

CMAP



Staff Progress Report

Fiscal Year 2013-14
Quarter Three

May 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.

3rd Quarter Progress:

- Created a new map, including search by keyword or location capabilities, improved load time, and improved design.
- Held 4 brownbags for the LTA team (Pace Development Guidelines, Administrative LTA /IFAS, CDBG 101, GO TO 2040 Recommendations Matrix).

4th Quarter Objectives:

- Make new map live, test for bugs.



- Continue brownbag series (one/month) highlighting completed LTA projects, or topics of interest to LTA team.
- Continue to work with LTA project managers to write up case studies for LTA projects completed in the previous 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).

3rd Quarter Progress:

- Survey questionnaire was drafted, focus grouped with municipal staff, revised, designed, and finalized.
- Electronic and paper mailings distributed the survey to respondents.
- The survey is in the field. Receipt control and data collection have begun.

4th Quarter Objectives:

- Follow up with municipal staff as needed to increase response rate.
- Complete data collection and data entry.
- Distribute data files to regional policy team.
- Develop a plan for analysis based on internal and external needs.



Model Plans, Ordinances, and Codes

Project Manager: Andrew Williams-Clark

Team: Beck, 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.

3rd Quarter Progress:

- Drafted and refined the outline of the Complete Streets Toolkit with identified project advisors. Introduction and “What are Complete Streets” sections are in draft form.
- Drafted Sustainability Planning Toolkit outline and reviewed with steering committee. Hosted a forum to discuss with municipal representatives.
- Drafted Interjurisdictional Housing Plans Toolkit outline and refined with project partners.
- Scoped Conservation Design Toolkit and Aging in Place Toolkit.

4th Quarter Objectives:

- Draft Complete Streets Toolkit.
- Identify core sustainability indicators and draft sections of the Sustainability Planning Toolkit for review by the ENR committee.
- Draft quantitative analysis and forecast manuals for Interjurisdictional Housing Plans Toolkit.
- Refine the Aging in Place scope and outline with the HCD committee and other identified stakeholders. Begin background research.
- Brief potential funders on Fair Housing Toolkit approach.



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).

3rd Quarter Progress:

- Held Elmwood Park workshop (Feb. 10).
- Held Lakemoor workshop (Feb. 18).
- Re-scheduled Westchester workshop.

4th Quarter Objectives:

- Hold Westchester workshop on Monday, April 26, 2014.
- Schedule three additional workshops (Geneva/St. Charles Homes, Lynwood, Big Rock).

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.



3rd Quarter Progress:

- Implemented new process for responding to and addressing Bicycle Planning and Usage Information (BPUI) Requests. Responded to 13 requests. Currently, no outstanding requests. Continued coordination with IDOT District 1 staff, and BPUI stakeholders.
- Continued to incorporate bicycle and pedestrian planning into LTA projects, including South Elgin Bicycle and Pedestrian Plan (Recommendations completed, Draft Plan underway), FPDCC Case Studies (completed), Lan-Oak Park District Master Plan (ECR completed), UIC Multimodal Plan (ECR completed, Recommendations underway), Arlington Heights (scoping underway), SSMMA (scoping underway), and other LTA projects as needed.
- Posted 18 Soles and Spokes Blog entries.
- Bike-Ped Task Force met in March.
- Continued to participate in local, regional, and state bicycle and pedestrian coordination activities.

4th Quarter Objectives:

- Continue to address Bicycle Planning and Usage Information Requests on a prioritized basis. Work with IDOT to transition from paper to email requests.
- 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 June meeting of Bicycle and 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).

3rd Quarter Progress:

- Prepared monthly reports for Board and committees.
- Tracked and analyzed staff time expended, with approximately 8,000 hours of staff time devoted to LTA projects.
- Developed draft materials for call for projects.

4th Quarter Objectives:

- Continue to prepare monthly reports for Board and committees.
- Track and analyze staff time expended, with approximately 8,000 hours of staff time devoted to LTA projects.
- Release materials for new call for projects, and publicize program through GreenTown conference and other methods. Develop improved methods for project evaluation.
- Begin discussions of implementation of LTA projects and evaluation of overall LTA program with working committees.

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).

3rd 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. Only four projects have not yet begun scoping.
- Developed staff allocations and timelines for projects selected in October, and confirmed which would be handled with staff assistance and consultant assistance.

4th Quarter Objectives:

- Continue communication with sponsors of projects in the LTA program to develop scopes of work and schedules. Begin scoping all remaining projects.

Management and Support of Staff-Led Projects

Project Manager: Bob Dean

Team: Entire Local Planning division, as well as 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.

3rd Quarter Progress:

- Continued to advance projects already begun, with preparation of 12 existing conditions reports (bringing the total to 101), 10 draft plans (bringing the total to 79), and 11 final plans (bringing the total to 63). These accomplishments were comparable to initial expectations.



- Initiated 10 additional projects. A total of 118 projects had reached this stage by the end of the fiscal year, including 87 staff-led projects and 31 consultant-led projects.

4th Quarter Objectives:

- Continue to advance projects, with preparation of several existing conditions reports, development of 13 additional draft plans, and adoption/completion of 10 final plans.
- Initiate four additional staff-led projects and five consultant-led projects.

Projects...	End FY 11	End FY 12	End FY 13	1Q FY 14	2Q FY 14	3Q FY 14
...completed and adopted (100% complete)	0	10	42	46	52	63
...with final draft complete (90%)	0	18	48	54	69	79
...with existing conditions complete (50%)	0	29	62	79	89	101
...fully initiated	14	47	95	104	108	118

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).

3rd Quarter Progress:

- Continued to engage communities and to track progress. Continued project administration, monitoring, reporting, and review of draft project documents.
- Completed CHA LeClaire Courts redevelopment project, DuPage corridors project, Elgin sidewalks plan, Niles multi-modal plan, Oak Lawn corridor plan, and SSMMA I-294/I-57 interchange project.
- Prepared and released RFP for Crete comprehensive plan.



- Received, reviewed and scored proposals for Campton Hills zoning updates, Cicero comprehensive plan, and Zion comprehensive plan.
- Conducted interviews and selected consultant for the North Aurora and Zion comprehensive plans.

4th Quarter Objectives:

- Continue to engage communities and to track progress. Continue project administration, monitoring, reporting, and review of draft project documents.
- Move from final draft stage to adoption and completion for approximately five projects.
- Prepare and release RFP for West Pullman neighborhood plan, Barrington area bikeway feasibility study, Pingree Grove comprehensive plan, and Westchester zoning update.
- Select consultants for Campton Hills zoning update, Cicero comprehensive plan, and Crete comprehensive plan.
- Develop a process for supporting implementation of consultant-led projects. Such a process should identify the dimensions of a CMAP role and include a tracking method.
- Begin formal evaluations of completed consultant-led projects and communicate the results to the relevant firms.

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).

3rd Quarter Progress:

- Staff worked to develop PROUSTs for new projects and complete outreach appendix, as needed.
- Other LTA outreach highlights:



- Kicked-off the 53/120 project, provided input on public outreach strategy.
- Developed webpages for all consultant-led LTA projects.
- Defined the level of outreach effort that will be placed on upcoming LTA projects.

4th Quarter Objectives:

- Continue to develop PROUSTs and complete project outreach appendices as needed.
- Work with outreach staff to develop case studies on innovative LTA outreach efforts. 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).

3rd Quarter Progress:

- Produced spatial data and map products for ongoing projects.
- Exploring, testing, documenting and sharing mapping and spatial analysis methods (Local Employment Dynamics, ACS data).
- Continued maintaining of all LTA projects file to reflect distribution and coverage in CMAP's region.
- Making process more efficient by automatizing tasks with custom tools development.
- Set up geodatabase to store plans spatial files for comparisons and other analytical tasks.
- Held monthly "GIS and Mapping for LTA" meetings.

4th Quarter Objectives:

- Continue with GIS and mapping support for active projects.
- Document new methods.



- Update “All LTA Projects” master geodatabase to be used for projects’ management, reporting, legislative outreach and implementation tracking.
- Identify other opportunities for process improvement.
- Test “Cartographic Representation” as the alternative for map graphics upgrades.

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).

3rd Quarter Progress:

- Convened TA providers for their quarterly meeting. Discussed Blue Island implementation activities, upcoming LTA call for projects, and tracking LTA project implementation activities.
- Worked with Samantha to develop talking points to share the outcomes of the health, land use, and transportation workshop with other CMAP committees.
- Worked with GreenTown to develop the conference agenda and draft sessions focusing on CMAP and LTA work.

4th Quarter Objectives:

- Coordinate outreach to communities about the LTA call for projects.
- Continue to coordinate GreenTown (May 22) activities.
- 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).

3rd Quarter Progress:

- Continue to identify and evaluate potential funding opportunities.
- Developed the design and content for the first in a series of promotional materials on various subject areas focused on topics where CMAP has expertise and is looking for funding.
- Worked with Communications to develop an LTA specific brochure.
- Amended the EDA grant due to staffing changes.

