Complete scoping and start procurement process for GIV valuation report. Report more likely to be completed in late summer 2014.

AREA 2: Regional Economy

Assessment of Economic Development Incentives

Project Manager: Lindsay Hollander

Team: Schuh

Description: CMAP's Regional Tax Policy Task Force recommended that CMAP analyze how sales tax rebates affect development and land use decisions, and support policies that enhance transparency in these rebate agreements. This recommendation emerged from the Task Force's lengthy discussion about the local incentives at play in the attraction of large tax generating establishments. While the Task Force focused specifically on sales tax rebates, the state and some local governments historically have utilized a range of other abatements and economic development incentives, including TIF and enterprise zones, to spur economic development. The CMAP Board has requested that CMAP conduct a detailed study on how and where these tools have been used and the impact of the tools on local and regional economic development.

Products and Key Dates: Final report (July 2013).

1st Quarter Progress:



- Completed final report
- Presented report's findings to Council of Mayors and CMAP Board

2nd Quarter Objectives:

- Present report to other interested bodies

Regional Tax Policy Analysis

Project Manager: Lindsay Hollander

Description: CMAP's Regional Tax Policy Task Force recommended that CMAP continue to play a leadership role in facilitating a regional perspective on tax policy. This project will focus on supporting CMAP's commitment to tax policy through a series of analyses on tax policy issues. Topics are likely to include: an analysis of the effect of property tax classification in Cook County on business location decisions, an analysis of northeastern Illinois' impact on state revenues, research on the State's budget and state expenditures made within the region, an analysis of regional tax capacity and other tax policy indicators, and expansions on previous CMAP analyses of revenue sharing or sales tax rebates. Analyses may take the form of an issue brief or policy update.

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.

1st Quarter Progress:

- Completed a series of three Policy Updates on tax policy indicators: efficiency, equity, and transparency.

2nd Quarter Objectives:

- Complete policy update on state transparency in economic development incentives including analysis of IDOR sales tax rebate database.

Assessment of the Fiscal and Economic Impact of Land Use Decisions

Project Manager: Elizabeth Schuh

Team: Hollander, Clark, consultant contract

Description: The Tax Policy Task Force report includes data and information about the fiscal impacts of different development decisions. During the GO TO 2040 plan process, CMAP also analyzed the regional economic and jobs impacts of these different development decisions. It is important for the region to have the best information possible about how our fiscal policies



drive land use decisions as well as the resulting impacts on the regional economy, jobs, and principles of livability as addressed in GO TO 2040. The CMAP Board has requested that the local and regional impacts of these decisions should be analyzed in more detail. Analysis should be regional in scale and include specific information and cooperation from local municipalities.

Products and Key Dates: Initial analysis results (June 2013), final report to the CMAP Board (December 2013).

1st Quarter Progress:

- Completed fiscal impact analysis portion of project
- Analyzed the sales tax impacts of fiscal impact case studies
- Completed economic impact analysis and market capacity analysis
- Presented interim progress to the land use committee
- Held two TAG meetings

2nd Quarter Objectives:

- Hold final TAG meeting
- Complete review with case study communities
- Complete draft and final versions of the report

Regional Housing and Development Analysis

Project Manager: Elizabeth Schuh

Team: Morck, D. Clark

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



Products and Key Dates: Analysis and policy blog updates on housing and commercial development change in the region (Quarterly); ongoing educational blogs/handouts on demographic, transportation and land use topics (Quarterly)

1st Quarter Progress:

- Compiled first-half 2013 housing data (permits, starts, value indices, rental vacancy and prices)
- Presented on first-half changes and pre/post-recession development trends to the Housing Committee of the Metropolitan Mayor's Caucus

2nd Quarter Objectives:

- Author one to two policy updates on housing change
- Author one policy update on retail square footage and sales trends

Industry Cluster Drill Downs

Project Manager: TBD

Team: Weil

Description: GO TO 2040's chapter on supporting economic innovation includes an implementation action to perform 'drill down' analyses into specific industry clusters. The purpose of these reports is to identify specific opportunities to support economic innovation within a strategic cluster. A thorough, comprehensive evaluation highlights opportunities to develop partnerships, strengthen programs, advocate for policy changes, align workforce training programs, and bolster other resources that will help the cluster thrive. In FY 13, staff completed two drill down reports on freight and manufacturing. In FY 14, staff will complete the third in this ongoing series.

Products and Key Dates: Full project scope and timeline for third drill down report (September 2013); final report (June 2014).

1st Quarter Progress:

- No progress was made on FY 14 deliverables. Staff attrition has resulted in the scope of this project being pushed back.
- Staff released the freight/manufacturing nexus report and engaged in several events about freight and/or manufacturing, which focused centrally on the nexus report.

2nd Quarter Progress:



- Complete project scope.

Industry Cluster Sub-regional Analyses

Project Manager: Annie Byrne

Team: Weil, Woods, other key staff from the Local Planning department

Description: CMAP's two cluster reports on freight and manufacturing include a number of recommendations on workforce, innovation, and infrastructure. Many of these recommendations are best implemented on the sub-regional level through targeted technical assistance. This project will conduct two analyses on sub-regions within the seven county area to assess specific economic development and workforce challenges and opportunities related to freight and manufacturing. After this initial assessment, the goal is to transition toward an actionable projects or set of projects that can be undertaken at a later date via the LTA program.

Products and Key Dates: Two sub-regional analyses on freight/manufacturing (one in the second half of 2013, one in the first half of 2014).

1st Quarter Progress:

- Project timeline and scope created
- Report outline drafted and revised based on feedback
- Began research and data analysis
- Met with stakeholders and gave presentations
- Identified study area

2nd Quarter Objectives:

- Draft report complete
- Present to Economic Development Committee

State and Regional Economic Development Policy: Best Practices, Challenges, and Opportunities

Project Manager: Simone Weil

Team: Byrne, Hollander

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. This project will focus on the role of state and regional governments in planning for economic development opportunities and providing direct funding to businesses in the form of financial incentives. This project will have two distinct phases. Phase 1 will focus on analyzing best practices in state and regional economic development from the U.S. and around the world. With these best practices in hand, Phase 2 will focus on the State of Illinois and metropolitan Chicago's economic development policies and procedures and analyze what lessons can be learned from other places.

Products and Key Dates: Project Scope (July 2013), Phase 1 report (November 2013), Phase 2 report (April 2014).

1st Quarter Progress:

- Developed project scope
- Conducted research of best practices in other states and regions
- Identified case studies and conducted interviews with economic development researchers and practitioners
- Drafted report case studies
-

2nd Quarter Objectives:

- Complete phase 1 report
- Scope and conduct preliminary research for phase 2 report

Regional Economic Indicators

Project Manager: Simone Weil

Team: Byrne, communications staff

Description: Over the last two years, CMAP has worked to improve data and information systems related to human capital, a key recommendation of GO TO 2040. Last year CMAP released *MetroPulse Jobs*, a new web portal illustrating data on workforce needs and gaps in key industry clusters of specialization (the first two portals have focused on freight and manufacturing.) CMAP has also contributed to the Illinois Innovation Index, a partnership with other entities which analyzes varying sets of metrics on economic innovation in northeastern Illinois and the State. Moving forward, CMAP intends to play a greater role in collecting and analyzing this data to keep our partners and the general public attuned the region's economic trends, especially as they relate to our major industry clusters and the



workforce and innovation recommendations of GO TO 2040. This data and information will be housed at CMAP and disseminated via the CMAP Web site.

Products and Key Dates: Strategic Plan and Scope for Regional Economic Indicators project (July 2013); implement plan (ongoing).

1st Quarter Progress:

- Developed strategic plan and scope
- Analyzed regional indicators and communications strategies used in other regions
- Identified 16 indicators related to regional economic trends, workforce, clusters, and innovation
- Developed protocols to download data and completed initial download
- Coordinated indicator development with plan update indicators project

2nd Quarter Objectives:

- Visualize indicators on new CMAP website
- Develop analysis and content regarding indicators for website on an ongoing basis

AREA 3: CMAP/MPO Committee Support and Legislative Strategy

CMAP and MPO Committee Support

Team: Kopec, Leary (policy committees); Dean, Maloney (coordinating committees); Aleman, Berry, Capriccioso (advisory committees); Beck, Byrne, Dixon, Ostrander, Robinson, K. Smith (working committees)

Description: CMAP has committees at the policy, coordinating, advisory, and working levels that play integral roles in the agency's planning processes. CMAP provides staff support to these committees. With the adoption of GO TO 2040, committee focus has shifted from the planning process to implementation. While many implementation areas of the plan are led by CMAP, other areas require leadership from other implementers. Moving forward, CMAP's committees, primarily at the working level, should be used to ensure that CMAP can measure progress toward plan implementation on both staff work and efforts by outside implementers.

Products: Agendas, meeting minutes, and supporting materials (policy, coordinating, advisory, working levels); implement mechanism to collect and share information on GO TO 2040



implementation activities occurring throughout the region (working committee level) - quarterly

1st Quarter Progress:

- Committees continued to meet and staff met internally on strategy.

2nd Quarter Objectives:

- Committees will continue to meet.

State Legislative Strategy

Project Manager: Gordon Smith

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

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

Products and Key Dates: State Agenda (October 2013); Monthly Board Report, Final Legislative Report (June 2014), Veto Session Report (TBD), Policy Updates on state legislative issues (ongoing), Factsheets on GO TO 2040 priorities (as needed); Outreach Strategy Outline (as needed); Regional Legislative Briefings (June-July); Congressional Staff Briefings (TBD)

1st Quarter Progress:

- Staff continued to meet with legislators during the non-session months. Staff met with the following legislators: Sens. Althoff, Biss, Bush and Morrison and Reps. Crespo, Kifowit, Mayfield, Mussman and Williams. Staff also attended Council of Governments legislative events at Metro west COG and McHenry County CoG's legislative breakfast.
- Staff also monitored the Governor's Northeast Illinois Public Transit Task force meetings including testimony by our Executive Director. Engaged in conversations with the other IL. MPO's to discuss relevancy of the advisory group and or next steps.



- Began discussion of strategy and purpose for developing CMAP specific NE Illinois legislative caucus.
- Began initial discussions about legislative agenda and priorities for the 2014 spring legislative session.

2nd Quarter Objectives:

- Continue to meet with new legislators, key caucus staff.
- Work with policy team to outline possible information sharing to legislators and key caucus staff.
- Continue development of a possible NE Illinois ILGA caucus.
- Continue discussions for legislative initiatives for the fall and spring legislative sessions.
- Continue to monitor the NEIPTTF.

Federal Legislative Strategy

Project Manager: Randy Blankenhorn

Team: Beata, Kopec, Leary, Maloney, other relevant staff

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

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

1st Quarter Progress:

- Staff monitored progress in Washington, specifically related to the MAP-21 implementation on performance measures and freight.

2nd Quarter Objectives:

- Begin work on federal agenda.



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.

AREA 1: Technical analysis and modeling

Financial Plan

Project Manager: Lindsay Hollander

Team: Beata, Ostdick

Description: GO TO 2040 includes a fiscal constraint for transportation investments, totaling \$385B in core and reasonably expected revenues over the plan period. This project's objective is to update revenue and expenditure information and the overall fiscal constraint of the plan.

Products and Key Dates: Scope of work (September 2013); Confirm revenues (January 2014); Confirm safe & adequate expenditures (January 2014); Develop allocation of funding by project category (particularly focusing on major capital projects (April 2014).

1st Quarter Progress:

- Completed project scope and timeline
- Completed data collection
- Held meeting and engaged in subsequent correspondence with a small group of state and local highway implementers to discuss cost assumptions for forecasting highway capital maintenance to a safe and adequate level
- Met with the Regional Transportation Authority to discuss transit revenue forecasting
- Spoke with staff from a couple of county DOTs to discuss local highway revenue forecasting



- Presented scope and analysis of revenue trends to Transportation Committee and Regional Coordinating Committee
- Began forecasting core revenues, reasonably expected revenues, operating expenditures, and capital maintenance expenditures to a safe and adequate level

2nd Quarter Objectives:

- Complete draft forecasting of revenues and expenditures
- Present draft forecast to Transportation Committee
- Complete final revenue and expenditure forecast based on feedback from Transportation Committee
- Develop draft funding allocation

Socioeconomic Forecast Development

Project Manager: David Clark

Team: Wies, Morck, Peterson

Description: Review, correct and, if necessary, update GO TO 2040 preferred scenario socioeconomic forecasts. Major tasks include assessing the impact of the recent recession on long term regional household and job growth trends, and inventorying and correcting small-area forecasts to reflect new existing conditions. Improved techniques for modeling future retail employment will be implemented.

Products and Key Dates: Scope of Work (September 2013) Review and propose update and correction parameters (September, 2013). Execute agreed upon updates and corrections (December, 2013). Publish updated and corrected forecasts (March, 2014).

1st Quarter Progress:

- Scope of Work completed.
- Step 1, revising the regional total and draft county totals completed.
- Currently we are developing methodologies for re-allocating forecasted growth at the local (subzone) level where appropriate, based on updated Land Use, Development Database, and Green Infrastructure data.

2nd Quarter Objectives:



- Finalize re-allocation methodology and generate draft subzone-level forecasts; review results with Local Planning staff and internal forecast users for feedback on methodology and results.
- Make revisions as necessary to generate final forecast figures.

Major Capital Projects

Project Manager: Todd Schmidt

Team: Beata, Patronsky, Bozic

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 and socioeconomic forecasts described above. Implementing agencies will also have the ability to suggest new projects to be evaluated and considered.

