

CMAP



Staff Progress Report

Fiscal Year 2012-13
Quarter Two



February 2013

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LOCAL PLANNING SUPPORT

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: Heringa, Okoth

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.

Products and Key Dates: Add 10 new case studies to library and request submissions for an additional 10 from LTA projects and partners (ongoing; approximately 5 per quarter). Continued improvements to library in terms of sorting, searching, design, and similar features (ongoing).

2nd Quarter Progress:

- Wrote up 4 new case studies, one from an LTA project (to be added online by Greg's team)
- Developed a template for LTA projects to be submitted as case studies
- Highlighted bi-weekly case studies, continued to track downloads, submitted 3 case studies to NARC for their case study library

3rd Quarter Objectives:

- Continue to draft case studies, highlight examples bi-weekly, and request submissions
- Request LTA project managers' submission of completed case studies.

Municipal Survey and Compendium of Plans

Project Manager: Andrew Williams-Clark

Team: Heringa, Pfingston, 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.

Products and Key Dates: Summary of municipal survey (October).

2nd Quarter Progress:

- Drafted policy blog
- Updated comprehensive plan indicators for implementation report

3rd Quarter Objectives:

- Analyze 2012 muni survey data for demand for model codes, ordinances and toolkits
- Improve municipal survey instrument to estimate demand for model codes, ordinances and toolkits

Model Plans, Ordinances, and Codes

Project Manager: Andrew Williams-Clark

Team: Elam, Heringa, Ostrander

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 13 will include continuations of some begun in FY 12: local food model ordinance; treatment of arts and culture in local plans; form-based codes; and climate change adaptation. Once models are produced, CMAP will work with several communities to implement the ordinance locally (covered in more detail in the Community Technical Assistance section). The municipal survey and Compendium of Plans will be used to determine the focus of future model approaches.

Products and Key Dates: Four model ordinances or other planning documents on topics of interest (produced approximately quarterly). Identification of new topics to be addressed in FY 14 and beyond, based on results of municipal survey and Compendium of Plans review (March).

2nd Quarter Progress:

- Prepared near-final draft of Model Form-Based Toolkit and modified based on internal comments received.
- Completed stakeholder interviews for Arts and Culture Toolkit.
- First two sections of the Climate Change Adaptation Toolkit completed and second advisory committee meeting held.

3rd Quarter Objectives:

- Post Model Form-Based Toolkit.
- Prepare full draft of Arts and Culture Toolkit.
- Finalize Climate Change Adaptation Toolkit and hold third and final advisory committee meeting.

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).

2nd Quarter Progress:

- Coordinated materials and attended the three scheduled Plan Commissioner trainings. Survey responses from the completed workshops were overall positive.
 - Blue Island – October 10, 2012
 - Forest Park – November 5, 2012
 - Park Forest – December 4, 2012

3rd Quarter Objectives:

- Coordinate two or three Plan Commissioner trainings. Coordinate materials and staffing for each training.
- Continue to schedule trainings for following quarter. Anticipated: Campton Hills, Norridge, Elmwood Park.

AREA 2: COMMUNITY TECHNICAL ASSISTANCE

Program Manager: Bob Dean

“Community” technical assistance 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.

Community Planning Program

Project Manager: Jack Pfingston

Team: Bayley, Saunders, Simoncelli, 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 RTA, who offers similar grant programs; coordination with IDOT will also be sought.

Products and Key Dates: Prequalification of consultants to assist with Community Planning program projects (July). Recommendation of projects to be funded (October). Consultant selection and initiation of each local project (January through March). Call for projects for following year (May).

2nd Quarter Progress:

- Continued to engage with communities and to track project progress. Continued project administration and reviewed draft planning documents for ongoing consultant-led projects. Completed one project, a subarea plan for McHenry County.
- Reviewed and evaluated proposals, conducted interviews, and selected consultants for DuPage County corridor study, Lansing comprehensive plan, Lynwood comprehensive plan, and Oak Lawn corridor study. Kickoff meetings were held and these projects are underway.
- Drafted RFPs for several projects but delayed release until after the new year.
- Received approval of 2013 program from Local Coordinating Committee, Board, and MPO.
- Following Board and MPO approval, held initial scoping meetings with the Northwest Municipal Conference (Des Plaines River Corridor Improvement Plan); Niles (multi-modal transportation plan); South Elgin (bicycle and pedestrian plan); Prospect Heights (comprehensive plan); Calumet City (comprehensive plan); Evanston (bike plan update); and the City of Chicago (corridor plan for Kedzie Avenue in Garfield Park). Initial meeting was not held for North Aurora due to recent changes in village administration. Of all the participating grantees, only Evanston will be procuring a consultant themselves.

3rd Quarter Objectives:

- Continue to engage with communities and to track project progress. Continue project administration and review of draft planning documents.
- Release RFPs for approximately five additional projects in Niles, Olympia Fields, Northwest Municipal Conference, Des Plaines, and South Elgin.
- Enter into an IGA with Evanston and be sure their RFP is released by the end of the quarter.

Local Technical Assistance: Program Development and Management

Project Manager: Bob Dean

Team: Aleman, Dick, Navota, Ostrander, Saunders, Williams-Clark

Description: This involves the management of the overall program of local technical assistance projects. This 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).

2nd Quarter Progress:

- Received approval of staff recommendations for new projects from Local Coordinating Committee, Board, and MPO Policy Committee.
- Continued preparation of monthly reports on project status, including customized reports for partner groups.
- Track and analyze staff time expended, with approximately 6,200 hours of staff time devoted to LTA projects. This was slightly below quarterly averages, due to the number of holidays in the 2nd quarter of the fiscal year and turnover of two staff positions.

3rd Quarter Objectives:

- Continue preparation of monthly reports on project status, including customized reports for partner groups.
- Track and analyze staff time expended, with the expectation of approximately 7,500 hours of staff time devoted to LTA projects.

Local Technical Assistance: Project Scoping

Project Manager: Bob Dean

Team: Aleman, Dick, Navota, Pfingston, Saunders, 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 scoping of all higher priority projects, involving 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).

2nd Quarter Progress:

- Initiated communication with sponsors of newly selected projects to develop scopes of work and schedules.
- Prepared detailed scopes of work and administrative documents for projects starting in 3rd and 4th quarters FY 13.

3rd Quarter Objectives:

- Communicate with project sponsors to develop basic scopes of work and schedules, and to develop RFPs if appropriate.
- Prepare detailed scopes of work and administrative documents for projects starting in 4th quarter FY 13 and 1st quarter FY 14.

Local Technical Assistance: Project Management and Support

Project Manager: Bob Dean

Team: Bayley, Beck, Burch, Choudry, Dick, Heringa, Hudson, Ihnchak, Loftus, Navota, O'Neal, Okoth, Ostrander, Pfingston, Robinson, Saunders, Schuh, Shenbaga, Simoncelli, K. Smith, Williams-Clark, Woods

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, including Full Circle, the ROI model, MetroQuest, and MetroPulse, will be used as appropriate. Products will vary based on specific projects, but will include comprehensive plans, subarea plans, zoning ordinances, sustainability plans, special projects on particular topics such as housing or water conservation, and others.

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

2nd Quarter Progress:

- Continued to advance projects already begun, with preparation of 5 existing conditions reports (bringing the total to 45), 12 draft plans (bringing the total to 32), and 5 final plans (bringing the total to 20). The rate of preparation of draft plans exceeded initial expectations, though the completion of final plans was lower than expected, mainly because votes to adopt several plans were delayed due to the holidays.
- Initiated 9 additional projects. Staff-led projects included Berwyn zoning update (which also includes a consultant component), Centers for New Horizons local food survey, Hinsdale parking study, Maywood economic development plan, and Seven Generations Ahead sustainability data project. Consultant-led projects have already been noted in the Community Planning Program section. A total of 64 projects had reached this stage by the end of the 2nd quarter, including 47 staff-led projects and 17 consultant-led projects.

3rd Quarter Objectives:

- Continue to advance projects, with preparation of several existing conditions reports, development of 8 additional draft plans, and adoption/completion of 9 final plans.
- Initiate 12 additional staff-led projects and 3 consultant-led projects.

Projects...	End	End	1Q	2Q
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	FY 11	FY 12	FY 13	FY 13
...completed and adopted (100% complete)	0	10	15	20
...with final draft complete (90%)	0	18	20	32
...with existing conditions complete (50%)	0	29	40	45
...fully initiated	14	47	55	64

Local Technical Assistance: Outreach and Communications

Project Manager: Erin Aleman, Tom Garritano

Team: Choudry, Green, Lopez, Reisinger, 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).

2nd Quarter Progress:

- Assessed outreach efforts to-date to determine if there are efficiencies to be gained. Two considerations:
 - Streamlined the existing PROUST to make it more useful for project steering committees.
 - Exploring possible benefits holding the kick-off and second project meeting closer together, and possibly adjusting second meeting to focus on key recommendations.
- Continued to develop PROUST and outreach appendix as needed.
- Continue to work with communications staff on project media support.
- Compiled public meeting data for the year. In 2012 LTA projects held a total of 95 public engagement opportunities (includes: workshop, focus groups, MetroQuest sites) engaging a total of 3,683 people.

3rd Quarter Objectives:

- Identify a project or two to test scheduling meetings closer together.
- Continue to develop PROUST and outreach appendix as needed.
- Continue to work with communications staff on project media support.

Local Technical Assistance: 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 LTA 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: Guidelines for preparation of standard LTA data and mapping products (October). Data and map products for each LTA project (ongoing).

2nd Quarter Progress:

- Provided all requested cartographic/GIS support for ongoing projects.
- Trained new people assigned for GIS & mapping for upcoming projects. Introduced them to CMAP's spatial database, set up connections and shared existing standards.
- Worked on documents describing rules and settings helping to keep desirable quality and consistency of spatial data requests (maps, calculations, reference etc). Created templates for some thematic maps.
- Shared already approved map products as LTA Maps Library. This collection is supposed to help select and follow visual "style" while keeping high quality and consistency of map products.
- Collected feedback from project managers/planners and GIS staff to improve communication.

3rd Quarter Objectives:

- Continue on projects in progress and start on newly initiated projects.
- Ensure GIS and mapping coordination for new and ongoing projects.
- Explore new ways of presenting and collaborating on spatial information.

Local Technical Assistance: Partner Coordination

Project Manager: Bob Dean

Team: Aleman, Okoth, Ostrander

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 local technical assistance project (ongoing). Periodic meetings of the technical assistance providers group (quarterly).

2nd Quarter Progress:

- Continued to involve partner organizations in appropriate projects. Developed more detailed method of tracking involvement, in which participation was stratified by level of involvement. Of 35 staff-led projects that were underway or about to begin at the end of 2nd quarter, 26 had active involvement of at least one partner.
- Continued to provide assignments to market analysis and visualization contractors.
- Held one meeting of the Technical Assistance Providers working group to discuss participation in upcoming LTA projects.

3rd Quarter Objectives:

- Continue to involve partner organizations in appropriate projects, with target of at least one partner involved in each LTA project.
- Provide assignments to market analysis and visualization contractors to support LTA projects.
- Hold one meeting of the Technical Assistance Providers working group. Develop regular quarterly meeting schedule.

POLICY ANALYSIS AND DEVELOPMENT

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 compelling 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 Evaluation Criteria and Transportation Funding

Project Manager: Matt Maloney

Team: Beata

Description: GO TO 2040 recommends a series of implementation actions for creating more efficient use of scarce transportation dollars. Transportation funding decisions should be based on transparent evaluation criteria, and the State and the region's transportation stakeholders should develop and utilize the necessary performance measures. The plan specifically targets the current state practice of allocating 45 percent of road funding to northeastern Illinois, and recommends that performance-driven criteria rather than an arbitrary formula be used to determine these investments. CMAP also has an important institutional role in ensuring that the region's transportation projects satisfy the direction of GO TO 2040. This project will continue to advance these concepts and explore a series of different options for CMAP's continued role in targeting investment dollars toward the region's transportation priorities.

Products and Key Dates: Continued outreach to key stakeholders on performance-based evaluation criteria issue brief (ongoing); Host Volpe peer exchange on performance based evaluation criteria (summer 2012); Internal analysis of TIP and its alignment with GO TO 2040 (summer 2012); Culminating report on funding and transportation programming options, drawing on the above products and other projects within Area 1 (March 2013).

2nd Quarter Progress:

- Staff made a proposal on performance based funding to the October meeting of the joint CMAP Board/MPO Policy Committee. The proposal focuses on IDOT's Highway Improvement Program. The proposal was approved by the joint bodies and a letter was sent to IDOT.
- A draft "culminating report" on performance-based funding has been produced and is under review.

- Staff has worked internally on other next steps, including building a larger campaign around performance-based funding in early 2013. This would include the launch of the web micro-site as well as a companion report. CMAP will also consider state legislation on this matter as it arises.

3rd Quarter Objectives:

- Focus on performance-based funding campaign, including web micro-site and culminating report.
- Scope FY 14 performance-based funding efforts for CMAP staff, based on the Board and MPO approved next steps.
- Continue monitoring state legislative activity around this topic.

Analysis of Regional Revenue Sources for Financing Capital Infrastructure

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. The GO TO 2040 plan emphasizes the modernization of existing transportation infrastructure and includes a very short list of fiscally constrained major capital projects. As federal and state gas taxes continue to lose purchasing power, it is important for the region to pursue dedicated sources of locally sourced funding to provide for these regional needs. The purpose of this project is for staff to conduct a 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. A menu of options will be prepared, along with the benefits and costs of each approach. Both region-wide and sub-regional/corridor approaches should be analyzed as part of this project. Specific recommendations should be offered, and the CMAP Board may wish to pursue a particular funding avenue, if necessary, via state legislation.

Products and Key Dates: Detailed project scoping will begin in late FY 12. Final report (December 2012).

2nd Quarter Progress:

- Draft technical report and executive summary have been produced. The report will remain a draft at this point, as staff monitors new transportation funding actions at the state legislative level.
- Staff has created a presentation of the report's findings.

3rd Quarter Objectives:

- Staff will present the report's findings to the Regional Coordinating Committee.
- Staff will continue to monitor action in Springfield on transportation funding issues.

Congestion Pricing Campaign

Project Manager: Jesse Elam

Team: Beata, Stratton, Bozic, outreach staff, existing consultant PAO

Description: The implementation of congestion pricing is a major recommendation of GO TO 2040. While a range of planning studies, including work by CMAP, Illinois Tollway and the Metropolitan Planning Council, have analyzed this strategy, the region has not yet seen much momentum behind the implementation of congestion pricing on a project level. Several challenges and informational barriers remain, including how congestion pricing might impact local streets, how the revenues might be used, and how different income classes might change their behavior as a result. This project should be thought of as a broader “campaign” that includes the production of a short marketing piece as well as an outreach effort. The intended audience includes mayors, the Tollway board, the Governor’s staff, and State legislators. The piece will include an explanation of value pricing, a section discussing specific expressways and planning-level estimates of congestion reduction/throughput increase, traffic diversion to local roads or from transit, changes in travel behavior by income class, and estimates of revenue generated.

Products and Key Dates: Report/marketing piece (September 2012); Development of an outreach and communications strategy (September 2012); Follow outreach and communications strategy (ongoing).

2nd Quarter Progress:

- Completed technical analysis and website/print materials for phase 1 (pricing new expressway capacity), presented to Board/MPO, and began outreach campaign
- Presented to a number of organizations, including World Business Chicago, Illinois Chamber of Commerce, Northwest Municipal Conference, Cook County Department of Highways, the Council of Mayors Executive Committee, the Chicago City Council Committee on Pedestrian and Traffic Safety, and others
- Gave interviews to several media outlets and provided letter templates for stakeholders to send to IDOT, the Tollway, and Gov. Quinn in support of congestion pricing
- Conducted analysis of air emissions and economic impacts associated with congestion pricing on the GO TO 2040 projects; modified website with economic impacts results and wrote policy update
- Began second phase of analysis, looking at pricing existing roadways

3rd Quarter Objectives:

- Complete analysis of the effects of pricing existing roadways
- Continue outreach efforts

Fiscal Constraint Data Collection and Forecasting

Project Managers: Alex Beata & Lindsay Hollander

Description: The GO TO 2040 plan includes a fiscal constraint for transportation investments. The objective of this project is to collect and organize the necessary data for updating the fiscal constraint in preparation for a plan update. Staff will review GO TO 2040's assumptions against actual revenue and expenditure figures and also research other innovative approaches used by other MPOs at conducting long range financial planning and ongoing monitoring of progress.

Products and Key Dates: Updated assumptions and financial forecasts for internal review (December 2012).

2nd Quarter Progress:

- Staff completed updating asset data.
- Staff completed collection of expenditure data.
- Staff developed methodologies to project revenues and expenditures.
- Staff summarized methodology and findings in an internal memo.

3rd Quarter Objectives:

None. Project is complete.

Freight Policy Development

Project Manager: Randy Deshazo

Team: Ballard-Rosa, Beata, Simoncelli, with additional coordination across departments as necessary.

Description: GO TO 2040 strongly 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 and designated to establish a balance of interests and a mandate to address these needs and lower operating costs by upgrading regional infrastructure. A process should be outlined to assist in moving this recommendation forward that includes convening freight stakeholders and transportation implementers to discuss the options and best course of action. A strategic plan will be developed to incorporate initiatives in the development of a national policy platform and a plan for studying the feasibility of a Regional Freight Authority with stakeholder input.

Products and Key Dates: Strategic Plan for CMAP's involvement in freight covering a national freight policy (August 2012); Draft Prospectus for Regional Freight Authority Analysis (December 2012); Draft national freight policy legislative principles (January 2013); Issue RFP for consultant assistance with the Regional Freight Authority project (March 2013); Provide draft taskforce membership list to Board (May 2013).

2nd Quarter Progress:

- Began implementing a Strategic Plan for staff work on CMAP's Freight Mobility initiatives.
- An Internal Draft of the Federal Legislative Platform was reviewed by Executive Management in November 2012, and provided to the Freight Committee for consideration.
- For the Regional Freight Authority, staff conducted an extensive literature review, data collection, and interviews to draft the Regional Freight Authority Prospectus. A short summary of this document is currently being reviewed..
- For the Request for Proposals, no substantive action was completed on this during this period

3rd Quarter Objectives:

- National Vision:
 - Revise Draft Legislative Principles with data from State Freight Plan, discuss with CAGTC and SCAG at TRB meeting in January 2013. Submit Draft Principles to Freight Committee (February 2013) Re-submit Draft Principles with Committee changes to Executive Management (March 2013)
- Regional Freight Authority:
 - Complete final prospectus (January 2013)
 - Prepare white paper for Board requesting authorization to form a taskforce or use the existing Freight Committee to review and provide input to staff on the RFA concept (February 2013)

Major Capital Projects Implementation

Project Manager: Matt Maloney

Team: Beata, Bozic, Blankenhorn, Dean, Leary, Elam, Kopec, 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 engaged in a strategic planning exercise 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); Scoping and coordination of next steps for CMAP staff post IL 53/120 advisory council (ongoing); Analysis for I-90 council utilizing the pricing model, the value pricing marketing pieces and

expressway-BRT study (begin in summer 2012); update strategic plan (May 2013), other technical assistance and involvement with project planning as stipulated in the strategic plan (ongoing).