4th Quarter Objectives:

- Continue to identify and evaluate potential funding opportunities.
- Continue to work with communications to develop subject area promotional materials.
- Apply for the Pew Charitable Trust/Robert Wood Johnson Foundation's Health Impact Program. Joint application with Kane County to conduct a Health Impact Assessment (HIA) – following up on the Kane PTN project – and to develop HIA resources for other LTA projects.
- Develop an appropriate scope and apply for the TIGER Planning Grant program.
- Apply for The Chicago Community Trust's 2014 systemic change grants.
- Work with The Chicago Community Trust through the Food-Land-Opportunity program to advance local food priorities.
- Explore meeting with the Woods Fund to discuss Fair Housing Toolkit.



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).

3rd Quarter Progress:

- Staff drafted the second and third policy updates in this series.



4th Quarter Objectives:

- Post the second and third policy updates.
- Draft the fourth and fifth policy updates.

Congestion Pricing Analysis and Coordinated Outreach

Project Manager: Jesse Elam

Team: Aleman, Beata, 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 be seeking a more robust application of congestion pricing in the GO TO 2040 plan update process.

Products and Key Dates: Internal analysis on benefits to transit, application on existing managed facilities (ongoing); Policy analysis and recommendations related to GO TO 2040 Plan Update (spring 2014).

3rd Quarter Progress:

- Staff prepared policy related to use of congestion pricing on GO TO 2040 major capital projects and presented to working committees, Board, and MPO Policy Committee.

4th Quarter Objectives:

- Finalize language for plan update.

Regional Freight Leadership Task Force

Project Manager: Alex Beata

Team: Murdock, 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).

3rd Quarter Progress:

- Staff convened the third, fourth, and fifth meetings.
- Staff developed materials for the sixth meeting.

4th Quarter Objectives:

- Convene the sixth meeting.
- Develop materials for and convene the seventh and eighth meetings.
- Present final report to CMAP Board.

Freight Policy: National, State, and Regional Coordination

Project Manager: Alex Beata

Team: Murdock, Murtha

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).



3rd Quarter Progress:

- Staff convened a meeting of the CMAP Freight Committee.
- Staff submitted final, formal comments to U.S. DOT on the draft Primary Freight Network.
- Staff also coordinated with the major MPOs group to comment on the draft Primary Freight Network and formally submitted that letter to U.S. DOT.
- Staff finalized freight policy principles in concert with the major MPOs working group and submitted those principles to the Senate Commerce Committee, Senate Environmental and Public Works Committee, and House Transportation and Infrastructure Committee.
- Staff provided assistance to CMAP Board Chairman's testimony before the House Transportation and Infrastructure Committee's Highway and Transit Subcommittee.

4th Quarter Objectives:

- Staff will continue to monitor federal reauthorization issues and coordinate with other large MPOs, as appropriate.

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 work to apply these findings to the GO TO 2040 plan update.

Products and Key Dates: This work will largely be folded into the GO TO 2040 plan update in the financial plan.

3rd Quarter Progress:

None.



4th Quarter Objectives:

None.

Major Capital Projects Implementation

Project Manager: Matt Maloney

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

Description: While the primary transportation emphasis of GO TO 2040 is to maintain and modernize, the plan contains a handful of fiscally constrained major capital projects that will maximize regional benefits of mobility and economic development. 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)

3rd Quarter Progress:

- Internal group continues to meet and follow strategic planning priorities.

4th Quarter Progress:

- Continue to meet and follow strategic planning priorities.

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).

3rd Quarter Progress:

- Resolutions by several land management partners to begin using GIV in their land conservation activities.
- Finalized GIV policy document and posted to CMAP website (<http://www.cmap.illinois.gov/livability/open-space/green-infrastructure-vision>).
- Release of RFP for economic valuation study.

4th Quarter Objectives:

- Selection of vendor for economic valuation study and approval of procurement by Board.
- Completion of project now expected late 2014, and Louise Yeung anticipated to be project manager.

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).

3rd Quarter Progress:



- Staff continues to provide the report to interested parties.
- Staff discussed report during legislative outreach meetings.

4th Quarter Objectives:

- Provide report or present findings to interested parties.

Regional Tax Policy Analysis

Project Manager: Lindsay Hollander

Team: Murdock

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.

3rd Quarter Progress:

- Staff completed Policy Update on an analysis of sales tax rebates.
- Staff completed a draft of CMAP's tax policy principles.

4th Quarter Objectives:

- Present draft principles to the CMAP Board, as well as other advisory and working committees.
- Finalize tax policy principles
- Scope and complete an additional policy update on a tax policy issue relevant to the principles.



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).

3rd Quarter Progress:

- Project was completed and released in February.
- Report was presented to the CMAP Board, Housing Committee, and Economic Development Committee.

4th Quarter Objectives

- Continue to present the report to interested parties.

Regional Housing and Development Analysis

Project Manager: Elizabeth Schuh

Team: Morck, Murdock, 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)

3rd Quarter Progress:

- Drafted update on median income and housing cost burden.

4th Quarter Objectives

- Publish housing cost burden update and an update on migration and county growth patterns.

Industry Cluster Policy Analysis

Project Manager: Elizabeth Schuh

Team: Peterson, Plagman, Weil

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. In addition, the reports also highlighted a number of specific challenges and opportunities that merit further exploration, such as the role of energy use in the manufacturing cluster. This project will produce two main deliverables this fiscal year: 1) part 1 of a two part analysis 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. 2) a short report or series of policy blogs on energy infrastructure in the manufacturing cluster.

Products and Key Dates: One sub-regional analysis on freight/manufacturing ((March 2014); energy-manufacturing report (April 2014)

3rd Quarter Progress:

- O'Hare Subregional Freight-Manufacturing Drill Down:
 - Analyzed data, interviewed municipal staff, brokers and local rail providers, and completed other research contributing to the draft report.
 - Completed a draft of the report for internal review.



- Energy and manufacturing policy updates
 - Completed interviews with and tours of five CMAP region manufacturers.
 - Researched energy efficiency regulations and policies, utility incentives, state and national energy use, end energy efficiency implementation trends.
 - Substantially drafted the first of three policy updates, focusing on current energy use and energy efficiency upgrade implementation trends.

4th Quarter Objectives

- O'Hare Subregional Freight-Manufacturing Drill Down:
 - Present key findings to CMAP committees and interested Councils of Government for feedback.
 - Complete and release final report.
 - Present the report to interested parties.
- Energy and manufacturing policy updates:
 - Complete research for the second and third policy updates.
 - Draft and release the series of three policy updates.

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

Project Manager: Lindsay Hollander

Team: Peterson, Weil

Description: CMAP's two industry cluster drill down reports include a number of recommendations encouraging the reorientation of economic development policies and practices both regionally and statewide. 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 (June 2014).



3rd Quarter Progress:

- Presented phase 1 research to regional coordinating committee.
- Distributed phase 1 report to state and regional stakeholders.
- Developed project scope for phase 2.
- Conducted research of existing practices around state and region.
- Conducted interviews with economic development researchers and practitioners.

4th Quarter Objectives:

- Continue to conduct interviews with economic development practitioners, researchers, and other stakeholders.
- Continue research on existing practices and policies in Illinois and the region.
- Draft report.

Regional Economic Indicators

Project Manager: Simone Weil

Team: Peterson, 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).

3rd Quarter Progress:

- Completed indicator analysis and visualization.
- Edited indicators with communications and select policy team members.



- Scoped ongoing policy updates regarding indicators.
- Designed layout for webpages.

4th Quarter Objectives:

- Complete edits of indicator analysis and visualization.
- Draft and finalize additional text for webpages.
- Finalize FY15 policy update scope and schedule.
- Set schedule for ongoing data updates.
- Finalize webpage launch calendar and media strategy.

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, TBD (advisory committees); Beck, Dixon, Ostrander, Plagman, 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.

3rd Quarter Progress:

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

4th Quarter Objectives:



- Committees will continue to meet.

State Legislative Strategy

Project Manager: Gordon Smith

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

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

Products and Key Dates: State Agenda (October 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)

3rd Quarter Progress:

- Continued monitoring the Governor's Northeast Illinois Public Transit Task Force (Transit Task Force) meetings.
- Continued discussions with partners on development of a possible ILGA Transportation caucus.
- The Legislative Framework and Agenda Docs were presented to the Board at their January 8th meeting and approved. The Legislative Framework and Agenda Docs were presented to the MPO Policy committee and other relevant committees for their information and discussion during the period.
- Disseminated the approved State Legislative Framework and Agenda docs to the members of the General Assembly, the Governor's office and other state officials.
- Continued implementation of the legislative review and tracking process.
- Communicated agency positions on legislation to bill sponsors and caucus staff.



- Using new outreach strategy, met with ILGA members and caucus staff regarding the State Legislative Framework and Agenda, CMAP policy initiatives, and other GO TO 2040 implementation activities.

