

CHICAGO METROPOLITAN AGENCY FOR PLANNING QUARTERLY PROGRESS REPORT- FY 2011 3RD QUARTER

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GO TO 2040 DEVELOPMENT, VISUALIZATION, AND PUBLIC PARTICIPATION

Program Oversight: Bob Dean

CMAA is leading the development of *GO TO 2040*, the comprehensive regional plan that will guide growth in Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will Counties for the rest of this century. This program implements our mission to integrate transportation and land-use planning. In addition to land use and transportation, *GO TO 2040* also addresses the full range of quality-of-life issues, including the natural environment, economic development, housing, and human services such as education, health care and other social services. This Plan is a result of more than a three year effort and is scheduled for adoption in October, 2010.

Strategy Analysis: Online Maintenance and Continued Improvement

Project Manager: Bob Dean

Team: Banks, Ostrander

Description: Strategy reports are meant to define potential implementation strategies, analyze what would occur if these strategies were implemented, and provide case studies of their implementation in the region. Approximately 50 strategies have been analyzed through this process, with separate webpages created for each. During FY11, the strategy papers and their webpages should be continually improved and maintained by adding case studies and more recent information.

Products and Key Dates: The strategy papers and their webpages are already complete, but will be maintained and continually improved throughout FY 11.

3rd Quarter Progress:

No progress- full plan was adopted.

4th Quarter Objectives:

None

Major Capital Projects

Project Manager: Ross Patronsky

Team: Baden, Banks, Bozic, Dean, Heither, Kopec, Rodriguez, Stratton, Wies

Description: Per federal requirements, a fiscally constrained list of major transportation capital projects will be included in the *GO TO 2040* plan. A recommendation for these projects was developed during FY 10. In FY 11, public comment on the project categorizations will be concluded, the fiscally constrained projects will be tested to ensure that the region conforms to federal air quality standards, and a final recommendation will be developed for inclusion in the plan. The implementing agencies will be kept involved throughout this process.

Products and Key Dates: A fiscally constrained list of major capital projects will be included as part of *GO TO 2040*, scheduled for adoption in October 2010.

3rd Quarter Progress:

- Project completed

4th Quarter Objectives:

- None

Plan Preparation

Project Manager: Bob Dean

Team: Ahmed, Aleman, Baden, Banks, Blankenhorn, Byrne, Deuben, Elam, Ferguson, Garritano, Leary, Maloney, Murtha, Ostrander, Reisinger, Sanders, Talbot, Weiskind, Wies, Williams-Clark

Description: This step involves preparing the final version of the *GO TO 2040* plan. An initial draft will be prepared and released for public comment in FY 10, and finalized based on public input collected during summer 2010.

Products and Key Dates: The final plan will be produced and adopted by October 2010, per federal and state law.

3rd Quarter Progress:

- Project completed

4th Quarter Objectives:

- Implementation of *GO TO 2040* will occur via other program areas and projects in the work plan.

Plan Outreach

Project Manager: Erin Aleman

Team: Local Planning staff, Blankenhorn

Description: Possibly the most important step in the entire *GO TO 2040* process, this item involves communicating the plan's contents to key stakeholders and implementing agencies. 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.

Products and Key Dates: This is an ongoing project and priority of the agency. Now that the plan is adopted, a new strategy needs to be developed and implemented to proactively promote the plan, to handle requests for information or presentations, and identify ways to keep our partners engaged. The immediate deliverables would be the strategy, the staffing responsibilities, and a method to track and organize this information (December 2010). Implementation of the strategy (key dates to be determined).

3rd Quarter Progress:

- Communication Tools
 - Developed action sheet template and currently reviewing final text
 - Developed consistent presentation for new LTA outreach staff for GO TO 2040 outreach
 - Trained new staff on GO TO 2040 overview
- Implementer/Partner Outreach activities
 - Held two GO TO 2040 programs in partnership with the Metropolitan Planning Council
 - Worked with Park Junior High in LaGrange on student implementation projects for GO TO 2040 (local foods), held event with local mayors. The teacher will provide CMAP with the lesson plans. Also developed a promotional video on this project for the Moving Forward page.
 - Presented at Will County Planners Luncheon on GO TO 2040 and MetroPulse
- Possible Events
 - Coordinated various GO TO 2040 speaking engagements with Communications team for Randy

4th Quarter Objectives:

- Communication Tools
 - complete individual action sheet
 - complete business action sheet
- Coordinate outreach staff and planning staff on reaching implementers and LTA program recipients
- Continue Implementer/Partner Outreach activities
- Develop strategic outreach plan for FY 12

Private Sector Outreach

Project Manager: Bola Delano

Team: Rademacher, Blankenhorn

Description: This is a targeted outreach effort to encourage Chambers of Commerce, Economic Development Corporations, and Community Colleges to be involved in the implementation of *GO TO 2040*.

Products and Key Dates: Develop a strategy to engage this audience and determine the best course of action to work with them to implement the recommendations in *GO TO 2040* (December 2010). Implementation of the strategy (key dates to be determined). Provide immediate technical assistance and business services as required (ongoing).

3rd Quarter Progress:

- Coordinated 3 business resource meetings with Illinois Development Council, DCEO, Elgin Community College and Moraine Valley CC. Minimum number of attendees at each of these events was 120.
- Partnered with 11 business organizations to coordinate special meetings with businesses and other private sector partners some of which included Corenet Global,

River Valley WIB, Berkeley Chamber of Commerce, Prairie State College and the Illinois Reshoring Initiative.

- Worked with 2 chambers and an EDC on retention/business visits
- Visited 4 manufacturing plants and partners with Golden Corridor business partners on manufacturing camps for high school students
- Met with approximately 15 business owners to discuss the Private sector career template
- Currently working with representatives from Moraine Valley CC, Prairie State and Elgin CC on the development of the template.
- Coordinated a panel discussion for the Executive Director with the Chicago Southland Chamber
- Provided a variety of technical support to businesses that requested assistance, this includes data, information for other areas of support etc.

4th Quarter Objectives

- Continue to roll out strategy and promote CMAP private sector programs as it relates to GOTO 2040 to individual businesses and business associations.
- Continue to work on the Career template ensuring that the project is private sector led.
- Continue to work on business visits linking it with the GOTO2040 recommendations on workforce and economic innovation needs.
- Continue to reduce the silos in the private sector as it relates to inter regional and inter organizational planning
- Develop strategic program of work for FY12

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 the long range plan. Federal, state, and local policies and regulations are analyzed to assure CMAP's TIP addresses regional priorities identified through existing plans and the forthcoming *GO TO 2040 Plan*. The region is required to develop and maintain a fiscally constrained TIP which, together with the region's Plan, is conformed to the State's Implementation Plan and air quality regulations to attain national ambient air quality standards. In addition to the regional priorities, fiscal issues, and air quality considerations; public involvement and regulatory elements must be addressed in the TIP. With the anticipated approval of the *GO TO 2040 Plan* in FY 2011, the TIP will be an implementation vehicle for the transportation recommendations of the Plan. Active program management will continue for STP and CMAQ funds and should be expanded to address all funding sources.

TIP Administration

Project Manager: Teri Dixon

Team: Bright, Berry, Johnson, Kos, Ostlick, Patronskey, Pietrowiak, Schaad, *new TIP asst planner*

Description: Work with local, county, state and national partners to assure regional priorities are addressed, transportation projects are able to 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 and annual obligation report.

Products: TIP with updates or amendments (ongoing – approvals approximately nine times per year); active program management reports (ongoing); obligation report (February 2011); expenditure reports (ongoing); fiscal marks (as needed).

3rd Quarter Progress:

- Drafted agenda of next IDOT coordination
- Worked with IDOT and FHWA to authorize projects not correctly identified in the TIP
- Continued day-to day activities for the TIP, including amendments and modifications
- Continued to assist programmers with issues involving the TIP.
- Continued monitoring of TIP projects, fund source, cost and progress
- Continuous update of programming marks and projects.
- Monitored and updated Marks Table
- Continued staffing of COG/COM and Technical and Transportation Committee meetings to clarify and explain TIP and regionwide expenditures.
- Continuing activities to attain a balance and understanding and implementing fiscally responsible advanced funding by mayors/managers and leaders of the individual COM

groups.

- Continue efforts to ensure that TIP change reports as well as other reports are able to be completed in the online interface.
- Held January and March Transportation Committee meetings which included preparing agenda, minutes, and associated memos
- Continued work on FFY10 obligation report
- Held a February 25, 2011 Tier II Consultation meeting
- Presented conformity changes to Regional Coordinating Committee and MPO Policy Committee for approval. Continued work on identifying major capital projects websites for inclusion on the TIP webpage
- Drafted RFP for TIP training videos.
- Reviewed responses for TIP Training videos.
- Held Council of Mayors Executive Committee which includes drafting agenda, meeting minutes, and supporting materials
- Updated STP Expenditure report with March letting data.
- Worked to schedule all Council of Mayors Executive Committee dates.
- Held PL meetings in January and March.
- Processed 3 advanced funding requests.
- Began work on updating Chapter 3 of the TIP to ensure accurate financial numbers after expenditures and TIP changes.
- Began re-drafting TIP websites
- Began re-drafting of TIP brochure
- Developed talking points for agency wide initiatives that need to be relayed at Council of Mayors meetings
 - MetroPulse
 - Community Planning
 - Planning Commissioner Workshops
- Work with PL's for any questions/follow up required

4th Quarter Objectives:

- Finalize Obligation report for 2010
- Continued training with staff and programmers on interface.
- Continue expenditure reports updates
- Continued STP funding review
- Updating TIP websites
- Finalize TIP website re-write
- Finalize TIP Brochure re-write
- Finalize Chapter 3 update and process for updating chapter 3

TIP Database

Project Manager: Ross Patronsky

Team: Berry, Dixon, Johnson, Kos, Krell, Ostlick, Sanders, Schaad

Description: Work to enhance usability and usefulness of the TIP data to 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. Training to use the database must be accessible to implementing agencies and interested CMAP partners.

Products: TIP database enhancement to accommodate direct geospatial project entry (“Phase III”) (June 2011); TIP database maintenance to improve data validation and ease of implementer use (ongoing); Active Program Management reports (ongoing).

3rd Quarter Progress:

- Completed enhancements to all project report, allowing filtering and improving printing
- Incorporated new CMAP logo in printed reports
- Modified notification when someone outside an agency makes a project change to reduce instances of notifications when a coworker makes a change.
- Simplified project history listing.
- Enhanced fiscal constraint comparisons to include advance funding and carryover.
- Corrected inconsistencies in fiscal constraint calculation.
- Developed Fund Source Line Item report to allow selection and export of detailed financial data.
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4th Quarter Objectives:

- Discuss direct geospatial TIP project entry with Research and Analysis staff to determine whether to attempt it in-house or to contract it out. (Initial discussions in 3rd quarter)
- Make corrections to project change reports
- Update and make corrections to conformity status field
- Enhance and make corrections to visualization export.
- Create new export for TIP Visualization Tools based on detailed financial data.
- Implement a process to automatically generate TIP IDs for new projects.
- Update CMAP logo on all web pages.
- Discuss improvements to look and feel for parts of the database viewable by the public.

TIP Analysis

Project Manager: Doug Ferguson

Team: Berry, Kopec, Maloney, Patronsky

Description: Work with implementers to ensure appropriate data is available to analyze programs for assessing whether and how they help move the region toward attaining the vision laid out in *GO TO 2040*. Continually analyze the capital and operational status of the transportation program to ensure its land use connection, preservation and improvement of our environmental resources, and the sustainability of economic prosperity. TIP changes, acted on at each meeting of the CMAP Transportation Committee, and semi-annual TIP amendments should be represented in an easy to understand manner to assist in

ascertaining their impact on the overall mobility of the region.

Products: Analysis of TIP (ongoing); Analysis of TIP revisions (approximately nine times per year)

3rd Quarter Progress:

- A project scope was developed which calls for the project to be accomplished in three phases; discovery, testing and implementation.
- Work began on the discovery phase and involved documenting the current TIP data efforts; surveying the work of other MPOs in the area of TIP analysis; general literature review; and linking the TIP data efforts with the GO TO 2040 action areas and regional indicators data.

4th Quarter Objectives:

- Complete the discovery phase of the project with a summary report.
- Complete an initial effort at testing different analyses using current TIP data.

CMAQ Program Development

Project Manager: Holly Ostidick

Team: Berry, Johnson, Kos, Ostidick, Patronskey, Schaad, *new TIP Asst Planner*

Description: The CMAQ Program involves the solicitation and selection of surface transportation projects for the Congestion Mitigation and Air Quality Improvement (CMAQ) Program for northeastern Illinois. Once CMAQ project proposals have been submitted they are evaluated for potential air quality and congestion reduction benefits. Using the proposals' cost/benefit rankings plus other factors such as project readiness and sponsor capacity, a proposed program is vetted through the committee structure for approval by the MPO Policy Committee and CMAP Board.

Once projects are programmed, CMAP staff engages in active program management to ensure timely and efficient expenditure of funds. Both CMAQ programming and program management require extensive data management and communication with project sponsors, Planning Liaisons and IDOT. To facilitate this, a specialized database has been developed and maintained over the years.

Beginning in 2008, a post-implementation evaluation of emission benefits was initiated. This effort involved development of data-collection methods, sample design and field data collection for four types of CMAQ projects – traffic flow improvement, signal interconnect, bicycle facility and pedestrian facility. A second round of data collection is scheduled to obtain “after” data (for traffic flow improvement and signal interconnect projects) and additional data (from additional projects) for bicycle and pedestrian facilities. Federal regulations require that estimates of project benefits be verified.

Products and Key Dates: Update to CMAQ programming process, including revised forms and instructions (October 2010); FY 2012-13 call for CMAQ proposals (January 2011); FY 2012-13

Proposal Book (March 2011); FY 2012-13 Proposal Rankings (June 2011); report identifying CMAQ projects that should be removed from the program for lack of progress (October 2010); semi-annual review of project status (May 2011); completion of second round of data collection for post-implementation evaluation (June 2011); updates to database structure to handle program management data needs (June 2011).

3rd Quarter Progress:

- Held 1 CMAQ Project Selection Committee meeting
- Processed 12 CMAQ project change requests
- Approved Revised CMAQ GO TO 2040 Programming approach
- Developed call for project materials (instruction booklet and 16 forms)
- Developed CMAQ FAQ website
- Held 2 CMAQ application workshops
 - Collected RSVP's for workshop held at CMAP
 - Developed power point, and handouts for workshops
- Conducted expenditure updates on all CMAQ obligated Transit projects that have not been closed out
- Updated program management policies approved
- Reviewed TIP changes
- Continued to monitor CMAQ A list
- Answered numerous questions regarding call for projects
- Attended and reported on four program focus groups
 - RTOC
 - Ad Hoc Transit
 - Ad Hoc Direct Emissions Reduction
 - Bike/Ped Taskforce

4th Quarter Objectives:

- Handle ongoing CMAQ project changes
- Enter the 325+ CMAQ applications into database and analyze.
- Continue to assist program focus groups with direct identification of projects
- Continue tracking obligations
- Begin developing strategies for spending down unobligated balances to avoid anticipated \$150 M in lapsing funds in FFY2013.

Conformity of Plans and Program

Project Manager: Ross Patronsky

Team: Berry, Bozic, Heither, Ostdick, Rodriguez, Wies

Description: Northeastern Illinois has historically not attained national ambient air quality standards for certain pollutants. It is anticipated that it will be classified as a non-attainment area for the 8-hour ozone standard to be adopted in August, 2010. 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 US 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: Complete the conformity analysis of the transportation element of *GO TO 2040* (August 2010); provide support to Illinois EPA as they develop and update various State Implementation Plans (as needed); semi-annual Conformity Determinations (October 2010 and March 2011); findings and interagency agreements from consultation meetings (as needed – typically four to six times per year); implementation of MOVES model (June 2011).

3rd Quarter Progress:

- Produced conformity analysis for amendment to be considered by Policy Committee in March; amendment adopted and approved by US DOT.
- Sat in on IDOT meetings regarding hot-spot analysis tool (under development through UIC).
- Held consultation meeting to discuss TIP amendment, SIP development, Elgin-O'Hare hot-spot analysis, and high-speed rail tier 1 EIS.
- Monitored afternoon bus traffic adjacent to 321 S. Franklin for IEPA; contacted CTA with US EPA questions on historic CTA use of the street.
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4th Quarter Objectives:

- Transfer MOBILE6 data to MOVES.
- Identify new data needed to use MOVES model.
- Respond to draft budgets from IEPA.

CONGESTION MANAGEMENT PROCESS

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. The *Regional Indicators Project* and other *GO TO 2040* initiatives will be key parts of addressing these responsibilities. The management and operational strategies developed will include the creation of a Regional Transportation Operations Coalition (RTOC), a new institutional forum to address regional multi-jurisdictional transportation operations. Specific strategies will focus on intelligent transportation systems, freight planning, and bicycle and pedestrian planning issues, some of which will be addressed cooperatively through RTOC. A key direction for the Congestion Management Process is to develop and provide data in support of regional programming decisions, providing data to support 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.

Performance Monitoring

Project Manager: Tom Murtha

Team: Frank, Nicholas, Rice, Schmidt

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 the *Regional Indicators Project*. *Regional Indicators* are provided at least at the summary level. Congestion management performance monitoring also includes evaluations addressing particular performance problems in depth. The regional Data Warehouse will include both summary indicators and detailed Regional Transportation Data Archive data used in transportation systems operations. In addition, data in support of programming decisions by regional partners will also be compiled and maintained.

Products and Key Dates:

Regional Indicators to be provided at the summary level include freeway performance data for 2010 (Travel Time Index, Planning Time Index, Congested Hours, and Congestion Scans) in May, 2011; compilation of 2010 on-time performance (or the most recent year available) for various passenger transportation services in April, 2011; transit measures (trips per capita; passenger miles per revenue vehicle hour; transit connectivity; and transit oriented development; and percent of transit assets in good condition), March 2011.

Regional Indicators to be provided with in-depth evaluation include incident response (June, 2011); at-grade highway-rail crossing delay (April, 2011);

Regional Indicators for which detailed evaluations have been produced and for which updates will be prepared by June, 2011, include the following: vehicle miles traveled; mode share; and bridge condition. Updates to the report on the intermodal freight connector pavement conditions will take place by January, 2011.