2nd Quarter Progress:

- Staff meets internally to implement strategic plan for staff involvement on projects.
- A separate quarterly report has been prepared on MCPs. Some highlights include:
 - Staff continues to engage in targeted outreach on the congestion pricing campaign.
 - Staff has been engaged with stakeholders around the proposed Elgin O'Hare Expressway about strategies for closing the \$300 million financial gap.
 - Staff prepared a memo for the CMAP Board and MPO Policy Committee regarding the Circle Interchange, which IDOT is requesting be included as an amendment to GO TO 2040.
 - Staff submitted a letter to the Illiana Expressway working group about several concerns regarding that facility.

3rd Quarter Objectives:

- Continue to meet internally and implement strategic plan.

AREA 2: Efficient Governance

Assessment of Economic Development Incentives

Project Manager: Lindsay Hollander

Team: Schuh, Morck, consultant contract, with additional coordination across departments as necessary

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 and the land use and transportation impacts. 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: Issue RFP (May 2012), data collection completed (January 2013), final report (June 2013).

2nd Quarter Progress:

- Held scoping meeting with consultant to determine plan for data collection. The consultant will compile a list of projects that have received economic development incentives. CMAP will choose a sample of 50 case studies for the consultant to focus on for detailed data collection.
- The consultant completed the list of projects that have received economic development incentives. CMAP staff has drafted a smaller list of projects to focus on for detailed data collection by the consultant.
- Collected materials for literature review.

3rd Quarter Objectives:

- Work with consultant on finalizing list of projects to use for detailed data collection.
- Continue to work on literature review.
- Research state and local policies governing locally-based economic development incentives.
- After data collection is complete, staff will begin analyzing the data collected on the projects receiving economic development incentives.

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 and transportation infrastructure 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: Issue RFP (June 2012), initial analysis results (June 2013), internal fiscal and economic impact tool (October 2013), final report (December 2013)

2nd Quarter Progress:

- Convened first TAG meeting
 - Provided memos on and presented project scope and case study selection analysis
 - Authored and circulated a memo detailing scope and case study selection changes in response to TAG comments
 - Completed final revisions to the scope and case study selection

- Outlined market and economic indicators and fiscal data collection parameters

3rd Quarter Objectives:

- Begin fiscal and economic data collection
- Hold second TAG meeting
- Begin best practices review

State and Local Tax Policy: Indicators and Targets

Project Manager: Lindsay Hollander

Team: Coordination and assistance from research and analysis staff

Description: GO TO 2040 suggests three types of tax policy indicators that should be used to track progress. These are 1) efficiency of the tax system; 2) equity of the tax system; and 3) transparency of the tax system. In FY 13, staff will collect and analyze the necessary data for establishing specific indicators and targets for this policy area. Staff will coordinate with research and analysis staff on the indicator development and including this data on MetroPulse.

Products and Key Dates: Tax policy indicators and targets (June 2013)

2nd Quarter Progress:

- Completed two indicators for inclusion in the GO TO 2040 implementation report.

3rd Quarter Objectives:

- Develop indicators for inclusion on MetroPulse and for analysis in a series of Policy Updates.

AREA 3: Human Capital

Industry Cluster Drill-Down Reports

Project Manager: Annie Byrne

Team: Ballard-Rosa, Weil

Description: The GO TO 2040 recommendation on Innovation includes an implementation action to perform a “drill down” analysis into specific industry clusters, including freight/logistics, biotech/biomed and energy, and/or advanced manufacturing. The purpose of these reports is to identify specific opportunities to support economic innovation within a strategic cluster. A thorough, comprehensive evaluation of an industry cluster will highlight opportunities to develop partnerships, strengthen programs, advocate for policy changes, align workforce training programs, and bolster other resources that will help the cluster thrive. The template used for the first cluster drill down on the freight cluster will be used for future drill down reports. CMAP will explore opportunities to partner with relevant organizations in the completion of the drill-down reports.

Products and Key Dates: Manufacturing Drill Down- Present scope, cluster composition, and annotated outline to CMAP Economic Development Committees (July 2012); Final Drill-Down Report (December 2012); Biotech/Biomed Drill Down- Present scope, cluster composition, and annotated outline to CMAP Economic Development Committees (February 2013); Final Drill-Down Report (June 2013).

2nd Quarter Progress:

- Completed draft of most sections of manufacturing drill-down report. Outlined summary document, developed graphics, and presented initial findings to several stakeholders and discussed implementation actions.
- Developed plan for launch event and developed ideas for micro-site.

3rd Quarter Objectives:

- Complete and release manufacturing drill-down and hold launch event.
- Write policy blog and develop wireframes for microsite
- Present implementation actions to relevant entities and scope next implementation next steps
- Scope next cluster drill-down report and begin research

Human Capital Collaboratives and Indicator Development

Project Manager: Annie Byrne

Team: Ballard-Rosa, Weil, assistance from research and analysis staff (MetroPulse dashboard), outside project partners as described in project description

Description: The GO TO 2040 Human Capital chapter prioritizes specific data and information needs in order to improve workforce development and support economic innovation. CMAP is involved in several collaborative efforts to implement these specific implementation actions and will continue to prioritize the development and dissemination of needed data and indicators. The data and indicators are key measurement tools in order to determine if our region is globally competitive and how these tie into our future land use and transportation decisions. In FY2011 CMAP formed a coalition between CMAP, the Chicagoland Chamber of Commerce, the Illinois Science and Technology Coalition, and World Business Chicago to collect and develop innovation measures. In FY2013, CMAP will continue to work with this group to create the Illinois Innovation Index, publish an annual report, and guide the MetroPulse dashboard on innovation. Additionally, this group will help CMAP identify key innovation metrics and targets, which will be tracked overtime to measure our progress. In FY2010, CMAP formed the Workforce Data Partners, in collaboration with the Chicago Jobs Council, Women Employed, and Northern Illinois University. CMAP will continue to facilitate the work of this group, which is focused on improving data dissemination and providing workforce development data users with the information they need to improve decision making. This group will continue to inform the development of MetroPulse Jobs, learn how to use new and emerging data tools, develop usage scenarios for the State Longitudinal Data System, and inform the metrics for the state led

Workforce Data Quality Initiative and Race to the Top data element. Additionally, this group will help CMAP establish workforce development metrics and targets, which will be tracked over time.

Products and Key Dates: Monthly or quarterly Illinois Innovation Index published, covered in policy blog, and data loaded into MetroPulse (ongoing). Illinois Innovation Index Annual Report completed (October 2012). Identification of innovation tracking indicators and targets set (October 2012). Development of MetroPulse Innovation Dashboard (Winter 2012—in collaboration with MetroPulse staff). Workforce Data Partners quarterly workshops, training, and focus groups (tentative schedule: August 2012, November 2012, February 2013, May 2014). Identification of workforce development tracking indicators and targets (drafted November 2012, finalized in February 2013).

2nd Quarter Progress

- Developed calendar and process for 2013 Illinois Innovation Index; first issue to be released in March
- Beta innovation dashboard complete, but redesign of site prompted delay in launch.
- Decided to focus next Workforce Data Partners meeting on the manufacturing drill-down.
- Identified and analyzed indicators for GO TO 2040 report

3rd Quarter Objectives

- Release first quarter Illinois Innovation Index
- Complete policy blog on index
- Complete policy blog on the workforce data partners/launch event

AREA 4: Livable Communities

Regional Housing and Development Analysis

Project Manager: Elizabeth Schuh

Team: Morck, D. Clark

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

on MetroPulse, and may also provide data tools for CMAP's Local Technical Assistance Program.

Products and Key Dates: Analysis of and policy updates on housing and commercial development change in the region (Quarterly); Analysis of EAV and development square footage change for the region's rail transit station areas (December 2012); Issue brief on national strategies for corridor land use planning (February 2012); Ongoing educational blogs/handouts on transportation and land use topics (Ongoing, approximately 4)

2nd Quarter Progress:

- Compiled data for and composed second quarterly housing blog
- Worked with staff to obtain 2012 subscriptions to Reis and Axiometrics, providers of multifamily rental data, for use by Policy Development, Local Technical Assistance, and Research & Analysis staff.
- Worked with Research & Analysis staff to complete collection of TOD parcel, employment and population data for regional TOD areas.
- Presented initial housing policy update data to housing committee and land use committee. Discussed alternative metrics with housing committee in a second presentation.

3rd Quarter Objectives:

- Write and publish third quarterly housing blog
- Publish first quarterly non-residential blog
- Utilize historic EAV data for TOD analysis. Work with Research & Analysis to complete compilation of Northeastern Illinois Development Database data for TOD analysis. Write TOD blogs.
- Publish blogs on the recently updated American Community Survey data, on vacant and developed housing and lots in the region, and the updated jobs-housing metrics.

Green Infrastructure Vision

Project Manager: Jesse Elam

Description: Last fiscal year, green infrastructure vision (GIV) data resources were refined to provide more detail to local development and infrastructure planning. This year, this project will focus on policy applications for the GIV, including use for transportation project development, facility planning area review, municipal comprehensive plans, and land conservation. Other data extensions for the GIV will be explored in a separate project under the Regional Information core program.

Products and Key Dates: Report on recommended policy applications for the GIV (December 2012).

2nd Quarter Progress:

- Met with stakeholders who would be the subject of report recommendations -- US EPA Region 5 NEPA reviewers, the Chicago District of the Army Corps Regulatory Branch, and the Fish and Wildlife Service Chicago Office
- Completed first draft of report on policy recommendations for use of the regional green infrastructure data

3rd Quarter Objectives:

- Complete report and solicit feedback from stakeholders

Water Governance and Financing Analysis

Project Manager: Jesse Elam

Team: Hollander, Loftus

Description: GO TO 2040's section on water and energy resources offers some specific recommendations regarding water pricing, and the plan's section on coordinated investment recommends that service delivery be streamlined where possible to achieve efficiencies. Specifically, this project will conduct research on the costs and benefits of instituting stormwater utility fees as well as consolidating water utilities and their land use and other infrastructure impacts. The research will survey the challenges and opportunities, investigate case studies, and provide other considerations.

Products and Key Dates: Stormwater Utility Fee report (December 2012); Report on water utility consolidation (June 2013).

2nd Quarter Progress:

- Completed "Value of Stormwater Utilities for Local Governments in the Chicago Region" report.
- Conducted detailed stormwater fee analysis for three municipalities.

3rd Quarter Objectives:

- Outreach activities: mail copies of report to mayors/managers and state legislators, write short teaser policy blog
- Follow up analysis/meetings with three communities for which detailed analysis was conducted
- Rescope water utility consolidation piece

Energy Policy Development and Planning

Project Manager: Emily Plagman

Team: Elam, Olson

Description: CMAP began researching and strategizing on potential expansion into other energy policy issues in a manner consistent with its regional authority and the GO TO 2040 Strategic Plan goals. While continuing to promote energy efficiency, issue expansion may include areas such as renewable energy and distributed generation, smart grid, and energy use in transportation and land use planning. In particular, CMAP will expand on these issues by utilizing pre-existing areas of focus – i.e. LTA, transportation, and water-related work - to expand its work in the energy field. It will also seek to create new opportunities to guide and develop regional energy planning initiatives and resources.

Products and Key Dates: Strategic Plan for CMAP's involvement in energy policy and planning. Scope (September 2012) and Plan (January 2013).

2nd Quarter Progress:

- Meetings with groups/utilities/companies working in the broader sector continue
- Identified target areas for CMAP to begin engaging in the energy arena
- Input on energy efficiency planning provided for LTA projects ongoing
- Reviewed planning activities related to energy is ongoing

3rd Quarter Objectives:

- Finalize energy activities matrix for energy policy engagement post-Energy Impact Illinois
- Increasingly attend policy roundtables/energy discussions
- Develop 2013 activities plan based on target areas

AREA 5: CMAP/MPO Committee Support and Legislative Strategy

CMAP and MPO Committee Support

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

2nd Quarter Progress:

- Committee liaisons continued to manage committee agendas and minutes.
- New CMAP Board member named (Pete Silvestri)

3rd Quarter Objectives:

- Committees will continue to meet.

State Legislative Strategy

Project Manager: Gordon Smith

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

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

Products and Key Dates: State Agenda (October 2012); Monthly Board Report, Final Legislative Report (June 2013), 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).

2nd Quarter Progress:

- Cleaned up CMAP's data bases on the ILGA and IL Legislative Reports sites.
- Continued discussions and development of regional and state water funding strategies including discussions with IDNR and MPC. Engaged in discussions with MPC to develop the framework the proposed State and Regional Water Supply Policy Coordination Group. Continued discussion of strategy for performance-based programming internally and with partners. (providing CMAP response to MPC's draft language)

- Revised and reviewed the State Legislative Framework and the State Legislative Agenda.
- Completed letter to new members of the Illinois General Assembly.

3rd Quarter Objectives:

- Continue discussions with IDNR and partners on water funding strategy for NE Illinois.
- Participate and support MPC with the development of the State and Regional Water Supply Policy Coordination Group goals and objectives
- Meet with State agencies, and interested parties to discuss CMAP's 2013 State Legislative Agenda.
- Develop list of potential election changes and letter and materials for municipal elections in the spring.
- Set meetings with new legislators, key caucus staff.
- Work with policy team to outline possible information sharing to legislators and key caucus staff.
- Convene CMAP's legislative working groups.

Federal Legislative Strategy

Project Manager: Jill Leary

Team: Beata, Kopec, 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 2013); Policy Updates on federal legislative issues (ongoing).

2nd Quarter Progress:

- Analyzed and monitored information as it was released on MAP-21 and provided relevant comments and Policy Updates.
- Issued a federal update to congressional delegation and staff about congestion pricing.
- Hosted a meeting of freight stakeholders for USDOT Deputy Secretary John Porcari.
- Completed the updated congressional district maps.
- Reviewed and awarded an RFP for Federal Government Legislative Outreach Services.

3rd Quarter Objectives:

- Finalize and select consultant services for Board approval.
- Continue to monitor and analyze relevant federal legislation.

- Complete the development of the Federal Agenda/Framework.
- Prepare for and attend meetings in D.C. with the congressional delegation and relevant agency representatives.

COMMUNICATIONS

Program Oversight: Tom Garritano

Public Information

Project Manager: Justine Reisinger

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

Description: CMAP must maintain a high standard of communication with stakeholders, the general public, and news media. Tools include prepared talks, story pitches, press releases, tip sheets, media advisories, and video. Outreach to external media will be coordinated internally and, whenever appropriate, externally with CMAP partners. Continual outreach will be conducted with print and electronic reporters, emphasizing regional, local, and to some extent state coverage. CMAP will routinely reach out to share content with blogs at our partner organizations or other independent sites. It is also important to emphasize minority print and electronic media. Communications staff will place special emphasis on working with Planning Assistance staff to build awareness of GO TO 2040 implementation activities (e.g., the Local Technical Assistance program).

Products: Various electronic and print materials, as needed throughout FY 2013. Scheduled multimedia products are a video about the Red Line South Extension and a video about local food systems.

2nd Quarter Progress:

- Posted monthly tip sheets for news media, two press releases (LTA round two announcement, congestion pricing launch).
- Updated/continued to build CMAP's list of media contacts and bloggers.
- Continued emphasis on development of talking points and external presentations, with communications staff vetting all requested speaking engagements of the executive director. Helped executive director to prepare public talks for WTS panel with county engineers, opening and closing remarks for MVCC/SWCoM economic development event, UIC Future of Chicago lecture, Transport Future event in Toronto, UIC Urban Forum, DePaulU TedX event, closing remarks for APA sustainability planning event, Girl Scout's Board meeting presentation, Rich Rodriguez's political science class, Brookings GCI event in Sao Paulo, CREATE video filming, comments at GenSet event, welcome for transportation seminar, and around congestion pricing outreach efforts (Chicago City Council committee testimony, WBC transportation & logistics strategy team and steering committee, MMC, the Trust).
- Continued to assist with media outreach, including for LTA projects. For details of media coverage, see the CMAP [news coverage archive](#). Highlights included coverage of congestion pricing outreach efforts and Red Line web page materials.
- Rolled out new web page for LTA Red Line livability report. Materials included a livability report, outreach brochure, video (created this quarter with consultant Left Brain/Right Brain Productions), and maps gallery. Provided exclusive access to WBEZ's

Natalie Moore for piece that ran the day of the launch. Also saw positive coverage from international urban issues blog Next City. Outreach targeted elected officials, transportation stakeholders, and residents in the Greater Roseland community. Social media outreach also garnered positive attention to new materials.

- Assisted with rollout of congestion pricing campaign and other policy and planning materials, including evaluation/expansion of Access database for outreach purposes.
- Assisted with quality control and proofreading of CMAP documents such as LTA plans and policy reports. Instituted new processes to make final layout process more efficient between planning and communications staffs.

3rd Quarter Objectives:

- Hold Word template training for select transportation staff members.
- Prepare monthly tip sheets and press releases as needed.
- Continue to assist with examination of how to improve Access database for outreach purposes with policy and planning staff.
- Continue to develop/refine media contacts database for eventual migration to Access.
- Will assist with talking points, identifying new speaking opportunities for executive director. Upcoming talks include Lipinski Symposium on use of private money for public infrastructure (Northwestern), CBA Real Estate Tax Committee, and continued congestion pricing outreach.
- Continue to oversee coordination between local planning and communications staffs on LTA projects (project inception to completion).
- Continue to assist in media relations.

GO TO 2040 Communications

Project Manager: Tom Garritano

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

Description: CMAP's primary communications goal is to promote the broad implementation of GO TO 2040 regionally and locally. Our primary audiences are the local, regional, state, and federal implementers of GO TO 2040. When reaching out to a broader audience, it is generally for the purpose of raising awareness about the plan's implementation through local and regional examples of effective planning and policies that show the importance of CMAP's leadership. This includes reaching out to targeted audiences via external media, web, printed materials, infographics, and public talks. Primary topics will include the GO TO 2040 plan as a whole, implementation efforts such as the Local Technical Assistance program, and information-sharing efforts such as MetroPulse. Communications staff will work with Local Planning Assistance and other CMAP staff to produce needed print materials, including reports, promotional documents, posters, and more, including the second annual GO TO 2040 implementation report.

Products: Various electronic and print materials, as needed throughout FY 2013.

2nd Quarter Progress:

- Coordinated launch of congestion pricing (October 2012) and follow-ups (op-eds, etc.).
- Developed launch strategy for Manufacturing Drill-Down (January 2013).
- Continued coordination with and support for LTA projects at all phases of start-up and completion.
- Continued efforts to strengthen communications via multiple channels, including mainstream media, blogs, web, and social media.

3rd Quarter Objectives:

- Finalize and coordinate launch for Manufacturing Drill-Down (January 2013).
- Collaborate with policy staff in creation of Performance-Based Funding content for web and print.
- Prepare display materials for 2013 APA national conference, including procurement/deployment of iPad-based kiosk(s).
- Continue to work closely with policy staff to establish mechanisms for coordinated preparation and launch of various materials.

GO TO 2040 Outreach

Project Manager: Erin Aleman

Team: Blankenhorn, Lopez, Banks, other staff as needed

Description: Complementary to the GO TO 2040 Communications project, the primary objective of the GO TO 2040 Outreach project is to continue to engage key stakeholders and implementing agencies about GO TO 2040's policy recommendations; to ensure that these organizations are knowledgeable about the plan's recommendations; and to raise awareness and garner support for the implementation of GO TO 2040. Because CMAP has limited implementation authority, it is critical that local, state, and other decision-makers be supportive of the direction and specific recommendations of the GO TO 2040 plan. Building on a successful outreach approach that resulted in the plan's adoption, this task will continue extensive outreach to key stakeholders and a plan to sustain and increase our GO TO 2040 partners. In 2013 the national American Planning Association (APA) conference will be held in Chicago. CMAP and LTA staff will assist on host committees, panels, and local workshops, to ensure our work is highlighted during the conference.