4th Quarter Objectives:

- Continue to communicate agency positions on legislation to bill sponsors and caucus staff.
- Continue to meet with legislators and staff to discuss State Legislative Framework and Agenda, CMAP policy initiatives, and other GO TO 2040 implementation activities.
- Continued legislative review and tracking process with special attention to the state budget development process.
- Convene a meeting of the CMAP legislative working group.
- Monitor actions related to implementation of Transit Task Force recommendations and other relevant transportation funding or governance proposals.
- Develop end of spring legislative session report.

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)

3rd Quarter Progress:

- Staff monitored and reported on progress in Washington, specifically related to transportation reauthorization and freight policy. Met with staff from Federal Highway Administration, Federal Railroad Administration, Environmental Protection Agency, House Transportation and Infrastructure Committee, Senate Committees on Finance, Environment and Public Works and Commerce. Discussed regional issues with the region's congressional members and staff. Attended NARC National Conference on Regions to discuss federal issues with other MPOs and Regional Planning Agencies.



4th Quarter Objectives:

- Continue to monitor and report on federal progress. Continue work with other major metropolitan regions on transportation reauthorization issues.

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).

3rd Quarter Progress:

- Presented Financial Plan memorandum at the March CMAP Board meeting, the March MPO Policy Committee meeting, the January and March Transportation Committee meetings, as well as at several other working committee meetings in March.
- Continued to discuss and present the financial plan forecasts to interested stakeholders.
- Completed first draft of the Financial Plan for Transportation appendix.

4th Quarter Objectives:

- Continue working committee presentations as needed.



- Complete the Financial Plan for Transportation appendix.
- Assist with communications and outreach activities as needed.

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).

3rd Quarter Progress:

- Final re-allocation run completed, incorporating LTA input and final employment estimates.
- Finalize forecast estimates for external (non-CMAP) counties to satisfy Major Capital Project modeling requirements.
- Draft documentation for Plan Update appendix nearly complete.

4th Quarter Objectives:

- Complete documentation.
- Prepare text, tables and graphics for eventual update to Population Forecast page on CMAP website after release of the Plan Update.

Major Capital Projects

Project Manager: Jesse Elam

Team: Beata, Patronsky, Bozic, Schmidt

Description: The GO TO 2040 update will include a fiscally constrained list of major capital projects, per federal requirements. The projects identified in GO TO 2040, as adopted in October 2010, will be used as a baseline. These projects, as well as projects that are currently considered fiscally unconstrained, will be re-evaluated in the context of the updated financial



plan 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 2014); Develop recommended list of projects (June 2014).

3rd Quarter Progress:

- Staff completed evaluation of major capital project performance and presented to Transportation Committee.
- Began development of constrained list of major capital projects.

4th Quarter Objectives:

- Present constrained list of major capital projects to CMAP committees.
- Finalize plan language for capital projects.
- Prepare major capital project appendix.

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).

3rd Quarter Progress:

- Staff presented red-lined text edits to CMAP working committees and gathered feedback.
- Completed Implementation Action Areas appendix for plan update.



4th Quarter Objectives:

- Complete any remaining design elements for the implementation action areas appendix.

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).

3rd Quarter Progress:

- Drafted Indicator Targets report identifying new and revised mid-term and long-term targets for plan update. Reviewed by executive management.
- Presented indicator target updates to working committees, Regional Coordinating Committee and MPO Policy Committee during February/March meetings seeking committee input.
- Continued assembling indicator data as releases became available. Conducted analysis and refinement of transit access and infill development indicators.
- Began development of final Indicators appendix for plan update.

4th Quarter Objectives:

- Finish refinement of remaining indicators analysis. Complete acquisition of late-release datasets to update indicator conditions.
- Finalize Indicators appendix for release of the plan update for public comment.
- Revise and update the Travel Demand Model Documentation appendix of the plan update.
- Assist with developing text for "Indicators and Targets" discussion in plan update document.



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.

3rd Quarter Progress:

- Developed outline for plan update, then refined outlines for each chapter of the update.
- Posted a series of Policy Updates on the draft plan; curated plan update web page.
- Created graphics as needed for plan update appendices.
- Assisted in development, review of interim plan update deliverables.
- Drafted approach to commercial printing needs for fall adoption of plan update.

4th Quarter Objectives:

- Continue to curate plan update web page; draft and post Policy Updates as needed.
- Finish plan update draft and finalize for Working Committee review and public comment period.
- Draft RFP for FY15 commercial printing needs.
- Assist in completion of draft plan update appendices for public comment period; provide other quality control in production of plan update deliverables as needed.
- Develop graphics and other design needs for update process as needed.
- Develop slide show and related posters for summer open house meetings over public comment period.

Public, Stakeholder, and Committee Engagement

Project Manager: Jessica Gershman

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).

3rd Quarter Progress:

- Planned the roundtable session with partner organization MPC on the topic of regional planning updates.
- Wrote outreach strategy for this summer's public comment period.
- Scheduled the open house meetings with PLs/County representatives (two of the ten had yet to be finalized at close of Q3).
- Began thinking about the content for meeting materials (poster boards and slide deck).
- Began strategizing about staff allocation and which CMAP staff will be needed in attendance at which open house meetings.

4th Quarter Objectives:

- Work with MPC to finalize last speaker for roundtable.
- Work with Communications on editing materials and media strategy for inviting partner organizations and the general public to the public comment period open houses.
 - Work with Outreach staff on Spanish translation of materials.
- Finalize the open house meeting materials (including a slide deck and 4-5 poster boards).
 - Work with Communications and Outreach staff members to produce, print, and translate these materials for use during the public comment period.
- Speak to CMAP working committees and other partner groups as needed about the summer public comment period.
- Disseminate information about the open house meetings according to the summer outreach strategy document.
- Promote, advertise, and hold the roundtable event on May 29.
- Successfully hold those open house meetings scheduled in June (through Q4, with more to be held in FY15).



- Provide periodic feedback to the other project managers and executive leadership about the input gathered from the public comment period.
- Start drafting the public outreach appendix, as possible.

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.

3rd Quarter Progress:

- Provided ongoing support for LTA promotional materials and final plans, as well as relevant media outreach.
- Supported land-use planning effort for IL 53/120 project, including creation of communications guideline materials and talking points for use by consultants and Land Use Committee.
- Continued development of LTA brochure and associated one pagers for meetings with foundations on funding.



- Distributed press release on fair housing report.
- Worked with staff on content for Livability, LTA pages on new website; developed new guidance for creation of LTA pages.
- Released quarterly Muni-Blast; supported development and roll-out of 2014 Municipal Survey.
- Staffed Communications Working Group of the Regional Trees Initiative.

4th Quarter Objectives:

- Wrap up creation of LTA one pagers for foundation meetings.
- Continue to improve methods of sharing information related to LTA projects via new website. Share updated guidance on LTA web pages with staff.
- Release quarterly Muni-Blast, monitor readership stats/links clicked to gauge effectiveness at raising awareness of Regional Technical Assistance products.
- Continue to provide ongoing support for LTA promotional materials and final plans, as well as relevant media outreach.
- Staff Communications Working Group of the Regional Trees Initiative.
- Update InDesign LTA plan template file to reflect new look of website.

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.

3rd Quarter Progress: Assisted in preparation of regional economic indicators, reports on O'Hare freight/manufacturing corridor and tax policy reform, and legislative materials for Springfield and Washington, plus various Policy Updates. Assisted with Mayor Bennett's testimony on national freight policy in Washington on February 22.



4th Quarter Objectives: Activate economic indicators on web. Assist with freight task force report. Monitor and assist with major capital projects communication, in conjunction with plan update. Support anticipated Policy Updates on various topics. Support legislative updates and print materials.

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.

3rd Quarter Progress:

- 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)
- 2/3 Smart Growth Awards U.S. EPA
- 2/16 International Right of Way Association (IROW) Chicago Chapter 12 (EA)
- 3/8 U.S. Model Congress with Congressman Schneider
- 3/12 CMAP Wastewater Committee
- Revisited strategy for identifying future talk opportunities to better connect with CMAP priorities and reach new audiences like the business community and newly elected legislators.

4th Quarter Objectives:

- Continue to identify speaking opportunities.
- 4/1 McHenry County Board



- 4/3 DePaul University Annual Consular Corps Luncheon
- 4/9 Reaching Resilience: Food and Farming in the Upper Midwest Conference
- 4/23 NAFTA panel
- 5/7 Great Cities Institute – Regional Roundtable on Economic Development
- 5/12 Chicago Community Trust On the Table dinner
- 5/13 Energy Efficient Transportation Systems Business Conference with German American Chambers of Commerce
- 5/16 Welcome for Form-Based Codes event
- 5/22 GreenTown Chicago
- 5/29 MPC roundtable on GO TO 2040 update

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.

3rd Quarter Progress:

- Submitted op-ed to NWI times regarding inter-state economic cooperation.
- Facilitated WBEZ interview of Bob Dean on parks and open space.
- Responded to occasional media queries related to the Illiana process.
- Issued joint press release on fair housing report with CAFHA.
- Sent out tip sheets in January, February, and March, and pitched reporters on occasional stories and fielded periodic media requests.



4th Quarter Objectives:

- Conduct media outreach as appropriate for CMAP funding legislation, tax reform, or other topics.
- 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.

