

CMAP



Staff Progress Report

Fiscal Year 2012-13
Quarter Four



August 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, LTA project managers

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).

4th Quarter Progress:

- Loaded new 10 case studies to the map, had problems with text over-runs, began editing text to fit properly, trouble-shooting.
- Held three theme-based LTA brownbags (one on HOMES, one on plan implementation, and one on environmental planning issues).
- Coordinated future brownbags with LTA project managers.

1st Quarter Objectives:

- Fix website text problems and load case studies into the map.
- Continue brownbag series (1/month) highlighting completed LTA projects.
- Promote uploaded case studies biweekly, via the weekly update.
- Continue to work with LTA project managers to write up case studies for LTA projects completed in the 4th Quarter, and continue brownbag series.
- Draft additional case studies outside of LTA projects as appropriate.

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).

4th Quarter Progress:

- Used municipal survey analysis to inform selection topics for treatment in FY14 Model Plans, Ordinances, and Codes project.

1st Quarter Objectives:

- Post analysis of municipal survey online as policy update.

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).

4th Quarter Progress:

- Designed Arts and Culture Toolkit for online posting.
- Posted Climate Change Adaptation Toolkit.
- Distributed memo to working committees recommending 5 topics for treatment in FY 14 project.

1st Quarter Objectives:

- Complete scoping phase of 4-5 new papers under the FY14 project.

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).

4th Quarter Progress:

- Two workshops were held: Addison (April 10) and Round Lake Heights/Lakemoor (April 23).
- Coordinated with IL APA and Chaddick to conduct an additional eight Planning Commissioner workshops in FY 14.
- Processed paperwork confirming the purchase of services.

1st Quarter Objectives:

- Coordinate two – three plan commissioner workshops (possibly Elmwood Park, Carpentersville Homes, Westchester).
- Continue planning for additional workshops with project managers.

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, Robinson, Seid, Shenbaga, Simoncelli, K. Smith, Vallecillos, Williams-Clark

Description: This project will provide grants to local governments to support the preparation of comprehensive plans, sub-area plans and ordinance revisions to implement these plans, with a focus on linking land use and transportation. It will be highly coordinated with 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).

4th 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 Fox Lake, New Lenox, and Plainfield.

- Monitored Evanston project; RFP released June 4; consultant (TY Lin) selected June 24; letter of concurrence and scope of work sent to CMAP June 26.
- Reviewed and evaluated 11 proposals for prequalification of consultants for FY14 projects. Conducted interviews and selected Camiros; Gensler; HLA; Lakota; Sam Schwartz Engineering; Solomon Cordwell Buenz; and Teska. Received CMAP Board approval of prequalified consultants in June.
- Proposals for Calumet City, Des Plaines, and Northwest Municipal Conference (NWMC) projects were reviewed and evaluated, with interviews and consultant selection completed for each. Kick-off meetings were held for the Des Plaines and NWMC projects.
- Niles project underway with first 'pop-up' public meetings completed in June; Steering Committee met for 2nd time in late June.
- Proposals for the Kedzie Corridor Plan, South Elgin Bike Plan, and Prospect Heights Comprehensive Plan were reviewed and scored; interviews and selection of project consultant to follow in early 1st Q of FY14.
- RFP for North Aurora Comprehensive Plan delayed until new Village Administrator assumes duties August 5.

1st Quarter Objectives:

- Continue to engage with communities and to track project progress. Continue project administration, monitoring, and review of draft planning documents.
- Complete projects for CHA, Downers Grove, and DuPage County.
- Get Calumet City project underway with kickoff meeting and initial steering committee meeting.
- Hold interviews, select consultants, and hold kick-off meetings for the Kedzie Corridor Plan, South Elgin Bike Plan, and Prospect Heights Comprehensive Plan.
- Release RFP for North Aurora Comprehensive Plan.
- Review and evaluate applications for FY14 LTA projects received in late June.

Local Technical Assistance: Program Development and Management

Project Manager: Bob Dean

Team: Aleman, Dick, Navota, Ostrander, 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).

4th Quarter Progress:

- Continued preparation of monthly reports on project status, including customized reports for partner groups.
- Tracked and analyzed staff time expended, with approximately 8,000 hours of staff time devoted to LTA projects.
- Launched new call for projects in coordination with the RTA, and conducted a series of outreach activities to educate potential applicants about the program. Received 66 applications by project deadline.
- Began scoping of a database for more advanced project tracking. Completed PAO with SLG (with IT support) and developed scope of work.

1st 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 8,000-8,500 hours of staff time devoted to LTA projects.
- Evaluate applications for new LTA projects, and develop recommendations for project selection.
- Work with SLG to develop project tracking database.

Local Technical Assistance: Project Scoping

Project Manager: Bob Dean

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

Description: Many local technical assistance projects require significant further scoping before the most appropriate CMAP role can be determined. This work plan item includes 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).

4th Quarter Progress:

- Communicated with project sponsors to develop basic scopes of work and schedules, and developed RFPs as appropriate for projects where consultant assistance is more suitable.
- At the start of the quarter, 16 projects were in early stages of scoping. By the end of the quarter, this was reduced to 8 projects in early stages of scoping, with others having advanced.
- Prepared detailed scopes of work and administrative documents for projects starting in 1st quarter FY 14.

1st Quarter Objectives:

- Communicate with project sponsors to develop basic scopes of work and schedules, and to develop RFPs if appropriate.
- Continue to reduce the number of projects in early stages of scoping.
- Prepare detailed scopes of work and administrative documents for projects starting in remainder of 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, Panella, Pfingston, Robinson, Schuh, Seid, Shenbaga, Simoncelli, K. Smith, Williams-Clark, Woods, Zwiebach

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.

4th Quarter Progress:

- Continued to advance projects already begun, with preparation of 10 existing conditions reports (bringing the total to 62), 8 draft plans (bringing the total to 48), and 10 final

plans (bringing the total to 42). These figures approximately matched initial expectations from the start of the quarter, though the number of draft plans was slightly lower than expected (8 rather than 10).

- Initiated 13 additional projects. A total of 95 projects had reached this stage by the end of the fiscal year, including 71 staff-led projects and 24 consultant-led projects. This rate of project startup exceeded initial expectations at the start of the quarter.

1st Quarter Objectives:

- Continue to advance projects, with preparation of several existing conditions reports, development of 12 additional draft plans, and adoption/completion of 7 final plans.
- Initiate 4 additional staff-led projects and 3 consultant-led projects.

Projects...	End FY 11	End FY 12	1Q FY 13	2Q FY 13	3Q FY 13	End FY 13
...completed and adopted (100% complete)	0	10	15	20	32	42
...with final draft complete (90%)	0	18	20	32	40	48
...with existing conditions complete (50%)	0	29	40	45	52	62
...fully initiated	14	47	55	64	82	95

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).

4th Quarter Progress:

- At the end of the 4th Quarter, outreach staff had engaged a total of 1,533 people across 35 public workshops and 10 MetroQuest sites.
- Worked with Communications to develop new template flyers that better reflect the workshop content.
- Developed PROUST and outreach appendix as needed.
- MetroQuest (MQ)
 - Implemented two parking-focused MQ sites

- Started conversations with Cook County to utilize MQ on the Consolidated Plan
- Developed new Homes for a Changing Region MQ module to be used on all future Homes projects
- Continued to work with communications staff on project media support.

1st Quarter Objectives:

- Continue to explore new ways to engage residents on projects as opportunities arise.
- Continue to develop PROUST and outreach appendix.
- Continue to work with Communications on media opportunities in advance of project kick-offs.

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).

4th Quarter Progress:

- Provided all requested cartographic/GIS support for ongoing projects.
 - ECR: Bensenville, Waukegan, Chinatown, Chicago Heights, Franklin Park, Lyons
 - Zoning Analysis: Berwyn
 - Other Projects: "Homes" NE Kane: Elgin, Carpentersville, E Dundee, W Dundee; Fair housing; Bronzeville Retail District Land Use Plan, Black Metropolis National Heritage Area Feasibility Study, Centers for New Horizons Local Food Survey
- Transferred Capacity Analysis as GIS component method of Homes for a Changing Region to Kane County staff, to be replicated in other multi-jurisdictional projects.
- Supported staff assigned for GIS & mapping tasks. Introduced and provided all documents and assistance with initial settings.
- Worked on documenting methods which can be replicated for future projects of same/similar scope (assigning class 6b parcels, analyzing zoning).

1st Quarter FY14 Objectives:

- Continue on projects in progress and start on newly initiated projects.
- Ensure GIS and mapping coordination for new and ongoing projects.
- Continue collaboration and ideas exchange among LTA.

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).

4th Quarter Progress:

- Continued to involve partner organizations in appropriate projects. Of 42 staff-led projects that were underway or about to begin at the end of the fiscal year, 35 had active involvement of at least one partner.

1st Quarter Objectives:

- Continue to involve partner organizations in appropriate projects, with target of at least one partner involved in each LTA project.
- Hold one meeting of the Technical Assistance Providers working group to discuss review of LTA applications.

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).

4th Quarter Progress:

- Published compendium report.
- Launched microsite and presented to CMAP Board.
- Developed an accompanying brochure to the microsite; printed and mailed copies to state senators and representatives.
- CMAP Board approved principles for a new state capital program, which include performance-based funding.

- Evaluated proposed legislation to eliminate the state motor fuel tax and implement a motor fuel sales tax.
- Sent letter to U.S. DOT outlining CMAP's stance on performance measurement for MAP-21 rulemaking.
- Participated in IDOT's Technical Advisory Group on performance measurement.

1st Quarter Objectives:

- Begin FY 14 performance-based funding work as described in the FY 14 work plan.

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).

4th Quarter Progress:

- Draft remains complete. No release date has been established.

1st Quarter Objectives:

- Coordinate on release plan and communications strategy.

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).

4th Quarter Progress:

- Presented to several organizations on congestion pricing, including a presentation at APA Conference with Tollway and Pace staff, but mostly focused on following up on previous presentations to secure resolutions or letters of support. Received resolutions from Will County Governmental League and DuPage Mayors and Managers as well as a letter from the TMA of Lake-Cook.
- Completed second phase of analysis, looking at pricing existing roadways, estimating revenue and traffic diversion, as well as attempting unsuccessfully to estimate reliability benefits (it cannot really be done with a daily model). The potential use for the analysis is to include it within the regional revenues report.

1st Quarter Objectives:

- Scope out and begin an analysis to determine the extent to which transit improvements funded by congestion pricing revenues could complement a broadly-applied pricing policy. The expectation is that the new PB transit model will be used for this.

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).

4th Quarter Progress:

None. Project is complete.

1st Quarter Objectives:

Begin updating Financial Plan for Transportation, as described in the FY 14 work plan.

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).

4th Quarter Progress:

- Received Board approval on Freight Leadership Task Force membership.
- Continued work on background white papers for Task Force meetings.
- Circulated draft national legislative principles to other metro areas.