Products and Key Dates: Scope of Work (September 2013); Identify “universe” of major capital projects (October 2013); Confirm evaluation measures to be used (January 2014); Evaluate projects against measures (April 14); Develop recommended list of projects (June 2014).

1st Quarter Progress:

- Prepared scope of work for project
- Prepared a memo describing the process that will be used to update the major capital projects and provided an overview of the memo to the working committees.
- Created major capital project packages for each implementer and sent them to the respective implementer requesting a meeting to update project information.
- Meetings are scheduled with IDOT, CDOT, Metra, and RTA.

2nd Quarter Objectives:

- Meet with implementers to update project information.
- Create a list of all major capital projects considered for plan update.
- Review performance measures to determine if any should be updated.
- Start project evaluation.



AREA 2: Writing, Policy Development, and Outreach

Implementation Actions

Project Manager: Alex Beata

Team: Schuh

Description: The update to GO TO 2040 will not involve rewriting the plan's text. However, it will involve updating the implementation action area tables that describe how the recommendations of GO TO 2040 will be implemented. These tables will be updated to reflect current implementation status.

Products and Key Dates: Scope of Work (September 2013). Assess progress toward initial implementation actions and release results as part of Year 3 GO TO 2040 implementation report (December 2013). Recommend set of new implementation actions (June 2014).

1st Quarter Progress:

- Introduced this project's scope and timeline to the CMAP working committees in September 2013.
- Conducted an internal review to identify implementation examples under each action. This effort will support the Year 3 implementation report.
- Developed deliverables to share with CMAP working committees.

2nd Quarter Objectives:

- Solicit implementation examples from CMAP working committees.
- Continue internal review to determine high-level assessments of each implementation action (i.e., whether it should be retained as-is, removed or revised to reflect current conditions, or listed as complete), and to edit the text of the actions.
- Solicit high-level assessments of each implementation action from the working committees.

Indicator Updates

Project Manager: Craig Heither

Team: Murtha, Chau, N. Ferguson



Description: GO TO 2040 includes a set of indicators to track the plan’s progress toward implementation. The Year 2 implementation report for GO TO 2040 included updates on several of these indicators, including modifying the way in which the indicator is measured to respond to data availability. This project will build upon that analysis to update the GO TO 2040 indicators, including modifying measures and future targets if appropriate.

Products and Key Dates: Scope of Work (September 2013). Prepare report on selection of new indicators in cases where necessary, or confirmation of use of initial indicators (December 2013). Develop updated set of indicators and long-term and short-term targets (June 2014).

1st Quarter Progress:

- Completed Scope of Work for project.
- Coordinated with agency subject matter experts to compile a complete list of proposed indicators for plan update.
- Developed proposed indicators for four critical area of plan: Improve Education and Workforce Development, Reform State and Local Tax Policy, Improve Access to Information, and Support Economic Innovation.

2nd Quarter Objectives:

- Complete draft Indicators Selection Report identifying all performance measures to be used in plan update; submit for internal management review.
- Present indicator updates to working committees for input beginning in November.
- Assist with development of content for 2013 Implementation Highlights report.
- Coordinate with agency subject matter experts on new and revised target values for indicators.

Plan Preparation

Project Manager: Justine Reisinger

Team: Garritano, Weiskind

Description: The GO TO 2040 update will consist primarily of updated indicators, updated implementation action area tables, and an updated list of fiscally constrained major capital projects. These updated materials will be released for public comment in June 2014. This project involves the preparation of the materials that will be released for public comment.

Products and Key Dates: Scope of Work (September 2013); Release draft plan update (June 2014); final plan update will be a deliverable in FY15.



1st Quarter Progress:

- Produced scope of work
- Assisted with scope development for other plan update projects in need of communications support

2nd Quarter Objectives:

- Produce plan development memo
 - Phase 1: Research and Development
 - Phase 2: Audience, Purpose Definition
- Begin plan update outline

Public, Stakeholder, and Committee Engagement

Project Manager: Jessica Simoncelli

Team: Aleman, other outreach staff as necessary.

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

Products and Key Dates: Scope of Work (September 2013). Involvement of committees and stakeholders as appropriate (ongoing).

1st Quarter Progress:

- Scoped the public outreach and stakeholder engagement for the plan update
- Assisted with introducing the plan update process and the implementation action updates to CMAP working committees

2nd Quarter Objectives:

- Continue to engage the CMAP working committees with the plan update project's progress
- Assist other Plan Update project managers to engage interested and targeted stakeholders to garner feedback on implementation action areas and major capital projects



COMMUNICATIONS PROGRAM

Program Oversight: Tom Garritano

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

Local Planning Communications and Outreach Support

Project Manager: Justine Reisinger

Team: Aleman, Garritano, Weiskind, Green, Nguyen 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).

Products: Support for various planning projects, as needed throughout FY 2014. GO TO 2040 presentations to all of the Local Technical Assistance communities, including coordination on annual LTA call for projects.

1st Quarter Progress:

- Developed communications support strategy for products developed under Regional Technical Assistance program (case studies library, model codes and ordinances, municipal survey), launched new quarterly Muni-Blast newsletter to help promote said products.
- Provided ongoing support for LTA promotional materials and final plans, as well as relevant media outreach.
- Assisted with professional printing procurement for Form-Based Codes toolkit,
- Arranged Daily Herald editorial board meeting for Lake County local food work.
- Facilitated InDesign training for select staff.
- Finalized and presented guidance document for comms support of LTA deliverables.



2nd Quarter Objectives:

- Release quarterly Muni-Blast, monitor readership stats/links clicked to gauge effectiveness at raising awareness of Regional Technical Assistance products.
- Engage with staff producing model ordinances and toolkits before text is drafted to determine potential web interactivity for final deliverable.
- Continue to provide ongoing support for LTA promotional materials and final plans, as well as relevant media outreach.

Policy Communications and Outreach Support

Project Manager: Tom Garritano

Team: Aleman, Reisinger, Weiskind, Green, 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 2014.

1st Quarter Progress: Assisted in preparation of the freight/manufacturing nexus materials. Worked with staff on content for the new CMAP website's Economy section. Worked with staff in support of Illiana materials.

2nd Quarter Objectives: Follow up with Policy staff regarding transition from Illiana to highlighting the importance of performance-based funding and regional revenues. Work with staff in the Policy group to finalize their content for the new website.

Partnerships and External Talks

Project Manager: Erin Aleman

Team: Reisinger, Kane, Garritano, 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, the outreach staff will lead these efforts with support from the communications and executive staff, who can help with coordination, scheduling, preparation



of talking points and other materials, etc. Outreach staff should take the lead, with help from communications, in finding opportunities for Randy and other staff to give public talks, especially to audiences targeted strategically for timely CMAP products and priorities.

Products: Various outreach activities and related communications support, as needed throughout FY 2014.

1st Quarter Progress:

- 7/18 Building One America conference in DC
- 8/23 Manufacturing event with Congresswoman Duckworth
- 8/23 APWA foreign delegation luncheon
- 8/26 APWA conference Make No Little Plans panel
- 9/10 Rich Rodriguez Chicago Politics class
- 9/12 Fed Exec Board
- 9/30 APTA conference – panelists on transit and MPO partners

2nd Quarter Objectives:

- 10/15 UIC Great Cities Institute’s Fall Speaker Series – Real Time Chicago
- 10/21 The Future of Chicago Series at UIC
- 10/24 Cook County Consolidated Plan kick-off
- 11/6 ULI Annual Meeting of the Public Development and Infrastructure Council
- 11/14 Bond Buyers Conference, Transportation Finance and P3 Conference
- Additional talks as scheduled

Media Relations

Project Manager: Tom Garritano

Team: Green, Reisinger.

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 2014.

1st Quarter Progress:

- Initiated development of press releases for LTA round 3, CMAQ announcement, and fair housing report.
- Worked to get CMAP staff's Illiana materials to key reporters.
- Sent out tip sheets in July, August, September.

2nd Quarter Objectives:

- Release press releases on LTA round 3, CMAQ announcement, and fair housing report.
- Develop on-going media strategy for Illiana and other major capital projects in context of the plan update.
- Distribute tip sheets as appropriate.

Moving Forward, 2013: Implementation Report

Project Manager: Garritano

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

Description: The 2012 annual GO TO 2400 implementation report (<http://www.cmap.illinois.gov/moving-forward/2012>) expanded on the first report, taking a quantitative approach. In FY14, we plan to return to a qualitative description of partners' and stakeholders' implementation successes. Precise format is subject to internal discussion but should be graphically consistent with the first two reports. This report will also be used as part of the GO TO 2040 update, which will involve the preparation of updated implementation action area tables. Approximately 4,000 units of the summary should be printed commercially, and the longer report can be printed internally in smaller quantities as needed.

Products and Key Dates: Full report for distribution at January board meeting, with the summary printed and website launched by the February board meeting. If the report doesn't require board approval, we could have all three ready by the January board meeting.

1st Quarter Progress: Continual discussions involving staff to ensure efficient development of content for the implementation report, as an early product of the plan update process. See also below under "Public Data Support."



2nd Quarter Objectives: Late October, distribute draft outline for report. Incorporate feedback from executive staff and finalize the outline before beginning work on the content development in mid-November, coordinating with other staff.

Graphic Design and Publication Management

Project Manager: Adam Weiskind

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

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

Products and Key Dates: Various electronic and print materials, as needed throughout FY 2014.

1st Quarter Progress:

- Layout and design of LTA Plans -- Bronzeville, Round Lake Heights
- Layout and design of CMAP annual report
- Layout and design Arts & Culture Toolkit
- Design of infographics and layout for Economic Development Incentives Plan
- Design of infographics and layout for Regional Manufacturing Nexus Report
- Complete update of LTA postcard/poster templates (open house, MetroQuest)
- Complete design of Climate Adaptation Toolkit
- Continue design of promotional materials for LTA events
- Continue graphic support for CMAP website and microsites
- Continue development of policy-based information graphics for distribution by web, video, and print



- Continue design support for LTA project staff and community partners in developing new content for print and web distribution
- Continue design of CMAP publication covers for quarterly staff report, etc.
- Continue design and updates of program materials for FLIP, MetroPulse, Water 2050, Lawn to Lake, TIP, CMAQ, Soles and Spokes, and more
- Continue management of graphic design intern
- 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
- Working with external printers as needed
- Conceptual webpage design for MetroPulse microsite
- Start of infographics for 2014 Homes report
- Completion of Outdoor Water Conservation Manual
- Start of CMAP infographics repository

2nd Quarter Objectives:

- Layout and design of LTA Plans -- Westchester, Antioch, Morton Grove, complete Round Lake Heights
- Start/complete design of infographics and for Regional Revenues
- Continue design of promotional materials for LTA events
- Continue graphic support for CMAP website and microsities
- Continue development of policy-based information graphics for distribution by web, video, and print
- Continue design support for LTA project staff and community partners in developing new content for print and web distribution
- Continue design of CMAP publication covers for quarterly staff report, etc.
- Continued MetroPulse conceptual website development



- Potential design start of next Implementation Report/Plan Update
- Continue design and updates of program materials for FLIP, MetroPulse, MetroPulse Jobs, Water 2050, Lawn to Lake, TIP, CMAQ, Soles and Spokes, and more
- Continue management of graphic design intern
- 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
- Working with external printers as needed
- Continued organization of CMAP infographics repository

Website Redesign and Rollout

Project Manager: Tom Garritano

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

Description: CMAP communications staff is working with web design and development consultants to create a new website that is more responsive to the needs of our agency and the region. In spring 2013, staff conducted an inventory of the current site to prioritize content conversion to the new format.

Products and Key Dates: The redesign effort began in FY 2013 and will culminate in relaunch of the main CMAP site on October 13, 2013.

1st Quarter Progress: Extensive development work and collaboration involving communications staff, Workstate web contractors, and Thirst design consultants. Most existing site content has been ported over and new content is being developed.

2nd Quarter Objectives: The new site will be demoed to CMAP executive staff in approximately late October and launched in November.

Web Content Management

Project Manager: Hillary Green

Team: Garritano, Nguyen, Reisinger, 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, Google Plus, Pinterest, and YouTube.

Products and Key Dates: Work with the CMAP web front-end developer to prepare Google Analytics reports on all public-facing web content.

1st Quarter Progress:

- Coordinated web activities with media outreach for culminating LTA projects. Further enhance the CMAP web news archive.
- Continued to expand social media presence, specifically on Google + and Pinterest,
- Helped policy, planning, and programming staff to develop content, including blogs for bike-ped, Policy Updates, and Weekly Updates.

2nd Quarter Objectives:

- Continue migration and parsing of CMAP web pages.
- Develop tutorial for staff regarding new web site features and using Google Analytics.
- Analyze Google Analytics data 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, specifically on Google + and Pinterest
- Help policy, planning, and programming staff to develop content, including blogs for bike-ped, Policy Updates, and Weekly Updates.

Web Development and Administration

Project Manager: John Nguyen

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

Description: CMAP communications staff is responsible for developing -- and overseeing the development of -- web content using the Liferay content management system and related technologies (java, SQL, etc.). This project also includes (with the Web Content Management



project) co-management of CMAP's web consultants, especially pertaining to technical tasks of development, maintenance, and security of the agency's main site. With IT and data staff, help to make technical decisions about and to oversee successful development of any public-facing CMAP systems that are not part of the main agency website (i.e., hosted on data.cmap.illinois.gov or elsewhere). For all web development projects, ensure that they have the ability to extend for mobility, that they follow CMAP's style guides, and that they work continually to improve accessibility and usability. Help the CMAP web communications specialist and other staff with Google Analytics.

Products and Key Dates: Provide CMAP staff with an integrated, standardized workflow for all web development projects. Make all of CMAP's interactive maps on the web cross-browser compatible.