Regional Field Data Collection will include Highway Performance Monitoring System data as part of the summer data collection program, on-street parking inventory and peak-period parking restrictions. The 2010 summer field data collection program finished in August, 2010. The 2011 summer data program will commence in May, 2011. Parking inventory and peak-period parking restrictions will be complete by June, 2011.

Staff will complete other congestion management performance measure work begun in FY 2010, including analyses of speed limit compliance with appendices (December 2010) and an analysis of mode share and trip purpose by time of day (August 2010).

3rd Quarter Progress:

Congestion management staff continued to update *Regional Indicators* data. Transit indicator updates sent to indicator staff included the percent of transit assets in good condition (missing from the original release of the MetroPulse data), unlinked passenger trips per capita, and passenger miles traveled per vehicle revenue hour. Work on the transit-oriented planning indicator has made substantial progress and will be completed in mid-April. Work on the “transit connectivity” indicator is pending. In addition, Congestion Management process staff updated, sent to *Indicators* staff, and posted updated on-time data for Amtrak, CTA, Pace, and Metra, as scheduled to be complete in April. Charts showing passenger service on-time trends are posted at <http://www.cmap.illinois.gov/cmp/measurement>.

Staff is on-track to complete highway performance measures in the 4th quarter of FY 2011 for 2009, likely in June. This work is associated with the Regional Transportation Data Archive project, as discussed elsewhere. As noted in the 2nd quarter progress report, owing to the judgment that 2009 congestion scans are still sufficient for highway planning purposes, and staff concentration on the Regional Transportation Data Archive that will automate congestion scan preparation, staff will defer congestion scans for 2010. Congestion management staff spent substantial time in support of the regional transportation data archive, which will be the key source of performance analysis for regional transportation data, including regional highway congestion indicators.

Staff completed the analysis of intermodal connector pavement conditions early in the third quarter. The report is posted at <http://www.cmap.illinois.gov/cmp/measurement>. Staff expects to substantially complete the remaining elements of the performance monitoring work program in the fourth quarter. Regarding the highway-rail grade crossing delay, coordination with the Illinois Commerce Commission has been requested. Regardless, this project will be completed in the fourth quarter. The detailed analyses of bridge condition data and incident-response data are also on-track for 2011 completion. Substantial data acquisition and analysis activities have taken place for these projects. Likewise, staff completed data analysis of the 2009 freeway VMT, and began a new dataset of expressway ramp detector volumes to assist this work in the future. The freeway volumes were sent to IDOT in the third quarter, as usual, with an update to the CMAP VMT report expected in the fourth quarter. Staff hopes to move up this process in future years to provide more timely data.

Staff acquired equipment to automate intersection counts collected in the summer data

collection program, and advertised for summer field data collection interns. Staff expects the data collection effort to start on schedule early this summer.

4th Quarter Objectives:

Congestion management staff will continue to make substantial progress to the development of the regional data archive, as well as the continued updates of the Regional Indicators. Staff will also prepare for the summer data collection program, including staff recruitment. Staff will deploy recently purchased equipment and services to improve this year's program. Staff expects to complete substantially all of the remaining performance monitoring tasks in the fourth quarter.

Congestion Management Strategy

Project Manager: Tom Murtha

Team: Frank, Nicholas, Rodriguez, Schmidt

Description: In cooperation with our partners, this project identifies, evaluates, and supports implementation strategies to address regional congestion consistent with the *GO TO 2040* Plan. The project provides primary input for the Congestion Management Process. To implement this strategy, the Regional Transportation Operations Coalition (RTOC) will be an institutional forum and structure where regional operations can be addressed across jurisdictional boundaries to improve transportation system performance. RTOC will encompass all the aspects of transportation management and operations in the northeastern Illinois region. The coalition would help advocate for the collaboration and coordination in: regional data archiving and system monitoring; traffic signalization improvement, including transit signal priority, as appropriate; freight/intermodal management; arterial and freeway management; cooperative funding; construction coordination; innovative operations project identification ; and bottleneck identification and elimination. Specific RTOC endeavors for 2011 include truck operations program planning and implementation, oversight of the regional transportation data archive, and working toward a regional or state-wide advanced traveler information system.

In addition, reports and briefing papers will be prepared to provide information on strategies useful to communities and partner agencies in their efforts to address congestion in northeastern Illinois.

Products and Key Dates: Quarterly RTOC Meetings (September, December, March, June); Updated Congestion Management Process Documentation (October, 2010); Regional Data Archive (Continuing Contract).

Community Briefing Papers on Strategies to Address Congestion: These papers will provide practical guidance for communities and partner agencies to work toward multi-jurisdictional solutions for congestion. Planned papers include Arterial Incident Management (December, 2010) and Integrated Corridor Management (June, 2011).

Technical Paper on congestion pricing. The study will expand upon the recent work of the Illinois Tollway and the Metropolitan Planning Council examining the potential for congestion pricing in northeastern Illinois. *GO TO 2040* has identified three facilities for the implementation of some form of congestion pricing: I-90 from I-294 to the Elgin Toll Plaza; I-

55 from Weber road to I-90/94; and, I-290 from Mannheim to Central. Since the I-290 corridor is currently being studied by the Illinois Department of Transportation, the focus of this work will be on the I-90 corridor, the I-55 corridor and other facilities as appropriate. June 2011.

3rd Quarter Progress:

Like in the 2nd quarter, efforts in the third quarter focused on the development of the Regional Transportation Operations Coalition. The MPO Policy Committee approved a CMAQ program policy to address GO TO 2040 plan implementation through the RTOC process. RTOC spent the 3rd quarter reviewing congestion data and discussing congestion strategy in the context of CMAQ programming. RTOC also held its annual construction coordination meeting, scheduled for implementing agencies in February. Work continued on promoting good transportation operations practice through the *Green Signals Blog*. CMAP staff continued discussions regarding community briefing papers and congestion pricing strategies. Discussions about refocusing the congestion pricing study on a live project did not bear fruit.

4th Quarter Objectives:

The primary focus will be on applying good congestion management practice to the implementation of GO TO 2040 through the RTOC focused program approach for CMAQ. CMAP staff will focus the congestion pricing technical paper on the general argument for congestion pricing, since discussions during the third quarter regarding focusing the congestion pricing project on a particular highway improvement did not bear fruit. Staff will also continue work on Congestion Management Documentation, incorporating the work of RTOC into the document. Staff will promote the *Green Signals* blog.

Freight Planning

Project Manager: Tom Murtha (interim)

Team: Senior Freight Planner, Murtha, Rice, Nicholas, Rodriguez

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. Freight planning in FY 2011 will focus on two areas this year. First operations issues, such as truck routes, clearances, intermodal connectors, delivery times, and parking, and second begin to develop the recommendations and implementation actions for freight contained in *GO TO 2040* regarding organization and public policy and the integration of freight needs and financing into infrastructure prioritization.

Products and Key Dates: Regional Freight Snapshot (December, 2010); Locally Designated Truck Route Inventory Update (March 2011); Delivery Time and Truck Parking Report (June 2011).

Staff will also wrap up the 2009 project to develop Freight System Planning Recommendations to include in the GO TO 2040 Comprehensive Regional Plan.

3rd Quarter Progress:

Review continued regarding the freight snapshot technical data. This work is posted at <http://www.cmap.illinois.gov/freight-snapshot>. Staff received substantial comments on the draft data, which staff is working to address.

Work continued on truck-route identification and development. As part of this process, staff is preparing suggested changes in Class II truck routes, the functional classification of certain truck routes, and identification of National Highway System intermodal freight connectors. The latter need MPO Policy Committee endorsement, which is being sought in June.

Overall, the truck route development process requires quite a bit of community involvement. Thus, the process will continue into FY 2012.

Discussions regarding truck parking and delivery timing issues continued, including a presentation by IIT faculty about truck parking issues at the January Freight Committee meeting. The regional truck parking inventory has been updated as part of the freight snapshot report.

CMAP advertised for the open Senior Freight Planner staff position.

4th Quarter Objectives:

Staff expects to interview for the vacant Senior Freight Planner in the fourth quarter. Continue truck route development, including MPO Policy Committee endorsement of changes to the National Highway System freight connectors, functional classification of those connectors, and Class II truck routes. The truck route development process, a key freight recommendation in GO TO 2040, is expected to continue into FY 2012. Develop snapshot glossy-document text for selected graphics for transmittal to communications staff.

Intelligent Transportation Systems (ITS)

Project Manager: Claire Bozic

Description: This project supports regional Intelligent Transportation Systems (ITS) implementation within the metropolitan transportation planning process. ITS facilitates more efficient use of transportation resources by providing information on incidents, congestion, and other operations characteristics. ITS is used for both transportation planning and daily operations.

The staff will provide regional support for the development of ITS infrastructure initiatives expected to be developed by partner agencies.

Products and Key Dates: Regional ITS Architecture (continuous maintenance); Regional ITS support (continuous); staff support for the Advanced Technology Task Force.

3rd Quarter Progress:

An Advanced Technology Task Force meeting was held in March as an opportunity to educate the region's roadway operators about adaptive signal control.

4th Quarter Objectives:

We will hold an Advanced Technology Task Force meeting to discuss future activities of the ATTF.

Bicycle and Pedestrian Transportation Planning

Project Manager: John O'Neal

Team: Murtha

Description: In cooperation with our partners, this project identifies, evaluates, and implements strategies to facilitate walking and bicycling in the region, including access to transit. The project also addresses public right-of-way accessibility for people with disabilities and the safety of walkers and cyclists. The project concentrates on providing technical information to partner agencies and local communities through such activities as our *Soles and Spokes Workshops* and our unique *Soles and Spokes Blog*.

Products and Key Dates: Address an expected forty requests by partner agencies for bicycle and pedestrian planning information (thirty reports per year plus ten additional low-level responses); update bikeway information system (June, 2010); provide technical planning information in support of walking and cycling through the *Soles and Spokes Blog* (2-3 blog entries per week); eight community *Soles and Spokes* Safe Routes to School Workshops and two regional process and procedure workshops on applying for funding (October, 2010); annual update of bike-ped crash data (January, 2011); community briefing papers and web-based resources providing technical information on technical aspects of bicycle and pedestrian planning, including safety, facility planning, and good design practices (5 briefing papers and 10 web resources by June, 2011); data and analysis in support of improved bike-ped project programming to support congestion mitigation, taking into account access to transit (January, 2011).

3rd Quarter Progress:

- (Ongoing) posts and maintenance of “*Soles and Spokes*, CMAP Bicycle and Pedestrian Planning Blog” (<http://cmap.illinois.gov/solesandspokes/>). We have continued to match or exceed our goal of an average of 2-3 posts per week, and continue outreach to bicycling and pedestrian planning partners and stakeholders to publicize raise awareness of the blog. As a test of interest in the blog, we ran a post soliciting entrants for a drawing for a free copy of the book, *Joyride*, and had nine responses/entrants.
- (Ongoing) Staff made significant progress providing bicycle and pedestrian planning information in response to the requests of IDOT, county DOTs, municipalities, and consultants. These responses include maps highlighting land use, transportation, and safety information and data, and letters offering design, engineering, and policy guidance and recommendations. Staff organized a meeting to discuss coordination of responses with the League of Illinois Bicyclists and Active Transportation Alliance and has implemented procedures agreed upon. This quarter, sixteen requests were addressed. Work proceeds on a ‘priority ranking’ basis – though modification to this method was employed this quarter in order to address the longest outstanding requests. Heightened coordination and consultation with local/sub-regional stakeholders has

become standard. *This work serves as the basis for implementation of Complete Streets in our region.*

- Obtained 2009 pedestrian and bicycle crash data, and completed statistical analysis by County and City of Chicago -- focusing on fatalities and incapacitating-injury crashes -- and on the relationship of our region to the state as a whole. Began analytical mapping of crashes.
- Mapped and analyzed crash data for specific communities and partners in the region; provided BIS data/manual and map; and Greenways and Trails Plan information to CMAP partners and groups working on bikeway and trail planning and projects.
- Presented on the Greenways and Trails Plan at a symposium at Chicago State University entitled, "Connecting Communities: Trails, Open Space, Parks, and Natural Areas." The event was sponsored by CSU, Friends of the Parks, and Lake Calumet Vision Committee.
- Continued participation as liaison to Active Transportation Alliance / Cook County Communities Putting Prevention to Work (CPPW) grant program Transportation Steering Committee. Committee is providing guidance and technical assistance for implementation the Cook County Complete Streets Policy. Committee released draft copy in March of White Paper entitled "Transportation and Health: How to Use STP Funds to Create Active Living in Suburban Cook County." Staff submitted comments.
- (Ongoing) Represented regional interests in non-motorized transportation at various meetings, conferences, and with partner organizations (FHWA Pedestrian Safety Focus States, SRTS State Network and Northeastern Illinois Task Forces, IDOT IBCWG, INDR IGTC and GIT Executive Committee, City of Chicago MBAC and MPAC; NWMC and other COMs, etc.)
- Bicycle and Pedestrian Task Force -- meeting held January 6, 2011. Next meeting: April 20, 2011.
- Hosted two APBP webinars: Bike Boxes and Complete Streets.

4th Quarter Objectives:

- Process and analyze 2012-2016 CMAQ applications (high priority over next quarter).
- Continue to address IDOT and other agency requests for bicycle and pedestrian planning information.
- Continue to improve the content of and to leverage opportunities to promote and create awareness of the CMAP Soles and Spokes Bike-Ped blog.
- Create analytical maps for 2009 pedestrian and bicycle crash data.
- Continue work with IDOT, Council of Mayors, and the Cook County CPPW Transportation Committee and other stakeholders and groups to develop effective implementation policy and procedures for non-motorized transportation (especially Illinois' and Cook County's Complete Streets policies).
- Promote public right-of-way accessibility.
- Maintain facility and plan inventories -- especially to incorporate the 2010 update of the NWMC Bike Plan into the BIS.

LOCAL PLANNING SUPPORT

Program Oversight: 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

“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.

Technical Assistance Coordination

Project Manager: Saunders

Team: Aleman, Dean, Hallas, Ostrander, Williams-Clark

Description: Develop process to evaluate and respond to requests for assistance. Develop process to proactively identify opportunities for technical assistance. Create a “menu” of technical assistance that can be provided by CMAP. Determine opportunities to use “toolbox” of technical assistance tools, including ROI, Centers Toolkit, MetroQuest, Full Circle, Future View, and others. Support collaborations between municipalities as requested by municipalities, COGs, or Counties. Staff the Technical Assistance Providers (TAP) Committee, coordinate their activities, and maintain inventory of technical assistance work. Catalog all data requests and respond appropriately to requests for planning assistance. Continually review effectiveness of overall technical assistance program, and recommend changes as needed.

Products and Key Dates:

- Monthly meetings of TAP Committee. (beginning in October)
- Descriptive “menu” of technical assistance options. (January)
- Written process for reactively and proactively providing technical assistance. (January)
- Develop work plan for FY 12, including some activities not included in this year’s work plan, such as researching alternative regulatory systems like form-based codes. (April)
- Catalog all technical assistance and data requests as they are received. (ongoing)
- Other activities, such as reviewing the success of the program and recommending changes, will continue into FY 12.

3rd Quarter Progress:

- Described overall technical assistance approach to MPO and other groups as appropriate, including several presentations to external groups.
- Convened two meetings of Technical Assistance Providers group to review applications for staff assistance and plan for future calls for projects.

- Prioritized work plan activities for FY 12.

4th Quarter Objectives:

- Continue to present to external groups concerning technical assistance approach.
- Convene one or two meetings of Technical Assistance Providers group to discuss involvement in specific projects and participation in future calls for projects.

Online Case Study Library

Project Manager: Banks

Team: Dean, Heringa, Okoth, Ostrander, Saunders

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. (The featured case studies can predate the plan.) These should be organized clearly in a searchable online format.

Products and Key Dates:

- Work plan for organizing library and making it useable and accessible. (January)
- Begin to populate library, starting with some topics that are the focus of the proactive technical assistance work. (April)

3rd Quarter Progress:

- Completed 11 case studies, 11 underway
- Presented to working committees (Housing, ENR, Land Use, Human & Community Dev) for initial feedback and to inform them of the project
- Met with Thirst to determine mapping format
- Created map of all case studies, added some from “Home Grown” document
- Worked with RTA to share their case studies / link out to their work

4th Quarter Objectives:

- Database of 28 (minimum) by end of June
- Formalize agreements with partner agencies to highlight their case studies
- Begin building searchable online database, case study collection forms
- Present to Economic Development Committee
- Integrate online library with new implementation-focused version of MetroQuest currently under development

Compendium of Plans and Ordinances

Project Manager: Williams-Clark

Team: Hallas, new assistant planner, interns

Description: This project will collect and analyze comprehensive plans and zoning ordinances from municipalities around the region. For ordinances, this project will not comprehensively collect every ordinance around the region, but will collect those of certain types (for example, ordinances to support Transit Oriented Development, or form-based

codes). It will review them for their inclusion of key planning issues and prepare standard metrics by which they can be summarized. From this, technical assistance from CMAP to local governments can be more effectively targeted. The municipal survey will also be used to supplement and confirm this information.

Products and Key Dates:

- Policy summary of initial Compendium of Plans and municipal survey analyzing how our technical assistance can best respond to identified gaps. (January)
- Completed Compendium of Ordinances for several ordinance types of interest. (June)

3rd Quarter Progress:

- Conducted more thorough review of municipal survey and compendium of comprehensive plans to determine local interest in different potential topics.
- Identified several ordinance types of interest that could be included in a Compendium of Ordinances.

4th Quarter Objectives:

- Initiate review of updated plans (since last COP analysis)
- Tabulate updated COP data
- Draft summary of changes in COP
- Scope Model Ordinance project.

Model Ordinances and Codes

Project Manager: Saunders

Team: Heringa, new senior and associate planners; see Water Resource Planning work program for additional staff involvement

Description: This project will prepare model ordinances on topics of interest to local communities and planners. The municipal survey and Compendium of Plans will be used to determine the focus of the ordinances. Based on initial review of responses to the municipal survey, potential priorities could include performance based codes or smart codes, ordinances to address vacant or abandoned buildings, codes addressing energy and water conservation, ordinances addressing local food, and others.