Products and Key Dates: GO TO 2040 presentations to all of the Local Technical Assistance communities and 10 additional implementers by end of FY 2013; CMAP participation in at least two high-profile conferences, panels, or events by the end of FY 2013; Continued partner outreach presentations at smaller events as appropriate; participation on the host committees and in events for the national APA conference in Chicago (April 2013); annual LTA Ideas Exchange event (May 2013).

2nd Quarter Progress:

Continued to engage regional stakeholders on GO TO 2040 by identifying new opportunities and gaps in current outreach efforts. Work with Outreach and Communications staff to coordinate additional speaking engagements.

- Presented to Girl Scouts of greater Chicago and northwest Indiana's Board of Directors, Illinois Road and Transportation Builders Association, Moraine Valley Community College and SWCOM event, and presented on GO TO 2040 to the Institute for Sustainable Communities technical assistance event at CMAP.
- Continued to coordinate CMAP APA panels and mobile workshops with CMAP staff for April 2013. Six panels and seven workshops were accepted.
- Coordinated congestion pricing talks and presentations for RSB. Personally presented to: Illinois Chamber of Commerce, Chicagoland Chamber, Cook County Highway Department, CMAP County Board Chairs, and Will County Center for Economic Development.

3rd Quarter Objectives:

Continue to reach out to organizations relevant to various GO TO 2040 implementation action items.

- Continue to coordinate and present on congestion pricing (IL Trucking Association, DMMC meetings scheduled). Many initial contacts requested follow-up in the new year at board and committee meetings in order to receive letters of support.
- Continue to coordinate CMAP APA panels and mobile workshops.
- Assistance with outreach on manufacturing drill-down report as necessary.

Moving Forward, 2011-12: Implementation Report

Project Manager: Garritano

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

Description: The Year 1 implementation report for GO TO 2040 was an effective way to recognize accomplishments by CMAP and many partner organizations. This included a full-length report, a summary poster-brochure, and simple but appealing web page (<http://www.cmap.illinois.gov/moving-forward/2010-11>). The Year 2 report's content will expand on the first report. Precise format is subject to internal discussion but should be graphically consistent with the 2010-11 materials. Approximately 3,000 units of the summary should be printed commercially, and the 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.

3rd Quarter Progress:

- Coordinated development of the 2012 implementation report for presentation to board in January 2013.
- Solicited print bids on poster.

2nd Quarter Objectives:

- Oversee commercial printing of poster for February board meeting.
- Launch web page to coincide with printing of poster.

Graphic Design

Project Manager: Adam Weiskind

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

Description: CMAP staff have an on-going need for graphic design help in preparing their materials for publication on the web and in print to support on-going agency plans, programs, and other activities. Whenever feasible, design of print materials (reports, mailers, pamphlets, brochures), website elements and page layouts, logo and identity development, display items, and maps and informational graphics should be incorporated to make CMAP priorities easily comprehensible to broader audiences, including the general public and mainstream media. When targeted more specifically to expert audiences, the goal remains to communicate concisely and clearly, with that responsibility shared by non-communications and communications staff. Communications staff will place special emphasis on working with other staff to build awareness of GO TO 2040 implementation activities (e.g., the Local Technical Assistance program).

Products and Key Dates: Various electronic and print materials, as needed throughout FY 2013.

2nd Quarter Progress:

- Developed infographics for Manufacturing Cluster Drill-Down summary report, Northwest Homes report, others.
- Developed infographics for Regional Revenues overview.
- Designed and laid out Red Line booklet, report cover, and infographics
- Designed MetroPulse Innovation microsite, informational brochure, icons.
- Designed MetroPulse Jobs informational brochure, updated existing MetroPulse brochure
- Developed policy-based information graphics for distribution by web, video, and print.
- Supported LTA project staff and community partners in developing new content for print and web distribution.
- Completed reports for Lawn to Lakes and Full-Cost Water Pricing reports.
- Completed design of Local Food Toolkit.
- Designed Congestion Pricing booklet and report cover.
- Started design for CMAP 2013 Implementation Report and poster, illustration and infographics.

- Designed and updated program materials for FLIP, MetroPulse, MetroPulse Jobs, Water 2050, Lawn to Lake, TIP, CMAQ, Soles and Spokes, and more.
- Managed graphic design intern.
- Designed CMAP publication covers for Public Participation Plan, Sole and Spokes, CMAQ, quarterly staff report, etc.

3rd Quarter Objectives:

- Layout and design of LTA Plans (Oak Park, Norridge, Addison, Niles, Bronzeville, Lakemoor, Lake County), including additional Lake County materials (technical report, executive summary).
- Complete design and layout of Manufacturing Cluster Drill-Down summary report and infographics.
- Complete design and layout of Northwest Homes report and infographics
- Complete design of CMAP 2013 Implementation report, poster, infographics, and illustration.
- Prep for design for 2013 APA conference materials (extensive displays, project led by Trevor).
- Continue graphic support for CMAP website and microsites.
- Continue management of graphic design intern.

Web Content and Administration

Project Managers: Hillary Green and John Nguyen

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

Description: Implementation of the GO TO 2040 regional plan and other core CMAP functions require a strategic approach to developing content that informs and prompts specific action by regional decision makers and the stakeholders who influence them. This project is to develop, organize, and present that content for the CMAP website. In addition to content development, it includes oversight of the web consultants responsible for programming, maintaining, and securely hosting the website. The site -- including the Moving Forward space and Policy Updates blog, which focus on implementation of GO TO 2040 -- facilitates strategic communications by all CMAP project staff. Individual non-communications staff should be responsible for “owning” specific areas of the website, corresponding to his or her project duties and areas of expertise. For each major topic area, that person will be assisted by communications staff to continually develop and maintain content that brings people to the CMAP website and promotes implementation of GO TO 2040. Communications staff will work with other CMAP staff to produce web content necessary to promote implementation of GO TO 2040, e.g., with Planning Assistance staff responsible for subsections of Moving Forward. Promotion via social media (Facebook, Twitter) will drive visitors to highlighted content, including occasional “live Tweeting” from important events and meetings.

2nd Quarter Progress (Content):

- Completed Liferay version 6.1 upgrade of web content management system, including adding abstract feature to Policy Updates.
- Coordinated web activities with media outreach for culminating LTA projects.
- Further enhanced the CMAP web news archive.
- Continued to review sitemap and enhance site's overall usability.
- Continued to expand social media presence, hosting monthly chats with CMAP staff and partners.
- Helped policy, planning, and programming staff to develop content, including blogs for bike-ped, transportation ("Green Signals"), Policy Updates, Water 2050 and Weekly Updates.
- Continued to create monthly Google Analytics reports, using data to guide web development and enhancements.

3rd Quarter Objectives (Content):

- Develop RFP for website hosting, support, development, and design.
- Update and enhance multimedia page.
- Create a wiki of internal website protocol.
- Coordinate web activities with media outreach for culminating LTA projects. Further enhance the CMAP web news archive.
- Continue to review sitemap and enhance site's overall usability, particularly Policy Updates.
- Continue to expand social media presence, hosting monthly chats with CMAP staff and partners.
- Help policy, planning, and programming staff to develop content, including blogs for bike-ped, transportation ("Green Signals"), Policy Updates, Water 2050 and Weekly Updates.
- Continue to create monthly Google Analytics reports, using data to guide web development and enhancements.
- Create web space for drill-down reports and infographics.

2nd Quarter Progress (Administration)

- Oversaw migration of CMAP site to Liferay 6.1, with consulting assistance from Thirdwave.
- Developed Red Line web page custom theme, including global Facts widget, video player, and modal.
- Implemented Disqus social commenting.
- Deployed new Weekly Update template for Constant Contact.

- Continued to improve the user experience for CMAP's website, including enhancements to design and navigation, working independently and in collaboration with Thirdwave and Thirst.
- Enhanced usefulness of Google Analytics for understanding and improving CMAP's web presence.
- Explored options for improving search engine optimization (SEO) of CMAP web content.
- Working with Greg and Data team on MetroPulse UI.

3rd Quarter Objectives (Administration)

- Assist Stephen's form base project to provide a web presence.
- Analyze Google Analytics data to better understand which areas of the CMAP's main site needed attention to improve the site's SEO performance.
- Continue developing information architecture for web portals.
- Finalize consolidation of web fonts.
- Continue to improve the user experience for CMAP's website, including enhancements to design and navigation, working independently and in collaboration with Thirdwave and Thirst.

Design Integration Services

Project Manager: Tom Garritano

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

Description: With this project, CMAP is applying design principles to create and enhance content ranging from data visualization, web materials, video, and printed materials. Working with a contracted design firm, we will bring a design perspective to developing and strategically integrating such content, making it more usable and impactful. Particular priorities are to increase the visibility of MetroPulse content within the CMAP web site, and to create interactive infographics (charts, maps, etc.) in topic-specific "micro-sites" that support GO TO 2040 implementation activities.

Products and Key Dates: Data visualizations based on MetroPulse API in support of policy- and project-based priorities (e.g., congestion pricing, local food systems), including related print or multimedia materials, as needed throughout FY 2013.

1st Quarter Progress:

- Completed work under first PAO under a two-phase project to develop template enhancements and other improvements to the CMAP site.
- Wrote PAO for Phase II of that project, with design and development of a new "thin site" to begin in January 2013.
- Wrote a third PAO for deployment of thin site enhancements to begin in February 2013.

3rd Quarter Objectives:

- Carry out work in Phase II of that project, designing and developing a "thin site" that will provide significantly improved user experience for CMAP's highest-priority web content.
- Begin work toward deployment of the thin site to be completed by late June 2013.

Future Leaders in Planning (FLIP)

Project Manager: Ricardo Lopez

Team: Aleman, Bayley, Choudry, Green

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 2012 to May 2013 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 2012); program curriculum (August 2012); student selection & notification (September 2012); site selection for Final Project (March 2013); monthly meetings and activities (September 2012 – April 2013); Final Project (May 2013).

2nd Quarter Progress

- Held parent orientation scheduled on Saturday, October 13, from 10:00 a.m. to 12:00 p.m. at the CMAP offices. Provided an overview of CMAP, GO TO 2040, and set program expectations.
- Held FLIP day-long retreat on Saturday, October 27, 2012. This session set the stage for a collaborative learning environment among FLIP students and staff.
- Session 1 students took a field trip to the Village of Park Forest to meet with the economic development director and the sustainability coordinator to hear about Park Forest's efforts to be more sustainable and went on a tour of the community
- Session 2 students visited Growing Home's Wood Street garden to learn about urban farming. In the afternoon staff coordinated a panel discussion with CMAP staff (Jason Navota, Elizabeth Panella) to learn more about tools and resources that could be used on the final project

3rd Quarter Objectives

- Continue to plan and hold FLIP sessions as scheduled.

- Continue to coordinate mailings and communications with students and parents.
- Begin to plan final FLIP presentation.

REGIONAL INFORMATION AND DATA DEVELOPMENT

Program Oversight: Kermit Wies

This program is based on CMAP's Strategic Plan for Advanced Model Development and the agency's longstanding commitment to providing regional forecasts and planning evaluations for transportation, land use and environmental planning. The program tasks include new advanced model products in transit modernization, network microsimulation and freight. Continued data programs include survey research, travel and emissions modeling, regional analysis inventories and data library management. The program 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.

Advanced Urban Model Development

Project Manager: Matt Stratton

Team: Wies, Heither, Bozic, N. Ferguson, Peterson, Clark

Description: Provide support to consulting team developing Transit Modernization Model. Provide support to internal team evaluating regional transportation pricing policy development. Develop scope of work for regional network microsimulation model and macroscale freight model.

Products and Key Dates: Working demonstration of Transit Modernization Model (June 2013). Scenario evaluation of regional pricing strategies using Highway Pricing Model (ongoing). Request for Proposals for regional network microsimulation and macroscopic freight model (January 2013).

2nd Quarter Progress:

Two RFP's issued in November. Supplied TREDIS data to policy development staff for policy update about the economic benefits of congestion pricing. Started coding technical improvements to Highway Pricing Model in preparation for Scenario 2 of Congestion Pricing Study. Supplied data to Transit Modernization Model consultants.

3rd Quarter Objectives:

Review RFP's on network microsimulation and macro freight model. Then, select proposals and finalize scopes. Finish technical improvements for Highway Pricing Model for Scenario 2 of Congestion Pricing Study and then start modeling. Transit Modernization Model consultant teams will finalize their model procedures.

Survey Research

Project Manager: Kermit Wies

Description: In order to gather primary-level information, CMAP has conducted several large-scale surveys using both internal and contracted resources. Sufficient experience has been gained to lay out a plan for systematically managing and conducting CMAP's survey research activities. This plan will identify the unique challenges to designing, managing and conducting surveys in support of CMAP's planning and modeling activities. Lessons learned from past survey efforts including Travel Tracker, Water Supply and Municipal Operations and MetroQuest will be used to propose a responsible and sustainable program for conducting surveys on behalf of CMAP's planning and research programs.

Products and Key Dates: Strategic Plan for Survey Research activities at CMAP. (January 2013).

2nd Quarter Progress:

Latino Survey presented at TTI Travel Survey Symposium. Summaries of Latino Survey forwarded to outreach and communications staff to promote is so desired. Draft multi-year strategic plan completed.

3rd Quarter Objectives:

Begin implementing multi-year strategic plan by establishing new staff roles and responsibilities to support agency objectives.

Travel and Emissions Modeling

Project Manager: Craig Heither

Team: Bozic, Stratton, Peterson, N. Ferguson, DrylaGaca, Patronskey.

Description: Maintenance and enhancement of existing MPO travel demand models. Major tasks are to incorporate the products of FY12 consultant support into production models and to investigate methods for improving truck and external traffic modeling based on recent advanced model and project study products. Final implementation of MOVES for use in air quality conformity demonstration is expected to occur in March 2013. Ongoing maintenance of regional travel demand models is a regular function of the MPO. The project benefits MPO partners seeking to implement major capital projects and the Transportation Improvement Program (TIP).

Products and Key Dates: Validated regional travel model and documentation; (ongoing). Air Quality Conformity analyses; (scheduled twice annually). Support implementation of Major Capital Projects and other GO TO 2040 initiatives (ongoing).

2nd Quarter Progress:

- Completed scenario modeling for biannual Air Quality Conformity Analysis (Spring 2013) and successfully conducted vehicle emissions calculations using MOVES model, as required by federal regulation.
- Completed initial round of modeling Circle Interchange improvement project and prepared evaluation metrics.

- Began testing new modeling procedures developed from FY12 consultant contract (household enumeration in Trip Generation model and non-work HOV procedures) and integrating them into the regional travel demand model stream.
- Continued testing the tour-based and supply chain freight model prototype as a method for improving the representation of freight flows within the regional travel demand model. Implemented minor source code revisions to accurately track tour trip start times. Performed validation analysis (trip lengths and temporal distribution of daily trips) of model results for mesozone-level trips and trips converted to modeling zone origins/destinations. Incorporated use of CMAP zonal skims (time and distance) to more accurately estimate truck trip duration and distance.
- Completed final link QA/QC of model highway network spatial and geometric updates. Updated highway project and transit coding to work on revised network. Revised applicable data processing scripts. Used new version of highway network in Conformity analysis.
- Continued update of CMAP travel demand model documentation: updated discussion of model network databases and created new section on socio-economic inputs.

3rd Quarter Objectives:

- Complete modeling analysis of Circle Interchange improvement project based on current Conformity Analysis 2040 scenario assumptions, and generate evaluation metrics. Complete testing of new modeling procedures developed by consultant in FY12 and integrate them into the regional travel demand model stream.
- Complete analysis testing the application of using truck trip tables derived from the tour-based and supply chain freight model within the regional travel demand model. Complete truck trip validation of the freight model output. Begin sensitivity testing of tour-based and supply chain freight model using different shipping cost or transportation network capacity scenarios.
- Convert model highway network database from a coverage to a geodatabase and revise all applicable data processing scripts. Complete spatial and geometric improvements to model rail network.
- Complete update of CMAP travel demand model documentation discussing recent procedural improvements and post on agency website.
- Begin developing a new finer-grained modeling zone system for use in the trip-based and activity-based models.

Regional Inventories

Project Manager: David Clark

Team: Morck, Drennan, Pedersen, Peterson, Ferguson

Description: Development and maintenance of specialized datasets used in regional planning and policy analyses originate with CMAP and are specially designed to support such evaluations. Ongoing maintenance of regional data resources is a regular function of regional planning agencies. CMAP staff analysts and consultants charged with evaluating regional

planning proposals benefit from this work. These data resources are also regularly supplied to academic researchers for case studies and methodological research. Acquisition of raw data resources remains a priority including county assessor, employment security and Census data as well as aerial photography.

Products and Key Dates: 2010 inventory database completed at the parcel level (June 2013). Baseline revisions to GO TO 2040 Forecasts (June 2013). Preparation of socioeconomic data required for Conformity Analysis (twice annually). Updates to base employment data (quarterly). Updates to transportation system databases used for modeling (ongoing). Updates to Census datasets used in modeling and planning analysis (as released).

2nd Quarter Progress:

Socio-Economic Data:

- Census: ACS 2007 – 2011 five-year data downloaded & formatted for staff access on the Data Depot.
- Employment: Final version of 2010 employment data has been released upon completion of school district breakout exercise. Totals by the six major employment categories by Chicago Community Area, census tract, municipality, township, subzone & quarter-section have been posted on the Data Depot. Work has started on initial 2011 estimate.
- Socio-economic file generated for C13Q1 Conformity Analysis, updated with final 2010 employment figures.

Land Use:

- Development Database: Post-2000 development updates continue along Red Line; North Side nearly complete, work begun on Near South Side.
- Land Use Inventory: Land Use Inventory: Production continues, with NIU RAs working on Cook, Will and McHenry Counties; and CMAP staff currently working on Kane, Lake and DuPage Counties. All told, 76 out of 128 townships are through production and in the queue for quality control.

Aerial Photography: Rough online map created which can assist Publications staff in locating historic air photo prints.

3rd Quarter Objectives:

Socio-Economic Data:

- Employment: Generate initial (v1) 2011 employment estimates. Begin work on revising 2000 employment estimates for consistency with current methodology.

Land Use:

- Development Database: Complete updates along Red Line, start on Brown Line. Begin design phase for a data entry interface to simplify updates.
- Land Use Inventory: Completion of Will, McHenry & DuPage Counties. Establish quality control procedures and test on several townships.

Aerial Photography: Take delivery of 2011 high-resolution imagery for CMAP region; load into Data Depot. Meet with Publications staff to evaluate online map.

External Data Requests

Project Manager: Jon Halla

Team: Bozic, Clark, Zhang, Rodriguez, other staff as needed.

Description: Provide data support and conduct ad-hoc analyses and evaluations to CMAP partners and the public. Major tasks are to respond to external requests regarding land use and socioeconomic data, prepare traffic projections for project implementers, evaluate potential Developments of Regional Importance (DRI) and prepare responses for data-oriented Freedom of Information Act (FOIA) requests. CMAP is the authoritative source of regional planning data. In certain cases, additional staff expertise will be made available to conduct or assist with interpretation of data resources when deemed consistent with the objectives of GO TO 2040. CMAP staff, partners and the general public benefit from timely and consistent response to requests for urban planning information. In most cases, work is limited to processing information that is already available in the course of other CMAP programs such as travel demand modeling or socioeconomic forecasting. In limited cases, more sophisticated analyses are required to support GO TO 2040 Implementation or evaluate Developments of Regional Importance (DRI). This project may also serve to actively prepare newsworthy data items that promote CMAP's function in this area.

