

CMAP



# Staff Progress Report

Fiscal Year 2013-14  
**Quarter Two**

February 2014



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# LOCAL PLANNING PROGRAM

**Program Oversight:** Bob Dean

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

## AREA 1: REGIONAL TECHNICAL ASSISTANCE

**Program Manager:** Andrew Williams-Clark

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

### Online Case Study Library

**Project Manager:** Lindsay Bayley

**Team:** Project managers of completed LTA projects

**Description:** This project will collect positive case studies from around the region of local governments advancing GO TO 2040 through plans, ordinances, and other regulations. These 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.

#### 2<sup>nd</sup> Quarter Progress:

- Formatted ten new case studies in InDesign.
- Working with staff to re-design the map to work better with the new webpage and simplify upload process; not uploading case studies until this is done.
- Held three brownbags for the LTA team (Project Management Matrix, NDD/forecasting, and Working with the City of Chicago), scheduled January brownbag with Pace.



- Promoted uploaded case studies via the weekly update, except when the webpage was offline.

### **3<sup>rd</sup> Quarter Objectives:**

- Re-design webpage and submission process.
- Format 10 new case studies in InDesign and upload to the library, along with previous 10 PDFs.
- Continue brownbag series (one/month) highlighting completed LTA projects, or topics of interest to LTA team.
- 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).

### **2<sup>nd</sup> Quarter Progress:**

- Limited work occurred.

### **3<sup>rd</sup> Quarter Objectives:**

- A municipal survey questionnaire draft will be complete by late January.
- Scope the fielding of the municipal survey, including outreach to COGs and municipalities.



## 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.

### 2<sup>nd</sup> Quarter Progress:

- The scope of the Complete Streets Toolkit has been refined and partners have been engaged.
- The Sustainability Planning Toolkit Project has initiated with an overview to the CMAP ENR committee, serving as project steering committee.
- The Fair Housing Toolkit has been scoped and the Interjurisdictional Housing Plans Toolkit will be scoped by mid-January.

### 3<sup>rd</sup> Quarter Objectives:

- Draft and refine outline of the Complete Streets Toolkit with the project advisory group. Draft Toolkit introduction.
- Draft Sustainability Planning Toolkit outline and review with steering committee. Host a municipal representatives forum.
- Draft Interjurisdictional Housing Plans Toolkit outline and refine with project partners.
- Scope the Conservation Design Toolkit.

## 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).

**2<sup>nd</sup> Quarter Progress:**

- Held two workshops in Bensenville (Oct. 23) and Carpentersville (Oct. 29).
- Scheduled workshops for Elmwood Park (Feb. 10) and Westchester (Dec. 16).
- Westchester workshop cancelled.

**3<sup>rd</sup> Quarter Objectives:**

- Hold between two and four plan commissioner workshops.
- Schedule additional workshops (Alsip, Dixmoor, Lakemoor, and Westchester - reschedule).

## **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.

**2<sup>nd</sup> Quarter Progress:**

- Finalized process review of Bicycle Planning and Usage Information Requests.



- Continued to incorporate bicycle and pedestrian planning into LTA projects, including South Elgin Bicycle and Pedestrian Plan (ECR completed), FPDCC Municipal Connections Case Studies (Final Draft completed) and Lan-Oak Park District Master Plan.
- Posted 17 Soles and Spokes Blog entries.
- Bike-Ped task force met in December.
  - Continued to participate in local, regional, and state bicycle and pedestrian coordination activities.

### **3<sup>rd</sup> Quarter Objectives:**

- Implement new process for responding to and addressing Bicycle Planning and Usage Information Requests in the long term.
- Continue to incorporate bicycle and pedestrian planning into LTA projects.
- Continue weekly Soles and Spokes Blog posts at rate of one to three per two-week period.
- Organize March meeting of bicycle-pedestrian task force.
- Continue to provide bicycle and pedestrian planning and programming information to CMAP partners and general public.

## **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).

### **2<sup>nd</sup> Quarter Progress:**

- Prepared monthly reports for Board and committees.
- Track and analyze staff time expended, with approximately 8,500 hours of staff time devoted to LTA projects.
- Received Board and MPO approval of new LTA program, including 32 new projects to be pursued.

### **3<sup>rd</sup> 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.

## **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).

### **2<sup>nd</sup> Quarter Progress:**

- Communicated with sponsors of projects already in the LTA program at the start of the quarter to develop scopes of work and schedules. All projects that were in the program at the beginning of the quarter have begun scoping.





- Following Board and MPO approval, developed general staff allocations and timelines for newly selected projects, and determined which would be handled with staff assistance and consultant assistance.
- Followed up with sponsors of newly selected projects. Began detailed scoping during the quarter with sponsors of 21 new projects, leaving 11 projects in earlier stages of scoping.

### **3<sup>rd</sup> Quarter Objectives:**

- Continue communication with sponsors of projects in the LTA program to develop scopes of work and schedules.
- Continue to develop more detailed staff allocations and schedules for newly selected projects.
- Follow up with sponsors of additional newly selected projects. Begin detailed scoping with sponsors of six new projects.

## **Management and Support of Staff-Led Projects**

**Project Manager:** Bob Dean

**Team:** Entire Local Planning division; 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.

### **2<sup>nd</sup> Quarter Progress:**

- Continued to advance projects already begun, with preparation of 10 existing conditions reports (bringing the total to 89), 15 draft plans (bringing the total to 69), and six final plans (bringing the total to 52). Compared to initial expectations, preparation of existing conditions reports and draft plans occurred at the rate expected, but plan adoption occurred at a lower rate, partially due to holiday schedules.



- Initiated four additional projects. A total of 108 projects had reached this stage by the end of the fiscal year, including 79 staff-led projects and 29 consultant-led projects. This rate of project startup was lower than initial expectations at the start of the quarter, partially because startup of some projects was deferred until after the new year.

**3<sup>rd</sup> Quarter Objectives:**

- Continue to advance projects, with preparation of several existing conditions reports, development of 13 additional draft plans, and adoption/completion of 11 final plans.
- Initiate six additional staff-led projects and four consultant-led projects.

Projects...	End FY 11	End FY 12	End FY 13	1Q FY 14	2Q FY 14
...completed and adopted (100% complete)	0	10	42	46	52
...with final draft complete (90%)	0	18	48	54	69
...with existing conditions complete (50%)	0	29	62	79	89
...fully initiated	14	47	95	104	108

**Management of Grants and Contracts**

**Project Manager:** Jack Pfingston

**Team:** Bayley, Burch, Dick, Ihnchak, 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).

**2<sup>nd</sup> Quarter Progress:**

- Continued to engage communities and to track progress. Continued project administration, monitoring, reporting, and review of draft project documents.
- Received and reviewed ECRs for the Apache Park Neighborhood Plan; Calumet City Comprehensive Plan; Evanston Bike Plan Update; Kedzie Avenue Corridor Plan; Niles



Multi-Modal Plan; NWMC Des Plaines River Corridor Improvement Plan; Prospect Heights Comprehensive Plan; and South Elgin Bike Plan.

- Final plan drafts reviewed, revised and sent onto approving bodies for the DuPage County corridors, LeClaire Courts, and Elgin sidewalks projects.
- Final drafts of plans for the Lansing, Lynwood, Richton Park, and SSMMA I-294/I-57 projects have been received and have been reviewed or are being reviewed and revised.
- Prepared and released RFPs for North Aurora and Zion.
- Held pre-RFP scoping meetings with Cicero and Zion and completed initial scoping elements for the West Pullman/ far south side plan project.
- Conducted interviews and selected consultant for the North Aurora Comprehensive Plan project.

### **3<sup>rd</sup> Quarter Objectives:**

- Continue to engage communities and to track progress. Continue project administration, monitoring, reporting, and review of draft project documents.
- Complete and close out LeClaire Courts redevelopment project (January), DuPage County corridors project (February), Elgin sidewalks plan (February) and SSMMA I-294/I-57 interchange project (January).
- Review recommendations memo(s) and set up 'halfway' meetings for Calumet City; Kedzie Avenue; NWMC; Prospect Heights; and South Elgin projects.
- Move to draft plan stage for Apache Park; Calumet City; Niles; and NWMC projects.
- Initiate adoption process for comprehensive plans in Lansing; Lynwood; and Richton Park.
- Select consultant and get Zion comprehensive plan project underway.
- Complete scoping discussions and prepare RFPs for Cicero (comp plan), Crete (comp plan), and West Pullman/far south side (neighborhood plan).

## **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).

### **2<sup>nd</sup> Quarter Progress:**

- Staff worked to develop PROUSTs for new projects and complete outreach appendix, as needed.
- Other LTA outreach highlights:
  - Coordinated with CNU Illinois to promote the Red Line Livability project.
  - Cook County Consolidated Plan kick-off at CMAP with over 100 attendees.
  - Chinatown public workshop with nearly 200 attendees, tri-lingual workshop. Over 1,600 individuals engaged through paper surveys (English and Chinese).

### **3<sup>rd</sup> Quarter Objectives:**

- Continue to develop PROUSTs as needed.
- Complete project outreach appendix as needed.
- Add web pages for all consultant-led LTA projects.
- Continue to 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).