1st Quarter Objectives:

- Meet with all freight leadership task force members, and finalize scopes, meeting schedules, and draft white papers.
- Continue progress on national policy work.

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).

4th Quarter Progress:

- Updated strategic plan.
- Met internally and with others (Tollway, Lake County) on upcoming Rt 53/120 LTA project.
- Conducted significant staff analysis around the proposed Illiana corridor, in preparation of a GO TO 2040 plan amendment request.

1st Quarter Objectives:

- Staff will continue to work on selected MCPs, in line with the 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).

4th Quarter Progress:

- Draft of the report was completed
- Municipalities with developments included in the case study section have been contacted by phone or by email

1st Quarter Objectives:

- Release final report
- Post policy update regarding the study
- Present findings to relevant committees

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)

4th Quarter Progress:

- Completed Fiscal Practice interviews and analysis
- Worked with consultant to complete case-study interviews and fiscal impact analysis
- Began internal economic impact analysis
- Held second and third TAG meetings

1st Quarter Objectives:

- Complete economic impact analyses

- Hold fourth TAG meeting focusing on economic impact analyses
- Begin drafting final report

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)

4th Quarter Progress:

- Drafts of policy updates explaining the efficiency, equity, and transparency indicators have been completed

1st Quarter Objectives:

- Post policy updates as a weekly series

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).

4th Quarter Progress:

- Post the release of the manufacturing report, staff completed a draft “Freight/manufacturing nexus report.” This should be released in August.

1st Quarter Objectives:

- Release nexus report, and complete deliverables as described in the FY 14 work plan.

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).

4th Quarter Progress:

- Completed monthly issue on STEM Workforce
- Completed quarterly issue on Talent

1st Quarter Objectives:

- Complete quarterly Illinois Innovation Index issue with CMAP leading on an analysis of business starts

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)

4th Quarter Progress:

- Extracted and analyzed 2012 Industrial and Office move data from Dun & Bradstreet. Completed troubleshooting and initial analysis of the data.
- Published policy update on rental and multifamily development trends. Replied to media inquiries regarding analysis.

1st Quarter Objectives:

- Create strategy for consistent downloading and tracking of business move data
- Publish policy updates on for-sale housing and building permit trends
- Establish schedule and goals for issue-oriented updates

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).

4th Quarter Progress:

- Propose resolution to Chicago Wilderness Executive Council to incorporate GIV into land acquisition criteria
- **1st Quarter Objectives:** Enough stakeholder feedback has been received to finalize the recommended policy applications report; that should be done in August.

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).

4th Quarter Progress:

- Presented on stormwater utilities at North Branch Watershed Planning Council meeting in May (North Shore CoM).
Staff refocused on other projects and decided not to take on the water utility consolidation research.

1st Quarter Objectives:

- None; project complete.

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).

4th Quarter Progress:

- Finalized energy activities report and submitted for review
- Provided ongoing input on energy efficiency planning for LTA projects
- Supported City of Chicago's efforts to introduce benchmarking legislation
- Began organizing SmartGrid lunch and learn with ComEd and CMAP staff

1st Quarter Objectives:

- Expand role of energy-related work into more policy & planning work as part of staff transition post-EI2
- Meetings with groups/utilities/companies working in the broader sector to continue

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.

4th Quarter Progress:

- Committee liaisons continued to manage committee agendas and minutes.

1st 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).

4th Quarter Progress:

- Continued to meet with state legislators, caucus staffs and interested parties to discuss CMAP's 2013 State Legislative Agenda with particular emphasis on the IDOT appropriation and CMAP funding.
- Sent letter to ILGA members regarding performance based funding and introduction to the micro site.
- Have been working collaboratively with MPC to strategize the advancement HB 1549 and performance based programming. Have begun cultivating County board chairs as advocates for PBF.
- Attended and monitored TFIC's infrastructure development and funding campaign.

- Convened CMAP's legislative working group to provide updates on session activities and progress on initiatives.
- Continued monitoring bills in the legislative process with emphasis on the appropriations process.

1st Quarter Objectives:

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

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).

4th Quarter Progress:

- Held staff delegation briefing focused on the manufacturing drilldown. Also updated them on performance measures and performance-based funding, our freight work, and an LTA update.
- Continued to monitor and analyze relevant federal legislation and respond to requests as appropriate.

1st Quarter Objectives:

- Continue to monitor federal actions, as appropriate.

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.

4th Quarter Progress:

- Posted monthly tip sheets for news media. Press release for Chinatown launch event (4/11, sent to limited contacts list).
- Continued to build CMAP's list of media contacts and bloggers, sometimes via Twitter.
- Continued emphasis on development of talking points and external presentations, with communications staff vetting all requested speaking engagements of the executive director. Developed new approach to preparing talking points to better match executive director's speaking style in more efficient manner.
- Helped executive director to prepare public talks, including:
 - (4/4) Restoring the Natural Divide advisory committee meeting – Transportation in the Chicago Area Waterway System
 - (4/14) APA session GO TO 2040: Two Years into Implementation
 - (4/15) APA mobile workshop Planners' Day Off...
 - (4/26) Chicago Southland Economic Development Corporation quarterly meeting on manufacturing
 - (5/1) Chicago Small Business Advisory Council event
 - (5/2) San Francisco Chamber of Commerce (hosted by WBC)
 - (5/4) FLIP Final Presentation
 - (5/15) Calumet Summit 2013: Connecting for Action

- (5/21) DuPage Transportation Committee on congestion pricing
- (5/21) McHenry County Board on CMAP, recent activities
- (5/23) Freight Transportation Committee of the World Road Association
- (6/4) Chicago Five-Year Housing Plan panel
- (6/5) Valley Industrial Association President's Club on manufacturing
- (6/6) Two States of Illinois panel
- (6/12) Health Communities: The Converging Visions of Community Health and Community Development Panel – Putting it All Together
- (6/20) Eno Center workshop on performance measures
- (6/27) Maritime Economic Development Workshop
- Continued to assist with media outreach, including for LTA projects. For details of media coverage, see the CMAP [news coverage archive](#). Highlights included positive editorials from the Brookfield-Riverside Landmark on the Riverside downtown plan; the Daily Herald's Market Facts magazine, which included a section based on the GO TO 2040 implementation report; continued coverage of the manufacturing cluster drill-down report via Crain's, WBEZ's Curious City segment; Daily Herald column on performance-based funding initiative.
- Assisted with quality control and proofreading of CMAP documents.
- Continued development of methodology for communications support of LTA projects through the project lifecycle as a resource for new and existing staff. Through development, we've sought new ways to streamline workflow and find other efficiencies.

1st Quarter Objectives:

- Hold Word template training for select research/analysis and finance/administration staff members.
- Present methodology for communications support of LTA projects with planning staff.
- Prepare monthly tip sheets and press releases as needed.
- Continue to develop/refine media contacts database.
- Will assist with talking points, identifying new speaking opportunities for executive director. Upcoming talks include Building One America national summit in D.C., APWA panel and luncheon with international visitors
- 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.

4th Quarter Progress:

- Collaborated with policy staff in creation of Performance-Based Funding web content and printed booklet.
- Continued support of the congestion pricing campaign, including upgraded Have Your Say section with archive of support letters.
- Coordinated with APA on publicizing the annual conference in Chicago.
- Helped develop process for making indicators and other data public via the Data Hub project and main CMAP website.
- Promoted joint CMAP-RTA call for local planning projects.
- Assisted with completion of FY14 Budget and Work Plan document.

1st Quarter Objectives:

- This project and several others have been redefined in the FY14 work plan.
- Assist in finalization and release of reports on assessment of economic development incentives and the freight-manufacturing nexus.
- Work with relevant staff to make indicators and other data public through the main website.
- Assist in communicating the recommendation by staff and eventual action by Board and MPO Policy Committee on Illiana. Prepare for CMAQ awards announcement in same October time frame.
- Coordinate announcement of local planning projects with RTA communications staff.
- Create communications strategy for the GO TO 2040 plan update.

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).

4th 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.

- Received resolutions in support of congestion pricing from DuPage Mayors and Managers and the Will County Governmental League, and a letter of support from the TMA of Lake-Cook.
- Coordinated with staff on over 20 panels and mobile workshops for the national American Planning Association Conference.
- Coordinated outreach to various regional stakeholders about the 2014 LTA Call for Projects.

1st Quarter Objectives:

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

- Continue to develop and identify new partnerships.
- Make presentations to relevant stakeholders 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.

4th Quarter Progress:

- Finalized six pages of implementation report highlights in the Daily Herald "Market Facts" supplement, which was published April 8, inserted in the April 15 Daily Herald Business Ledger, and sold separately. Made copies available to CMAP Board and in reception area.

1st Quarter Objectives:

- Coordinate with Drew, Alex, and others to begin process of drafting 2013 report, avoiding duplication of effort with the plan update project.
- Plan for completion of draft report in December 2013, so content can be repurposed/expanded as appropriate for the plan update.

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.

4th Quarter Progress:

- Developed policy-based information graphics for distribution by web, video, and print.

- Supported LTA project staff and community partners in developing new materials for print and web distribution.
- Continued design of Outdoor Water Conservation report.
- Completed design of Liberty Prairie Master Plan booklet.
- Completed design of Lake County Sustainable Food Policy Report.
- Completed design of Local Food Toolkit.
- Designed Congestion Pricing booklet and report cover.
- Designed and updated program materials for FLIP, MetroPulse, MetroPulse Jobs, Water 2050, Lawn to Lake, TIP, CMAQ, Soles and Spokes, and more.
- Designed CMAP publication covers for quarterly staff report, etc.
- Completed layout and design of LTA Plans (Northlake, Riverside, Franklin Park)
- Completed design for 2013 APA conference materials (extensive displays, project led by Trevor).
- Continued graphic support for CMAP website and microsites.
- Hired and managed new graphic design intern.
- Completed design of Form-Based Codes guide.
- Completed design of Performance-Based Funding booklet.
- Update of LTA postcard/poster templates.

1st Quarter Objectives:

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

new content for print and web distribution

- Continue design of CMAP publication covers for quarterly staff report, etc.
- Continue design and updates of program materials for FLIP, MetroPulse, MetroPulse Jobs, Water 2050, Lawn to Lake, TIP, CMAQ, Soles and Spokes, and more
- Continue management of graphic design intern
- Continued oversight of LTA staff using CMAP plan and poster/postcard templates in creation of CMAP documents
- Mentoring CMAP LTA staff through Adobe Creative Suite training
- Continued collaboration with external consultants in developing CMAP identity elements for web and print materials
- Working with external printers as needed

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.

4th Quarter Progress (Content):

- Reviewed responses to RFP for Liferay Website Development, Usability Design, Maintenance, and Support and selected Thirst and Workstate.
- Coordinated 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.

- Continued to expand social media presence, specifically on Google + and Pinterest, and participated in chat with Homes for Changing Region and Sustainable Communities Initiative.
- Help 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.
- Further developed web space for drill-down reports and infographics, including new layout for Freight Drill-Down web page.