Products and Key Dates:

- Develop schedule for model ordinances to be produced. (January)
- Produce two model ordinances on topics of interest (June).

3rd Quarter Progress:

- Identified model ordinance topics of interest through applications to the Local Technical Assistance Program.
- Conducted further review of municipal survey to determine potential interest in model ordinances and codes.

4th Quarter Objectives:

- Identify communities to target adoption of the water conservation ordinance.

- Conduct more thorough review of municipal survey and compendium of comprehensive plans to determine local interest in different potential topics.
- Review existing model ordinances created by CMAP, its predecessors, or other organizations to ensure that work is not duplicated
- Identify two new model ordinances to be produced.
- Coordinate work on model ordinances for those who requested assistance in the Local Technical Assistance Program.

Planning Commissioner Workshops

Project Manager: Hallas

Team: Aleman, Banks

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. Coordinate these with APA-IL, COGs, and other relevant groups.

Products and Key Dates:

- Hold at least two Planning Commissioner trainings, coordinating with APA-IL and COGs. (winter and spring)

3rd Quarter Progress:

- Coordinated staff support publicizing and promoting the all workshops, encouraging registration, and participating as featured presenters.
- Coordinated efforts with featured speakers outside of CMAP updating them on progress and communicating with them about program details and expectations.
- Presented Session 1 co-sponsored with Lake COM.
- Met with APA-IL officers to better understand our respective training programs and agreed to support both programs.

4th Quarter Objectives:

- Carry out all details related to procedures and content of remaining programs co-sponsored with Lake COM, Southwest COM and DuPage Mayors and Managers Conference.
- Work with staff to further promote registration for remaining programs.
- Encourage partners to complete Revised Planning 1-2-3 in time for presentation to the last workshop in May.
- Begin preliminary planning for workshops co-sponsored in 3 different areas during Autumn 2012.
- Consider revisions to Autumn 2012 program content to include other topics such as Water Resource planning.
- Discuss next steps toward actively promoting and participating workshops in potential partnership with APA-IL.

AREA 2: COMMUNITY TECHNICAL ASSISTANCE

“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.

Livable Communities Grant Program

Project Manager: Ahmed

Team: Aleman, Dean, Saunders

Description: This project will provide grants to local governments to support the preparation of comprehensive plans and ordinance revisions to implement these plans. It will be highly coordinated with RTA and IDOT, who may offer similar grant programs. Also, the project will conduct supporting research on application of transit-supportive land use outside of traditional transit-oriented development locations and increased intergovernmental coordination.

Products and Key Dates:

- Develop application materials and requirements, coordinating closely with RTA. (January)
- Issue call for projects, in conjunction with RTA. (April)
- Other activities will continue into FY 12.

3rd Quarter Progress:

- Completed memo on program specifics and updated Board and Working Committees
- Collaborated with RTA in updating the program website to incorporate the CMAP contribution
- Coordinated outreach activities in advance of Call for Projects through PLs, and staff that attends COG meetings
- Developed a draft FY'12 work plan for the program

4th Quarter Objectives:

- Continue with outreach activities following the April 6 release of Call for Projects. This includes informing Working Committees, participating in Open Houses with RTA, and utilizing other CMAP outreach avenues
- Develop proposal evaluation criteria
- Work with 'Proposal Evaluation Team' on project selection and prepare project review material for Working Committees- akin to material distributed for LTA projects

Plan and Ordinance Review

Project Manager: Saunders

Team: Hallas, Heringa, Pfingston, new assistant planner

Description: CMAP will work with communities on the review of existing ordinances to understand their impacts and visualize results if they were fully implemented. The bulk of

time in this work item will involve responding to requests to review plans or ordinances. Much of this will not involve visualization, but will be simple review.

Products and Key Dates:

- Work with at least two communities to review existing ordinances to calculate impacts and visualize results. (winter and spring)
- Review local plans and ordinances on request.

3rd Quarter Progress:

- Begun research on regional planning organization standardized methods for conducting plan and ordinance review.

4th Quarter Objectives:

- Develop a standard method for plan and ordinance review
- Review recently completed plans and ordinances to identify best practices that should be included in plan and ordinance reviews.

Future View

Project Manager: Pfingston

Team: Dryla-Gaca, Morck, Pedersen

Description: CMAP's modeled forecasts are mathematical estimates of the effects of regional growth under the strategies articulated in *GO TO 2040*. Future View permits a systematic comparison of preferred regional outcomes and local development perspectives. Future View is a GIS-based application that permits interactive gathering and processing of local land use development information. CMAP staff prepares detailed development inventories using Future View and conducts in-person interviews with municipal officials to review the short and long-term development outlook from the perspective of local decision makers.

Resources: Future View software, Development database, Census, employment data, land use inventory, aerials, etc.

Products: Individual municipal population and employment projections based on local development outlook.

3rd Quarter Progress:

- Prepared for and conducted Future View sessions with 15 municipalities.
- Provided additional assistance & 2040 land use and forecast data to consultants working on the Tier II study for the Elgin-O'Hare and West Bypass projects.
- Made good progress on FV follow-up work and bringing data up to date for use by agency staff.

4th Quarter Objectives:

- Close-out field work for FV 2040 municipal data collection effort.
- Complete FV follow-up field work and close up loose ends.
- Complete FY11 work with RedGiant (formerly GeoAnalytics) to update tool.

- Provide FV data to staff for internal analysis.
- Continue to identify opportunities to use Future View in other agency projects.

Technical Assistance to Communities

Project Manager: Dean

Team: Aleman, Banks, Byrne, Deuben, Heringa, Lopez, Okoth, Ostrander, Pfingston, Saunders, Talbot, Williams-Clark, new outreach, new planners

Description: This project will be further defined once specific geographic areas of work are identified. At this point, it includes estimates of staff time and project activities, but no geographic detail; this will be added once specific projects are selected. The new staff hired through the recent Sustainable Communities Regional Planning grant will spend most of their time on this project. This project includes CMAP's technical assistance activities that involve working directly with local governments. A focus of CMAP's work on local issues will be ordinances and other development regulations. This project will provide technical assistance directly to local governments, with their full participation. CMAP will prepare model ordinances or codes that address various challenging planning issues. This project also involves working directly with communities as case studies for the implementation of these ordinances. One aspect of technical assistance involves software tools to assist in local planning. Software tools involve the Return on Investment (ROI) tool, which helps municipalities to determine the financial feasibility of development projects; Future View, which can generate land use scenarios for various geographies with associated projections of population, households, and jobs; software such as MetroQuest or the Centers Toolkit; and expansion and enhancement of the Full Circle program to cover additional communities across the region. Topics covered are described further below (please note that these are examples and will be further defined after projects are selected):

- Housing (Deuben, Byrne, Okoth, Williams-Clark, new planners). Participate in Homes for a Changing Region studies, working directly with communities to identify locally-appropriate solutions. Support interjurisdictional collaborative groups that address housing. Encourage planning for affordable housing around transit. Prepare model ordinances for housing rehabilitation.
- Transit Oriented Development (Ostrander, Banks, Okoth, new planners). Work with communities where TOD plans have been developed to help implement them, including addressing financing needs. Encourage denser development around transit. Initiate TOD planning in areas where TOD is more difficult (bus-based TOD, difficult land assembly, etc). Encourage planning for affordable housing around transit.
- General land use (Ostrander, Byrne, Pfingston, new planners). Work with communities to update comprehensive plans and ordinances, either across an entire community or for a smaller area.
- Resource conservation (Elam/Loftus, Heringa, Talbot, new planners – also Ahmed, Elam, and Elberts through water activities). Offer conservation coordination technical assistance to interested communities. Help communities calculate water demand for projected population growth and determine if there is enough supply. Assist in

preservation of SARAs. Include green infrastructure retrofits within watershed plans. Develop baseline analyses of energy and water use and identify potential efficiency and conservation measures. Include conservation design principles in local plans and ordinances. Specifically identify parks, greenways, and natural areas within local comprehensive plans, and reflect this in ordinances. Other “green initiatives” including energy and green building best practices. Coordinate with ongoing water supply activities.

- Local food (Talbot, Banks, Heringa). Incorporate local food into comprehensive plans and ordinances, including barriers to local food distribution or designating certain areas for small-scale production. Produce local food model ordinances. Simplify and incentivize conversion of land to agriculture. Create inventory of publicly owned land that could be appropriate for urban agriculture.
- Parking (Banks). Identify potential locations for study; incorporate as part of ongoing projects, when possible. Work with local governments to implement parking pricing.
- Community development (Byrne, Okoth, new planners). Work with community-based organizations in disinvested neighborhoods to pursue revitalization strategies.
- Other / misc assistance (Okoth, Ostrander, Pfingston, Williams-Clark, new planners). Involves use of Full Circle for community development, use of ROI and similar tools, assistance regarding data sharing, and technical assistance on other topics beyond those identified above.
- Outreach support (Aleman, Lopez, new outreach). Provide support to above activities as needed. This will involve facilitating meetings related to technical assistance projects, or assisting with report preparation, for example. The ongoing promotion of *GO TO 2040* (see separate work program) will be linked with communication concerning technical assistance opportunities.
- Management support (Aleman, Dean, Saunders). Coordinate between community technical assistance projects, ensure quality of results, and assist with high-level management or communication issues.

Products and Key Dates:

- Determine process for creating geographically-specific work plan, in conjunction with other technical assistance providers including counties, RTA, and nonprofits. Remainder of FY 11 will likely build on ongoing work by others. (December)
- Create geographically-specific work plan for proactive technical assistance for remainder of fiscal year. (February)

3rd Quarter Progress:

- Responded to questions and requests for more information from potential applicants.
- Received more than 220 applications by deadline of January 28.
- Reviewed applications and summarized for discussions and feedback from working committees and other stakeholders.

- Prioritized projects based on criteria including consistency with GO TO 2040, local need, feasibility of implementation, degree of collaboration, comments from committees and other stakeholders, and geographic balance.
- Identified several projects to initiate immediately, including Blue Island Comprehensive Plan, Chicago Green and Healthy Neighborhoods Plan (in Englewood, Woodlawn, and Washington Park), Fairmont subarea plan in Will County, Lake Zurich water study, and Homes for a Changing Region project in communities in south and west Cook County. Also identified over 50 others to be scoped to start later in 2011 or in early 2012.
- Communicated prioritization process and results to Board and committees.
- Initiated several priority projects and began scoping others.
- Completed process of hiring new staff.

4th Quarter Objectives:

- Develop program management and administrative standards and templates for new projects.
- Initiate additional projects; approximately 12 should be underway by the end of the fiscal year.
- Scope additional projects and prepare others to begin in later 2011 and early 2012.
- Develop schedule for next round of project applications.

Midewin Alternative Transportation Study

Project Manager: John O'Neal

Team: L. Heringa

Description: The Midewin Alternative Transportation project utilizes the FTA's Alternative Transportation in the Parks and Public Lands program to create a plan for linking the Midewin National Tallgrass Prairie to the greater Chicago metropolitan region. The study will review and evaluate options for bringing residents from metropolitan Chicago to Midewin by means other than the private motor vehicle, and address the greater challenges of carrying metropolitan visitors from an urban context to a native prairie environment.

Products and Key Dates: An Alternative Transportation study (ATS) for Midewin Tallgrass Prairie (September 2010).

3rd Quarter Progress:

Project complete

Communities Putting Prevention to Work

Project Manager: Dean

Team: Hallas, Talbot

Description: CMAP will be assisting the Cook County Health Department in their Communities Putting Prevention to Work (CPPW) program, which is focused on planning for healthier

communities in suburban Cook County. CMAP's role will assist with elements related to comprehensive planning and local food promotion. Specific responsibilities will remain unclear until projects are selected in January.

Products and Key Dates: To be determined (after project selection occurs in January).

3rd Quarter Progress:

- Presented a slideshow on local foods at the "Change Institute", a major event showcasing potential projects/areas of interest for grant recipients.
- Participated in all Technical Assistance Partner meetings
- Made progress finalizing a Memorandum of Understanding with CPPW.

4th Quarter Objectives:

- Finalize the Memorandum of Understanding with CPPW.
- Prepare a template for local food components of a comprehensive plan.
- Coordinate CMAP staff efforts preparing a local foods chapter as part of the Village of Blue Island's full comprehensive plan. Provide documentation to CPPW as needed.
- Attend all monthly Technical Assistance Partner meetings and quarterly Alliance for Healthy and Active Communities meetings conducted by CPPW.
- Market and distribute CPPW-related information to municipalities through Councils of Governments.
- Provide technical assistance for other CPPW projects as needed.

INFORMATION TECHNOLOGY MANAGEMENT

Program Oversight: Matt Rogus

This program provides for the design, acquisition, deployment and management of computing and telecommunications resources at CMAP. This program also facilitates the electronic exchange of raw data within and between CMAP and other agencies and organizations.

Internal Hardware and Software Management

Project Manager: Matt Rogus

Team: DuBernat, Stromberg, Tiedemann, contract support

Description: CMAP's daily operation depends on a robust and functional computer network for data analysis, work program documentation and employee communications. This project consists of daily management and monitoring of internal computer network performance. It includes the acquisition, licensing, installation and maintenance of all software applications, as well as server hardware systems and other related equipment. It also provides limited user-support to CMAP employees.

Resources: Server and workstation hardware, data storage, desktop software applications.

Products: Agency data products, documentation, and employee communications.

3rd Quarter Progress:

- Continued review of all backup system strategies and equipment
- Continued working on co-location Business Continuity project; reviewed co-location facility options, began configuring co-location hardware
- Created plan for implementing new computing solution for transportation modeling
- Selected and contracted with DSI for General Contractor services for Data Center expansion project Phase 2 Electrical Upgrade and office modifications
- Implemented new Virus protection system (Microsoft Forefront Security) on CMAP servers in local environment
- Continued implementing Windows 7 OS on general use laptops and staff PCs
- Continued working on Aerial imagery archive, this included reviewing scanned images and supervising H.S. interns, twenty (20) more 1970 townships still need to be scanned
- Developed FY11 procurement plan

4th Quarter Objectives:

- To implement FY11 procurement plan
- To implement Data Center expansion project Phase 2 Electrical Upgrade and office modifications
- To begin implementation of Phase 1 of colocation Business Continuity project
- To procure and begin implementing new email archiving solution
- To procure and begin implementing new web filtering protection solution
- To continue implementing new PC hardware for replacement of retired equipment
- To continue implementing new hardware for server upgrades

- To continue implementing new backup system strategies and equipment
- To test and recommend solution for integrating mobile LCD flat panel displays with main projector in Cook county meeting rooms
- To continue researching Business Continuity options for IFAS system
- To implement new hardware for robust computing solution for transportation modeling
- To continue scanning 1970 Aerial imagery for archive project

Web Environment Management

Project Manager: Lance Tiedemann

Staffing: Holub, Sanders, Stromberg, Rogus, contracted support

Description: CMAP currently relies heavily on Web-based communication to carry its planning and policy messages. Internally, document management has reached critical mass requiring a structured content management system. Web-based data services are still in the development stages, but will become increasingly central to agency deployment of technical analysis content.

This project consists of daily management and monitoring of internet and Web services at CMAP. It includes technical administration of CMAP's production Web services including the main Web site and the agency SharePoint intranet.

Resources: Web servers and software applications

Products: CMAP Website, SharePoint Intranet, Web data servers

3rd Quarter Progress:

- Trained Local Planning and RFP staff in SharePoint project sites
- Setup Wellness Library and Careers Site in SharePoint and trained HR staff
- Created an archive on the network to house legacy CMAP websites
- Created a scope of services for a SharePoint support services RFP
- Provided technical expertise for the CRIBB team:
 - Participated in the CRIBB IS contract negotiations
 - Edited the Building Tools RFP
 - Negotiated hosting options
- Documented security and disaster recover procedures for the CMAP website
- Setup SSL certificates for the new Exchange servers and the remote environment
- Setup web-based payment functionality for upcoming training events
- Updated CMAP DNS records
- Supported Liferay users.
- Continued to provide technical support to web development team

4th Quarter Objectives:

- Setup hosting solution for CRIBB IS
- Choose a support services provider for SharePoint
- To participate in the Building Tools proposals review
- To implement upgrade of SQL server and web server hardware

Office Systems Management

Project Manager: Penny Dubernat

Description: Staff productivity depends on robust systems for managing office operations. This project includes technical support of office support systems including telephone, fax, copiers, etc.

Resources: Software applications, telephone system

Products: Telephones, computer peripherals.

3rd Quarter Progress:

- Completed historic printing cost and volume analysis 35K B&W and Color budgets
- Prepared printing RFP to be release soon
- Created and disabled conference call accounts as necessary
- Monitored telephone, teleconferencing and cell phone charges
- Trained staff in how to use the wide image scanner
- Completed re-wiring of MDF closet
- Completed Telephone inventory
- Resolved on-going voicemail issues
- Negotiated Verizon Wireless E911 and Municipal tax credit of \$3141.76

4th Quarter Objectives:

- Train staff to handle daily teleconference questions and manage accounts
- Create and disable conference call accounts as necessary
- Monitor telephone, teleconferencing and cell phone charges
- Work with Commonwealth Edison to resolve billing discrepancies
- Procure Sound System maintenance contract and/or discuss replacement of the current system with vendor
- Complete telephone documentation
- Acquire test Microsoft Live Meeting accounts

User Support

Project Manager: Ben Stromberg

Team: Brown, Kelley, Rivera

Description: Serve as training and instructional resource for internal users. Serve as technical intermediary in resolving IT related problems encountered by CMAP staff.

Products: Documentation of training and instructional resources. Documentation of IT-related problems encountered by CMAP staff.