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).

2nd Quarter Progress:

- Responses were provided to seventy-seven requests. The summary form for responses was improved by adding a reminder to check previous responses by keyword and use previous responses whenever possible. Four FOIA requests were processed.

Progress has been made producing instructional videos about using American FactFinder to get census data.

3rd Quarter Objectives:

- The current process for evaluating Developments of Regional Importance expires on July 31, 2013. Management should advise on how to proceed with evaluating the process and preparing a recommendation for the Board prior to the expiration of the current resolution.
- Complete two instructional videos in response to frequently asked requests and to promote CMAP on video sharing websites.
- Make progress taking mandatory annual instruction for FOIA Officers.

Data Library Management

Project Manager: Xiaohong Zhang

Team: DuBernat, Clark, Blake, Interns

Description: Acquire and catalog new data and archive obsolete datasets. Manage procurement and licensing of proprietary datasets. Establish protocols for metadata and attribution. Enforce proprietary dissemination and license agreements. Import and process newly-released Census and other data products. Maintain data integration between CMAP web domain and internal data libraries.

Products and Key Dates: Data library architecture and content, procurement documentation, metadata, user documentation, management documentation (ongoing).

2nd Quarter Progress:

Data Library Management

- Continued adding data to Metropulse and alerting our staff for the changes. Data added this quarter includes: #65 Number of Patents; # Consumer Expenditures; # 77 Water Withdrawal; #439 Water Withdrawal (Lake Michigan); #237 Beach Closure; #5 Library Circulation; #383 Child Abuse; #391 Youth by grade cohort (drug abuse); #51 Private Small Business Loan; #48 Historic Preservation; #241 Good Air Quality;
- Extracted newly released ACS2007-2011 data, made the data available to CMAP staff;
- Prepared the upgrade of the Municipality Data Tool(a tool for LTA team to generate community profile report) to include the new ACS data;
- Continued working on the dataset inventory list, uploaded more than a dozen datasets to CKAN platform
- Working with ETL team, cleaned up all captions for Metropulse Regional website and prepared the data to be loaded to Metropulse database
- Continued providing data supports to various groups

Commercial Datasets

All scheduled necessary commercial\proprietary dataset purchase renewals were processed for MetroPulse and other in-house clients. Two new commercial real estate datasets were obtained to provide the policy group a more comprehensive evaluation of residential and commercial real estate conditions in the region. All new and renewed data agreements are being re-negotiated to include a Resultant Data Clause. This clause will allow all CMAP staff to use commercial datasets for any CMAP project rather than limiting usage to a project-by-project basis. Various data sharing agreements were obtained for the Local Technical Assistance Group.

Three new programs were initiated to facilitate the use of commercial datasets for all staff. First, Wiki entries are being created for all commercial datasets to make all staff aware of current CMAP holdings. A Data Library Management SharePoint site was created to provide a single point of reference for all CMAP holdings that includes copies of all user agreements and announcements for new acquisitions. A Data Accountability Program was established to

provide a means of compiling information about commercial datasets such as licensed users, usage statistics, expenditure history and the CMAP products each dataset supports.

Public Datasets

- County collections for DuPage & Kendall, received last quarter, posted on the Data Depot.
- County collections for Cook & Lake requested, received and posted on the Data Depot.
- Started work on speeding up the cataloging & loading of county collection data through scripting.
- Started assembling the Public Data Acquisition Calendar, identifying public GIS datasets that we obtain annually along with contact information and notes.

3rd Quarter Objectives:

Data Library Management

- Complete CMAP dataset inventory list.
- Continue providing data services for various CMAP groups.
- Upgrade ArcSDE to 10.1 for Warren and Greene, replace CMAP SQL04 with Greene, migrate all data from SQL04 to Greene.
- Start to aggregate ACS2007-2011 data to CCA level and upload to our data library.
- Upgrade the Municipal Data Tool to include the ACS2007-2011 data
- Load ACS2007-11 data to Metropulse database.
- Load updated captions (30,000 rows) to Metropulse database.
- Continue loading Metropulse Indicators dataset to Metropulse database.

Commercial Datasets

- All scheduled necessary commercial \ Proprietary dataset purchase renewals will be processed. Additional data is currently being reviewed for the Green Infrastructure Vision Project, the Water Governance and Financing Analysis Project, The Energy Policy Development and Planning Project and the GO TO 2040 Indicators Project.
- Any special data sharing agreements needed by LTA staff will be obtained, if possible.
- Continue work on the Data Resource site on SharePoint.
- Continue work of the data Accountability Program
- A commercial dataset brown bag will be scheduled for staff to outline what data is available, how the data can be used and where the data is located.

Public Datasets

- Finish updating Public Data Acquisition Calendar; establish acquisition schedules and identify responsible staff.
- Obtain updated county collections for Will & McHenry Counties; submit request for 2011 Assessor data from Cook County Assessor's Office.
- Develop (and wiki-fy) an understanding of the timing of and relationship between county Assessor data and parcel GIS files.

GO TO 2040 Indicator Tracking

Project Manager: Craig Heither

Team: Chau, Bozic, Clark, Stratton, N. Ferguson, Peterson

Description: Content monitoring and quality control of indicators appearing in GO TO 2040. Major tasks include resolving and expanding GO TO 2040 Indicators with kindred indicators appearing on MetroPulse. Update supporting indicator datasets and preparing new GO TO 2040 data points where possible. Prepare Indicator Biennial Report in support of GO TO 2040 2011-2012 Implementation Highlights.

Products and Key Dates: Maintenance of GO TO 2040 Indicators Tracking Report (ongoing). Preparation of new GO TO 2040 data points (June, 2013). Indicator Biennial Report (December, 2012).

2nd Quarter Progress:

- Developed text and graphics for 2012 Implementation Highlights report showcasing measured changes in GO TO 2040 and kindred indicators.
- Specific Indicators addressed:
 - *Food Deserts*: Completed small-scale analysis to determine feasibility of conducting food desert analysis in-house. Developed contract with Chicago State University to update the original food desert analysis, with all deliverables to be received by CMAP in June 2013.
 - *Income Spent on Housing & Transportation*: Developed kindred Indicator based on housing and transportation expenditures from the Bureau of Labor Statistics annual Consumer Expenditure Survey. Data used in Implementation Highlights Report and added to MetroPulse.
 - *Transit Asset Condition*: Compiled national research on methods MPOs and transit agencies use to measure transit asset condition. Received confirmation from RTA that they are developing this Indicator and expect to include it in the September 2013 edition of their Performance Measures Report.
 - *Redevelopment of Underutilized Acres*: Completed kindred Indicator analysis using development data from NDD. Analyzing brownfield data to update analysis from original Strategy paper.

3rd Quarter Objectives:

- Manage food desert analysis contract with Chicago State University and monitor progress.
- Develop new transit accessibility measure, in coordination with Congestion Management Process needs, and conduct analysis.
- Begin researching kindred indicators for CREATE Project Completion.
- Continue coordination with appropriate staff to check on availability of new data to update indicators.

DATA SHARING AND WAREHOUSING

Program Oversight: Greg Sanders

This program is based on CMAP's Implementation Strategy for Data Sharing and Warehousing that includes a five year plan developed following the successful launch of MetroPulseChicago.org. The MetroPulse Application Program Interface (API) is the anchor of a data sharing and warehousing program that will serve a variety of data needs for local and regional planners. CMAP's data sharing and warehousing program serves as a resource for transportation and land use planning in our region and underlies CMAP's role as the authoritative source for regional data and analysis. This program provides support to CMAP's ongoing data exchange and dissemination activities. An important goal of this program is to promote use of MetroPulse in local and regional planning as an intuitive and easy-to-use data resource. It also reflects CMAP's longstanding commitment to data sharing as outlined in GO TO 2040. MetroPulse includes locally-specific data products for county and municipal planners, but is comprehensive and regional in its scope. CMAP staff, planners at the state, county and municipal levels, and other stakeholders will benefit from CMAP's comprehensive online data program. The products range from general-purpose resources such as the existing MetroPulse application, to more specific tools directly addressed to the needs of transportation operations, local land use and human capital planning.

MetroPulse Regional

Project Manager: Greg Sanders

Team: Zhang, Wu, Blake, Interns

Description: This project maintains and improves the existing MetroPulse API consistent with the Implementation Strategy for Data Sharing and Warehousing at CMAP. Interviews with current MetroPulse users have resulted in a large number of requested improvements. These include: improved data visualization, enhanced dynamic web pages, smartphone applications, improved business intelligence capabilities and API conversion to open source.

Products and Key Dates: Home page redesign (July 2012), user accounts and bookmarking (July 2012), site search (October 2012), area profiles (October 2012), issue-specific views of MetroPulse (March 2013), new data (ongoing), new geographies (ongoing), integration of selected MetroPulse data visualizations with CMAP website (ongoing).

2nd Quarter Progress:

- Gateway to MetroPulse Jobs, MetroPulse Local, etc. added to MetroPulse Regional home page
- Twitter feed and scrolling Indicators icons added to gateway page
- Combined data page created to replace the current "Explore by Topic" and "Browse All Data" pages
- MPP (Metropulse Partnership Platform) – file uploader for Metropulse data engine -- being tested by DSW staff
- APIs for site search optimized for use in MetroPulse and Data Sharing Hub, in response to alpha testing

- Many MetroPulse APIs converted to JSON from older XML format
- Support for multiple query conditions added to MetroPulse data APIs (example: limit results to communities with median household income < \$50,000)
- Support for higher geographies added to MetroPulse data APIs (example: when retrieving data for municipalities, include data from county and region)

3rd Quarter Objectives:

- MetroPulse Gateway page launched for public use
- Combined data page launched for public use
- Site search functions completed
- Issue-specific MetroPulse “dashboard” app delivered (for Innovation Index)
- Additional APIs converted from XML to JSON format
- MPP beta version ready for use by DSW team and selected CMAP staff

MetroPulse Local

Project Manager: Xiaohong Zhang

Team: Blake, Krell, Sanders, Wu

Description: Extend the MetroPulse data engine to handle small geographies such as parcels and census blocks. The MetroPulse website is optimized for broad geographic levels such as County and Region, but the framework could be altered to support parcel-level data. MetroPulse Local will “pre-drilldown” to the parcel level of a small area (municipality or Chicago community area).

Products and Key Dates: Website launch (July 2012). Add integrated, dynamic map/chart/grid data displays (October 2013). Add aerial photo support (January 2013). Integrate with CKAN platform for file uploads (March 2013). Add user-specific data displays (June 2013).

2nd Quarter Progress:

- Continue with data collection work. Added CCA level of data to the data system.
- Recreated the aeriels map service using ArcGIS 10.1 as cached service, community boundary with labels. Completed the Aerial Photo Integration, including new MapService, community boundaries, and TimeSlider features.
- Completed the Login/Logout Support.
- Saved Queries Support implemented to greatest extent possible.
- Fixed the error on the GetCMAPData API in the Report Tab.
- Add integrated, dynamic map/chart/grid data displays, provide corresponding web service. This function would allow to dynamically configuring whether there is a chart or map or data grid for each dataset. Implemented new web service which includes the bundle as well as geography list.
- Modified geography levels dropdown to be generated dynamically based on API
- Updated hash parameters, geogkey => containerlist, geoglevel => containerLevel, and tract => geogLevel.
- Activate the export function from both grid and charting modules section.

3rd Quarter Objectives:

- Fix the remaining identified issues on report tab.
- Focus on the development of comparative report.
- Modify the API to include urls for map services as well as the icon and widget for aeriels, transportation and maps.
- Add more data.
- Integrate more map applications.

MetroPulse Transportation

Project Manager: Claire Bozic

Team: Sanders, Zhang, Murtha, Schmidt, Rogus

Description: This project continues to develop an archiving system that consolidates ITS and other on-line sources (e.g. weather) for use in planning applications. The project consists of three major elements: 1) archiving raw data, 2) cleaning and aggregation and 3) develop a public interface.

Products and Key Dates: Archive of real-time data flowing through the Gateway Traveler Information System (GTIS) (August 2012). RFP for support and development (February, 2013), Protocols for acquiring sensor data from IDOT and Tollway sources (August 2013).

2nd Quarter Progress:

- The application to automatically retrieve and archive data has been installed on a server in CMAP's office, and in Phoenix. Automated retrieval of data from the Illinois Gateway, Clarus Road Weather Initiative and National Weather Service as well as saving of raw files, entering data to GIT repository, and mirroring operations with the Phoenix server are working well. Saving to the PostgreSQL data tables works, but was found to start hoarding resources, instead of releasing them, when operating continuously. Regular reboots to the development system made the problem invisible.
- A contract between UIC (with Delcan) and CMAP to create a system to deliver ramp sensor data, and disaggregate sensor data from both IDOT and the Illinois Tollway has been signed. We will kick off this work on February 6th with a meeting between CMAP, IDOT, UIC and Delcan.
- An RFP for support and development for the data archive was developed over December.

3rd Quarter Objectives:

- Make significant progress on collecting ramp and disaggregated data from IDOT and the Tollway for the archive.
- Polish and post the draft RFP for support and development. Select a vendor to provide these services to the existing archiving system.

MetroPulse Jobs

Project Manager: Annie Byrne

Team: Sanders, Zhang, Wu, Ballard-Rosa

Description: Develop and deploy an on-line portal of information in support of workforce development planning. It is intended that this product continue to expand incrementally over several years. Priority expansion efforts for FY2013 include the addition of the manufacturing cluster and the third cluster researched in FY 2013, as well as new functionality such as grouping by 3-digit NAICS and SOCs, new geographic layers, and ability for users to create accounts. To the extent possible, the site will also integrate new data-sets from emerging data-development efforts. Expansion will be guided by implementation actions in the Human Capital chapter of GO TO 2040 and will be based on budget size, data availability, and current needs and priorities. Maintenance, outreach, and usability research will also be critical in 2013.

Products and Key Dates: Execute option year with contractor (July 2012). Complete data collection, analyses, and processing of manufacturing cluster data (October 2012). Complete data updates for freight cluster (November 2012). Update website design and navigation to accommodate multiple clusters (November 2012). Complete web-development and integration for manufacturing cluster (January 2013). Complete data collection, analyses, and processing of third cluster researched (June 2013).

2nd Quarter Progress:

- Developed structure to categorize manufacturing data to respond to issue of nearly 500 6-digit industries in manufacturing
- Changed EMSI data type to "Complete"; began downloading
- Tracked bugs and errors
- Presented website to individuals at various organizations
- Developed documentation on scripts for updating freight data

3rd Quarter Objectives:

- Begin updating freight data
- Conduct ETL of manufacturing data
- Develop new wireframes with Azavea to incorporate additional clusters
- Develop APIs for new wireframes
- Plan knowledge transfer visit with Azavea

MetroPulse Data Sharing Hub

Project Manager: Sanders (PM)

Description: CMAP is investing in a creation of its own data sharing hub that can make public data available online in its raw format. This data can be downloaded and used by anyone. But its value will be significantly greater if we integrate CMAP's data sharing hub with the Socrata portals that have recently been deployed by the City of Chicago, Cook County and others. The MetroPulse Partnership Platform will allow authorized CMAP partners to enter data along with metadata, geocodes and data field identifiers, so that it can be pushed into MetroPulse with little investment of CMAP staff time. The Partnership Platform will be an open-source online application that can be used by MetroPulse contributors. The Platform can also be used by CMAP staff.

Products and Key Dates: Website launch (July 2012), support for local government entities (October 2012), customized data upload utility for integration with MetroPulse system (March 2013), integration with City of Chicago, Cook County and State of Illinois data sharing platforms (June 2013).

2nd Quarter Progress:

Data Sharing Hub is fully functional and several data sets have been added

- APIs for site search optimized for use in both MetroPulse and Data Sharing Hub, in response to alpha testing
- Many data sets uploaded, including Land Use Inventory, Travel Tracker Survey, Expressway Atlas, Roadway Crashes, Municipal Population Totals (1950-2010), Regional Bikeways, Water Usage:Wells Withdrawal (1964-2009), Census 2010 Data for Chicago Community Area, and many GIS boundary files.

3rd Quarter Objectives:

- Landing page to direct people to upload, search, or view featured data sets
- Site search functions
- Automated entry of new data sets enabled via the CKAN API
- At least 100 data sets posted, along with metadata
- Beta version of CKAN integration with MPP (MetroPulse Partnership Platform) file uploader

MetroPulse Data Processing

Project Manager: Jessica Blake

Team: Zhang and Sanders

Description: Provide finished data products for use in the MetroPulse websites, including census data, workforce/training data, employment data and parcel-level data. Identify sources for raw data. Create computer programs to clean, aggregate, geo-code and format the raw data so that it can be displayed as online maps, charts and tables.

Products: Census Bureau releases prepared for use in MetroPulse systems (February 2013); workforce/training data update (March 2013); existing MetroPulse data sets updated (ongoing); new data sets added for tracking progress towards GO TO 2040 goals (ongoing); new data sets added to support CMAP initiatives (as needed); parcel-level data pulled from city/county sources (ongoing).

2nd Quarter Progress:

- The MetroPulse data processing project is currently tracking 136 indicators that have been deemed viable. Since FY13 Q1 the project team has successfully load 27% of the datasets from the catalog into MetroPulse. Another 20% of the items are in various

stages of the loading phase, which includes waiting in upload queue, requiring the release of new data or experiencing issues with data. The final 53% of indicators remain in our backlog work queue and will be addressed going forward.

- Publish 35 Indicators on MetroPulse (*Moderately successful with 10 pending and 12 postings*)
- Roll-out phase I of MPP alpha test (*Successful as MPP alpha testing is underway*)
- Introduce data layout standard for MPP (*Achieved goal by hosting a meeting with PM's*)

3rd Quarter Objectives:

- Publish 40 indicators on MetroPulse
- Roll-out MPP beta test
- Release data publishing schedule to public

MetroPulse Data Visualization

Project Manager: tbd

Team: Blake, Zhang, Sanders)

Description: MetroPulse data visualizations include maps, charts/graphs and data grids that can be embedded in many different online applications.

Products and Key Dates: Embed interactive charts in various MetroPulse websites (August 2012). Embed ESRI and Google maps into various MetroPulse websites (August 2012). Support non-MetroPulse tools such as TIP site, GO TO 2040 case studies, etc. (August 2012). Integrate MetroPulse data visualizations into www.cmap.illinois.gov (October 2012). Integrate common features across various websites (January 2013). Work with CMAP staff to build capacity for Data Visualization using InfoAssist, Weave or other tools (March 2013). Demonstrate proof-of-concept trials of visualizations created using open-source languages (June 2013).

2nd Quarter Progress:

No progress.

3rd Quarter Objectives:

Re-establish project management.

CMAP Online Map Gallery

Project Manager: Xiaohong Zhang

Team: Clark, new Front-end Web Developer, Peterson)

Description: Create an online map gallery for frequently requested items and CMAP-initiated GIS projects. CMAP has many PDF Map documents, scanned images and GIS layers that we could publish online or provide as map services. MetroPulse websites already offer some maps, but some GIS layers are not suitable for MetroPulse and would be more powerful and intuitive if given customized treatments. The Online Map Gallery would also allow GIS products to be available on the CMAP website.

Products and Key Dates: Publish PDF and/or image files of commonly-requested GIS maps (October 2012). Publish several high-priority map services and document best practices for ongoing map service publication (January 2013). Integrate GIS products from the online gallery with CMAP website (June 2013).