## 2<sup>nd</sup> Quarter Progress:

- Spatial Data and Map products:
  - Continued mapping tasks for Bensenville, Lyons, Rosemont, Lan-Oak Park, Cook County Consolidated Plan, Oswego, Westchester, Franklin Park, Chicago Heights, Summit, Chinatown, Riverdale, Lincolnwood, Bronzeville Food Access Study, Alsip, Blue Island, Wicker Park.
  - Spatial Analysis for “Homes for a Changing Region” project in NE DuPage County and Will County Brownfields.
- Exploring, establishing, documenting and sharing spatial analysis methods (Zoning, Site selection for Will County brownfields).
- Public participation materials (printed maps and files for Metroquest portal for Batavia, Geneva, N Aurora, St. Charles, Bensenville, Wood Dale, Addison, and Villa Park). Input results digitizing and display (Bensenville).
- Continued maintaining of all LTA projects file to reflect distribution and coverage in CMAP’s region.
- Started conversation/cooperation with Communications team in order to maintain more consistent and recognizable CMAP’s style when creating maps and graphics.
- Monthly “GIS and Mapping for LTA” meetings.

## 3<sup>rd</sup> Quarter Objectives:

- Continue with GIS and mapping support for active projects.
- Document new methods.
- Continue collaboration with Communication team.
- Explore the most efficient ways of using and representing Metroquest data.

## 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).

### **2<sup>nd</sup> Quarter Progress:**

- Convened TA providers for their quarterly meeting and focused discussion on implementation of Blue Island comprehensive plan.
- Held a Health, Land Use and Transportation workshop at CMAP to discuss better integrating these three issues into LTA projects and facilitate better coordination among county departments.

### **3<sup>rd</sup> Quarter Objectives:**

- Follow up with attendees from the Health, Land Use, and Transportation workshop.
- Host quarterly TA providers meeting.
- Continue to identify partnership opportunities.

## **External Resource Development**

**Project Manager:** Erin Aleman

**Team:** 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).



### **2<sup>nd</sup> Quarter Progress:**

- Identified federal, state, and other funding opportunities to explore in the near future (NOAA, FEMA, MWRD).
- Applied for NOAA's CSI Sectoral Applications Research Program for climate adaptation funding through the LTA program.
- Applied for the Illinois Department of Natural Resources Coastal Planning grant program.
- Developed materials to jointly apply with the Chicago Jobs Council (CJC) for workforce funding opportunities.

### **3<sup>rd</sup> Quarter Objectives:**

- Continue to identify and evaluate potential funding opportunities.
- Develop a series of promotional materials on various subject areas focused on topics where CMAP has expertise and is looking for funding.
- Work with Communications to develop an LTA specific brochure.

## **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:** Murdock

**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).

### 2<sup>nd</sup> Quarter Progress:

- Staff posted the first policy update in this series.
- Staff continued research on the second policy update in this series.

### 3<sup>rd</sup> Quarter Objectives:

- Post second policy update.
- Begin research on later 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).

**2<sup>nd</sup> Quarter Progress:**

- No progress, but work is now being incorporated more directly into the GO TO 2040 Plan Update.

**3<sup>rd</sup> Quarter Objectives:**

- Incorporate clarification of CMAP's congestion pricing policy into the Plan Update.

## **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).

**2<sup>nd</sup> Quarter Progress:**

- Staff convened first and second meetings.
- Staff developed materials for the third meeting.



- Staff continued exploring modeling and quantitative analysis.

### **3<sup>rd</sup> Quarter Objectives:**

- Convene the third meeting.
- Develop materials for and convene the fourth and fifth meetings. Begin developing materials for the sixth meeting.

## **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)

### **2<sup>nd</sup> Quarter Progress:**

- Staff continued coordinating with major metropolitan areas, establishing a working group to edit the policy platform and coordinate with other major MPOs’ staff.
- Staff completed substantial technical and policy analysis of the draft Primary Freight Network released for comment by U.S. DOT in November 2013. Staff also coordinated with the major MPOs group to comment on the draft Primary Freight Network.

### **3<sup>rd</sup> Quarter Objectives:**

- Finalize and submit freight policy principles in concert with major MPOs working group. Comment with major MPOs on the draft Primary Freight Network.



- Submit final comments from CMAP on the draft Primary Freight Network.

## 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).

### 2<sup>nd</sup> Quarter Progress:

- No progress. Work has been incorporated into the regional freight leadership task force and financial plan update.

### 3<sup>rd</sup> Quarter Objectives:

- Continue incorporating regional revenues work into the freight task force and plan update.

## 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)

**2<sup>nd</sup> Quarter Progress:**

- Staff continues to meet internally about implementing the MCP strategic plan.
- The Rt 53/120 Corridor Plan, to be managed by CMAP, moved forward and selected a consultant.

**3<sup>rd</sup> 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).

**2<sup>nd</sup> Quarter Progress:**

- Met with Chicago Wilderness Government Affairs Committee to finalize GIV resolution language.

**3<sup>rd</sup> Quarter Objectives:**

- Present GIV resolution language at January meeting of Chicago Wilderness Executive Council.



- Complete scoping and start procurement process for GIV valuation report (RFP expected February).

## 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)

#### 2<sup>nd</sup> Quarter Progress:

- Presented report's findings to the Land Use Committee.

#### 3<sup>rd</sup> 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.

**2<sup>nd</sup> Quarter Progress:**

- Analyzed IDOR's sales tax rebate database and began to draft policy update analyzing sales tax rebates in the region.

**3<sup>rd</sup> Quarter Objectives:**

- Complete policy update on sales tax rebate database.
- Complete second policy update on tax policy issues.

## **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).

**2<sup>nd</sup> Quarter Progress:**

- Completed draft of final report. Provided the executive summary to the CMAP Board.
- Held final TAG meeting.
- Worked with 10 case study communities to solicit feedback on the report.



### 3<sup>rd</sup> Quarter Objectives:

- Publish final 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)

### 2<sup>nd</sup> Quarter Progress:

- Evaluated D&B and CoStar data for business move trends.
- Compiled residential building permit data through the third quarter of 2013. Authored one policy update on these trends.
- Began compiling information on case studies of multijurisdictional land use planning and implementation on major land use corridors.

### 3<sup>rd</sup> Quarter Objectives:

- Publish policy updates on recent American Community Survey data releases and business moves.
- Complete draft of multijurisdictional land use planning case studies.



## 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).

### 2<sup>nd</sup> Quarter Progress:

- No progress was made on FY 14 deliverables. Project is not happening this year.

### 3<sup>rd</sup> Quarter Objectives

- None.

## Industry Cluster Sub-regional Analyses

**Project Manager:** Elizabeth Schuh

**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).

### 2<sup>nd</sup> Quarter Progress:

- Draft report is complete, but requires more fine-tuning and analysis on land use.





### 3<sup>rd</sup> Quarter Objectives:

- Complete report.

## 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 (July 2014).

### 2<sup>nd</sup> Quarter Progress:

- Completed Phase 1 report.
- Conducted research of existing practices around state and region.
- Conducted interviews with economic development researchers and practitioners.

### 3<sup>rd</sup> Quarter Objectives:

- Present phase 1 research to regional coordinating committee.
- Distribute phase 1 report to state and regional stakeholders.
- Develop project scope for Phase 2.
- Conduct research of existing practices around state and region.
- Conduct interviews with economic development researchers and practitioners.



## 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).

### 2<sup>nd</sup> Quarter Progress:

- Coordinated indicator development with plan update indicators project.
- Developed in-depth analysis of eight indicators and visualized.

### 3<sup>rd</sup> Quarter Objectives:

- Complete indicator analysis, visualization, and preliminary policy update content.
- Scope calendar for ongoing policy updates regarding indicators.
- Develop content regarding indicators for website on an ongoing basis.
- Design site on new CMAP website.



# 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

### 2<sup>nd</sup> Quarter Progress:

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

### 3<sup>rd</sup> 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)

### **2<sup>nd</sup> Quarter Progress:**

- Began and completed development of a legislative outreach strategy.
- Began outlining CMAP's legislative review and tracking process including staff specific roles in the process.
- Staff continued monitoring the Governor's Northeast Illinois Public Transit Task force meetings. Continued discussions of strategy and purpose for developing CMAP specific NE Illinois legislative caucus with MPC.
- Completed the revisions to the legislative Framework and Agenda documents for the 2014 spring legislative session.

### **3<sup>rd</sup> Quarter Objectives:**

- Continue to meet with new legislators, key caucus staff utilizing the new strategy.
- Present the Legislative Framework and Agenda Docs to the Board for approval and to Policy committee and other relevant committees.
- Work with policy team to outline possible information sharing to legislators and key caucus staff.
- Continue development of a possible NE Illinois ILGA caucus.
- Implement legislative tracking and review process in the upcoming session.
- Convene a meeting of the CMAP legislative working group.
- 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)

**2<sup>nd</sup> Quarter Progress:**

- Staff monitored progress in Washington, specifically related to the MAP-21 implementation on performance measures and freight.
- Begin work on 2014 federal agenda.

**3<sup>rd</sup> Quarter Objectives:**

- Finalize 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).