1st Quarter Progress:

- Continue specialized CMAP page migration and parsing for the new website.
- Continue front-end development of CMAP website for old and new website.
- Prepare for October launch redesigned website.
- Attend Google Analytics training and develop a tutorial for staff.

2nd Quarter Objectives:

- Continue to prepare for October launch redesigned website.
 - Continue to migrate and parse specialized CMAP page for the new website.
 - Continue to optimize and develop the front-end of the new website.
 - Continue to coordinate with consultants for design tweaks, development debugging, and hosting optimizations.
- Complete design and development for Metropulse pages.
- Provide supplementary support for the data hub project.

Public Data Systems Support

Project Manager: Tom Garritano

Team: Nguyen, 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: Describe a clear process for facilitating decisions and for making high-priority content available through the main CMAP website. Consult with Thirst on facilitating usability design at earliest stage of all projects, before development begins. Convene Google Analytics training for selected CMAP staff. Identify potential new public systems for development. Explore possible transition of CMAP Data Sharing Hub to www.cmap.illinois.gov.

1st Quarter Progress: Finalized process document for how to address requests for public data systems and related web resources. Met with internal stakeholders to support activities such as the Data Hub (which will remain on the CKAN platform, not on the main CMAP website) and aerial image repository. Executed a PAO with Thirst to begin collaboration (involving staff) for making regional indicators more dynamic on our website, beginning with the 2013 implementation report.

2nd Quarter Objectives: Complete that PAO effort and lay groundwork for an RFP that could be released in early spring 2014 to create a sustainable interactive presentation similar to examples at <http://fathom.info/projects>. If pursued, that content would be launched as the fourth GO TO 2040 implementation report in December 2014, building on the plan update.

Future Leaders in Planning (FLIP)

Project Manager: Ricardo Lopez

Team: Aleman, Bayley, Daly, Rivera, Yeung

Description: This is a leadership development program for high school students. Selected participants will collaborate with and learn from elected officials and planners who are implementing the GO TO 2040 comprehensive regional plan. The program runs from October 2013 to May 2014 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 2013); program curriculum (August 2013); student selection and notification (September 2013); site selection for



Final Project (March 2014); monthly meetings and activities (September 2013 – April 2014); Final Project (May 2014).

1st Quarter Progress:

- Recruitment. FLIP Staff worked with communications to promote the FLIP application in CMAP's Weekly Updates, Facebook page, and via e-blast to all FLIP high school contacts. FLIP Staff also share application information at CMAP's working committees and other groups as requested.
- 2013-14 FLIP Cohort. A total of 29 high school students were selected to participate in this year's FLIP cohort. Student breakdown includes: 12 students, Chicago; 10 students, suburban Cook; 3 students, Lake; 1 student, DuPage; 1 student, Kane, 1 student, Will; 1 student, McHenry. No students from Kendall. See here for a map of FLIP Students' locations.
- FLIP Interns. FLIP Staff interviewed and selected two interns to perform basic tasks to assist the FLIP program in planning and facilitation during FY14. Every year UIC offers to provide two interns to CMAP for five hours each per week beginning October 1, 2013 through May 7, 2014.
- FLIP curriculum. The 2013-14 FLIP program will focus on GO TO 2040. The first session will concentrate on tools of the trade: What is Urban Planning. Sessions 2 through 4 will each be focused on one of the GO TO 2040 themes: Livable Communities, Human Capital, Efficient Governance, and Regional Mobility. The last session, session 6, will have students develop GO TO 2040 implementation ideas.

2nd Quarter Objectives:

- Coordinate Parent Orientation to meet with FLIP students and their families as scheduled for October 5.
- Continue to plan and hold FLIP retreat as scheduled for October 19.
- Continue to plan and hold session 1 as scheduled for November 9.
- Continue to plan and hold session 2 as scheduled for December 7.
- Work with FLIP interns to document sessions with photos.
- Work with communications to develop 2014-15 FLIP application.



PERFORMANCE-BASED PROGRAMMING PROGRAM

Program Oversight: Jesse Elam

Performance-based funding is a major transportation policy priority of GO TO 2040, and the “Invest Strategically in Transportation” chapter devotes an implementation action area section to “Finding Cost and Investment Efficiencies.” While the Plan also recommends new or innovative revenue sources, the larger emphasis is on making more cooperative, transparent, and prioritized decisions, using the best evaluation criteria possible. The recommendation is targeted toward multiple transportation implementers, but most specifically toward CMAP, which should make the best investment decisions possible with the dollars available. This new core program will coordinate staff efforts to optimize MPO programming functions (CMAQ, Transportation Alternatives) and to develop the region’s capacity to evaluate the larger universe of transportation expenditures and needs in northeastern Illinois. The intention is to target these process and evaluation improvements to achieve adopted regional mobility goals.

CMAQ Program Process Evaluation and Transformation

Project Manager: Jesse Elam

Team: Beata, D. Ferguson, Murtha, Frank, Peterson

Description: CMAQ is directly programmed by CMAP, and it is crucial that the analysis supporting program development is effective. In FY 14, staff will perform a thorough review of the CMAQ program leading to recommendations to the Board and MPO Policy Committee on any changes needed to the CMAQ process, potentially including a set of clear performance measures for project identification and evaluation, regional indicators to enable an understanding of tradeoffs, and the methods most effective and efficient to manage this program. Any recommendations for changes to the CMAQ program would go into effect with the next funding cycle and would not be used in the development of the current (FY 14 – 18) program. The methods employed in CMAQ should also be effectively deployed for Transportation Alternatives, a new program under MAP-21. This project will include evaluation of infrastructure, technology and modernization, operating, and vehicle purchase projects, consistent with the mix of projects programmed by CMAQ.

Products and Key Dates: Conduct staff evaluation of internal process including assessment of qualitative and quantitative metrics, program resource needs, project performance and monitoring, etc. (December 2013); begin committee and subcommittee process to prioritize list of comprehensive performance measure criteria, develop program indicators to track and communicate program outcomes, and provide feedback on other program changes (January



2014); present CMAQ programming process recommendations to Board/MPO Policy Committee for approval and begin using in next CMAQ call for projects (begins FY 15).

1st Quarter Progress:

- Identified analytical techniques most in need of improvement -- in descending order, the analyses supporting project selection for transit, technology, and traffic flow improvement projects are in most need of improvement, with bicycle projects to be tackled later
- Reviewed criteria used in other CMAQ programs and identified first draft list of performance measures to supplement air quality

2nd Quarter Objectives:

- Make initial presentation on CMAQ process review to Project Selection Committee – expected in October
- Compile example criteria and project scoring techniques from other MPOs into memo for PSC – consider presenting in December

Transportation Alternatives Program

Project Manager: Jesse Elam

Team: Beata, D. Ferguson, Murtha, O'Neal

Description: The Transportation Alternatives Program (TAP) is a new program under MAP-21, and a new source of programming authority for metropolitan regions. In concert with the CMAQ work, staff will develop a process to incorporate a set of clear performance measures for project evaluation, regional indicators to enable an understanding of tradeoffs, as well as define and implement the most effective and efficient methods to manage this program. Close coordination between CMAQ and TAP will be required. The first call for projects for TAP is anticipated to be in FY14.

Products and Key Dates: Develop list of comprehensive performance measure criteria in coordination with projects below (December 2013); begin committee and subcommittee process to prioritize list of comprehensive performance measure criteria, develop program indicators to track and communicate program outcomes, and provide feedback on other TAP program elements (January 2014); announce call for TAP projects (TBD). Develop final list of comprehensive performance measure criteria in coordination with projects below, for coordination with CMAQ programming (June 2014).

1st Quarter Progress:



- Management decided to accelerate the overall timetable for selecting TAP projects, so elements of the program are occurring earlier than originally planned
- Developed rough list of expected selection criteria, developed screening criteria, drafted interim accomplishment goals to help ensure projects meet the funding sunset requirements in MAP-21, then held a call for projects from July 19 to August 20
- Presented selection criteria to selected CMAP committees for feedback (Transportation, Environment and Natural Resources, Land Use, and the Bicycle and Pedestrian Task Force)
- Scored candidate projects according to selection criteria

2nd Quarter Objectives:

- Due diligence on high-ranking projects to verify information in applications and help make sure they will achieve their interim accomplishment goals
- Develop staff-recommended program and present to Transportation Committee
- Hold public comment period and make any necessary changes
- Present to Bicycle and Pedestrian Task Force in December, then request Board/MPO approval in January 2014

Regional Transportation Performance Measures: Phase 1 Prioritization and Development

Project Manager: Tom Murtha

Team: Beata, Dubernat, Frank, Nicholas, Rice, Schmidt, Bozic

Description: A major component of CMAP's Congestion Management Process is to apply a set of regional performance measures (as initially developed during the GO TO 2040 process) for use in programming decisions. With dozens of potential performance measures in this universe, it is essential to prioritize and phase how these data will be deployed. The major thrust of this work will be to develop 1) criteria for identifying and evaluating projects and 2) the indicators to enable an understanding of tradeoffs, both for CMAP's programs (CMAQ and TAP) as well as for other state and regional transportation capital programs, with a focus on modernization and expansion projects. The focus of this project is on data prioritization, continued data acquisition and processing, and ongoing analysis of data gaps accompanied by a plan to fill them. This project will also coordinate the ITS, signal, and parking databases for the agency.



Products and Key Dates: Develop draft list of comprehensive performance measure criteria and indicators in coordination with the CMAQ team (December 2013); develop prioritized Phase 1 and 2 list of comprehensive performance measures for highway modernization projects (January 2014) and expansion projects (February 2014); develop plan for filling data gaps for Phase 2 measures (February 2014); data acquisition (ongoing); Congestion Management Documentation as needed (ongoing); coordinate various databases (ongoing).

1st Quarter Progress:

- Delivered performance measures on an expedited, demonstration basis to support Transportation Alternatives Program project evaluations.
- Established measurement categories for evaluation: safety, mobility, reliability, accessibility, and system preservation.
- Established evaluation criteria for performance measures.
- Began evaluation of performance measures using criteria.
- Acquired National Highway System travel time data; began data analysis.
- Provided feedback for GO TO 2040 indicator update project.
- Provided draft update of performance measure and congestion management web pages.
- Prepared proposed changes to the National Highway System (NHS) for consideration by the MPO Policy Committee. The National Highway System is a basis for performance data collection and analysis.
- Completed and posted a new regional expressway atlas at <http://www.cmap.illinois.gov/cmp/measurement>.

2nd Quarter Objectives:

- Complete performance measure evaluation.
- Begin work on prioritized lists of performance measures for modernization and expansion projects
- Continue performance measure data collection and analysis.
- Continue maintenance of congestion management documentation and performance measurement web pages.



Livability Performance Measures: Phase 1 Prioritization and Development

Project Manager: Liz Schuh

Team: Beata, Dubernat, Frank, Rice, Williams-Clark

Description: The focus of this project will be to develop a prioritized set of non-transportation criteria and indicators (including land use and housing, socioeconomic, and environmental) for use in programming decisions. The products and key dates are identical to the project above, but this project will focus on non-transportation performance measures and regional indicators.

Products and Key Dates: Develop draft list of comprehensive performance measure criteria and indicators in coordination with the CMAQ team (December 2013); develop prioritized Phase 1 and 2 list of comprehensive performance measures for highway modernization projects (January 2014) and expansion projects (February 2014); develop plan for filling data gaps for Phase 2 measures (February 2014); data acquisition (ongoing).

1st Quarter Progress:

- Project delayed because of other staff priorities, but staff did begin literature review to determine how other MPOs/DOTs are incorporating livability concerns into their programming processes

2nd Quarter Objectives:

- Complete literature review and make recommendations on livability measures for use in programming by CMAP and the implementing agencies

Modeling and Analytical Deployment for Programming Analysis

Project Manager: Claire Bozic

Team: Heither, N. Ferguson, Murtha, Rodriguez, Schmidt, Schuh, Wies

Description: While the agency has already developed the capacity to model the impacts of major capital projects (both in long range planning processes and for major project development undertakings), it is necessary to understand the resources required to make these or similar analyses scalable to a performance-based programming process. The two projects above will prioritize a set of performance measures for programming decisions, but effective deployment of the agency's modeling and analytical tools is also necessary to equate changes in project attributes (project limits, geometrics, work type, cost, etc.) to the criteria selected. It will also be necessary to use selected regional indicators to measure different scenarios. The focus of this project is to create a plan for this deployment, including the necessary resource allocation, to



ensure that by the end of the fiscal year the agency can efficiently and effectively analyze a large number of transportation projects.

Products and Key Dates: Modeling and Analytical Deployment Plan (December 2013); staff resource allocation to support CMAQ, modernization, and expansion efforts (June 2014).

1st Quarter Progress:

CMAP staff discussed details of the methods by which many projects were analyzed with North Carolina DOT and the staff at TREDIS. Staff began reviews of SHRP2 and TRB resources regarding project performance evaluation. An outline of the Modeling and Analytical Deployment Plan was developed.

2nd Quarter Objectives:

Develop an understanding of the analysis needed to review projects and programs in the shorter and longer terms. Develop an inventory of data and tools needed to undertake the required analysis, both in the shorter term and longer term. Completed draft Modeling and Analytical Deployment Plan.

Capital Program Data Transformation

Project Manager: Lindsay Hollander

Team: Beata, Dobbs, D. Ferguson, Frank, Nicholas

Description: The purpose of this project is to transform the way the agency collects the attributes of capital transportation projects and how it manages the data in order to implement a performance-based programming process. The initial focus will be on two major sets of capital projects- the IDOT Highway Improvement Program and the RTA and service board transit capital programs. This project will transform the data infrastructure, acquire the necessary data, organize and prioritize the data attributes including geospatial data. Implementation of the recommended new system would occur starting in FY 15.