3rd Quarter Progress:

- Completed implementation of Help Desk/support software in SharePoint
- Trained Admin support team on Help Desk application
- Trained new planning staff on use of CMAP IT equipment

- Completed IT Intern job description and is currently posted
- Resolved PC/Blackberry problems on an as-needed basis
- Upgraded user software on an as-needed basis
- Completed the conversion of the south storage room into new conference room

4th Quarter Objectives:

- To interview and select new IT Intern
- To train staff on new Help Desk/support software
- To implement and train staff on new CMAP web remote access
- To update FTP user document for staff
- To continue to assist staff with PC/Blackberry problems on an as-needed basis

REGIONAL INFORMATION AND DATA DEVELOPMENT

Program Oversight: Kermit Wies

Our region relies on a strong infrastructure system for its future prosperity and livability. *GO TO 2040*'s overall approach in this area is to prioritize infrastructure investments, including both "gray" and "green" infrastructure, to gain the most long-term benefit. Prioritization requires building CMAP's modeling capacity to respond to an expanded array of recommended policy and planning strategies under consideration. This program also includes tasks needed to prepare primary datasets that originate with CMAP as well as those developed by other sources. Data collection is an important aspect of CMAP's expanded planning responsibilities. It permits the integration of environmental, transportation, housing, economic development, socio-economic and land use planning data. These efforts will be critical to establishing base datasets for evaluating projects of regional significance.

Advanced Urban Model Development

Project Manager: Kermit Wies

Team: Baden, Stratton, contracted consulting support.

Description: The *GO TO 2040* scenario evaluation revealed limitations in the capacity of the current travel models to respond to the expanded array of recommended policy and planning strategies under consideration. Our understanding of many of these can be improved by pursuing an *activity-based modeling* paradigm. This new approach to modeling has been gaining support as the new "state-of-the-art" over the past 10 years and has been embraced as a model development goal among most large MPOs. This plan includes a schedule for pursuing development of stand-alone activity-based travel model components that can be put into immediate production as part of the implementation of the multi-year strategic plan for advanced modeling at CMAP. Priorities for the first year include a commodity based freight model and a personal value-of-time transportation pricing model.

Resources: Additional computing resources (possibly off-site), new commercial data requirements, resume travel survey. Implementing advanced travel model practice will likely exceed \$1.5M (including data collection) in contracts over a 5-7 year period.

Products: Supplemental Travel Survey including datasets and full documentation, June 2011. Activity-Based Model components for Freight and Pricing including functional computer code and full documentation, June 2011.

3rd Quarter Progress:

Advanced Modeling Contracts: A joint peer exchange on both modeling contracts was held on February 11, 2011. An independent panel of advanced modeling experts was recruited to provide critique and commentary. Also during 3rd quarter, planning and budgeting for FY12's Advanced Modeling project was finalized. This included identification of CMAP policy priorities needing attention and securing sufficient IT resources to deploy existing

modules. FY12 priorities include implementation of FY11 models and development of a new transit pricing model. A new modeling hardware cluster has been specified and procurement is underway.

Resume Travel Survey: A Symposium titled Surveying Hard-To-Reach Populations: Latino Households was held on February 18, 2011. With the assistance of CMAP's outreach staff, a panel of travel survey and Latino outreach experts provided critique and commentary on CMAP's proposed design for overcoming low Latino response. The Symposium's audience was firms interested in assisting CMAP to conduct the survey. Also during 3rd quarter, planning and budgeting for FY12's Ongoing Survey Work Program was finalized. With the departure of a key staff person, FY12 work will be limited to completion of the Latino Household Survey.

4th Quarter Objectives

Advanced Modeling Contracts: The current modeling contracts expire at the end of FY11. Final deliverables are due by June 1, 2011 to permit orderly close-out. The first phase of the new modeling hardware cluster will be installed. It is our intent to move all modeling activities to the cluster in the next two quarters. Following completion of FY11 objectives, an RFP for FY12 model development will be written.

Resume Travel Survey: An RFP for a Latino Household Survey will be drafted and posted. Pending successful team selection and contracting, work will begin first quarter FY12.

Travel and Emissions Model Update

Project Manager: Craig Heither

Team: Bozic, Patronsky, Wies

Description: The MPO is required to find transportation plans and programs in conformity with the State Implementation Plan (SIP). The method by which this is done is prescribed by Federal regulation. The current trip-based travel models are also the primary source of forecast travel demand estimates for major capital project implementation. For over ten years, CMAP's four-step travel model and the MOBILE emissions model provided by USEPA have been used to determine conformity of the region's transportation plans and programs with the SIP for air quality. The CMAP Travel Tracker Survey is currently being applied to update several model parameters. With the adoption of the 2040 planning horizon year, the CMAP travel models should be updated and revalidated using current observed data. USEPA has recently completed development of the MOVES (Motor Vehicle Emission Simulator) emissions model and will soon require its use for conformity determinations. Because CMAP and the Northwest Indiana Regional Planning Commission (NIRPC) jointly conducted our recent travel surveys, it is our intent to proceed with fully

integrating Northwest Indiana into the validated part of the CMAP model structure so that both agencies can benefit from a consistent modeling framework.

Resources: Existing survey and transportation datasets. May require new data resources.

Products: Computer code, methods and documentation in compliance with Federal regulation, June 2011.

3rd Quarter Progress:

- Completed report of model validation analysis results and posted on CMAP website.
- Revised internal documentation of travel demand model procedures for CMAP modeling staff.
- Continued developing and testing scripts to convert Google transit feed data into useable transit coding in order to automate transit network coding updates.

4th Quarter Objectives:

- Complete update to external documentation of CMAP travel demand models posted on website.
- Finalize scripts to convert Google transit feed data into useable transit coding for modeling purposes. Begin testing timetable-based transit assignment procedures.
- Begin process of familiarizing NIRPC staff with CMAP modeling procedures, dependent upon NIRPC staff availability.

Green Infrastructure Vision Refinement

Project Manager: Jesse Elam

Team: Ahmed, Clark, Heringa, Loftus, contracted consulting support

Description: Chicago Wilderness Green Infrastructure Vision (GIV) currently provides a broad identification of the lands in the region that are most important to protect and restore. In this project, open space corridors identified in the GIV will be delineated at a finer scale so that it can guide local development and infrastructure planning, in particular by clarifying optimal areas for environmental mitigation/enhancement during transportation project delivery and describing resources that should be taken into account in local comprehensive land use and facility planning. In addition, ground and surface water protection is a known deficiency in current land use planning, which the present project would help rectify by identifying groundwater protection areas. This work will be coordinated with land management organizations such as land trusts and the forest preserve and conservation districts as well as Chicago Wilderness. Consultants would be used to carry out part of the work.

Products and Key Dates: Scope of work finalized fall 2010, initial results June 2011.

3rd Quarter Progress:

- Drafted RFP for consultant services, reviewed by Natural History Survey and relevant Chicago Wilderness members.

4th Quarter Objectives:

- Release RFP, select consultant, request contract approval at June Board meeting, and execute contract.

Internal Forecasting Data

Project Manager: David Clark

Staffing: Bozic, Clark, Drennan, Fifer, Heither, Morck, Pfingston, Perpignani, Stratton, Wies

Description: The credibility of CMAP forecast analyses depends significantly on our demonstration that we maintain current high-quality datasets for this purpose. These datasets are prepared internally and there is no outside data source suited to this purpose. This is formerly three projects: Socioeconomic data inventory, Transportation System Inventory, and Land Use Inventory. Now that CMAP's data environment has stabilized, some efficiencies and economies can be gained by consolidating the separate efforts. The principal elements are maintaining CMAP's planning assets as they relate to preparing population and employment forecasts for transportation and land use modeling.

Resources: Existing data sources, some new data resources likely as land use inventory and advanced models evolve.

Products: Internally developed planning datasets for modeling and analysis; documentation for developers and users, June 2011.

3rd Quarter Progress:

Land Use Inventory:

- Agreements with Cook GIS and Assessor departments executed, Cook parcel data for year-end 2009 received.
- Pre-processing completed for Lake. All counties except for Cook are prepped.
- Production continues on DuPage, with emphasis on 'exempt' parcels which require more subjective review.

Transportation System Inventory:

- Finished updating remaining 400 arterial intersection locations in the CMAP region.
- Finalized scripts to automate updating link geometry for the arterial links in the CMAP region.
- Completed the geometry updates for the arterial links in Kendall County. Processed geometry updates for two additional counties and began QC review.
- Completed updating the spatial accuracy of rail station locations in the Master Rail Network geodatabase.

Socio-Economic Data Inventory:

- Employment:
 - Updated ES-202 files have been requested, but not yet received.
 - A new set of 2010 Q1 estimates is in progress, and will be finished by mid-April.
 - Address correction/refinement of 2010 file (ongoing).
- Census:

- Release of Census PL data. Data for Illinois, Indiana and Wisconsin downloaded & loaded into the Bureau's Access template. Data tables created in geodatabase format for blocks, block groups and tracts for use with TIGER geography files obtained in Q2.
- Block-to-Subzone assignments completed for aggregation of census block-level data to subzone.
- We are participating in the Bureau's Traffic Analysis Zone (TAZ) delineation program to create geographic districts for the upcoming Census Transportation Planning Package. Developed an in-house block-to-TAZ assignment tool to get a head-start on assigning the 190,000 census blocks in the counties that we are responsible for.

4th Quarter Objectives:

Land Use Inventory:

- Complete procedures documentation for Exempt properties, write draft procedures for Industrial and Commercial properties.
- Begin pre-processing of Cook County parcel data.

Transportation System Inventory:

- Complete the arterial geometry updates for the remaining CMAP counties.
- Begin spatial and geometry improvements for arterials in three Indiana counties.

Socio-Economic Data Inventory:

- Employment:
 - Continue receiving quarterly ES-202 files
 - Continue address correction / refinement of 2010 file
 - Update county control totals (dependent on Census Bureau publishing a new County Business Patterns before June 30)
- Census:
 - Complete TAZ and TAD (Traffic Analysis District) delineation, submit to Census Bureau (due date June 15).
 - Download/format Census Summary File 1 data when released (scheduled for release this summer).

Major Capital Project Study Assistance

Project Manager: Claire Bozic

Team: Dean, Patronsky, Rodriguez

Description: Active CMAP participation in these project studies provides an opportunity for CMAP to ensure that projects are refined in a manner consistent with long-range plan objectives. Following adoption of a *GO TO 2040*, implementing agencies typically embark on multi-year alternatives analyses and environmental studies. These studies are often heavily reliant on data and methods used to evaluate them for inclusion in the regional plan.

Products: Analysis results; documentation of methods and analyses(as needed).

3RD Quarter Progress:

- I provided traffic projections for the study which were needed in time for IDOT's FHWA coordination meeting. The alternatives were modeled with and without expansion of the Weber Road interchange:
 - No build with some local roadway changes
 - Complete IL 126
 - Add full interchange at Airport Road
 - Add both IL 126 and Airport Road interchanges
 - Add Airport road interchange and connect to Essington/IL 126 with cd roads with access at 143rd St.
 - Add Airport Road interchange and connect to Essington/IL 126 with cd roads, no access at 143rd St.
 - Add interchange at 143rd street with cd roads
 - Add capacity at Weber Road interchange
- O'Hare Bypass Build Scenario - modeled a unique O'Hare Build scenario, which did not include other major capital projects. This was similar to the "no build" scenario completed earlier. All results were exported and provided to the consultants.
- Providing 2040 Data for the current conformity model, completed in spring 2011 (C11Q1) – the data resulting from each of the five 2040 analysis years was exported, formatted and posted to the FTP site with updated documentation. This is the first analysis completed with the population synthesizer, income stratified work trip models, and HOV modes included in the traffic assignment. Dataset documentation and programs used to accomplish this were updated.
- Completed MPC BRT study analysis.
- Continued to represent CMAP at I-290 Corridor Advisory Group, Union Station/West Loop Transportation Center Advisory Group, and to attend all meetings and answer questions at Willow Road Corridor Advisory Group Meetings.
- Developed a CMAP Wiki page to track major capital project progress.
- Additional origins and destinations analyzed for Pace I-355 study.
- NICTD Rail Station Travel Time Request - American Structurepoint is currently under contract with the Northern Indiana Commuter Transportation District [NICTD] to complete an Operational Assessment of their existing stations in Gary, Indiana. We provided information on expected future roadway travel times.

4th Quarter Objectives:

- O'Hare Bypass – the consultants have developed revised forecasts of households and employment for a build and no-build scenario which will be used as inputs to additional model runs to support the study.
- Weber Road @I-55 consultant has requested additional traffic projections to support this project study. These will be modeled.

Traffic Projections

Project Manager: Rodriguez

Team: Rodriguez

Description: Preliminary engineering for highway improvement projects often requires an estimate of “design year” traffic volumes. These estimates are derived from travel model results that incorporate future growth projections and the traffic effects of all planned and programmed transportation improvements.

Products: Refined future year traffic projections for use in preliminary engineering studies. As needed.

3rd Quarter Progress:

Forty-seven requests for traffic projections were received; six of them required network modeling of one or more additional scenarios. Two notable projects also required disaggregation of existing TAZs into smaller TAZs were Woodstock (IL47) Bypass – 2040 update of 6 alternative scenarios, and I-80 between Ridge Road and US45. Other notable projects included Thorndale Avenue from IL 53 to Arlington Heights Rd, Quentin Road from US 12 to US 22, US 20 – IL 47 – IL 72 in Kane County, Weiland Rd – Lake Cook Rd, Richmond Bypass/US 12, Kreutzer Rd extension, Peterson Rd from IL 83 to IL 60, 159th Street from Cedar Rd to 104th Ave, Burley Avenue Extension, IL 31 from IL 176 to Il 120, IL 56 @ Hanks Rd (Build and No-Build of I-88 add lanes to Orchard Rd), Randall Road from County Line Rd to Ackman Rd, and I-55 @ Lake Shore Drive. Additionally, trip origin/destination select link analysis for three scenarios of the US 45 – Milburn Bypass project was requested and completed.

An updated set of GIS files and automated spreadsheets were created using the inputs and results of the Go To 2040 regional model data for conformity c2011 quarter 1. TIP IDs are now included in the digitized mapping of 2040 ADT projections.

4th Quarter Objectives:

We will continue to provide traffic projections in a timely and professional manner, answer questions and provide support at meetings when needed. The automated process for generating letters will be updated because it no longer works with Office 2010. We will begin developing a map to display locations of traffic projections with TIP IDs. This will show progress in implementing Go To 2040.

Commercial Datasets Management

Project Manager: Penny Dubernat

Description: Many CMAP projects (e.g. land use inventory, regional indicators, freight planning, economic development) rely on proprietary data sources that CMAP purchases. In many cases, these data are compiled from public sources and the proprietary value-added is in their ease of use and quality control. The primary purpose of managing commercial dataset acquisition under a single project is to monitor and document the current use, ongoing need, and contractual obligations of proprietary datasets. While most

commercial datasets are associated with a particular staff member who possesses appropriate subject matter expertise, the commercial dataset project manager is responsible for compiling usage statistics, managing procurement and renewals, and monitoring expenditures.

Products: Documentation of commercial data set use and procurement.

3rd Quarter Progress:

- The FY12 procurement budget was prepared
- The MetroPulse attribute data inventory was completed
- The MetroPulse attribute data inventory was cross referenced with the Plan to establish priorities and identify deficiencies
- A data agreements audit was conducted and deficiencies were corrected
- C2ER's ACCRA COLI data was renewed, downloaded and set to Xiaohong Zhang for post processing and posting. USA Trade Online data was renewed, Tom Murtha was added to the users list for port data to be used for freight analysis, Moody's Analytics was renewed. The digital aerial photography contract was renewed.
- Established Data Marketing Project to avail staff of current data holdings so far this includes Tom Murtha, Lindsay Hollander and the TIP Division

4th Quarter Objectives:

- Continue the process of prioritizing databases for renewal, specifically those that will assist in the plan implementation process
- Design a metadata mapping process whereby attribute information for current holdings will be organized into a searchable repository
- Continue designing a process to systematically reduce or eliminate the dependence on commercial datasets by acquiring data directly from the primary/secondary source when possible
- Continue the data acquisition update schedule to "refresh" current holdings and identifying possible sources for data items identified as deficient.

External Data Request Coordination

Project Manager: Jon Hallas

Team: Clark, Okoth, Rademacher, other relevant staff from other administrative groups

Description: This project will document all external technical assistance and data requests to the agency. Staff members regularly receive requests from local/county governments and a wider audience. Responses provide municipalities with information and research assistance in areas such as demographics, socioeconomics and economic data.

Products and Key Dates: Responses to requests and quarterly reports on staff activity (ongoing and quarterly); Census data reports on Web site (ongoing); responses to FOIA requests (as needed)

3rd Quarter Progress:

- Freedom of Information Act (FOIA) – One request was processed
- External Data/Information Requests – Responses were processed for seventy-nine requests.
- Improvements for processing external requests were discussed. These include quantifying the level of effort and resources spent responding to external requests, relocating requests to CMAP's Wiki site, and relocating responses for future reference to a catalogued section of CMAP's Wiki site.
- Staff began the delineating Transportation Analysis Zones (TAZs) within our 7 county region and Grundy County. We also agreed to delineate TAZs for counties outside our region that impact transportation in our region but that would not otherwise have updated TAZs. These include Kankakee, LaSalle, Lee and Ogle counties. TAZs are geographic units used in the Census Transportation Planning Products program, a special tabulation providing demographic characteristics, home and work locations and journey to work travel flows. Updated TAZ boundaries will provide an important resource for transportation planning by regional and local agencies as well as consultants across the nation.

4th Quarter Objectives:

- Calculate and report the level of effort and resources for all external requests. Relocate external request to CMAP's Wiki site. Relocate and reorganize informed responses for future staff reference to our Wiki site.
- Complete TAZ boundary delineation and submit to the US Census Bureau according to their deadline in June.
- Respond to FOIA requests and external requests for data/information (ongoing)

Developments of Regional Importance (DRI)

Project Manager: Kermit Wies

Team: Blankenhorn, Leary, internal subject matter experts.

Description: CMAP's DRI process provides an opportunity for regional partners to comprehensively assess the implications of large-scale development proposals, reconcile priorities associated with these proposals and coordinate independent actions in support of regional goals. A process to review potential DRIs was adopted by the Board in 2009. Toward the end of FY2011, it will be time to assess the program's successes and/or failures and provide the Board with guidance on how to proceed with the DRI requirement.

Products: DRI application processing, mid-term report, end-of-trial report and recommendations, June 2011.

3rd Quarter Progress:

No activity

4th Quarter Objectives:

Await DRI applications.