1st Quarter Objectives (Content):

- Coordinate web activities with media outreach for culminating LTA projects. Further enhance the CMAP web news archive.
- Continue to expand social media presence, specifically on Google + and Pinterest, and participated in chat with Homes for Changing Region and Sustainable Communities Initiative.
- Help policy, planning, and programming staff to develop content, including blogs for bike-ped, transportation ("Green Signals"), Policy Updates, Water 2050 and Weekly Updates.

4th Quarter Progress (Administration)

- Transferred hosting of website to Omegabit.
- Developed a migration strategy and process for CMAP website.
- Assisted Stephen's form-based codes project to provide a web presence.
- Finalized consolidation of web fonts.
- Analyzed Google Analytics data to better understand which areas of the CMAP's main site needed attention to improve the site's SEO performance.
- 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.
- Developed "interim" MetroPulse web page, to launch in July 2013.

1st Quarter Objectives (Administration)

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

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.

4th Quarter Progress:

- Completed design of new CMAP website, began back-end development.
- Hired web communications intern and began content migration and parsing.

1st Quarter Objectives:

- Continue with development of new site, and with migration of website content and testing.
- Work toward deployment of the new site by October 13, 2013.
- Develop image resources and sub-branding of top-level topics for web and print.
- Explore mechanisms for more effectively and consistently presenting data content on the web through search/browse/download and visualizations.

Future Leaders in Planning (FLIP)

Project Manager: Ricardo Lopez

Team: Aleman, Bayley, Vallecillos

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).

4th Quarter Progress

- Session 6 was held on April 20 at CMAP's offices. FLIP students worked in groups to developed promotional materials and created educational awareness of best practices included in Park Forest's recently adopted sustainability plan.
- Staff worked with communications team to develop materials for final presentation event –invitations, program, award certificates, and project booklets.
- Staff worked with Sherry to send Final Presentation invitations to CMAP Board members.
- Staff coordinated mailings and web communications to confirm student and parent participation at Final Presentation event.
- FLIP final presentation was held on May 4th in Park Forest. Students presented their recommendations and offered demonstrations to the public, CMAP staff, and parents at a Sustainability Fair.
- Program close out tasks. Thank you letters were sent to Park Forest staff, and partners. A letter of recommendation was provided to FLIP students along with FLIP shirts, and award certificates.
- Completed end of the year evaluations for 2012-13 UIC UPA interns.
- Total of 10 FLIP applications received to-date for priority consideration.

1st Quarter Objectives

- Continue promotion of 2013-14 FLIP program. Final deadline is September 23.
- Determine theme for 2013-14 FLIP year.
- Select 2013-14 FLIP cohort.
- Scheduled meeting with FLIP team to plan for upcoming year.

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).

4th Quarter Progress:

- A draft model design document was produced for the Network Microsimulation Model.
- Modeling for phase 2 of congestion pricing (toll all highway capacity) was completed and a technical document was produced.
- Transit Modernization Model deliverables have not been received as of June 30.

1st Quarter (FY14) Objectives:

Test new Transit Modernization Model and develop a demonstration scenario. Review Task 1 reports from ABM/DTA Integration and Freight Forecasting projects. Host public peer exchanges for these two projects.

Survey Research

Project Manager: Matt Stratton

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).

4th Quarter Progress:

No Progress. FY13 objectives achieved in 2nd Quarter.

1st Quarter (FY14) Objectives:

Begin scoping new pilot surveys using multi-year strategic plan. Draft RFP scopes for parts that are best outsourced.

Travel and Emissions Modeling

Project Manager: Craig Heither

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

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).

4th Quarter Progress:

- Illiana Expressway Major Capital Project modeling: completed modeling runs and calculated evaluation metrics. Implemented new retail forecasting model procedures in socio-economic file updates. Analyzed consultant's local and national truck trip model, generated new truck demand tables from it based on CMAP input data, and modeled project using those demand matrices in place of standard truck trip tables.
- Continued testing new regional modeling procedures developed from FY12 consultant contract (non-work HOV and toll mode choice procedures) and integrating them into the modeling scheme. Implemented script revisions to improve model runtime performance.

- Continued testing and analysis of the tour-based and supply chain freight model. Implemented source code revisions to the model: revised code to account for shipment weight constraints on trucks and reallocate shipments when appropriate, and revised tour-building logic to include the total weight of the loads on a truck as an additional constraint. Conducted validation analysis of warehouse locations simulated within the model; performed sensitivity test by directly inputting true warehouse locations. Continued work on updating CMAP's travel demand model documentation discussing recent procedural improvements.
- Completed conversion of all model highway network data processing and network maintenance scripts to Python to support the geodatabase structure. Completed additional spatial and geometric improvements to model rail network. Began project coding updates for upcoming Air Quality Conformity Analysis.

1st Quarter FY14 Objectives:

- Complete scenario modeling for biannual Air Quality Conformity Analysis (Fall 2013) and generate vehicle emissions input files for MOVES model.
- Complete testing of the new regional modeling procedures and integrate them into the modeling process. Continue testing and analysis of the tour-based and supply chain freight model procedures. Coordinate with consultants on integrating improved components into the model structure. Begin implementing transportation network improvements and analyze model sensitivity. Begin modeling freight-related policies and improvements to support the work of the Regional Freight Leadership Task Force.
- Finish the update of the travel demand model documentation and make the web pages available to the public.
- Complete development of a new finer-grained modeling zone system for use in the trip-based and activity-based models. Complete associated model highway network augmentation to support new zone system. Begin update of socio-economic data preparation procedures to reflect new zone system.

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).

4th Quarter Progress:

Socio-Economic Data:

- Employment: Completed initial 2011 estimates by various geographies, and started geo-refinement of 2011 file. Obtained files for 1st, 2nd, 3rd, and 4th quarter of 2012 from IDES. Generated methodology for retrofitting 2000 estimates, and started intern working on the project.

Land Use:

- Development Database: Completed updates along Blue Line (Forest Park Branch), Green Line and most of Pink Line. Updated geodatabases and status maps posted to Data Depot. Completed initial version of NDD data entry tool, and began testing same.
- Land Use Inventory: Coding for all counties is complete. Quality Control Phase 1 (attribute validation) complete for all counties. Phase 2 (5% random sample) under way for Cook, Will and DuPage Counties.

Aerial Photography: Mosaic dataset generated for new 2011 high-resolution imagery, with link on Data Depot for staff access; five-year plan for image acquisition written and posted on Intranet; scanning project for historic mylar aerials underway with intern assistance.

1st Quarter (FY14) Objectives:

Socio-Economic Data:

- Employment: Continue geo-refinement of 2011 data, and post updated estimates to Data Depot. Continue retrofit of 2000 estimates, working with intern. Generate test set of 2000 estimates to determine status of project.
- Census: Standardize and document procedures for the downloading and processing of American Community Survey releases, prior to the next five-year release (in Q2); obtain data related to release of new CTPP based on 2006 – 2010 ACS.

Land Use:

- Development Database: NDD development updates along Chicago transit: Pink Line (completion) and Orange Line. NDD development updates in Chicago Community Areas that are served by Metra, but not CTA rail. Continue testing NDD data entry tool. Train intern in using the tool to start entering new data. Refine vision document for NDD online portal.
- Land Use Inventory: Complete Phase 2 QC for Cook and Will Counties; finalize format for ultimate deliverable.

Aerial Photography: Finish scanning & georeferencing of 1995 mylar imagery and document procedures for future scanning efforts. Work with I.T. and Communications to determine the

appropriate means to publicize and make imagery available for download. Take delivery on 2012 high-resolution imagery.

External Data Requests

Project Manager: Jon Hallas

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).

4th Quarter Progress:

- Responses were provided to seventy-five requests. Four FOIA requests were processed.
- The Census Products for Urban Planning workshop was given as a 90-minute pilot program for selected staff. Participants were introduced to Decennial Census and American Community Survey programs. American Factfinder (AFF) was used to conduct four types of queries of increasing detail and complexity. Criteria for selecting the most appropriate data sets and tables were discussed and links to technical documentation were presented.
- Staff recommended to the CMAP Board that the existing process for evaluating Developments of Regional Importance be maintained. The CMAP Board agreed with this recommendation with the understanding that the Board may direct a re-examination of the DRI process at its discretion. The CMAP website was updated accordingly.

1st Quarter FY14 Objectives:

- Comments from the Census Products for Urban Planning workshop pilot program will be used to improve the program in final form. A suggested schedule for programs and steps for publicizing workshops will be finalized.
- Responding to FOIA requests and external requests will continue on an ongoing basis.

Data Library Management

Project Manager: tbd

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).

4th Quarter Progress:

Data Library Management

Commercial Datasets

All scheduled necessary commercial \ proprietary dataset purchase renewals were processed for in-house clients. County Assessors data was a major center of concentration this quarter due to the significance this dataset plays in the plan update process. 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.

Three new programs were initiated last quarter 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. This quarter Wiki entries were created for MetroStudy, USA Trade Online, Residential Building Permits, Kendall County Assessors data and the Proprietary Data Wiki page was also updated with current information. The Data Library Management SharePoint site was updated to provide a single point of reference for all CMAP holdings that includes copies of all user agreements and announcements for new acquisitions this work continues. The Data Accountability Program continued 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

- Annual update of Nature Preserves, Natural Areas Inventory and Endangered/Threatened Species received from IDNR.
- County Assessor data for Kane (2011, 2012), Lake (2011) and Kendall (2007 – 2012).
- Continued assembly of the Public Data Acquisition Calendar, identifying public GIS datasets that we obtain annually along with contact information and notes.
- Started “Public Datasets” category on CMAP Wiki, to identify agencies that we regularly receive spatial data from. Each agency will get its own page containing the necessary info regarding agreements and data access; agency pages will be written as data arrive.

Other

- Developed plan for archiving MetroPulse data and processes. Assessment of indicators for inclusion in accessible “Process Archive” underway.
- Prototype of Data Library database developed using MS-Access, with draft instructions written for cataloging spatial and non-spatial data sets.

FY14 1st Quarter Objectives:

Commercial Datasets

- All scheduled necessary commercial \ Proprietary dataset purchase renewals will be processed. 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.
- The Wiki page program will continue as data is acquired or renewed.

Public Datasets

- Finish updating Public Data Acquisition Calendar; establish acquisition schedules and identify responsible staff.
- Continue to add pages to Public Datasets wiki category as data arrive.
- Develop (and wiki-fy) an understanding of the timing of and relationship between county Assessor data and parcel GIS files.

Other

- Continue to develop MetroPulse Process Archive: Move archived documentation to CMAP Shared drive (S:), begin writing summary wiki pages on archived indicators.
- Complete testing of Data Library database; begin cataloging datasets on Data Depot (V:).

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).