**2<sup>nd</sup> Quarter Progress:**

- Presented draft forecast to the Transportation Committee.
- Completed forecasting core revenues, reasonably expected revenues, operating expenditures, and capital maintenance expenditures to a safe and adequate level.

**3<sup>rd</sup> Quarter Objectives:**

- Present final forecast to Regional Coordinating Committee and Transportation Committee.
- Develop action plan for implementing reasonably expected revenues.
- Develop draft funding allocation.
- Work on financial plan materials and products to be released as part of the update.

## **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).

**2<sup>nd</sup> Quarter Progress:**

- Re-allocation methodology finalized and scripts written to automate processes. New subzone-level data generated.
- Results reviewed by Local Planning staff for communities where LTA projects were completed or are underway. Revised data fed into re-allocation model to produce draft final results.



- Began development of forecast data for surrounding (extra-regional) counties for travel model requirements.

### 3<sup>rd</sup> Quarter Objectives:

- Make further revisions if necessary based on review of draft final results.
- Post final results (subzone-level and summaries by county, township and municipality) internally for staff access.
- Complete documentation.

## 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).

### 2<sup>nd</sup> Quarter Progress:

- Met one-on-one with each implementer to discuss updates to major capital projects and requested they provide updated information regarding project description, cost, and status.
- Prepared universe of major capital projects document. This document includes a project description, cost estimate, and project status for all projects.
- Reviewed and updated project evaluation measures. Major updates include evaluating the project at a corridor level, adding a measure for freight, streamlining the energy use and air quality measure, and measuring highway and transit projects with more mode specific calculation for measures.
- Created draft project evaluation templates for highway and transit projects.
- Provided update of project status to Transportation Committee.



### 3<sup>rd</sup> Quarter Objectives:

- Prepare and present a memo providing an overview of the major capital project evaluation process to the Transportation Committee.
- Start modeling major capital projects and review project evaluation results.
- Prepare document with all major capital project evaluation results.
- Work with implementing agencies to refine project cost information.

## 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).

### 2<sup>nd</sup> Quarter Progress:

- Gathered implementation examples from CMAP working committees. Supplied implementation examples to CMAP's Communications team for inclusion in the Year 3 Implementation Report.
- Completed 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).
- Solicited high-level assessments of each implementation action from the working committees.
- Completed internal review of the text of each implementation action.

### 3<sup>rd</sup> Quarter Objectives:

- Gather feedback from CMAP working committees on the proposed text edits.





- Finalize text edits.

## 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).

### 2<sup>nd</sup> Quarter Progress:

- Completed draft Indicators Selection Report identifying all performance measures to be used in plan update.
- Drafted Indicators Targets report. Reviewed by program manager.
- Presented indicator updates to working committees and CMAP Board for input at November meetings.
- Coordinated with agency subject matter experts on new and revised target values for indicators; began compiling report.
- Assisted with development of content for 2013 Implementation Highlights report.

### 3<sup>rd</sup> Quarter Objectives:

- Complete draft Indicator Targets Report identifying new and revised mid-term and long-term targets for the plan update.
- Present indicator targets to working committees for input beginning in February.
- Begin developing text for "Indicators and Targets" sections of plan update.



## 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.

### 2<sup>nd</sup> Quarter Progress:

- Reviewed various committee memos upon request.
- Compiled landing page for plan update materials at [www.cmap.illinois.gov/about/2040/update](http://www.cmap.illinois.gov/about/2040/update).
- Developed three sample Policy Updates to explore concept of writing PUs on interim plan update materials.
- Completed initial research on other plan update examples, developed APA PAS service question for additional research.

### 3<sup>rd</sup> Quarter Objectives:

- Develop plan update outline.
- Provide ongoing support for other plan update projects, including memo review.
- Maintain plan update web page.

## 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).



## 2<sup>nd</sup> Quarter Progress:

- Presented as needed to CMAP working committees about the plan update project's progress.
- Researched best practices for public outreach in similar plan update processes.
- Initiated the process of determining public outreach stakeholders and targeted meeting locations for public comment period.

## 3<sup>rd</sup> Quarter Objectives:

- Continue to engage the CMAP working committees with the plan update project's progress.
- Plan and finalize a roundtable session with partner organization MPC on the topic of regional planning updates.
- Work with Planning Liaisons and any other COG/COM representatives to schedule and set public meetings for the public comment period.

# 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.

**2<sup>nd</sup> Quarter Progress:**

- Provided ongoing support for LTA promotional materials and final plans, as well as relevant media outreach.
- Supported U.S. EPA (video, press release, logistics, etc.) in preparation for Smart Growth award presentation to CMAP in early February.
- Developed social media partner plan and logo for Cook County Planning for Progress effort.
- Supported land-use planning effort for IL 53, including review of proposals for consulting assistance.
- Initiated development of LTA brochure for 2014 meetings.
- Developed press release on fair housing report required by HUD grant, set for distribution early 2014.
- Distributed press release for round three LTA projects approved in October.
- Worked with staff on content for Livability, LTA pages on new website.

**3<sup>rd</sup> Quarter Objectives:**

- Release fair housing press release and relevant materials.
- Complete LTA brochure and relevant fact sheets for 2014 meetings with potential funders.
- Continue to improve methods of sharing information related to LTA projects via new website.
- 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.

**2<sup>nd</sup> Quarter Progress:** Assisted in preparation of reports on regional/state economic development practices and local fiscal impacts of development. Assisted with content for Economy section of new CMAP website.

**3<sup>rd</sup> Quarter Objectives:** Provide support for regional economic indicators on web (and possible report). Monitor and assist with major capital projects communication, in conjunction with plan update. Support anticipated Policy Updates on tax reform or housing. Support legislative updates and print materials. Help as needed with prep for DC trip(s) by Randy.

## 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.

**2<sup>nd</sup> Quarter Progress:**

- 10/1 American Public Transit Association panel – Innovative Approaches to Public Engagement (EA)



- 10/2 Testimony to Northeastern Illinois Public Transit Task Force
- 10/15 UIC Great Cities Institute's Fall Speaker Series – Real Time Chicago (on freight)
- 10/21 The Future of Chicago Series at UIC
- 10/24 Cook County Consolidated Plan kick-off
- 11/5 FHWA Scenario Planning webinar (EA)
- 11/6 ULI Annual Meeting of the Public Development and Infrastructure Council
- 11/12 IRTBA emerging leaders program
- 11/14 Bond Buyers Conference, Transportation Finance and P3 Conference
- 11/20 Welcome to Green Town Conference advisory committee
- 12/3 UIC GCI panel on transit governance
- 12/5 UIC Urban Forum panelist on manufacturing/concluding remarks
- 12/9 CMAP health first symposium welcome
- 12/12 Master of ceremonies for Cook County Growing our Regional Economy event

### **3<sup>rd</sup> Quarter Objectives:**

- Continue to identify speaking opportunities
- 1/23 IFF annual investors meeting
- 1/25 Illinois Parks and Recreation Conference – GO TO 2040: A Plan to Preserve our Parks and Open Spaces (EA/TD)
- 2/16 International Right of Way Association (IROW) Chicago Chapter 12 (EA)

## **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.

**2<sup>nd</sup> Quarter Progress:**

- Managed media related to conclusion of the Illiana review process in October.
- Submitted op-eds for Tribune by Mayor Bennett (Illiana in October) and Randy (congestion pricing in November).
- Issued press releases on LTA round 3 and CMAQ grants.
- Sent out tip sheets in October, November, December, pitched reporters on occasional stories and fielded periodic media requests.

**3<sup>rd</sup> Quarter Objectives:**

- Issue press release on fair housing report.
- Develop media strategy for spring 2014 regarding major capital projects in context of the draft plan update.
- Distribute tip sheets and pitch reporters 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.



**2<sup>nd</sup> Quarter Progress:** Collected content in October-November, finalized report and poster in December for distribution at January 8 Board meeting.

**3<sup>rd</sup> Quarter Objectives:** Complete, apart from on-going distribution of report.

## **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.

### **2<sup>nd</sup> Quarter Progress:**

- Design/completion of 2013 Implementation Report, including print procurement
- Layout and design of LTA Plans -- Antioch, Round Lake Heights, Elgin, Prairie Grove, McHenry, Crystal Lake
- Start/complete design of infographics and layout for Economic Development Practices report
- Start/complete design of infographics and cover for Fiscal and Economic Impacts of Development
- Continued design of promotional materials for LTA events
- Continued graphic support for CMAP website and microsites
- Continued development of policy-based information graphics for distribution by web, video, and print
- Continued design support for LTA project staff and community partners in developing new content for print and web distribution





- Continued design of CMAP publication covers for quarterly staff report, etc.
- Continued design of MetroPulse/Regional Indicators infographics and website
- Continue design and updates of program materials for FLIP, Lawn to Lake, TIP, CMAQ, Soles and Spokes, and more
- 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
- Continued design of infographics for 2014 Homes report

### **3<sup>rd</sup> Quarter Objectives:**

- Layout and design of LTA Plans -- Westchester, Morton Grove, Oswego, Big Rock, Kane County
- Assist in design/create covers for New Horizon and Kane County food reports, Hoffman Estates, Cook trails
- Completion of cover and design assistance for EI2 report
- Completion of design of MetroPulse/Regional Indicators infographics and website
- Design of Immigration integration toolkit
- Completion of design of Homes report
- Design of CMAP overview informational tri-fold
- Design of Lawn-to-Lakes brochure
- Continued design of promotional materials for LTA events
- Continued graphic support for CMAP website and microsities
- Continued development of policy-based information graphics for distribution by web, video, and print
- Continued design support for LTA project staff and community partners in developing new content for print and web distribution
- Continued design of CMAP publication covers for quarterly staff report, etc.