Products and Key Dates: Scope capital program data transformation (January 2014); prepare recommendations on new databases, methods, and project attributes needed to support analysis of highway and transit capital programs (June 2014).

1st Quarter Progress:

- Project has not begun

2nd Quarter Objectives:

- Begin background research



- Complete scope development

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, including a funding source to be used for infrastructure investments that support livability. This project will investigate the potential for focusing investments on particular places based on criteria such as job density, proximity to existing infrastructure, and other measures that represent livability. The research will investigate the applicability of other regional models to the CMAP region and research potential funding sources.

Products and Key Dates: Summary of focused programs in other regions (November 2013); summary of potential funding programs and administrative options (April 2014).

1st Quarter Progress:

- Introduced lead CMAP staff to project. Met with CNT to discuss work conducted to date.
- Began to approach potential advisory committee members regarding involvement.

2nd Quarter Objectives:

- Create draft report summarizing programs in other regions.
- Create draft report communicating benefits of a program that targets infrastructure investment.
- Form a small working group to guide CMAP's research on these issues.
- Also form a larger advisory committee and hold one meeting to introduce the topic and receive feedback on work conducted to date.

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: Rice, Morck, Drennan, Pedersen, Hallas, Peterson, N. Ferguson, Chau, Vernon

Description: Development and maintenance of specialized datasets used in regional planning and policy analysis. Many of these datasets originate with CMAP and are specially designed to support such evaluations. Major tasks include maintaining and updating spatial and tabular datasets that serve Agency needs including land use inventory, development database, employment and population data from Census, aerial imagery and other sources, as well as content monitoring and quality control of indicators appearing in GO TO 2040.

Products and Key Dates: Land Use Inventory (March, 2014). Employment data (updated quarterly). Development data (updated quarterly). Census updates (per release schedule), aerial imagery (per County Consortium schedule). Update and document datasets per maintenance schedule and coordinate with Data Library Management and Data Sharing Hub for internal and external access (ongoing).

1st Quarter Progress:

Socio-Economic Data:

- Census: 2012-vintage Population Estimates data posted on Data Depot.
- Employment: Generated updated 2011 estimates by all major geographies. Completed data development for updated 2000 estimates.
- Conformity Inputs: Census block assignment table for new (2014) subzone system established; work begun on tract-to-subzone allocation table for same.



Land Use:

- Development Database: Reviewed post-2000 records in 32 Chicago Community Areas. Posted updated version of database to Data Depot. Provided base NDD data for socioeconomic forecast update.
- Land Use Inventory: DuPage County (completed); Cook County (through Phase 2, final corrections being applied); Will County (in Phase 2).

Aerial Photography:

- Scanning of 1995 historical set completed
- Research into external dissemination via a web-map interface has begun.
- IDOT medium-resolution (12") imagery for counties adjacent to CMAP region obtained and posted on Data Depot.

2nd Quarter Objectives:

Socio-Economic Data:

- Census: Receive and process Census Transportation Planning Products (CTPP) data (October, tentative); receive and process ACS five-year (2008 – 2012) data (December).
- Employment: Continue geo-refinement of 2011 file. Generate final 2011 and updated 2000 estimates by major geographies.
- Conformity Inputs: Assemble soc-ec file for C14Q1 Conformity Analysis, including updated variables from ACS 2008 – 2012; complete tract-to-subzone14 allocation table.

Land Use:

- Development Database: Complete post-2000 review in remaining Chicago Community Areas.
- Land Use Inventory: Completion of all Cook County work (including metadata), provide copy of same to Cook to satisfy contract requirements; completion of Will County; initiate Phase 2 Q.C. on remaining counties (Kane, Lake, McHenry).

Aerial Photography:

- Make 1995 set available internally and refine approach to web-map interface for external audience.
- Take delivery of 2012 high-resolution (6") imagery from NEIL consortium



- Submit \$50,000 budget request for 2014 imagery pending confirmation of commitment by all seven NEIL counties.

Data Library Management

Project Manager: Jessica Matthews

Team: Dubernat, Clark, Vernon, Interns

Description: Acquire and catalog new data and archive obsolete datasets. Monitor procurement and licensing of proprietary datasets. Establish protocols for metadata and attribution. Enforce proprietary dissemination and license agreements. Import and catalog newly-released Census and other public data products. Maintain data integration between CMAP web-domain and internal data libraries. Document data library practices on CMAP Wiki 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). Inventory datasets that require maintenance and set update schedule (September, 2013).

1st Quarter Progress:

The first quarter served as a baseline for support instruments. The work plan has been equipped to launch the tools and resources enabling CMAP staffers to become self-reliant when extracting specific datasets.

Objective	Value-Added	% Met
An archive of MetroPulse datasets	CMAP staff can download and analyze datasets on-demand as needed.*	100
Standardize MetroPulse Archive filing system similar to Data Depot	Uniformity promotes ease of use giving viewers a recognizable pattern.	100
Extract Dunn & Bradstreet data by reverse engineering previous dataset results	Process is known and shared with others in organization.	100
Create an electronic library housing metadata	A central, searchable repository for data location and metadata.	100
Implement newly created library catalog of CMAP resources	Reduce inquiries about data holdings and its content.	50
<i>*A few datasets require involvement from SME with access to data.</i>		90

2nd Quarter Objectives:

- Collaborate with SME to incorporate the GOTO 2040 indicators into MetroPulse Archive.
- Partner with IT group to integrate an automated data request via the Help Desk portal.



- Prepopulate tickets with the title of critical information required to process a data request.
- Research and execute preferred method of extracting data such as ACS 5-Year and D&B.
- Write instructions for entering data into library or other mediums.

Data Sharing Hub

Project Manager: Claire Bozic

Team: Matthews, Vernon, Dryla-Gaca

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 and assess its potential for continued use. Promote use of the data-sharing hub over use of conventional file transfer protocols for disseminating large data resources.

Products and Key Dates: Assessment of current data-sharing hub product and recommendations for proceeding (September, 2013). Promotion of data-sharing hub for disseminating CMAP data products (March, 2014).

1st Quarter Progress:

An assessment of the current system was completed. The current system design elements were not visually appealing, and the system is also not operational at this time. Fixing the system and upgrading to the current CKAN version was not practical due to the amount of customization developed to integrate with Metropulse and provide custom pages for outside agency posters. This would still require significant design work. We elected to move ahead with a clean install of the most recent CKAN version, limiting customization to standard areas which will not be broken when future upgrades are undertaken. A PAO contract was established with New Amsterdam, the consultants under contract for maintenance of the system, to complete the clean installation.

2nd Quarter Objectives:

Set up a development server and establish communications allowing the consultant to work on the software installation. Install and test CKAN.

External Data Requests

Project Manager: Jon Hallas



Team: Other staff as needed.

Description: Respond to public requests for static data and information. Major tasks are to respond external requests for data housed at CMAP and to assist in directing requestors to appropriate sources of information such as Census or other agencies. Included are responding to Freedom of Information Act (FOIA) and Developments of Regional Importance (DRI) requests.

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

1st Quarter Progress:

- Responses were provided for ninety-four external requests. No FOIA requests were received.
- The final version of the Census Products for Urban Planning (CPUP) workshop was completed using comments from staff pilot programs. (Workshops introduce US Census Bureau programs and datasets and provide hands-on experience getting data for typical planning scenarios). Staff participation was promoted in staff only version of the Weekly Update. The first workshop for staff was presented in September. Workshops for staff and partners have been scheduled each month through December.

2nd Quarter Objectives:

- Respond to FOIA requests and external requests on an ongoing basis. Make 1st Quarter responses available on Wiki.
- Develop SharePoint tables to improve efficiency in finding requests, responses and summaries.
- Use Resources and Effort Ratings to quantify the agency's resources used to respond to public inquiries.
- Coordinate download and formatting of 2011 ACS 3-year estimates and 2011 ACS 5-year estimates.
- Schedule CPUP workshops each month for the remainder of FY 2014. Promote CPUP workshop during the Planning Liaisons meeting in November and discuss additional promotions to increase participation by staff and partners.

MetroPulse

Project Manager: TBD



Team: Matthews, Vernon, Dryla-Gaca Interns

Description: Maintain selected web-based data sharing products. Major tasks are to provide data collection and sharing application development and computer programming support consistent with agency priorities. Coordinate closely with IT Security and Public Data Systems support managers, adhering closely to agency standards and protocols for developing and deploying web-based data products.

Products and Key Dates: List of MetroPulse FY14 deliverables pending management team consultation.

1st Quarter Progress: No progress

2nd Quarter Objectives: Rescoping of project management structure

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: Implement 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 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, 2013). Phase 2 deliverable of advanced modeling contracts (June, 2014).

1st Quarter Progress:

Transit Modernization Model: Setting up procedures for sensitivity testing. Preparing a CATMUG presentation on new features. Advanced modeling contracts: Received task 1 design reports from both network microsimulation and freight forecasting extensions to existing advanced models. Held peer exchanges on both these projects to vet the approach among TRB partners.

2nd Quarter Objectives:

Transit Modernization Model: Present results of sensitivity testing and new features to CATMUG. Advanced modeling contracts: Complete prototype applications. For network microsimulation, this will be a subarea application in northwest Cook County. For freight forecasting this will be a spreadsheet (or other)-based demonstration of the commodity procurement model.

Survey Research

Project Manager: Kermit Wies

Team: N. Ferguson, Vernon, Dryla-Gaca, graphics and outreach support as needed.

Description: Implement strategic plan for survey research at CMAP. This plan establishes a strategy and management concept for conducting survey research at CMAP. It recommends that CMAP develop sufficient professional in-house capacity for survey design, sampling, materials preparation, communications, outreach and data management. Major tasks are to continue populating the Travel Tracker Survey with additional observations and to identify and scope at least two needed survey research efforts from among agency's current policy priorities (e.g. congestion pricing and freight). Conduct pilot tests among staff and partners.

Products and Key Dates: Scopes for Travel Tracker and at least two needed survey research efforts (September, 2013). Survey design and sampling plan (December, 2013). Evaluation of pilot tests (June, 2014).

1st Quarter Progress:

Initiated sampling plan development and explored potential digital survey instruments for Travel Tracker. Estimated budget and staffing requirements for fielding surveys using temporary CMAP staff.

2nd Quarter Objectives:



Present sampling plan to outreach staff and develop a recruitment approach through normal CMAP channels. Make a determination on the temporary staffing approach to fielding the survey. Finalize and implement the digital survey instrument.

Travel and Emissions Modeling

Project Manager: Craig Heither

Team: Bozic, Rodriguez, Peterson, N. Ferguson, Chau

Description: Maintenance and enhancement of existing MPO travel demand models. Major tasks are to provide travel demand forecasts for major capital project evaluations and conformity analyses. Included this year will be to review and incorporate socioeconomic forecasts associated with the GO TO 2040 update. Continue evaluating improved methods for representing commercial vehicle movements within the travel demand models.

Products and Key Dates: Conformity analyses and major capital project evaluations (as prescribed), socioeconomic forecast review (March, 2014).

1st Quarter Progress:

- Completed scenario modeling for biannual Air Quality Conformity Analysis (Fall 2013) and generated vehicle emissions input files for MOVES model.
- Illiana Expressway Major Capital Project modeling: completed additional modeling runs and calculated evaluation metrics.
- Continued testing and analysis of the tour-based and supply chain freight model: implemented source code changes to tour-building logic, began updating Meso freight model network, and conducted initial tests of impact of highway network improvements on freight movements.
- Continued modeling procedure improvements: upgraded model FORTRAN code for Emme 4, developed a finer-grained modeling zone system to begin testing, and updated Master Highway Network documentation to reflect geodatabase structure.
- Completed approximately fifty small area traffic forecast requests.

2nd Quarter Objectives:

- Complete scenario modeling for biannual Air Quality Conformity Analysis (Spring 2014) and generate vehicle emissions input files for MOVES model. Assist with Major Capital Project modeling and analysis for plan update.



- Continue integration and testing of Trip Generation and Mode Choice-vehicle occupancy model improvements from consultant into regional modeling procedures. Finalize Trip Generation model analysis with respect to non-motorized trips.
- Complete MHN updates to support new zone system; revise data input and modeling procedures for finer-grained zone system. Begin testing integration of new components.
- Continue improving Meso Freight Model code, especially Florida model upgrades.
- Continue travel model documentation update.

Transportation Data Analysis

Project Manager: Kermit Wies

Team: Bozic, Murtha, Heither, Clark, Hollander

Description: Scope the need and describe the content and organization of a central data resource of empirical transportation data for planning and policy analysis within CMAP. The major task is to design and illustrate the value of a data resource that permits systematic access to data used for TIP and CMP development in support of transportation finance and performance analyses. This project also absorbs further development of the Transportation Data Archive and incorporates the catalog of CMAP-prepared traffic projections.

Products and Key Dates: Product design report (December, 2013).

1st Quarter Progress:

Primarily a technical exploration RTDAP databases using querying tools already resident at CMAP (e.g. SAS, Excel). Providing access to RTDAP data to a wider audience at CMAP is a priority. Assessing its overall completeness and quality is key to determining our commitment to its continued development as well as preparing the design report for this project.

2nd Quarter Objectives:

Continue improving accessibility to RTDAP and explore other similar resources regionwide. Draft design report for this project. The design report will identify the complete range of data resources available for conducting transportation analysis at CMAP, including key variables of interest in developing performance-based funding mechanisms.



TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Program Oversight: Don Kopec

This program develops the region's TIP. The CMAP Board and MPO Policy Committee track the use of local, state, and federal transportation funds through the Transportation Improvement Program (TIP). The purpose of the TIP is to establish a short-term transportation program implementing the long-range transportation goals identified in GO TO 2040. Federal, state, and local policies and regulations are analyzed to assure CMAP's TIP satisfies these requirements; in the fall of 2014, the quadrennial certification review will formally examine CMAP's compliance. 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) which demonstrates how the region will attain the national ambient air quality standards.

Transportation Improvement Program (TIP) Development and Management

Project Manager: Patricia Berry

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

Description: Work with local, state and national partners to assure a regional perspective is considered for transportation maintenance, modernization and expansion investments. Ensure all local, state and federal requirements are met including fiscal constraint, public involvement, data accuracy, documentation and reporting. Provide assistance and outreach to TIP programmers to improve the efficiency of the TIP amendment process. Maintain and enhance resources, including the TIP database, reports, analyses and visualization tools, for use by local elected officials, implementers, staff and the public. Maintain ongoing communication with state and federal agencies and ensure these agencies understand the programming priorities of the region. Provide data and analyses of TIP implementation of GO TO 2040.

Products and Key Dates: Successful completion of quadrennial certification review; undertake a process review (October 2013) and develop a strategic plan (January 2014) for how the TIP is developed and managed; TIP with updates and amendments (ongoing – committee approvals required approximately nine times per year); comprehensive TIP document update (October 2014); TIP documentation including map, general public brochures, TIP dashboard, training materials/courses and web pages (ongoing); consultation with local, state and federal agencies (ongoing); TIP database maintenance to improve data quality and ease of implementer use (ongoing); exports of TIP data for use in public maps, analytic maps, dashboard presentations



and other TIP analyses (ongoing); research and recommendation for comprehensive updates to TIP map and database.

1st Quarter Progress:

Quadrennial Certification Review:

Staff compiled responses to certification review questions received from USDOT and assembled document attachments for the upcoming site visit. Staff worked with USDOT and other partners to publicize the site visit and encourage participation from partner organizations.

Process Review and Strategic Plan:

A schedule and outline for the process review were prepared. Internal and external interviews were conducted and summarized. Peer MPOs interviewed include Atlanta Regional Council, Metropolitan Transportation Commission (San Francisco), and the Delaware Valley Regional Planning Commission (Philadelphia). Staff provided estimates of amount of time spent on TIP products.

TIP with Updates and Amendments:

Staff continued regular review of TIP updates and amendment requests from programmers, including amendments affecting conformity. Staff assisted programmers with data entry and project-specific questions. The TIP was amended twice this quarter.

Comprehensive TIP Document Update:

TIP document update schedule was revised to reflect beginning after the findings and recommendations of the process review.

TIP Documentation:

The TIP summary brochure and interactive TIP map were updated to reflect TIP amendments made this quarter. The TIP data and TIP Programmer Resources web pages were updated as needed.

TIP Database Maintenance:

Staff and the database consultant worked with CMAP IT staff to transition the TIP database to a new, more secure server configuration. Development testing and bug resolution for improvements to the database function and user interface started in FY 2013 continued. Development of training materials for TIP programmers, partner agency users, public users and staff continued from FY 2013.

Exports of TIP Data:



Proposed TIP changes that affect the transportation model were exported for use in conformity analyses. Project information used to develop the interactive TIP map was exported.

Research and Recommendation for Comprehensive Updates to TIP map and Database:

No progress.

2nd Quarter Objectives:

Quadrennial Certification Review:

The site visit and public meeting for the quadrennial review will be held in this quarter, contingent on actions of congress.

Process Review and Strategic Plan:

Continue peer MPO interviews with Seattle.

TIP with Updates and Amendments:

Regular review of TIP updates and amendment requests from programmers and programmer assistance will continue. One TIP amendment is anticipated in addition to the semi-annual GO TO 2040/ TIP conformity analysis & TIP amendment.

Comprehensive TIP Document Update:

Will not begin until completion of Process Review and Strategic Plan.

TIP Documentation:

The TIP summary brochure and interactive TIP map will be updated to reflect TIP amendments made this quarter. The TIP data and TIP Programmer Resources web pages will also be updated as needed.

TIP Database Maintenance:

Staff and the database consultant will continue working with CMAP IT staff to make adjustments to the TIP database for the server configuration. Development testing and bug resolution for improvements to the database function and user interface started in FY 2013 will continue until all bugs are resolved and the development database can be loaded into production. Development of training materials for TIP programmers, partner agency users, public users and staff will continue as changes to the database evolve. Prior to rolling out database changes in production, training will be scheduled for all database users.

Exports of TIP Data:

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



Research and Recommendation for Comprehensive Updates to TIP Map and Database:

Staff will assess the need for ongoing database maintenance services versus large scale changes to the database structure and function and will develop a timeline for coordination with similar projects in the Research and Analysis and Performance Based Programming programs. The assessment will include a review of the effectiveness of the current maintenance contract which expires at the end of FY 2014.

Conformity of Plans and Program

Project Manager: Ross Patronsky

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

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

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

1st Quarter Progress:

- Conformity analyses
 - Analyzed TIP project changes (with and without Illiana) for conformity



- Released conformity amendment for public comment; two comments received and responses sent
- Documentation of conformity process
 - Updated MOVES input process to simplify transferring data from the travel demand model; updated documentation
- Updated data used in conformity analyses
 - Tested 2012 vehicle age profile in MOVES
- Support development of State Implementation Plans
 - No action required (next action expected in FY 2014)
- Findings and interagency agreements from consultation process
 - Reviewed I-290 study for need for hot spot analysis
- Analyses of air quality issues for regional decision-makers
 - Redesignation to attainment of PM2.5 standard received (October 2)
 - Reviewed NIRPC conformity documents
- Mobile source greenhouse gas emissions estimates to support other agency work
 - Estimated MOVES-based greenhouse gas emissions for Illiana
 - Tested runs of MOVES in emission rate mode
 - Extracted VMT by vehicle type data from travel demand model

2nd Quarter Objectives:

- Conformity analyses
 - Collect and review project changes for March 2014 conformity.
- Documentation of conformity process
 - Incorporate documentation of travel demand model and MOVES process and input data into CMAP web site
- Updated data used in conformity analyses
 - Continue discussion of fleet age profile data with IEPA



- Support development of State Implementation Plans
 - Discuss budgets for ozone attainment demonstration with IEPA
- Findings and interagency agreements from consultation process
 - Meet with consultation team as needed
- Analyses of air quality issues for regional decision-makers
 - Monitor reassessment of ozone standard
- Mobile source greenhouse gas emissions estimates to support other agency work
- Estimate greenhouse gas emissions using MOVES emission rates – compare with inventory-based emissions

CMAQ Program Development

Project Manager: Doug Ferguson

Team: Berry, Dobbs, Patronsky, Pietrowiak, Schaad, Kopec

Description: Based upon the current schedule for the development of the FY14-18 CMAQ Program, as FY14 begins, the proposed program will have been released for review by the CMAQ Project Selection Committee and the public. Work to be accomplished during FY14 includes securing recommendations for approval of the proposed program from the CMAQ Project Selection Committee, the Transportation Committee and the Regional Coordinating Committee. Public comments will also be sought during this approval process. Comments received will be addressed and presented to the committees involved in the process. The CMAP Board and MPO Policy Committee will be asked to approve the program at their joint October meeting. Finally, the program will be submitted to USDOT and USEPA for their concurrence that the projects proposed are eligible.

Products and Key Dates: Proposed program recommended by the CMAQ Project Selection Committee (July 2013); response to public comments (September 2013); final program (October 2013).

1st Quarter Progress:

FFY 2014-2018 Program Development:

A draft proposed program was approved by the CMAQ Project Selection Committee on July 20th and released for a public comment period by the Transportation Committee on August 2nd. The comment period ended on August 26th and the Project Selection Committee concurred with the staff response to the comments and recommended a proposed program for Transportation



Committee Approval. On September 20th the Transportation Committee concurred with the public comment response and recommended the proposed program for Regional Coordinating Committee and MPO Policy Committee approvals.

2nd Quarter Objectives:

FFY 2014-2018 Program Development:

The proposed program will be presented to the Regional Coordinating Committee, MPO Policy Committee and the CMAP Board for final approvals. The approved program will be transmitted to IDOT for transmittal to FHWA/FTA for their concurrence on project eligibility. Notification of project funding awards will be communicated to the project sponsors with instructions to initiate their projects.

Active Program Management

Project Manager: Holly Ostdick

Team: Berry, Dixon, Dobbs, Kos, Patronskey, Pietrowiak, Schaad

Description: Actively manage local programs to ensure that transportation projects proceed in a timely manner, and all available funding is used efficiently. Develop fiscal marks and maintain fiscal constraint in local programs and the TIP, provide guidance and support for the Council of Mayors (COM) and Planning Liaison program. Ensure communication between CMAP and municipal officials. Manage the adopted CMAQ program 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: Fiscal marks (ongoing), program management reports and recommendations (ongoing); talking points for CMAP staff participating in COM/COG/TC meetings (ongoing); annual obligation analysis report (May 2014), review of CMAQ project status (November 2013 and May 2014); locally programmed project status assessments; accomplishment of CMAQ obligation goal for FFY 2014 (ongoing); CMAQ project cost/scope change request actions (ongoing); updated CMAQ management database (ongoing).

1st Quarter Progress:

Fiscal Marks:

Staff continued to track obligations to have a carryover balance for FFY2014 State/Regional Resources, STP-L marks table, and CMAQ mark. Staff developed potential options for accounting for Advanced Construction when developing carryover.

Program Management Reports and Recommendations:



Staff continued to track obligations to prepare STP-L expenditure report. Used CMAQ obligations to update CMAQ expenditure report once, and prepare active program management reports for CMAQ PSC.

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.

Annual Obligation Analysis Report:

Staff worked to refine census of government's data for use in the annual obligation report. Summary charts and text were finalized.

Review of CMAQ Project Status:

Staff conducted the 2nd calendar quarter transit reports. Staff prepared data for status request updates and responded to external questions regarding status of projects and needed action to move projects forward.

Locally Programmed Project Status Assessments:

Staff prepared for a project status meeting with the City of Chicago for locally programmed fund sources. Staff also processed an advanced funding request for McHenry County Council of Mayors by assessing status of the councils STP-L programs. Staff continued to participate in the FHWA/IDOT phase one process review in order to ultimately make recommendations on how to make the phase one engineering process work more efficiently.

Accomplishment of CMAQ Obligation Goal for FFY 2014:

Tracking of accomplishing FFY2013 obligation goal and setting of FFY 2014 obligation goal, based on level of accomplishment for the FFY 2013 obligation goal were considered throughout the quarter.

CMAQ Project Cost/Scope Change Request Actions:

Staff evaluated and analyzed eight project changes. Staff continually receives phone calls regarding possible scope and cost change requests and advises appropriately. Additionally, staff reviews TIP changes for any possible unauthorized changes to CMAQ projects and approaches the appropriate person to correct the situation.

Updated CMAQ Management Database:

Staff is continually brainstorming on improvements to the CMAQ management database.

Outreach with Councils and local Municipalities:



Staff worked with the PLs to coordinate outreach with Cook County and keep them updated on the GO TO 2040 update. Additionally staff trained one new PL by giving the foundation of the STP-L programming process, TIP database instructions, and information on responsibilities regarding TIP programming of local fund sources. Staff continues to attend sub-regional Council of Mayors transportation technical meetings to supply technical support.

Council of Mayors Executive Committee:

Staff prepared materials, collected RSVP's, and staffed one Council of Mayors Executive Committee. The agenda included information on the GO TO 2040 update, Illiana Corridor, STP-L program management, USDOT certification review, municipal newsletter, regional incentives report, major capital projects and the local technical assistance program.

2nd Quarter Objectives:

Fiscal Marks:

The state/regional resource table, STP-L marks, and carry over for FFY 2014 will be developed for consideration. The TIP will be updated to have these fiscal marks and limits programmers to those amounts.

Program Management Reports and Recommendations:

The CMAQ obligation report and current program status reports will continue to be updated for CMAQ PSC meetings. The STP-L expenditure report will be updated summarizing FFY 2013 and looking forward to FFY 2014. Research will begin on preparing a non-'siloed' local programs 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.

Annual Obligation Analysis Report:

Finalization and publication of the annual obligation analysis report for FFY 2012. Staff will begin to research an updated process to collect municipal expenditures and relay them in the report. Collection of FFY 2013 data from IDOT will begin in preparation for the FFY 2013 obligation and analysis report.

Review of CMAQ Project Status:

October CMAQ status updates will be collected, analyzed, and deferrals will occur. An initiation meeting will be scheduled and coordinated for new CMAQ projects once the FFY 2014-2018 CMAQ program is approved.



Locally Programmed Project Status Assessments:

Staff will hold individual meetings with each council of mayors and IDOT to discuss local project status.

Accomplishment of CMAQ Obligation Goal for FFY 2014:

FFY 2014 obligation goal will be set in the 2nd quarter and staff will continue tracking obligations in FFY 2014 to assess accomplishment of the goal.

CMAQ Project Cost/Scope Change Request Actions:

Staff will continue to provide assistance to those seeing cost/scope change requests as well as analyzing and reporting the change to the CMAQ PSC for consideration.

Updated CMAQ Management Database:

Staff will continue to monitor the CMAQ management database and make any enhancements as needed.

Outreach with Councils and local Municipalities:

Staff will continue to coordinate outreach with the Council of Mayors and attend Council of Mayors technical committees.