3rd Quarter Progress: Complete, apart from on-going distribution of report.

4th Quarter Objectives: N/A

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.

3rd Quarter Progress:

- Design and layout of legislative-oriented CMAP materials – CMAP Agenda and State Framework brochures.
- Completed design of infographics and layout for Economic Development Practices report.
- Completed design of infographics and cover for Fiscal and Economic Impacts of Development.
- Completed design update of CMAP informational brochure.
- Continue design of Lawn-to-Lakes brochure.
- Completed design update of FLIP application.
- Complete design of Energy Impact Illinois report.
- Begin design update of CMAP lobby display.
- Begin infographic and web design for Regional Economic Indicators website.
- Begin infographic design for O’Hare Freight Manufacturing Subcluster report.
- Begin infographic design for CMAP GO TO 2040 plan update.
- Begin design for CMAP GO TO 2040 plan update materials.
- Begin design of LTA informational brochure.
- Continued design for current Home for a Changing Region report.
- Continued design of promotional materials for LTA events.
- Continued graphic support for CMAP website and microsites.
- Continued development of policy-based information graphics for distribution by web, video, and print.
- Continued design support for LTA project staff and community partners in developing new content for print and web distribution.
- Continued design of CMAP publication covers for quarterly staff report, etc.
- Continued design of MetroPulse/Regional Indicators infographics and website.



- Continue design and updates of program materials for FLIP, Lawn to Lake, TIP, CMAQ, Soles and Spokes, and more.
- 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.

4th Quarter Objectives:

- Layout and design of LTA Plans -- Westchester, Oswego, Cook Trails, Kane County, Morton Grove, Big Rock, Bensenville, Hinsdale, Wicker Park-Bucktown parking mgmt.
- Layout and design of IDNR Water Loss project report, NWPA drought preparedness report, and infographics.
- Design of Immigration integration toolkit.
- Completion of design of Homes report; begin design of second Homes report.
- Design of CMAP overview informational Spanish tri-fold.
- Complete design of Lawn-to-Lakes brochure.
- Complete LTA brochure. Start and complete LTA call-for-projects flyers.
- Complete infographic and web design for Regional Economic Indicators website.
- Complete infographic design for O'Hare Freight Manufacturing Subcluster report.
- Complete design of GO TO 2040 plan update (booklet and insert materials) and infographics.
- Update of TIP booklet.
- Complete IDNR water loss infographics and report.
- Continued design of promotional materials for LTA events.
- Continued graphic support for CMAP website and microsites.
- Continued development of policy-based information graphics for distribution by web, video, and print.
- Continued design support for LTA project staff and community partners in developing new content for print and web distribution.



- Continued design of CMAP publication covers for quarterly staff report, etc.
- 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; facilitate transition of intern to full-time staff member.
- 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.

3rd Quarter Progress: Project is now complete. Held lessons learned session to discuss and document best practices and challenges of the new website's launch. Daily support of staff using the new site.

4th Quarter Objectives: N/A

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, 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.

3rd Quarter Progress:

- Continued migration and parsing of CMAP web pages.
- Analyzed Google Analytics data and implemented changes to improve SEO and user experience.
- Develop web content management training materials.
- Coordinated web activities with media outreach for culminating LTA projects. Further enhance the CMAP web news archive.
- Continued to expand social media presence.
- Helped policy, planning, and programming staff to develop content.

4th Quarter Objectives:

- Continue to develop web content management training materials.
- Analyze Google Analytics data and implement changes to improve SEO and user experience.
- Continue to improve user experience.
- Continue to expand social media presence.
- Help policy, planning, and programming staff to develop content.

Web Development and Administration

Project Manager: John Nguyen

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

Description: CMAP communications staff is responsible for developing -- and overseeing the development of -- web content using the Liferay content management system and related technologies (java, SQL, etc.). This project also includes (with the Web Content Management project) co-management of CMAP's web consultants, especially pertaining to technical tasks of development, maintenance, and security of the agency's main site. With IT and data staff, help



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

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

3rd Quarter Progress:

- Provided supplementary support for the data hub project.
- Continued specialized CMAP page migration and parsing for the new website.
- Continued front-end development improvement of CMAP website.
- Develop design and web development for Regional Economic Indicators.

4th Quarter Objectives:

- Set up local instance of old CMAP website for archival purposes.
- Hire web development intern.
- Continue to provide supplementary support for the data hub project.
- Continue to coordinate with consultants for design tweaks, development debugging, and hosting optimizations.
- Update technology source of existing content such as the GO TO 2040 Case Studies Library.

Public Data Systems Support

Project Manager: Tom Garritano

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

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



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

3rd Quarter Progress: The core staff met on January 22 and March 19 to discuss progress of projects including the Data Hub, aerial image archive, and regional indicators. Issued [RFP 111](#) for Web Front-End Development and Data Visualizations, with proposal deadline of March 25. In March, Matt demoed the aerial image archive, which was developed by IT consultants SLG.

4th Quarter Objectives: Complete the review of RFP 111 proposals and recommend selected vendor at the Board's meeting in May. Begin work on the project in June, with first module (on Regional Mobility) due in December 2014. The aerial archive's internal launch target is April 30, with the goal of mid-summer for public launch.

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).

3rd Quarter Progress:

- Held session 3 on January 18. Students visited Sandvik Coromant and Fanuc for to learn about the manufacturing sector.



- Held session 4 on February 8. Session brought in leaders from across different levels of government for a panel discussion on the role of local governments in planning.
- Held session 5 on March 8. Students visited the CTA control room to learn about the day to day operations and safety procedures of the CTA. Final project teams were introduced.
- Released 2014-15 FLIP application. Started promoting FLIP to schools and partners through working committees, targeted mailings, and social media groups.

4th Quarter Objectives:

- Complete session 6 as scheduled for April 5th. Work with students to complete final presentation projects.
- Continue planning final event scheduled for May 10th at UIC.
- Work with communications to produce final event materials: invitation, program, and student wards.
- Coordinate mailing with Sherry to invite Board members to final event.
- Work with communications to produce 2013-14 yearbook.
- Continue promoting the 2014-15 FLIP program through working committees, social media, project meetings, and partners.



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).



3rd Quarter Progress:

- Presented recommended criteria and scoring techniques to Project Selection Committee and to modal focus groups.

4th Quarter Objectives:

- Respond to committee input and provide more detail on scoring system.
- Provide recommendations to committee on project eligibility.

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).

3rd Quarter Progress:

- Final recommendation for Board and Policy Committee approval was given early in January.
- Held sponsor kick-off meeting.
- Clarified process for handling cost increases.

4th Quarter Objectives:

- Continue to monitor project implementation using Funding Sunset and Accomplishment Goals set out for approved projects in the TAP Application Booklet.



- Process cost increase for Millennium Trail project at April Transportation Committee meeting.

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).

3rd Quarter Progress:

- Continued summarization into lists for Phase I and Phase 2 development.
- Initiated analytical deployment of performance measures, including initiation of highway performance database.
- Provided feedback for GO TO 2040 indicator update project.
- Completed expressway atlas update.

4th 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.
- Complete preparation of demonstration datasets for CMAQ programming purposes for delivery in the fourth quarter.

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).

3rd 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.
- Continue drafting the deployment plan.
- Drafted work plan for development of a sketch model to forecast transit ridership.

4th Quarter Objectives:

- Begin work on the transit sketch model.
- In parallel, investigate the potential of using the transit modernization model for use as a performance based programming screening tool for transit projects.



- Complete the draft Modeling and Analytical Deployment Plan, which should include a description of staff resource allocation.

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).

3rd Quarter Progress:

- Held several meetings with staff to discuss potential recommendations.

4th Quarter Objectives:

- Continue to develop ideas and recommendations with staff.
- Draft memorandum compiling recommendations and ideas related to capital data transformation.

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).

3rd Quarter Progress:

- Created outline of draft report summarizing programs in other regions.
- Created draft document communicating benefits of a program that targets infrastructure investment.
- Placed project on hold pending further coordination with other performance-based programming activities.

4th Quarter Objectives:

- Integrate the project fully with other performance-based programming activities.
- As appropriate, continue work on draft documents and begin discussion of project scope with stakeholder groups.

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).

3rd Quarter Progress:

Socio-Economic Data:

- Census: County Population Estimates for 2013 obtained and posted on the Data Depot. Wiki documentation for Census Transportation Planning Package (CTPP) updated to aid in staff access and understanding. ACS 2008 – 2012 data obtained, and socio-economic file used for Conformity Analysis updated with mode choice and income data.
- Employment: Updated 2010 estimates were generated using improved control total methodology.

Land Use:

- Development Database: Q3 activities focused on updating records for under-reported portions of the region, in preparation for Regional Indicator analysis. Records were also updated for towns with upcoming or ongoing LTA projects, including Carol Stream, Dixmoor, and Hanover Park.
- Land Use Inventory: Cook County quality control completed; data and most documentation delivered to County on March 14. Q.C. underway on Will, Kane and McHenry counties.

