

CMAP



# Staff Progress Report

Fiscal Year 2013-14  
**Quarter Four**

August 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.

#### 4<sup>th</sup> Quarter Progress:

- New online map made live, improvements continue as comments / feedback comes in: <https://www.cmap.illinois.gov/programs-and-resources/case-studies-library>
- Held four brownbags for the LTA team (Chicago Neighborhoods Now, CMAQ and other funding sources, ComEd Business Retention/Incentives, Transit Screen).



### **1<sup>st</sup> Quarter Objectives:**

- Continue brownbag series (one/month) highlighting completed LTA projects, or topics of interest to LTA team.
- Draft additional case studies as appropriate, but overall plan for Case Studies Library to remain as a static resource.

## **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).

### **4<sup>th</sup> Quarter Progress:**

- Followed up with municipal staff as needed to increase response rate. Final response rate was 62% of municipalities, encompassing 82% of the region's population.
- Completed data collection and data entry.
- Data files distributed to regional policy team in very early FY15.
- Developed a plan for analysis based on internal and external needs.

### **1<sup>st</sup> Quarter Objectives:**

- Complete internal analysis to inform LTA program evaluation and development.
- Draft one-two policy updates on survey findings and distribute through the muni blast.



## 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.

### 4<sup>th</sup> Quarter Progress:

- Drafted all components of the Complete Streets Toolkit.
- Identified core sustainability indicators and sought input from committee and other stakeholders on Environmental Sustainability Plans Toolkit.
- Drafted quantitative analysis and forecast manuals for Interjurisdictional Housing Plans Toolkit.
- Refined the Aging in Place scope and outline with the HCD committee and other identified stakeholders. Began background research.
- Identified funders for Fair Housing Toolkit approach.

### 1<sup>st</sup> Quarter Objectives:

- Reframe project approach to focus deliverables as a research and development product that refines the agency's approach to a specific planning topic, with less attention to external distribution.
- Complete a draft Environmental Sustainability Plans Toolkit.
- Draft outreach and overall process manual components for Interjurisdictional Housing Plans Toolkit.
- Complete a pre-design draft of the Complete Streets Toolkit.
- Draft a detailed outline of the Aging in Community Toolkit.



- Secure funding for the 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).

### 4<sup>th</sup> Quarter Progress:

- Held Westchester workshop (April 21).
- Held Lynwood workshop (May 19).
- Held Geneva workshop (May 21).

### 1<sup>st</sup> Quarter Objectives:

- Hold Big Rock workshop (August 11 or September 8).
- Hold Oak Park workshop (September 4).
- Schedule 2-3 workshops for the 2<sup>nd</sup> quarter of FY 15.

## 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.

**4<sup>th</sup> Quarter Progress:**

- Continued to implement streamlined process for addressing and responding to Bicycle Planning and Usage Information (BPUI) Requests. Responded to 12 requests. (Five are in draft form and currently under review.) At present, there are no outstanding requests. Continue coordination with IDOT District 1 staff, and BPUI stakeholders.
- Continued to incorporate bicycle and pedestrian planning into LTA projects, including completion of the South Elgin Bicycle and Pedestrian Plan (approved by Village Board on June 16), finalized scope, held kick-off meeting for Arlington Heights Bike-Ped Plan, Lan-Oak Park District Master Plan (Draft Plan underway), UIC Multimodal Plan (Draft Plan underway), SSMMA (scoping underway), Barrington Area Bikeway Feasibility Study (proposals evaluated and consultant interviewed), and other LTA projects as needed.
- Posted 17 Soles and Spokes Blog entries.
- Bike-Ped Task Force met in June.
- Continued to participate in local, regional, and state bicycle and pedestrian coordination activities.

**1<sup>st</sup> Quarter Objectives:**

N/A

## **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).

### 4<sup>th</sup> Quarter Progress:

- Prepared monthly reports for Board and committees.
- Tracked and analyzed staff time expended, with approximately 8,600 hours of staff time devoted to LTA projects.
- Released materials for new call for projects, and received 104 applications by June 26 deadline.
- Began presentations on LTA evaluation with working committees. Made one presentation to each committee in June, to be continued over the summer.

### 1<sup>st</sup> 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.
- Prepare summaries of new applications and discuss with committees and partners. Evaluate applications, with a particular focus on assessing local commitment.
- Continue 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).

### 4<sup>th</sup> Quarter Progress:

- Communicated with sponsors of projects already in the LTA program at the start of the quarter to develop scopes of work and schedules. Only three projects have not yet begun scoping, as they are follow-ups to current projects.

### 1<sup>st</sup> Quarter Objectives:

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

## 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.



#### 4<sup>th</sup> Quarter Progress:

- Continued to advance projects already begun, with preparation of five existing conditions reports (bringing the total to 106), 14 draft plans (bringing the total to 93), and 15 final plans (bringing the total to 78). These accomplishments exceeded initial expectations.
- Initiated 11 additional projects. A total of 129 projects had reached this stage by the end of the fiscal year, including 89 staff-led projects and 40 consultant-led projects.

#### 1<sup>st</sup> Quarter Objectives:

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

Projects...	End FY 11	End FY 12	End FY 13	1Q FY 14	2Q FY 14	3Q FY 14	End FY 14
<b>...completed and adopted (100% complete)</b>	<b>0</b>	<b>10</b>	<b>42</b>	<b>46</b>	<b>52</b>	<b>63</b>	<b>78</b>
<b>...with final draft complete (90%)</b>	<b>0</b>	<b>18</b>	<b>48</b>	<b>54</b>	<b>69</b>	<b>79</b>	<b>93</b>
<b>...with existing conditions complete (50%)</b>	<b>0</b>	<b>29</b>	<b>62</b>	<b>79</b>	<b>89</b>	<b>101</b>	<b>106</b>
<b>...fully initiated</b>	<b>14</b>	<b>47</b>	<b>95</b>	<b>104</b>	<b>108</b>	<b>118</b>	<b>129</b>

## 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).



#### **4<sup>th</sup> Quarter Progress:**

- Continued to engage communities and to track progress. Continued project administration, monitoring, reporting, and review of draft project documents.
- Completed the Apache Park Neighborhood Plan, Calumet City Comprehensive Plan, Lynwood Comprehensive Plan, and the South Elgin Bicycle and Pedestrian Plan.
- Contractor selected for Campton Hills (zoning update), Cicero (comprehensive plan), and Crete (comprehensive plan) projects.
- Received, reviewed and scored proposals for the Bikeway Feasibility Study for Northwest Cook and Kane Counties and the West Pullman Neighborhood Plan.
- Developed a process for supporting implementation of consultant-led projects. The process includes a tracking method and identifies the role of CMAP for relevant recommendations. Tracked implementation progress for nine projects completed since November 2013.

#### **1<sup>st</sup> Quarter Objectives:**

- Continue to engage communities and to track progress. Continue project administration, monitoring, reporting, and review of draft project documents.
- Complete approximately five projects.
- Select consultants and initiate three projects.
- Track implementation progress for at least six projects completed by April 1, 2014.
- Put implementation support process to work with North Aurora and to whatever extent possible in the nine projects already being monitored/tracked.
- 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).

**4<sup>th</sup> Quarter Progress:**

- Continued to develop PROUSTs for new projects and completed outreach appendix, as needed.
- Organized LTA projects on the website to include a more complete, alphabetical list of products.

**1<sup>st</sup> Quarter Objectives:**

- Continue to develop PROUSTs and complete project outreach appendices as needed.
- Review consultant-led projects for innovative outreach ideas that can be incorporated into staff-led projects.

## **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).

**4<sup>th</sup> Quarter Progress:**

- Produced spatial data and map products for ongoing projects (nine comprehensive plans, 10 transportation focused, and three other).
- Initiated more subject focused approach to provide high quality results for topic specific projects.
- Exploring, testing, documenting and sharing mapping and spatial analysis methods (bicycle and pedestrian crashes, bicyclist stress level in shared traffic condition).
- Continued maintaining of all LTA projects file to reflect distribution and coverage in CMAP's region. Created a map with projects locations and status as of June 2014.



- Making process more efficient by automatizing tasks with custom tools development (“Identify LTA projects with their legislative districts and representatives” tool built).
- Updated “All LTA Projects” master geodatabase to be used for projects’ management, reporting, legislative outreach and implementation tracking.
- Assisted other GIS users/planners with technical help.
- Held monthly “GIS and Mapping for LTA” meetings.

#### **1<sup>st</sup> Quarter Objectives:**

- Continue with GIS and mapping support for active projects.
- Document new methods (walkshed analysis) and create a standard list of maps for bike/ped plans.
- Identify other opportunities for process improvement.
- Continue with focused approach for transportation related projects.
- Work with communication team to create GIS version of regional map.

## **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).

#### **4<sup>th</sup> Quarter Progress:**

- Co-sponsored GreenTown conference, which attracted several hundred attendees and included several sessions focusing on CMAP and LTA work.



- Revised partner involvement tracking sheet to include more detail about partner roles.

#### **1<sup>st</sup> Quarter Objectives:**

- Scope a process to identify more systematic partner involvement in implementation of completed plans.
- Meet with partner organizations to discuss new applications.

## **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).

#### **4<sup>th</sup> Quarter Progress:**

- Applied to the Pew Charitable Trust/Robert Wood Johnson Foundation's Health Impact Program. Submitted joint application with Kane County to conduct a Health Impact Assessment (HIA) and to develop resources for other LTA projects.
- Applied to the Chicago Community Trust for a systemic change grant to support the LTA program.
- Discussed fair housing with philanthropic groups and identified potential near-term funding opportunity.
- Participated in several discussions related to funding for stormwater, resilience, climate adaptation, and disaster recovery.
- Worked with Communications to develop an LTA brochure and materials on several topics of interest.



### 1<sup>st</sup> Quarter Objectives:

- Continue to identify and evaluate potential funding opportunities.
- Continue to work with communications to develop subject area promotional materials.
- Submit application for fair housing funding.
- Explore a variety of potential funding sources in the area of stormwater, resilience, climate adaptation, and disaster recovery.
- Update the external funding strategic plan to reflect accomplishments and new opportunities.

## 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).

**4<sup>th</sup> Quarter Progress:**

- Staff posted the second policy update in this series.
- Staff completed the third policy update.

**1<sup>st</sup> Quarter Objectives:**

- Post the third policy update.
- Staff will remain aware of opportunities to incorporate these perspectives into other projects identified in the FY 2015 work plan.

## **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).





#### **4<sup>th</sup> Quarter Progress:**

- Staff finalized plan update language for congestion pricing.

#### **1<sup>st</sup> Quarter Objectives:**

- None.

## **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).

#### **4<sup>th</sup> Quarter Objectives:**

- Staff convened the sixth, seventh, and eighth meetings.
- Staff completed and published the final report.
- Staff posted final report online and revised the Task Force website accordingly. Staff met internally to discuss adding a "Freight Policy" webpage under the Regional Mobility/Freight megamenu to consolidate the Task Force recommendations with the national freight policy efforts.
- Staff presented the final report to the CMAP Board and MPO Policy Committee in June 2014.