Council of Mayors Executive Committee:

Staff will prepare materials and staff the November 19, 2013 Council of Mayors Executive Committee. At that meeting advanced funding will likely need to be facilitated. Staff will also develop and present options for ensuring councils understand the risk associated with advanced funding.

WATER RESOURCE PLANNING PROGRAM

Program Oversight: Don Kopec

The Water Resource Planning program features the agency's water quality planning activities, guided by CMAP's role as the delegated authority for Areawide Water Quality Planning.

Water quality planning activities are informed by the Clean Water Act (CWA), related guidance documents including regional plans, and typically involve watershed plan development, some degree of post-plan support, and technical assistance or guidance provided to watershed groups as funding allows. Activities also include formal review of Facility Planning Area (FPA) amendment applications that lead to a CMAP staff recommendation made to the Illinois



Environmental Protection Agency (IEPA). Facility Planning Area application review and recommendations are shared with the CMAP Wastewater Committee who also makes a recommendation to IEPA. The Volunteer Lake Monitoring Program is another water quality oriented program that has been carried out by CMAP and its predecessor agency for many years. Activities can also include administrative and technical support for CWA Section 319 funded implementation grants awarded to various "stakeholders" throughout the region. Such support can extend to application preparation.

Facilities Planning Area (FPA) Review Process

Project Manager: Dawn Thompson

Team: Loftus, Hudson

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

During FY13, Illinois EPA revised their position related to the types of facility changes that require a regional review and recommendation. As a result, CMAP is in the process of modifying their review procedures to align more closely with IEPA's criteria and the policies contained within GO TO 2040.

Products and Key Dates: Reviews as needed. Revised review procedures manual (December 2013).

1st Quarter Progress:

- Met with CMAP Energy Staff and DCEO to discuss how wastewater facilities in northeastern Illinois may become more energy efficient.
- Continued to refine the criteria in the FPA manual and discussing concerns with stakeholders.
- Developed a draft project work plan.



- Completed minutes and an agenda for the upcoming November Wastewater Committee Meeting. Also, contacted the committee chairman to discuss the agenda and address any concerns.
- Developed a public notice and a letter requesting items missing from the Village of Beach Park's FPA amendment application. The Village's request includes a transfer of 152.50 acres from the Northeast Lake FPA to the North Shore Sanitary District FPA.
- Reviewed population forecasts for the Village of Glenbard's SRF loan fund request. Developed and forwarded a signoff letter to the IEPA.
- Completed a scope of work outlining objectives for an FPA mapping webpage, submitted the document to CMAP's Finance and Administration Staff. Completed a template for the webpage.
- Participated in a USEPA hosted webinar titled - Incorporating Wetlands into Watershed Planning.

2nd Quarter Objectives:

- To develop necessary documentation for FPA amendment requests including reviews, additional needs letters, maps, and technical support as needed.
- To develop meeting materials for upcoming Wastewater Committee meetings.
- To continue the process of reviewing FPA Review Criteria and the WQMP Amendment Application for purposes of updating and revision.
- To continue discussions with the Illinois Department of Commerce and Economic Opportunity on advancing energy efficiency in wastewater facilities.

Watershed Planning

Project Manager: Tim Loftus

Team: Hudson, Thompson

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



together in an approximately 25 square mile area covering three adjacent sub-watersheds within the Upper Fox River Basin: Cotton/Mutton Creek, Slocum Lake Drain, and Tower Lake.

Products and Key Dates: Near-monthly stakeholder meetings, development of a problem statement, goals, and objectives and quarterly progress reports due to Illinois EPA. A draft executive summary will be due April 1, 2014. The final draft plan with the executive summary, a self-assessment of the plan and data entry into the Resource Management Mapping Service RMMS is due June 1, 2014.

1st Quarter Progress:

One public meeting with 9 Lakes TMDL Implementation Planning stakeholders was conducted during this quarter: August 28. Discussion focused on the evolving resource inventory that was scheduled for submission to IEPA on September 1, the detention basin inventory, and stream and lakeshore assessments that were being conducted by CMAP staff with logistical support from local landowners.

A detention basin inventory has made progress in terms of identifying how many and where the detention basins are located. An assessment process got underway and will be completed in CY 4th quarter. While the Lake Co. GIS Dept. was helpful in providing a dataset of basins as of 2002, internal analysis of more recent digital orthophotography has revealed another set of newer basins. Municipal support for comprehensive inventory information has generally been mixed due primarily to the finding that a comprehensive inventory with assessment information and/or responsible party identified is generally not readily available in one place (e.g., document).

All nine lakes were assessed for lakeshore buffer condition using a good/fair/poor judgment scheme based largely on land cover/use within 15 feet of the shoreline and across the width of the assessment unit, typically a lot line. Data are mapped and tabulated in the nascent plan. Shoreline erosion data were obtained from the Lake County Health Dept. Lakes Management Unit. These data are similarly mapped and tabulated in the plan.

The stream network was identified and coded in advance of a stream assessment exercise. Approximately 32 miles of streams were assessed for channelization (none or low/moderate/high), riparian area condition (good/fair/poor), and erosion (none or low/moderate/high). Results are mapped and tabulated in the plan.

The plan itself evolved considerably as total phosphorus pollutant load targets, among other new information, were added for the nine lakes. The resource inventory is one of the most comprehensive of any watershed plan developed by CMAP.

BMP identification was also resumed as part of summer field work and will continue through the end of the calendar year.



Staff wrote a project update brief that is featured in the September 9 issue of FREP's e-newsletter, "Downstream", available at:

<http://foxriverecosystem.org/Downstream/2013/Downstream9-9-13.htm>

The draft plan, including resource inventory, was submitted to Illinois EPA on August 29, per the amended agreement, and received positive feedback and approval.

Subcontract with Fox River Ecosystem Partnership (FREP)

FREP maintained the project webpage (<http://foxriverecosystem.org/9Lakes.htm>) and worked with CMAP staff to post new documents and project information as they were received throughout the quarter including meeting notes, agendas, presentations, and maps. Information and links are also included in the monthly FREP Downstream e-newsletter. Additionally, FREP staff kept the FREP Executive Committee informed about the 9 Lakes Project.

Subcontract with Northwater Consulting

Staff received the final invoice from Northwater Consulting and considers the scope-of-work fulfilled. Northwater, however, has offered to provide CMAP with a new web-based interface for determining the efficacy of BMPs. To that end, a web demo was provided and staff found the enhanced capability that the new interface offers to be of value. Offered at no cost this time, the web-based interface will be an extra-cost accessory to SWAMM (Spatial Watershed Assessment and Management Model) in the future.

Staff also worked with Northwater to both improve and finalize a model methodology report for internal use.

2nd Quarter Objectives:

Objectives for the second quarter include: complete the field work required for detention basin assessments ; conduct stakeholder meetings in October and December; finish the field work required of identifying best management practices (BMPs); begin to quantify the efficacy of BMP recommendations using the SWAMM; continue to write the watershed plan.

Watershed Management Coordination

Project Manager: Tim Loftus

Team: Hudson, Thompson

Description: Staff will provide technical assistance, guidance, and/or regional coordination to water quality related planning and management activities led by others in the region. As funding allows, and consistent with the water quality management planning work approved by Illinois EPA, staff will direct efforts at those entities either undertaking watershed planning



initiatives or implementation of an Illinois EPA approved plan. Such entities include those funded through the Clean Water Act or those focused on addressing CWA Section 303(d) listed (i.e., impaired) waters.

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

1st Quarter Progress:

- Attended two Silver Creek and Sleepy Hollow Creek Watershed Coalition Meetings. Also prepared meeting materials and facilitated the meeting.
- Worked with CMAP's LTA staff to set up a workshop titled "Aligning Municipal Policy with Water Quality Objectives." The workshop is a result of CMAP's review of municipal ordinances from the City of Crystal Lake, City of McHenry, Village of Prairie Grove, and the Village of Oakwood Hills. As part of this work, developed a sign in sheet, drafted an invitation, emailed the final invitation to interested parties, accepted RSVPs, and worked with the City of McHenry to discuss meeting logistics.
- Completed a summary document describing recommendations derived from CMAP's review of municipal ordinances from four municipalities within the Silver Creek and Sleepy Hollow Creek watersheds. Met with representatives from the Village of Prairie Grove to discuss the summary document.
- Prepared a draft resolution of support for watershed-based plans completed in the Fox River Watershed for discussion at the September meeting of the Fox River Ecosystem Partnership (FREPP); the draft was approved by the Executive Committee with some minor edits;
- Finalized the resolution of support for the following Illinois EPA-approved watershed-based plans and sent them to the FREPP president for signature: Blackberry Creek, Ferson-Otter Creek, Flint Creek, Nippersink Creek, Poplar Creek, Silver and Sleepy Hollow Creeks, Spring Creek, and Tyler Creek;
- Stayed abreast of other FREPP activities via email correspondence, the monthly e-Downstream newsletter, and their website;
- Attended the Tyler Creek Watershed Coalition meeting in September and stayed abreast of activities via e-mail correspondence and meeting notes for the July and August meetings;
- Continued review of the City of Elgin's codes and ordinances and provided recommendations for updating to better protect water quality;
- Reviewed and provided comments on the draft Ferson-Otter Creek Watershed Ordinance Assessment: City of Elgin Report;



- Participated in the steering committee meeting for the Ferson-Otter Creek Watershed: City of Elgin Ordinance Assessment on September 13.

2nd Quarter Objectives:

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

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 2013), lake maps and monitoring site coordinates for new lakes in the program (November 2013), VLMP workshop (November 2013), monitoring data QA/QC and editing in Illinois EPA's lakes database (December 2013), assistance with annual report preparation (as requested by Illinois EPA), distribution of Secchi monitoring forms to continuing volunteers (April 2014), volunteer training (May 2014) and follow up visits (as needed).

1st Quarter Progress:

Project administration, coordination, and management:

- Reviewed and approved the VLMP portion of the monthly Water Quality Management Planning project invoices to Illinois EPA prepared by CMAP's accounting group;
- Prepared a 4th quarter FY13 progress report for CMAP and Illinois EPA;



- Began typing up my Tier 3 audit notes;

Data management:

- Continued to review Secchi Monitoring forms received from volunteers to date, compared the data and information on the forms to the on-line data entries, contacted volunteers regarding missing or unclear data, wrote notes on each form regarding corrections needed to the on-line data entries, and mailed copies of the Secchi forms as well as volunteers' Tier 2 and Tier 3 dissolved oxygen/temperature profiles to the Statewide Coordinator at Illinois EPA;
- Following an inquiry by the Natural Resource Management Coordinator at the Forest Preserve District of DuPage Co., inventoried Secchi monitoring data forms received for Herrick, Rice, and Grove Lakes/DuPage Co. for the 2004 and 2005 seasons and replied to him about missing forms, which he subsequently sent.

Technical assistance:

- Collected samples for algal toxin test kit analysis at Wonder Lake/ McHenry Co., Tower Lake/Lake Co., and Lake Charles/ DuPage Co., and shipped samples to the Iowa DNR lab for further analysis;
- Answered questions from and provided guidance to the volunteer at Longmeadow Lake/Cook Co. about an algal bloom on their lake;
- Talked with a concerned citizen regarding an algal bloom at Lake Ellyn/DuPage Co., encouraged her to fill out and submit a Bloom Report Form with photos to Illinois EPA, and provided the link to Illinois EPA's "Harmful Algal Blooms and Algal Toxins" web page;
- Called the citizen at Golfview Lake/DuPage Co. regarding the water lettuce (an exotic, invasive species) I noticed in photos submitted to Illinois EPA as part of their Bloom Report Form; also encouraged her to consider participating in the VLMP;
- Due to lack of a flower spike, could only key a milfoil species from Three Oaks Lake South/ McHenry Co. as either *Myriophyllum heterophyllum* (variable-leaved water milfoil) or *Myriophyllum verticillatum* (whorled water milfoil); asked the volunteers to watch for when flower spikes were formed so that a final determination could be made;
- Replied to the volunteer at Deep Lake/Lake Co. regarding questions about the zebra mussels growing on the sampler plates at his lake;
- Replied to the volunteer at Loveless Lake/DuPage Co. regarding flooding concerns and tried to help with contact information;



- Began planning a VLMP workshop to be held on a Saturday this fall, including corresponding with Illinois EPA regarding scope and budget and partnering with the Lake Co. Health Department – Lakes Management Unit.

Volunteer Training:

- Prepared materials for and conducted Secchi monitoring training in July of a new Tier 1 volunteer at Island Lake/McHenry-Lake Co.;
- Arranged for and picked up deionized water from Illinois EPA-Des Plaines for use during the Tier 3 audits;
- Prepared for and conducted audits of the Tier 3 volunteers at Three Oaks Lake North and Three Oaks Lake South/McHenry Co., Lake Killarney/McHenry Co., and Silver Lake/McHenry Co.

2nd Quarter Objectives:

Continue to review Secchi Monitoring forms received from volunteers, compare the data and information on the forms to the on-line data entries, call volunteers as needed, write notes on each form regarding corrections needed, and mail copies to the Statewide Coordinator at Illinois EPA; provide technical assistance to volunteers as requested; participate in the Hydrilla Hunt! program end of season meeting; plan and conduct a VLMP workshop in partnership with Lake Co. Health Department – Lakes Management Unit.

Thorn Creek Total Maximum Daily Loads (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: Quarterly progress reports due to Illinois EPA. A draft table submitted to Illinois EPA by June 1, 2014, and final table by December 1, 2014.