Aerial Photography:

- Took delivery of 2012 high-resolution orthophotography from NEIL consortium. Data processed and posted on the Data Depot.
- Continued discussions with I.T. concerning the development of an online interface for serving scanned historical aerial photos. Prototype interface developed by I.T. consultant and is currently being assessed by staff.



4th Quarter Objectives:

Socio-Economic 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.

Land Use:

- Development Database: Complete post-2000 review in remaining Chicago Community Areas. Continue updates in suburban communities identified by LTA staff.
- Land Use Inventory: Completion of Kane, McHenry and Will Q.C., begin Lake. Generate final (dissolved) version for counties through Q.C. Complete Cook County metadata.

Aerial Photography:

- Make recommendations for improvements to prototype of archival imagery interface.
- Begin work on scanning the 1970 set of imagery.
- Make arrangements with NEIL consortium for delivery of 2013 orthoimagery.

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).

3rd Quarter Progress:

To date we have populated the Data Library Catalog with over 900 entries and will continue this activity throughout FY14. We have deployed a Data Request System on SharePoint to track staff data requests, which allows us to quantify the importance of procured and public datasets.



The work to expand the electronic library, make data readily available and understand our data trends is progressing as planned.

Objective	Value-Added	Status
Structure process flow for sharing data housed at CMAP on Data Sharing Hub	Drafted a preliminary mock-up of process flow	Complete
Data management presentation to staff: document sharing & storage reduction.	Presented December 10, with approximately 30 staff in attendance	Complete
Update obsolete scripts to ensure uninterrupted acquisition of public datasets	Updated datasets in Data Depot: IDES employment, Legislative list, and Where Workers Work	Ongoing
Scour Wiki pages and network drives for metadata	Entered discoveries into Data Library Catalog for others to view	Ongoing
Facilitate discussions with Subject Matter Expert (SME) to become familiar with process	Logged snippets of discussions into Data Library Catalog as a reference tool	Ongoing
Document findings for future usage	Commented in scripts and posted descriptive documentation in project library	Ongoing
Evaluate the capabilities of the CMAP's SharePoint installation to manage tasks	Created a custom SharePoint site to manage data request, post data release schedule, connect to Data Library Catalog and answer frequently asked data questions	Complete

4th Quarter Objectives:

- Understand how staff is using data.
- Spearhead the task of automating public datasets.
- Continue to update obsolete scripts to ensure uninterrupted acquisition of public datasets.
- Facilitate discussions with Subject Matter Expert (SME) to become familiar with process.
- Scour Wiki pages and network drives for metadata.
- 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).

3rd Quarter Progress:

- IT provided a production server.
- Second one-year optional contract was renewed.
- Planning for security-related architecture changes began.

4th Quarter Objectives:

- Establish new New Amsterdam PAO to complete satisfactory installation and provide for support needs.
- Coordinate with communications to finalize design changes to the development application.
- Establish standards regarding datasets posted, metadata entry, and tagging terms.
- IT will complete investigation of potential security issues and solutions. Potentially establish PAO with SLG to implement security related architecture changes.
- If security changes and design changes are complete and satisfactory, open application to CMAP staff to test.

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).

3rd Quarter Progress:

- Responses were provided for one hundred five external requests. No FOIA requests were received.
- 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. Thirteen persons attended workshops this quarter. Attendees included municipal planning staff, planning consultants and Planning Liaisons. Workshops were promoted in CMAP's Weekly Update in January and February. As a result, classes are full through the end of the fiscal year.
- County Migration/Geographic Mobility data from 2011 ACS 5-year estimates were released on February 6. Data and the Census Bureau's Windows based program for obtaining data were introduced on our website.
- Population Estimates Program annual estimates for metropolitan/micropolitan areas and counties were released on February 27. Data downloads and processing were coordinated to make data available on the Data Depot.
- Annual FOIA Officer training was completed.
- Details were finalized for attending the Annual State Data Center Meeting online. Other IL SDC coordinating agencies, NIU, Center for Governmental Studies and UIC, Urban Data Visualization Lab/Daley Library, were invited to attend as our guests at CMAP.

4th Quarter Objectives:

- Respond to FOIA requests and external requests on an ongoing basis. Make 3rd Quarter responses available on Wiki.
- 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.
- Present monthly CPUP workshops.
- Brownbag presentation on American Planning Association Planning Advisory Service.
- Attend U.S. Census Bureau State Data Center Annual Meeting.



- Complete AICP re-certification.

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).

3rd Quarter Progress:

Advanced modeling contracts: Progress on working demonstrations. For network microsimulation, the first version of the regional application was installed at CMAP for evaluation. For freight forecasting, the commodity procurement model was programmed for integration with the current mesoscale freight model.

4th Quarter Objectives

Advanced modeling contracts: Complete application development. For network microsimulation: Working demonstration of regional application that includes both highway



and bus transit modes. For freight forecasting: Working demonstration of mesoscale freight model with new commodity procurement forecasting capability.

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).

3rd Quarter Progress:

Continued discussion with executive staff regarding internal capacity for survey research. Determined that while many elements of survey research can be internally staffed, some survey management and execution will need to be outsourced.

4th Quarter Objectives:

Prepare a scope of work for refreshing the Travel Tracker sample using both internal and consultant resources. Design a "stated preference" add-on to the survey instrument to support development of a new bicycle LOS and demand model for CMAQ and TAP programs. Finalize and implement the web survey recruitment 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).

3rd Quarter Progress:

- Completed project coding and modeling evaluation of Major Capital Project proposals to support the GO TO 2040 plan update.
- Continued implementing modeling procedure improvements: implemented an updated version of the mode choice model and employed more efficient data handling routines for transit route coding.
- Continued on-going Meso Freight Model improvements: continued creating a refined and more-detailed model network, and implemented model code improvements related to converting shipments to regional travel model truck demand tables based on reallocated firm locations.
- Completed more than forty small area traffic forecast requests.

4th Quarter Objectives:

- Complete scenario modeling for biannual Air Quality Conformity Analysis (Fall 2014) and generate vehicle emissions input files for MOVES model.
- Continue testing regional travel model improvements: 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; and testing of regional truck restrictions on model network.
- Continue Meso Freight Model improvements: finalize refined model network and begin testing, and begin implementing model code upgrades developed for the new commodity procurement model.

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).

3rd Quarter Progress:

Continued improving accessibility to Regional Transportation Data Archive Project. Developed a GIS-based inventory of Small Area Traffic Forecasts for use by CMAP staff when working on local projects; circulated among select staff for review and feedback. Developed a scenario-building template for use by CMAQ staff to interface with Transit Modernization Model when evaluating proposals intended to upgrade existing facilities or introduce premium transit services.

4th Quarter Objectives:

Continue support analyses being developed for CMAQ, TAP and MCP programs. Scope development of a bicycle level-of-service and demand model for use in specific project evaluations.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Program Oversight: Don Kopec

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

Transportation Improvement Program (TIP) Development and Management

Project Manager: Patricia Berry

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

Description: Work with local, state and national partners to assure a regional perspective is considered for transportation maintenance, modernization and expansion investments. Ensure all local, state and federal requirements are met including fiscal constraint, public involvement, data accuracy, documentation and reporting. Provide assistance and outreach to TIP



programmers to improve the efficiency of the TIP amendment process. Maintain and enhance resources, including the TIP database, reports, analyses and visualization tools, for use by local elected officials, implementers, staff and the public. Maintain ongoing communication with state and federal agencies and ensure these agencies understand the programming priorities of the region. Provide data and analyses of TIP implementation of GO TO 2040.

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

3rd Quarter Progress:

Quadrennial Certification Review:

No action this quarter.

Process Review and Strategic Plan:

Completed process review and strategic plan.

TIP with Updates and Amendments:

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

Comprehensive TIP Document Update:

TIP document update began this quarter. Occurring was coordination with other staff groups on information to be included and preliminary drafting of the document. The public comment period will be 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 outward facing publications.



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.

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

An assessment of the effectiveness of the current TIP database maintenance contract and a recommendation to begin development of an integrated transportation planning, programming, and tracking database or system of databases in FY 2015 was incorporated into the TIP Process Review and Strategic Plan. The TIP database must maintain its current functionality and should have the capacity to interact with other agency tools and products, such as the Congestion Management Process, the Regional ITS infrastructure and the Regional Transportation Data Archive.

4th Quarter Objectives:

Quadrennial Certification Review:

Report should be released and presented to various committees. Staff will continue working with partner agencies to address the findings of the certification review.

Process Review and Strategic Plan:

Use recommendations to draft 2015 work plan and begin scoping RFP.

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 October in conjunction with the plan update.

Comprehensive TIP Document Update:

Finalize TIP Document Update and release for public comment.



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 begin work on the RFP for design of the database, including the data to be stored, the relationships between the data, the structure of the user interface and the desired output reports.