Crash Database Assistance

Project Manager: Jan Drennan

Team: Brown

Description: This is work in support of IDOT's development and management of a regional database of highway crashes. Originally a contract with IDOT to geocode crash reports that pre-dated automatic reporting software, CMAP benefits from involvement in maintenance of this data to support its analysis and evaluation of highway safety programs.

Products: Geocoded crash records are returned to IDOT for processing, June 2011.

3rd Quarter Progress:

Completed reading of the 3,858 scanned police reports for Cook2001 and entering location information into a database form along with quality checking the database table after groups of entries are made. Completed geocoding most of the crash locations and sent coordinate information to IDOT. Only 319 crash sites remain to be located and checked by using a SAS program to calculate the offset distance from an intersection.

4th Quarter Objectives:

The last 319 crash sites will be located using a SAS program; those with comments or error scores will be checked and then coordinates will be sent to IDOT for this final group of 319.

DATA SHARING AND WAREHOUSING

Program Oversight: Greg Sanders

Data sharing should enable easy access to real-time, up-to-date public information, defined as any government data that does not jeopardize personal privacy or public safety. CMAP is committed to leading this regional effort based on the principle that governments operate most effectively when they have and provide access to complete, accurate, and timely information.

Data Sharing and Warehousing Implementation Strategy

Project Manager: Greg Sanders

Team: Wies

Description: Upon its creation, CMAP committed to providing the latest, most thorough information to the public and decision makers across the region. This is a major agency effort, involving aggressive data acquisition, state of the art data systems, and the provision of technical assistance for government units and other organizations across the region. As the region adopts *GO TO 2040* and the Regional Indicators project MetroPulse, the agency requires an implementation strategy for its related data sharing and warehousing efforts, including future data portals, the regional transportation data archive, and technical assistance efforts. Using *GO TO 2040* as a guide, this brief strategic plan should set priorities for the agency's ongoing data sharing and warehousing projects, identify key project milestones given existing staff capacity, and set agency policy on these efforts.

Products and Key Dates: Implementation strategy report to enable FY 2012 project planning (January 2011); Final report (March 2011)

3rd Quarter Progress:

A draft of the Data Sharing and Warehousing Implementation Strategy has been completed by Kermit Wies and Greg Sanders. Drew Williams-Clark has reviewed the draft, which has also been shared with the Data Sharing and Warehousing staff.

4th Quarter Objectives:

In collaboration with Chief of Staff and other stakeholders, the Data Sharing and Warehousing Implementation Strategy will be finalized and implementation will be monitored.

Regional Indicator Design (MetroPulse)

Project Manager: Andrew Williams-Clark

Team: Dean, Sanders, Wu, Zhang

Description: Indicators will be used to assess the effectiveness of potential strategy recommendations and to track progress toward plan accomplishment in future years. This activity is being undertaken in partnership with the Chicago Community Trust. Collection of data to establish a baseline, which will be used to compare future scenarios against, will be completed, and the indicators website will be designed and launched. Future improvements to the website are covered as another item in the work plan (*GO TO 2040*)

Implementation: Policy Environment).

Products and Key Dates: The indicators website is scheduled to be launched shortly after the adoption of *GO TO 2040*.

3rd Quarter Progress:

- Completed online prioritization website for data updates, additional data and new functions on MetroPulse (between CMAP and the Trust)
- Data update prioritization is complete
- Conducted one large-scale in-depth training on MetroPulse at CMAP
- Demonstrated MetroPulse at several COG, COM and PL meetings to train staff
- Collected feedback from COGs, COMs and municipalities to inform municipal portal development

4th Quarter Objectives

- Hire 2 ETL interns
- Hire ETL manager
- Roll out iPhone application to public
- Complete 2005-2009 ACS and 2010 census update to system
- Conduct one large-scale webinar training
- Complete RFP and select long-term web development firm
- Support Cultural Vitality Index development

Internal Data Library Management

Project Manager: Xiaohong Zhang

Team: D. Clark, Fifer, Sanders, ETL interns

Description: Manage and maintain CMAP data library. Acquire and catalog new data.

Retire obsolete datasets. Establish protocols for meta-data and attribution. Enforce proprietary dissemination and license agreements.

Products and Key Dates: Documentation of data library management practices; a well organized and easy-to-use catalog of CMAP data assets for internal use and public review; implementation documentation (ongoing).

3rd Quarter Progress:

Data Depot:

- Acquired several hundred datasets for Data Depot, which includes Parcels/Assessor files for Cook County, Navteq files, Crash Data, and PACE route and stops, ACS 2005 to 2009 and Census 2010 files and many other files from various counties. Finished compiling the data depot announcement;
- All levels (block group/tract/muni/county) of ACS 2005-2009 data for the Chicago modeling area, CMAP area and City of Chicago; Extracted the data for City of Chicago;
- Census 2010 redistricting data has been processed and extracted. Data has also been processed, extracted and delivered for City of Chicago;

- Downloaded Tiger/Line files for Census 2010, which includes the boundaries files for mapping the redistricting data, and the street data for general geocoding purposes;
- Reference files such as “Block relationship” and “tract to tract” reference files have been downloaded;
- Finished loading/mosaicking 2005 aerials, generated pyramids and calculated statistics;
- Copied all 19,000+ 2009 aerials to NAS03 from NAS05;
- Created SDE database for aerial 2009, generated the web service for the database;
- Communicated with ESRI support on the bugs for ArcSDE 10, sent Zeaun the service package info; Zeaun is working on applying the SP1;
- Modified the script to load 2009 aerials;
- Started to process the first 5000 tiles.
- Processed 3 years of incident data. Converted the data from xml to txt formats; Cleaned up the data; Filled up the holes; Assigned the sensorID to the incidents.

Proprietary Data:

- Quarterly extract for the D&B data has been done;
- Extracted the more recent USA trade on line import and export data;
- Downloaded the most recent RIS data.

Metropulse Data Library:

- Trained on the Continue adding new datasets to the MetroPulse website
- Processed and mapped the foreclosure data;
- Generated metadata for the mode share data.

4th Quarter Objectives:

Data Depot:

- Continue updating the Data Depot as new datasets come in;
- Finish loading/mosaicking 2009 aerials, generated pyramids and calculated statistics;
- Interview with target Data Depot users to get some feedbacks.

Metropulse Data Library:

- Add more recent data to the Metropulse data library ;
- Add new geography data to the data library.

Proprietary Data:

- Continue the quarterly data extract process

Regional Transportation Data Archive

Project Manager: Claire Bozic

Team: Schmidt, Dubernat, Wu, Zhang

Description: The project will be to design and implement a Web-based data exchange medium for archived transportation data. This is intended to consolidate the archive objectives of the region’s ITS program with the objective to offer partner agencies a Web-based data

exchange medium for archived transportation data. A demonstration application will include highway volumes and speeds as well as incident data. By compiling these together, the data archive will be able to answer system operators' questions like "what happens when..." and "what can I expect now?"

The staff will also provide regional support for the development of a real-time traveler information system and other ITS infrastructure initiatives expected to be developed by partner agencies.

Products and Key Dates:

- Project Plan: Oct 1, 2010
- Requirements Specification: Dec 3, 2010
- Design Specification: Feb 17, 2011
- Develop Web Services Interface: Jan 4, 2011
- Develop Draft Visualizations: Mar 2, 2011
- Perform Acceptance Testing: Mar 31, 2011
- Develop Final Visualizations: May 31, 2011
- Develop Documentation: June 30, 2011
- Perform Training: June 30, 2011

3rd Quarter Progress:

Project requirements completed. Alpha versions of web services interfaces and visualizations developed.

4th Quarter Objectives:

Acceptance testing, final visualizations, documentation and training should be completed..

Human Capital Information Portal

Project Manager: Annie Byrne

Team: Baden, A. Williams-Clark

Description: Both the innovation and workforce development chapters of *GO TO 2040* include implementation actions (to be led by CMAP) for improving data and information systems. The Human Capital Information Portal (HCIP) will be an extension of the MetroPulse website and will provide detailed data and information to support economic development, education, and workforce development program administrators, researchers, policymakers, and policy advocates. The HCIP will also provide useful information to local governments and other human capital stakeholders. The HCIP will serve as a data clearinghouse, analytic tool, and as a platform for the dissemination of analysis of the region's workforce, industrial clusters, and innovation.

Products and Key Dates:

- Finalize contract for design/web development (February 2011)

- Develop and confirm questions, visuals, and data priorities to be included in the HCIP, in consultation with existing working group (March 2011)
- Complete collection and processing of prioritized data and information for initial launch (July 2011)
- Collect and process additional data and information for future integration (ongoing)
- Final design deliverables due (August 2011)
- Final web development deliverable due (January 2012)

3rd Quarter Progress:

- Secured four quotes and made selection for web-designer to complete wireframes but was then told I would need to either collect new quotes using the number of hours needed or RFP it. Decided to RFP the web-design and development together once the user-stories have been refined.
- Established charter for the Workforce Data Partners and creating Steering Committee with seven state agencies, Chapin Hall, NIU, Chicago Community Trust, Chicago Jobs Council, and Women Employed.
- Held six focus groups and refined user-stories.
- Held Steering Committee meeting for input on focus groups and conducted one-on-one interviews with Steering Committee members that are data providers and have data needs.

4th Quarter Objectives:

- Contract with web-designer and web-developer
- Develop milestones and project schedule with contracted firm
- Review and draft wireframes
- Determine what data is needed
- Begin data acquisition and processing
- Hold two Workforce Data Partners and Steering Committee meetings. April meeting to focus on expanding CWICstats and June meeting to focus on outcomes of the focus groups and the direction of the HCIP.

TIP Visualization Tools

Project Manager: Ross Patronskey

Team: Berry, Bozic, Dixon, Kos, Krell, Ostdick, Sanders, Wu, *new TIP asst planner*

Description: The integration of the data available through the TIP, the Regional Indicators and the increasing use of web-based communication is essential to make TIP database information accessible and communicate it effectively to the public. Training to use the database and visualization tools must be accessible to implementing agencies and interested CMAP partners.

Products: Public Interface using Flex (October 2011, ongoing improvements after that); TIP map (ongoing)

3rd Quarter Progress:

- Determined that TIP map under development using ArcGIS should be put on hold. Shifted attention to updating existing Google Map version.
- Met with Communications staff to discuss look and feel of public interface. Requested assistance with color schemes and icons for map.
- Determined that Google Map and dashboard can be embedded in Liferay template; will proceed to do so once a “wider” template is developed (anticipated 4th quarter).
- Began updates to help page for map and introductory text for linking to the map from the TIP web page. Partial restructuring of TIP web pages anticipated.
- Drafted expanded scope of work for remainder of 2011 and all of 2012; coordinated with TIP Analysis project.

4th Quarter Objectives:

- Embed map in Liferay template; update introductory text and help pages.
- Document procedure for generating kml files underlying map; train additional staff in the procedure.
- Update export from database to correct known problems and to streamline some field contents.
- Complete development of dashboard showing general project information, including embedding in Liferay template.
- Develop export from database to support summaries of financial data.

Regional Data Sharing Technical Assistance

Project Manager: Andrew Williams-Clark

Team: Sanders, Wu, Zhang, interns as necessary

Brief Description: The undertaking of this project will be to train stakeholders in the use of CMAP data products, inform future improvements in these products and define regional best practices for data sharing with the overall goal of advancing local governments along a continuum toward more efficient data sharing. This will include training stakeholder groups to maximize impact of Regional Indicators website; producing a product backlog for municipal data portal development; developing policy briefs, reports and analyses based on a continuous assessment of existing conditions in our own region and in comparison with best practices identified across regions; and conducting a pilot program to provide comprehensive technical assistance to one department from each of the following government entities: the state, one county, one municipality and one regional transportation agency. Other activities include participating in regional groups working to develop indicators in specific issue areas relevant to the CMAP’s mission and convening working group of local (county, municipal, and/or state departmental) government staff who work with data and are willing to share data with CMAP.

Products and Key Dates: Roll out indicators website (November); produce training workshop format and materials (November); provide first indicators training at CMAP (December); post and update product backlog for municipal data portal (ongoing, beginning in

February); provide technical assistance pilot to local governments (winter); produce report analyzing existing conditions and identifying best practices for data sharing (spring).

3rd Quarter Progress:

- Produced analysis of compendium of plans and municipal survey to help inform next round of TA project selection and TA project implementation
- Delivered strategy document to guide data sharing technical assistance
- Began implementation of said strategy

4th Quarter Objectives:

- Convene a focus group of committed local government officials to determine demands for LTA on data sharing
- Evaluate GIS consortium as a model of best practice for sub-regional data sharing
- Deliver summary report on existing conditions of data sharing in the region

Municipal and other Data Portals

Project Manager: Greg Sanders

Team: R. Krell, A. Williams-Clark, Wu, Zhang. External Relations and C and TA staff should also help to promote applications associated with this effort.

Brief Description: Maintain and enhance Web and mobile data systems for dissemination and visualization of municipal, county, regional, state and federal data. This includes the effort to develop and implement municipal data portals; maintain and improve the Regional Indicators website; and implement the WEAVE visualization engine.

Products and Key Dates: WEAVE tool installed (fall), Municipal data portal template (December 2010); at least 6 municipal data portals (June 2011); comprehensive data portal based on, but significantly broader than, the Regional Indicators portal (June 2011).

3rd Quarter Progress:

We have met with two municipal consortia: South Suburban Mayors and Managers Association (SSMMA), a COG; and the GIS consortium, which provides web technology staffing to 17 suburban municipalities in the north and west of our region. This is part of our effort to identify and document features and data sets that would be most useful to include in online data tools for local governments.

4th Quarter Objectives:

Depending on agency-wide priorities, we will either continue to communicate with potential audience, or delve into system prototypes.

POLICY ENVIRONMENT

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. Some of the major policy areas to be addressed in this program include transportation finance and tax policy, innovation and workforce development, data sharing, and intergovernmental coordination. An important role for CMAP is to address these broader policy issues by providing data and tracking key indicators, to be used to measure how well the plan is meeting its goals. This work area will also include activities related to staffing CMAP's working committee structure, legislative analysis, and coordinating short term responses to state and federal policy issues across the range of CMAP's regional focus areas, including transportation, housing, economic development, and human services.

CMAP and MPO Committee Support

Team: Berry, Byrne, Capriccioso, Dean, Dixon, Elam, Leary, Maloney, Ostrander, Pietrowiak, Smith, Williams-Clark

Description: Provides staff support to the CMAP Board, the MPO and the committees that report to both policy boards.

3rd Quarter Progress:

- Several committees were restaffed and rescoped. Committees met. See committee page on website for more details.

4th Quarter Objectives:

- Committees will continue to meet. Staff liaisons will meet internally to discuss committee role toward implementing *GO TO 2040*.

State and Local Tax Policy Task Force

Project Manager: Matt Maloney

Team: Hollander

Description: *GO TO 2040* recommends the creation of a Regional Tax Policy Task Force, to recommend specific changes to state and local fiscal matters that prove to have a major impact on the economic vitality of the region. Creation of this task force will be a major activity in FY 2011, and this group will direct further staff activity in tax policy areas aligned with CMAP's mission. Areas of study will include state and local sales tax revenue sharing, the fiscalization of land use, the property tax structure, expansion of sales tax to services, and local tax capacity issues including analysis on equity.

Products and Key Dates: Creation of Regional Tax Policy Task Force (February 2011); other deliverables as directed by the task force (ongoing)

3rd Quarter Progress:

- Selected task force membership and met one-on-one with members. First meeting is on April 8, 2011.

4th Quarter Objectives:

- Hold three meetings of the task force. Staff continues to provide all supporting materials, analysis and reports to the group.

Transportation Policy Analysis

Project Manager: Doug Ferguson

Team: Maloney, Hollander

Description: CMAP will address emerging challenges and issues arising from transportation policies and planning on the national, state and local levels. Our region needs to help shape the policies and programs that will dictate the role transportation plays in our communities and seek to align our national, state, and local transportation policies with an array of issues including climate change, housing, health, economy and sustainability. *GO TO 2040* calls for a range of policy changes to state transportation finance, including increasing and indexing the motor fuel tax, changing the 55/45 split, passing legislation authorizing public private partnerships, and reforming the state's capital program funding. On the federal side, the U.S. Congress will be working over the next year towards a new federal transportation authorization bill. It will be critical to the region that CMAP have a concise policy that can feed into the development of the new transportation bill.

Products and Key Dates: State transportation policy white paper (December 2010); Inventory and assessment of current transportation data sources for selection criteria (June 2010); Policy briefs on national, state, and local transportation policy matters (ongoing)

3rd Quarter Progress:

- Completed issue brief on 55/45 and presented to the Board and other groups.
- Completed supplemental piece on state investment to metro areas.
- Value capture: kicked off 2nd phase of value capture project with consultant S.B. Friedman.
- Assessment of current transportation data sources for selection criteria work is reported on under "TIP analysis".

4th Quarter Objectives:

- Continue to coordinate outreach around 55/45 discussion. Work with Metro Counties group on laying out funding allocation criteria.
- Value capture: finalize phase 2 report, which will analyze revenue and development impacts on three transportation projects.
- Scope out FY 12 work in this area.

Industry Cluster Drill-Down Reports

Project Manager: Baden

Team: Byrne, Maloney

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.