4th Quarter Progress:

- Monitored progress of food accessibility index analysis being conducted by Chicago State University; supplied some GIS data to support analysis.
- Completed analysis of prototype transit accessibility measure based on transit service frequency, the pedestrian environment and proximity to stops.
- Completed set of wiki entries documenting Indicator analysis procedures and data sources.

1st Quarter FY14 Objectives:

- Receive food accessibility index deliverables from CSU; close out contract.
- Continue coordination with appropriate staff to check on availability of new data to update indicators.
- Maintenance and quality control activities for GO TO 2040 Indicators included in Regional Inventories in FY14.

DATA SHARING AND WAREHOUSING

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: tbd

Team: 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).

4th Quarter Progress:

- Discovered numerous irreconcilable security vulnerabilities in code. On-line application was discontinued and new static products were developed to replace interactive tools. New agency Public Data Systems procedure was developed and is being implemented.

1st Quarter Objectives:

- Implement new agency public data systems procedure.

MetroPulse Local

Project Manager: Xiaohong Zhang

Team: Blake

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).

4th Quarter Progress:

- See MetroPulse Regional. Project discontinued to staff attrition and reassignment.

MetroPulse Transportation

Project Manager: Claire Bozic

Team: 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).

4th Quarter Progress:

- Progress continues to be slow on work with UIC. Very little has been invoiced, but we understand that Delcan has completed a large amount of work but has not yet submitted any invoices. The contract has been extended to December 31st.
- Consultant selection was completed. The work will be undertaken via a task order PAO system. The first PAO was signed and includes work to stabilize the current system and to consolidate data which is currently scattered over a number of servers due to servers being relocated over the last year.

1st Quarter Objectives:

- Make significant progress on collecting ramp and disaggregated data from IDOT and the Tollway for the archive.
- Begin working with the support and development consultant to make changes to the archiving system that have already been identified.

MetroPulse Jobs

Project Manager: Annie Byrne

Team: 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).

4th Quarter Progress:

Project discontinued.

1st Quarter Progress:

Project has been rolled into Regional Economic Indicators work (see FY 14 workplan.)

CMAP Data Sharing Hub

Project Manager: Bozic (PM)

Description: CMAP is creating its own data sharing hub that can be used to publish data online in its raw format. Unlike the current FTP site, this data is discoverable via browser searches. The data can be downloaded and used by anyone. The platform will be used by CMAP staff.

Products and Key Dates: Website launch (December 2013)

4th Quarter Progress:

- Project manager reassigned due to staff attrition. Scope of project is reduced to providing an intuitive and easy-to-use portal for CMAP data sets, developed according to agency's new Public Data Systems procedures.
- Contract for optional year of support was signed.

1st Quarter Objectives

- Upgrade CKAN data sharing hub software to v2.0. This will remove previous custom programming for now unnecessary features (Metropulse integration, support for external agency data publishing) and result in a standard product for CMAP use. Version 2.0 has many improvements over v1.8, which was previously installed.
<http://ckan.org/2013/05/13/announcing-ckan-2-0/>

- Assist IT with security review.
- Coordinate with communications regarding design aspects.

MetroPulse Data Processing

Project Manager: Jessica Matthews

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).

4th Quarter Progress:

- Project merged with Data Library Management. Staff is cataloging all MetroPulse data holdings within CMAP's internal data library and archiving content not directly relevant to CMAP core activities.

MetroPulse Data Visualization

Project Manager: tbd

Team: Blake

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).

4th Quarter Progress:

Project discontinued due to staff attrition.

CMAP Online Map Gallery

Project Manager: tbd

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).

4th Quarter:

- Project suspended pending new Data Sharing Hub application.

Regional Data Sharing Technical Assistance

Project Manager: Andrew Williams-Clark

Team: Panella, 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).

4th Quarter Progress:

- Completed community data snapshots.
- Facilitated revision of MetroPulse website based on project evolution. Now in beta.

1st Quarter Objectives:

- Distribute community data snapshots to communities with completed LTA projects.
- Roll out revised MetroPulse website with community data snapshots.
- Support evolution of MetroPulse to be incorporated into new agency website.

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, Patronskey, 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)

4th 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 two CMAP Transportation Committee meetings
- Held one Council of Mayors Executive Committee.
- Continued work on clarifying GO TO 2040 Major Capital projects in the TIP database
- Continued documentation of TIP processes.
- Held Coordination meetings with the Planning Liaisons and IDOT District 1 Local Roads
- Held a coordination meeting with IDOT Central Office.
- Prepared and distributed conformity change requests.
- Updated and processed designated recipient resolutions.
- Updated and processed NEIL/NWIN and NEIL/SEWI splits of transit funding.
- Researched and implemented procedure for representing advanced construction in the TIP. Assisted programmers with converting funds to appropriate MAP-21 sources.
- Coordination of TIFIA representation in the TIP.
- Participated in STP Workshops for DuPage, Kane, and McHenry Councils of Mayors.
- Proposed language for transit Transportation Development Credit policy.
- Complete self-certification

Comprehensive TIP document update

- Updated TIP Document to represent advanced construction.
- Updated MPA Boundaries Map

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)

- No progress this quarter.

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 organization of obligation report data for consistency.
- Coordinated efforts with other agency staff.
- Finalized introduction text.

Fiscal marks (updated as needed)

- Processed STP advanced funding requests for CMAP Council of Mayors.
- Updated state regional resources table.

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

- Finalized functional class guidebook draft and sent for review.

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.
- Enhanced NHS update.
- Participated in HSTP plan update.
- RTA strategic plan workshop coordination.
- Fulfilled data requests as requested.
- Updated CMAP Board Map.
- State Planning and Research program research and proposal.
- Accommodated presentation requests.
- Researched and outlined TIP Development and Administration Process Review.

1st Quarter Objectives:

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

- Prepare new FFY 2014 calendar;
- Prepare 2013 line items for movement, deletion, or award
- Staff two CMAP Transportation Committee meetings
- Hold one Council of Mayors Executive Committee meeting
- Process advanced funding. (Will be under FFY14 Active Program Management Project)
- Complete update of Major Capital Projects in the TIP.

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

- Update TIP Map
- Prepare for certification

Active program management reports and recommendations (ongoing)

- Update STP Expenditure report (Will be under FFY14 Active Program Management Project)
- Update CMAQ Expenditure Report (Will be under FFY14 Active Program Management Project)

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

- Continue update of talking points, emphasizing CMAP policy direction.

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

- Complete 2012 Obligation report.

Fiscal marks (updated as needed)

- FFY14 State/Regional Resources; 2014 STP-L Marks; 2014 STP-R Marks (Will be under FFY14 Active Program Management Project)

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

- Publish Functional Class Guidebook.

TIP Database Management

Project Manager: Kama Dobbs

Team: Berry, Dixon, Kos, Ostlick, 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.

4th 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.
- 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);

- Continued development of enhanced “help” files to be rolled out with changes to the main input form.

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

- Shapefiles created and updated following April and June 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.

- Ongoing troubleshooting of user-reported issues and assistance to users in resolution

- Continued development of expanded search and filter capabilities (include additional fields, allow for multi-selections, etc.). To be rolled out with redesigned input forms.
- Added 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. To be rolled out with redesigned input forms.
- Adjusted layout and filtering of All Projects report to meet user requests. To be rolled out with redesigned input forms.
- Added an amendment report filter to easily identify changes pending for Major Capital, Constrained, and Unconstrained projects as well as projects involving Interstate highways. To be rolled out with redesigned input forms.

1st Quarter Objectives:

(Note that the TIP Database Management project is not included in the FY 2014 Work Plan. The below tasks are included in the Transportation Improvement Program (TIP) Development and Management project):

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

- Ongoing staff work to remove inaccurate and out of date information from the TIP database
- Continue to develop expanded search and filter capabilities (include additional fields, allow for multi-selections, etc.).
- Complete the redesign the back end tables to more accurately and efficiently process TIP changes and to produce a more concise and accurate project history and roll out changes made in conjunction with the redesign.

Exports of TIP data for use in public maps, analytic maps, dashboard presentations and other TIP analyses (ongoing);

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

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).

4th Quarter Progress:

- TIP fund source dashboard
 - (creation of dashboard delayed pending security audit and hiring of replacement staff)
- TIP work type dashboard
 - Restoration of overall TIP dashboard delayed pending security audit
- 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

1st Quarter Objectives: (Note that the TIP Analysis project is not included in the FY 2014 Work Plan.)

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).

4th Quarter Progress:

- Programming and Management Processes
 - Held three meetings of the Project Selection Committee
- FFY 2014-2018 Program Development
 - Completed emissions benefit analysis of all eligible applications
 - Presented Focus Group project recommendations on proposal support of GO TO 2040 to the Project Selection Committee
 - Released cost benefit ranking for analyzed project applications
 - Developed the staff recommended program
- Semi-annual Review of Project Status
 - Conducted the May semi-annual review of projects with funding in FFY 2013, 2014 and 2015 as well as on projects with a deferred status
- Regional obligation goal for FFY 2013
 - Obligated \$100.5 million to date for FFY 2013; leaving \$22.5 million to reach to meet FFY 2013 goal
- Quarterly Transit Project
 - Completed 4th quarter 2012 and 1st quarter 2013 Transit Expenditure reports
- Supplementary Evaluations for Cost/Scope Change Requests
 - Processed 13 project scope and cost change requests
 - Began use of a standard form for implementers to use to improve the consistency of the data received with requests and increase the efficiency of staff reviews.
- Updated database functionality
 - Continued to adjust and enhance input forms and output reports for the PSC and for FY 2014-18 program development.
- Status Information on Project Obligations
 - Released an updated CMAQ Obligation report brochure for CMAP Council of Mayors
 - Processed FHWA and FTA obligations from March through June totaling \$67 million in new obligations

1st Quarter Objectives:

- Update to Programming and Management Processes
 - Conduct an evaluation of the program under the Performance-Based Programming program area
 - Coordinate development of Performance Plan with actions of MAP-21 subcommittee
 - Hold two meetings of the Project Selection Committee
- FFY 2014-2018 Program Development
 - Release proposed program for public comment
 - Address public comments received for final program recommendation

- Seek Transportation Committee approval of the program for Regional Coordinating Committee, CMAP Board and MPO Policy Committee consideration
- Regional Obligation Goal for FFY 2013 (under Active Program Management project)
 - Continue to track obligation goal
- Quarterly Transit Project (under Active Program Management project)
 - Prepare 2nd quarter 2013 Transit Expenditure reports
- Supplementary Evaluations for Cost/Scope Change Requests (under Active Program Management project)
 - Process ongoing CMAQ project scope and cost changes requests
 - Evaluate use of Scope and Cost Change Request Form
- Semi-annual Review of Project Status (under Active Program Management project)
 - Prepare materials in advance of the October status update
- Status Information on Project Obligations (under Active Program Management project)
 - Process FHWA and FTA obligations from July through September
 - Update CMAQ obligation report brochure for CMAP Council of Mayors
- Update Database Functionality (under Active Program Management project)
 - Continue to review and modify database as necessary