Conformity of Plans and Program

Project Manager: Ross Patronsky

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

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

To meet the air quality requirements, the region must implement a transportation program which will help reduce levels of these pollutants or maintain the existing low levels. As part of the transportation planning and programming process, the impact of proposed transportation activities on the region's air quality is evaluated. This evaluation, called a conformity analysis, is submitted to the Illinois Environmental Protection Agency and U.S. Environmental Protection Agency for their review before a long-range regional transportation plan or Transportation



Improvement Program (TIP) is approved or amended. The conformity analysis must demonstrate that the emissions resulting from the plan and TIP meet the requirements of (“conform with”) the regulations governing air quality. To ensure the flow of federal transportation funds to the region, state and federal legislative and regulatory changes are tracked and appropriate changes made, informed by the Tier II consultation process.

Products: Conformity analyses (as needed, minimum of twice a year in October and March); documentation of conformity process (ongoing); updated data used in conformity analyses (ongoing); support for development of State Implementation Plans (as needed); findings and interagency agreements from consultation process (ongoing, four to six meetings per year); analyses of air quality issues for regional decision-makers (as needed); mobile source greenhouse gas emissions estimates to support other agency work (ongoing).

3rd Quarter Objectives:

- Conformity analyses
 - Released conformity amendment for public comment; no comments received.
 - Amendment approved by CMAP Board and MPO Policy Committee.
- Documentation of conformity process
 - Drafted documentation of MOVES model process.
 - Began update to conformity document for public comment in June.
- Updated data used in conformity analyses
 - Agreed with IEPA to use default MOVES process for fleet size – Secretary of State data is not deemed reliable.
- Support development of State Implementation Plans
 - IEPA proposed revised budgets to account for change in vehicle age profile; comment period held and no comments received.
 - No action required on PM_{2.5} SIP (next action expected in FY 2015).
- Findings and interagency agreements from consultation process
 - Met with consultation team to discuss conformity amendment, GO TO 2040 update status, and changes to SIP budgets.
- Analyses of air quality issues for regional decision-makers
 - Submitted comment on CMAQ interim guidance.



- Monitored reassessment of ozone standard – review documents suggest lower standard.
- Mobile source greenhouse gas emissions estimates to support other agency work
 - Developed greenhouse gas emissions using MOVES emission rates.
 - Estimated greenhouse gas emissions for major capital projects.

4th Quarter Objectives:

- Conformity analyses
 - Prepare conformity analysis for release for comment at June CMAP Board and MPO Policy Committee meetings.
- Documentation of conformity process
 - Complete update to conformity document for public comment.
- Updated data used in conformity analyses
 - Incorporate 2013 vehicle age distribution into MOVES inputs.
- Support development of State Implementation Plans
 - Monitor US EPA approval of revised budgets for ozone SIP.
 - No action required on PM_{2.5} SIP (next action expected in FY 2015).
- Findings and interagency agreements from consultation process
 - Meet with consultation team as needed.
- Analyses of air quality issues for regional decision-makers
 - Continue monitoring reassessment of ozone standard.
- Mobile source greenhouse gas emissions estimates to support other agency work
 - Compare with emission-rate based greenhouse gas emissions 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).

3rd Quarter Progress:

FFY 2014-2018 Program Development:

Conducted an initiation meeting with the City of Chicago project managers to review the Active Program Management policies and procedures. This was done in conjunction with the Transportation Alternatives Program.

4th Quarter Objectives:

FFY 2014-2018 Program Development:

Project is completed and no further work is planned.

Active Program Management

Project Manager: Holly Osttick

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).

3rd Quarter Progress:

Fiscal Marks:

No action taken.

Program Management Reports and Recommendations:

Staff continued to track obligations and prepared a FFY14 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:

The FFY 12 annual obligation and analysis report was published.

Review of CMAQ Project Status:

Staff continued to review requests for project changes and reviewed individual project status with IDOT and the Planning Liaisons.

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.

Staff met with all local council of mayors staff to discuss local program projects.

Accomplishment of CMAQ Obligation Goal for FFY 2014:

Obligation of CMAQ funds were tracked throughout the quarter to ensure that the FFY 2014 Obligation Goal is met. Tracking of FFY2014 obligations continued.

CMAQ Project Cost/Scope Change Request Actions:



Staff evaluated and analyzed eight project changes. Staff continually receives phone calls regarding possible schedule, scope and cost change requests and advises appropriately. Revisions to the CMAQ change request forms were made and instructions for sponsors were updated. 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 develop queries and reports in response to data requests and for the analysis of project status.

Outreach with Councils and Local Municipalities:

Staff continues to attend sub-regional Council of Mayors transportation technical meetings to supply technical support. Staff has begun providing talking points to the PLs for their newsletter.

Council of Mayors Executive Committee:

Staff prepared materials, collected RSVP's, and staffed one Council of Mayors Executive Committee. The agenda included information on the GO TO 2040 update, 2015 Unified Work Program, Climate Adaptation Toolkit, CMAP's 2014 State Legislative Agenda and Framework, advanced funding and the local technical assistance program.

4th Quarter Objectives:

Fiscal Marks:

No anticipated objectives during the 4th Quarter.

Program Management Reports and Recommendations:

Research will continue on creating 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:

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. May status updates will be requested from sponsors and the results analyzed and presented to the Project Selection Committee.

Locally Programmed Project Status Assessments:

Staff will hold individual meetings with City of Chicago 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 project 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 May 20, 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).

3rd Quarter Progress:

- Developed rebuttal letters in response to concerns from the Village of Bolingbrook, the Sierra Club and Openlands, and the Metro West Council of Governments regarding changes to the FPA process. The letters were discussed at the Wastewater Committee and placed on CMAP's website.
- Met with CMAP's Management staff to discuss the Wastewater Committee's concerns with changes to the FPA process.
- Prepared and presented a PowerPoint presentation for the March Wastewater Committee Meeting. It included an overview of changes to the FPA process and linked these changes to GO TO 2040 and the Areawide and Illinois Water Quality Management Plans.



- Worked with staff to prepare talking points for CMAP's Executive Director to discuss with the FPA process with the Wastewater Committee.
- Met with Geosyntec Consultants to discuss CMAP's proposal to streamline its review of nonpoint source model ordinances in the draft FPA manual. The consultant stressed that most countywide stormwater ordinances address nonpoint concerns. However, very few new developments actually include holistic stormwater BMP designs, as recommended in CMAP's model ordinances, beyond just detention basins.
- Met with Metropolitan Planning Council staff to explain the FPA Process / SRF Loan Process.
- Toured the Fox Lake Wastewater Facility and the Downers Grove Sanitary District Wastewater Facility in an effort to identify opportunities to incorporate more energy efficiency recommendations into the FPA application. Both facilities have installed a combined heat & power system.
- Began developing a targeted list of wastewater facilities in an effort to encourage energy efficiency.
- Worked with staff to develop a blurb to include CMAP's annual water quality activities report in CMAP's weekly email.

4th Quarter Objectives:

- To develop necessary documentation for FPA amendment requests including reviews, additional needs letters, maps, and technical support as needed.
- To develop meeting materials for upcoming Wastewater Committee meetings.
- To continue the process of reviewing FPA Review Criteria and the WQMP Amendment Application for purposes of updating and revision.
- To finalize a targeted list of wastewater facilities that are near expansion in an effort contact each facility and encourage energy efficiency at their respective wastewater facility.

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.

3rd Quarter Progress:

- Developed a map, an overview page and a stakeholder list for the Boone Creek and Dutch Creek Watershed.
- Met with CMAP staff to discuss the work plan and timeline for the Boone/Dutch Creek Watershed planning project.
- Met with CMAP's engineering consultants and IEPA regarding existing pollutant load estimates.
- Developed 9 Lakes detention basin survey map. Also developed a list of costs for site-specific BMPs proposed within the watershed plan.
- Prepared draft 9 Lakes plan for submission to Illinois EPA.
- Conducted 9 Lakes stakeholder meetings in January and March.

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.

4th Quarter Objectives:

Staff will receive feedback from US EPA and Illinois EPA on draft 9 Lakes plan by May 1. Feedback will be addressed in preparation for submission of final draft plan on June 1. A final stakeholder meeting is planned for May 15. Other FAA obligations will be addressed such as the Self-Assessment of Plan and data entry into RMMS due by July 1.



Staff will prepare for a first Boone / Dutch Creek stakeholder meeting, make arrangements to retain a summer intern, and work towards developing a resource inventory. The matter of retaining the services of a consultant for pollutant-load modeling work must also be advanced.

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.

3rd Quarter Progress:

- Drafted minutes and finalized an agenda for the Silver Creek and Sleepy Hollow Creek Coalition (SCSHC) Meeting. Also, chaired the Coalition meeting and gave a presentation on CMAP's LTA program. Supplied the Coalition with sample LTA applications that they may use to model their own LTA application submittals.
- Attended the second Fox River Implementation Plan workshop and participated in discussions.
- Participated in the IDOT and IL Rt. 31 consultant team discussion. The meeting included a discussion of the environmental considerations in the project area (e.g. wetlands protection, watershed protection).
- Met with CMAP staff to discuss a procedure to "track the Illinois diversion (water supply indicator) on an annual basis and groundwater withdrawals in particular. Datasets would be tracked using Metropulse.
- Contacted the Kishwaukee River Ecosystem Partnership and the Ferson Otter Creek Watershed to offer CMAP assistance in developing each groups watershed goals and objectives and to align these efforts with GO TO 2040.
- Attended and participated in the January meetings of the Fox River Ecosystem Partnership and the Tyler Creek Watershed Coalition.