- Continue design and updates of program materials for FLIP, Lawn to Lake, TIP, CMAQ, Soles and Spokes, and more
- Continue management of graphic design intern; begin advertising for a following intern for 2014-2015
- 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 culminated in relaunch of the main CMAP site on December 3, 2013.

**2<sup>nd</sup> Quarter Progress:** The new site was demoed to CMAP executive staff in mid-November prior to launch. Extensive development work and collaboration involving communications staff, Workstate web contractors, and Thirst design consultants. Existing site content was ported over and new content was developed for the launch. A deep security scan of the site was conducted by IT group consultants SLG the weekend prior of November 23, and no major issues were identified. A couple of minor issues were identified and addressed.

**3<sup>rd</sup> Quarter Objectives:** Project is now complete.

## 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.

**2<sup>nd</sup> Quarter Progress:**

- Continued migration and parsing of CMAP web pages.
- Developed tutorial for staff regarding new web site features.
- 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.

**3<sup>rd</sup> Quarter Objectives:**

- Develop web content management training materials, including Google Analytics tutorial.
- Analyze Google Analytics data and implement changes to improve SEO and user experience.
- 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](http://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.

### **2<sup>nd</sup> Quarter Progress:**

- Launched redesigned website.
- Continued specialized CMAP page migration and parsing for the new website.
- Continued front-end development of CMAP website for old and new website.
- Completed design and development for MetroPulse pages.

### **3<sup>rd</sup> Quarter Objectives:**

- Provide supplementary support for the data hub project.
- Continue to coordinate with consultants for design tweaks, development debugging, and hosting optimizations.
- Updating technology source of existing content such as the GO TO 2040 Case Studies Library.

## **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](http://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](http://www.cmap.illinois.gov).

**2<sup>nd</sup> Quarter Progress:** The core group met on October 23 and December 10 to review contracts status and to discuss progress of projects including the Data Hub, aerial image archive, and regional indicators. Redesigned the MetroPulse content for our new website in time for its December 3 launch, adding several dozen new Community Indicators (separate from CMAP's GO TO 2040 indicators) from the Chicago Community Trust, plus data snapshots for the 77 Chicago Community Areas. Met with other staff -- with Thirst design integration consultants under PAO-G -- to strategize a new data-centric web content to be launched after the plan update is complete. That would be accomplished following an RFP to be issued by February 28, 2013

**3<sup>rd</sup> Quarter Objectives:** Continue meeting roughly once per month with the core group, which will review the draft RFP resulting from PAO-G. Draft the RFP and issue it by February 28, for approval at the Board's meeting in May.

## 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).

### **2<sup>nd</sup> Quarter Progress:**

- Parent Orientation took place October 5, 2013 at CMAP.
- FLIP retreat was held on October 19, 2013 at Washington Park in Chicago. Students and staff participated in leadership activities facilitated by professional group Synartersis.
- Completed first two sessions. Session one was held on November 9<sup>th</sup> at CMAP offices where participants simulated different civic and community circumstances in a morning activity called FLIPville. An afternoon lunch panel discussion followed with Urban Planning experts. Session two took place on December 7<sup>th</sup> and students visited the Plant Chicago and Growing Power urban farm for guided tour and presentations.

### **3<sup>rd</sup> Quarter Objectives:**

- Complete sessions 3, 4, and 5 as schedule.
- Work with FLIP interns to document session summaries and photos.
- Promote FLIP sessions through social media.
- Promote 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).

## 2<sup>nd</sup> Quarter Progress:

- Made initial presentation on CMAQ process review to Project Selection Committee in October and presented memo on criteria and project scoring techniques from other MPOs at the committee's meeting in December.
- Completed full draft of process review document.
- Prepared initial recommendation on criteria and scoring techniques for the CMAQ program.

## 3<sup>rd</sup> Quarter Objectives:

- Present recommended criteria and scoring techniques to Project Selection Committee and certain other committees.
- Respond to committee input and provide more detail on scoring system.



# 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).

## 2<sup>nd</sup> Quarter Progress:

- Management decided to accelerate the overall timetable for selecting TAP projects, so elements of the program are occurring earlier than originally planned.
- Completed due diligence on high-ranking projects to verify information in applications and help make sure they will achieve their interim accomplishment goals.
- Developed staff-recommended program and presented to Working Committees.
- Held public comment period.
- Coordinated program recommendations with IDOT to assure that project programming is not duplicated.
- Presented final program to the Bicycle and Pedestrian Task Force. Prepared final recommendation for Board and Policy Committee approval early in the 3<sup>rd</sup> Quarter.

## 3<sup>rd</sup> Quarter Objectives:

- Final approval of the proposed TAP Program by the CMAP Board and MPO Policy Committee.
- Have project kickoff meeting for TAP January, 2014.





- Begin monitoring project implementation using Funding Sunset and Accomplishment Goals set out for approved projects the TAP Application Booklet.

## 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).

### 2<sup>nd</sup> Quarter Progress:

- Completed evaluation of performance measures using criteria.
- Began summarization into lists for Phase I and Phase 2 development.
- Initiated discussions with Research and Analysis on analytical deployment of performance measures.
- Worked with FHWA and IDOT to acquire two key travel time datasets, the first National Highway System dataset directly from Here and the second broad arterial dataset processed by Midwest Software Solutions.
- Provided feedback for GO TO 2040 indicator update project.



- Continued to provide support for the update of performance measure and congestion management web pages.
- Changes to the National Highway System (NHS) were recommended for approval by the MPO Policy Committee to IDOT. The National Highway System is a basis for performance data collection and analysis.
- Began preparation of annual expressway atlas update.

### 3<sup>rd</sup> Quarter Objectives:

- Complete performance measure phase I and phase II summary lists.
- Continue performance measure data collection and analysis.
- Continue maintenance of congestion management documentation and performance measurement web pages.
- Begin preparation of demonstration datasets for CMAQ programming purposes for delivery in the fourth quarter.
- Complete annual expressway atlas update, with transmittal to IDOT by February 1, 2014.

## 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).

### 2<sup>nd</sup> Quarter Progress:

- Staff completed analysis of other MPOs' use of livability metrics in the transportation funding process.



### 3<sup>rd</sup> Quarter Objectives:

- None.

## 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).

### 2<sup>nd</sup> Quarter Progress:

- An understanding of short and long term analysis needs was developed. Significant progress was made writing the Draft Modeling and Analytical Deployment Plan, however other priorities have prevented it from being completed.

### 3<sup>rd</sup> Quarter Objectives:

- Develop an inventory of data and tools needed to undertake the required analysis, both in the shorter term and longer term. Complete the 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).

**2<sup>nd</sup> Quarter Progress:**

- Project has not begun.

**3<sup>rd</sup> 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).

**2<sup>nd</sup> Quarter Objectives:**

- Created outline of report summarizing programs in other regions.
- Created outline of report communicating benefits of a program that targets infrastructure investment.



- Continued to explore membership of a small working group to guide CMAP's research on these issues.

### **3<sup>rd</sup> Quarter Objectives:**

- Create draft report summarizing programs in other regions.
- Create draft report communicating benefits of a program that targets infrastructure investment.
- Hold first meeting of small working group to guide CMAP's research on these issues.
- Also form a larger advisory committee 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).

### **2<sup>nd</sup> Quarter Progress:**

#### Socio-Economic Data:

- Census: Latest American Community Survey five-year (2008 – 2012) release processed and posted in the Data Depot.
- Employment: Completed geo-refinement of 2011 file. Began compilation of final 2011 estimates. Began SIC to NAICS conversion of the updated 2000 file.

#### Land Use:

- Development Database: Reviewed post-2000 records in 3 Chicago Community Areas. Reviewed post-2000 records in 5 suburban communities for LTA projects. Posted updated version of database to Data Depot.
- Land Use Inventory: Q.C. work on Will and Cook counties continues.

Aerial Photography: Budget request of \$50,000 submitted for 2014 aerial imagery acquisition through the Northeast Illinois (NEIL) consortium.

### **3<sup>rd</sup> Quarter Objectives:**

#### Socio-Economic Data:

- Census: Develop means for staff to be able to easily access Census Transportation Planning Products (CTPP) data.
- Employment: Complete final 2011 estimate file by major geographies. Generate updated 2000 file by same geographies. Begin processing of 2012 file, incorporating corrections made earlier. Generate draft 2012 estimate file.
- Conformity Inputs: Assemble soc-ec file for C14Q3 Conformity Analysis, including updated variables from ACS 2008 – 2012 (government shutdown prevented ACS data from being ready in time for C14Q1 Conformity).