1st Quarter Progress:

- Discussed with Illinois EPA staff the project’s scope and their expectations;



- Discussed project completion approaches with CMAP staff;
- Prepared a project background and scope of work discussion document, provided it to CMAP's Water Resources Engineering Technical Support consulting firm Geosyntec, and asked for their proposal to achieve the project tasks.

2nd Quarter Objectives:

Review the project approach proposed by CMAP's Water Resources Engineering Technical Support consulting firm Geosyntec; conduct a conference call between CMAP, Geosyntec, and Illinois EPA staff to come to an agreement on project approach; and begin project work.

National Resources Conservation Service (NRCS) Best Management Practices (BMP) Inventory for Select Watersheds

Project Manager: Dawn Thompson

Team: Loftus, Hudson

Description: This project will attempt to obtain an inventory through local NRCS representatives, of the BMPs that have been implemented in the areas covered by nine completed watershed plans. The plans are: the Upper Kishwaukee River Watershed Plan, the Lawrence Creek Watershed Plan, the Beaver Creek Watershed Action Plan, the Poplar Creek Watershed Action Plan, the Hickory Creek Watershed Plan, the Silver Creek and Sleepy Hollow Watershed Action Plan, the Ferson-Otter Creek Watershed Plan, the Blackberry Creek Watershed Action Plan, and the Jackson Creek Watershed Plan Technical Report.

The project will also attempt to obtain an inventory of the BMPs that have been implemented through six programs in association with the associated NRCS and Farm Service Agency funding programs. The programs are: the Wetlands Reserve Program (WRP), the Grasslands Reserve Program (GRP), the Wildlife Habitat Incentives Program (WHIP), the Environmental Quality Incentives program (EQIP), the Conservation Reserve Enhancement Program (CREP), and the Conservation Reserve Program (CRP).

Products and Key Dates: Quarterly progress reports due to Illinois EPA.

1st Quarter Progress:

Documented and forwarded a letter to IEPA describing efforts undertaken by CMAP to work with local Natural Resources Conservation Services (NRCS) to obtain documentation of nonpoint source pollution control accomplishments that have been achieved for CMAP led watershed plans within northeastern Illinois. To date, IEPA has not provided a response.

2nd Quarter Objectives:



To follow up with IEPA to address any concerns with the letter submitted by CMAP regarding its efforts to obtain relevant data.

ENERGY IMPACT ILLINOIS (EI2) PROGRAM

Program Oversight: Daniel Olson

On April 21, 2010, the U.S. Department of Energy (DOE) announced that CMAP would be awarded a Retrofit Ramp-Up stimulus initiative grant for \$25 million to initiate a three-year energy retrofit program. This program was a competitive solicitation process that is part of the American Recovery and Reinvestment Act (ARRA) through the Energy Efficiency and Community Block Grant (EECBG) program administered by DOE. This project is a regional collaboration led by the Chicago Metropolitan Agency for Planning (CMAP) -- in partnership with the City of Chicago and the City of Rockford, and support from suburban and regional stakeholders. Energy Impact Illinois (EI2), formerly known as the Chicago Region Initiative for Better Buildings (CRIBB) or the Chicago Region Retrofit Ramp-Up (CR3), is working to transform the market to carry out energy-efficient retrofits across the residential, commercial, and industrial building sectors in northeastern Illinois. The project is significant in its potential to reduce the region's large energy footprint, incorporate private investment, and serve as a model for inter-jurisdictional collaboration. On February 27, 2013, a first no-cost extension of the period of performance for the program was extended from its original end date of May 18, 2013 until September 30, 2013. In late July 2013, a second no-cost extension of the period of performance was extended beyond the September 30th date until November 1, 2014. The second extension will have a pared down scope, with only two retrofit financing programs remaining in place (Energy Savers Multifamily and Delta Single Family Residential). Administrative requirements for EI2 will be greatly reduced, particularly with reporting, and EI2 staff will continue to work with DOE to finalize long-term sustainability of EI2's financing programs.

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

EI2 Retrofit Steering Committee Support

Team: Olson, Plagman, Silberhorn

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



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

1st Quarter Progress:

- Scheduled and coordinated bimonthly Steering Committee meetings (September 2013) and included key CMAP staff (Randy Blankenhorn, Jill Leary, Dan Olson, Emily Plagman, Joey-Lin Silberhorn)
- Provided EI2 progress reports to Steering Committee members.
- Involved Steering Committee with end-stage planning and decisions; particularly with grant extension plans and post-grant sustainability.
- Followed up program sustainability ideas with Steering Committee and in coordination with guidance from DOE on end of program work.
- Held the final EI2 Retrofit Steering Committee meeting in mid-September.

2nd Quarter Objectives:

- EI2 staff obligations for facilitating the EI2 Retrofit Steering Committee are complete. No further action required.

EI2 Program Implementation

Team: Olson, Plagman, Silberhorn, CNT Energy

Description: All \$25 million of the EI2 grant funds were considered fully obligated as of November 18, 2011. By the beginning of Q1 of FY14, EI2 will have expended close to \$24 million of the grant funds. The majority of the drawn-down funds has been expended over FY11-FY13 as financial incentives to EI2 participants, or are in place as credit enhancements (Loan Loss Reserves). For the \$3 million in credit enhancement program currently obligated and utilized by EI2 programs, there is approximately \$10.4 million in committed private investment capital from various financial institutions which is available specifically for retrofitting work. At the end of Q1 2014, approximately \$4.1 million of this private investment commitment has completed or is in the process of completing retrofit construction. As a majority of the grant is set to be completed on 9/30/2013, EI2 administration will begin to ramp down in Q2 2013 following a heavy closeout reporting period. Dedicated CMAP staff time will utilize approximately \$16,000 per month for administrative oversight and maintenance of the remaining finance programs.



Products and Key Dates: EI2 closeout reporting for Department of Energy (December 2013); quarterly retrofit and spending targets associated with financing programs (ongoing through FY14); quarterly reporting and check-ins with remaining subgrantees (through 2014).

1st Quarter Progress:

- Amended and finalized all contracts that are affected by post-9/30 grant extension.
- Continued community-based efforts and the EI2 “houseparty” model to foster consumer demand through end of August 2013.
- Collaborated with “Retrofit Chicago” program to reach out to various City of Chicago partnerships, including aldermanic contacts, and help plan post-grant methods for retrofits, including EI2 loans and utility rebates.
- Completed second round of “Road Maps” for 19 Retrofit Chicago Commercial Building Initiative participants and 2 suburban participants, and identify sustainability options for the Commercial Gateway Service offering.
- Maintained MyHomeEQ program functionality through 9/30 – now working as part of the Energy Impact Illinois website that CNT Energy is hosting.
- Continued working with Delta Institute, utilities, and various lending institutions to implement residential retrofit rebate program offerings to increase demand and retrofit activity in addition to refining program delivery. Identified sustainability plan for post-9/30 program implementation, and submitted to DOE.
- Continued to research non-program methods for outreach and driving demand toward audits, applications, and completed retrofits for the Energy Savers (Multifamily Loan Loss Reserve) program via loans and incentive options, including use of volunteer network.
- Completed Village of Oak Park MURIL program; had \$2,500 in used funds returned.
- Completed City of Chicago program drawdowns and completed construction inspections of buildings through the Multi-Unit Retrofit Improvement Loan Program. Completed final contract amendment that details financing strategies for DHED staff to use over next several years.
- Worked with IFF to maintain retrofit activity in the Commercial Nonprofit Retrofit program and continue tracking audits, loans closed, and completed retrofits via loans and incentives; decided to close out program due to lack of nonprofit interest in utilizing financing for energy efficiency retrofits. Remaining funds are being added to CIC Energy Savers program.
- Continued work with SCIenergy (formerly Transcend Equity Development Corporation) to drive demand and retrofit activity within the Commercial/Industrial



Retrofit program. Completed Technical Assistance projects with the 8 signed projects and worked toward moving these projects toward a MESA agreement.

2nd Quarter Objectives:

- Complete DOE Final Technical Report and submit to DOE by December 31, 2013.
- Work with remaining subgrantees to develop processes and procedures for program implementation for 2014.
- Report to CMAP Board about EI2 final results and provide with overview of the DOE Final Technical Report.

EI2 Program Management

Team: Olson, Plagman, Silberhorn, CNT Energy

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

The original implementation plan developed by CNT Energy in FY11 was followed and minimally adjusted during FY12. In FY13, adjustment to existing finance programs was necessary in order to accommodate limited demand in some building sectors. EI2 updated the plan throughout FY13 with these changes and will carry through with implementation and management in FY14. CNT Energy will also be responsible for daily management of EI2 program implementation. They will continue to report directly to CMAP, and will be responsible for tasks including but not limited to: maintaining program development and strategic planning, continuing project management and oversight of all remaining grant sub-recipients, project reporting, compliance and monitoring of sub-recipients, and compliance with all federal regulations in accordance with the ARRA Better Buildings Neighborhood Program.

EI2 grant funds were set to expire on May 18, 2013, however EI2 submitted and received approval for a no-cost grant extension request from DOE that will effectively extend the grant's performance period to September 30, 2013. A second no-cost extension has been approved extending the period of performance for remaining EI2 financing program until November 1, 2014. During this process, EI2 staff will continue to incorporate best practices and lessons



learned into its programs in order to provide the best program opportunities possible to the program's target audience.

Products and Key Dates: ARRA and DOE quarterly (detailed financial and job reports) reporting due (10/2013, 1/2014, 4/2014, 7/2014, 10/2014); Additional grant-related documentation related to NEPA, the National Historic Preservation Act, and Davis-Bacon compliance (annually, or semi-annually); Timely receipt and payment on sub-recipient invoices (monthly); Sub-recipient site visits (semiannually); and grant Final Technical Report closeout documentation (12/31/2013).

1st Quarter Progress:

- Incorporated further DOE guidance in planning for program sustainability beyond September 2013 deadline.
- Completed all quarterly and monthly ARRA and DOE reporting requirements (7/2013).
- Continue working with DOE, CNT and Shaw Group (through CNT's implementation contract) to maintain compliance of all sub-grantees with reporting requirements for both ARRA and DOE.
- Continued developing close-out report sections per subgrantee and began compiling comprehensive close-out report for EI2 grant.
- Worked with Fleishman Hillard to develop an EI2/EE marketing and communications report outline, to be completed and included as part of the final EI2 report.
- Enforced construction deadline of 9/30 for retrofits tied to incentives so that all paperwork related to incentive-based work will be in prior to the 10/30 grant reporting deadline for 10/2013.

2nd Quarter Objectives:

- Work with DOE to determine reporting and administrative activities for 2014.
- Complete all quarterly ARRA and DOE reporting requirements (10/2013, 12/2013, through 2014).
- Continue working with DOE, CNT and Shaw Group (through CNT's implementation contract) to maintain compliance of all remaining sub-grantees with reporting requirements for both ARRA and DOE.
- Finalize close-out report sections per subgrantee and finish Final Technical Report for EI2 grant and submission to DOE.
- Work with Delta Residential Program to develop 2014 retrofitting goals and review reporting requirements.



- Work with CIC Energy Savers Multifamily Program to develop 2014 retrofitting goals and review reporting requirements.

EI2 Program Evaluation

Team: Olson, Plagman, Silberhorn, Dowdle

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

During FY14, monthly evaluation reports will become voluntary and subgrantee reporting to CMAP/DOE will maintain its quarterly frequency. Reporting activities related to the Retrofit Steering Committee are complete. All reports will be aligned and in compliance with ARRA reporting requirements.

Products and Key Dates: Final Technical Report for DOE (December 2013); Reporting to DOE (quarterly, 2014); progress reports from CMAP (bimonthly).

1st Quarter Progress:

- Continued to complete all quarterly and monthly ARRA and DOE reporting requirements. Include semiannual Historic Preservation and NEPA reporting forms.
- Continued working on subgrantee closeout reports, and began working on comprehensive EI2 Final Technical Report.
- Collaborated with DOE-sponsored evaluation staff conducting ongoing impact and process evaluations to help highlight EI2 best practices.

2nd Quarter Objectives:

- Continue to complete all quarterly ARRA and DOE reporting requirements. Include semiannual Historic Preservation and NEPA reporting forms.
- Finalize subgrantee closeout reports, and finish/submit EI2 Final Technical Report to DOE and CMAP Board.
- Collaborate with DOE-sponsored evaluation staff conducting ongoing impact and process evaluations to help highlight EI2 best practices.



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

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

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

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

1st Quarter Progress:

- Implemented new firewall and router infrastructure at Chicago Office
- Implemented new Dell network storage solution for S drive
- Completed upgrade to IFAS version 7.9.12
- Implemented new HP tape backup system
- Implemented new video displays in Will & Lake Conference rooms

2nd Quarter Objectives:

- To implement new SPAM filtering service
- To implement firewall upgrade in Phoenix facility
- To implement new Dell network storage solution in Phoenix facility
- To complete Phase 2 of IFAS system BC plan, VM failover and remote data center



- To implement remote video casting to multiple conference rooms
- To implement process for accessing Regional Transportation Data Archive using SAS
- To implement maintenance and backup strategy for R&A Wiki application

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), SteerSimple (project management), MediaWiki (collaboration), the TIP Website (web application), the TIP Map (data service), GO TO 2040 Case Studies (data service), and several others. In addition, this project includes management of web-specific network infrastructure, such as domain name registration and DNS record management.