Products and Key Dates:

- Prepare overview of cluster methodologies, based on literature and stakeholder interviews (February 2011)
- Prepare methodological guidebook that can be used by CMAP and other stakeholders to provide comparable analyses of the region's economic sectors (March 2011)
- Prepare description of the chosen cluster components, including industries, occupations, infrastructure, and policy (April 2011)
- Prepare assessment of coordination among education, workforce development, and economic development for the particular cluster (June 2011)
- Prepare section discussing available qualitative and quantitative data, recommendations on additional data to pursue, gaps, and next steps (May 2011)
- Data Analysis including trends and forecasts (September 2011)
- Final Drill-Down Report (October 2011)

3rd Quarter Progress:

- Presented and discussed drill down methodology and preliminary results with CMAP Freight Committee and with CMAP Economic Development committee.
- Established a seven component analysis methodology for the freight cluster in the Chicago region. This was developed into a standardized chapter for the freight report and to be included in future reports on other clusters (this is the methodological guidebook milestone).
- Obtained economic data sufficient to start two components of the analysis: the multiplier analysis and the analysis of new business trends.
- Established partnership with Chicago Workforce Investment Council; they will be performing two of the seven methodologies: a labor demand/supply analysis and an analysis of workforce development in the region.
- Evaluated and analyzed data for the WBC/CMAP/Chicagoland Chamber joint business start/innovation data collection project; this data will also be used in one of the seven analytics components of the drill down analysis..
- Began description of chosen cluster components, including industries, occupations, infrastructure, and policy

4th Quarter Objectives:

- Continue working closely with CWIC and integrate human capital / workforce analysis into methodology.
- Present preliminary findings for several analyses in May 2011 to Economic Development Committee.
- Complete draft analysis of economic base analysis, multiplier analysis.
- Finalize methodological chapter/guidebook that can be used by CMAP and other stakeholders to provide comparable analyses of the region's economic sectors.
- Finish draft of chosen cluster components, including industries, occupations, infrastructure, and policy
- Finalize section discussing available qualitative and quantitative data, recommendations on additional data to pursue, gaps, and next steps (May 2011)
- Continue processing and doing further investigation of the WBC/CMAP/Chicagoland Chamber joint business start/innovation data collection project; this data will support the drill down analysis.

Housing Policy Analysis

Project Manager: Lee Deuben

Description: CMAP's initiatives seek to implement housing recommendation of the *GO TO 2040* plan as well as to be responsive to current housing market conditions. The CMAP Board calls for the agency to address housing issues as part of the overall comprehensive plan, particularly addressing housing conditions, type, affordability, and location. To meet regional priorities, the location, availability, and affordability of housing needs to balance with that of jobs, access to transportation, and protection of open space and natural resources. CMAP seeks to explore sound policy decisions that assure residents of northeastern Illinois safe, decent and affordable places to live.

Products and Key Dates: Products and Key Dates: Furthering the vacant and foreclosed property initiatives of the RHOPi action plan (ongoing); proposing new and timely solutions to jobs/transportation/housing mismatch as part of the Illinois Governor's Housing Task Force - Housing / Transportation / Employment Linkages Working Group; Facilitate information sharing among communities with similar housing challenges; convene information sessions (ongoing); provide best practice information (ongoing).

3rd Quarter Progress:

- No progress.

4th Quarter Objectives:

- Rescoping for FY 12.

Legislative Outreach and Monitoring

Project Manager: Ylda Capriccioso

Team: Allen, Smith, and other relevant staff

Description: This project is responsible for identify emerging intergovernmental issues, developing legislative priorities, and monitoring proposed legislation affecting the CMAP region. Staff will work with COGs, counties, municipalities and other partner organizations to promote CMAP legislative priorities aligned with *GO TO 2040*. Staff will serve as CMAP representatives at legislative meetings hosted by partner organizations, committee hearings and legislative meetings. Staff will prepare written materials, as needed, for one-on-one meetings, hearings, or briefings. 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 update board, policy and working committees on legislative activities during regular and special sessions.

Products and Key Dates: Legislative Agenda (Dec/Jan 2010), Regional Legislative Briefings (Nov/Dec 10/Jan 11), 2010 Legislative Mid-Session Report (Mar/Apr 2011), Final Legislative Report (June 2011).

3rd Quarter Progress:

- Legislative priorities were approved and have been shared with COGs, partners, and legislators.
- No progress was made to coordinate a day in Springfield with ILMPO.
- Assisted policy staff on white paper or issue brief development regarding 55/45. A strategic outreach program was presented to the Regional Coordinating committee.
- Prepared a mid-session report for April board and working committees.

4th Quarter Objectives:

- Schedule high level meetings with leadership and Governor Quinn to discuss 55/45.
- Compiled end of the session report for board and working committees.
- Plan and coordinate sub-regional legislative briefings – 1 to 2, which will continue through the new fiscal year.

Policy Blog

Project Manager: Maloney

Team: Byrne, Capriccioso, Elam, Ferguson, Hollander, Reisinger, and other relevant staff with specific policy area expertise

Description: The “policy blog” will be introduced as a new feature of the CMAP Web site in this fiscal year. The purpose of the blog is to use available data and research to generate brief entries which analyze federal, state, and local policy issues of the day. In large part, policy blog entries should reflect staff work which is already ongoing and in varying stages of development. The policy blog will strive for a mix of 1) data analysis and commentary on socioeconomic and other trends facing northeastern Illinois and 2) information and commentary on major legislative or regulatory issues at the federal, state, or local level. Focus areas for the blog will include the regional economy, transportation, environment, and local planning issues.

Products and Key Dates: Scoping and calendar (December 2010); Blog postings (ongoing, likely weekly).

3rd Quarter Progress:

- Many updates have been made to the blog- typically, the rate is 1-3 new posts per week.

4th Quarter Objectives:

- Continue posting policy updates and be more assertive about requesting content from other staff,

Short Range Policy Analysis

Team: Byrne, Deuben, Elam, Ferguson, Hollander, Leary, Maloney

Description: The purpose of this task is for the deployment of communication tools, policy principles and/or initiatives which can be undertaken by staff in FY 11 to respond rapidly to a range of federal and state policy issues.

Products and Key Dates: Deliverables are as-needed and typically take the form of policy briefs or press releases to the CMAP Board or other committees, regional media outlets, or other regional stakeholders.

3rd Quarter Progress:

- No deliverables were produced outside the scope of other projects in the work plan.

4th Quarter Objectives:

- As needed.

Regional Opportunity Coordinating Council

Project Manager: Annie Byrne

Team: Deuben

Description: Recognizing the opportunities presented for the region through the stimulus funds made available through the American Recovery and Reinvestment Act (ARRA), CMAP launched the Regional ARRA Coordinating Council in 2009. As most ARRA funds have been spent, the Council has broadened its focus to include opportunities beyond the ARRA and to include implementation of the GO TO 2040 plan and the Sustainable Communities Initiative. The Council's primary focus is on energy, housing, and workforce development. CMAP and the council will help coordinate efforts that will strengthen the region's competitive advantage and support efficient use of limited resources. The council is made up of the Center for Neighborhood Technology (CNT), Chicago Community Trust (CCT), Chicago Jobs Council (CJC), Community and Economic Development Association (CEDA), Grand Victoria Foundation, Housing Action Illinois (HAI), Metropolitan Mayors Caucus (MMC), the Metropolitan Planning Council (MPC) and the Recovery Partnership. The council's goals include: (1) The smart application of resources, this will include leveraging public and private resources ; (2) to participate in an effective

communication platform and mechanism to engage the necessary organizations and local governments that will help maximize resources throughout the region; (3) to identify linkages and opportunities between different programs and existing resources; (4) to identify innovations and transformative practices and integration where possible; (5) to identify challenges in the implementation of workforce, housing, and energy related programs and develop recommendations to address challenges; and (6) to support opportunities for collaboration and coordinated efforts, including the Sustainable Communities Initiative.

Products and Key Dates: Identify areas for coordination of competitive applications (ongoing); pursue linkages between programs and resources (ongoing); identify models and best practices (ongoing); develop and distribute report analyzing ARRA data with recommendations for building on successes and addressing challenges (December 2010).

3rd Quarter Progress

- This group no longer meets.

4th Quarter Objectives

- None

Future Leaders in Planning (FLIP)

Project Manager: Andrew Williams-Clark

Team: Aleman, Banks, Lopez, Reisinger

Description: This is a development program for high school students. Selected participants will collaborate with and learn from elected officials and planners who are developing the new *GO TO 2040* comprehensive regional plan. The program runs from September 2010 to March 2011 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 guide with application (March 2010); program curriculum (July 2010); student selection & notification (June 2010); site selection for Final Project (August 2010); secure partner commitments (September 2010); Final Project (April 2011).

3rd Quarter Progress:

- Completed final three sessions
- Completed final recommendations for Fairmont site plan project
- Completed planning for final presentation

4th Quarter Objectives:

- Implement final presentation
- Receive and review applications for next program year

CMAP Annual Report

Team: Leary, Garritano, Reisinger

Description: Annual report describing overall CMAP progress toward key milestones.

Product and Key Dates: FY '10 CMAP Annual Report

3rd Quarter Progress:

- Project completed.

4th Quarter Objectives:

- None.

CHICAGO REGION INITIATIVE FOR BETTER BUILDINGS (CRIBB)

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

CRIBB is centered on addressing three key barriers to energy efficiency (EE) market transformation: access to information, access to finance, and access to skilled workforce. To address these barriers, CRIBB has committed the grant funds to the following activities:

- **Access to comprehensive information (\$6,550,000)**
 - Communications Strategy Development
 - Information System Development
 - Community-Based Outreach
- **Access to functional finance tools (\$15,750,000)**
 - Multifamily Loan Loss Reserve Program (Energy Savers)
 - Multiunit Retrofit Improvement Loan Program
 - Employer-Assisted Housing Retrofit (EAHR) Program
 - Residential Retrofit Fund
 - Commercial/Industrial Retrofit Fund
- **Access to a trained workforce (\$400,000)**
 - Energy Efficiency Workforce Intermediary

CRIBB Retrofit Steering Committee Support

Team: Olson, EE Project Coordinator

Description: Provides staff support to CRIBB 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.

Products and Key Dates: Incorporate CMAP into CRIBB Retrofit Steering Committee; solicit policy guidance on key CRIBB decisions; participate in ongoing monthly meetings.

3rd Quarter Progress:

- Continued consultation with Committee members in RFP development, proposal review, and sub-recipient selection.
- Provided Committee with monthly program updates and sought strategic Committee guidance on potential decision points.

4th Quarter Objectives:

- Attend monthly steering committee meetings
- Provide monthly CRIBB progress reports to steering committee members
- Include steering committee members in RFP development, including draft proposal review and sub-recipient proposal review / selection.
- Involve steering committee with planning and decisions related to the June 1st launch of the CRIBB program.

CRIBB Program Development and Implementation

Team: Olson, EE Project Coordinator, Byrne, Dowdle, McGrath

Description: The majority of effort during the first year (FY11) of CRIBB involved strategic planning and competitive procurement activities (through RFP development, issuance, and bid selection) administered by CMAP. The CRIBB Retrofit Steering Committee provided strategic guidance in this process and helped set goals and objectives, define methods, create objective deliverables, and set milestones within the context of each specific procurement process. In October 2010, CMAP contracted with CNT Energy to serve as the implementation agency and continue program development, develop a comprehensive implementation plan, and facilitate oversight and reporting requirements of present and future sub-recipients of CRIBB grant funds.

In FY12, CRIBB is transitioning quickly from program development to full-scale implementation. The primary CRIBB initiatives include: increasing access to information, capital, and workforce. More information about the program as well as their associated program objectives can be found on our website: <http://www.cmap.illinois.gov/energy>.

Products and Key Dates: Customer segmentation/market research and brand adoption (in place by 6/2011), quarterly retrofit and spending targets associated with financing programs (ongoing, through FY12), functional workforce intermediary (ongoing, launch by 7/2011)

3rd Quarter Progress:

- Selected and contracted with Efficiency 2.0 to develop and implement the CRIBB Information System.
- Selected and contracted with the Village of Oak Park to administer \$50,000 to retrofit the

Multi-Unit Retrofit Improvement Loan Program.

- Selected the City of Chicago to administer \$745,000 to retrofit the Multi-Unit Retrofit Improvement Loan Program. Contract in negotiation.
- Selected and contracted with Community Investment Corporation (CIC) to administer the \$1.5 million Multi-Unit Loan Loss Reserve program, also known as **Energy Savers**.
- Developed and released RFP in coordination with project partners and steering committee, and selected AFC First to administer the \$22 million (\$2 million provided by CRIBB) Residential Retrofit Fund. Contract in negotiation.
- Developed and released the Commercial/Industrial Loan Loss Reserve RFP in coordination with project partners and steering committee.
- Developed and released the Workforce Intermediary RFP in coordination with project partners and steering committee.
- Engaged with Fleischman Hillard to develop the CRIBB Communications Strategy and began work. Preliminary market research/customer segmentation surveys and branding strategies completed.
- Engaged with the Metropolitan Planning Council to determine scope, timeline, and deliverables for the Employer-Assisted Housing Retrofit (EAHR) Program and begin work. Final contract in negotiation.
- Attended the BetterBuildings Initiative quarterly workshop in Los Angeles, CA from February 1-3, and participated in various peer groups and information sessions relevant to the CRIBB program.
- Hosted DOE staff for two-day onsite meeting at CMAP, including Energy Savers site visits, from March 17-18 to discuss program progress and strategy for upcoming year.

4th Quarter Objectives:

- Plan and coordinate launch of the CRIBB program, currently set for June 1, 2011.
- Develop and release the web-based, Building Energy Tool RFP in coordination with project partners and steering committee.
- Develop and release the Energy Efficiency Rating Incentive Financing RFP in coordination with project partners and steering committee.
- Develop and release the Community-Based Outreach Strategy RFP for six-target communities in the Chicago region in coordination with project partners and steering committee.
- Work with Efficiency 2.0 to develop and implement the CRIBB Information System in preparation for CRIBB launch.
- Work with the Village of Oak Park to identify and begin retrofit work tied to the \$50,000 awarded through the Multi-Unit Retrofit Improvement Loan Program.
- Sign contract with the City of Chicago to administer \$745,000 in retrofit work through the Multi-Unit Retrofit Improvement Loan Program.
- Work with the Community Investment Corporation (CIC) to begin retrofit work with the \$1.5 million Multi-Unit Loan Loss Reserve (Energy Savers) program.
- Work with AFC First to develop and implement the \$22 million (\$2 million provided by CRIBB) Residential Retrofit Fund.

- Select the winning bid(s) for the Commercial/Industrial Loan Loss Reserve RFP in coordination with project partners and steering committee. Begin program development and implementation.
- Select the winning bid for the Workforce Intermediary RFP in coordination with project partners and steering committee. Begin program development and implementation.
- Engage with Fleischman Hillard to finalize market research/customer segmentation research and CRIBB branding effort in preparation for CRIBB launch.
- Work with the Metropolitan Planning Council to finalize scope, timeline, and deliverables for the Employer-Assisted Housing Retrofit (EAHR) Program, sign contract, and begin work.

CRIBB Program Management

Team: Olson, EE Project Coordinator, Byrne, Dowdle, McGrath

Description: CMAP serves as the lead agency managing the CRIBB 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, development of project selection criteria for high impact marketing efforts, participation in the Retrofit Steering Committee and CNT Energy, and compliance with all federal regulations in accordance with the ARRA EECBG program. With the hiring of CNT Energy as the implementation agency, many of the above tasks will be the agency's responsibility and/or automated through computer-based procedures over the coming year, with the CMAP Project Manager having final responsibility for review and submission to DOE.

The implementation plan developed by CNT Energy in FY11 will continue to be followed and updated throughout FY12. CNT Energy will also be responsible for daily management of CRIBB 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: finalizing 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.

Products and Key Dates: CRIBB Program Hard Launch; including Information System and Brand release, multiple finance programs in place and open for business (6/2011); ARRA and DOE monthly (retrofit count) and quarterly (detailed financial and job reports) reporting due (7/2011, 10/2011, 1/2012, 4/2012); Sub-recipient site visits (twice yearly)

3rd Quarter Progress:

- Continued development of an automated reporting system to comply with all ARRA and DOE reporting requirements in future quarters.
- Developed reporting mechanisms, sub-recipient agreements, accounting standards, and grant compliance standards

- Developed and released Energy Efficiency Project Coordinator job description and began recruitment process, including interviews.
- Completed all quarterly and monthly ARRA and DOE reporting requirements.

4th Quarter Objectives:

- Complete all quarterly and monthly ARRA and DOE reporting requirements.
- Continue development and implementation of an automated reporting system to comply with all ARRA and DOE reporting requirements in future quarters.
- Work with DOE, CNT and Shaw Group (through CNT's implementation contract) to understand and educate sub-grantees on reporting requirements for both ARRA and DOE.
- Hire for Energy Efficiency Project Coordinator position.

CRIBB Program Evaluation

Team: Olson, EE Project Coordinator, Dowdle

Description: CRIBB will regularly evaluate program progress in coordination with CNT Energy and the CRIBB Retrofit Steering Committee. Evaluation will examine project impact in the region on a regular basis. The objective of the CRIBB evaluation plan will be to document:

- Number of customers assisted by the information center.
- Number of audits conducted to measure pre and post-retrofit energy consumption, including by sector.
- Total retrofits in process and completed, and financing tools utilized, in total and by sector.
- Total number of workers trained and number of workers employed.
- Total amount of contractors engaged in the Workforce Intermediary

During FY12, 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; 2012), progress reports from CNT Energy to CMAP and CRIBB Retrofit Steering Committee (quarterly).

3rd Quarter Progress:

- Continued work with CNT Energy and DOE on data collection, monitoring and evaluation needs, and worked to incorporate these into the automated tool concurrently in development.
- In cooperation with CNT Energy/Shaw Group, assessed and worked with DOE to understand and refine their data collection, monitoring and evaluation needs.
- Completed all quarterly and monthly ARRA and DOE reporting requirements.

4th Quarter Objectives:

- Complete all quarterly and monthly ARRA and DOE reporting requirements.
- Begin tracking completed audits and retrofits through programs that are available through CRIBB.
- Begin tracking customers assisted through CRIBB Information System and CRIBB Customer Call Center.

WATER RESOURCE PLANNING

Program Oversight: Tim Loftus

This program covers the agency's areawide water quality planning activities as directed by the Clean Water Act and CMAP's role as the Areawide Water Quality Planning agency and regional water supply planning activities initiated by Executive Order 2006-1. The *Areawide Water Quality Plan* is amended by incorporating new watershed plans that achieve regional criteria and widespread endorsement, and by analyzing and making recommendations on proposed amendments to facility planning areas. Additional work involves providing technical assistance and project oversight to various USEPA and IEPA grant programs and participating in various stakeholder groups throughout northeastern Illinois. Regional water supply planning follows through on the state and regional investment in planning for a growing population faced with constrained water supplies. Support for implementation of *Water 2050: Northeastern Illinois Regional Water Supply/Demand Plan* aims to avoid water demand and supply imbalances within the region. Both plans serve as functional elements of the regional comprehensive plan, *GO TO 2040*.