#### **1<sup>st</sup> Quarter Objectives:**

- Continued outreach to relevant stakeholders to communicate the recommendations listed in the final report.



## 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)

### 4<sup>th</sup> Quarter Progress:

- Staff prepared talking points on reauthorization topics, including freight policy, for the district directors meeting.
- Staff prepared updated reauthorization principles, including one focused on freight policy, which were adopted by the CMAP Board and MPO Policy Committee in June 2014.
- Staff met internally to discuss better presenting freight policy and federal/state principles on the CMAP website. The new [Freight Policy](#) and [Legislative and Policy Positions](#) webpages were launched as a result of these discussions.

### 1<sup>st</sup> Quarter Objectives:

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



- Implement improvements to communication of freight policy and other federal/state priorities on the CMAP website.

## 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.

**4<sup>th</sup> Quarter Progress:**

None.

**1<sup>st</sup> 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)

**4<sup>th</sup> Quarter Progress:**

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

**1<sup>st</sup> Quarter Progress:**

- Continue to meet and follow strategic planning priorities.

## **Green Infrastructure Vision**

**Project Manager:** Louise Yeung

**Team:** Beck, Navota, Elam, consultant contract

**Description:** Last fiscal year, staff produced a report on recommended policy applications for the Green Infrastructure Vision (GIV), including its potential use for transportation project development, facility planning area review, municipal comprehensive plans, and land conservation. This year, staff will 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 2013, but dependent on partners); economic valuation report (now expected December 2014).

**4<sup>th</sup> Quarter Progress:**

- Selected vendor for economic valuation study and procurement was approved by Board.

**1<sup>st</sup> Quarter Objectives:**

- Hold kick-off webinar and identify initial list of initial ecosystem services to consider.
- Hold Chicago Wilderness and other stakeholder meeting to identify priority ecosystem services.



## 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).

#### 4<sup>th</sup> Quarter Progress:

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

#### 1<sup>st</sup> 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.

**4<sup>th</sup> Quarter Progress:**

- Staff presented a draft of CMAP’s tax policy principles to the CMAP Board, the Council of County Board Chairs, and the Economic Development Committee.
- Completed a Policy Update on legislative efforts to encourage local government consolidation.
- Began researching a Policy Update on local efforts to consolidate local governments.
- Began compiling and organizing property tax data for a future policy update on property tax classification.

**1<sup>st</sup> Quarter Objectives:**

- Complete Policy Update on local efforts to consolidate local governments.
- Complete policy update on property tax classification.
- Begin data collection and analysis on local revenue reliance compared to tax rates.

## **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).



#### **4<sup>th</sup> Quarter Progress:**

- Staff presented an internal brownbag on report.
- Staff continues to provide the report and additional information to interested parties.

#### **1<sup>st</sup> 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)

#### **4<sup>th</sup> Quarter Progress:**

- Published a policy update on housing and transportation costs in the region.
- Completed a scan of presentation of regional land use and demographic change data at peer MPOs.

#### **1<sup>st</sup> Quarter Objectives**

- Draft and publish two policy updates.
- Develop a scope and timeline for HLU policy updates in FY 15.



# 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)

## 4<sup>th</sup> Quarter Progress:

- O'Hare Subregional Freight-Manufacturing Drill Down:
  - Published the final report and an associated policy update.
  - Presented the report to CMAP's Economic Development, Land Use, and Regional Coordinating Committees.
  - Presented the report to The Elgin-O'Hare Western Access Local Advisory Committee, the Northwest Municipal Conference, and the DuPage Mayors & Managers Conference.
  - Presented to subregion communities interested in follow-up work.
- Energy and manufacturing policy updates: completed and posted three policy updates.

## 1<sup>st</sup> Quarter Objectives

- O'Hare Subregional Freight-Manufacturing Drill Down: Provide materials as requested and work with partners to implement the recommendations of the report.
- Energy and manufacturing policy updates: None.





# 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).

## 4<sup>th</sup> Quarter Progress:

- Conducted research of existing practices around state and region.
- Conducted interviews with economic development researchers and practitioners.
- Staff presented scope to Economic Development Committee
- Completed a first draft of the report.

## 1<sup>st</sup> Quarter Objectives:

- Continue to conduct interviews with economic development practitioners, researchers, and other stakeholders.
- Continue work and revisions on the draft report.
- Present progress of the report to the Economic Development Committee.



## 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).

### 4<sup>th</sup> Quarter Progress:

- Finalized microsite content, data visualization, and design.
- Launched microsite and completed media outreach.

### 1<sup>st</sup> Quarter Objectives:

- Continue outreach to potential microsite users.
- Finalize FY15 policy update scope and schedule.
- Scope, research, and draft two policy updates.
- Update up to four indicators' data.



# 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

### 4<sup>th</sup> Quarter Progress:

Committees continued to meet and staff met internally on strategy.

### 1<sup>st</sup> 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)

#### **4<sup>th</sup> Quarter Progress:**

- 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.

#### **1<sup>st</sup> Quarter Objectives:**

- Continue to meet with legislators and staff to discuss State Legislative Framework and Agenda, CMAP policy initiatives, and other GO TO 2040 implementation activities.
- Summarize legislative review and tracking 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.
- Begin review and development of 2015 Framework and State Agenda Docs.
- Review Legislative outreach strategy for consistency with region revenue campaign.

## **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)

**4<sup>th</sup> Quarter Progress:**

- Staff monitored and reported on progress in Washington, specifically related to transportation reauthorization and freight policy. Responded to requests from the region's congressional members and staff. Related CMAP reauthorization principles to delegation, congressional staff and the Administration. Hosted district directors meeting to discuss TAP and CMAQ.

**1<sup>st</sup> Quarter Objectives:**

- Continue to monitor and report on federal progress. Continue work with other major metropolitan regions on transportation reauthorization issues. Monitor and analyze short term trust fund legislation and longer term 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).

**4<sup>th</sup> Quarter Progress:**

- Presented Financial Plan memorandum at the May CMAP Board meeting, the May MPO Policy Committee meeting, the April Transportation Committee meeting, and the April Environment and Natural Resources Committee.
- Completed the Financial Plan for Transportation appendix.
- Assisted with communications and outreach activities.

**1<sup>st</sup> Quarter Objectives:**

- This project will be folded into Plan Preparation in FY15.
- Assist with communications and outreach activities as needed.
- Make revisions to the Financial Plan for Transportation appendix per input from public comment, 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).

**4<sup>th</sup> Quarter Progress:**

- Completed public comment draft of forecast update appendix.
- Reviewed household size assumptions and prepared alternative results for comparative purposes.

**1<sup>st</sup> Quarter Objectives:**

- This project will be folded into Plan Preparation in FY15.



- Complete documentation.
- If necessary, revise results based on public comment input.
- 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:** 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 14); Develop recommended list of projects (June 2014).

### 4<sup>th</sup> Quarter Progress:

- Presented proposed constrained list of major capital projects to CMAP committees and prepared major capital project appendix.

### 1<sup>st</sup> Quarter Objectives:

- Address public comments and make any changes needed in response to stakeholder input.

## 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).

**4<sup>th</sup> Quarter Progress:**

- Staff completed the final edits and formatting of the implementation action areas appendix.
- Staff posted an [article](#) to the “GO TO 2040 Plan Update” webpage summarizing the update of the implementation action areas.

**1<sup>st</sup> Quarter Objectives:**

- This project will be folded into Plan Preparation in FY15.
- Incorporate any revisions received during the public comment period, as appropriate.

## 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).

**4<sup>th</sup> Quarter Progress:**

- Finished refining transit access and infill development analyses.
- Completed two draft appendices for public comment review: Indicator Methodology and Travel Model Documentation.
- Continued assembling updated indicator data as releases became available.





### **1<sup>st</sup> Quarter Objectives:**

- For FY15, indicator maintenance activity is moved to GO TO 2040 Indicator Tracking.
- Update Indicator Methodology appendix with new indicator data releases for final plan adoption; revise appendices per input from public comments as appropriate.

## **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.

### **4<sup>th</sup> Quarter Progress:**

- Developed plan update summary, assisted with finalization of additional plan update appendices for public comment period.
- Developed RFP for commercial printing needs in FY15 for release in late July.
- Assisted with development of public comment period materials (poster boards, flyers, slide show) and rollout.
- Responded to media inquiries from Streetsblog, Progress Illinois.
- Developed prep materials and talking points for MPC roundtable.
- Curate plan update and public comment web pages.

### **1<sup>st</sup> Quarter Objectives:**

- Release RFP for commercial printing needs.
- Continue to promote public comment period opportunities.
- Finalize plan update materials following public comment period, including layout of plan summary in English and Spanish.
- Continue to curate plan update web page.



- Develop graphics and other design needs for update process as needed.

## Public, Stakeholder, and Committee Engagement

**Project Manager:** Jessica Gershman

**Team:** Williams-Clark, Reisinger, and other Plan Update project managers as needed

**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). Public comment period from June 13 through August 1.

### 4<sup>th</sup> Quarter Progress:

- Held MPC roundtable in late May, 2014 to preview the plan update with a panel led by Randy and participation from the RTA, Cook County, and Tollway/local leadership.
- Promotion of public open house meetings:
  - Finalized English and Spanish versions of materials.
  - Sent letters to each county board inviting their input.
  - Shared open house details with working committee members and to partner organizations, including specific outreach to Latino organizations.
  - Worked with Communications and Executive Administration staff to electronically advertise each of the public open house meetings with geographic-specific e-mails.
  - Placed meeting details in the legal notices of three printed newspaper publications at the beginning of the public comment period.
- Creation of meeting materials:
  - Worked closely with Communications staff to draft content and layout of poster boards to be used as main visual materials during open house meetings.
  - Worked on PowerPoint presentation to be used for specific meeting of leadership in DuPage County.
- Coordinated with TIP staff and determined staff assignments, travel and materials logistics for each open house meeting, and attended all Q4 meetings (six in this quarter).
- Organized the public comments received to date and began to draft the outreach appendix.

### 1<sup>st</sup> Quarter Objectives:

- Hold and run the last six public open house meetings.



- Continue to gather and organize the feedback and comments received.
- Provide periodic feedback to the other project managers and executive leadership about the input gathered from the public comment period.
- Draft, revise (according to internal/executive feedback), and finalize the public outreach appendix for presentation to the Board, etc. in September.

## COMMUNICATIONS PROGRAM

**Program Oversight:** Tom Garritano

CMAAP 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 CMAAP 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.

#### 4<sup>th</sup> Quarter Progress:

- Provided ongoing support for LTA promotional materials and final plans, as well as relevant media outreach.
- Continued development of LTA brochure and associated one pagers for meetings with foundations on funding.



- Provided support for Call for Projects outreach, including GreenTown Chicago promotions.
- Promoted various LTA projects and new call for projects through tip sheets.
- Released quarterly Muni-Blast; supported roll-out of 2014 Municipal Survey.
- Initiated update of LTA templates, creation of brochure materials.
- Staffed Communications Working Group of the Regional Trees Initiative.