## Land Use:

- Development Database: Complete post-2000 review in remaining Chicago Community Areas. Complete update in suburban communities identified by LTA staff.
- Land Use Inventory: Completion of Will and Cook Q.C., begin Kane and Lake. Completion of all Cook County work (including metadata), deliver to Cook County GIS Department to satisfy contract requirements (due mid-March).

Aerial Photography: Take delivery of 2012 high-resolution (6") imagery from NEIL consortium.

## 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).

### 2<sup>nd</sup> Quarter Progress:

The work to incorporate new tools continues, with the quarter centering on locating and reconstructing the transformation of data, and documenting the processes. The automation of data request and announcements has been considered. There are guidelines for the usage of the electronic library.

Objective	Value-Added	% Met
Incorporate GOTO 2040 in MetroPulse Archive	CMAP staff can easily locate data sources, methodologies, and other important details.	100%
Automate data request via Help Desk portal	Redirected to SharePoint as preferred tool*	0
Create data request template	Redirected to SharePoint as preferred tool*	0
Research and execute methods for extracting datasets	Understand data processing steps then document how	100%
Write instructions for populating electronic library with datasets	Standardize data entry procedures and formats present a predictable and uniformed database for retrieving metadata.	100%
*We are evaluating the capabilities of the CMAP's SharePoint installation to manage task.		60%



### 3<sup>rd</sup> Quarter Objectives:

- Structure process flow for sharing data housed at CMAP on Data Sharing Hub.
- Craft teaching to discuss storage reduction.
- Reverse engineer data processing by previous data librarian.
- Scour Wiki site and network drive for information about data.
- Facilitate a discussions with Subject Matter Expert (SME) to become familiarize with process.
- Document findings for future usage.

## 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).

### 2<sup>nd</sup> Quarter Progress:

- IT provided a development server, and the [software](#) was installed.

### 3<sup>rd</sup> Quarter Objectives:

- Sign second one-year optional contract renewal.
- Finalize changes to design elements in the development application.
- IT will provide production server.





## 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).

### 2<sup>nd</sup> Quarter Progress:

- Responses were provided for eighty-four external requests. Four FOIA requests were received and processed.
- Census Products for Urban Planning (CPUP) workshops introduce US Census Bureau programs and datasets and provide hands-on experience getting data for typical planning scenarios. Announcements promoting workshops were made during PL meetings and a program overview was given during an LTA Brownbag meeting. Workshops for staff and partners have been scheduled each month through June. Seven persons initially registered for workshops this quarter, but due to last minute cancellations, two persons attended.
- Year 2012 American Community Survey (ACS) 1-year estimates were released on schedule in September. The Federal Government Shutdown from October 1, 2013 through October 16, 2013 resulted in closure of the U.S. Census Bureau website. As a result, release of 2012 ACS 3-year estimates and 2012 ACS 5-year estimates were delayed by approximately two weeks. Data downloads and processing were coordinated to make data available on the Data Depot.
- R and A information and data stored in eighteen files drawers were evaluated to be kept on-site, to be moved to off-site storage, or to be disposed. R and A staff were consulted as needed. Data from as early as the 1980's were included in the review.

### 3<sup>rd</sup> Quarter Objectives:

- Respond to FOIA requests and external requests on an ongoing basis. Make 2nd Quarter responses available on Wiki. Take annual FOIA Officer training.
- Continue to develop SharePoint tables to improve efficiency in finding requests, responses, and summaries.



- Continue to use Resources and Effort Ratings to quantify the agency's resources used to respond to public inquiries.
- Promote and present monthly CPUP workshops.

## 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).

#### 2<sup>nd</sup> Quarter Progress:

Advanced modeling contracts: Completed prototype applications. For network microsimulation, this is a subarea application in northwest Cook County. For freight forecasting this is a spreadsheet demonstration of the commodity procurement model.



### 3<sup>rd</sup> Quarter Objectives

Advanced modeling contracts: Continue full application development. For network microsimulation: Initial draft report of full application. For freight forecasting: Incorporating procurement market game into existing mesoscale 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).

### 2<sup>nd</sup> Quarter Progress:

Initiated discussion with executive staff of in-sourcing survey research, specifically the outreach commitment required by outreach and communications. This will be a topic of 3<sup>rd</sup> quarter strategic planning discussion.

### 3<sup>rd</sup> 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).

**2<sup>nd</sup> Quarter Progress:**

- Completed scenario modeling for biannual Air Quality Conformity Analysis (Spring 2014) and generated vehicle emissions input files for MOVES model.
- Continued modeling procedure improvements: finalized model setup for Emme 4 and implemented revised transit skimming procedures. Began testing an updated version of the mode choice model.
- Continued testing and analysis of the tour-based and supply chain freight model: continued refining underlying Meso freight model network, and evaluating employment-based procedures used to allocate truck trips to modeling zones. Completed additional testing of highway improvement scenarios using Meso Freight model as possible discussion topic for Regional Freight Leadership Task Force and initial sensitivity testing of logistics cost components.
- Completed approximately thirty small area traffic forecast requests.

**3<sup>rd</sup> Quarter Objectives:**

- Provide technical assistance for 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.
- Continue Meso Freight Model improvements: begin implementing model code upgrades, continue creating refined model network and complete truck trip allocation analysis.

## **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).

**2<sup>nd</sup> Quarter Progress:**

Continued improving accessibility to RTDAP and explore other similar resources regionwide. Drafted design outline for this project. The design outline is intended to covers the complete range of data resources available for conducting transportation analysis at CMAP, including key variables of interest in developing performance-based funding mechanisms.

**3<sup>rd</sup> Quarter Objectives:**

Continue work on the design outline for this project to include substantive accounts of the analyses being developed for CMAQ, TAP and MCP programs.

## **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, Patronskey, 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.

## **2<sup>nd</sup> Quarter Progress:**

### Quadrennial Certification Review:

The Certification Review site visit and public meeting was completed on November 18-20, 2013. Preliminary review findings from USDOT were distributed November 20, 2013. CMAP staff began working with partner agencies to address the findings.

### Process Review and Strategic Plan:

Finalized phase one of process review and strategic plan, reporting on federal requirements, certification recommendations, existing activities, TIP processes at three MPOs and internal interviews and reviewed with staff. Continued progress on phase two, developing recommendations on processes, program and database.

### 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 once this quarter.



### Comprehensive TIP Document Update:

TIP document update schedule was revised to reflect beginning after the findings and recommendations of the process review. Public comment period was coordinated with GO TO 2040 outreach efforts.

### TIP Documentation:

The TIP summary brochure and interactive TIP map were updated to reflect TIP amendments made this quarter. Staff worked extensively with Communications to update TIP related web pages for the rollout of the revised CMAP web site. FFY 2014 comprehensive calendar was created and approved.

### TIP Database Maintenance:

Development testing and bug resolution for improvements to the database function and user interface continued. Development of training materials for TIP programmers, partner agency users, public users and staff also continued. Staff and the database consultant continued working with CMAP IT staff to make adjustments to the TIP database for the server configuration and increased data and network security.

### Exports of TIP Data:

Project information used to develop the interactive TIP map and TIP Brochure was exported. Special request from the public for data available in currently unavailable dashboard was created.

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

Staff began to assess the need for ongoing database maintenance services versus large scale changes to the database structure and function in coordination with similar projects in the Research and Analysis and Performance Based Programming programs. An assessment of the effectiveness of the current maintenance contract was incorporated into the TIP Process Review.

### **3<sup>rd</sup> Quarter Objectives:**

#### Quadrennial Certification Review:

Continue working with partner agencies to address the findings of the certification review.

#### Process Review and Strategic Plan:

Complete process review and strategic plan.



### TIP with Updates and Amendments:

Regular review of TIP updates and amendment requests from programmers and programmer assistance will continue. Two TIP amendments are anticipated in addition to the semi-annual GO TO 2040/ TIP conformity analysis & TIP amendment, which will be considered by the MPO Policy Committee in March.

### Comprehensive TIP Document Update:

Begin identification of necessary updates and develop a schedule and task assignments for completing those updates.

### 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 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 continue to assess the need for ongoing database maintenance services versus large scale changes to the database structure and function in coordination with Research and Analysis and Performance Based Programming staff. The assessment will consider the results and recommendations of the TIP Performance Review.

## **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<sub>2.5</sub>) 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).

#### **2<sup>nd</sup> Quarter Progress:**

- Conformity analyses:
  - Analyzed TIP project changes for conformity to be considered in March.
- Documentation of conformity process:
  - No action this quarter.
- Updated data used in conformity analyses:
  - Tested 2013 vehicle age profile in MOVES.
  - Tested effect of fleet size data ("source type population") based on Secretary of State records.
- Support development of State Implementation Plans:
  - Discussed need for SIP revision to adjust budgets in light of higher emissions due to 2013 vehicle age profile.



- Monitored IEPA recommendation on nonattainment area for 2012 PM2.5 NAAQS.
- Findings and interagency agreements from consultation process:
  - Reviewed Illiana hot spot analysis.
  - Obtained concurrence to use 2008 vehicle age profile for next conformity analysis.
- Analyses of air quality issues for regional decision-makers:
  - Proposed designation of nonattainment area for new PM2.5 standard reviewed.
- Mobile source greenhouse gas emissions estimates to support other agency work:
  - Estimated greenhouse gas emissions for Red Line South major capital project.