Water Quality Management Planning: Facilities Planning Area (FPA) Process

Project Manager: Dawn Thompson

Team: Elberts, Loftus

Description: FPA 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 designated water-quality planning agency for the seven-county region, with responsibility for reviewing wastewater permits and facility plans 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 conducts reviews of requested changes to the plan's current water-treatment boundaries and makes recommendations to the Illinois EPA, which maintains 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; outreach/education presentations to regional stakeholders (e.g. COGs, counties, ecosystem partnerships).

3rd Quarter Progress:

- Drafted an additional needs letter and public notice for the Village of Wadsworth's FPA amendment application. Also reviewed the application and provided a signoff letter.
- Worked with the Village of Bull Valley and the City of Wilmington to correct their FPA boundary maps.
- Guided Village of Grayslake staff through the FPA application process. The Village will submit an amendment application to include 400 acres of land into its FPA at some future date.

- Provided possible amendments to the Water Quality Management Plan Process and Procedures Booklet and the amendment application. Suggested revisions were discussed with Tim Loftus and Megan Elberts.
- Met with CMAP staff, CMAP's attorney, and the Wastewater Committee's Chairwoman on a number of different occasions to discuss issues related to IEPA's decision to amend the current FPA process. A position statement was developed by CMAP and given unanimous consensus by the Wastewater Committee.
- Worked with Openlands to map out the legal pathway the IEPA will need to follow to amend the FPA process.
- Determined, with assistance, which subcontractors would be retained to provide Water Resource Engineering Technical Support for the FPA project.
- Interviewed with the McHenry County Conservation District on a variety of water resources issues including wastewater planning. Highlighted key recommendations from Go To 2040 and Water 2050.
- Provided ideas, links and information for the water newsletter.
- Reviewed and approved invoices for the project.
- Participated in an IEPA webcast that highlighted emerging issues of nutrient enrichment leading to harmful algal blooms in lakes. The webcast explained the connection between nutrients and harmful algal blooms. WWTPs often contribute to nutrient enrichment in streams.

4th Quarter Objectives:

- To develop necessary documentation for FPA amendment requests including reviews, additional needs letters, maps, and technical support as needed.
- To develop meeting materials for upcoming Wastewater Committee meetings.
- To continue the process of reviewing FPA Review Criteria, the WQMP Amendment Application, and the FPA Procedures Booklet for purposes of updating and revision.
- To work with Staff, in consultation with others, to develop a more nuanced understanding of CMAP's Areawide Planning obligations and opportunities in light of recent changes in thinking at IEPA.
- To meet with IEPA representatives to discuss both CMAP and the Wastewater Committee's position on IEPA's proposed changes to the FPA process.

Fox River Basin Watershed Planning

Project Manager: Tim Loftus

Team: Ahmed, Elam, Elberts, Hudson, Talbot, Thompson

Description: Four new watershed planning processes for 1) Blackberry Creek, 2) Ferson-Otter Creek, 3) Silver Creek, and 4) Sleepy Hollow Creek will launch and provide forums for integrated water resource planning discussions. In addition to addressing the minimum components of a watershed-based plan as outlined by USEPA, new plans will consider lakes management and newer regional criteria that includes groundwater protection, projecting a 'vision' for the watershed, setting target pollution-load reductions for the watershed, and

assessing municipal/county ordinances using the Water Quality Score Card developed by the US EPA. Planning processes will feature local leads (i.e. a local stakeholder with watershed-wide legitimacy) to co-facilitate planning and provide a local voice for stakeholder meeting(s) organization, additional water quality monitoring, and coordination with both the Fox River Study Group, Fox River Ecosystem Partnership (FREP), and Illinois State Water Survey.

Products and Key Dates: Near-monthly stakeholder meetings; quarterly progress reports due to Illinois EPA; pollutant-load model output, outreach products including some that are specific to each watershed; upgraded FREP website for Fox River subwatersheds; water-quality data; and resource inventories and draft introductory chapters for four watershed plans.

3rd Quarter Progress:

Stakeholder meetings were conducted monthly in all watersheds. Drafts of the first brochures were approved by IEPA as well as the MS-PowerPoint presentations. These outreach products were developed by the local watershed coordinators with considerable CMAP staff input. Resource inventories were compiled and draft introductory chapters written and submitted to stakeholders. Posters were developed for the Lower Fox River watersheds, submitted to IEPA and approved. IEPA approved CMAP development of one watershed plan for both Sleepy Hollow and Silver Creek watersheds. Staff (Elberts) received training on the HSPF model from Illinois State Water Survey and is beginning to generate output. Staff (Elam) is providing internal technical support and additional model output.

4th Quarter Objectives:

Stakeholder meetings will be conducted each month. Draft resource inventory and water quality / model results chapters will be written and shared with stakeholders. A draft Lower Fox River poster will be developed and submitted to IEPA as well as the second brochure from both Upper and Lower Fox watersheds.

Volunteer Lake Monitoring Program (VLMP)

Project Manager: Holly Hudson

Description: Coordinate Illinois EPA's VLMP for the seven county region (excluding Lake County), including over 50 volunteers at approximately 40 lakes. Provide 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 2010); lake maps and monitoring site coordinates for new lakes in the program (October 2010); 2010 monitoring data QA/QC and editing in Illinois EPA's lakes database (December 2010); assistance with annual report preparation (as requested by Illinois EPA); distribution of Secchi monitoring forms to continuing volunteers (April 2011); volunteer training (May 2011); and follow up visits (as needed).

3rd Quarter Progress:

Project administration, coordination, and management:

- reviewed and approved the VLMP portion of the monthly Water Quality Management Planning project invoices to Illinois EPA prepared by CMAP's accounting group;
- updated my invoice tracking spreadsheet;
- prepared monthly progress reports for CMAP and a 2nd quarter FY11 progress report for CMAP and Illinois EPA;
- replied to the Statewide Coordinator at Illinois EPA with an estimate for the number of new Secchi disks that may be needed for new volunteers in NE Illinois;
- provided change of address information from a current Lake County volunteer who contacted me to the VLMP Coordinators at Lake Co. Health Department and Illinois EPA;
- talked with a potential new volunteer who lives on the Fox Chain O'Lakes, and provided his contact information to the VLMP Coordinator at Lake Co. Health Dept. and vice-versa;
- reviewed a draft 2011 VLMP registration form and provided comments to the Statewide VLMP Coordinator at Illinois EPA;
- updated my 2010 VLMP participation spreadsheet;
- determined milestone awards earned by 2010 volunteers and provided a list to the Statewide VLMP Coordinator at Illinois EPA;
- reviewed the draft agenda for the VLMP Coordinators conference call and provided a list of additional topics to cover to the Statewide and other Regional Coordinators;
- participated in the VLMP Coordinators "2011 season planning" conference call on Feb. 24th;
- discussed the VLMP budget with CMAP's Tim Loftus and participated in a VLMP budget conference call with Tim and two Illinois EPA Lakes Unit staff on Feb. 24th, then had further discussion with Illinois EPA's Gregg Good and Lakes Unit staff while at the ILMA conference in early March;
- attended the Illinois Lake Management Association (ILMA) annual conference and VLMP session in Peoria on March 2-4;
- followed up with Illinois EPA regarding recognition of the volunteer monitors at Silver Lake/McHenry Co. who have been participants since the inception of the VLMP in 1981;
- began receiving completed 2011 registrations from the Statewide VLMP Coordinator at Illinois EPA;
- began to follow up with 2010 volunteers who had not yet sent in a registration form for the 2011 season;
- called back potential new volunteers with the Fox Valley Park District and Illinois DNR and provided VLMP information and 2011 registration forms;
- reviewed the new color chart lay out prepared by the Southern Illinois VLMP Coordinator and provided comments on adding a dark brown color "chip" (I scanned a 1997 color chart that had this dark brown chip and e-mailed it to him) and extending each of the color chips to the outer edge of the chart to facilitate in-lake comparison over the white part of the Secchi disk.
-

Data management:

- again contacted a few volunteers who are known to have monitored but have not mailed in their Secchi Monitoring Forms yet.

Technical assistance:

- upon request from Illinois EPA toward updating their map and monitoring site database files, provided VLMP site location maps for Skokie Lagoons/Cook Co. and Meadow Lake/DuPage Co., and worked toward identifying lakes within the Village of South Barrington;
- worked with Cathy McGlynn of the Northeast Illinois Invasive Plant Partnership on a grant application to the North Central Region Integrated Pest Management Center (NCRIPMC) regarding how the VLMP might be able to participate in the outreach and education portion of a state hydrilla management plan that would be developed under this grant, and facilitated discussion between her and Gregg Good at Illinois EPA;
- asked Illinois EPA to create a map showing the location of all the 2010 VLMP lakes statewide, and another map showing the location of all the lakes (in their database) within the state, for use by the Statewide VLMP Coordinator at the VLMP session at the Illinois Lake Management Association conference and in the NCRIPMC grant application;
- discussed curly-leaf pondweed (*Potamogeton crispus*) management options with a volunteer, updated my list of firms that provide lake and pond management services, and provided this list to the volunteer.

Volunteer Training:

- discussed with the City of Crystal Lake's Deputy City Manager what would be involved in the training session and ongoing monitoring of the Vulcan Lakes in the City's Three Oaks Recreation Area, and whether the volunteer monitor could use the rental boats there free of charge while monitoring;
- wrote detailed instructions on how to take under-ice dissolved oxygen/temperature profile readings, associated ice and snow thickness measurements, and other wintertime lake condition notes, and provided these to the volunteer monitor at Wonder Lake/McHenry Co.

4th Quarter Objectives:

Determine Tier 2 and special project/Tier 3 lakes; conduct QA/QC review of 2010 data if/when provided by IEPA; provide technical assistance to volunteers as requested; meet with the Statewide and Lake Co. VLMP Coordinators on April 27th to receive this year's supply of monitoring forms and sample bottles, and to lead the Coordinator QA/QC session; mail this season's supply of Secchi Monitoring Forms to continuing volunteers; schedule and conduct new Tier 1 (Secchi) and Tier 2 and 3 (water sampling) volunteer training during May.

ARRA Watershed Project Assistance

Project Manager: Jesse Elam

Team: Loftus

Description: Using funding from Illinois EPA under Clean Water Act Section 604(b), as authorized by the American Recovery and Reinvestment Act of 2009, CMAP is providing assistance for four watershed planning or monitoring projects in northeastern Illinois: (1) watershed planning in Hickory Creek, (2) watershed planning in the Lower DuPage River, (3) monitoring in the Fox River, conducted by the Fox River Study Group, and (4) monitoring on the Kishwaukee River, carried out by a consultant to CMAP. Almost all of the funding passes through to other organizations. CMAP's responsibilities include guiding plan development by advising the project teams, helping develop consultant scopes of work, attending stakeholder meetings, reviewing plan documents, and administering the grant.

Products and Key Dates: Quarterly Progress Reports due to the Illinois EPA; two watershed plans due June 1, 2011.

3rd Quarter Progress:

- Hickory Creek: Completed draft watershed plan and submitted to IEPA.
- Lower DuPage: Three stakeholder meetings were held, and a draft watershed plan was completed and submitted to both IEPA and CMAP. Staff reviewed the plan and together with IEPA feedback, met with TCF to discuss necessary revisions.
- Kishwaukee monitoring: storm and regular monthly samples, drain tile flow, surface flow, and wastewater effluent samples were collected on eight dates and analyzed.
- Fox monitoring: routine samples were collected and analyzed.

4th Quarter Objectives:

- Watershed plans: complete final-draft plans and send to Illinois EPA
- Monitoring projects: complete data collection and write final reports.

Maple Lake Phase 2 Rehabilitation and Protection Program

Project Manager: Holly Hudson

Team: Elberts

Description: Technical advisor to the Forest Preserve District of Cook County for an Illinois Clean Lakes Program Phase 2 rehabilitation and protection project at Maple Lake.

Products and Key Dates: Quarterly progress reports due to FPD of Cook County (cc: Illinois EPA); nuisance aquatic plant management plan (August 2010); technical assistance regarding nearshore sediment removal project and nuisance aquatic plant management plan implementation (ongoing as needed); water quality monitoring (monthly); data management (ongoing).

3rd Quarter Progress:

- prepared monthly and 2nd quarter FY11 progress reports for CMAP, and a 2nd quarter FY11 progress report for the Forest Preserve District of Cook Co. (District);

- reviewed and approved the 2nd quarter FY11 invoice to the District prepared by CMAP's accounting group;
- conducted maintenance and calibration testing of two multiparameter meters in preparation for January lake monitoring;
- prepared detailed alternative nuisance aquatic plant management scenarios and associated cost estimates, which included literature review and discussion with specialists in the field, met with District Fisheries staff, and agreed to an approach for controlling the curly-leaf pondweed, Eurasian water milfoil, and hybrid water milfoil this spring;
- talked with Illinois EPA Permit staff regarding the status of the NPDES “pesticide discharge” permitting rules and the state's Notice of Intent forms and process;
- provided to Illinois EPA a list of the lab sheets needed for Maple Lake this year;
- prepared for and conducted under-ice water sampling and in-situ measurements at Sites 1 and 2 at Maple Lake on January 24th with the assistance of District Fisheries staff, and shipped the samples to Illinois EPA's Springfield lab.

Note: due to unsafe ice conditions from mid-February through mid-March, followed by wet turf conditions throughout the latter half of March that prevented the Fisheries staff from launching their boat, water sampling was not able to be conducted in February or March.

-

4th Quarter Objectives:

Conduct water sampling monthly; order additional samples bottles and other necessary monitoring supplies from Illinois EPA; meet with District Fisheries staff and their land management contractor to discuss timing, application equipment, and related logistics for this year's nuisance aquatic plant management program; determine the best timing and related logistics for District staff to conduct a crayfish survey this year.

Fox River Watershed Restoration and Education (Phase 4)

Project Manager: Dawn Thompson

Team: Elberts, Hudson

Description: Serve as the grant administrator and technical advisor through a Clean Water Act Section 319 Nonpoint Source Pollution Control Program grant from Illinois EPA for four implementation projects within the Fox River watershed.

The four projects are as follows:

- Village of Streamwood: The Village is stabilizing an eroding streambank of the South Branch of Poplar Creek located between the Streamwood Oaks Golf Course and Whispering Drive in Streamwood.
- Dundee Township: The township is conducting reclamation and restoration of a 160-acre site on Jelkes Creek, a tributary of the Fox River.
- Village of West Dundee: The village is constructing two bioretention facilities near the Fox River in northeastern Kane County.

- St. Charles Park District: The park district is implementing streambank and streambed stabilization on Norris Woods Creek, a tributary of the Fox River, located in the Norris Woods Nature Preserve.

Products and Key Dates: Quarterly Progress Reports due to the Illinois EPA; Draft Operation and Maintenance Plan – February 1, 2011

3rd Quarter Progress:

- Reviewed, provided comments and forwarded the following to the IEPA: St. Charles educational signage and O & M plan; Dundee Township's Jelke Creek educational brochure and signage; and the first draft of the final report for the Fox River Des Plaines Project and Streamwood's draft final report.
- Developed a quarterly report for the project and forwarded this to IEPA.
- Attended the American Public Works award luncheon where the Village of Wheeling received an environmental project of the year award for its Buffalo Creek stabilization project. CMAP (this project was part of the 06' 319 grant cycle)
- Reviewed and approved invoices for the grant.
- Worked with the St. Charles Park District who finally received its Corps of Engineer's permit to move forward with work on the project. This included revising deliverable dates for project activities. The dates were approved by the IEPA.

4th Quarter Objectives:

- To review, provide comments, and approval submittals from 319 subgrantees.
- To complete a progress report summarizing CMAP's activities and 319 subgrantee's activities for the IEPA.
- To modify the 319 budget if necessary.

Regional Water Supply Planning/*Water 2050* Implementation

Project Manager: Tim Loftus

Team: Ahmed, Elberts, Schneemann, Talbot, Thompson

Description: Having established a leadership role over the past four years in water supply planning, CMAP has a vested interest in ensuring that regional activity remains at a productive level. *Water 2050* features over 50 recommendations aimed at CMAP for implementation. Project activity will seize CMAP's opportunities to implement plan recommendations while supporting several of *GO TO 2040* recommendations at the same time. CMAP will also serve as the regional conservation coordinator to support county government and public water suppliers as they move to implement recommendations designed for them. Additionally, the diverse needs associated with maintaining water demand/supply balance require an active forum for discussion and iterative planning. CMAP will facilitate these discussions, track plan implementation progress, and prepare for an updated plan in 2015.

Products and Key Dates:

- As the regional conservation coordinator, provide introductory technical support on water conservation tracking tool to public water suppliers.
- Engage the region's 300 plus public water suppliers to communicate the opportunities and benefits of water conservation and efficiency.
- Support existing conservation efforts in the region and be informed about related initiatives at all levels.
- Conduct quarterly forums to engage the region's decision makers and other stakeholders on issues of importance to regional water supply planning and management. Forums will be held in September, December, March, and June .
- Presentations, participation on panels, etc. to promote *Water 2050*.

3rd Quarter Progress:

The second water resource forum was successfully held in January and titled, "The Problem with Water: Regional Flooding and Stormwater Management." A mix of speakers and moderators provided a provocative program for a diverse audience. Plans for the next forum, scheduled for May 6th , also got underway in addition to a fourth forum in June.

Several staff made numerous presentations throughout the region and state related to the promotion of *Water 2050* and CMAPs implementation efforts. A sample of presentations made include one given to the Chicagoland Chamber of Commerce, Environment Committee, one given to the Northwest Water Planning Alliance, Executive Committee, Northern Groundwater Protection Planning Region Committee in Belvidere, and three presentations given at WaterCon 2011 in Springfield.

Staff creates the bimonthly e-newsletter with the assistance of J. Reisinger and has continued to implement changes to the water resources webpages. Staff has also worked with communication staff for purposes of developing the *Water 2050* brand under which a new outreach/tech. assistance campaign can roll out in 2011. The new *Water 2050* logo emerged!

Staff (A. Talbot) continues to chair the Water Efficiency Committee of the Illinois Section AWWA and develop ties between the committee's mission and that of CMAP and *Water 2050*. A water/energy nexus survey, designed for public water suppliers, was developed and placed online (Survey Monkey). The survey is designed to better understand energy needs related to water treatment and delivery.