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)

4th Quarter Progress:

- Conformity analyses
 - Collected TIP project changes for semi-annual conformity amendment to be approved in October, 2013
 - Consulted with partner agencies and CMAP management to determine the appropriate way to present alternative conformity analyses for possible plan amendment
- documentation of conformity process
 - Completed documentation of MOVES process and input data
- updated data used in conformity analyses
 - Resolved potential conformity issue on I-55
 - Updated MOVES database and tested for correction of error in fuel use (US EPA corrected default database)
- support development of State Implementation Plans
 - no action required
- findings and interagency agreements from consultation process
 - Discussed hot spot analyses with consultation team: Illiana, I-90, Ashland BRT
 - Reviewed draft final report on IDOT hot spot analysis procedures
- analyses of air quality issues for regional decision-makers
 - Commented on proposed Tier III vehicle and fuel rules
- Test runs of emissions model to conduct greenhouse gas analyses of the region's transportation system

1st Quarter Objectives:

- Conformity analyses
 - Analyze TIP project changes for conformity.
 - Release conformity amendment for public comment; respond to public comments
- documentation of conformity process
 - Incorporate documentation of travel demand model and MOVES process and input data into CMAP web site
- updated data used in conformity analyses
 - Discuss fleet age profile data with IEPA – needs to be updated in the near future
- 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 as needed
- analyses of air quality issues for regional decision-makers
 - Monitor status of PM_{2.5} redesignation
 - Action as needed
- Test runs of emissions model to conduct greenhouse gas analyses of the region's transportation system
 - Investigate potential for municipality-level analysis

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; 5) transit passenger miles traveled per vehicle revenue hour – by agency and mode; 6) unlinked passenger trips per capita – by agency; 7) on-time data – by agency including Amtrak; 9) motor vehicle safety; 10) percent of regional trails plan completed; 11) bicycle and pedestrian level of service; 12) percent of transit rolling stock and stations that are compliant with the Americans with Disabilities Act; 13) bridge conditions; and 14) 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.

4th Quarter Progress:

- In the fourth quarter, staff concentrated on the preparation of an expressway volume atlas with detailed VMT and traffic factor summary reports. At the end of the fourth quarter, completed sections of the report were being compiled into a unified document for review.
- Planned indicator updates with the exception of bike and ped level of service were completed in the 3rd Quarter. In the fourth quarter, summer field data collection interns were trained in methods to collect field data used to calculate the bike and pedestrian level of service indicator. The field data collection for this indicator is scheduled to be complete on July 11, 2013.
- Field data collection interns also performed several parking and trail usage studies. Staff scheduled freight-related counts for the remainder of the summer, focusing on highway-rail grade crossing delay.
- Staff continued updates of the performance measurement webpage to make key transportation indicators easier for users to find. See <http://www.cmap.illinois.gov/cmp/measurement>.
- Work continued on the Regional Data Archive, with congestion management staff supporting Research and Analysis efforts on this project. The data archive continues to collect its first year of data for traffic volumes, speeds, highway incidents, and weather. A project is under way to provide finer detail for analysis and to provide ramp data for integration into the agency's VMT estimate system.

FY 2014

- This project is being folded into the "Regional Transportation Performance Measures: Phase I Prioritization and Development" project in the Performance-Based Programming area. The concentration in the new project will be the development and

provision of disaggregate data in support of the performance-based programming efforts of the region.

Data for Programming Decisions

Project Manager: Tom Murtha

Team: Rice, Schmidt, Rogus, Sanders, Patronskey

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)

4th Quarter Progress:

Staff reoriented this project to be internally-focused, to assure that the project was aligned with CMAP's performance-based programming initiative, to assure that the proposal was fully integrated within the Congestion Management Process, and to assure that any data and performance measures developed are defensible. In support of this, staff engaged in a "dry-run" of some of the analyses necessary to support performance-based programming for the RTOC analyses of CMAQ proposals, and in preparation of the coming work to program the Transportation Alternatives Program. This included analysis of potential disaggregate congestion data for the arterial highway system, as discussed below. The analyses did in fact prove useful, and the recommendations of RTOC and other focus groups were

Among the big challenges facing the region is the lack of congestion information in support of analyses of expansion and modernization projects. Staff continued analyses of potential data, and conducted demonstrations of the use of this data, but the potential purchase of such data has been deferred indefinitely. However, the data may be soon available to the region through the cooperation of CMAP's IDOT and FHWA partners in support of their performance measurement work. CMAP initiated a discussion about this data, which was well-received by IDOT partners. Staff will continue to monitor and evaluate opportunities for this data as FY 2014 progresses. Staff will also continue its data analyses, which preliminarily have shown good correspondence with freeway congestion data otherwise available, but not with project-level analyses conducted for the evaluation of CMAQ program proposals.

FY 2014

- This project is being folded into the “Regional Transportation Performance Measures: Phase I Prioritization and Development” project in the Performance-Based Programming area. The concentration in the new project will be the development and provision of disaggregate data in support of the performance-based programming efforts of the region.
- Here are highlights of the proposed work plan for the 1st quarter:
 - Prepare datasets and evaluation method in support of TAP programming process.
 - Establish categories to be addressed in broader performance measurement work. Possible categories to be considered include “safety” (interpreted narrowly as accidents and injuries), “system efficiency” (including congestion, travel time reliability, and operational efficiency), “maintenance” (structure and facility condition), and “community and economic development.”
 - Coordinate with CMAQ and TAP programs to determine types of projects likely to require analysis. Confirm hypothetical CMAQ analytical approaches to enable us to proceed to next steps in process.
 - Establish performance measure selection factors, including possibly the availability of observed data; availability of meaningful data at the project level for some project geographies; timeliness of data; likelihood that data values would be changed by typical projects; ability to forecast changes in values; the geography of the raw data; required processing to put data in usable format for project evaluation; inter-agency sources required to access the data; user relevance of data; applicability to hypothetical CMAQ analyses identified above; policy importance of data; and an acceptably clear definition of the data.
 - Seek information from agency partners regarding performance measure practices and plans.

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.

4th Quarter Progress:

CMAP continued its review of incident management techniques and performance measures. A meeting was arranged with a local PSAP leader for April 2, early in the fourth quarter; the meeting was a success, and is expected to lead to cooperation in leading to better understanding of transportation agency communications needs.

Additional discussions took place regarding the regional bottleneck elimination initiative, the subject of a regional workshop in the 2nd quarter. It is expected that this will be an initiative carried forward as an element of the performance-based programming process. Further contributions to the list of potential bottlenecks were solicited.

CMAP completed stakeholder interviews in support of the update to the ITS architecture and plan. The ITS update is expected include information on smart corridor planning, Public Safety Access Points (PSAPs), and other incident management information, including full integration with crash, weather, and congestion data. Incident coding was completed for 2011 and initiated for 2012.

The development of a new traffic signals database was supported by a request for stakeholder information. A new manual for a revised model dataset was underway as of the 1st quarter of FY 2014.

FY 2014

This project is being folded into the "Regional Transportation Performance Measures: Phase I Prioritization and Development" project in the Performance-Based Programming area. The concentration in the new project will be the development and provision of disaggregate data in support of the performance-based programming efforts of the region.

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 routes 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.

4th Quarter Progress:

Operational improvements. CMAP sent draft truck restriction maps for local agency review via planning liaisons. The response was very good, though staff is still working through the responses at this time. In addition to corrections and enhancements to the file, a few previously unknown stakeholder groups became engaged in the process through the review.

In addition, the CMAP Freight Committee hosted a demonstration of a beta version of IDOT's truck route identification system. The demonstration went well, with IDOT showing local agencies and freight stakeholders how the system will function when operational. The release of the system into general use is imminent.

Truck demand management. Because of the unexpected level of response to the draft truck maps, no progress was made on truck demand management this quarter, aside from introducing the

maps set out showing the regulation of overnight deliveries and truck parking, posted on the Freight Snapshot web page:

Revised! [Regional Freight System Planning Map with Level of Overnight Delivery Regulation](#), April, 2013

Revised! [Regional Freight System Planning Map with Level of Truck Parking Regulation](#), April, 2013

FY 2014

This work is being folded into the Regional Freight Leadership Task Force (for policy initiatives) and Regional Transportation Performance Measures (for freight mobility data) work programs.

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) -- *N.B. Change to address requests through calendar year 2013*; update bikeway information system (June, 2012); 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 and bikeway design (by June, 2012); annual update of bike-ped crash data (March, 2012); community briefing papers and web-based resources providing information on technical aspects of bicycle and pedestrian planning. Focus for 2012 for such information will be on the walkability and transit aspects of Transit Oriented Development (by January, 2012); data and analysis in support of improved bike-ped project programming to support congestion mitigation.

4th Quarter Progress:

- **CMAQ** – Completed analyses (CMAQ PSC and Bike-Ped Task Force) and ranking (Bike-Ped Task Force) of all bicycle and pedestrian projects submitted to CMAQ 2014-18 for funding (55 projects -- 37 bicycle facility projects; 12 pedestrian facility projects; 2 bicycle encouragement projects; and 4 bicycle parking projects). This work included geocoding/buffering facility projects and extracting information on 2010 population, employment, forecast (2040) population and employment, bicycle and pedestrian crashes, journey-to-work by mode, and transit ridership. We also analyzed screening criterium (for project readiness), relationship to/implementation of the Regional Greenways and Trails Plan, and estimated impact on safety and convenience for non-motorized travel (“before/after” score). To assist in evaluating projects and project impacts, we created visualizations of the above data, as well as surrounding land use, planned and existing bikeways (BIS) and destinations likely to generate bicycling and

walking trips, in the form both of maps and a Map Book (with one page for each facility project/project buffer). See materials on Bike-Ped Task Force [webpage](#).