- 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 February and March meetings.

4th Quarter Objectives:

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

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).

3rd 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 2nd quarter FY14 progress report for CMAP and Illinois EPA.
- Revised several sections of and photos for the VLMP Training Manual, primarily reflecting changes in the water sampling portions of the program, and provided print-ready copy to Illinois EPA.
- Ordered and received supplies for the VLMP Training Manual, namely six new AIS (aquatic invasive species) WATCH cards and holders.

Data management:

- No activities this quarter.

Technical assistance:

- Notified all CMAP region volunteers about the Aquatic Plant Management Workshop – Part 1, being hosted by the Lake Co. Health Department-Lake Management Unit;
- Prepared for and presented about aquatic plant management methods at the Aquatic Plant Management Workshop – Part 1 hosted by Lake Co. Health Department on March 22;
- Provided lake acreage information, a list of firms that conduct aquatic plant management services, and resources on “good practices” for lake protection to the volunteer at Highwood Lake/McHenry Co.

Volunteer Training:

- No training was conducted during this quarter.

4th 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, prepare for and conduct training for new and water quality volunteers, and provide technical assistance to volunteers as requested.

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

Project Manager: Holly Hudson

Team: Thompson

Description: This project will produce a table documenting a watershed-wide summary of the BMPs recommended for implementation within the Thorn Creek Watershed, located in



southern Cook and eastern Will Counties, to update and supplement the recommendations of the Thorn Creek Watershed Based Plan (CMAP, December 2005) and the Thorn Creek TMDL Implementation Plan (under development by Illinois EPA).

Products and Key Dates: 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.

3rd Quarter Progress:

Met with Geosyntec staff on February 6 to review and discuss their BMP evaluation and analyses to date and discuss stakeholder involvement/potential meeting dates.

4th 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.

3rd 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.

4th 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 30th date until November 1, 2014. The second extension will have a pared down scope, with only two retrofit financing programs remaining in place (Energy Savers Multifamily and Delta Single Family Residential). Administrative requirements for EI2 will be greatly reduced, particularly with reporting, and EI2 staff will continue to work with DOE to finalize long-term sustainability of EI2's financing programs.

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

EI2 Retrofit Steering Committee Support

Team: Olson

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.

3rd Quarter Progress:

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

4th Quarter Objectives:

- N/A

EI2 Program Implementation

Team: Olson, Elevate Energy (formerly CNT Energy)

Description: All \$25 million of the EI2 grant funds were considered fully obligated as of November 18, 2011. By the beginning of Q3 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 Q3 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 Q3 represents the second 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. A yet to be determined Annual Report will need to be submitted to DOE regarding each year's activities; date and format are still being review by the Office of Management and Budget.

Products and Key Dates: Quarterly retrofit and spending targets associated with financing programs (ongoing through FY14); quarterly reporting and check-ins with remaining subgrantees (through 2014); DOE Annual Report on retrofit activity (TBD).

3rd Quarter Progress:

- Completed DOE Final Technical Report and submitted to DOE in January. Reported was accepted and posted to the DOE Technical Reporting and CMAP websites.



- Evaluated reflow stream of funds in remaining programs (Delta and Energy Savers) and authorize reflow funds to escrow accounts.

4th Quarter Objectives:

- Complete DOE first quarter reporting (April 2014).
- Continue to evaluate reflow stream of funds in remaining programs (Delta and Energy Savers) and authorize reflow funds to escrow accounts.

EI2 Program Management

Team: Olson, Elevate 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 Elevate Energy, and compliance with all federal regulations in accordance with the ARRA EECBG program. As the implementation agency, Elevate 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 Elevate 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. Elevate 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 (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 (annually)

3rd Quarter Progress:

- Continued and finalized program implementation plans with subgrantees (Delta and CIC) for the remaining months through November 2014.
- Completed Final Technical Report and upload to DOE (1/31/2014)
- Continued working with DOE, Elevate Energy, and Shaw Group (through Elevate'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).

4th Quarter Objectives:

- Continue program implementation plans with subgrantees (Delta and CIC) for the remaining months through November 2014.
- Continue working with DOE, Elevate Energy, and Shaw Group (through Elevate'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 (4/2014).
- Continue relationship and monthly check-ins with Retrofit Chicago partners through the City of Chicago.

EI2 Program Evaluation

Team: Olson, Elevate Energy

Description: EI2 will regularly evaluate program progress in coordination with Elevate 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. Forthcoming Annual Report requirements for all Better Buildings grantees are pending approval by the Office of Management and Budget.

Products and Key Dates: Reporting to DOE (quarterly, 2014); Annual Report update (TBD)



3rd Quarter Progress:

- Continued to complete all quarterly ARRA and DOE reporting requirements. Include semiannual Historic Preservation and NEPA reporting forms.
- 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.

4th Quarter Objectives:

- Continue to complete all quarterly ARRA and DOE reporting requirements. Include semiannual Historic Preservation and NEPA reporting forms.
- Review and prepare for Annual Report due from all Better Buildings grantees (date due to be determined).
- 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.

3rd Quarter Progress:

- Began researching ArcGIS Online.
- Created plan for implementing enterprise backup solution.
- Acquired equipment and software for enterprise backup solution.
- Began implementing annual FY14 IT procurement plan.
- Created plan for enterprise 10Gb network upgrade.
- Acquired equipment for 10Gb network upgrade.
- Began researching new tablet technologies and Windows 8 integration.
- Upgraded internal wiki application.
- Completed conversion from Citrix XenServer to VMware.
- Upgraded VMware software to v5.5.

4th Quarter Objectives:

- To continue developing audio/video update plan for Cook and DuPage Conference rooms.
- To begin implementing plan and equipment for enterprise 10Gb network upgrade.
- To begin implementing enterprise backup solution plan.
- To begin implementing annual FY14 IT procurements.
- Develop implementation plan for ArcGIS Online.
- 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 continue researching Windows 8 enterprise for mobile devices.
- To perform annual Microsoft license audit and true-up process.
- Renew annual support contracts for ESRI, SAS, INRO, APC, Cisco, VMware, SnagIT, Symantec.
- Procure and Implement SketchUp software application for LTA.



- Complete RTDA server consolidation and upgrade.
- Procure and implement Vissim traffic software.
- Implement VMware Data Protection software.
- Implement VMware vCenter Site Recovery Manager.

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.

3rd Quarter Progress:

- Integrated new help desk portal into SharePoint.
- Setup staging site for ITS Architecture revision.
- Setup SSL certificates for CMAP website.
- Setup domain name records for LAKECORRIDORPLAN.
- Implemented Linux support services.
- Implemented development environment for main website.
- Implemented development environment for ArcGIS server.



- Developed test web application for serving historical aerial imagery.
- Developed deployment plan for CKAN project.

4th Quarter Objectives:

- To implement deployment strategy for CKAN web application.
- To implement Aerial imagery web server services internally.
- To implement ArcGIS server external web mapping services.
- To implement data storage solution for CKAN web application.
- To implement maintenance and backup strategy for CKAN web application.
- To begin researching cloud storage solution options.

Information Security

Project Manager: Lance Tiedemann

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

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

3rd Quarter Progress:

- Implemented the VPN-only connect policy.
- Created additional VPN documentation for Windows and Mac.
- Provided additional VPN training and support for staff.



- Implemented new network monitoring system.

4th Quarter Objectives:

- To implement new security tools for our firewall and integrate them into the network monitoring system.
- To develop documentation of our current security strategy.
- To perform security audits on CKAN and GIS web applications.
- To begin reviewing new network virus protection options.

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.

3rd Quarter Progress:

- Began planning for Life Safety equipment installation for CMAP suite.
- Met with Verizon the Wireless Rep and reviewed the Agency's current cell phone plan.
- Switched web conferencing software from MegaMeeting to GoToMeeting.
- Began planning for emergency door release for main entrance.
- Began planning for upgrade for door security system software.

4th Quarter Objectives:

- To implement Life Safety equipment for CMAP suite.
- To implement emergency door release for main entrance.
- To implement upgrade for door security system software.
- Prepare the CMAP phone server for DR recovery.



- 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.

3rd Quarter Progress:

- Implemented Microsoft SCSM 2012 (Helpdesk).
- Implemented new monitors for staff.

4th Quarter Objectives:

- Conduct brownbag for staff about GoToMeeting software.
- Prepare new PCs for distribution to staff.
- Update PC images for all desktops and laptops.
- Continue to upgrade staff PCs 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.

3rd Quarter Progress:

There were four budget adjustment made in the 3rd quarter. In January, budgets were established to the match portion of the Community Planning contract with the RTA and the budget was established for the contract for the Routes 53/120 Corridor Project, both of these were part of the UWP Contracts for FY 2014. In March, two budget transfers were processed to adjust the DOE grant budgets for anticipated payroll costs for the remainder of the fiscal year.