2nd Quarter Progress:

- Consolidate PDF files scattering around CMAP website to one central location
- Upgraded development ArcGIS Server from 10.0 to 10.1
- Developed a Metropulse Map Gallery site (dev.cmap.illinois.gov/maps/) using Javascript/GIS technologies with several applications:

Land Use

[BRT project land use](#); [Land Use Inventory \(2005\)](#); [Development of Regional Importance](#)

Housing

[Red Line Project Building Conditions](#); [Distribution of Affordable Housing](#)

Economics

[Median Household Income \(by County\)](#); [Median Household Income \(by Muni\)](#); [Median Household Income \(by Census Tract\)](#)

Education

[Education Attainment \(By County\)](#); [Percent of Population with Bachelor's or Higher Degrees \(by Municipality\)](#); [Percent of Population with Bachelor's or Higher Degrees \(by Census Tract\)](#);

Transportation

[Commuting by Mode \(by County\)](#); [Commuting by Public Transit \(by Municipality\)](#);

[Commuting by Public Transit \(by Census Tract\)](#); [Construction Map \(2012\)](#);

3rd Quarter Objectives:

- Continue adding contents to the site
- Continue improving the site functionality, usability and appearance
- Upgrade ArcGIS for server for production server: document all existing map services for the production ArcGIS for Server; republish all existing map services on the test ArcGIS server; test all existing web applications with the upgraded map services on test server, upgrade the production server to ArcGIS 10.1, produce all map services on the newly upgraded production server and then point the application to all new services on production server.

Regional Data Sharing Technical Assistance

Project Manager: Andrew Williams-Clark

Team: Panella, Sanders, Zhang, interns as necessary

Description: This project will train stakeholders in the use of CMAP data products and inform future improvements in these products with the overall goal of advancing local governments toward more efficient data sharing. This will include training stakeholder groups to maximize impact of MetroPulse and other online CMAP data portals; producing product backlogs for improvements to existing tools and development of new ones; and reporting internally on national and regional best practices in data sharing. Other activities include participating in regional groups working to develop indicators on specific issue areas relevant to CMAP's mission and liaising with the Data Sharing and Warehousing (DSW) team to insure knowledge and data transfer.

Products and Key Dates: Provide MetroPulse webinars and on-site trainings (3/month). Distribute materials to stakeholders regarding updates to CMAP data portals (weekly). Update MetroPulse and data portal product backlogs (monthly). Roll Out New MetroPulse Homepage (July). Roll out Human Capital Information Portal (Summer 2012). Roll out MetroPulse Visualization Integration with CMAP Website (Spring 2013). Roll out MetroPulse Data Sharing Hub (Spring 2013).

2nd Quarter Progress:

- Conducted 10 meetings and gave 5 presentations to over 400 attendees representing government, non-profit and the general public to demonstrate MetroPulse and gather feedback.
- Developed recommendations to improve the use value of MetroPulse with priority stakeholders.
- Developed template for municipal and community area profiles based on data from Existing Conditions Reports. Began compiling data for profiles.

3rd Quarter Objectives:

- Continue to provide presentations and collect feedback from government, non-profit and general public audiences on MetroPulse.
- Finalize community profiles for internal use. Revise profiles, if necessary, based on feedback from staff.
- Facilitate update of MetroPulse websites based on input from target users.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Program Oversight: Patricia Berry

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 to reflect the long-range transportation goals identified in GO TO 2040. Federal, state, and local policies and regulations are analyzed to assure CMAP's TIP addresses regional priorities identified through GO TO 2040 and satisfies regulations. 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, is conformed to the State's Implementation Plan. That plan demonstrates how the region will attain the national ambient air quality standards. In addition to the regional priorities, fiscal issues, and air quality considerations, public involvement and other regulatory elements must be addressed in the TIP.

TIP Development and Administration

Project Manager: Holly Ostlick

Team: Berry, Dixon, Dobbs, Kos, Patronsky, Pietrowiak, Schaad, Wu, Assistant Planner

Description: Work with local, county, state and national partners to assure a regional perspective is considered for transportation maintenance, modernization and expansion investments. Use Active Program Management to ensure that transportation projects proceed in a timely manner, and all available funding is used efficiently. Ensure all 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. Provide management and guidance for the Council of Mayors (COM) and PL program. Ensure communication between CMAP and municipal officials. Maintain current resources, including summary, analysis and visualization tools, for use by local elected officials, staff and the public. Maintain ongoing communication with state and federal agencies to ensure that the region is in compliance with state and federal requirements, is aware of changes to requirements, and that these agencies understand the programming needs of the region. Begin preparation for the federal quadrennial review.

Products and Key Dates: TIP with updates and amendments (ongoing – committee approvals required approximately nine times per year); Comprehensive TIP document update (October 2012); TIP documentation including map, fiscal marks, general public brochures, training materials/courses and web pages (ongoing); active program management reports and recommendations (ongoing); talking points for CMAP staff participating in COM/COG/TC meetings (ongoing); regional project award, obligation report, summary tables/graphic of expenditures, comparison of actual program accomplishment (February 2013); expenditure reports (ongoing); fiscal marks (updated as needed); reports for use by local elected officials on CMAP activities (ongoing); consultation with state and federal agencies (ongoing – meetings approximately six times per year; in conjunction with conformity consultation)

2nd Quarter Progress:

TIP with updates and amendments (ongoing – committee approvals required approximately nine times per year)

- Continued analysis of MAP-21, its impacts on the region and, particularly, on CMAP's TIP and Plan
- Continued work on incorporating recent FMIS access into regular tracking of FHWA fund sources
- Staffed one CMAP Transportation Committee meeting
- Clarified GO TO 2040 Major Capital projects in the TIP database
- Entered new discretionary funding into the TIP
- Finalized Highway projects process of working with implementers to assure prompt disposition (award, move, or delete) of 2012 line elements from the TIP, began to work with Transit
- Continued documentation of TIP processes for CMAP staff initiated
- Held Coordination meeting with IDOT Springfield.
- Held Coordination meetings with IDOT D1 and PLs.
- Processed conformity amendment approval.
- Requested conformity updates.
- Drafted documentation on new fund sources and implications in the TIP.
- Researched and provided direction on representing advanced construction in the TIP.
- Attend IDOT Public Meetings
- Research and facilitate earmarks redistribution
- Attend IDOT Fall Planning Conference
- Resolution approval and distribution
- MPO Policy Committee member designation
- Refined Model Export List and request list from TIP DB

Comprehensive TIP document update

- Researched municipal expenditures

TIP documentation including map, fiscal marks, general public brochures, training materials/courses and web pages (ongoing)

- Updated TIP Map

Active program management reports and recommendations (ongoing)

- Participated in FHWA/ IDOT Process Review on PHI streamlining
- Updated STP Expenditure report to reflect November lettings

Talking points for CMAP staff participating in COM/COG/TC meetings (ongoing)

- Continually updated talking points to emphasize CMAP policy direction

Regional project award, obligation report, summary tables/graphic of expenditures, comparison of actual program accomplishment (February 2013)

- Continued requesting and received For the Record data in useable format from IDOT
- Requested data from County's, Tollway, and transit agencies for non-federal expenditures in 2012.

Fiscal marks (updated as needed)

- Developed STP Marks.
- Developed state/regional resources table and carry over amounts, received concurrence from IDOT.
- Collected project level data

- Processed STP advanced funding requests for CMAP Council of Mayors

Reports for use by local elected officials on CMAP activities (ongoing)

- Began work on functional class revisions to incorporate new IDOT approach
- Updated STP Matrix on Council of Mayors policies

Consultation with state and federal agencies (ongoing – meetings approximately six times per year; in conjunction with conformity consultation)

- Held one consultation meeting

Not assignable

- MPA expansion research
- Participate in IDOT Career Day
- ADA transition plan coordination

3rd Quarter Objectives:

Process conformity amendments. Continue analysis of MAP-21 and implement any necessary revisions. 2012 Obligation report.

TIP Database Management

Project Manager: Kama Dobbs

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

Description: Work to maintain and enhance the usability and usefulness of the TIP database for implementers and the public. Implementers continually adjust their programs based on available funding, shifting priorities in response to economic development, environmental issues, housing and land use decisions. The database must be accessible to implementing agencies and interested CMAP partners. CMAP must balance the need for ease of use and data integrity with flexibility to respond to changing regulatory requirements and CMAP policy initiatives.

Products and Key Dates: TIP database maintenance to improve data validation and ease of implementer use (ongoing); Regularly updated documentation and training materials to keep internal and external users, partners and the public informed of the evolution of the TIP (ongoing); Program Management reports (ongoing); Geocoding of TIP projects and associated outputs (shapefile and maps); Export 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.

2nd Quarter Progress:

TIP database maintenance to improve data validation and ease of implementer use (ongoing);

- Ongoing staff work to remove inaccurate and out of date information from the SQL database, particularly legacy data imported from Access
- Consolidated deadline dates administration to simplify staff efforts to manage the various dates (change due dates, meeting dates, etc.) that trigger database functions
- Continued ongoing work to address minor programming bugs

Regularly updated documentation and training materials to keep internal and external users, partners and the public informed of the evolution of the TIP (ongoing);

- Produced and distributed two editions of TIP Programmer News newsletter for programmers highlighting database changes and upcoming programming deadlines – coordinated with TIP administration project
- Finalized plan for improving project history records, user interface, and overall data processing , executed work order and began programming and testing
- Began development of enhanced “help” files to be rolled out with changes to the main input form next quarter.

Geocoding of TIP projects and associated outputs (shapefile and maps);

- Shapefiles created and updated following November committee action

Export of TIP data for use in public maps, analytic maps, dashboard presentations and other TIP analyses;

- No progress this quarter

Visualization products;

- No progress this quarter

Ongoing maintenance and enhancements in response to user needs.

- Improved Advanced Search capabilities allowing for multi-select and searching of additional fields (such as programmers’ line item identifiers) based on requests from users
- Improved the overall navigation structure of the user interface.
- Ongoing troubleshooting of user reported issues and assisted users in resolution
- Implemented changes to allow programmers to add “notes” to projects and to attach documents (such as location maps, news articles, etc.) to projects for use by staff and programmers (not for public viewing).

3rd Quarter Objectives:

TIP database maintenance to improve data validation and ease of implementer use (ongoing);

- Ongoing staff work to remove inaccurate and out of date information from the TIP database
- Redesign the back end tables to more accurately and efficiently process TIP changes and to produce a more concise and accurate project history.
- Determine if changes are needed to fiscal constraint calculations to address changes to fund codes as a result of MAP-21, and implement those changes if needed.

Regularly updated documentation and training materials to keep internal and external users, partners and the public informed of the evolution of the TIP (ongoing);

- Continue to enhance existing documentation and develop “FAQs”
- Conduct the Annual Refresher for programmers when redesigned input forms and history procedures are rolled out (anticipated for late January or early February 2013)
- Develop and distribute Programmer News as needed to notify users of database upgrades and changes

Geocoding of TIP projects and associated outputs (shapefile and maps);

- Develop and update shapefiles and KMLs to reflect committee action on TIP changes

Export of TIP data for use in public maps, analytic maps, dashboard presentations and other TIP analyses;

- Continue to update work type, fund code and other tables and develop output functions to assist with project characterization for use in TIP Analysis project.

Visualization products;

- With assistance from Research & Analysis staff, add additional data fields, such as project website, MME codes, and fund source data to the TIP map and dashboard applications.
- Continue to update work type, fund code and other tables and develop output functions

Ongoing maintenance and enhancements in response to user needs.

- Continue implementation of changes to project input forms to decrease the processing time for new project records and project changes and to facilitate improvements to project history tracking and reporting. Roll-out to users planned for late January/early February.
- Continue to develop expanded search and filter capabilities (include additional fields, allow for multi-selections, etc.).
- Add a new user login level to allow partner agencies such as FHWA and IDOT, and CMAP staff outside of Programming to view (but not edit) pending changes and other reports not available to the public.
- Adjust layout and filtering of All Projects report to meet user requests.

TIP Analysis

Project Manager: Ross Patronsky

Team: Beata, Berry, Bozic, Dobbs, Ferguson, Kos, Maloney, Ostidick, Pederson

Description: Work with implementers, CMAP policy analysts and interested external parties to ensure appropriate data is available to analyze the impact of the overall TIP and programs submitted by implementers. One key analysis will be the assessment of whether and how the adopted program moves the region toward the vision of GO TO 2040. Semi-annual TIP conformity amendments will be analyzed to inform approving committees and the public in

ascertaining the program's impact on the region's overall mobility and progress toward the vision of GO TO 2040.

Products and Key Dates: TIP fund source dashboard (August 2012); TIP work type dashboard (November 2012); Analysis of overall TIP (ongoing); prototype analysis of TIP revisions (Fall 2012, ongoing after that assuming a meaningful analysis can be developed); analysis of TIP obligations; development of data needs to tie TIP projects to GO TO 2040 action areas and recommendations (January 2013 and ongoing); review and analysis of other transportation programs (ongoing).

2nd Quarter Progress:

- TIP fund source dashboard
 - Update fund source table in database
 - (creation of dashboard delayed for hiring of replacement staff)
- TIP work type dashboard
- Analysis of overall TIP
- Prototype analysis of TIP revisions
 - Development of prototype analysis postponed to work on other priorities
- Analysis of TIP obligations
- Development of data needs to tie TIP projects to GO TO 2040 action areas and recommendations
 - (See Performance-Based Evaluation Criteria and Transportation Funding)
- Review and analysis of other transportation programs

3rd Quarter Objectives:

- TIP fund source dashboard
 - Request creation of dashboard once staff is hired
- TIP work type dashboard
- Analysis of overall TIP
- Prototype analysis of TIP revisions
 - Develop prototype analysis
- Analysis of TIP obligations
- Review and analysis of other transportation programs

CMAQ Program Development and Administration

Project Manager: Doug Ferguson

Team: Berry, Dobbs, Patronsky, Pietrowiak, Schaad, Assistant Planner

Description: The CMAQ Program involves the solicitation, evaluation and selection of surface transportation projects for the Congestion Mitigation and Air Quality Improvement (CMAQ) Program for northeastern Illinois. CMAQ project proposals are evaluated for potential air quality and congestion reduction benefits. Project proposals will be evaluated for their support

of the recommendations of GO TO 2040 and subregional plans. Proposals will be reviewed to identify systems of improvements that address issues within entire corridors.

Once programmed, CMAP staff manages the program to ensure timely and efficient expenditure of funds. To facilitate this, a specialized database has been developed and maintained over the years. Updated programming and management policies are expected to be in place for FY 13.

Products and Key Dates: Update to CMAQ programming and management processes, including revised forms and instructions (December 2012); FY 2017-2018 program development (November 2013); semi-annual reviews of project status (November 2012 and May 2013); regional obligation goal for FFY 2013 (July 2012); quarterly transit project status reports (ongoing); supplementary evaluations for cost/scope change requests (ongoing); updated database functionality (ongoing); programmers documentation of the database (August 2012).

2nd Quarter Progress:

- Update to Programming and Management Processes
 - Held discussions with IDOT with regard to PM2.5 requirements, obligation goals and transportation development credits
 - Held two meetings of the Project Selection Committee
 - Gave a presentation on the CMAQ Programming Process as part of the Regional Peer Exchange on Performance Measures and Capital Program Development.
- FFY 2014-2018 Program Development
 - Developed revised application materials for the new call for proposals
 - Opened the call for proposals on December 10, 2012
 - Held two applicant training workshops on December 17 and 18, 2012
 - Worked with GO TO 2040 Focused Programming focus groups to prepare for new call for projects.
- Semi-annual Review of Project Status
 - Collected October project status updates and followed-up with sponsors and responsible parties as appropriate
 - Delivered report on project status to the Project Selection Committee at their December 6th meeting
- Quarterly Transit Project
 - Presented 3rd quarter of calendar year 2012 Transit Expenditure Updates to Project Selection Committee.
- Supplementary Evaluations for Cost/Scope Change Requests
 - Processed 26 project scope and cost change requests
- Status Information on Project Obligations
 - Processed FHWA and FTA obligations from September through November totaling \$10 million in new obligations

3rd Quarter Objectives:

- Update to Programming and Management Processes

- Begin the process for the development of the newly required Performance Plan and monitor guidance resulting from MAP-21
 - Hold one meetings of the Project Selection Committee
- FFY 2014-2018 Program Development
 - Collect applications from Sponsors and work with PLs to address questions and concerns of sponsors
 - Process the applications received for review and analysis
 - Begin the air quality benefit analysis of eligible projects
- Regional Obligation Goal for FFY 2013
 - Review program status and potential to reach annual goal
- Quarterly Transit Project
 - Conduct 4th quarter of calendar year Transit Expenditure report
- Supplementary Evaluations for Cost/Scope Change Requests
 - Process ongoing CMAQ project scope and cost changes requests
- Status Information on Project Obligations
 - Process FHWA and FTA obligations from December through February
 - Update and refine CMAQ expenditure report for CMAP Council of Mayors
- Update Database Functionality
 - Continue to review and modify database as necessary
- Programmers Documentation of Database
 - Develop documentation report

Conformity of Plans and Program

Project Manager: Ross Patronsky

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

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

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

Products and Key Dates: 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 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); test runs of emissions model to conduct greenhouse gas analyses of the region's transportation system (June, 2013)

2nd Quarter Progress:

- Conformity analyses
 - Collected project changes for semi-annual conformity amendment
 - Conducted analysis for semi-annual conformity amendment using MOVES
 - Incorporated Circle Interchange into network, enabling CMAP Board and MPO Policy Committee approval in March
- documentation of conformity process
 - Drafted documentation of MOVES inputs
- updated data used in conformity analyses
- support development of State Implementation Plans
 - no action required
- findings and interagency agreements from consultation process
 - Continued discussions with consultation team to ensure Circle Interchange project can be amended into the plan
 - Obtained consultation team agreement on language to use in GO TO 2040 in describing the Prairie Parkway
- analyses of air quality issues for regional decision-makers
 - New PM_{2.5} standard announced – region does not attain standard (designation expected in two years)
- Test runs of emissions model to conduct greenhouse gas analyses of the region's transportation system
 - Estimated motor vehicle greenhouse gas emissions for 2015, 2025, 2030 and 2040 as part of conformity analysis

3rd Quarter Objectives:

- Conformity analyses
 - Complete write-up
 - Release semi-annual conformity amendment for public comment
 - Bring amendment to CMAP Board and MPO Policy Committee for consideration in March
- documentation of conformity process
 - Complete documentation of MOVES process and input data
- updated data used in conformity analyses
 - ongoing review of data
- support development of State Implementation Plans
 - No action required (next action expected in FY 2014)
- findings and interagency agreements from consultation process
 - Meet with consultation team (tentatively for February)
- analyses of air quality issues for regional decision-makers
 - No action required

- Test runs of emissions model to conduct greenhouse gas analyses of the region's transportation system
 - No action required

CONGESTION MANAGEMENT

Program Oversight: Don Kopec

This program addresses both the best practices and regulatory requirements for effective management of the region's transportation system. Core CMAP responsibilities for the Congestion Management Process include monitoring and evaluating the performance of the multi-modal transportation system; identifying the causes of congestion; identifying and evaluating congestion management strategies, and providing information supporting action to relieve congestion. MetroPulse and other regional resources will be relied upon to provide information to carry out the elements of the process. A key element of the Congestion Management Process is to develop and provide data in support of regional programming decisions, and transparency for those seeking to understand the programming process. The intent is to provide information in support of our partner agencies and for public information. The management and operational strategies developed will utilize the Regional Transportation Operations Coalition (RTOC), an institutional forum to address regional multi-jurisdictional transportation operations. Specific strategies for managing congestion will focus on intelligent transportation systems, congestion pricing, freight planning, and bicycle and pedestrian planning issues, some of which will be addressed cooperatively through RTOC.