- **TAP** – Assisted in development of TAP program, including draft of program application, development of evaluation criteria and methodology, and schedule.
- **BPIs** – Continued progress this quarter providing bicycle and pedestrian planning information in response to requests from IDOT, county DOTs, municipalities, and consultants. Achieved goal of addressing all requests from calendar year 2012. This quarter, eight (8) requests were addressed, reducing the number of outstanding requests to seven (7). (One more request is at present substantially underway). Projects addressed included: a long corridor project with many intersections and complex design issues; 2 other multiple intersection projects; and 2 projects located in the City of Chicago, which involved complex sites with high ridership transit nearby. Coordination and consultation with local/sub-regional stakeholders, and with the League of Illinois Bicyclists and Active Transportation Alliance, continued. *This work serves as the basis for implementation of IDOT's Complete Streets policy in our region.*
- **LTA Antioch** – Helped produce final draft of Antioch Lifestyle Corridor (ALC) plan. Draft plan was reviewed by Bob, Randy, and by Antioch Steering Committee. ALC team had 8 meetings this quarter, including 2 steering committee meetings. My participation included work on defining and describing routing and destinations, design concepts along the route, and recommendations for implementation strategies, funding, and supportive policies and programs.
- **LTA 2013 Call-for-Projects** – Reviewed consultant applications for prequalification for the South Elgin Bicycle Plan. Carried out final evaluation of prequalified firms in coordination with staff from the Village of South Elgin. Currently, in process of setting up interviews with finalists (Sam Schwartz Engineering and Teska & Assoc.), again in coordination with staff from the Village of South Elgin.
- **State Bike Plan** – Continued coordination with IDOT and consultants on state bicycle plan effort, including participation with Illinois Bicycle Transportation Plan Advisory Group (meeting held in Springfield, April 24).
- **BLR Update** – Participated in committee to update to IDOT's BLR, in order to reflect the State's Complete Streets law and changes to the BDE. Submitted comments to suggested amendments and participated in meeting (May 16)
- **APA Mobile Workshop** – Organized and led day-long Mobile Workshop for the APA National Conference at the Midewin National Tallgrass Prairie (April 15, 2013). Handout for workshop is [here](#) (filename: Midewin_APA_MobileWorkshop_Handout_Brochure_v4_FINAL_VERSION).
- **Soles and Spokes Blog** – Posts and maintenance of “*Soles and Spokes*, CMAP Bicycle and Pedestrian Planning Blog” (<http://cmap.illinois.gov/solesandspokes/>). We have continued to match our goal of an average of 2 posts per week, to reach out to partners and stakeholders to raise awareness and use of the blog. Positive feedback continues.
- Participated in day-long **Illinois Bike Summit** in Normal, IL (May 15)
- Participated in **FHWA Safety Data Accessibility Process Review** (June 14)

- Participated in **FPDCC Trails Master Plan** interview, to review plan goals and approach.
- [Ongoing] **Represented CMAP** and regional interests in non-motorized transportation with partner organizations (Council of Mayors Bike-Ped Committees, IDOT IBCWG, INDR IGTC and GIT Executive Committee, City of Chicago MBAC and MPAC; NWMC and other COMs, etc.) Met with new
- [Ongoing] **Updates to Bicycle Inventory System** (BIS) data, including major updates on Regional Greenways & Trails Plan, county plans, and several local (municipal) plans.
- [Ongoing] **Data Provision** – 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.
- **Bicycle and Pedestrian Task Force** – The Task Force met three times this quarter – on April 17, May 22, and June 12. In addition, the Task Force formed an ad-hoc group to develop a method and carry out an evaluation of CMAQ 2014-18 bike and ped projects. The ad-hoc group met on May 10, May 17, and May 22. The focus of these meetings was to discuss methods to produce and provide input as a Focus Group to PSC’s CMAQ 2014-18 program. The Task Force approved a recommended package of projects at the June 12th meeting. Next meeting is scheduled for September 18.

1st Quarter Objectives:

- Transition to LTA division work, which is anticipated to consist primarily of managing consultant projects (LTA projects that involve local contracting of consultants), and review of non-motorized plans and plan elements.
- Continue to address IDOT and other agency requests for bicycle and pedestrian planning information. There is currently a back-log of 7-9 requests. The goal for the 1st quarter is to respond to an additional five to eight requests (5-8). (Though this is contingent on amount of time LTA work allows.)
- Continue to improve the content, and increase awareness of the CMAP Soles and Spokes Bike-Ped Planning blog, with an average of 1-2 posts per week.
- 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. Specifically, to provide input and to represent interests of northeastern Illinois in the development of IDOT’s state bike plan.
- 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.

4th Quarter Progress:

- Met with management staff to discuss the revised FPA procedures manual. Updated the manual based on feedback.
- Presented the revised FPA manual and discussed additional criteria with the Land Use Committee. Prior to the meeting, met with staff to discuss the committee's familiarity with the FPA process.
- Prepared an outreach plan for the FPA procedures manual and summarized comments received to date on the manual. Both documents were forward to management staff.
- Met with staff to discuss the FPA Process as an implementation tool to promote sustainable local food.

- Conducted an assessment of applications that historically have not been compliant with CMAP's nonpoint source pollution ordinances from 2005 to 2012. The document will be used to support future staff FPA recommendations of support/denial.
- Met with staff to discuss IEPA contract obligations and a resource inventory request for the 9 Lakes TMDL Implementation Plan.
- Met with CMAP staff to explore options to implement energy efficiency into wastewater systems. The discussion was based on feedback from the Water 2050 Energy Efficiency for Wastewater Systems Workshop.
- Planned and conducted a kickoff meeting with Geosyntec, CMAP's water resources engineer, and CMAP staff. Meeting topics included: exploring long range visions of CMAP for water resource programs; exploring regional initiatives; discussing CMAP anticipated support needs and ways to leverage consultant expertise, etc.
- Developed public notices and signoff letters for Level III amendment applications. Streamlined record keeping for the existing FPA database.
- Reviewed and approved two purchase orders from Geosyntec. The invoices were logged into IFAS.
- Prepared FPA maps in response to data requests from Nunda Township and the Village of Gilberts.

1st Quarter Objectives:

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

Watershed Planning

Project Manager: Tim Loftus

Team: Hudson, Thompson

Description: Staff will develop a watershed based plan 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.

4th Quarter Progress:

Two public meetings with 9 Lakes TMDL Implementation Planning stakeholders were conducted during this quarter: May 8 (originally scheduled for April 24, but postponed due to local flooding that impacted our meeting venue) and June 26. Discussion focused on IEPA feedback on the April 1 resource inventory submission and subsequent discussions about the resource inventory and plans to address data and information requests/gaps; and the evolving text of the plan document.

Intern Erin Debos began on May 23. Erin's work is focused solely on this project and to date has included the development of a detention basin inventory, including maps and tables by jurisdiction. Compilation of the inventory is based on a combination of Lake County Stormwater Management Commission (LCSMC) data and digital orthophotography using a Geographic Information System (GIS). There are 147 known detention basins and 61 unknown basins¹ across 13 jurisdictions covering the planning area. Other work thus far involves mapmaking and table development for the plan along with associated narratives. Erin and Holly Hudson attended a one-day training session at the Lake County Stormwater Management Commission on stormwater detention basins for purposes of basin assessment(s). Erin presented her work at the June 26 stakeholder meeting.

Requests have been made of municipal and township jurisdictions to assist with detention basin assessments. Maps of known and (status) unknown basins (e.g., ponds) were submitted to local jurisdictions along with the requests in addition to an information form to complete as part of the assessment process. Staff will follow up to determine which parties are willing to assist and who the responsible party is for the basins in question as many are located on private party and not the responsibility of local government. Staff will also offer to work with local government staff during field visits or office work necessary for assessments.

CMAP staff traveled to Pontiac, Illinois for a meeting with IEPA, Bureau of Water staff regarding the Resource Inventory component of the emerging plan.

Other more notable additions to the plan document, reflecting resource-inventory related discussions with IEPA, include:

Section 2.1 – narrative was added about population growth change (2000 – 2010) and the GO TO 2040 forecast.

¹ Unknown detention basins have been previously identified and classified in data from Lake County as "ponds." These ponds may possibly be serving as detention basins and, therefore, should be considered and checked.

Subsection 2.2.1 – Local Jurisdictions with Water Quality Roles: new subsection and narrative

Subsection 2.5.2 – Climate and Topography: climate discussion is new

Subsection 2.5.5 – Hydrologic Soil Groups: 2 tables added

Subsection 2.5.6 – Hydric Soils: new table added

Section 2.6 – 9 Lakes Planning Area Water Resources: new title, placement (formerly presented earlier in the chapter), and content

Subsection 2.6.1 – Watershed Drainage System: new subsection with narrative, figures, and tables per Amendment 1

Subsection 2.6.2 – The 14 Subunits (i.e., Subwatersheds): narrative, figures, and tables underway

Subsection 2.6.3 – Other Waterbodies (for which IEPA has assessed one or more designated use(s); new table added.) Note: Fisher Pond (ID# IL_STL) is not in the 9 Lakes Planning Area.

Other minor edits and results of additional analyses have been inserted throughout the plan.

Subcontract with Fox River Ecosystem Partnership (FREP)

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

Subcontract with Northwater Consulting

A model methodology narrative was written, reviewed by staff, and revised in response to staff feedback. The methodology is for exclusive use by CMAP staff.

Staff spent a day in the field with our consultant doing landscape reconnaissance for the purpose of BMP implementation/plan recommendation identification. This activity also provided a ‘ground-truth’ check on model output.

1st Quarter Objectives:

Field assessments for the stream network, lakeshores, and detention basins are scheduled for July. Any unfinished work will carry on in August with the expectation that all data will be collected and decision made by the end of August.

Work is ongoing to fulfill other new resource inventory requirements (i.e., Amendment 1) beyond those associated with the field work described above.

The next public meeting is scheduled for August 28.

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.

4th Quarter Progress:

- Attended the Tyler Creek Watershed Coalition annual meeting in April and stayed abreast of activities via e-mail correspondence and meeting notes for the May and June meetings;
- Provided the criteria we used to categorize the lakes for the Lake Biodiversity Project, along with the project's summary report, to Brooke Herman at USACE-Chicago District for use in their Wolf Lake project;
- Prepared for and attended the semi-annual Blackberry Creek Watershed Coalition meeting in April;
- Stayed abreast of Fox River Ecosystem Partnership activities via e-mail correspondence, the monthly e-Downstream newsletter, and their website;
- Facilitated a conference call between CMAP and USDA-NRCS staff regarding the availability of availability of BMP implementation information under several of their programs as requested by the IEPA; sent a follow-up email with dataset search criteria to NRCS Staff;
- Conducted a review of Elgin's development codes and ordinances and prepared a table of recommendations and references;
- Prepared materials for and attended the April and June Silver Creek and Sleepy Hollow Creek Coalition Meetings;
- Conducted a review of the Villages of Prairie Grove and Oakwood Hills development codes and ordinances in an effort to update their comprehensive plans and codes;
- Assisted the Village of Oakwood Hills in the preparation and submittal of a PLWIP (Priority Lake and Watershed Implementation Program) proposal to Illinois EPA for the construction of two bioinfiltration basins that will filter runoff before entering Silver Lake, which was subsequently awarded to the Village.

- Participated in several watershed outreach coordination meetings regarding the Silver/Sleepy LTA project.
- Participated in the Great Lakes Commission/Great Lakes and St. Lawrence Cities Initiative, Chicago Area Waterway Systems (CAWS) Technical Advisory Committee meeting.
- Participated in an ordinance-review seminar related to water quality protection.
- Gave an invited presentation on stormwater utility programs to the Tyler Creek Watershed Coalition.
- Attended the (semi-annual) Ferson-Otter Creek Watershed Coalition and talked about water-related LTA projects.
- Attended the (semi-annual) Blackberry Creek Watershed Coalition, talked about water-related LTA projects, and gave a stormwater utilities program presentation.
- Gave an invited presentation to the Northern Illinois Farmland Conference: Farmland Preservation and Resource Protection Need Each Other.
- Attended the Center for the Transformation of Waste Technology forum: Zero Discharge of Pollutants & Nutrient Management through Wastewater Reclamation and Reuse.