#### **1<sup>st</sup> Quarter Objectives:**

- Continue to improve methods of sharing information related to LTA projects via new website, media outreach, social media.
- 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.
- Create supporting materials for foundation meetings.

## **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.

**4<sup>th</sup> Quarter Progress:** Assisted in finalization and promotion of regional economic indicators, reports on O'Hare freight/manufacturing corridor and the freight task force, and legislative materials for Springfield and Washington, plus various Policy Updates.



**1<sup>st</sup> Quarter Objectives:** Complete rollout of economic indicators on web. Assist with Green infrastructure valuation report. Support development of a potential campaign for strategic funding of regional planning and infrastructure. Support publication of the second State and Regional Economic Development report. Support analysis of data resources for jobs-housing. 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.

### 4<sup>th</sup> Quarter Progress:

- 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 – this included a media briefing to emphasize major metros freight priorities
- 5/6 Welcome Ricardo’s UPP class
- 5/10 FLIP final presentation
- 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
- 6/4 Illinois Chamber quarterly meeting
- 6/6 Rail Summit – SINC
- 6/17 Welcome to pop-in funders meeting on fair housing

**1<sup>st</sup> Quarter Objectives:**

- 7/16 Central Area Transportation Access workshop
- 7/22 Regional Economic Forum in DuPage
- 9/18 Regional collaboration event in DuPage
- 9/24 Choose DuPage Board of Directors
- Continue to identify speaking opportunities.

**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.

**4<sup>th</sup> Quarter Progress:**

- Prepared media strategy for launch of economic indicators.
- Arranged Tribune story on June 11 about CMAP freight task force report.
- Facilitated interview resulting in CMAP's Doug Ferguson being quoted on June 27 in Trib cover story about intermodal facilities' impacts on air quality.



- Facilitated interview resulting in CMAP's Tom Murtha being quote on May 25 in Trib cover story on improved bike routes for Chicago suburbs.
- Assisted reporters with information pertaining to the proposed Illiana legislation and pending litigation.
- Sent out tip sheets in April, May, and June, and pitched reporters on occasional stories and fielded periodic media requests.

**1<sup>st</sup> Quarter Objectives:**

- Execute media launch of economic indicators.
- Conduct media outreach as appropriate for possible 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.

**4<sup>th</sup> Quarter Progress:** Complete, apart from on-going distribution of report.

**1<sup>st</sup> 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.

### 4<sup>th</sup> Quarter Progress:

- Completed design of LTA plans – Wicker Park/Bucktown, Westchester, Big Rock.
- Began design of LTA theme booklets and handouts – Housing, Climate, Local Food.
- Begin redesign of CMAP/LTA plan templates.
- Completed design of Lawn-to-Lakes brochure.
- Completed design of IDNR and NWPA water reports.
- Completed infographic and web design for Regional Economic Indicators website.
- Completed infographic design for O'Hare Freight Manufacturing Subcluster report.
- Completed design of Regional Freight Leadership Task Force report.
- Begin design of Immigration Integration Toolkit.
- Continued infographic design for CMAP GO TO 2040 plan update.
- Continued for CMAP GO TO 2040 plan update and update materials (sticker, posters, flyers, appendices).
- Completed design of Will County Brownfield Prioritization report.
- Completed of LTA informational brochure.
- Completed 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.
- Completed redesign of TIP booklet.
- Began management & art direction of assistant graphic designer.
- Continued oversight of LTA staff using CMAP plan and poster/postcard templates in creation of CMAP documents.
- Mentoring CMAP LTA staff through Adobe Creative Suite training.
- Continued collaboration with external consultants in developing CMAP identity elements for web and print materials – New CMAP artwork/elements.

#### **1<sup>st</sup> Quarter Objectives:**

- Layout and design of LTA Plans -- Oswego, Cook Trails, Hinsdale, Bensenville, Morton Grove, Berwyn, UIC, Rosemont, Kane County transit.
- Completion of Immigration Integration Toolkit.
- Begin design of second 2014-2015 Homes report.
- Complete design of GO TO 2040 plan update (booklet and insert materials) and infographics.
- Completion of CMAP/LTA plan templates.
- Completion of CMAP/LTA plan templates reference guide.
- Begin design of FLIP yearbook.
- Begin design of Green Infrastructure economic valuation report.



- Begin design of State and Regional Economic Development Policy report.
- Begin design of CMAP Annual report.
- Begin design of LTA Implementation 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/art-direction of assistant graphic designer.
- Continued oversight of LTA staff using CMAP plan and poster/postcard templates in creation of CMAP documents.
- Mentoring CMAP LTA staff through Adobe Creative Suite training.
- Continued collaboration with external consultants in developing CMAP identity elements for web and print materials – New CMAP artwork/elements.
- 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.



**4<sup>th</sup> Quarter Progress:** Project is now complete. Held lessons learned session to discuss and document best practices and challenges of the new website's launch. Provide daily support of staff using the new site.

**1<sup>st</sup> 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.

### 4<sup>th</sup> Quarter Progress:

- Continued migration and parsing of CMAP web pages.
- Analyzed Google Analytics data and implemented changes to improve SEO and user experience.
- Developed 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, including development of social media strategy for Regional Economic Indicators.
- Helped policy, planning, and programming staff to develop content.

### 1<sup>st</sup> 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:** Hillary Green

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

**Description:** CMAP communications staff is responsible for developing -- and overseeing the development of -- web content using the Liferay content management system and related technologies (java, SQL, etc.). This project also includes (with the Web Content Management project) co-management of CMAP's web consultants, especially pertaining to technical tasks of development, maintenance, and security of the agency's main site. With IT and data staff, help to make technical decisions about and to oversee successful development of any public-facing CMAP systems that are not part of the main agency website (i.e., hosted on [data.cmap.illinois.gov](http://data.cmap.illinois.gov) or elsewhere). For all web development projects, ensure that they have the ability to extend for mobility, that they follow CMAP's style guides, and that they work continually to improve accessibility and usability. Help the CMAP web communications specialist and other staff with Google Analytics.

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

### 4<sup>th</sup> Quarter Progress:

- Hired web development intern.
- Set up local instance of old CMAP website for archival purposes.
- 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.
- Completed design and web development for Regional Economic Indicators.
- Initiated search for new web front-end developer to replace John Nguyen, who has moved to California.

### 1<sup>st</sup> Quarter Objectives:

- Hire replacement web front-end developer or pursue other options early in Q1.



- Work with web development intern to develop an enhanced sitemap and infographics repository.
- 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](http://www.cmap.illinois.gov).

**4<sup>th</sup> Quarter Progress:** The core staff met on May 28 to discuss progress of projects including the Data Hub, aerial image archive, and regional indicators. Worked to identify FY15 staff projects that might need public data support. Finalized review of proposals responding to [RFP 111](#) for Web Front-End Development and Data Visualizations, with selection of Dutch firm Clever Franke.

**1<sup>st</sup> Quarter Objectives:** Begin the data visualization project, which will result in its first public content on regional mobility by January 2015. Internal launch of CMAP Data Hub during summer 2014, with public launch in fall. Prep for public launch of aerial image archive, date TBD.



## 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).

### 4<sup>th</sup> Quarter Progress:

- Held session 6 on April 5. Students completed final group presentation.
- Held final FLIP presentation on May 10<sup>th</sup> at La Casa Student Resource Center in Pilsen. Event turned out a success!
- Promoted the 2014-15 FLIP program through working committees, social media, project meetings, and partners. Total of 15 applications to date.
- Draft of 2013-14 FLIP yearbook complete.

### 1<sup>st</sup> Quarter Objectives:

- Continue promoting the 2014-15 FLIP program. Final deadline is September 22.
- Work with communications to produce an InDesign document of 2013-14 yearbook.
- Determine theme for 2014-15 FLIP year.
- Schedule meeting with FLIP staff to plan for upcoming year.



# 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).



#### **4<sup>th</sup> Quarter Progress:**

- Re-analyzed FY 14-18 CMAQ applications according to proposed new criteria and presented to Project Selection Committee (PSC). Presented recommended changes to CMAQ policies to PSC as well.
- Presented overview of CMAQ program to working committees.

#### **1<sup>st</sup> Quarter Objectives:**

- Provide recommendations to committee on project eligibility and continue discussion of proposed new scoring system.
- Finalize CMAQ policies and present to Transportation Committee.

## **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).

#### **4<sup>th</sup> Quarter Progress:**

- Monitored project implementation using Funding Sunset and Accomplishment Goals set out for approved projects in the TAP Application Booklet.
- Processed cost increase for Millennium Trail project.





### 1<sup>st</sup> Quarter Objectives:

- Prepare recommended approach on Transportation Alternatives program for August Transportation Committee.
- Continue to monitor project implementation.

## 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).

### 4<sup>th</sup> Quarter Progress:

- Completed phase I and phase II summary lists.
- Continued analytical deployment of performance measures, including continued development of highway performance database and beginning the process of conflation of the database into IRIS. Began conferring with IDOT about this process, and learned that IDOT may be able to offer substantial assistance in this regard, since we learned that some of this work has been completed by them.



- Completed preparation of demonstration datasets for CMAQ programming purposes for delivery in the fourth quarter.

#### **1<sup>st</sup> Quarter Objectives:**

- Update 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.
- Provide data and information to IDOT's statewide congestion study.

## **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).

#### **4<sup>th</sup> Quarter Progress:**

- The deployment plan for highway projects is largely completed.
- We began work to test the concept of scoring the highway network to identify network deficiencies. Scores have been developed for IRI, CRS, Bridge Condition, and Safety. Travel time based data (TTI, PTI) will be included when work to conflate the travel time data and the IRIS file is complete. Testing the scoring process will allow us to identify and work through the issues that arise when integrating these disparate datasets.



### 1<sup>st</sup> Quarter Objectives:

- Complete working on scoring the highway network and collecting data for a list of projects – the TIP will be a test set of projects. This will provide information about how much staff time is required to complete the process, which can be used to inform the staff resource allocation document.
- Continue to work with the transit agencies on data availability and appropriate performance measurement. The transit component of the deployment plan will be incomplete until this process is farther along.
- Develop planning factors datasets and scoring (equity, accessibility, incorporated areas).
- 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.
- Test the application of simplified Tredis on a set of projects.

## 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).

### 4<sup>th</sup> Quarter Progress:

- Held several meetings with staff to discuss potential recommendations.
- Developed a draft memo compiling and summarizing potential recommendations.



### **1<sup>st</sup> Quarter Objectives:**

- Revise draft memo or complete additional research and discussions as needed.

## **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).

### **4<sup>th</sup> Quarter Progress:**

- Placed project on hold pending further coordination with other performance-based programming activities.

### **1<sup>st</sup> Quarter Objectives:**

- Begin discussion of concept with stakeholders in context of long-range plan update.

# **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).

### 4<sup>th</sup> Quarter Progress:

#### Socio-Economic Data:

No significant Census releases or Employment updates this quarter.

#### Land Use:

**Development Database:** Q4 activities focused on updating incomplete records collected during an earlier effort. Also, local (post-1998) review and update were performed for six communities including South Elgin, LaGrange Park, and Harvard. Reference documentation created to assist staff in understanding database field names and coding. Updated version of full database posted to the Data Depot in June.