### **3<sup>rd</sup> Quarter Objectives:**

- Conformity analyses:
  - Release conformity amendment for public comment; respond to any comments received.
- 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 size data with IEPA.
- Support development of State Implementation Plans:
  - Work with IEPA and USEPA to adjust maintenance SIP VOC budget.
  - No action required on ozone SIP or PM2.5 SIP (next action expected in FY 2015).
- Findings and interagency agreements from consultation process:
  - Meet with consultation team as needed – likely in February for conformity amendment, GO TO 2040 update status, and changes to SIP budgets.
- Analyses of air quality issues for regional decision-makers:
  - Submit comment on CMAQ interim guidance.



- 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).

### 2<sup>nd</sup> Quarter Progress:

#### FFY 2014-2018 Program Development:

The CMAP Board and MPO Policy Committee approved the FY 2014-2018 Program on October 9, 2013 and October 17, 2013, respectively. All projects within the program were determined to be eligible for federal CMAQ funding by FHWA/FTA. The approved projects were added to the TIP and project sponsors were notified of the programming. All sponsors attended mandatory initiation meetings to learn about the Active Program Management policies and procedures that apply to the projects.

### 3<sup>rd</sup> Quarter Objectives:



### FFY 2014-2018 Program Development:

Conduct a final initiation meeting with City of Chicago project managers to review the Active Program Management policies and procedures.

## **Active Program Management**

**Project Manager:** Holly Ostdick

**Team:** Berry, Dixon, Dobbs, Kos, Patronsky, 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).

### **2<sup>nd</sup> Quarter Progress:**

#### Fiscal Marks:

STP-L marks table was updated and approved. The TIP database was updated to reflect these updated marks. The state/regional resource table for FFY 2014 was created and concurred with by IDOT and RTA.

#### Program Management Reports and Recommendations:

Staff continued to track obligations and prepared a FFY13 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:

Final draft was prepared.

### Review of CMAQ Project Status:

Staff conducted the 3<sup>rd</sup> calendar quarter transit reports. October Status Updates were requested for all CMAQ line items programmed in 2013 – 2015 and all deferred line items. The results were analyzed and presented to the Project Selection Committee.

### Locally Programmed Project Status Assessments:

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:

Obligation of CMAQ funds were tracked throughout the quarter and staff determined that the FFY 2013 Obligation Goal was met. The format and content of the Programming Summary and Obligations Goals report was revised to better inform Project Selection Committee and staff decisions regarding cost changes and reinstatement of deferred funds. Tracking of FFY2014 obligations began

### 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 reviewed TIP changes for to CMAQ projects to ensure accurate reflection of programming status and funding.

### Updated CMAQ Management Database:

Staff updated the CMAQ management database to provide revised Program Summary Reports for deferred line items.

### Outreach with Councils and local Municipalities:

Staff worked with the PLs to coordinate outreach public comment opportunity locations for the GO TO 2040 update. 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 Transportation Alternatives Program, GO



TO 2040 update, STP-L funding marks, USDOT certification review, City of Chicago regional project, advanced funding and the local technical assistance program.

### **3<sup>rd</sup> Quarter Objectives:**

#### Fiscal Marks:

No anticipated objectives during the 3<sup>rd</sup> Quarter.

#### Program Management Reports and Recommendations:

The CMAQ obligation report and current program status reports will continue to be updated for CMAQ PSC meetings. Research will begin on preparing a non-‘siloe’d’ 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:

Staff will continue to assist implementers with keeping projects on track and will monitor progress of projects through review of Local Agency Agreements and FMIS obligations.

#### 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:

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 seeking cost/scope changes as well as analyzing and reporting the changes 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 January 28, 2014 Council of Mayors Executive Committee.

## **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).

**2<sup>nd</sup> Quarter Progress:**

- Met with Bradley Grams, USEPA's Region 5 Program Coordinator and CMAP Staff to discuss how wastewater facilities in northeastern Illinois may become more energy efficient.
- Reviewed and developed a staff summary and signoff letter for 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, provided comments and a sign off letter for the Village of Elburn's request to fund wastewater upgrades with SRF funds.
- Updated the Wastewater Committee webpage. Updates included posting Level III notices and the 2014 Wastewater Committee meeting schedule.
- Met with staff from CMAP's Finance and Administration Group to address the proposed FPA mapping webpage. Developed an FPA quad list for the website.
- Developed an outreach contact list in an effort to solicit comments on the FPA draft manual. Worked with staff from CMAP's Governmental Affairs Group to send out the manual via Constant Contacts to over 200 contacts.
- Developed a rebuttal document addressing concerns from the Sierra Club and Openlands regarding changes to the FPA process. The document was distributed to





CMAP's Executive staff and used as a basis for discussion with the environmental groups.

- Developed the annual Illinois Water Quality Report and submitted the document to the IEPA for comments and approval.
- Finalized language for the FPA manual encouraging energy efficiency within wastewater treatment systems. As part of the summary, potential FPA applicants are encouraged to conduct an energy audit of the wastewater facility. The summary was reviewed by CMAP's Energy staff.
- Updated the Water Quality Management page to include the "319 Tracking Projects" page. The page includes Section 319 nonpoint source pollution projects that received CMAP assistance.
- Met with staff from CMAP's Local Planning Group to discuss funding a portion of LTA projects with water quality funds.
- In an effort to secure additional funding for the agency's environmental work, initiated contact and met with Lake County's Stormwater Management Commission regarding partnering with SMC for the Illinois Coastal Zone Grant.

### **3<sup>rd</sup> 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.

### **2<sup>nd</sup> Quarter Progress:**

One public meeting with 9 Lakes TMDL Implementation Planning stakeholders was conducted during this quarter: October 23. Discussion focused on the evolving plan and resource inventory that met with IEPA approval following a September 1 submission. Progress was reported on the detention basin inventory and growing list of BMPs.

The detention basin inventory field work was completed and efforts turned to developing a GIS-based project to reflect the field work.

BMP identification continued and involved a combination of staff field work and field work conducted with local stakeholders. The list of site-specific projects is nearing completion as well as those that will be categorized as watershed-wide BMPs. BMP-related work is ongoing in terms of translating the information into a GIS.

### 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 worked with Northwater in developing a list of BMP types found to be applicable in the planning process and thus, requiring accommodation in the new web-based interface that will be used in load-reduction calculations. The interface is expected to be available for use in January 2014.



### **3<sup>rd</sup> Quarter Objectives:**

Stakeholder meetings are scheduled for January 23, February and March. The list of site-specific BMPs will be finalized and associated load reductions calculated. The balance of the watershed plan will be written and prepared for submission to Illinois EPA by April 1.

## **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.

### **2<sup>nd</sup> Quarter Progress:**

- Attended the annual Fox River Study Group meeting on Oct. 31 and participated in discussions.
- Co-hosted a semiannual Blackberry Creek Watershed Coalition meeting on Oct. 31 with The Conservation Foundation.
- Continued participation as member of Project Advisory Committee for the study of hydrologic/ecologic separation within the Chicago Area Waterway System (CAWS).
- Drafted minutes and finalized an agenda for the Silver Creek and Sleepy Hollow Creek Coalition (SCSHC) Meeting. Also, attended the Coalition meeting and participated in discussions.
- Followed up with SCSHC members to ensure the watersheds' signs were posted within both watershed areas. Also, began developing a list of possible funding sources to support implementation of best management projects in the watersheds.
- Met with CMAP's engineering consultants and IEPA regarding modeling for the Thorn Creek Watershed project.



- Assisted the Village of Oakwood Hills with beginning implementation of their Silver Lake Bioinfiltration Project including budgeting and scope discussions with Illinois EPA, participation in the Village's pre-proposal meeting for potential design/build contractors, and review and editing of the pre-proposal meeting notes.
- Prepared a draft resolution of support for five additional watershed-based plans completed in the Fox River Watershed for discussion at the November meeting of the Fox River Ecosystem Partnership (FREP); the drafts were approved by the Executive Committee.
- Stayed abreast of other FREP activities via e-mail correspondence, the monthly e-Downstream newsletter, and their website.
- Stayed abreast of Tyler Creek Watershed activities via e-mail correspondence and meeting notes for their October and November meetings.
- Attended the Fox River Study Group's Fox River Implementation Plan kick-off meeting on Dec. 11 and participated in discussions.
- Assisted the Hickory Creek Watershed Planning Group (HCWPG) in shepherding the signature page of their Quality Assurance Project Plan (QAPP) to obtain the HCWPG president's signature.

### **3<sup>rd</sup> Quarter Objectives:**

- Attend CAWS Project Advisory Committee (PAC) meeting to discuss Army Corps GLMRIS report and PAC work plan for 2014.
- 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.