1st Quarter Objectives:

- Continue to attend monthly meetings and provide technical support to the following watershed organizations: Fox River Ecosystem Partnership, Tyler Creek Watershed Coalition; Silver and Sleepy Hollow Creeks Watershed Coalition;
- Provide technical assistance to other watershed groups as time and resources allow, including the Blackberry Creek Watershed Coalition, Ferson-Otter Creek Watershed Coalition, Hickory Creek Watershed Planning Group, and Buffalo Creek Clean Water Partnership;
- Continue to participate on the Lincoln Park North Pond Nature Sanctuary Master Plan Advisory Group;
- Review Elgin's development codes against principals and standards for water quality protection as part of the Ferson-Otter Creek Watershed / City of Elgin Local Technical Assistance Program project.

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).

4th 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 3rd quarter FY13 progress report for CMAP and Illinois EPA;
- Worked with CMAP staff to order new postage-paid return envelopes due to a change required by the U.S. Postal Service in the return address bar code;
- Attended the annual Illinois Lake Management Association conference and VLMP session held in Bloomington in early April, moderated a session, and participated in a BMP workshop;
- Contacted past volunteers not yet registered for the 2013 season to find out if they would be continuing in 2013;
- Finalized the selection of Tier 2 and Tier 3 lakes and associated parameters to be monitored and equipment needed in consultation with Illinois EPA;
- Reviewed and commented on draft Hydrilla Hunt! education and outreach materials for the Northern Illinois Invasive Plant Partnership;
- Wrote a paragraph on the Hydrilla Hunt! program to include in CMAP's weekly e-mail and had a link added to the VLMP page on CMAP's website;
- Picked up deionized water from Illinois EPA-Des Plaines for use in the Tier 3 program;
- Met with Illinois EPA's Statewide VLMP Coordinator on April 30 to receive this year's water sampling supplies for both CMAP and Lake County Health Department (LCHD), then met with LCHD staff on May 1 to transfer their supplies to them;
- Prepared a transmittal letter and mailed password to all continuing volunteers this season's supply of Secchi Monitoring forms, new postage-paid return envelopes, Personal Record of Observations form, Illinois EPA's "Blue-green Algae and Algal Toxins" fact sheet, and reminder letter about the VLMP database website address and each volunteer's user ID;
- Prepared a water quality equipment and supplies checklist to use for Tier 2 and 3 volunteers;
- Provided contact information to the IDNR Fisheries Biologist for the volunteers at two McHenry County lakes where he would like to conduct a fisheries survey this year;
- Ordered two calibration flasks for the Hach meters;
- [Prepared a monitoring site coordinate aerial photo map using CMAP's GIS for Lake Charlotte/Kane Co., and provided the PDF to Illinois EPA.](#)

Data management:

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

Technical assistance:

- Divvied up the check sample dilution bottles and distributed Abraxis test kits and check sample kits to the LCHD and Greater Egypt VLMP coordinators while at the ILMA conference on April 5;
- Along with LCHD staff, met with Illinois EPA-Des Plaines staff on April 25 to get training and tips for sampling HABs (harmful algal blooms) and in the use of the Abraxis test kits and check sample kits;
- Prepared display posters and handouts, presented a summary of, and answered questions about Lake Killarney's Secchi, water chemistry, dissolved oxygen/temperature, and aquatic plant community data and information at their annual homeowners association meeting on May 7;
- Discussed watershed and in-lake management options with the volunteer at Lake Charlotte/Kane County and provided him a set of Lake Notes fact sheets and a copy of an INHS publication on grass carp;
- Provided information on aquatic plant preservation solutions to the volunteer and NIIPP coordinator at the Chicago Botanic Garden Lakes/Cook Co.;
- Corresponded with the volunteers and HOA president at Virginia Lake/Cook Co. regarding filamentous algae overabundance and management options, and did a site visit to the lake.

Volunteer Training:

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

1st Quarter Objectives:

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

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

4th Quarter Progress:

- Met with Lake County College Workforce Development Institute, outcome of meeting is inclusion of two continuing education courses (water utility management and asset management) in the Fall Catalog; our Full Cost Pricing Manual will be included in the curriculum for both courses.
- Follow-up LTA implementation presentation to Campton Hills on Full Cost Water Pricing/Water conservation outreach programs. Continue to work with Campton through the NWPA.
- Participated in Advanced Asset Management Practices For Water & Wastewater Utilities training and distributed full cost water pricing manual to utility managers (May 14th and 15th).
- Provided planning assistance and presented to May 23rd College of Lake County *County Green Conference Sustainable Community Approaches to Water Quality*.
- Developed memo for MPC on the pricing and economics of water reuse programs, for use in a forthcoming white paper regarding changes in IL plumbing code.
- Assisted MPC/CMAP with DuPage LTA workshop planning, and presented on utility management to the DuPage Water Commission Water Management Series: Utility Planning and Asset Management. Distributed full cost manuals to participants.
- June 24th workshop Great Lakes 'F-EX' (Field Experiences) for Watershed Educators: Providing Meaningful Teacher Experiences to Promote NOAA's Great Lakes Education Discoveries for Students held at Peggy Notebaert Nature Museum, including development of MWEE (Meaningful Watershed Experiences for Educators) activities.
- June 25th Sustainable Infrastructure Planning workshop covering energy efficiency, conservation, and full cost rates held at Lake County College in partnership with the Workforce Development Institute.
- Developed a manual for the Northwest Water Planning Alliance on Outdoor Water Conservation Strategies (including ordinances, pricing, other BMPs); started developing program implementation outreach strategy in partnership with MPC and the NWPA.
- Continued project management of *Lawn to Lake* Program supporting pollution prevention and outdoor water conservation outreach, including launching a web and paper-based pledge campaign (<http://www.iisgcp.org/l2l/pledge.html>), completing progress reports to EPA, budget management.

ENERGY IMPACT ILLINOIS (EI2) PROGRAM

Program Oversight: Daniel Olson

On April 21, 2010, the U.S. Department of Energy (DOE) announced that CMAP would be awarded a Retrofit Ramp-Up stimulus initiative grant for \$25 million to initiate a three-year energy retrofit program. This program was a competitive solicitation process that is part of the American Recovery and Reinvestment Act (ARRA) through the Energy Efficiency and Community Block Grant (EECBG) program administered by DOE. This project is a regional collaboration led by the Chicago Metropolitan Agency for Planning (CMAP) -- in partnership with the City of Chicago and the City of Rockford, and support from suburban and regional stakeholders. Energy Impact Illinois (EI2), formerly known as the Chicago Region Initiative for Better Buildings (CRIBB) or the Chicago Region Retrofit Ramp-Up (CR3), is working to transform the market to carry out energy-efficient retrofits across the residential, commercial, and industrial building sectors in northeastern Illinois. The project is significant in its potential to reduce the region's large energy footprint, incorporate private investment, and serve as a model for inter-jurisdictional collaboration. On February 27, 2013, a no-cost extension of the period of performance for the program was extended from its original end date of May 18, 2013 until September 30, 2013.

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.

4th Quarter Progress:

- Scheduled and coordinated bimonthly Steering Committee meetings (April and June 2013) and included key CMAP staff (Randy Blankenhorn, Jill Leary, Dan Olson, Emily Plagman, Joey-Lin Silberhorn)

- Provided EI2 progress reports to Steering Committee members.
- Involved Steering Committee with end-stage planning and decisions; particularly with grant extension plans and post-grant sustainability.
- Followed up program sustainability ideas with Steering Committee and in coordination with guidance from DOE on end of program work.
- Determined Retrofit Steering Committee logistics for post-grant activity and plan to suspend activity after grant period of performance.

1st Quarter Objectives:

- Provide EI2 progress reports to Steering Committee members.
- Involve Steering Committee with post-grant sustainability ideas.
- Hold final Retrofit Steering Committee meeting (September 2013) and include key CMAP staff (Randy Blankenhorn, Jill Leary, Dan Olson, Emily Plagman, Joey-Lin Silberhorn)

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 FY14, EI2 will have expended close to \$21.3 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 \$13.5 million in committed private investment capital from the various financial institutions which is available specifically for retrofitting work. At the end of Q2 2013, approximately \$4.4 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 \$500,000 a month.

Products and Key Dates: EI2 website maintenance and transfer to CNT Energy (completed May 2013), 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 first quarter FY14); and, workforce intermediary (ending May 2013).

4th Quarter Progress:

- Finalized all contracts that require amendments due to grant extension.
- Continued community-based efforts and the EI2 “houseparty” model to foster consumer demand.
- Collaborated with “Retrofit Chicago” program to reach out to various City of Chicago partnerships, including aldermanic contacts.
- Completed EI2 website transition from C3 to CMAP/CNT staff, including training of relevant staff (May 2013).
- Continued development of second round of “Road Maps” for 19 Retrofit Chicago Commercial Building Initiative participants and 2 suburban participants, and identified

sustainability options for the Commercial Gateway Service offering.

- Maintained MyHomeEQ program functionality in preparation for grant extension.
- 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. Continued work on sustainability plan.
- Worked with Priority Energy to complete grant terms and close out work.
- Continued 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. Continued work on sustainability plan.
- Worked with the Village of Oak Park to identify remaining retrofits and begin program close out.
- Worked with the City of Chicago to finalize program drawdowns and complete construction inspections of buildings through the Multi-Unit Retrofit Improvement Loan Program; continue weekly review of all Davis-Bacon documentation; work with DHED staff to determine program sustainability post grant.
- Completed reporting for the Metropolitan Planning Council's Home Energy Renovations for Employees (HERE) and begin program close out.
- Worked with IFF to maintain retrofit activity in the Commercial Nonprofit Retrofit program and continue tracking audits, loans closed, and completed retrofits via loans and incentives; continued to identify sustainability options.
- With CNT Energy, the Chicago Jobs Council, and the Centers for New Horizons – worked to complete contractor survey, identify job matching opportunities, and complete program close out for the Workforce Intermediary.
- Continued work with SCIEnergy (formerly Transcend Equity Development Corporation) to drive demand and retrofit activity within the Commercial/Industrial Retrofit program. Implemented technical assistance projects with the 8 signed projects and continued identifying sustainability options of the Technical Assistance Fund post-grant.