**Land Use Inventory:** Quality control and final post-processing steps complete for DuPage, Kendall and McHenry counties. Cook and Kane counties in post-processing. Will Q.C. nearly complete; Lake Q.C. underway.



Updated GIS file of school locations that includes enrollment and employment data.

#### Aerial Photography:

Scanning of 1970 aerials underway.

#### **1<sup>st</sup> Quarter Objectives:**

#### Socio-Economic Data:

Census: Obtain and process updated Population Estimates Program data.

Employment: Generate final 2010 estimates (with revised control methodology) for all geographies. Complete final 2011 estimate file by major geographies. Begin processing of 2012 file. Identify appropriate datasets for Data-Sharing Hub and assemble documentation.

#### Land Use:

Development Database: Finish update of incomplete records. Continue updates in suburban communities identified by LTA staff.

Land Use Inventory: Complete remaining Q.C. and post-processing for all counties. Assemble documentation for release in Q2.

#### Aerial Photography:

Complete scanning and georeferencing of 1970 aerials; continued work with I.T. on design of webmap. 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).



#### 4<sup>th</sup> Quarter Progress:

- Entered details in more than 150 electronic library records by visiting wiki pages and reading metadata on network.
- Interviewed 8 data stewards or Subject Matter Experts for electronic library entries.
- Created Wiki pages to describe how to process data.
- Completed 2 internal data request by summarizing D&B manufacturing data and aggregating Educational Migration flows.
- No request for Census data from reporters or policy team.
- Work to input MetroPulse Jobs into electronic library on-hold due to source re-designing website.
- Checked for new political appointments by running a Python script.
- Posted new datasets from 16 sources in the Data Depot, including complete updates for Kane and McHenry counties, NAVTEQ streets, the National Land Cover Dataset and Illinois DNR Natural Heritage data.

#### 1<sup>st</sup> Quarter Objectives:

- Post 15 datasets to the Data Depot including D&B and Tax Assessments.
- Update remaining generic field holders in Data Library with detailed metadata by interviewing Data Steward or SME, reading Wiki pages and searching CMAP network.
- Adhere to scheduled release dates for uploading datasets.
- Implement a tool or a process to permit data announcement recipients to specify desired dataset notifications.
- Continue to track data usage and trends.

## Data Sharing Hub

**Project Manager:** Claire Bozic

**Team:** Rogus, Tiedeman, Clark, Matthews

**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).

#### **4<sup>th</sup> Quarter Progress:**

- IT completed investigation of potential security issues and solutions and established a PAO with SLG to implement security related architecture changes.
- New test and production servers were established.
- Security related architecture changes were completed and tested.
- Communications agreed to the design direction for the application.
- Established guidelines regarding datasets posted, metadata entry, and tagging terms.
- Testing of uploading datasets and guidelines for metadata entry is underway.

#### **1<sup>st</sup> Quarter Objectives:**

- Maintain log of hardware/software problems as they arise and are solved.
- Add data to production application.
- 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).





#### 4<sup>th</sup> Quarter Progress:

- Responses were provided for one hundred eighty-seven external requests. One FOIA requests was 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. Seven persons attended workshops this quarter. Attendees included municipal planning staff, planning consultants and Planning Liaisons.
- Population Estimates Program annual estimates of National, State and County Population by Age, Sex, Race and Hispanic Origin as of July 1, 2013 were published on June 26. Data downloads and processing were coordinated to make data available on the Data Depot.
- 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 here at CMAP.
- Brownbag presentation about the American Planning Association Planning Advisory Service was made to staff on April 22.
- I attended the Annual State Data Center Meeting/Webinar held each afternoon on April 1 – 3. R & A staff attended the session on accessing ACS and PUMS data. Slideshows on preparing for the 2020 census, American Community Survey content review, employment data, and data on the FTP site were saved for reference.

#### 1<sup>st</sup> Quarter Objectives:

- Respond to FOIA requests and external requests (ongoing).
- Discuss existing and new workshops on census related data.
- Coordinate downloading Census 2013 data.
- Continue adding external requests to SharePoint and Wiki.

## 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).

### **4<sup>th</sup> Quarter Progress:**

Advanced modeling contracts: Completed 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.

### **1<sup>st</sup> Quarter Objectives:**

Advanced modeling contracts: For network microsimulation: Continue final integration of activity-based (i.e. highway pricing and transit modernization model) with regional dynamic traffic assignment application. For freight forecasting: Initiate sensitivity testing and process validation of forecasting application.



## 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).

### 4<sup>th</sup> Quarter Progress:

Prepared a scope of work for refreshing the Travel Tracker sample using both internal and consultant resources. RFP includes designing 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. Continued development of the web survey recruitment instrument.

### 1<sup>st</sup> Quarter Objective:

For 2015 Travel Tracker Survey: Issue RFP, evaluate proposals and select consultant. Finalize development of the web survey recruitment instrument. Draft communications and outreach plan.

## 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).



#### 4<sup>th</sup> Quarter Progress:

- Completed scenario modeling for biannual Air Quality Conformity Analysis/GO TO 2040 plan update (Fall 2014) and generated vehicle emissions input files for MOVES model.
- Completed update to travel demand model technical documentation.
- Continued implementing modeling procedure improvements: completed an updated analysis of work trips to the region's airports, completed Trip Generation model analysis of non-motorized trips, began compiling Census data to support the revised Trip Generation model, and conducted a test on the feasibility of implementing a zone system with triple the number of current modeling zones.
- Continued on-going Meso Freight Model improvements: continued creating a refined and more-detailed model network, implemented revised model code syntax reflecting a software update and began an analysis of suspect commodity flow results.
- Completed approximately forty small area traffic forecast requests.

#### 1<sup>st</sup> Quarter Objectives:

- Continue testing regional travel model improvements: complete integration and testing of Trip Generation model improvements from consultant into production models, continue feasibility analysis of implementing a finer-grained modeling zone system in the production models, and begin analysis of regional truck restrictions on model network.
- Continue Meso Freight Model improvements: finalize refined model network and begin testing, continue analysis of questionable commodity flows, and begin testing revised model code 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).

**4<sup>th</sup> Quarter Progress:**

Continued 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. Developed work plan for summer field data collection intern program: Tasks include traffic monitoring to support calibration of project-level microsimulation software and bike/ped counts to support project evaluation tools.

**1<sup>st</sup> 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. Implement work plan for summer field data collection intern program.

## **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.

#### **4<sup>th</sup> Quarter Progress:**

##### Quadrennial Certification Review:

Staff reviewed the Certification Review Report for factual errors and began addressing recommendations of the federal review team. This will be continued into the first quarter of FY 15.

##### Process Review and Strategic Plan:

Completed last quarter.

##### 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:

The draft Federal Fiscal Years 2014-19 TIP document and proposed projects was completed and released for public comment.

##### TIP Documentation:

The TIP summary brochure and interactive TIP map were updated to reflect TIP amendments made this quarter. Staff continued to work extensively with Communications to update TIP



outward facing publications. The summary brochure design and layout were updated in June for distribution at public meetings and the content reflects the draft FY2014-19 TIP.

#### 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.

#### 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, which was completed last quarter.

#### **1<sup>st</sup> Quarter Objectives:**

##### Quadrennial Certification Review:

Develop responses to recommendations for submittal to U.S. DOT.

##### 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 and TIP update.

##### Comprehensive TIP Document Update:

At the conclusion of the public comment period, any comments will be addressed in preparation of the final document for adoption in October 2014.

##### TIP Documentation:

The TIP summary brochure and interactive TIP map will be updated to reflect TIP amendments made this quarter. Updates to fiscal marks, training materials, the TIP data, and TIP Programmer Resources web pages will occur as needed.

##### TIP Database Maintenance:

Maintenance activities in FY15 will occur under the TIP Database Management project described below.



### Exports of TIP Data:

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

### Analysis of TIP performance with respect to indicators

TBD

### Annual Obligation Analysis Report

Preliminary quarterly obligation analysis report is expected by July 2014. Federal fiscal year 13 obligation analysis report is expected by December 2014

### Consultation with local, state and federal agencies

CMAP will continue to work with stakeholders to receive input into proposed programs and policies through frequent communication.

### Update to TIP procedures

Preliminary informal discussions with stakeholders regarding possible updates will occur.

## **Conformity of Plans and Program**

**Project Manager:** Ross Patronsky

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

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

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





transportation funds to the region, state and federal legislative and regulatory changes are tracked and appropriate changes made, informed by the Tier II consultation process.

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

#### **4<sup>th</sup> Quarter Progress:**

- Conformity analyses
  - Released conformity analysis for public comment in conjunction with GO TO 2040 Plan Update and 2015-19 TIP.
- Documentation of conformity process
  - Completed update to conformity document and released for public comment.
- Updated data used in conformity analyses
  - No action needed this quarter.
- Support development of State Implementation Plans
  - Proposed revised ozone budgets released for comment by US EPA; one adverse comment received.
  - No action required on PM<sub>2.5</sub> SIP (next action expected in FY 2015).
- Findings and interagency agreements from consultation process
  - Met with consultation team to discuss GO TO 2040 Update and conformity status of project on I-80.
- Analyses of air quality issues for regional decision-makers
  - No action needed this quarter.
- Mobile source greenhouse gas emissions estimates to support other agency work
  - No action needed this quarter.

#### **1<sup>st</sup> Quarter Objectives:**

- GO TO 2040/TIP conformity analyses



- Respond to comments on analysis, if any.
- Documentation of conformity process
  - Respond to any comments on conformity document.
- Updated data used in conformity analyses
  - No action anticipated.
- Support for development of State Implementation Plans
  - Monitor US EPA approval of revised budgets for ozone SIP.
  - No action required on PM<sub>2.5</sub> SIP (next action expected in FY 2015).
- Findings and interagency agreements from consultation process
  - Meet with consultation team as needed – one meeting anticipated.
- 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
  - Develop VMT estimates to support emission-rate based emissions.
- Agendas, meeting minutes, and supporting materials for the Tier II Consultation Team
  - Prepare materials for one anticipated meeting.

## 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).

**4<sup>th</sup> Quarter Progress:**

FFY 2014-2018 Program Development:

Project is complete.

**1<sup>st</sup> Quarter Objectives:**

All program development activities for FY 2015 are found in the Performance Based Programming Program.

## **Active Program Management**

**Project Manager:** Holly Ostlick

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

**4<sup>th</sup> 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. Data has been collected on FFY14 obligations. FFY 13 data is starting to be collected.

### Review of CMAQ Project Status:

Staff continued to review requests for project changes and reviewed individual project status with IDOT and the Planning Liaisons. Semi-annual status updates were conducted in May and reprogramming of project phases, including project deferrals, based on anticipated authorization years provided by sponsors occurred.

### Locally Programmed Project Status Assessments:

Staff continued to meet and provide assistance to local program project sponsors. Staff worked to schedule meetings with all local council of mayors staff to discuss local program projects.