Payroll: In the third quarter we processed eight payrolls, six regular, and two supplemental. Of the supplemental, one 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 2nd quarter of our fiscal year. The monthly unemployment compensation wage reports were filed for each month, and the quarterly report was filed on a timely basis. W-2s were issued in January and all necessary filings with the federal and state governments were completed 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 for all three months of the quarter, with January being the busiest month of the quarter. 1099s were issued to vendors in January and the necessary reporting to the federal government was completed on a timely basis.

Month	Checks	ACH	INV	WT	Total Paid
January	50	114	336	17	\$1,689,896.45
February	43	98	252	18	\$1,424,508.83
March	40	91	317	18	\$1,482,436.65
3 rd Qtr	133	303	905	53	\$4,596,841.93



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
January	20	\$1,600,540.24
February	22	\$1,438,316.96
March	17	\$1,464,568.99
3 rd Qtr	59	\$4,503,426.19

Journal Entries: We processed approximately 30 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. The payment of both Ventra and RTA transit passes for our employees is now done as a direct withdrawal from our bank account rather than issuing a check, which requires journal entries to record these payments.

Bank reconciliations: These 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.

We had hoped to go live with the updated version of IFAS 7.9.12 during the month of March. This was attempted but it appeared SunGard started to perform an update rather than a data conversion and all the corrections we had processed were lost. We used a backup to restore our test server to just before this happened and the new data conversion is scheduled to happen the first week of April.

4th 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. Start the work necessary to close out all grants ending on 6/30/14 and get all needed invoices processed on a timely basis. Upload the budget for fiscal year 2015 once it has been approved by the CMAP Board so that processing of FY2015 work can begin on 7/1/14 without any problems.

Get the IFAS issues resolved and move production to the newer version of the software as soon as possible during the fourth 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).

3rd Quarter Progress:

- Reviewed status of expenditures, contracts and revenue.
- Finalized preliminary FY 15 budget, discussed with management team proposals for FY 15.
- Developed budgets for new grants received. Work with project managers on status of grant expenditures—especially IEPA grants and recommended adjustments to projections.

4th Quarter Objectives:

- Finalize FY 15 budget proposals and prepare UWP proposals.
- Prepare FY 15 allocations for IFAS.
- Schedule UWP committee meeting to review schedule for FY 16.
- 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.

3rd Quarter Progress:

- Three new contracts were written, negotiated and executed.
- Four amendments to existing contracts were written and executed.
- Eight PAOs and three amendments to existing PAOs were written and executed.
- Three 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.

- Two RFPs for LTA projects were developed and issued and pre-bid meetings for these RFPs were held. There was not a selection on one previously issued RFP, and a selection was made on two other LTA RFPs, and PAOs were issued.
- Four RFPs for general distribution were developed and issued and pre-bid meetings for these RFPs were also held.
- Read and reviewed 39 proposals received in the quarter.
- Three interviews were conducted from one of the LTA RFP submissions from previous quarter. It seemed more difficult to schedule interviews this quarter than normally.
- Participated in APA RFP panel with two consultants. Presentation was about what goes in to a good RFP and what do both private consultants and public agencies like/not like about the process. Very good questions and discussion with this group.
- Participated in a little testing the updated version of IFAS 7.9.12. Until new version is implemented and workflow model is corrected, forwarded 61 purchase requests for tangible goods or non-professional services to Penny and upon her approval forwarded them on again for completion.
- Continue to work with John Allen to see that all the UWP contact agencies fill out and return the new FTA Certification form regarding Lobbying from IDOT.
- Worked on RFQ with UWP recipient.
- Met with all prequalified consultants and LTA Deputy.

4th Quarter Objectives:

- Select and negotiate contracts for outstanding RFPs along with project managers.
- Complete the DBE program.
- Update the UWP contract templates and send to all the UWP contact agencies.
- Finish final procurements from 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.

3rd Quarter Progress:

- 61 purchase requests for tangible goods or non-professional services.
- One RFP for Website Hosting and Technical Support was written.
- One pre-bid meeting was conducted.
- Four agreements were reviewed.
- One PAO with Thirst for website design.
- One contract extension with Omegabit was written.
- Three commercial datasets were renewed.
- Processed monthly invoices for landline telephone service and teleconferencing. I also prepared usage reports for the web conferencing and teleconferencing providers for IT.
- I facilitated discussions between Dun & Bradstreet and the RTA regarding a data acquisition in support of the renewal of the Pace Shuttle Bug Program. I facilitated an agreement between IDOT and Pace/TeleAtlas for the release of a Pace bus route shapefile. I worked with staff and several vendors regarding a data request from the DCEO and the Cook County Bureau of Economic Development.
- I attempted to obtain bids from several landline telephone providers in advance of the expiration of CMAP's current contract. Of the vendors that are authorized to work in the building, only CMAP's current vendor responded. I met with the current vendor and obtained a quote for a new 3-year contract for services. That quote was pending the cancellation of the 13 POTS lines CMAP currently holds and the transfer of those lines to one of two PRI's CMAP currently leases. I met with the IT staff, since they now manages the Cisco phone system to discuss what action will need to be taken to coordinate the porting of these POTS line.

4th 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.
- Secure a new 3-year telephone landline contract.
- Process a contract for Web Hosting and Support services for cmap.illinois.gov. Several contract extensions will also be necessary this quarter both for tangible goods and commercial datasets.



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

3rd Quarter Progress:

Benefits

- Provided benefits overview for two new FT employees.
- Processed 52 payroll related changes in IFAS/online.
- Processed one tuition reimbursement applications.
- Sent out compliance forms and notices.

Compensation

- Completed and finalized compensation study. Implementation TBD.

EAP

- Quarterly Report meeting with Angela-January, 2014.

Ergonomics

- Six staff consultations, evaluations and personal ergo chair adjustments, distribution of ergonomic desk top accessories; two foot stools, two back chair pads, keyboard tray installed changed one employee to HM chair from chairs in storage.

FMLA/Leaves

- Maintaining data for total seven staff with approved FMLA; four staff w/active FMLA.

New Hire Orientations

- Three Full time Employees, one intern.

Performance

- No new information.

Peters Fellowship

- 33 Applications processed.



Interviews Scheduled 03/24/2014 - Five Candidates.

- NUPIP 2014 – Interviews Processed three Candidates/ closed 03/21/2014

Start date: TBD.

Recruitment

- LTA – UIC Project Intern Non Posted (Nielsen).
- IT Intern – Two Interviews / closed 03/21/2014, start date: TBD.
- Policy Analysis & Development Intern – Interviews Scheduled 3/24/ to 04/04 2014
 - Six candidates scheduled for interview.

Staff Recruitment Orientation:

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

IDOT Career Day Event

Participated in IDOT's Annual Career Day event. As a group, we distributed over 230 bags with CMAP logo and web address. Each bag contained CMAP pamphlet information, posters, and FLIP information and application pamphlets.

Resume Receipt and Distribution

- Received a total of 248 resumes for posted positions (RA056).
- Posted eight intern positions on CMAP website.

Terminations/Exit Interviews

- Two terminations (Have not received exit interview forms back).

Workers Compensation

- No activity.

Work Station maintenance / Office moves

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



- Prepare office chair audit – begin process to purchase additional office chairs for full-time staff. (On hold).

4th Quarter Objectives:

- Coordinate and implement 457 and IMRF educational meetings
- Coordinate and implement next wellness event
- 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.
- Schedule a workshop/brown bag and bring in a professional to demonstrate workstation exercises to prevent injuries and relieve stress.

Administration/Administrative Support

Project Managers: Doriene Preer

Team: Ambriz, Brown, Kelley, Witherspoon, Rivera

Description: Provide administrative support for CMAP

3rd Quarter Progress:

Facility /Office Management

- Worked with building electricians to repair malfunctioning light fixtures.
- Installed door stoppers (automatic) to eliminate the possibility of accident.
- Worked with outside contractor regarding air conditioning maintenance for server and conference rooms.
- Updated emergency manual and provided life safety tours for new staff and interns.
- Rented 29 cars for staff for work related business.
- Reserved rooms for 15 external partners totaling approx. 550 guests with an average of 36.6 guests.
- Used 449 (192 Seattles Best @ \$3.66 ea. and 257 StarBucks at \$3.78) for a total of \$1,674.18 which does not include the other kitchen areas.

Safety

- Revised Emergency manual and coordinated one safety drill.



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

Storage

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

Unified Work Program (UWP)

- Functioned as liaison between CMAP and counties.
- Sent out and received quarterly report forms for eight counties.
- Drafted minutes, prepared packets, and setup for seven UWP meetings.
- Sent out material for meetings to UWP committee members and interested parties and posted on our website.

Local Technical Assistance

- Order and maintain inventory of supplies for workshop events.
- Sent out Constant Contact emails for 11 upcoming workshops.

4th Quarter Objectives:

- Coordinate first aid training.
- Ongoing organization and maintenance of storage rooms ensuring that only necessary items are stored. Send more boxes to off-site facility.
- Continue work on re-organization of library.
- Complete off-site inventory records for CMAP needs.





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