1st Quarter Objectives:

- Amend and finalize all contracts that are affected by post-9/30 grant extension.
- Continue community-based efforts and the EI2 "houseparty" model to foster consumer demand through end of July 2013.
- Collaborate with "Retrofit Chicago" program to reach out to various City of Chicago partnerships, including aldermanic contacts, and help plan post-grant methods for retrofits, including EI2 loans and utility rebates.
- Complete second round of "Road Maps" for 19 Retrofit Chicago Commercial Building Initiative participants and 2 suburban participants, and identify sustainability options for the Commercial Gateway Service offering.
- Maintain MyHomeEQ program functionality through 9/30.
- 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 for post-

9/30 program implementation

- Continue to research non-program methods for outreach and driving demand toward audits, applications, and completed retrofits for the Energy Savers (Multifamily Loan Loss Reserve) program via loans and incentive options, including use of volunteer network
- Close down Village of Oak Park program.
- Close out City of Chicago program drawdowns and complete construction inspections of buildings through the Multi-Unit Retrofit Improvement Loan Program. Complete final contract amendment that details financing strategies for DHED staff to use over next several years
- Work with IFF to maintain retrofit activity in the Commercial Nonprofit Retrofit program and continue tracking audits, loans closed, and completed retrofits via loans and incentives; identify sustainability options for post-9/30.
- Continue work with SCIenergy (formerly Transcend Equity Development Corporation) to drive demand and retrofit activity within the Commercial/Industrial Retrofit program. Complete Technical Assistance projects with the 8 signed projects and work toward moving these projects toward a MESA agreement.

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 were set to expire on May 18, 2013, however EI2 submitted and received approval for a no-cost grant extension request from DOE that will effectively extend the grant's performance period in FY14 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 (7/2013); 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 9/30/2013).

4th Quarter Progress:

- Incorporated additional DOE in guidance into planning for program sustainability beyond September 2013 deadline.
- Completed all quarterly and monthly ARRA and DOE reporting requirements (4/2013).
- 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.
- Developed initial close-out report sections per subgrantee and begin compiling comprehensive close-out report for EI2 grant.

1st Quarter Objectives:

- Incorporate any further DOE in planning for program sustainability beyond September 2013 deadline.
- Complete all quarterly and monthly ARRA and DOE reporting requirements (7/2013).
- Continue working with DOE, CNT and Shaw Group (through CNT's implementation contract) to maintain compliance of all sub-grantees with reporting requirements for both ARRA and DOE.
- Continue developing close-out report sections per subgrantee and begin compiling comprehensive close-out report for EI2 grant.
- Work with Fleishman Hillard to develop an EI2/EE marketing and communications report outline, to be completed and included in the final EI2 report.
- Enforce construction deadline of 8/30 for retrofits tied to incentives so that all paperwork related to incentive-based work will be in prior to the 9/30 grantdeadline.

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.

Continuing into FY14, 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).

4th Quarter Progress:

- Continued to complete all quarterly and monthly ARRA and DOE reporting requirements. Include semiannual Historic Preservation and NEPA reporting forms.
- Continued working on subgrantee closeout reports, and develop a working outline of the comprehensive EI2 final report.
- Collaborated with DOE-sponsored evaluation staff conducting ongoing impact and process evaluations to help highlight EI2 best practices.

1st Quarter Objectives:

- Continue to complete all quarterly and monthly ARRA and DOE reporting requirements. Include semiannual Historic Preservation and NEPA reporting forms.
- Continue working on subgrantee closeout reports, and begin working on comprehensive EI2 final report.
- Collaborate with DOE-sponsored evaluation staff conducting ongoing impact and process evaluations to help highlight EI2 best practices.

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.

4th Quarter Progress:

There was one budget adjustments processed this quarter. It was done in June to set up a budget under the UWP Operating grant to process expenditures related to the office construction. This was necessary as IDOT has said we could not use IDOT state funds on the project and this allows us to be able to bill the costs to IDOT correctly.

Payroll – we processed 13 payrolls during the 4th quarter, seven regular payrolls and six special payrolls. Four of the special payrolls were for severance pay and vacation payouts for terminated employees. One was for an employee who had failed to turn in their time document on time and the remaining special payroll included both a vacation payout and an employee who didn't turn in the time document on a timely basis. The Federal and State 941 reports and the Unemployment Compensation report for the fourth quarter of the calendar year were filed with the respective agencies. Started in April filing monthly wage reports with the Illinois Department of Employment Security, the new filing requirement becomes effective for CMAP in July but filed early to make there would be no problems once it was officially required. Reconciled the W-2 information as of the end of June, 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 continued to process more ACH payments than checks issued. The total payments made were about \$1.0 million more than the previous quarter, as final invoices on contracts expiring in FY13 were presented for payment. 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 4th quarter.

Month	Checks	ACH	INV	WT	Total Paid
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April	57	111	321	13	\$2,490,628.99
May	48	124	325	17	\$2,667,980.67
June	60	107	408	13	\$2,516,158.41
4th Qtr	165	342	1054	43	\$7,674,768.07

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 4th quarter as most open grants have experienced activity during the quarter. The difference in April was the result of the repayment made to DOE for funds called back from a vendor. The billing amounts include drawdown processed during each month for DOE activity.

April	17	\$1,523,161.39
May	17	\$2,934,506.51
June	15	\$2,407,950.93
4th Qtr	49	\$6,865,618.83

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. There were no unusual journal entries processed in the 4th quarter.

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

We have decided to go to a newer version of IFAS than we had been originally testing. This decision was made because some of the problems we were having had not been corrected on the IFAS 7.9.8 version we were going to upgrade to, SunGard consultants suggested the IFAS 7.9.12 version would be preferable. We are waiting to get a time to install this version on our test server and then will run through all the checks we had done previously to make sure everything is functioning properly. We hope to be live on the updated version by the end of September. The fiscal year end has caused us to push this date back.

Our Auditor was here in June to do the initial testing and will return after Labor Day to perform the audit of fiscal year 2013. No problems are anticipated with the work to be performed.

The budget for fiscal year 2014 was uploaded into IFAS in June after it was adopted by the CMAP Board.

1st Quarter Objectives:

Continue to process invoices for payment, payrolls, and billing invoices on a timely basis. We will process all payments related to the previous fiscal year. We hope to close fiscal year 2013 during the week of July 22nd, having made final payments against that year on July 19th.

File the necessary reports with federal and state agencies on a timely basis. The IFAS upgrade to a more current version will occur in this quarter if we can get all outstanding issues resolved.

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)

4th Quarter Progress:

- Reviewed status of expenditures, contracts and revenue
- Finalized FY 2014 UWP and received approval from Transportation Committee, Regional Coordinating Committee, CMAP Board and MPO Policy Committee
- Held 1 UWP committee meetings, reviewed 3rd quarter reports, and had presentation of a LTA program and one of the COM
- Finalized FY 2014 budget and received approval from CMAP Board
- Prepared implementation of FY 2014 budget

1st Quarter Objectives:

- Monitor expenditures and revenues for FY 13 and FY 14
- Provide any needed support for annual audit
- Coordinate with IDOT on final report of FY 12 IDOT funds

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.

4th Quarter Progress:

29 new contracts were written.

1 contract was terminated.

30 amendments to existing contracts were written and executed.

16 PAOs and 1 amendment to an existing PAO were written and executed.

2 RFPs developed and issued.

3 Pre-bid meetings were held.

15 interviews were conducted from the RFP submissions.

There were 51 contracts with expiration dates in the 4th quarter of FY 13. 30 amendments were written and executed by the end of the fiscal year. Among the contracts that were expiring, all of the Department of Energy contracts were due to expire on May 18, 2013. After DOE extended the grant, 11 of the 15 contracts were extended, all but one until September 30, 2013. The other amendments were multiple year contracts exercising an option year; others were projects that needed additional time to complete.

LTA related procurements still continued to be very active this quarter. For the second year, one of the RFPs issued was for a selection of pre-qualified firms to bid on LTA projects. This next fiscal year we will have 7 vendors.

UWP contacts for FY 14 were prepared. 19 contracts were prepared and sent out.

The auditors were here in June and I was asked to meet with them to answer the fraud risk questionnaire on 6/19.

A new procurement practice was implemented for RFPs this quarter. Prior to the reminder being sent to the project manager that they need to have a draft scope of work submitted in a month for an upcoming RFP, a meeting is held with the Deputy Director, the project manager and myself to discuss the project, discuss the timeline and understand what needs to be accomplished in order to make this a successful procurement process.

1st Quarter Objectives:

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

I will be working to see that any of the 19 UWP contracts that are using a subcontractor requests CMAP concurrence prior to entering in to a contract.

I will be implementing a new FY 14 procurement schedule that includes the pre-RFP discussion session with the Deputy Director and the Project Manager before the scope of services first draft is started.

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

4th Quarter Progress:

Benefits

- Provided benefits overview for 15 new employees (interns)
- Processed 81 payroll related changes in IFAS
- Processed 2 short term disability applications
- Processed 3 tuition reimbursement applications
- Processed 115 payroll distribution changes
- Facilitated and coordinated 1 wellness event: Annual Health week and Walking Challenge – 6/21/2013
- Organized Principal 457 Educational mtg

EAP

- Secured contract with new EAP provider, and coordinated orientation programs for

staff and management.

Ergonomics

- Evaluated 8 staff members and provided appropriate ergonomic adjustments and accessories.
- 2 ergonomic chair replacements
- Maintain supply of basic ergonomic desk accessories

FMLA/Leaves

- Monitoring 8 continuous leaves and processed 1 new
- Processed 1 "Leave of Absences" for staff members

Performance

- Processed 4 promotions, 1 demotion and 1 salary increase

Recruitment

- Hired 15 college interns and 2 high school interns.
- Received 33 applications for Peters Fellowship – Hired 1 – Others contacted

Resume Receipt and Distribution

- Received a total of 532 resumes for posted positions

Terminations/Exit Interviews

- Met with and processed terminal paperwork and payroll for 5 employees

Training

- Created RFP for Management Training, interviewed 2 proposals and selected Teska Associates Inc. and Morrison Associates, LTD, to perform training

Workers Compensation

- 1 potential claim

Work Station maintenance / Office moves

- Cleaned and maintained recently vacated cubicles
- Assisted with 6 office moves

1st Quarter (2014) Objectives:

- Process and file employee evaluations and development plans
- Input all increases and/or promotions into IFAS
- Update employee census for upcoming 2014 benefits renewal
- Coordinate and schedule InDesign training class for staff
- Coordinate and implement next wellness event
- Schedule Preventing Sexual Harassment and Diversity training
- Coordinate EAP workshops (i.e., workplace stress, childcare and eldercare)

- Process terminations for summer interns

Administration/Administrative Support

Project Managers: Dorienne Preer

Team: Ambriz, Brown, Kelley, Witherspoon, Rivera

Description: Provide administrative support for CMAP

4th Quarter Progress:

Facility /Office Management

- Maintained facility, addressing needs routinely
- Conducted several new employee orientations
- Assisted with various staff with office relocations
- Update and maintain CMAP intranet as needed

Local Technical Assistance

- Sent out constant contact emails

Safety

- Revised Emergency manual and coordinated one safety drill

Storage

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

Unified Work Program (UWP)

- Functioned as liaison between CMAP and counties
- Sent out and received quarterly report forms for eight counties
- Drafted minutes and prepared packets for 1 UWP meeting
- Sent out material for meetings to UWP committee members and interested parties and posted to our website.

1st Quarter (2014) Objectives:

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



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.