### Accomplishment of CMAQ Obligation Goal for FFY 2014:

Obligation of CMAQ funds continued to be tracked throughout the quarter to ensure that the FFY 2014 Obligation Goal is met.

### CMAQ Project Cost/Scope Change Request Actions:

Staff evaluated and analyzed twelve project change requests. Staff continually receives phone calls regarding possible schedule, scope and cost change requests and advises appropriately. Additionally, staff reviewed TIP changes to CMAQ projects to ensure accurate reflection of programming status and funding.

### Updated CMAQ Management Database:

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. 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, an update on Major Capital projects from IDOT and ISTHA, an update from the RTA, , advanced funding and the local technical assistance program.

### **1<sup>st</sup> Quarter Objectives:**

Active Program Management has been split into two projects for FY15: CMAQ and TAP-L Active Program Management and Local STP Active Program Management and Council of Mayors Support. Descriptions of and objectives for these projects are provided separately below.

## **CMAQ and TAP-L Active Program Management**

**Project Manager:** Kama Dobbs

**Team:** Berry, Dixon, Ostdick, Patronskey, Pietrowiak

**Description:** Actively manage programs developed by CMAP to ensure that transportation projects proceed in a timely manner and all available funding is used efficiently. Manage the adopted CMAQ and TAP-L programs as specified in the policies adopted by the CMAP Board and MPO Policy Committee. Prepare active program management reports to achieve regional expenditure targets.

**Products and Key Dates:** Review of CMAQ project status (November 2014 and May 2015); accomplishment of CMAQ obligation goal for FFY 2015 (ongoing); CMAQ project cost/scope change request actions (ongoing); updated CMAQ management database (ongoing); review of TAP-L project status (ongoing); TAP project cost/scope change request actions (ongoing); Agendas, meeting minutes, and supporting materials for the CMAQ Project Selection Committee (as needed – typically eight meetings per year).

### **4<sup>th</sup> Quarter Progress:**

Project is new in FY2015 Work Plan.



### **1<sup>st</sup> Quarter Objectives:**

#### Review of CMAQ project status

No activity anticipated this quarter.

#### Accomplishment of CMAQ obligation goal for FFY 2015

No activity anticipated this quarter.

#### Updated CMAQ management database

Continue as-needed updates to the CMAQ management database to develop queries and reports in response to data requests and for the analysis of project status.

#### Review of TAP-L project status

Monitor implementation activity of TAP-L funded projects through direct communication with project sponsors, planning liaisons, and IDOT to ensure that program milestones are being met. Milestone deadlines for this quarter include plats and legal documentation (end of June 2014) and appraisal preparation (end of September 2014).

#### TAP project cost/scope change request actions

Develop process for evaluating cost/scope change request actions as well as consider any sponsor requested changes received.

#### CMAQ Project Selection Committee support

Prepare agendas and supporting materials and staff July and September committee meetings.

## **Local STP Active Program Management and Council of Mayors Support (New for FY15)**

**Project Manager:** Holly Ostdick

**Team:** Berry, Dixon, Dobbs, Pietrowiak

**Description:** Develop fiscal marks and maintain fiscal constraint in local programs in the TIP. Provide guidance and support for the Council of Mayors (COM) and Planning Liaison program. Ensure communication between CMAP and municipal officials. Staff the Council of Mayors Executive Committee.

**Products and Key Dates:** Fiscal marks (ongoing), program management reports and recommendations (ongoing); locally programmed project status assessments; talking points for



CMAP staff participating in COM/COG/TC meetings (ongoing); agendas, meeting minutes, and supporting materials for the Council of Mayors Executive Committee (September 2014, November 2014, January 2015, May 2015).

#### **4<sup>th</sup> Quarter Progress:**

Project is new in FY2015 Work Plan.

#### **1<sup>st</sup> Quarter Objectives:**

- Fiscal Marks.
- Continue tracking obligations for local programs to facilitate creation of fiscal marks at the beginning of the federal fiscal year.
- Program Management reports and recommendations
- Update STP-L expenditure report and continue to work with councils to ensure expenditure of funds.
- Locally programmed project status assessments.
- Hold twice a year meeting with sub-regional staff and IDOT to discuss status of the local program.
- Talking points for COM/COG/TC meetings.
- Conduct weekly updates based on weekly e-mail and other agencies announcements.
- Council of Mayors Executive Committee support.
- Prepare agenda and materials for a September 9, 2014 meeting.

## **TIP Database Management**

**Project Manager:** Kama Dobbs

**Team:** Berry, Dixon, Kos, Ostidick, Patronsky, Pietrowiak

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



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

#### **4<sup>th</sup> Quarter Progress:**

Project was included in the Transportation Improvement Program (TIP) Development and Management project in FY14.

#### **1<sup>st</sup> Quarter Objectives:**

##### TIP Database maintenance

Continue development testing and bug resolution for improvements to the database function and user interface.

##### Documentation and training materials

Continue development of training materials for TIP programmers, partner agency users, public users, and staff also continued.

##### Geocoding of TIP projects

Develop KML files for mapping of TIP projects to reflect TIP amendments made this quarter.

##### Exports of TIP data

Regular data exports will occur under the Transportation Improvement Program (TIP) Development and Management project. Programming and structural changes that can enhance data exports will be conducted as needed.

##### Visualization products

Regular data updates for the TIP map will occur under the Transportation Improvement Program (TIP) Development and Management project. Programming and structural changes that can produce visualization products will be conducted as needed.





## Updates to existing database in coordination with Integrated Transportation Planning, Programming and Tracking Database

No activity expected this quarter. Once scoping is completed for the integrated database, updates to facilitate a transition from the current TIP database to the integrated database will be identified.

## **Integrated Transportation Planning, Programming and Tracking Database Development**

**Project Manager:** Kama Dobbs

**Team:** Beata, Berry, Bozic, Elam, Heither, Hollander, Murtha, Ostidick, Patronskey, Pietrowiak, TBD Research & Analysis, Communications and Information Technology staff.

**Description:** The TIP database must have the capacity to interact with other agency tools and products, such as the Congestion Management Process, the Regional ITS infrastructure and the Regional Transportation Data Archive to meet the agency's needs for performance-based programming. Significant extensions of the data structure and backend logic will be required to incorporate new data and analyze it for project programming. Active program management of the TIP must also be enhanced, in particular increasing the scope and timeliness of reporting on accomplishments.

Specific database requirements will be developed in late FY 2014, in coordination with the results of Regional Transportation Performance Measures: Phase 1 Prioritization and Development, Capital Program Data Transformation, and Transportation Data Analysis projects to be completed in FY 2014. The requirements are anticipated to include capabilities to support more robust project descriptions and cost breakdowns, more detailed obligation and expenditure data, and project-level performance measures. Performance measure data will also be needed for the entire transportation network to support predictive analyses and deficiency analyses.

**Products and Key Dates:** RFP for consultant services (August 2014); Database schema, including the data to be stored, the relationships between the data, the structure of the user interface and the desired output reports (April 2015). Design and implementation plan (June 2015). Actual database design and implementation will begin in FY 2016.

### **4<sup>th</sup> Quarter Progress:**

Project is new in FY2015 Work Plan.



## **1<sup>st</sup> Quarter Objectives:**

### RFP for consultant services

The project team will begin meeting in July to identify the scope of the database, including data that should be collected, the desired outputs and functions of the database, the interactions between data sets, the basic IT requirements for back end operations and the desired user interface, including network and data security requirements, and general operational requirements. Based on the identified requirements and desired outcomes, an RFP for consultant services will be prepared.

### Design and implementation plan

No activity is anticipated this quarter. The design and implementation plan will be developed by the consultant(s) that are retained following the RFP.

# **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.

With the addition of funding from the Illinois Department of Natural Resources, water supply planning support will be expanded to the Northwest Water Planning Alliance and users of Lake Michigan water to assist them as they respond to new rules and regulations.



## Facilities Planning Area (FPA) Review Process

**Project Manager:** Dawn Thompson

**Team:** Loftus, Hudson

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

### 4<sup>th</sup> Quarter Progress:

- Worked with staff to develop a blurb to include the 319 Tracking Projects Webpage in CMAP's weekly email.
- Updated CMAP's Facility Planning Area requests webpage.
- Discussed tentative budgets for next year and time allocation's for the IEPA and IDNR grants with CMAP Staff.
- Developed public notices and signoff letters for several Level III NPDES Permits.
- Completed the FPA mapping webpage. As a result, quad maps depicting FPA boundaries will soon be available for download on CMAP's website.
- Continued the process of reviewing FPA Review Criteria and the WQMP Amendment Application for purposes of updating and revision. Incorporated comments from CMAP Staff and the Sierra Club into the manual.
- Finalized a targeted list of wastewater facilities that are near expansion in an effort to contact each and encourage energy efficiency at their respective wastewater facility.



- Developed a map which overlays the Chicago Wilderness GIV with FPA boundaries in anticipation of future FPA amendment requests.
- Addressed several mapping issues/tasks which included: addressing discrepancies with the Barrington FPA boundary; meeting with CMAP staff and developing a new workflow for FPA map updates; producing required quarterly updates to the digital FPA shapefile; advertising the updates on the FPA webpage and sending requests for the dataset to relevant parties.
- Met with CMAP staff to discuss tracking the Illinois diversion (water supply indicator) on an annual basis and groundwater withdrawals in particular.
- Completed minutes for the upcoming Wastewater Committee Meeting.
- Developed an FPA boundary map and public notice for the City of Lockport's amendment request. Also met with City representatives to address their concerns.
- Met with CMAP's Management staff to discuss transitioning to the Local Planning Group.
- Reviewed the IEPA agreement and gave feedback.

#### **1<sup>st</sup> Quarter Objectives:**

- To develop necessary documentation for FPA amendment requests including reviews, additional needs letters, maps, and technical support as needed.
- To develop meeting materials for upcoming Wastewater Committee meetings.
- To continue the process of reviewing FPA Review Criteria and the WQMP Amendment Application for purposes of updating and revision.

## **Watershed Planning**

**Project Manager:** Tim Loftus

**Team:** Hudson, Thompson

**Description:** Staff will develop a watershed-based plan for three adjacent watersheds located in southwest Lake County. Following a watershed-based planning process, the plan will inventory the natural, human and man-made resources and finalize the development of a watershed-based plan covering the three watersheds. Among the nine lakes, eight require a total phosphorus TMDL, two require a fecal coliform TMDL, and one lake requires a TMDL for dissolved oxygen. The lakes are grouped together in an approximately 25 square mile area covering three adjacent subwatersheds within the Upper Fox River Basin: Cotton/Mutton



Creek, Slocum Lake Drain, and Tower Lake. The subwatersheds will be further subdivided into 14 study units for modeling purposes.

Staff will begin the development of a watershed-based plan for the Boone and Dutch Creek Watersheds, located in eastern McHenry County. The planning area also includes three direct drainage areas to the Fox River for a total of 45 square miles. 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 planning area. The project will produce a watershed resources inventory and a final watershed-based plan which will include site-specific and watershed-wide best management practice (BMP) recommendations.