Performance Monitoring

Project Manager: Todd Schmidt

Team: Frank, Rodriguez, Murtha, Interns

Description: This project supports regional transportation system data collection and analysis in support of the Congestion Management Process. The project also provides data input for regional transportation indicators included in MetroPulse along with additional summary indicators and Regional Transportation Archive Data used in transportation systems operations. In addition, data in support of programming decisions by regional partners will also be compiled and maintained. Congestion management performance monitoring also includes evaluations utilizing the accumulated information to address particular performance problems in depth.

Products and Key Dates: Regional Indicators data will be updated. Data will be collected, compiled and analyzed to prepare updated regional indicators for MetroPulse. There are over two dozen transportation indicators, about half of which are appropriate for annual updates. The transportation indicators to be updated this year are: 1) planning time index; 2) travel time index; 3) congested hours; 4) transit passenger miles traveled per vehicle revenue hour – by agency and mode; 5) unlinked passenger trips per capita – by agency; 6) on-time data – by agency including Amtrak; 7) motor vehicle safety; 8) percent of regional trails plan completed; 9) bicycle and pedestrian level of service; 10) percent of transit rolling stock and stations that are compliant with the Americans with Disabilities Act; 11) bridge conditions; and 12) pavement conditions.

In addition, this project will support the Regional Transportation Data Archive project through the acquisition of transportation data in support of the archive. This will involve the acquisition, cleaning, and analysis of traffic volume and speed data, incident data, crash data, and weather data. Brief technical reports of the procedures employed will be prepared.

This project also provides data analysis for partner agencies and for CMAP travel model development. For 2013, this will include annual updates of the regional expressway atlas data with estimates of 2011 and 2012 mainline and ramp traffic volumes. A new procedure for estimating the mainline and ramp traffic volumes will be completed along with more measures such as daily, monthly, and seasonal variations. Graphics for the mainline and ramp traffic volumes will also be produced and posted on the CMP website. A brief overview of the data used to create the mainline and ramp traffic volumes and any major construction events on the expressway network will also be included online. The CMAP arterial congestion estimate map will be updated along with the arterial congestion estimate by township.

CMAP will also continue the summer data collection program in summer 2012 and 2013. This program collects a variety of transportation data for partner agencies and communities, and for CMAP's congestion management purposes as needed. Field data collected in FY 2013 will include intersection turning vehicle counts and freight-related counts, among other items.

2nd Quarter Progress:

- Performance monitoring staff implemented a new process and spreadsheet to calculate regional expressway Average Annual Daily Traffic (AADT) and vehicle miles traveled (VMT). The new spreadsheet tracks adjustments made to raw ramp and station counts. This new process allowed staff to communicate and resolve data issues with IDOT regarding malfunctioning sensors or missing counter information. Staff has also set up templates for graphics for a new regional expressway atlas. The graphics are being created in ArcGIS, which will make them easy to maintain and will streamline the atlas publishing process. A major feature of this work is the automation of the processes; this substantial investment in time is expected to improve the quality of CMAP AADT and VMT estimates. The automation will also reduce future time required to complete these estimates. The 2011 analysis showed a 1.27% decline in regional freeway and tollway VMT from 2010. The 2012 analysis is now underway; a primary benefit of the new process is that this information will be processed and transmitted to IDOT in January, 2013, a full year earlier than would have been possible using the old methodology.
- Prepared arterial congestion travel time indices for 2011 IDOT Hi-Star speed data. This involves a slightly improved methodology that will better measure congestion on arterial roads.
- Staff began preparations for the 2013 summer data collection program.
- Staff updated and maintained CMAP's operations blog, "Green Signals", with one blog entry a week.

3rd Quarter Objectives:

- Performance monitoring staff will continue to work on updating the regional indicators. Staff will update the pavement and bridge conditions indicators this quarter.
- Staff will provide a new expressway VMT summary reflecting the 2011 expressway atlas data. Provide draft of expressway atlas document for internal review.
- The CMP will continue to support the Regional Data Archive project. In particular, staff will make a process to automatically create daily reports of data successfully obtained

from IDOT and other sources.

- The CMAP arterial congestion estimate map will be updated along with the arterial congestion estimate by township with recently calculated 2011 values.
- Continue to update and maintain CMAP's operations blog.

Data for Programming Decisions

Project Manager: Tom Murtha

Team: Rice, Schmidt, Rogus, Sanders, Patronsky

Description: GO TO 2040 calls for improved decision-making models for evaluating potential transportation investments. The difficulty in obtaining and organizing congestion data to use in the GO TO 2040 focused programming approach pointed to the need for this project. In addition, the CMAP staff receives requests for congestion data in support of programming decisions. This project would make congestion management data more easily available to support programming decisions for multiple agencies. The project would leverage and be coordinated with other CMAP projects to provide information to regional stakeholders.

This is a multi-year project with staged implementation. In its first year, the project reviewed information needed to identify and program congestion relief projects and programs; identified information currently available; and identified current gaps in the information that is available and deficiencies in the way it's presented. In 2013, the project will develop a plan and architecture for addressing the data gaps and mechanisms for making the data more usable. In succeeding years, implementation will be put in place.

The result will be an improved information system to support regional efforts to identify congestion relief projects and support decisions to prioritize and program those projects. We anticipate that this will include new information not yet available to us, and technology applications to make new and existing information more easily available to decision makers. One possible example of an outcome would be a dashboard application or web site that CMAP staff and partner agencies could use as a one-stop-shop for congestion management data necessary for project programming.

Products and Key Dates: Draft system plan, including a prioritization and staging of both data acquisition and deploying the data for CMAP and partner agency use (November, 2012). Draft System Architecture, a more detailed sketch showing how the prioritized data will be acquired, processed, stored, shared, and maintained (January, 2013). Final System Architecture and Plan (June 2013)

2nd Quarter Progress:

CMAP initiated internal review of a broader CMP plan, including the data for programming decisions project. Staff drafted an interview guide for programming agencies for administration in the 3rd quarter. CMAP will complete a draft plan, including a data prioritization, in the second quarter.

3rd Quarter Objectives:

CMAP will complete the internal review, data description, implementer interviews, and will continue work on a draft plan, with data prioritization.

Congestion Management Process

Project Manager: Tom Murtha

Team: Frank, Nicholas, Rodriguez, Schmidt, Rice, O'Neal

Description: The project provides the primary management and implementation of the Congestion Management Process. The Congestion Management Process will identify and evaluate appropriate implementation strategies to address regional congestion. This project will conduct analyses and address various data issues identified within the Congestion Management Process, including the administration of the Regional Transportation Operations Coalition (RTOC), a forum where regional operations personnel confer across jurisdictional boundaries to improve transportation system performance. Lastly, this project includes the maintenance and required updates of the region's Intelligent Transportation System (ITS) Architecture.

Products and Key Dates: Quarterly RTOC Meetings (September, December, March, June); a limited number of operational congestion management studies examining incident response techniques (June, 2013); the collection of baseline data for before/after studies examining various projects programmed with CMAQ funding (June, 2013); maintenance of the Regional Intelligent Transportation System (ITS) Architecture and Deployment Plan; the federally required update of the ITS Architecture focusing on incident management (June 2013). ; the update of several regional databases supporting adopted GO TO 2040 strategies, including parking and highway traffic signals; a new highway traffic signal database will be developed (June, 2013); and, documentation of the overall congestion management process will be maintained and updated on an as-needed basis.

2nd Quarter Progress:

The Regional Transportation Operations Coalition met in October and December. The Coalition approved the measures to be used as part of the baseline data for before/after studies examining various projects programmed with CMAQ funding. A draft of the congestion management process documentation was reviewed and recommended by the Regional Transportation Operations Coalition and is expected to be ready for final approval in June. CMAP also provided for RTOC and Advanced Technology Task Force review the information that will be needed for the ITS update, including information on Public Safety Access Points (PSAPs), other incident management information (including an incident management database), and smart corridor planning. ITS materials were transmitted to stakeholders for review; stakeholder meetings are scheduled for the 3rd quarter, beginning in January. CMAP also transmitted incident shapefile information for 2008 through 2010 to IDOT for review; discussions about integrating the information into the Regional Data Archive traffic animation demonstration began in December. Incident coding continued for 2011. Staff collected additional incident management information, including clearance, congestion, and secondary crash data for fatal crashes in 2008. CMAP also prepared a draft incident management brief concentrating on PSAP-transportation management center data integration; this brief was reviewed by RTOC and will be used as the data collection necessary to improve this process continues. Planning for a regional smart corridor workshop was begun, with a workshop scheduled for January that

will explore smart corridor options along the Jane Addams Memorial Tollway. CMAP also participated in a local bottleneck elimination workshop that was conducted by FHWA. Staff continued updates of the off-street parking database, and shared on-street data with the City of Chicago.

3rd Quarter Objectives:

Staff will assist focus groups in reviewing CMAQ projects for GO TO 2040 plan implementation. CMAP staff will also continue its work on incident management, including both developing a better understanding of the highway incident management process and working with regional agencies to more widely implement advanced incident response techniques. CMAP will integrate stakeholder input into an updated draft ITS plan and architecture for the region. CMAP will host a smart corridors workshop.

Freight Operations

Project Manager: Murtha

Team: Deshazo, Nicholas, Rodriguez, O'Neal

Description: In cooperation with our partners, this project identifies, evaluates, and implements, as appropriate, strategies to address regional freight needs. The project also addresses the impact of freight on regional communities. Issues addressed in FY 2013 focus on truck demand management, truck operational improvements, and data collection and analysis. These activities are conducted with the support of stakeholder groups, the CMAP Freight Committee and the Regional Transportation Operations Coalition.

Products and Key Dates: *Operational improvements:* CMAP will provide support for truck route planning activities in Chicago and McHenry County, with activities extending through April, 2013. This will include shapefiles of routes and restrictions for these areas and adjacent suburbs by October, 2012; a physical assessment of the routes by November, 2012. This information will be provided to jurisdiction agency consultants to facilitate their continued work. In addition, CMAP will provide truck data for the I-55 managed lane study through June, 2013, including freight generator data by October, 2012. Much of the information from the above initiatives will be used for other CMAP freight planning efforts; the truck route and restriction information will be included in the CMAP highway networks for regional travel demand modeling by June, 2013. Lastly, a community briefing paper on establishing designated and preferred truck will be initiated in FY 2012 with completion by October, 2013.

Truck demand management: In FY 2013, CMAP will collect and synthesize data regarding truck travel by time of day. This will include truck delivery and parking information from municipal ordinances and land use regulations, with stakeholder outreach by November 2012. Full program recommendations with suggested regional activities will be provided in April, 2013. CMAP will also review truck permit regulations to de-conflict truck permit regulations with a desire to encourage off-hours truck movements. This will include a synthesis of existing practices by November, 2012 and recommended practices by April, 2013. A community briefing paper will be developed by April, 2013.

Data development. In addition to the data noted above, CMAP will continue to maintain selected data at <http://www.cmap.illinois.gov/freight-snapshot>. Planned 2013 updates include

intermodal lifts, the number of trains and gross tonnages on the rail system, rail alignment changes, and an agency freight data directory, all to be completed by June, 2013.

2nd Quarter Progress:

Operational improvements. CMAP completed coding municipal ordinances into a copy of the CMAP Master Highway Network shapefile for all counties; a few state-based restrictions remain to be coded. CMAP has also nearly completed work to code vertical clearance restrictions into the Master Highway Network. This will support planning activities in Chicago and McHenry County. Thus, the networks showing truck restrictions are nearly ready for local agency review. Lastly, CMAP developed additional information regarding truck trips for planning the I-55 managed lane and Circle Interchange projects, but has not yet transmitted the information.

Truck demand management. CMAP has continued reviewing truck permit regulations. CMAP has also begun its review of municipal truck travel time-of-day and parking information collected through its [Municipal Survey](#) (p. 12).

3rd Quarter Objectives:

Operational improvements. CMAP will complete the last of the state truck restrictions, and will finish the last of the region-wide update of truck clearance data coding onto the Master Highway Network shapefile. CMAP will, first, provide this information to Chicago and McHenry County to inform the planning processes underway or about to be undertaken in these areas. A physical assessment of truck information will be synthesized for McHenry County. A Chicago synthesis will be updated with information for adjoining communities. Second, CMAP will also send the information out for broader review and correction through the Council of Mayors process.

Truck demand management. CMAP will continue its collection and analysis of truck-trip by time-of-day information, including information about municipal practices collected through the CMAP municipal survey. Outreach efforts with stakeholders will be stepped up.

Data development. No additional data development activities are planned for the third quarter of FY 2013.

Bicycle and Pedestrian Transportation Planning

Project Manager: O'Neal

Team: Murtha

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 an expected forty requests by partner agencies for bicycle and pedestrian planning information (thirty reports per year plus ten additional low-level responses); update bikeway information system (June, 2013); provide technical planning information in support of walking and cycling through the Soles and Spokes Blog (1-2 blog

entries per week); one to two Soles and Spokes Workshops focusing on issues such as opportunities for transit oriented development, accessibility for people with disabilities (by June, 2013); community briefing papers and web-based resources providing information on technical aspects of bicycle and pedestrian planning. Focus for 2013 for such information will be on the walkability and transit aspects of Transit Oriented Development (by January, 2013); data and analysis in support of improved bike-ped project programming to support congestion mitigation.

2nd Quarter Progress:

- Main accomplishment this quarter: Soles and Spokes Workshop, *Designing Pedestrian Facilities for Accessibility*. The workshop was sold out. It included a field exercise, which limited the number of participants to 35, and remote video participation by one instructor. Each registrant paid \$135 (\$155 late registration). No sponsorship was sought. Final accounting indicates a balance of \$604.03 (when the carryover from the bikeways workshop is included). Reviews of the workshop were overwhelmingly positive.
- Completed socio-economic, transportation, and safety analyses and maps for North Shore Council of Mayors FY2012 STP Program bicycle and pedestrian project submittals.
- [Ongoing] Refocused efforts and made substantial progress providing bicycle and pedestrian planning information in response to requests from IDOT, county DOTs, municipalities, and consultants. This quarter, ten (10) requests were addressed, reducing the number of outstanding requests to fifteen (one is substantially underway). Coordination and consultation with local/sub-regional stakeholders continues to increase as they become more familiar with and interested in walkability and bikeability. We continue to coordinate our responses with the League of Illinois Bicyclists and Active Transportation Alliance. *This work serves as the basis for implementation of IDOT's Complete Streets policy in our region.*
- [Ongoing] Collaborated on final draft of Existing Conditions Report for the Antioch LTA project, which is the conceptual design for a greenway or "lifestyle corridor" spanning the Village boundaries. Work included meetings with Village staff and consultant team members, site visits, GIS mapping, crash analysis, and development of ECR, with key transportation findings.
- [Ongoing] Continued dissemination of Community Briefing Paper on ADA Transition Plans.
- [Ongoing] posts and maintenance of "Soles and Spokes, CMAP Bicycle and Pedestrian Planning Blog" (<http://cmap.illinois.gov/solesandspokes/>). We continue to match or exceed our goal of an average of 2-3 posts per week, and continue outreach to bicycling and pedestrian planning partners and stakeholders to raise awareness and use of the blog. Positive feedback continues.
- [Ongoing] Updates to Bicycle Inventory System (BIS) data, including major updates on Regional Greenways & Trails Plan, NWMC Bicycle Plan, West Central Municipal

Conference, and smaller edits to Lake and Kane Counties. Local plans edited include Channahon, Barrington, Long Grove, and Rolling Meadows, and others.

- [Ongoing] Updates to bicycle and pedestrian program website (under Main Bike-Ped webpage Accessibility, Greenways and Trails Plan, etc.)
- [Ongoing] Provided BIS, crash, and Greenways and Trails Plan data and maps to communities, partnering agencies, and stakeholder groups working on bikeway and trail planning and projects.
- [Ongoing] Represented regional interests in non-motorized transportation at various meetings, conferences, and with partner organizations (FHWA Pedestrian Safety Focus States, SRTS State Network and Northeastern Illinois Task Forces, IDOT IBCWG, INDR IGTC and GIT Executive Committee, City of Chicago MBAC and MPAC; NWMC and other COMs, etc.)
- Bicycle and Pedestrian Task Force. The Task Force met on December 19, 2012. Next meeting is scheduled for February 20, 2013. The main focus of the December meeting, and of upcoming meetings, was on the Task Force's input for the 2014-18 CMAQ call for projects..

3rd Quarter Objectives:

- Through the Bicycle and Pedestrian Task Force, develop and implement robust method and processes for the Task Force, as one focus group, to contribute to the upcoming (2014-18) CMAQ call for projects.
- Analyze bicycle and pedestrian projects for the Bike-Ped Task Force and the CMAQ Project Selection Committee.
- Continue to address in a timely manner IDOT and other agency requests for bicycle and pedestrian planning information. There is currently a back-log of 15 requests.
- Continue to improve the content, and increase awareness of the CMAP Soles and Spokes Bike-Ped Planning blog.
- Continue work with IDOT, Council of Mayors, and other stakeholders and groups to develop effective implementation policy and procedures for non-motorized transportation and Complete Streets.
- Maintain and improve bicycle facility and plan inventories in BIS.

WATER RESOURCE PLANNING

Program Oversight: Don Kopec

The Water Resource Planning program features the agency's water quality planning activities, guided by CMAP's role as the delegated authority for Areawide Water Quality Planning. Water quality planning activities are informed by the Clean Water Act (CWA), related guidance documents including regional plans, and typically involve watershed plan development, some degree of post-plan support, and technical assistance or guidance provided to watershed groups as funding allows. Activities also include formal review of Facility Planning Area (FPA) amendment applications that lead to a CMAP staff recommendation made to the Illinois Environmental Protection Agency (IEPA). Facility Planning Area application review and recommendations are shared with the CMAP Wastewater Committee who also makes a recommendation to IEPA. The Volunteer Lake Monitoring Program is another water quality oriented program that has been carried out by CMAP and its predecessor agency for many years. Activities can also include administrative and technical support for CWA Section 319 funded implementation grants awarded to various "stakeholders" throughout the region. Such support can extend to application preparation.

Facilities Planning Area (FPA) Review Process

Project Manager: Dawn Thompson

Team: Loftus, Hudson

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

Products and Key Dates: Reviews as needed.

2nd Quarter Progress:

- Conducted several internal discussions regarding revisions to the FPA process.
- Completed and forwarded a letter to Marcia Willhite IEPA's Bureau of Water Chief, that suggested revisions to the FPA process including: streamlining the process; avoiding duplication between CMAP and other agencies; and aligning the process to implement policies from Go To 2040.
- Finalized a scope of work to secure a water resources engineer to assist staff in advancing water resources objectives, including the FPA Process. Evaluated nine statements of qualifications on the criteria listed in the RFQ and conducted interviews with five of the selected firms. Two engineering firms were selected, Geosyntec Consultants (primary firm),

Wills Burke Kelsey Associates, Ltd. (secondary firm). Also developed a draft Board report requesting approval of the selected firms.