## **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).

## **2<sup>nd</sup> 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 1<sup>st</sup> quarter FY14 progress report for CMAP and Illinois EPA;
- Reviewed and updated the VLMP section for the revised CMAP website;
- Prepared for and participated in the end-of-season meeting on Dec. 10 at Illinois EPA with Lakes Unit staff and the other VLMP regional coordinators at Lake County Health Department and Greater Egypt Regional Planning & Development Commission;
- Updated the VLMP article in CMAP's draft Annual Water Quality Activities Report, including adding a paragraph on the November VLMP workshop.

### Data management:

- Completed review of Secchi Monitoring forms received from volunteers for the 2013 season, compared the data and information on the forms to the on-line data entries, entered data from forms not entered by volunteers, 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.

### Technical assistance:

- Planned the program and logistics, advertised, prepared materials including agenda, name tags and handouts, set up, facilitated, and gave a presentation at the NE Illinois VLMP Workshop held on Sat., Nov. 16 in North Barrington where more than 45 VLMP



monitors and their lake neighbors attended; topics included harmful algal blooms, aquatic invasive species, sensible salting, and a local lake association's experiences with implementing a dredging project;

- Prepared for and participated in the Illinois Hydrilla Early Detection/Rapid Response Plan Steering Committee (a.k.a. Hydrilla Hunt! program) meeting on Oct. 23, including providing input on including materials in the VLMP Training Manual and fully utilizing the network of VLMP monitors;
- Updated a list of firms that conduct nuisance aquatic plant management and provided this information as requested to the volunteer monitor at Lake Charles/DuPage Co.;
- Updated lists of firms that provide fish population assessment and management services and that provide fish sales and/or stocking services and provided this information as requested to the volunteer monitor at Lake Charlotte/Kane Co.;
- Replied to the volunteer monitor at Deep Lake/Lake Co. regarding the effectiveness of redear sunfish in controlling zebra mussels.

#### Volunteer Training:

- No training was conducted during this quarter.

#### **3<sup>rd</sup> Quarter Objectives:**

Provide information to Illinois EPA as requested for completing activities associated with the 2013 season, assist Illinois EPA as requested in preparations for the VLMP session at the Illinois Lake Management Association conference to be held in April, prepare quarterly project reports for CMAP and Illinois EPA, and provide technical assistance to volunteers as requested.

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

**Project Manager:** Holly Hudson

**Team:** Thompson

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

**Products and Key Dates:** 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.



## 2<sup>nd</sup> Quarter Progress:

- Conducted a conference call with Illinois EPA and Geosyntec staff on Oct. 9 to clarify the project's scope and discuss and agree to potential approaches;
- Finalized the scope of work and executed a project authorization order with Geosyntec in early November;
- Met with Geosyntec staff on Dec. 6 to review and discuss the BMP evaluation and analysis steps, note the possible suite of BMPs, discuss stakeholder involvement, and review GIS layers Geosyntec has and needs, including layers from CMAP;
- Provided some CMAP GIS layers to Geosyntec for use in the project: the Thorn Creek Watershed boundary, municipal boundary, and draft 2010 land use (clipped to the watershed boundary).

## 3<sup>rd</sup> Quarter Objectives:

Monitor progress by Geosyntec regarding their nonpoint source BMP evaluation and analysis and limited strategic watershed analysis tasks; hold a public meeting to overview the project and solicit participation and input from local stakeholders.

## 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.



## **2<sup>nd</sup> Quarter Progress:**

Followed follow up with IEPA to address any concerns with the letter submitted by CMAP to the IEPA regarding its efforts to obtain relevant data from the local Natural Resources Conservation Services (NRCS) to obtain documentation of nonpoint source accomplishments that have been achieved for CMAP led watershed plans.

## **3<sup>rd</sup> Quarter Objectives:**

This project is considered complete.

# **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 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 30<sup>th</sup> 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:** Daniel Olson

**Description:** EI2 previously provided staff support to EI2's 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 were held bimonthly and served as forums through which Steering Committee members can collaborate and provide ongoing policy guidance for the EI2 program.

**Products and Key Dates:** Represented CMAP and provided program updates at EI2 Retrofit Steering Committee meetings; solicited policy guidance on key EI2 decisions; scheduled and set agenda for ongoing bimonthly meetings.

### 2<sup>nd</sup> Quarter Progress:

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

### 3<sup>rd</sup> Quarter Objectives:

- N/A

## EI2 Program Implementation

**Team:** Daniel Olson, CNT Energy

**Description:** All \$25 million of the EI2 grant funds were considered fully obligated as of November 18, 2011. By the beginning of Q2 of FY14, EI2 will have expended just over \$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 Q2 2014, approximately \$4.1 million of this private investment commitment has completed or is in the process of completing retrofit construction. The main period of performance for the grant was completed at the beginning on 9/30, and Q2 represents the first quarter of the EI2 administration ramp down, including a heavy closeout reporting period. CMAP staff time will continue to 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).



## 2<sup>nd</sup> Quarter Progress:

- Worked with remaining subgrantees to develop processes and procedures for program implementation for 2014.
- Reported to CMAP Board about EI2 final results and provide with overview of the DOE Final Technical Report.
- Compiled and edited DOE Final Technical Report in preparation for submission to DOE.

## 3<sup>rd</sup> Quarter Objectives:

- Complete DOE Final Technical Report and submit to DOE by December 31, 2013.
- Evaluate reflow stream of funds in remaining programs (Delta and Energy Savers) and authorize reflow funds to escrow accounts.

## EI2 Program Management

**Team:** Daniel Olson, 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 and FY13. This plan was updated 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 (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 (1/31/2014).

### **2<sup>nd</sup> Quarter Progress:**

- Worked with DOE to determine reporting and administrative activities for 2014.
- Completed all quarterly ARRA and DOE reporting requirements (10/2013).
- Continued 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.
- Finalized close-out report sections per subgrantee and finish Final Technical Report for EI2 grant and submission to DOE.
- Worked with Delta Residential Program to develop 2014 retrofitting goals and review reporting requirements.
- Worked with CIC Energy Savers Multifamily Program to develop 2014 retrofitting goals and review reporting requirements. Completed first deposit of reflow funds back in to Energy Savers escrow account for use on further loans.

### **3<sup>rd</sup> Quarter Objectives:**

- Continue and finalize program implementation plans with subgrantees (Delta and CIC) for the remaining months through November 2014.
- Complete Final Technical Report and upload to DOE (1/31/2014)
- 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.
- Completed all quarterly ARRA and DOE reporting requirements (1/2014).



## EI2 Program Evaluation

**Team:** Daniel Olson, CNT Energy

**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 the remainder of FY14 and the first quarters of FY15, 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 (January 2014); Reporting to DOE (quarterly, 2014).

### 2<sup>nd</sup> Quarter Progress:

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

### 3<sup>rd</sup> 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

### 2<sup>nd</sup> Quarter Progress:

- Implemented process for accessing Regional Transportation Data Archive using SAS.
- Implemented new SPAM filtering service.
- Implemented remote video casting to multiple conference rooms.
- Implemented firewall upgrade in Phoenix facility.
- Began development of plan for enterprise 10Gb network upgrade.
- Began testing enterprise backup solution.
- Developed annual FY14 IT procurement.

### 3<sup>rd</sup> Quarter Objectives:

- To develop audio/video update plan for Cook and DuPage Conference rooms.
- To continue with development of plan for enterprise 10Gb network upgrade.



- To develop plan for implementing enterprise backup solution.
- To begin implementing annual FY14 IT procurement.
- 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 maintenance and backup strategy for R&A Wiki application.
- To begin researching Windows 8 enterprise for mobile devices.

## 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

### 2<sup>nd</sup> Quarter Progress:

- Applied cumulative updates to SharePoint environments.
- Upgraded database supporting SharePoint environment.
- Finalized DNS records associated with CMAP email.
- Updated DNS record associated with CMAP website.



### 3<sup>rd</sup> Quarter Objectives:

- To implement production server for CKAN web application.
- To implement Aerial imagery web server services.
- To implement ArcGIS server web mapping services.
- 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.

### 2<sup>nd</sup> Quarter Progress:

- Configured VPN for CMAP environment.
- Created VPN documentation for staff and provided training.
- Performed vulnerability scan of CMAP website.

### 3<sup>rd</sup> Quarter Objectives:

- To develop FY14 plan for new security features on firewall.



- To implement VPN IT policy for remote connections.
- To implement new firewall monitoring services.
- To develop implementation plan for additional monitoring services.
- To perform vulnerability scanning on new CKAN 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

### 2<sup>nd</sup> Quarter Progress:

- Upgraded firmware on conference room telephones.
- Worked with Sentinel in blocking spam related phone calls to the agency.

### 3<sup>rd</sup> Quarter Objectives:

- Develop migration plan for phone servers to CMAP's new virtual hosting platform.
- Review CMAP's mobile data plan wireless provider.
- Develop FY14 staff "How to" phone systems packet.
- Continue developing FY14 DR plan for phone system.

## 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.

**2<sup>nd</sup> Quarter Progress:**

- Completed all staff brown bag meeting regarding Exchange Online Protection.
- Completed video on spam filtering for Outlook.
- Completed 117 help desk tickets and requests for CMAP staff.

**3<sup>rd</sup> Quarter Objectives:**

- Implement Microsoft SCSM (Helpdesk) 2012.
- 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.