**Products and Key Dates:** For the 9-Lakes Plan, near-monthly stakeholder meetings, development of a problem statement, goals, and objectives and quarterly progress reports due to Illinois EPA. A draft watershed plan and 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. For the Boone-Dutch Creek Plan, the draft resource inventory is due to Illinois EPA on December 1, 2014. The draft watershed plan and executive summary documents are due September 1, 2015, with both final draft documents due December 1, 2015.

#### **4<sup>th</sup> Quarter Progress:**

- 9 Lakes: A stakeholder meeting was conducted on May 15, the final meeting prior to submission of the final draft plan and executive summary to Illinois EPA on June 2. Staff responded to comments, requests, and general feedback from US EPA on May 1 via edits to the final draft plan. Staff received formal notice in a letter from Illinois EPA dated 6/11/14 that the 9 Lakes Watershed-based Plan (new name) was approved. Both the full plan and executive summary documents were printed and the required copies were mailed to Illinois EPA. Illinois EPA notified staff that the self-assessment form is not required since US EPA provided formal comment on the draft plan. Illinois EPA offered to enter BMP data into the RMMS if staff would provide the data necessary to do so, which was conducted. All appropriate arrangements with FREP were made to update the project website to reflect watershed plan completion and formal approval.
- Boone-Dutch Creek: The first stakeholder meeting was conducted on June 5. Considerable work was performed in preparation for the meeting. Staff has begun writing the watershed plan with emphasis placed on the resource inventory. Staff requested and received an extension on the due date for the draft resource inventory. Staff initiated a subcontract with FREP and issued a PAO to Geosyntec for pollutant-load modeling work.



### 1<sup>st</sup> Quarter Objectives:

- 9 Lakes: Staff will attend the watershed plan implementation kick-off meeting in July should one be convened by a local stakeholder as recommended. The subcontract with FREP will conclude with final plans made to prepare the project webpage for archival and include completion/approval news for the Downstream e-newsletter. The project concludes on August 1, 2014.
- Boone-Dutch Creek: Staff will continue to develop the resource inventory. The next stakeholder meeting is scheduled for September 25. Work will get underway with Geosyntec. Staff will work with FREP to set up a project webpage and deliver information for inclusion to the Downstream e-newsletter. Plans to develop a stormwater detention basin inventory will also evolve.

## Watershed Management Coordination

### Project Manager:

**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.

### 4<sup>th</sup> Quarter Progress:

- Attended and participated in the May executive committee and membership meetings of the Fox River Ecosystem Partnership (FREP); prepared and gave a presentation on Illinois EPA's Nonpoint Source Pollution Control grant program (Section 319 of the Clean Water Act) at the membership meeting.
- Attended and participated in the June FREP meeting regarding the Blackberry Creek Dam Removal Project.
- Stayed abreast of other FREP activities via e-mail correspondence, the monthly e-Downstream newsletter, and their website.



- Attended and participated in the May and June meetings of the Tyler Creek Watershed Coalition and stayed abreast of other Coalition activities via e-mail correspondence and the April meeting notes.
- Updated a watershed-based plans status map to reflect recently completed and underway plans in the CMAP region, and shared it with Water Resources and LTA staff.
- Prepared and presented an overview of watershed planning in the CMAP region at the June meeting of the Chicago Wilderness Sustainability Team.
- Drafted minutes and helped finalize an agenda for the Silver Creek and Sleepy Hollow Creek Coalition (SCSHC) Meeting. Also, chaired the meeting.
- 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 Buffalo Creek Clean Water Partnership Stakeholder meeting.

#### **1<sup>st</sup> Quarter Objectives:**

- Continue to attend monthly meetings and provide technical support to the following watershed organizations: Fox River Ecosystem Partnership, Tyler Creek Watershed Coalition, and 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, Buffalo Creek Clean Water Partnership, and Chicago Wilderness.

## **Volunteer Lake Monitoring Program (VLMP)**

**Project Manager:** Holly Hudson

**Description:** The Volunteer Lake Monitoring Program (VLMP) was established by Illinois EPA in 1981. Additional program guidance was developed in 1992 pursuant to the Illinois Lake Management Program Act (P.A. 86-939) and is found in the Illinois Lake Management Program Act Administrative Framework Plan, a report made to the Illinois General Assembly by the Illinois EPA in cooperation with other state agencies. CMAP staff coordinates Illinois EPA's VLMP for the seven county region (excluding Lake County since 2010), typically involving more than 50 volunteer monitors at 30 to 40 lakes. Staff provides additional lake management planning technical assistance to support the core program activities.





Products and Key Dates: Quarterly progress reports due to Illinois EPA, data review and management (ongoing), technical assistance (ongoing), audits of Tier 3 volunteers (July-August 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).

#### **4<sup>th</sup> Quarter Progress:**

##### Project administration, coordination, and management:

- Reviewed and approved the VLMP portion of the monthly Water Quality Management Planning project invoices to Illinois EPA prepared by CMAP's accounting group.
- Prepared a 3<sup>rd</sup> quarter FY14 progress report for CMAP and Illinois EPA.
- Notified volunteers of the Aquatic Plant Management Workshop to be offered at the Illinois Lake Management Association (ILMA) conference on April 12.
- Prepared a purchase request, sent the purchase order, and received seven new Aquatic Invasive Species (AIS) Watch cards from Illinois-Indiana Sea Grant for distribution to volunteers statewide.
- Attended the annual Illinois Lake Management Association conference and VLMP session held in Sandwich in early April, including preparing for, presenting, and facilitating a session on "The Top Ten Things You Can Do for Your Lake." Also gave the "VLMP overview and 2013 season summary" talk on behalf of Illinois EPA's Statewide VLMP Coordinator and presented the aquatic plant management options segment during Saturday's Aquatic Plant Management Workshop.
- Divvied up and distributed AIS Watch Cards and card holders to the Statewide VLMP Coordinator at Illinois EPA and the Regional VLMP Coordinators at Lake County Health Department and Greater Egypt Regional Planning & Development Commission.
- Contacted past volunteers not yet registered to find out their plans for the 2014 season.
- Finalized the selection of Tier 2 and Tier 3 lakes and associated parameters to be monitored and determined associated supply and equipment needs in consultation with Illinois EPA.
- Provided lake access and contact information to Illinois EPA-Des Plaines staff for two lakes they plan to monitor as part of their 2014 Ambient Lake Monitoring Program.
- Received this year's water sampling supplies and a harmful algal bloom test kit from Illinois EPA staff.





- Had CMAP's print shop print several copies of the revised VLMP Training Manual for distributin to new Tier 1 as well as this year's Tier 2 and 3 volunteers since the Illinois EPA print shop did not have them done in time.
- Prepared a transmittal letter and mailed this season's supply of Secchi Monitoring forms, postage-paid return envelopes, Personal Record of Observations form, and a reminder letter regarding the VLMP database website address and each volunteer's user ID.
- Prepared a water quality equipment and supplies checklist to use for Tier 2 and 3 volunteers.
- Corresponded with Illinois EPA staff regarding the possibility of utilizing the VLMP to assist with organizing a "lake festival" this summer at a lake community that was too late in applying for Lake Education Assitance Program funds, which was approved since it falls under our contract's task of " to coordinate and implement an area lake and watershed education workshop"; nontheless, following further correspondece with the community, they decided to wait until next year to organize such a festival.
- Reviewed the draft 604(b) contract for the 2015-16 calendar years and provided comments on the VLMP section as requested.

#### Data management:

- Began reviewing Secchi monitoring forms received from the volunteers to date.
- Assisted volunteers with on-line data access/entry questions and issues.

#### Technical assistance:

- Discussed the winter fish kill and provided a list of firms that conduct fish population surveys to a volunteer monitor at Tower Lake/Lake Co.
- Prepared for and met with the Virginia Lake Estates HOA (Cook Co.) fishing committee to discuss a selection of suggested submergent and emergent aquatic plants for them to consider establishing in the lake in select locations.
- Prepared for and presented an oveview of Virginia Lake's long-term Secchi transparency and water chemistry data, described the Tier 3 monitoring that the volunteers are undertaking this year, answered questions, and offered lake and watershed related input at the Virginia Lake Estates HOA annual meeting on June 5.
- Provided information on potential causes of fish dieoffs to the volunteers at Wonder and Highwood Lakes in McHenry Co. and facilitated correspondence with the Illinois DNR District Fisheries Biologist covering McHenry Co.



### Volunteer Training:

- Scheduled, prepared materials and equipment for, and conducted training/refresher training and stocking/restocking of water sampling supplies for the Tier 2 volunteers at twelve lakes and the Tier 3 volunteers at one lake, picked up Tier 2 equipment at three lakes, and prepared for and conducted Tier 1 Secchi training at two lakes; all training was conducted during May.

### **1<sup>st</sup> Quarter Objectives:**

- Continue to review Secchi Monitoring forms received from volunteers, compare the data and information on the forms to the on-line data entries, write notes on each form regarding corrections needed, and mail copies to the Statewide Coordinator at Illinois EPA; conduct audits of the Tier 3 volunteers; 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.

### **4<sup>th</sup> Quarter Progress:**

- In April, discussed approaches for stream buffer and bank erosion assessments with Geosyntec, which their staff consequently conducted via inspection of aerial imagery and three field days. Also discussed Geosyntec's progress on nonpoint source (NPS) pollutant load estimates and their approach for a chloride loading analysis from deicing activities.
- In early May, met with Geosyntec staff to overview their stream assessment work, existing conditions NPS pollutant load analysis, chloride analysis (for which CMAP staff suggested IDOT's geospatial data which includes road miles by jurisdiction), and best management practice (BMP) types to include in the watershed scenarios analysis.



- In late May, CMAP staff reviewed the draft Thorn Creek Watershed Plan Update prepared by Geosyntec, discussed some questions and needed clarifications with Geosyntec staff, edited the document, and submitted it to Illinois EPA on May 30 for their review.

#### **1<sup>st</sup> Quarter Objectives:**

- Review Illinois EPA's comments on the draft plan and begin to address them. Identify watershed stakeholders and schedule a public meeting to provide information about the plan update and solicit recommendations for site-specific BMPs.

## **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.

#### **4<sup>th</sup> Quarter Progress:**

This project is complete.



## Water Supply Planning (IDNR)

**Project Manager:** Tim Loftus

**Team:** Nora Beck

**Description:** Through a two-year grant agreement, the Illinois Department of Natural Resources (IDNR) is providing funding in support of *Water 2050* implementation efforts. Specific efforts for FY 2015 will include support for the Northwest Water Planning Alliance (NWWPA), support for users of Lake Michigan water in coordination with the IDNR Office of Water Resources, Lake Michigan Water Allocation Program, and data collection, analysis, and other activities in support of *Water 2050*. Support for the NWWPA will focus on the implementation of their strategic plan; begin the implementation of annual water-loss reporting; serve on a Technical Advisory Committee; and, assist communities in the development of and updates to comprehensive plans and zoning ordinances. Support for the users of Lake Michigan water will take the form of introducing the industry standard M36 water loss audit tool to permittees for improving water-loss control and annual reporting; various data collection efforts; and, assistance with adoption of full cost of service water use.