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

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

1st Quarter Progress:

- Reconfigured web hosting within new web environment for increased performance and security.
- Presented a general introduction to SharePoint project sites for staff.
- Implemented centralized code repository and procedures
- Implemented server infrastructure for CKAN web application
- Began development of LTA time tracking application

2nd Quarter Objectives:

- To implement Aerial imagery web server services



- To implement ArcGIS server web mapping services
- To implement LTA time tracking application
- To implement data storage solution for CKAN web application
- To implement maintenance and backup strategy for CKAN web application

Information Security

Project Manager: Lance Tiedemann

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

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

1st Quarter Progress:

- Implemented new network architecture for CMAP's web environment.
- Performed vulnerability scanning on external-facing devices.
- Performed vulnerability scanning on TIP Database web application.
- Implemented new VPN capabilities for securing remote access to CMAP's network.

2nd Quarter Objectives:

- To document and train staff on new VPN access procedures.
- To perform vulnerability scanning on new web application.



Office Systems Management

Project Manager: Ben Stromberg

Team: IT Intern

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

Resources: Software applications, telephone system, copiers and printers

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

1st Quarter Progress:

- Completed Office construction and modifications
- Implemented a new Asset Management tracking system for the Agency
- Completed the FY14 budget for the Verizon Wireless account
- Completed Outline of a Disaster Recovery plan for the Agency's telecommunication systems
- Completed Cisco phone system training with IT staff
- Upgraded the voicemail server for the phone system
- Implemented Video conferencing solutions for CMAP staff

2nd Quarter Objectives:

- Survey current Data Center and inquire about an automatic failover service
- Implement a cloud backup solution for the current phone system
- To obtain life safety alarm system cost estimates

User Support

Project Manager: Ben Stromberg

Team: Brown, Kelley, Rivera, intern

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



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

1st Quarter Progress:

- Updated the new employee IT packet with HR
- Completed 168 help desk tickets and requests for CMAP staff

2nd Quarter Objectives:

- Schedule a brown bag meeting for staff regarding Exchange Online Protection
- Create a video on Exchange Online Protection and upload to SharePoint
- Continue to upgrade staff PC's and laptops
- Continue to update user documents for staff as needed
- Continue to assist staff with PC/phone problems as needed

FINANCE AND ADMINISTRATION PROGRAM

Program Oversight: Dolores Dowdle

This program provides for the design, implementation and management of finance, procurement, and human resources at CMAP. This program also provides the administrative support to the CMAP operations. Activities will continue to fully implement and improve the financial software system (IFAS). The costs for administration are distributed to the projects based on a percentage of direct personnel costs. The projected indirect cost for FY 2013 is 35.60% and for FY 2014 is 38.91%.

Finance and Accounting

Project Manager: Lorrie Kovac

Team: Becerra, Doan, Sears, Preer

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



Resources: IFAS financial software system

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

1st Quarter Progress:

There were 13 budget adjustments made in the 1st quarter. These were to set up budgets for grants that were not fully expended in the previous fiscal year and could continue into FY14. We waited to see how much of the grants remained unexpended prior to establishing them in the current fiscal year. We also moved anticipated payroll costs from the DOE administration budget into the DOE program budget based on a change from DOE.

Payroll – in the first quarter we processed 13 payrolls, 6 regular and 7 supplemental. Of the supplemental, 5 included payments to terminated employees, one included both a vacation payout and an adjustment for time paid to an employee, and one was for an employee whose time document was late. Additionally, the state and federal 941 reports were completed and submitted for the 4th quarter of our fiscal year. The monthly unemployment compensation wage reports were filed at the beginning of each month and the quarterly report was filed on a timely basis.

Accounts Payable – the table below provides information regarding the number of invoices processed during the quarter. It also shows the number of checks and ACH payments made. The number of ACH payments continues to grow in relation to the checks issued, this quarter ACH payments more than doubled the number of checks issued. The activity in the month of July is much larger than in the other two months as it included all the invoices processed to close out the previous fiscal year. Accounts payable activity has been slow in August and September and should pick up in the next several months.

Month	Checks	ACH	INV	WT	Total Paid
July	70	153	417	17	\$4,492,849.77
August	41	81	205	15	\$1,621,082.43
Sept	41	103	298	15	\$2,084,205.34
1st Qtr	152	337	920	47	\$8,198,137.54

Month	Checks	ACH	INV	WT	Total Paid
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Accounts Receivable – Billing invoices have continued to be processed within the first few days of the following month. The table below shows the number of invoices processed each month and the amounts billed each month. Again, the month of July includes the final billings for the previous fiscal year. The final Fiscal Year 2013 billings amounted to approximately \$2.7 million of the total reported in July.



Month	Invoices	Amount
July	27	\$4,234,103.65
August	20	\$2,014,596.71
September	18	\$1,895,259.95
1st Qtr	65	\$8,143,960.31

Journal Entries – We processed approximately 25 normal journal entries in each month of the quarter, these are to record transfers of funds between our bank accounts, payment of payroll related items taken directly from our bank account and any adjusting entries necessary. This past quarter we also processed 28 journal entries ½ in FY13 and ½ in FY14 to account for the final payroll of FY13 which was paid in FY14.

Bank reconciliations – are processed in the first week of each month. We have experienced no problems in the reconciliation of our bank accounts to our accounting software records.

The Auditors were in our offices during the month of September to complete the final field work related to our annual audit. No problems were encountered during the audit and the preliminary draft of the audit report has been received for review.

We are still testing the updated version of IFAS 7.9.12 and hope to go live with it during this quarter. We encountered some issue with workflow and have needed assistance from SunGard to correct these issues.

2nd Quarter Objectives:

Continue to process payables, receivables and payroll on a timely basis. File all payroll related reports with state and federal agencies on a timely basis. Set up the budgets for several new grants that have been received just recently.

Get the IFAS issues resolved and move production to the newer version of the software as soon as possible during the second quarter of the year. This need to be completed prior to the end of the calendar year as we want to make sure W-2 process correctly.

Budget

Project Manager: Dolores Dowdle

Team: Management

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



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

1st Quarter Progress:

- Reviewed status of expenditures, contracts and revenue
- Coordinated expenditures because of IDOT holding reimbursements
- Analyzed reimbursement requirements and provided information to executive committee and FHWA
- Schedule UWP committee meeting
- Provided contract amendments for EI2 and assisted with close out procedures.

2nd Quarter Objectives:

- Complete EI2 adjustments to contracts and expenditure plans— assist with development of management after close of grant
- UWP committee meeting and review of 1st quarter report. At request of committee, develop options for allocation of funds
- Monitor expenditures and revenues
- Develop schedule for development of FY 2015 budget

Procurement

Consultants

Project Manager: Margaret McGrath

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 contracts.

1st Quarter Progress: No progress reported.

2nd Quarter Objectives:

Commercial Datasets and Other Purchases

Project Manager: Penny DuBernat



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

1st Quarter Progress:

Reviewed and processed 76 purchase requests for tangible goods or non-professional services. Prepared two Request for Proposals that resulted in the preparation of three contracts and four contract amendments.

The FY13 Annual Expenditure Report for Commercial Datasets was prepared, reporting an overall reduction in expenditures in excess of \$26,000. The annual audit review of all commercial datasets agreements for compliance was conducted and any deficiencies corrected. The post processing of all 2012 County Assessor's data, with the exception of the still pending Cook County dataset, was complete and Wiki pages were created for each county to prevent future data misrepresentation issues that have occurred in the past. Reviewed all renewing expenditures and processed those deemed necessary. The agreement with AxioMetrics was canceled resulting in a cost savings of \$9,000 and the subscription to Record Information Services was reduced by \$18,097. Various datasets were obtained for staff from various State government sources. A High-Level memo for Jack Pffingston and the LTA program was prepared establishing a formal procedure for the sharing of commercial data at the request of Bob Dean. Three data sharing requests were review and denied for non-LTA projects. An agreement was obtained with HERE via FHWA for traffic count data on the NHS and major arterials in the region.

The Dun and Bradstreet data subscription is scheduled for renewal at the end of the fiscal year. The cost for this renewal will be \$144,700. In FY12 a quality comparison was conducted with the cooperation of Art Nicholas, between Dun and Bradstreet and its largest competitor InfoGroup. Dun and Bradstreet proved to be far more reliable than InfoGroup. This year InfoGroup has contacted CMAP once again stating that the company has improved the quality of its data over the past two years. As a result, I have designed a double-blind comparative analysis study of the two datasets. I will be assisted by Kama Dobbs, as moderator, Parry Frank will be conducting the analysis, and Lafayette Cruise will be performing field verifications.

Managed the IFAS 7.9.8 and 7.9.12 Production and Test servers and alerted IT to issues that needed attention. The management of these servers was hampered by the reduction of my security credentials, although toward the tail end of the quarter, some of my privileges had been restored. Thus far during FY14, CMAP has originated 23 Helpdesk cases with SunGard. 17 of those cases are closed with six cases remaining open at this time. Of these cases, six were the result of user error, four were technical questions, one was an IT Exchange Server issue, two were categorized as other and ten were application configuration issues as a result of the upgrade to the Test server. The median number of days a critical case was outstanding was 1.5.



Urgent cases were open a median of 1.0 days and non-critical cases a median of ten days. The longest period of time a currently open case has been out is 27 days at this writing.

2nd Quarter Objectives:

Purchase requests for tangible goods and non-professional services will continue to be reviewed. No Requests for Proposals or additional contracts are anticipated at this time. It is anticipated that the following commercial datasets will be renewed: MetroStudy Online (\$20,000), Reed Construction (\$3,885) and the US Patent and Trademark Office (\$200). The membership for the Council for Community and Economic Research (\$500) is undecided at this time.

The Dun and Bradstreet vs. InfoGroup results will be reported.

It is anticipated that the current software issues being experienced will be resolved and the current Test server will be promoted to production.

Human Resources

Project Manager: Dorienne Preer

Team: Holland-Hatcher, King

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

1st Quarter Progress:

Benefits

- Provided benefits overview for 2 new FT employees and 1 Fellow
- Processed 58 payroll related changes in IFAS
- Processed 1 short term disability applications
- Processed 2 tuition reimbursement applications
- Sent out compliance forms and notices

Compensation

- Created and posted RFP for a Compensation Study

EAP



- Completed All Staff Diversity Training
- Staff and Management Preventing Sexual Harassment in the Workplace Training Scheduled
- Initiated EAP Website Information Of The Week on Intranet

Ergonomics

- Audited ergo desk top supplies and re-ordered
- 10 staff consultations, evaluations and personal ergo chair adjustments, distribution of ergonomic desk top accessories and 2 foot stools, 2 ergo chair replacements from current chairs in storage.
- Initiated Ergonomic Tip of the Week on the Intranet.

FMLA/Leaves

- 1 LOA/FMLA – Employee returned
- Maintaining data for total 7 staff with approved FMLA

New Hire Orientations

- 2 Full time Employees, 1 Fellow

Performance

- Processed 87 merit increases, 7 promotions and 6 bonuses

Recruitment

- LTA Assistant Planner position (AP054 - 2) 2 positions filled.
- Policy Analyst PA055 (Assistant /Associate). Possibly two positions. Interview in progress.
- IT Intern (IT052) - 1 position (pending)

Resume Receipt and Distribution

- Received a total of 152 resumes for posted positions (PA055)

Terminations/Exit Interviews

- 11 exit interviews: 3 Full time; 10 interns, 1 high school student

Training



- Scheduled and coordinated management training to go through Nov. 7th.
- Facilitated and coordinated: InDesign training class and CMAP Company of the week at the Metropolitan Club.

Workers Compensation

- No activity

Work Station maintenance / Office moves

- Cleaned and maintained recently vacated cubicles
- Assisted with multiple office moves

2nd Quarter (2014) Objectives:

- Process and file employee evaluations and development plans
- Input all increases and/or promotions into IFAS
- Coordinate and implement next wellness event
- Schedule Preventing Sexual Harassment and Diversity training
- Coordinate mandatory training (Sexual Harassment) for Managers 10/22 & 10/30 and Staff 10/21/2013
- Discuss and select additional classes/seminars for staff development
- Coordinate Open Enrollment and educational meetings
- Interview Process Workshop for Principal & Senior level staff
- CMAP Process & Procedures.

Ergonomics

- Schedule a workshop/brown bag and bring in a profession to demonstrate workstation exercises to prevent injuries and relieve stress.
- Continue with weekly tips

Peters Fellowship

- Schedule December Meeting – pre-planning for Scholarship program start 1/1/2014
- Review and prepare Fellowship Distribution list



Administration/Administrative Support

Project Managers: Doriennne Preer

Team: Ambriz, Brown, Kelley, Witherspoon, Rivera

Description: Provide administrative support for CMAP

1st Quarter Progress:

Facility /Office Management

- Facilitated water damaged repair in kitchen
- Replaced coffee and water machines in kitchen
- Scheduled installation for easel board and tack strips for new offices
- Worked with outside contractor regarding air conditioning maintenance for server and conference rooms
- Worked with building electricians to repair malfunctioning light fixtures
- Updated emergency manual and provided life safety tours for new staff and interns

Safety

- Revised Emergency manual and coordinated one safety drill

Storage

- Reorganized storage to accommodate internal room changes
- Working with staff to clean up office area and move files off-site
- Updated latest version of on-site storage room inventory
- Finishing up process for records disposal

Unified Work Program (UWP)

- Functioned as liaison between CMAP and counties
- Sent out and received quarterly report forms for eight counties
- Drafted minutes and prepared packets for one UWP meeting
- Created new templates for FY14 quarterly reports



- Sent out material for meetings to UWP committee members and interested parties and posted on our website

Local Technical Assistance

- Order and maintain inventory of supplies for workshop events
- Sent out constant contact emails for upcoming workshops

2nd Quarter (2014) Objectives:

- Ongoing organization and maintenance of storage rooms ensuring that only necessary items are stored.
- Continue work on re-organization of library
- Complete off-site inventory records for CMAP needs
- On-going administrative support for CMAP needs





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