- Provided feedback on IEPA's Water Quality Management Activities Contract.
- Completed the annual Water Quality Activities Report which describes activities undertaken and completed by CMAP during calendar year 2012.
- Completed a preliminary review for the Lakes Region Sanitary District (LRSD) FPA amendment request. The request includes a transfer of 987 acres from the Northwest Lake FPA to the LRSD Sub-FPA of the Northwest Lake FPA.
- Completed a preliminary review for the Village of Lemont's FPA request to transfer 25.24 acres of land from the Illinois American FPA to the MWRDGC FPA. Also completed a letter requesting additional items needed to complete Staff's report. Worked with MWRDGC to address issues of concern.
- Completed updates to the FPA master GIS layer. The updates are based on amendment requests that were reviewed and approved by CMAP and the IEPA.
- Updated the Wastewater Committee meeting schedule and updated the Committee's webpage.
- Completed minutes from the December 2012 Wastewater Committee meeting for the January 2013 Wastewater Committee meeting.
- Developed public notices and signoff letters for several Level III amendment requests. These included reissuance of NPDES Permits and approval of several SRF Loans.
- Completed the 319 webpage and map and converted GIS shapefiles to .kml files for use on CMAP's website.
- Completed a PAO for Engineering Enterprises, Inc., CMAP's water resources engineering consultant, to provide comments on a pending FPA application.

3rd Quarter Objectives:

- To develop necessary documentation for FPA amendment requests including reviews, additional needs letters, maps, and technical support as needed.
- To develop meeting materials for upcoming Wastewater Committee meetings.
- To continue the process of reviewing FPA Review Criteria and the WQMP Amendment Application for purposes of updating and revision.
- To meet with representatives of the IEPA to discuss proposed changes to the FPA process.
- To continue an analysis to determine how many applicants (within the past 5 years) have acted on staff's recommendation and actually adopted ordinances that are comparable to CMAP's model ordinances.
- To begin developing Metropulse datasets.
- To finalize the 319 webpage.

Watershed Planning

Project Manager: Tim Loftus

Team: Hudson, Thompson

Description: Staff will develop a watershed based plan and TMDL implementation plan for three southwest Lake County watersheds. Following a watershed-based planning process, the plan will inventory the natural, human and man-made resources and begin the development of a watershed-based plan covering the three watersheds. The plan will be completed during FY 2014. The plan will include pollutant load allocations identified in a total maximum daily load (TMDL) report for nine impaired waterbodies (i.e., lakes). Among the nine lakes, eight have total phosphorus TMDL, two feature a fecal coliform TMDL, and one lake has a TMDL for dissolved oxygen. The lakes are grouped together in an approximately 25 square mile area covering three adjacent sub-watersheds within the Upper Fox River Basin: Cotton/Mutton Creek, Slocum Lake Drain, and Tower Lake.

Products and Key Dates: Near-monthly stakeholder meetings, development of a problem statement, goals, and objectives, quarterly progress reports due to Illinois EPA, and a watershed resource inventory due April 1, 2013. The final draft plan including an Executive Summary, a self-assessment of the plan and data entry into RMMS is due in the latter half of FY 2014.

2nd Quarter Progress:

One public meeting for the 9 Lakes TMDL Implementation Planning project was conducted on November 28. The afternoon meeting was well attended much like previous meetings. With working goals and objectives now settled for the time being, discussion has turned to the evolving resource inventory, stormwater management, and other relevant planning topics.

Within our planning area, there are a few existing local groups (e.g., lake associations) and one new local group – the Tower Lakes Drain Partnership. We are attending local meetings and coordinating to the extent possible with key representatives and others associated with these groups. Since local group meetings typically take place in the evening or at night, our planning project has effectively been broadened to be more inclusive of additional stakeholders who might not otherwise be able to attend our afternoon meetings. Goals and objectives developed for this project are also reflective of interests that are centered more locally on individual lakes.

The resource inventory is evolving as watershed boundaries have now been finalized. We continue to work closely with the Lake County Stormwater Management Commission (SMC) and the Lake County Health Department as the project purpose is consistent with the mission of both county agencies.

Following a standard process, CMAP selected a subcontractor, Northwater Consulting, for a GIS-based modeling tool that will allow staff to identify watershed-wide opportunities for best management practices implementation. Illinois EPA approved the subcontract with Northwater. Staff has been organizing and providing data to Northwater as model development is underway. Staff is working with Illinois EPA to obtain all water quality data available for purposes of model calibration. Training on the model is expected in late January 2013.

As always, the updated goals/objectives document, along with agendas, meeting notes, and other meeting material, are available via the Fox River Ecosystem Partnership website: <http://www.foxriverecosystem.org/9Lakes.htm> .

3rd Quarter Objectives:

The next public meeting is scheduled for January 23. Another stakeholder meeting will occur in March. Work will progress on developing the resource inventory. The GIS-based modeling tool will be developed by our subcontractor and staff training is expected in early January.

Watershed Management Coordination

Project Manager: Tim Loftus

Team: Hudson, Thompson

Description: Staff will provide technical assistance, guidance, and/or regional coordination to water quality related planning and management activities led by others in the region. As funding allows, and consistent with the water quality management planning work approved by Illinois EPA, staff will direct efforts at those entities either undertaking watershed planning initiatives or implementation of an Illinois EPA approved plan. Such entities include those funded through the Clean Water Act or those focused on addressing CWA Section 303(d) listed (i.e., impaired) waters.

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

2nd Quarter Progress:

- Invited to attend and give a presentation at the annual Region V Source Water Managers meeting hosted by Illinois EPA, Bureau of Water, Division of Public Water Supplies in Urbana, Illinois.
- Attended the 2012 Urban Water Sustainability Leadership Conference hosted by the U.S. Water Alliance in Cincinnati, Ohio.
- Attended the semi-annual Ferson-Otter Creek Watershed Coalition meeting hosted by the Village of South Elgin and co-organized with The Conservation Foundation. These meetings are in support of watershed plan implementation.
- Attended the Fox River Study Group annual meeting in Batavia, Illinois.
- Invited to give a presentation at the Illinois Section AWWA Drought Workshop in Elgin, Illinois.
- Invited to give a presentation at the US Green Building Council credentials maintenance seminar in Chicago, Illinois.

- Attended a Stormwater BMP Optimization Modeling Workshop presented by Tetra Tech at Lake County Central Permit Facility in Libertyville, Illinois.
- Participated in the water resource engineer contract-for-services interviews and expressed preferences for top two candidate firms.
- Met with a member of the LTA team to discuss and provide feedback on the draft LTA project scope for the Silver Creek and Sleepy Hollow Creek Watershed Collation application. Participated in a conference call to discuss the project scope.
- Participated in two Silver Creek and Sleepy Hollow Creek Watershed Coalition Meetings. Presented CMAP's draft scope of work for the Coalition's LTA application. Also, presented IEPA's newly released water resource toolkit.
- Participated in the Center for Watershed Protection's webinar titled "Customizing Your Stormwater BMP Design for Specific Pollutants."
- In support of the Hickory Creek Watershed Planning Group (HCWPG), inquired with ISWS and USGS personnel about who had installed a gaging station at Marley Creek at Regan Road in Mokena, and learned that it was a USGS gaging station supported by IDNR-OWR; this is fortuitous for the HCWPG's stream water quality sampling efforts;
- Finished edits to Maple Lake Phase 2 report and provided the PDF to IEPA and FPDCC staff;
- Prepared handouts and set up a display of CMAP's recent Fox River Basin watershed plans at the Fox River Study Group's annual meeting on October 25;
- In conjunction with The Conservation Foundation, prepared an agenda for and facilitated the October 30 meeting of the Blackberry Creek Watershed Coalition, including encouragement of adoption of resolutions of support by those municipalities and districts that had not yet done so;
- Participated in monthly Fox River Ecosystem Partnership (FREPP) meetings, which involved an overview and site-visit of the Blackberry Creek dam removal project at the October meeting and co-facilitating a special strategic planning session at the November meeting;
- Stayed abreast of e-mail correspondence and reviewed the meeting notes for the October and November Tyler Creek Watershed Coalition meetings;
- Attended the November Jelkes Creek-Fox River Watershed planning meeting facilitated by Kane-DuPage SWCD and provided input regarding CMAP's Local Technical Assistance Program and FREPP's assistance with 319 grant applications.

- Prepared an evaluation form to help assess the water resource engineering firm's statement of qualifications (SOQ), reviewed the 11 SOQs received, and participated in interviews of the top 5 firms;
- Participated in the Lincoln Park North Pond Nature Sanctuary Master Plan – Advisory Group meeting on December 3 which focused on the preliminary design concept plan developed by the landscape design contractor.

3rd Quarter Objectives:

- Participate in the Nexus 2013: International Water Nexus Summit at Northeastern Illinois University as an invited presenter/panelist.
- Offer guidance and technical assistance as needed.
- Finalize the SOPs for the HCWPG's stream monitoring QAPP and assist with data management QA/QC.
- Continue to attend monthly meetings and provide technical support to the following watershed organizations: Fox River Ecosystem Partnership, Tyler Creek 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, and Silver and Sleepy Hollow Creeks Watershed Coalition.
- Continue to participate on the Lincoln Park North Pond Nature Sanctuary Master Plan Advisory Group.
- Work with members CMAP's LTA team and members of the Silver Creek and Sleepy Hollow Creek Coalition to finalize the scope of work for the Collation's LTA application.
- Participate in upcoming Silver Creek and Sleepy Hollow Creek Coalition Meetings.
- Provide technical assistance to other watershed groups as time and resources allow, including the Buffalo Creek Clean Watershed Partnership and Silver and Sleepy Hollow Creeks Watershed Coalition.

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 2012), lake maps and monitoring site coordinates for new lakes in the program (November

2012), monitoring data QA/QC and editing in Illinois EPA's lakes database (December 2012), assistance with annual report preparation (as requested by Illinois EPA), distribution of Secchi monitoring forms to continuing volunteers (April 2013), volunteer training (May 2013) and follow up visits (as needed).

2nd 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 1st quarter FY13 progress report for CMAP and Illinois EPA;
- Reviewed Illinois EPA's draft of the 2013-2014 Water Quality Management Planning Financial Assistance Agreement, spoke with the VLMP Statewide Coordinator and requested clarification on several aspects of the VLMP section, and provided comments and questions to CMAP's Don Kopec;
- Attended the NALMS (North American Lake Management Society) annual symposium in November, and took a modeling workshop on FLUX and BATHTUB;
- Wrote a VLMP article for CMAP's Water Quality Activities Report;
- Prepared for and participated in an end-of-season conference call on Dec. 5 with Lakes Unit staff from Illinois EPA and the other VLMP regional coordinators at Lake County Health Department and Greater Egypt Regional Planning & Development Commission;
- Reviewed the conference call notes prepared by the VLMP Statewide Coordinator and added additional notes;
- Following direction from Illinois EPA, ordered microcystins test kits and a multiparameter sonde for VLMP use;
- Provided a copy of the most recent (revised 2005) Lake Assessment Information Form to the VLMP Statewide Coordinator for his use in revising the form.

Data management:

- Reviewed Secchi Monitoring forms received from volunteers, compared the data and information on the forms to the on-line data entries, wrote notes on each form regarding corrections needed, followed up with volunteers regarding unclear or incomplete information, entered Secchi monitoring data on-line as necessary, and mailed copies of the Secchi forms as well as volunteers' Tier 2 and 3 dissolved oxygen/temperature profiles to the Statewide Coordinator at Illinois EPA.

Technical assistance:

- Created aquatic plant species distribution maps based on a whole lake survey conducted in 2010 for Silver Lake/McHenry County, and presented this information to and discussed aquatic plant management options with the Village of Oakwood Hills' Lake, Park and Fen Committee at their October meeting;
- Prepared for and participated in the first Illinois Hydrilla Early Detection/Rapid Response Plan Steering Committee meeting in October, providing input including how the VLMP and our network of lake volunteers may be utilized;

- Provided copies of *A Guide to Illinois Lake Management* to the volunteer monitor at Longmeadow Lake/Cook Co. for their homeowners association annual meeting, along with guidance on meeting facilitation and conflict resolution;
- Provided information to the volunteers at Apple Canyon Lake/Jo Daviess Co. on types of lake level staff gages and several potential vendors;
- Assisted the volunteer at Lake Stephen/Will Co. with aquatic plant identification (we thankfully confirmed that hydrilla was NOT present);
- Provided information on the proliferation potential and management of zebra mussels, along with outreach and education suggestions, to the volunteers and HOA president at Virginia Lake/Cook Co.,
- Prepared for and presented an overview of lake ecology, monitoring, and management to an ecosystem restoration class at the College of Lake County;
- Discussed lake aeration and associated lake management with a lake committee member in Florida and provided Florida LakeWatch contact information;
- Investigated the accuracy of a graduated cone (which the VLMP currently uses in the chlorophyll kits) versus a graduated cylinder.

Volunteer Training:

- none

3rd Quarter Objectives:

Provide lists of certificate of appreciation recipients and milestone award recipients to Illinois EPA, attend Illinois EPA's Harmful Algal Bloom Public Meeting on January 16 in Springfield, assist Illinois EPA as requested in preparations for the VLMP session at the Illinois Lake Management Association conference to be held in early April, prepare quarterly project reports for CMAP and Illinois EPA, and provide technical assistance to volunteers as requested.

Water Pricing and Outreach

Project Manager: Margaret Schneemann

Description: A training/technical assistance program, including several workshops, will be produced in partnership with others. Education and outreach products will be produced to address sustainable financing and conservation pricing. Drought pricing strategies will also be featured in a paper and presentation under the NOAA Coastal Communities Climate Adaptation Initiative. Support will be provided for a website which will be the primary source of information, with a focus on CMAP offerings related to education, outreach, training, technical assistance, and program integration with Illinois-Indiana Sea Grant and the University of Illinois – Extension.

Products and Key Dates: Develop pilot workshops for utilities covering budgeting and financial planning (September 2012), asset management (November 2012), and rate setting (Spring 2013). Presentations with outreach and educational materials including power points and factsheets, to community stakeholders regarding rate setting and full-cost pricing. Paper and presentation on drought pricing strategies

2nd Quarter Progress:

- Finalized Full Cost Pricing Manual, obtained printing estimates, chose printer for the project.
- Created Freshwater Institute partnership for delivering training workshops.
- Continued project management of *Lawn to Lake* program supporting pollution prevention and outdoor water conservation outreach and education, including general project management activities, semi-annual and quarterly progress reports to the EPA, and budget management and tracking.
- Participated in ILAWWA Water Conservation Efficiency Committee activities, discussed webinar to coincide with Full Cost Manual Release.

3rd Quarter Objectives:

- Update website with Full Cost Pricing Manual and *Lawn to Lake* Manual documents (CMAP & IISG); integrate into new outdoor water conservation program website (IISG hosted).
- Deliver invited presentations on Outdoor Water Conservation Program and Manual to the Northwest Water Planning Alliance Technical Advisory Committee and Executive Committee (includes drought pricing, full cost pricing, outdoor water conservation best management practices) and revise manual based on feedback.
- Continue project management of *Lawn to Lake* including spring workshop (March 6th).
- Develop Freshwater Institute training program marketing plan and work on program curriculum and costing, including pilot full cost workshop/webinar development; attend Freshwater Institute development planning meetings and provide support as needed.

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, formerly known as the Chicago Region Initiative for Better Buildings (CRIBB) or the Chicago Region Retrofit Ramp-Up (CR3), is working to transform the market to carry out energy-efficient retrofits across the residential, commercial, and industrial building sectors in northeastern Illinois. The project is significant in its potential to reduce the region's large energy footprint, incorporate private investment, and serve as a model for inter-jurisdictional collaboration.

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

EI2 Retrofit Steering Committee Support

Team: Olson, Plagman, Silberhorn

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

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

2nd Quarter Progress: Continued to schedule and coordinate bimonthly Steering Committee meetings (October 2012) and include key CMAP staff (Randy Blankenhorn, Jill Leary, Dan Olson, Emily Plagman, Joey-Lin Silberhorn)

- Provided bimonthly EI2 progress reports to Steering Committee members
- Involved Steering Committee with longer-term planning and decisions (up to 6-months in advance) surrounding relevant issues.
- Involved Steering Committee, particularly the utility representatives, in implementation discussions for EI2 to minimize program delivery overlap between EI2 and utility/DCEO sponsored efficiency programs.

3rd Quarter Objectives:

- Continue to schedule and coordinate bimonthly Steering Committee meetings (January and March 2013) and include key CMAP staff (Randy Blankenhorn, Jill Leary, Dan Olson, Emily Plagman, Joey-Lin Silberhorn)
- Provide bimonthly EI2 progress reports to Steering Committee members
- Involve Steering Committee with longer-term planning and decisions (up to 6-months in advance) surrounding relevant issues.
- Involve Steering Committee, particularly the utility representatives, in implementation discussions for EI2 to minimize program delivery overlap between EI2 and utility/DCEO sponsored efficiency programs.
- Begin soliciting program sustainability ideas from Steering Committee, in coordination with guidance from DOE on end of program.

EI2 Program Implementation

Team: Olson, Plagman, Silberhorn, Tiedemann, CNT Energy

Description:

All \$25 million of the EI2 grant funds were considered fully obligated as of November 18, 2011. By the beginning of Q1 of FY13 EI2 will have expended close to \$20.4 million of grant funds. The majority of the drawn-down funds are in place as credit enhancements (Loan Loss Reserves) for financial institutions, and in doing so, the EI2 program has acquired approximately \$114.5 million in committed private investment capital from the various financial institutions which is available specifically for retrofitting work. At the start of Q1 2013, it is estimated that approximately \$4 million of this private investment commitment has completed or is in the process of completing retrofit construction. EI2 administration will continue to expend funds at a rate of approximately \$300,000 a month.

Products and Key Dates: EI2 IS maintenance (ongoing), community outreach activities and continued use of “Two Energy Bills” marketing campaign, (ongoing); quarterly retrofit and spending targets associated with financing programs (ongoing, through FY13); and, workforce intermediary (ongoing, through FY13)

2nd Quarter Progress:

- Continued to support community-based efforts and the EI2 “houseparty” model to foster consumer demand through new field officer staff and “Dollars for Doing” marketing campaign.
- Worked with newly developed “Retrofit Chicago” program to reach out to various City of Chicago partnerships, including aldermanic contacts.
- Maintained EI2 website and develop plan for transitioning ownership to CMAP/CNT staff.
- Maintained PositivEnergy Practice’s EnCompass tool and expand PEP’s role as commercial retrofitting “Gateway Service” in cooperation with the City of Chicago and the Better Building Challenge.
- Maintained MyHomeEQ residential building energy tool as part of the larger EI2 Information System and continue to improve user interface and data validation.
- Continued working with Delta Institute, utilities, and various lending institutions to

implement residential retrofit rebate program offerings to increase demand and retrofit activity in addition to refining program delivery. As of the end of Q2, approximately ~700 single-family homes had been served by the program.