**Products and Key Dates:** A comprehensive plan for the City of Harvard (June 2015); updated zoning ordinances for the Village of Campton Hills (June 2015).

### 4<sup>th</sup> Quarter Progress:

- Work got underway during the week of March 31. Work was suspended on April 29 due to a contract matter that IDNR needed to resolve and resumed on May 20.

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

1. Attended Technical Advisory Committee (TAC) meetings on April 22, May 27, and June 24. Developed an outreach presentation for delivery to elected officials and other audiences in accordance with the strategic plan. The MS-PowerPoint presentation was discussed and refined over a series of meetings including one with the Executive Committee (EC). Three dates have been set so far to give the presentation:
  - a. August 26 to BACOG (Barrington Area Council of Government)
  - b. September 17 to McHenry County Council of Government
  - c. October 28 to Illinois Groundwater Association
2. Staff delivered a presentation to TAC based on the new report, "An Assessment of Water Loss Among Lake Michigan Permittees in Illinois."<sup>1</sup>

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<sup>1</sup> This Local Technical Assistance project report (July 2014), developed for the IDNR OWR Lake Michigan Water Allocation Program, can be accessed at: <http://www.cmap.illinois.gov/programs-and-resources/ltat/idnr>



3. Worked internally and with Illinois State Water Survey staff to resolve an IWIP/City of Elgin data issue for use in a report (May 2014) written by CMAP staff for the NWPA on work conducted primarily in 2013.
4. Assisting specific communities via subcontractors:
  - a. Subcontractor has been selected for work with the Village of Campton Hills and IDNR concurrence letter has been received. Project kick-off is being scheduled.
  - b. City of Harvard: The City of Harvard and CMAP staff started this project in May by confirming the project scope and timeline for completing a comprehensive plan for the community. A steering committee, representing a range of residents and stakeholders, was formed and met in June to advise the planning process. Currently, CMAP staff are analyzing the existing conditions of the City of Harvard and area within a 1.5-mile planning boundary; covering demographics, housing, transportation, and natural environment, among other topics. A subconsultant, Valerie S. Kretchmer Associates, will soon begin analyzing the market conditions in Harvard. In addition, CMAP staff have begun conducting interviews with key stakeholders, including the Land Conservancy of McHenry County and the McHenry County Conservation District. A draft report of the existing conditions will be reviewed by the Harvard Steering committee in September.
  - c. Village of Pingree Grove: An RFP was issued and proposals are under review.

Task 2. Support for Lake Michigan permittees in coordination with the IDNR Lake Michigan Water Allocation Program office.

1. Met with Chief D. Injerd on April 11 to discuss ideas for collaboration and determined that an effort to develop a Water System Improvement Plan (WSIP) guidance document for permittees is an appropriate task to undertake. CMAP staff has convened a work group to meet at CMAP on August 5. In the meantime, CMAP staff is developing a draft WSIP for the work group to respond to and refine. To that end, Staff has reviewed the, "Drinking Water Revolving Land Fund Program, Guidance for Preparing a System Improvement Plan (SIP) With Environmental Impacts" document developed by the Louisiana Department of Health and Hospitals, Office of Public Health. The WSIP will be recommended to permittees whose annual water loss exceeds the regulatory standard. As part of the development effort, Staff has had an initial conversation with Illinois EPA staff associated with the State Revolving Funds program. CMAP staff will seek additional input from others prior to the August 5 meeting.
2. Staff drafted a public comment in response to IDNR's proposed amendments to the Lake Michigan Water Allocation Program rules; received approval from upper management and submitted during the First Notice public comment period.



3.

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

1. Agreed to meet with Foresight Design Initiative on their project, Sustainability Systems Analysis: Water; engaged in a 90-minute interview.
2. Requested (May 28) of the Illinois Water Inventory Program (IWIP) 2013 water-use data for the 11 counties of northeastern Illinois. (Note: I have not received any response as of July 3.)
3. Prepared for and attended a “state water-policy” meeting co-hosted with Metropolitan Planning Council (MPC) April 10; reviewed and edited 4/10/14 meeting notes, offered edits and suggestions on revised outline for IDNR’s evolving state strategic plan.
4. Consulted with K. Hobbs, Natural Resources Defense Council on April 14 to discuss the upcoming May 6 meeting on water-loss accounting / control in Springfield hosted by Illinois EPA.
5. Reviewed and edited two drafts, and wrote a section in a paper that addresses the economic level of (water) loss (ELL). The paper’s primary author, Margaret Schneemann, is an Illinois-Indiana Sea Grant staff person located in the CMAP office.
6. Participated in an AWWA M36-based webinar presented by Cavanaugh & Associates, P.A. for the Illinois EPA/IDNR Water Loss Advisory Committee of which staff is a committee member.

**1<sup>st</sup> Quarter Objectives:**

- Convene work group to develop a Water System Improvement Plan guidance document for IDNR permittees.
- Develop promotional messages centered on release of LTA report for IDNR: “An Assessment of Water Loss Among Lake Michigan Permittees in Illinois.”
- Cohost a meeting with MPC of the state-regional water policy work group to discuss ongoing topics related to IDNR’s water supply planning program: legislation to attain funding; finalizing the state strategic framework document, continue discussion of authority during drought or other emergency, development of a representative regional water supply planning council.
- Attend NWPA TAC and EC meetings and lead discussions related to strategic plan as assigned or appropriate.
- Give two scheduled NWPA outreach presentations: BACOG (August) and McCOG (September).



# ENERGY IMPACT ILLINOIS (EI2) PROGRAM

**Program Oversight:** Daniel Olson

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

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

## EI2 Retrofit Steering Committee Support

**Team:** 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.





#### **4<sup>th</sup> Quarter Progress:**

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

#### **1<sup>st</sup> Quarter Objectives:**

- N/A

## **EI2 Program Implementation**

**Team:** Olson, Elevate Energy

#### **Description:**

All \$25 million of the EI2 grant funds were considered fully obligated as of November 18, 2011. By the beginning of Q1 of FY15, 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 Q4 represents the third quarter of the EI2 administration ramp down, and consisted mostly ongoing minimized reporting requirements. 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 Q2 FY15); quarterly reporting and check-ins with remaining subgrantees (through 2014); DOE Annual Report on retrofit activity (TBD).

#### **4<sup>th</sup> Quarter Progress:**

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

#### **1<sup>st</sup> Quarter Objectives:**

- Complete DOE second quarter reporting (July 2014).





- Continue to evaluate reflow stream of funds in remaining programs (Delta and Energy Savers) and authorize reflow funds to escrow accounts.
- Develop final closeout procedures for November 1, 2014

## EI2 Program Management

**Team:** Olson, Elevate Energy (formerly CNT Energy)

**Description:** CMAP serves as the lead agency managing the EI2 grant. CMAP continues to have ultimate responsibility for tasks including, but not limited to: grant execution, reporting and compliance to DOE, draw downs, payouts & finances, program development and strategic planning, competitive procurement processes, marketing efforts, management of the EI2 Retrofit Steering Committee and 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. Note that all ARRA-related reporting the FederalReporting.gov is considered complete as of Q1 2014.

**Products and Key Dates:** DOE quarterly (detailed financial and job reports) reporting due (7/2014, 10/2014, 1/2015, 4/2015); 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)



#### **4<sup>th</sup> Quarter Progress:**

- Continued program implementation plans with subgrantees (Delta and CIC) for the remaining months through November 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 (4/2014).
- Continued relationship and monthly check-ins with Retrofit Chicago partners through the City of Chicago.

#### **1<sup>st</sup> Quarter Objectives:**

- Consult with Elevate Energy, DOE, and remaining subgrantees to develop final closeout procedures and final obligation of remaining funds for November 1, 2014.

## **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 first quarters of FY15, monthly evaluation reports will remain voluntary and subgrantee reporting to CMAP/DOE will maintain 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, 2015); Annual Report update (TBD)

#### **4<sup>th</sup> Quarter Progress:**

- Continued to complete all quarterly ARRA and DOE reporting requirements. Include semiannual Historic Preservation and NEPA reporting forms. All ARRA related reporting through FederalReporting.gov is complete as of Q1 2014.
- Prepared for Annual Report due from all Better Buildings grantees (date due to be determined).
- Collaborated with DOE-sponsored evaluation staff conducting ongoing impact and process evaluations to help highlight EI2 best practices.



### 1<sup>st</sup> Quarter Objectives:

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

### 4<sup>th</sup> Quarter Progress:

- Began implementing plan and equipment for enterprise 10Gb network upgrade 90% completed.
- Began implementing enterprise backup solution plan 75% complete.
- Completed annual FY14 IT procurements.



- Continued researching ArcGIS Online.
- Tested procedure for IFAS VM failover.
- Configured and shipped EqualLogic storage system to remote data center for in preparation of VM failover.
- Implemented maintenance and backup strategy for R&A Wiki application.
- Continued researching Windows 8 enterprise for mobile devices.
- Performed annual Microsoft license audit and true-up process.
- Renewed annual support contracts for ESRI, SAS, INRO, APC, VMware, SnagIT, Symantec.
- Procured and implemented SketchUp software application for LTA program.
- Completed RTDA server consolidation and upgrade.
- Procured and implemented Vissim and Synchro Sim traffic software.
- Implemented VMware Data Protection software for all VM's.
- Began planning for VMware vCenter Site Recovery Manager at remote site.

**1<sup>st</sup> Quarter Objectives:**

- To complete enterprise 10Gb network upgrade.
- To complete enterprise backup solution plan including configuration of backups to secondary core storage and then to tape.
- To continue developing implementation plan for ArcGIS Online.
- To create test environment for IFAS system.
- To setup new server infrastructure for OneSolution system.
- To continue researching Windows 8 enterprise for mobile devices.
- Renew annual support contracts for Cisco.
- To continue planning for VMware vCenter Site Recovery Manager.
- To implement new General use laptops.
- To implement new Lenovo NAS storage system.



- To upgrade ArcGIS to 10.2

## 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.

### 4<sup>th</sup> Quarter Progress:

- Implemented deployment strategy for CKAN web application, which included development, test and production servers.
- Collaborated with CMAP stakeholders to begin customizing the CKAN user interface and begin creating a data cataloging process.
- Completed Phase 1 of Aerial imagery web server services internally including the 1990 aerial images.
- Implemented maintenance and backup strategy for CKAN web application.
- Began researching cloud storage solution options.

### 1<sup>st</sup> Quarter Objectives:

- To continue testing CKAN web application and implementing enhancements.
- To implement data documents from F&A into CKAN application.



- To implement Phase 2 of Aerial imagery web server services externally including 1970 aerial images.
- Test DR plan for CKAN web application.
- To continue 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.

### 4<sup>th</sup> Quarter Progress:

- Reconfigured VPN for improved availability.
- Provided ongoing VPN support for CMAP and personal devices.
- Implemented network monitoring tools.

### 1<sup>st</sup> Quarter Objectives:

- To refine network monitoring and device remediation practices.
- To perform security audits on CKAN and GIS web applications.