**2<sup>nd</sup> Quarter Progress:**

There was one budget adjustment made in October of the 2nd quarter which set up the key for the CCT Sustainable Development Grant. In December, budget adjustments were made to most keys to reflect the mid-year budget adjustment present to the Executive Committee as part of the December Board Report. The mid-year adjustments also included the establishment of the budgets for several new grants that were received during the quarter that go into effect of January 1<sup>st</sup>.

Payroll – in the second quarter we processed 9 payrolls, 7 regular and 2 supplemental. Of the supplemental, 1 included payment to a terminated 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 1st 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. Accounts payable activity was pretty normal in the first two months of the quarter and then fell off slightly in December probably because of the holidays.

Month	Checks	ACH	INV	WT	Total Paid
October	47	96	311	16	\$2,122,285.41
November	55	119	324	19	\$2,513,531.46
December	45	98	258	18	\$1,733,173.19
2nd Qtr	147	313	893	53	\$6,368,990.06

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. Invoices processed for the DOE grant have gone down as most of the program activity is coming to an end for that grant.



Month	Invoices	Amount
October	19	\$1,989,229.41
November	22	\$2,193,358.71
December	17	\$1,532,474.47
2nd Qtr	58	\$5,715,062.59

Journal Entries – We processed approximately 33 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. In October we also processed several journal entries to record the repayment of funds from a DOE vendor and the subsequent return of those funds to DOE. The payment of RTA transit passes for our employees is now done as a direct withdrawal from our bank account rather than issuing a check, which requires a journal entry to record this payment.

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 presented the audit report to the Executive Committee in November. No problems were encountered during the audit.

We are still testing the updated version of IFAS 7.9.12 and hope to go live with it by mid-February after W-2's and 1099's have been processed. We have experienced some problems with getting Insight working with the test version and need this to be able to fully test the payroll function. We also still need to print checks and submit them to the bank for verification that the MICR information is readable.

### **3<sup>rd</sup> 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. Verify that W-2 information is correct and issue the W-2 and 1099's for 2013 activity.

Get the IFAS issues resolved and move production to the newer version of the software as soon as possible during the third quarter of the year.

## **Budget**

**Project Manager:** Dolores Dowdle

**Team:** Management



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

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

**2<sup>nd</sup> Quarter Progress:**

- Reviewed status of expenditures, contracts and revenue.
- Prepared preliminary FY 15 budget, discussed with management team proposals for FY 15.
- Analyzed FY 14 expenditures through November, recommended changes to budgets based on position vacancies and project needs, prepared mid-year adjustments to the budget.
- Coordinate with IDOT reimbursement issues.
- Developed budgets for new grants received. Work with project managers on status of grant expenditures—especially IEPA grants and recommended adjustments to projections.

**3<sup>rd</sup> Quarter Objectives:**

- Finalize FY 15 budget proposals and prepare UWP proposals.
- Schedule various UWP committee meetings to review proposals and select projects for FY 15. Prepare recommendations for committee of projects and funding levels.
- Monitor expenditures and revenues.

## **Procurement**

**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 and negotiate contracts and amendments.

**2<sup>nd</sup> Quarter Progress:**

- Two new contracts were written, negotiated and executed.
- Five amendments to existing contracts were written and executed.



- Seven PAOs and three amendments to an existing PAO were written and executed and one PAO was rescinded.
- Six pre-scoping meetings were held with the Deputy Director and Project Manager on upcoming RFPs. These meetings have resulted in clearer understanding what the goal of the project are; what the major issues to be addressed or aware of are; clarify what the funding source is; and clarify any deadlines that will need to be met.
- Three RFPs for LTA projects were developed and issued and three pre-bid meetings for these RFPs were held. These are now held in person as well as by webinar with the Village/City participation in person as is possible.
- 11 interviews were conducted from the RFP submissions from previous quarter.
- Went through the approved CMAP FY 14 Budget and met with each Deputy regarding their timeframe for any consultant contract projects in their budget. Issued a contract procurement schedule for FY 14 that includes the schedule for getting a RFP posted as well as RFP scoping meeting with the Deputy a month prior to the first draft cope being prepared and submitted by the project manager.
- Held a lunchtime brown bag session for staff on creating a CMAP RFP.
- Participated in testing the updated version of IFAS 7.9.12. Because of problems with workflow in our current IFAS version, was put back into work flow for all of purchase requests for tangible goods or non-professional services which I forward to Penny.
- Received a FTA Certification form regarding Lobbying from IDOT. This new FTA requirement requires a separate Certification Regarding Lobbying form to be completed for all federally funded contracts entered into, starting July 1, 2013, until current, with award amounts of or greater than \$100,000.00. Worked with John Allen to see that all the UWP contact agencies fill out and return this certification.
- Worked on creating a CMAP DBE program.

### **3<sup>rd</sup> Quarter Objectives:**

- Negotiate contracts along with project managers.
- Complete the DBE program.
- See that all the UWP contact agencies have filled out and returned the FTA certification.
- Update the procurement schedule to include additional RFPs that weren't identified in original FY 14 budget.



## 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.

### 2<sup>nd</sup> Quarter Progress:

Reviewed and processed 70 purchase requests for tangible goods or non-professional services. Facilitated discussions between Commonwealth Edison and the LTA staff managing the Will County Renewable Energy Sources Project. Renewed REIS, Inc., and MetroStudy Online and Reed Construction. The agency subscription to the Council for Community and Economic Research was cancelled for lack of use. The 2012 Illinois Secretary of State's License Plate File was also received.

Managed the IFAS Test server upgrade process. Alerted IT to software and hardware issues that needed attention. Thus far during FY14, CMAP has originated 48 Helpdesk cases with SunGard. 6- Cases remain open at this time. The number of Helpdesk cases reflected an overall increase of 33-percent over last year. The median number of days critical cases are outstanding is down 16-percent, the median number of days urgent cases are outstanding remains unchanged at 1-day and the median number of days non-urgent cases are outstanding with the vendor is down almost 70-percent.

### 3<sup>rd</sup> 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 current hardware issues being experienced will be resolved and that the current Test server will be promoted to Production during the month of February. Planning will begin for the upgrade to OneSolution after the current upgrade process has concluded.

## Human Resources

**Project Manager:** Doriene Preer

**Team:** Holland-Hatcher, King

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



## 2<sup>nd</sup> Quarter Progress:

### Benefits

- Provided benefits overview for two new FT employees.
- Processed 76 payroll related changes in IFAS/online.
- Processed 136 open enrollment changes in IFAS/online.
- Completed CMAP census for FlexSave.
- Processed three tuition reimbursement applications.
- Sent out compliance forms and notices.

### Compensation

- Selected vendor for Compensation Study and provided detail.

### 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

- Eight staff consultations, evaluations and personal ergo chair adjustments, distribution of ergonomic desk top accessories and two mouse pads and two keyboard pads, two ergo chair replacements from current chairs in storage.

### FMLA/Leaves

- Maintaining data for total 7 staff with approved FMLA.

### New Hire Orientations

- Two Full time Employees.

### Performance

- No new information.

### Peters Fellowship

- Coordinated December meeting and approved materials for next fellowship.

### Recruitment

- Assistant Policy Analyst – seven candidates - two positions / closed 11/20/2013



Start dates: 11/18/13 and 12/2/13.

- Assistant Analyst – eight candidates – one position –/ closed 12/20/2013  
Start date: 2/3/2014.
- Posted IT intern (IT052) – one position (hold/pending).

#### Resume Receipt and Distribution

- Received a total of 252 resumes for posted positions (RA056).

#### Terminations/Exit Interviews

- 0 exit interviews.

#### Workers Compensation

- No activity.

#### Work Station maintenance / Office moves

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

#### **3<sup>rd</sup> Quarter (2014) Objectives:**

- Coordinate and implement 457 and IMRF educational meetings.
- Process any increases and/or promotions into IFAS.
- Coordinate and implement next wellness event.
- Discuss and select additional classes/seminars for staff development.
- Interview Process Workshop for Principal & Senior level staff.
- CMAP Process & Procedures.
- Create an email survey to staff (Survey Monkey) requesting ideas and topics of interest. Coordinating results with EAP account manager and schedule Brown-Bags of interest to staff.
- Implement online training for new hires on Preventing Sexual Harassment in the Workplace and the Workplace Diversity Orientation with the EAP Skill Builder on-line program. A certificate is issued and filed in Human Resources.
- Schedule a workshop/brown bag and bring in a professional to demonstrate workstation exercises to prevent injuries and relieve stress.
- Launch and complete Fellowship Application process January 6, 2013.

## **Administration/Administrative Support**

**Project Managers:** Doriene Preer

**Team:** Ambriz, Brown, Kelley, Witherspoon, Rivera





**Description:** Provide administrative support for CMAP

**2<sup>nd</sup> Quarter Progress:**

Facility /Office Management

- Worked with building electricians to repair malfunctioning light fixtures and door locks.
- 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.
- Scheduled one fire drill and evaluation.
- Provided life safety tours for new staff and interns.

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 and finalized UWP FY13 final report.
- 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 six constant contact emails for upcoming workshops.

**3<sup>rd</sup> Quarter (2014) Objectives:**

- Coordinate first aid training.
- 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.