- Worked with Priority Energy to drive demand and retrofit activity in the Home Performance Retrofit Rebate program.
- Continued to increase outreach and drive demand toward audits, applications, and completed retrofits for the Energy Savers (Multifamily Loan Loss Reserve) program. Developed tentative incentive program from submitted CIC proposal that looks to provide retrofitting funds directly to multifamily owners that don't qualify for Energy Savers loan program.
- Worked with the Village of Oak Park to continue driving audits, finalize applications, and conduct retrofit work through the Multi-Unit Retrofit Improvement Loan Program.
- Worked with the City of Chicago to finalize additional loan closings and oversee construction of buildings through the Multi-Unit Retrofit Improvement Loan Program; continue weekly review of all Davis-Bacon documentation.
- Monitored the Metropolitan Planning Council's Home Energy Renovations for Employees (HERE). Maintain funding at levels that accommodate employers that have signed up for this program, and appropriate remainder of funds to other areas.
- Worked with IFF to increase demand and retrofit activity in the Commercial Nonprofit Retrofit program and continue tracking audits, loans closed, and completed retrofits. Explored potential incentives for nonprofits to complete retrofitting work.
- With CNT Energy, the Chicago Jobs Council, and the Centers for New Horizons – continued research and workforce alignment through the Workforce Intermediary.
- Continued work with SCIEnergy (formerly Transcend Equity Development Corporation) to drive demand and retrofit activity within the Commercial/Industrial Retrofit program. Reviewed and authorized incoming technical assistance funding requests (Illinois Institute of Technology)

3rd Quarter Objectives:

- Develop and submit no-cost EI2 grant extension request to Department of Energy (per the suggestion of DOE staff) for critical non-financing program components through September 30, 2013.
- Refine community-based efforts and the EI2 "houseparty" model to foster consumer demand through new field officers.
- Collaborate with "Retrofit Chicago" program to reach out to various City of Chicago partnerships, including aldermanic contacts.
- Implement EI2 website transition from C3 to CMAP/CNT staff, including training of relevant staff
- Develop and finalize first round of road maps and identify sustainability options for the Commercial Gateway Service offering.
- Complete MyHomeEQ program at grant close out.
- Continue working with Delta Institute, utilities, and various lending institutions to implement residential retrofit rebate program offerings to increase demand and retrofit activity in addition to refining program delivery. Identify sustainability plan.

- Work with Priority Energy to complete grant terms and begin close out.
- Continue to increase outreach and drive demand toward audits, applications, and completed retrofits for the Energy Savers (Multifamily Loan Loss Reserve) program via loans and incentive options. Identify sustainability plan.
- Work with the Village of Oak Park to identify remaining retrofits and begin program close out.
- Work with the City of Chicago to finalize additional loan closings and oversee construction of buildings through the Multi-Unit Retrofit Improvement Loan Program; continue weekly review of all Davis-Bacon documentation; begin program close out.
- Identify remaining retrofit opportunities for the Metropolitan Planning Council's Home Energy Renovations for Employees (HERE) and begin program close out.
- Work with IFF to increase demand and retrofit activity in the Commercial Nonprofit Retrofit program and continue tracking audits, loans closed, and completed retrofits via loans and incentives; identify sustainability options.
- With CNT Energy, the Chicago Jobs Council, and the Centers for New Horizons – work to complete contractor survey, identify job matching opportunities, and begin program close out.
- Continue work with SCIEnergy (formerly Transcend Equity Development Corporation) to drive demand and retrofit activity within the Commercial/Industrial Retrofit program. Review and authorized incoming technical assistance funding requests. Identify sustainability or program close out options.

EI2 Program Management

Team: Olson, Plagman, Silberhorn, Tiedemann, CNT Energy

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

The original implementation plan developed by CNT Energy in FY11 was followed and minimally adjusted during FY12. Throughout FY13, it is expected that some adjustment to existing finance programs will be necessary in order to accommodate limited demand in some building sectors. EI2 will update the plan throughout FY13 with these changes. CNT Energy will also be responsible for daily management of EI2 program implementation. They will continue to report directly to CMAP, and, under the advisement of the Steering Committee, be responsible for tasks including but not limited to: maintaining program development and strategic planning, continuing project management and oversight of all grant sub-recipients, project reporting, compliance and monitoring of sub-recipients, and compliance with all federal regulations in accordance with the ARRA EECBG program.

EI2 grant funds are set to expire on May 18, 2013, and the team will be working throughout FY13 with its subgrantees and DOE management staff to determine sustainability strategies for the programs in the post-grant period. EI2 expects submit and receive approval for a no-cost grant extension request for non-finance related program activity by DOE that will effectively extend the grant's performance period to September 30, 2013. During this process, EI2 staff will continue to incorporate best practices and lessons learned into its programs in order to provide the best program opportunities possible to the program's target audience.

Products and Key Dates: ARRA and DOE monthly (retrofit count) and quarterly (detailed financial and job reports) reporting due (7/2012, 10/2012, 1/2013, 4/2013); Additional grant-related documentation related to NEPA, the National Historic Preservation Act, and Davis-Bacon compliance (annually, or semi-annually); Timely receipt and payment on sub-recipient invoices (monthly); Sub-recipient site visits (semiannually); and grant closeout documentation (within 90 days of 5/18/2013; or 9/30/2013 if no-cost extension is approved).

2nd Quarter Progress:

- Reviewed and incorporated "Evergreen Fund" guidance from Department of Energy in planning for program sustainability beyond May 2013 deadline
- Completed all quarterly and monthly ARRA and DOE reporting requirements (7/2012).
- Continued working with DOE, CNT and Shaw Group (through CNT's implementation contract) to maintain compliance of all sub-grantees with reporting requirements for both ARRA and DOE.
- Finalized contract amendments and obligation amounts from recently clawed back funds from SCIenergy.
- Continued ramping up houseparty model through the fall through efforts by EI2 outreach field officers.
- Analyzed EI2 reporting process for DOE/ARRA during DOE Q3 reporting process (October 2012). Develop strategies and responsibilities to streamline efforts for future reporting period

3rd Quarter Objectives:

- Incorporate "Evergreen Fund" guidance and further informal input from Department of Energy in planning for program sustainability beyond May 2013 deadline.
- Complete all quarterly and monthly ARRA and DOE reporting requirements (12/2012).
- Continue working with DOE, CNT and Shaw Group (through CNT's implementation contract) to maintain compliance of all sub-grantees with reporting requirements for both ARRA and DOE.
- Analyzed EI2 reporting process for DOE/ARRA during DOE Q3 reporting process (October 2012). Develop strategies and responsibilities to streamline efforts for future reporting period
- Finalize programmatic close out or sustainability plans for all EI2 programs.

EI2 Program Evaluation

Team: Olson, Plagman, Silberhorn, Dowdle

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

During FY13, monthly evaluation reports containing these progress numbers will be prepared by CMAP as obtained from sub-grantees and shared with the Retrofit Steering Committee. All reports will be aligned and in compliance with ARRA reporting requirements.

Products and Key Dates: Reporting to DOE (monthly and quarterly; 2013), progress reports from CMAP to EI2 Retrofit Steering Committee (bimonthly).

2nd Quarter Progress:

- Continued to complete all quarterly and monthly ARRA and DOE reporting requirements. Include semiannual Historic Preservation and NEPA reporting forms.
- Prepared for and conducted onsite DOE visit – November 5-6th.

3rd Quarter Objectives:

- Continue to complete all quarterly and monthly ARRA and DOE reporting requirements. Include semiannual Historic Preservation and NEPA reporting forms.
- Work with DOE's third-party impact and process review team to determine program impact and best practices prior to grant closeout.

INFORMATION TECHNOLOGY MANAGEMENT

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: DuBernat, 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.

2nd Quarter Progress:

- Procured new Dell network storage system for H & S drive
- Began researching and testing Office 365 E1 for hosted Microsoft Exchange
- Began researching and testing ZendTo a web-based file transfer system
- Implemented upgrade of INRO transportation modeling software
- Continued testing Firewall failover testing for CMAP.local domain
- Began testing web filtering appliance failover on local network
- Began Microsoft license renewal process
- Continued discussions on IT support solutions from Dell
- Developed new IT network storage policies

3rd Quarter Objectives:

- To implement new Dell network storage solution for H & S drives
- To begin implementing new IT network storage policies
- To implement software upgrades of ESRI products to 10.1
- To continue renewal process for Microsoft licensing
- To continue researching and testing Office 365 E1 for hosted Microsoft Exchange
- To complete Firewall failover for CMAP.local domain
- To begin testing and complete Firewall failover for CMAP.public domain
- To implement ZendTo a web-based file transfer system

- To complete Phase 2 of IFAS system BC plan, VM failover and remote data center
- To implement failover device for web filtering protection solution on local network
- To continue with APC UPS implementation Phase 3 – Central Monitoring System
- To complete wireless network upgrade for CMAP network
- Post RFP for IT support services

Web Infrastructure Management

Project Manager: Lance Tiedemann

Team: Garritano, Reisinger, Sanders, Stromberg, Rogus, contracted support

Description: CMAP currently relies heavily on Web-based communication to carry its planning and policy messages. Internally, document management has reached critical mass requiring a structured content management system. Web-based data services are still in the development stages, but will become increasingly central to agency deployment of technical analysis content. This project consists of daily management and monitoring of internet and Web services at CMAP. It includes technical administration of CMAP's production Web services including the main Web site and the agency SharePoint intranet.

Resources: Web servers and software applications

Products: CMAP Website, SharePoint Intranet, Web data servers

2nd Quarter Progress:

- Began planning network security enhancements: software and appliance demos from vendors, feature and price comparisons for products, and security conference attendance
- Rebuilt secondary SQL Server for SharePoint environment and revised data redundancy plan
- Re-licensed SharePoint development environment (database)
- Provided ongoing SharePoint site monitoring and maintenance as well as end user support
- Updated DNS records for Office 365 trial phase
- Provided Liferay account-administration support

3rd Quarter Objectives:

- To develop RFP for a network security audit
- To continue Researching and implement network security monitory service/device
- To develop IT security policy for CMAP network

Office Systems Management

Project Manager: Penny Dubernat

Team: Brown, Kelley, Rivera

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.

2nd Quarter Progress:

- Completed an analysis of printing usage statistics in preparation for an RFP for new printing equipment.
- Procured new Web Conferencing & Webinar Solution (MegaMeeting)

3rd Quarter Objectives:

- Review recommendations from the Communications Department detailing their anticipated production needs for the future.
- Completion of the Print Shop Analysis Report with recommendations for management review.
- To phase out old Web Conferencing & Webinar Solution (GoToMeeting)
- To implement new Web Conferencing & Webinar Solution (MegaMeeting)

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.

2nd Quarter Progress:

- Completed 135 help desk tickets and requests for CMAP staff
- Created a how to document for the security door system
- Created a how to document for the iTrio wireless receiver

- Worked with George to resolve the issue with the sound system in the Cook County room
- Met with United Visual to discuss different options regarding the sound system
- Upgraded the PC's used for recording meetings in the Cook and DuPage rooms
- Worked with Tom and Erin about deploying the kiosk to other locations as well as potentially upgrading a kiosk to an iPad with stand

3rd Quarter Objectives:

- Finalize wireless network for CMAP employees
- Configure a kiosk for the lobby area that will display meeting room information
- 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 Oversight: Dolores Dowdle

This program provides for the design, implementation and management of finance, grants and contracts, 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 2012 is 36.41% and for FY 2013 is 34.65%.

Finance and Accounting

Project Manager: Lorrie Kovac

Team: Becerra, Doan, Sears, Preer

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

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.

2nd Quarter Progress:

Sikich, LLP, our new audit firm completed field work during the 1st Quarter and presented the final report to the Executive Committee in November. The audit went very well and there were no findings in the audit report.

There were two budget adjustments processed in October, one was to set up the new S747 grant to process a contract amendment for the Azavea contract and the other was to set up a budget to return funds to USEPA. There were no budget adjustments in November. The mid-year budget changes for FY13 were entered in IFAS to be presented to the Board as part of the December Board Report.

Payroll – we processed 11 payrolls during the 2nd quarter, seven regular payrolls and four special payrolls that were necessary because staff members did not submit completed time documents on a timely basis. The Federal and State 941 reports and the Unemployment Compensation report for the third quarter of the calendar year were filed with the respective agencies. Reconciled the W-2 information as of the end of December, no problems were noted.

Accounts Payable – the table below provides information regarding the number of invoices processed during the quarter. It also shows the number of checks issued versus ACH payments made. This quarter we processed over twice as many ACH payments as there were checks issued. The total payments made was about \$400,000 less than the previous quarter which included all final Fiscal Year 2012 payments. The table below presents the information related to the number of checks, ACH payments, wire transfer payments such as payroll and taxes, and the total number of invoices processed during the 2nd quarter.

Month	Checks	ACH	INV	WT	Total Paid
Oct	48	112	266	13	\$1,797,531.84
Nov	60	116	319	16	\$3,164,793.10

Dec	51	113	274	13	\$1,741,809.74
2nd Qtr	159	341	859	42	\$6,704,134.68

Accounts Receivable – Billing invoices have continued to be processed within the first few days of the beginning of each month. The table below shows the number of invoices processed each month and the amount billed in each month. Billings have been consistent during the 2nd quarter as most open grants have experienced activity during the quarter. The billing amounts include drawdown processed during each month for DOE activity.

October	18	\$1,439,018.92
November	17	\$3,880,275.42
December	17	\$1,586,940.78
2nd Qtr	52	\$6,906,235.12

Journal Entries – We process around 30 journal entries a month, these mainly are payroll related and for transfer of funds between our US Bank account and our IL Funds account. The only unusual journal entries occurred in November when we processed the return of funds to DOE for funds we drew back from one of our contractors.

Bank Reconciliations – have been performed during the first week of each month without any problems being noted.

Staff has been working on the process of upgrading our version of IFAS on the test server to identify any issue we have to make sure the software continues to provide us with all necessary functionality and reporting capabilities that we currently have. We are down to only a few issues left and hope to be able to make the conversion in early February after W2's have been issued to employees.

3rd Quarter Objectives:

Continue to process invoices for payment, payrolls, and billing invoices on a timely basis. File the necessary reports with federal and state agencies on a timely basis. Get W2's for employees and 1099's for vendors issued prior to the end of January.

We also plan to upgrade IFAS to a more current version during the month of February if we can get all outstanding issues resolved. We had hoped to upgrade last October but ran into some problems that have not yet been resolved and then didn't want to move until after the calendar year had ended and W2's were processed.

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: Annual CMAP budget (May); semiannual revisions of budget (January); UWP Annual report (June)

2nd Quarter Progress:

- Reviewed status of expenditures, contracts and revenue
- Prepared an analysis of FY 13 budget/expenditures
- Prepared revisions to budgets for FY 13
- Issued to management the schedule for FY 14 budget, prepared tentative budgets for FY 14 and UWP proposals
- Held UWP committee meeting, reviewed 1st quarter reports

3rd Quarter Objectives:

- Complete FY 14 UWP requests
- Issue Call for Projects for FY 14 UWP
- Monitor expenditures and revenues for FY 13
- Develop FY 2014 budget

Grant and Contracts

Project Manager: Margaret McGrath

Description: Manage all procurements; assuring Request for Proposals comply with policy and are clear and consistent; participate in procurement selection; prepare contracts.

2nd Quarter Progress:

6 new contracts were written, negotiated and executed.

3 contracts were terminated.

19 amendments to existing contracts were written and executed.

13 PAOs and 1 amendment to an existing PAO were written and executed and/or corrected and reissued.

8 RFPs /RFQ developed and issued; 1 was rescinded; 5 were received and reviewed.

5 Pre-bid meetings were held.

18 interviews were conducted from the RFP submissions.

LTA related procurements still continued to be very active this quarter. 3 RFPs were issued to the 6 pre-qualified firms. All had pre-bid telephone conferences held.

Responded to the auditor's requests for information about procurements they had selected to review during their audit in October. The auditors had no questions on any of the

procurements.

3rd Quarter Objectives:

The FY 13 Procurement Schedule will be adjusted again to reflect changes in priorities. New procedures about PAO preparation and signing will be issued to deputies and staff in January.

Human Resources

Project Manager: Dorianne Preer

Team: Holland-Hatcher, King

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

2nd Quarter Progress:

Benefits

- Provided benefits overview for 2 new employees (1 FT and 1 intern)
- Coordinated Principal 457 Retirement Educational Meeting
- Met with AFLAC to review possible new benefits to offer
- Prepared documentation to obtain quotes for our 2013 benefits renewal
- Prepared documentation for procurement of actuary
- Processed 37 payroll related changes in IFAS
- Processed 81 open enrollment changes in IFAS for 2013 benefit year
- Facilitated and coordinated meetings: Open Enrollment, AFLAC and Principal

EAP

- Terminated and secured new EAP provider to be effective January 1, 2013.

Ergonomics

- Provided orientation to all 6 new hires and added ergonomic accessories if applicable
- Evaluated 7 staff members and provided appropriate ergonomic adjustments and accessories.
- Purchased 2 New Chairs, 2 Foot Stools, 1 LED Desk Lamp and 1 CPU Stand
- Research and updated ergonomic information
- Maintain supply of basic ergonomic desk accessories

FMLA

- 9 approved – 1 pending

Performance

- Reviewed all evaluations making suggestions as needed

- Processed 1 promotion (R & A)

Recruitment

- Interviewed approximately 26 candidates
- Filled 3 LTA positions, 1 Data Systems Programmer and 1 LTA intern
- Processed 2 external interns and 2 FLIP interns
- Posted Data Processing Intern position
- Coordinated CMAP Exhibit for IDOT Career Day on 10/18/12
- Submitted EEO Report

Resume Receipt and Distribution

- Received a total of 268 resumes for posted positions

Surveys

- Create and summarize surveys on the Executive Director's position and Salaries.
- Distribute survey results appropriately.

Terminations/Exit Interviews

- Met with and processed terminal paperwork and payroll for 2 full time employees and 4 interns

Training

- No new activity.
- Coordinated EEO and Performance Evaluation training for 16 management staff.

Workers Compensation

- No incidents

3rd Quarter (2013) Objectives:

- Update benefit rates in IFAS
- Confirm rates on carrier bills
- Distribute "Credible Coverage" notices to staff
- Coordinate first calendar year wellness event
- Market, review and evaluate new EAP program
- Prepare and distribute annual Peters Fellowship Announcement and complete recruitment.
- Process and distribute W-2's by Jan. 31 deadline

Administration/Administrative Support

Project Managers: Dorianne Preer

Team: Ambriz, Brown, Kelley, Witherspoon, Rivera

Description: Provide administrative support for CMAP

1st Quarter Progress:

Facility /Office Management

- Scheduled carpet cleaning in southeast cubicle area
- Continually ordered requested & needed office & kitchen supplies
- Restocked, maintained & repaired Pepsi machine as needed
- Updated emergency manual to include latest employees & interns
- Administered safety tour and acquired new ID badges for latest employees & interns
- Rearranged conference rooms as required for several different meetings & seminars
- Attained replacement ID badges for current CMAP staff
- Accomplished print shop obligations as needed when requested
- Provided front desk coverage as necessary
- Attended emergency safety meeting produced by the office of the building
- Provided additional asset tags for new inventory acquired by IT department

Grants/Contracts

- Posted 5 RFP/RFQ's
- Received 30 proposal submissions
- Scheduled approximately 16 interviews and notified all submitters of outcome
- Continue to keep grants/contract original files up to date, distribute copies and email/mail originals to contactor.

Local Technical Assistance

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

Safety

- Updated Emergency manual and provided an overview to new staff

Storage

- Coordinated with IT in procuring additional computer media storage container
- Continued educational process of properly disposing obsolete data & files

Unified Work Program (UWP)

- Functioned as liaison between CMAP and counties.
- Created new Core and Competitive forms.
- Sent out first quarterly report forms and collected information for 1st quarterly report.
- Posted all UWP material on CMAP website.
- Took minutes and created meeting packet for UWP meeting.

3rd Quarter (2013) Objectives:

- Will schedule first aid and evacuation chair utilization.
- Coordinate process for Core Elements Selection
- On-going administrative support for CMAP needs.
- Learning proper disposal of offsite records
- Update staff location map throughout office
- Update emergency manual
- Research new inventory asset technologies



Chicago Metropolitan
Agency for Planning

233 South Wacker Drive, Suite 800
Chicago, IL 60606

312 454 0400

info@cmap.illinois.gov

www.cmap.illinois.gov

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