## 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.

### 4<sup>th</sup> Quarter Progress:

- Met with several engineering firms to discuss project and what the best plan should be for developing audio/video update plan for Cook and DuPage Conference rooms.
- Completed Life Safety equipment installation for CMAP suite.
- Upgraded the door security system software.

### 1<sup>st</sup> Quarter Objectives:

- To continue developing audio/video update plan for Cook and DuPage Conference rooms.
- Procure one year renewal service contract with CMAP's asset management software (Redbeam).
- Create FY15 budget for CMAP's Verizon Wireless account .
- Purge all old users and account for the Cisco phone systems.
- Procure Network Card for the new door security PC.

## 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.

**4<sup>th</sup> Quarter Progress:**

- Completed brownbag for staff on GoToMeeting.
- Implemented new Lenovo M83 Workstations for CMAP staff.
- Distributed new HP monitors to CMAP staff.
- Completed 87 helpdesk tickets.
- Set up workstations and phones for the 17 summer interns.
- Repaired background plates for the Graphics Room Scanner for aerial scanning.

**1<sup>st</sup> Quarter Objectives:**

- Create image, capture image, and deploy new general use laptops for CMAP staff.
- Continue to upgrade staff PC's and laptops.
- Continue to update user documents for staff as needed.
- Continue to assist staff with PC/phone problems as needed.

## **FINANCE AND ADMINISTRATION PROGRAM**

**Program Oversight:** Dolores Dowdle

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





## Finance and Accounting

**Project Manager:** Lorrie Kovac

**Team:** Becerra, Doan, Sears, Preer

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

### 4<sup>th</sup> Quarter Progress:

There were three budget adjustment made in the 4th quarter. In April budgets were established the new IDNR Grant which has three separate keys: IDNR NW Water Planning, IDNR Lake Michigan Users and IDNR Water 2050 Data Collection. There were no budget adjustments made in May or June.

Payroll – in the fourth quarter we processed 12 payrolls, 7 regular and 5 supplemental. Of the supplemental, 2 included payments to a terminated employee and 3 were for an employees whose time documents were late. Additionally, the state and federal 941 reports were completed and submitted for the 3rd 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.

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 June being the busiest month of the quarter.

Month	Checks	ACH	INV	WT	Total Paid
April	37	105	278	19	\$1,680,768.40
May	49	101	279	24	\$1,681,002.65
June	41	118	288	17	\$1,715,621.40
4th Qtr	127	324	845	60	\$5,077,392.45



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. June invoices include two billings to IDOT, one was sent before the State closed its’ fiscal year and the second was for the remainder of costs thru June 29, 2014. We will process another set of invoices to all granting agencies once the fiscal year is closed.

<b>Month</b>	<b>Invoices</b>	<b>Amount</b>
April	18	\$1,509,115.19
May	20	\$1,797,090.07
June	21	\$1,892,935.06
4th Qtr	59	\$5,199,140.32

Journal Entries – We processed approximately 31 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. At the end of each month we also process journal entries to record the revenue earned in the IL Attorney General’s Grant, the Chicago Community Trust Grant and the IL Dept. of Natural Resources Grant. These three agencies have advanced grant funds to CMAP which have been recorded under Grant Advances and funds are moved out of there and into the grants as it is earned. This procedure keeps the revenues and expenditures reported in the same fiscal year.

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

We went live with the updated version of IFAS 7.9.12 at the beginning of April. We still have a few issues to get straightened out but the updated version is working well.

Once the FY2015 budget was adopted by the CMAP Board, the new keys were established in IFAS and the new budget figures were uploaded. The new budget was ready for use on July 1<sup>st</sup>.

**1<sup>st</sup> Quarter Objectives:**

Continue to process payables, receivables and payroll on a timely basis. File all payroll related reports with state and federal agencies on a timely basis. Complete the work necessary to close out all grants ending on 6/30/14 and get all needed invoices processed on a timely basis.

Get the IFAS issues resolved and start the preparation process to move from IFAS 7.9.12 to OneSolution. We have a SunGard Project Manager assigned to this task and we will be working with this individual to get the new version of the software installed on a test server.



We will also be going through a Business Process Review of the Financial and Payroll systems during September and October before we start the training and testing of the new software.

## 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).

### 4<sup>th</sup> Quarter Progress:

- Reviewed status of expenditures, contracts and revenue
- FY 15 budget approved by Board, distribute new keys and employee allocations for FY 15. Work with accounting to assure correct allocation of funds for FY 15.
- Directed UWP contract development and working with IDOT on IGA's for FY 15 UWP. Received approval from committees, CMAP Board and MPO Policy Committee for FY 15 UWP. Held UWP committee meeting in June to establish schedule for FY 15 UWP.

### 1<sup>st</sup> Quarter Objectives:

- Monitor expenditures and revenues
- Monitor FY 14 financial audit
- Prepare for employee salary adjustments and employee new benefits year.
- Hold UWP committee meeting to establish guidelines for FY 16 UWP program.

## 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.



#### **4<sup>th</sup> Quarter Progress:**

26 new contracts were written.

Seven amendments to existing contracts were written and executed.

11 PAOs and seven amendments to an existing PAO were written and executed.

Five RFPs developed and issued.

Five pre-bid meetings were held.

27 Proposals were received and reviewed.

18 interviews were conducted from the RFP submissions.

There were several contracts with expiration dates in the 4<sup>th</sup> quarter of FY 14 that had option years exercised. Other amendments were for name changes and time extensions. There were a number of PAOs written and executed along with a number of amendments to PAOs to add more time for completion.

Updated contract templates to conform to latest Federal and State requirements. UWP contracts for FY 15 were prepared using new template. 20 contracts were prepared and sent out. Most have been returned. Discussions with several recipients were held.

The auditors were here in June and I was asked to meet with them to answer the fraud risk questionnaire.

Worked with several project managers on some interesting RFPs for this quarter and for release in July. Projects with multiple funding sources require additional time to prepare, need grant review, and in some cases concurrence approval. Different ending dates of grants needs to be watched in these contracts with more than one funding sources.

Worked with Communications staff to post all the old RFPs on the RFP page of the website. This project had been on hold until the transition to the new website was completed.

#### **1<sup>st</sup> Quarter Objectives:**

21 contracts have already been written that will be executed on July 1.

As in past years, I will be working with John Allen to see that any of the 20 UWP contracts that are using a subcontractor requests CMAP concurrence prior to entering in to a contract. John will send a reminder of this requirement when the signed contracts are mailed back.



## 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.

### 4<sup>th</sup> Quarter Progress:

- 85 Purchase requests for tangible goods or non-professional services were reviewed.
- One RFP for Website Hosting and Technical Support was written.
- Four agreements were reviewed.
- Three PAO's were prepared
- Three contracts were written
- Six Commercial Datasets were renewed.
- Processed monthly invoices for landline telephone service and teleconferencing.
- Renegotiated landline telephone service contract.

### 1<sup>st</sup> Quarter Objectives:

- Purchase requests for tangible goods and non-professional services will continue to be reviewed.
- Go To 2040 RFP will be prepared, four additional RFP's are scheduled for the FY thus far. Have conducted initial meetings with all RFP sponsors.
- Various amendments and PAO's will be prepared as necessary.
- Annual inventory of commercial datasets agreements will be audited.
- Will meet with the Director of GIS for Cook County to discuss future of aerials program.

## Human Resources

**Project Manager:** Dorienne Preer

**Team:** Holland-Hatcher, King

**Description:** Responsible for human resource activities for CMAP; includes recruitment,



benefit management, salary administration, performance program and policy development

#### **4<sup>th</sup> Quarter Progress:**

##### Benefits

- Provided benefits overview for 1 new FT employee.
- Processed 119 payroll related changes in IFAS/online.
- Processed 1 STD claim.
- Processed 3 tuition reimbursement applications.
- Coordinated Principal 457 educational retirement meeting.
- Sent out compliance notice on Women's Health & Cancer Rights Act.
- Coordinated annual Health Week and 5K walking challenge.

##### EAP

- All Staff Brown Bag, May 21 on Stress Management.
- Posted EAP information on internet weekly.

##### Ergonomics

- 12 staff consultations, evaluations and personal ergo chair adjustments, distribution of ergonomic desk top accessories; 2 foot stools, 4 back chair pads and keyboard tray installed.

##### FMLA/Leaves

- Maintaining data for total 12 staff with approved FMLA; four staff w/active FMLA; two pending.
- One LOA; one returned 6/16/14 and one pending LOA.

##### New Hire Orientations

- One Full time Employees, 15 interns.

##### Performance

- No new information.

##### Fellowships

- 33 Applications processed for Peters Fellow.  
New candidate starts 6/2/14.
- NUPIP 2014 – Start date: 7/7/14.



## Recruitment

- Two FT positions posted – DED Policy & Programming and Web Developer.

## 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.

## Resume Receipt and Distribution

- Received a total of 207 resumes for posted positions.
- Posted two full time positions on CMAP website.

## Terminations/Exit Interviews

- Two FT and three Interns.

## 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.

## **1<sup>st</sup> Quarter Objectives:**

- Coordinate annual company of the week at the Metropolitan Club.
- Process evaluations and merit increase/promotions.
- Implement salary adjustments based on compensation study.
- Schedule a workshop/brown bag and bring in a professional to demonstrate workstation exercises to prevent injuries and relieve stress.
- Create email survey to staff requesting ideas and topics of interest for EAP brown bag lunches.
- Begin process to purchase additional office chairs for full-time staff.



## Administration/Administrative Support

**Project Managers:** Doriene Preer

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

**Description:** Provide administrative support for CMAP

### 4<sup>th</sup> Quarter Progress:

#### Facility /Office Management

- Worked with building electricians to repair malfunctioning light fixtures.
- Worked with outside contractor regarding air conditioning maintenance for server and conference rooms.
- Updated emergency manual and provided life safety tours for new staff and interns
- Rented 48 cars for staff for work related business.
- Reserved rooms for 22 external partners totaling approx. 622 guests with an average of 28 guests.
- Used 488 (215 Seattles Best @ \$3.66 ea. and 273 StarBucks at \$3.78) for a total of \$1,818.84 which does not include the other kitchen areas.

#### Photocopy/Printing

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

Copy Usage	Mar - Apr	Cost	Apr-May	Cost	May-June	Cost
Color Print Usage	48231	\$5,950.26	53567	\$6,608.56	92190	\$11,373.48
Color Print Usage (in excess)		\$0.00		\$0.00		\$0.00
BW Print Usage (flat rate)	20697	\$638.00	24954	\$638.00	28672	\$638.00
Processing & Shipping Fee	N/A	\$16.00	N/A	\$16.00	N/A	\$16.00
Total Copies/Invoice Estimate	68928	\$6,604.26	78521	\$7,262.56	120862	\$12,027.48

#### 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.







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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.

### 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 1 UWP meetings.
- Sent out material for meetings to UWP committee members and interested parties and posted on our website.
- Completed FY14 UWP final report.

### Local Technical Assistance

- Sent out constant contact emails for 4 upcoming workshops.

### **1<sup>st</sup> 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.