Work is also ongoing developing the technical assistance program with products for public water suppliers (e.g. bill inserts, one-page conservation-strategy descriptions). Notable accomplishments include working with IDNR, OWR, LMMS to secure their approval and logo placement on a bill insert that is designed for public water suppliers that have a permit for lake water. Staff also worked with Illinois American Water to obtain their approval and logo placement for a bill insert regarding lawn watering. A framework for developing a joint website with Illinois-Indiana Sea Grant and University of Illinois Extension, through our water resource economist, emerged and work began to construct the website. The website will be the primary means to communicate information regarding education, outreach, training, technical assistance, and program integration. In a related matter, collaboration with others is underway for purposes of pursuing a strategy to support ISNR compliance with the conservation program provisions of the Great Lakes Compact.

Our staff water-resource economist in leading implementation efforts related to a Great Lake Restoration Initiative grant worth \$674,993. Titled, “Healthy Landscapes, Healthy Lawns,” the 3-year grant will, among other goals, support *Water 2050*’s conservation and water quality protection agendas. A workshop was conducted to address water efficient and water quality protection oriented lawn maintenance. A full cost pricing advisory committee was established and draft white paper written. The primary purpose of the paper is to gain agreement on how best to frame the complex and multidisciplinary full cost of water issue. The paper will subsequently serve to inform an outreach program promoting adoption of full cost of water and wastewater pricing in NE IL.

Other technical assistance, not directly related to *Water 2050*, was carried out in a variety ways in support of municipalities and other forms of local government, ngo’s, and Illinois EPA.

Staff provided reviews of DuPage County Stormwater Division documents and served on the Lake County Stormwater Management Commission Technical Advisory Committee.

Staff (Loftus) attended the first NWPATechnical Advisory Committee meeting. The NWPATechnical Advisory Committee also sent Randy B. a formal request for CMAP (designated individual) support. Staff serves on three other advisory committees too.

Staff wrote two water related policy blogs; one have to do with the state revolving loan fund programs, and the other on ten newly approved Lake Michigan allocations set for 2015.

Staff involved themselves in following up with LTAP applicants that submitted water related proposals. Three have been chosen for additional qualification with work expected to commence next fiscal year.

4th Quarter Objectives:

Work will progress with ongoing promotion of *Water 2050* and support for implementation efforts throughout the region.

Outreach / Tech. Assistance products will evolve and find outlet in the nascent website. At least one new bill insert will emerge to complement the existing library of three.

Work will get underway with a new full cost pricing advisory committee.

Staff will work closely with the NWPATechnical Advisory Committee, attending their TAC meetings as requested. Staff has been invited to make several presentations during this quarter.

Staff will participate in MPC’s Community Building Initiative (CBI) that seeks to develop a needs assessment and set of recommendations to address water supply and demand-side management, wastewater treatment, stormwater management, green infrastructure, financial capacity, and public information for the Village of Lake Zurich. The project will officially commence in April and run through November.

Staff also sits on a number of advisory committees related to water resource issues that were either addressed in *Water 2050* or are important to the region. These include: the Great Lakes Commission, Envisioning a Chicago Area Waterway System for the 21st Century study the

Alliance for Water Efficiency's Industrial Water Reuse project funded by the Great Lakes Protection Fund and MPC's What's Our Water's Worth?.

Staff serves on the Lake County Stormwater Management Commission's Technical Advisory Committee which meets monthly.

While not an advisory committee per se, staff (Talbot) also chairs the Water Efficiency Committee of the Illinois Section American Water Works Association and serves as Illinois Section President (Loftus) of the American Water Resources Association. Regarding the latter, a first officers meeting is scheduled in April. Staff will also provide review comments to DuPage County 'watershed plan' amendments as necessary.

The third water-resource forum, titled, "Groundwater Protection: Science, Planning, and Action" will be held on May 6th and cohosted with The Delta Institute. A fourth forum, tentatively scheduled for June, is under development. Staff will continue to coordinate with Government Affairs staff to provide input on federal and state legislative initiatives that are relevant to regional water resource issues.

FINANCE AND ADMINISTRATION

Program Oversight: Dolores Dowdle

This program provides for the design, implementation and management of finance 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). Systems and procedures will be implemented to comply with the new Department of Energy grant. The costs for administration are distributed to the projects based on a percentage of direct personnel costs. The projected indirect cost for FY 2010 is 36.29% and for FY 2011 is 40.73%.

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 preparation of documents for the annual audit of the financial records and working with the outside audit firm.

Resources: IFAS financial software system

Products: Issuance of payroll and vendor checks; monthly expenditure reports; monthly revenue reports; monthly reimbursement requests of funders; annual financial statement.

3rd Quarter Progress:

From January through March 43 budget adjustments were processed, reviewed and approved.

Forty-one related changes made to the various keys as part of the mid-year revised budget presented to the Executive Committee in January. The other two were to establish the HUD Sustainable Communities Grant and to set up an In-Kind budget for the DOE Retrofit Ramp-up Grant.

We have processed 11 payrolls, 6 regular and 5 special in the 3rd quarter. The Federal 941 withholding reports and the IL 941 withholding reports were filled during the 1st week of the following quarter. This are reports required showing total payroll amounts and reporting total taxes paid during the quarter.

Accounts payable are processed throughout the week with payments usually made on Friday of each week. The table below presents the total number of invoices, checks, ACH payments and wire transfers processed along with total dollars expended each month. The wire transfer and total dollars include payroll and related payroll taxes. Wire transfer numbers are for payments of payroll taxes, IMRF payments, bank fees and payroll.

Month	Checks	ACH	INV	WT	Total Paid
Jan	66	35	205	14	\$1,476,634.22
Feb	67	38	192	13	\$1,353,325.76
March	76	50	270	15	\$2,931,901.06
3rd Qtr	209	123	667	42	\$5,761,861.04

Accounts receivable – billing invoices are processed at the beginning of each month to bill for the previous months activity. During the 3rd quarter we issued 59 invoices to the various granting agencies. These monthly invoices totaled \$5,599,199 for the three months in the quarter. As of the end of March we had not received payment on the three March invoices related to the IEPA Water Quality, VLMP and Special Projects grant and the March billing to the Metropolitan Mayors Caucus.

Journal entries are required for all activity that is not directly reported in IFAS through the Accounts Payable and Cash Receipts modules. These entries are basically done for IMRF, payroll taxes – federal and state, money transfers between our bank accounts, bank fees, to make corrections to previous charges ie., change object codes and to move postage and printing charges from overhead into grants based on actual usage, these total about 25 entries a month. In the 3rd quarter we processed 88 journal entries totaling approximately \$7.3 million dollars.

Bank reconciliations were performed on a monthly basis with all cancelled checks cleared in the IFAS system. The bank reconciliations were usually completed within the 1st week of the month now that we can obtain the statements on line. Outstanding checks are monitored and through the March reconciliation we only had 10 outstanding checks, 1 issued 2/11, with the remaining 9 issued in March.

4th Quarter Objectives:

File the required Federal and IL 941 reports. Reconcile W2 information to payroll spreadsheets as of the 1st quarter of the calendar year. Continue to process payables, receivables and bank reconciliations. Review grants, contracts and purchase order to prepare for the fiscal year end to make sure all costs related to this fiscal year get processed and charged to the correct grants. Review procedure documents needed by the outside auditors and update for any changes made during the past year. Start to prepare the needed documentation for the fiscal year end audit.

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.

Products: Annual CMAP budget (May); semiannual revisions of budget (January)

3rd Quarter Progress:

- UWP proposals for FY 12 completed and submitted to UWP committee
- Mid-year budget revisions prepared and submitted to Executive Committee for approval.
- FY 12 budget draft developed.

4th Quarter Objectives:

- Complete FY 12 budget for Board consideration
- Prepare full UWP proposals for IDOT action

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; oversee grants to CMAP.

3rd Quarter Progress:

In the third quarter of FY11:

1 new grant and 1 new grant amendment were negotiated, received and processed.

8 new contracts were written, negotiated and executed.

15 amendments to existing contracts were written and executed.

8 PAOs and 3 amendments to existing PAOs were written and executed.

10 RFPs and RFQ were developed, issued and received.

3 Pre-bid meetings were held.

17 interviews were conducted from the RFP submissions.

Met with DOE staff and consultant.

At the beginning of the quarter reviewed all open contracts for expiring agreements for next 6 months. Because so many agreements were executed in 2007 and 2008 as CMAP was first forming, many multiple year contracts are in the option phases and need amendments including: Fed. Gov. Relations; Audit; IS Consultant Services; as well as 6 different water related project consultants. Amendments were written for these agreements. Also amended were the two agreements with contractors for the server room phase two work adding time; the GO TO 2040 Production and Promotion agreement reducing time, scope and money; the Implementation Agency agreement for CRIBB reducing time, scope and money; the partnership agreement with the University for the water resource economist was amended for two more years; and an amendment was written to acknowledge a contractor company acquired by new firm through receivership. Also alerted the water resource team that 10 of their contracts expire this year, including some that are ARRA funded. All seem on target to complete on time.

Much time and effort was devoted in this quarter to procurements for the DOE grant. Extra negotiations were needed to finalize scope for the IS system with the vendor selected in

December. The first of the financial related contracts were written and executed in this quarter. Dolores took the lead in preparing the attachment with the financial agreement with all the financial recitals, covenants and other terms. One RFP issued in this quarter resulted in a non-selection. This RFP has been revised and reissued.

The phase two of the server room improvement was underway in this quarter. A General Contractor was selected and an UPS was selected through the RFP process. The project manager for these efforts was very responsive to the very tight timeframes involved in order to meet March Board approvals.

There is a new project manager for the Council of Mayors projects. Went over all of the open contracts with the councils, the work that is ongoing and provided information on responsibilities for managing the contracts.

All of the contracts and RFPs enumerated above require direct work with the project managers assigned to each procurement, but again, of note, was that there was special emphasis spent working with project managers who have had little procurement experience. Extra time was spent with 3 project managers in all their preparations.

4th Quarter Objectives:

Several pending procurements, mostly RFPs, are currently on hold with me in IFAS and at least 3 others are identified as occurring soon. Procurements for the DOE grant will continue to predominate. Updating the Council of Mayors contract template for FY 12 will begin right away. Prepare for move to new office and hopefully file all the paper accumulated in the first three quarters of this fiscal year.

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

3rd Quarter Progress:

Benefits

- Updated new benefit premium rates for 2011 in IFAS;
- Met with all new employees (eight) and provided an overview of CMAP's benefits enrolling them into elected benefit plans;
- Processed employee changes as needed;
- Reconciled benefit invoices monthly and processed payment through IFAS;
- Coordinated informational meetings with Principal and Mesirow financial consultants to provide an overview of Principal and expected timelines for changes. Completed smooth transition from ICMA to Principal.
- Coordinated "health week", the first of three wellness programs. There were 40 participants and we received very positive feedback.

EAP

- Informed that our current EAP provider is going out of business but an existing employee has started an EAP business and will be taking over their clients.

Ergonomics

- 12 staff consultations, evaluations and personal ergo chair adjustments.

FMLA

- Explained FMLA process to 10 employees possibly anticipating extended leave.

IFAS

- Processed all employee information through IFAS making appropriate changes, created new employee files and scanned paperwork into IFAS;
- Programmed necessary changes to IFAS to ensure proper functionality;
- Processed three promotions in IFAS;
- Changed account distributions in IFAS based on appropriate funding;
- Processed changes in IFAS affecting payroll, resolving problems as they occurred.

Immigration- Visas

- Monitored and facilitated appropriate action to ensure work Visas are in place and active for one existing employee.

Intern – School Programs

- Coordinated process and recruiting three students from various school programs for fellowships.

Peters Fellowship

- Coordinated process and hired the new Peters fellow, who will start in May.

Payroll

- Processed payroll on a bi-weekly basis inputting changes and resolving problems as necessary.

Performance Management

- Collected all six month evaluations for inclusion into personnel files.

Orientation for New Hires

- Coordinated and facilitated new hire orientation for eight new employees (seven full-time and one part-time) and two (guest staff and non-paid intern).

Recruitment

- Interviewed approximately 38 candidates for various positions and hired eight full-time employees (6 for Sustainable Communities, 1 TIP, 1 part-time) and three full-time fellows (Peters, NW and Communications. Discussed process with hiring manager/team; posted positions, distributed resumes; scheduled interviews and met with each candidate to provide an overview of CMAP.
- Completed all necessary paperwork to recruit new positions and completed the

applicant tracking process in IFAS for each position filled for each applicant interviewed.

- Verified references, extended offers and prepared offer letters.

Terminations/Exit Interviews

- Met with terminating employees and processed various, terminal paperwork for 3-full-time staff, 1 intern and 1 part-time employee.
- Performed exit interviews;
- Terminated staff in IFAS and processed final pays.

Training

- Submitted RFP for Presentation Skills. Received 11 proposals; evaluated them, and interviewed three highest scored firms. Selected TrainSmart to perform training.

Workers Compensation

- One claim with minimal follow up.

4rd Quarter Objectives:

- Currently working on the recruitment of four full-time positions (possibly two or three more) and 10 intern positions.
- Coordinate second “Wellness” program to start in May.
- Coordinate and facilitate process for Project Management training.
- Complete contract and schedule training for Presentation Skills.
- Review and possibly revise performance evaluation plan and documents.
- Research and recommend “management training” for staff to be held outside CMAP.

Administration

Project Managers: Dolores Dowdle, Doriene Preer

Team: Ambriz, Brown, Kelley, J. Krell, Silberhorn, Rivera

Description: Provide administrative support for CMAP

3rd Quarter Progress:

Facility /Office Management

- Monitored, ordered and stocked all 3 coffee areas; supply rooms and publications as needed;
- Set-up and maintained conference rooms as requested;
- Processed publication purchases and questions;
- Maintained facility aesthetics processing work orders as necessary;
- Recycled numerous dozens of boxes of unusable paper;
- Coordinated free electronics recycling periods with IT;
- Completed annual asset inventory cataloging;
- Updated emergency practices manual based on organizational changes;
- Clean and set-up work stations for moves and new employees.

Safety

- Planned emergency procedure drills with building personnel.
- Explained emergency procedures to new employees, interns and contractors.

Storage

- Moved all file cabinets from room and converted it to a classroom.
- Reorganized some of the storage to accommodate internal room changes.

4th Quarter Objectives:

- Complete re-organization of storage supply room sending more “water” documentation to off-site storage and re-organizing new storage space
- On-going administrative support for CMAP needs.

COMMUNICATIONS

Program Oversight: Tom Garritano

On-line and Print Publications Assistance

Project Manager: Tom Garritano

Team: Holub, Weiskind, Reisinger

Description: CMAP staff have an on-going need for help in preparing their materials for publication on the web and in print. This project is to provide that guidance in an efficient, timely manner. In FY 2010, many such staff-driven materials will be intended to facilitate implementation of the GO TO 2040 plan. To the greatest extent possible, this project team and the staff they assist should place particular emphasis on conveying concepts in a style that is understandable to a broad segment of CMAP stakeholders and the region as a whole. For more technical materials, clarity should also be a priority in trying to reach narrower intended audiences. Non-communications staff are responsible for giving staff dedicated to this project advance notice of required assistance, to ensure effective budgeting of resources that include time, printing, and web programming.

Products: Various electronic and print materials, as needed throughout FY 2011.

3rd Quarter Progress:

Deliverables completed for Quarter 3 included design of the Weissbourd economic analysis of GO TO 2040 (full version and stand-alone executive summary), with a press release to announce it. The communications group continued to help develop posters, postcards, and other content as needed, including a set of water supply "bill inserts." New content from GO TO 2040 was prepared for the three free-standing displays (in our lobby and the Cook/DuPage rooms). A new set of very visual PowerPoint slides were developed to help ensure consistent presentations by CMAP staff. Talks prepared with the executive director included the House Transportation and Infrastructure Committee field hearing, several GO TO 2040 roundtables hosted by MPC, the Rockford Metropolitan Agency for Planning, the Illinois Road and Transportation Builders Association, and the Transportation and Development Institute. For the web, a number of system improvements were made, including enhancements of the blogs, forms, and overall design to improve usability for staff and visitors to the site. The most dramatic improvement was development and launch on March 9 of the new Moving Forward webspace for content about implementing GO TO 2040 (see below). CMAP garnered extensive media coverage surrounding the Census 2010 redistricting data released in February.

Census

4th Quarter Objectives:

Print deliverables for Quarter 4 includes materials as needed for the LTA program and individual projects, including Water 2050. Continued emphasis on preparation of external talks. Media outreach will emphasize LTA projects, stressing partnership with the

communities and organizations involved.

Strategic Web Content Development

Project Manager: Tom Garritano

Team: Reisinger, Holub, 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 intended to prompt specific actions by regional decision makers and the stakeholders who influence them. This project is to develop, organize, and present that content for the new, consolidated CMAP Web site. In prior fiscal years, considerable CMAP staff effort in developing web content has gone toward posting materials for committee activities. This is an important activity that should continue, but the new Web site enables a higher level of strategic communications that should communicate and advocate for recommendations of the regional plan and for other CMAP priorities as they emerge. Selected non-communications staff will be responsible for “owning” a significant area of the new website, corresponding to his or her area of expertise. For each major topic area, that person will be assisted by communications staff and other staff to continually develop and maintain content that brings people to the CMAP website and promotes implementation of GO TO 2040.

Products: Short daily updates, longer monthly content. The schedule of products will range from one-paragraph web factoids to feature articles prepared with assistance of communications staff.

3rd Quarter Progress:

Web development in Quarter 3 emphasized creating a new Moving Forward section that has the same graphical and content standards as the GO TO 2040 area does, while enabling staff to present a dynamic view of how the plan is being implemented. This was achieved in close cooperation with the Planning Assistance and Policy Development staffs, in addition to the web and graphic consultants. A high priority was to build awareness of LTA program activities, including by working with the newly hired LTA staff to write descriptions of projects and best practices (for dissemination via the web). We

In conjunction with the launch, we posted our first new GO TO 2040 resident profile – of WTTW’s Geoffrey Baer – since the plan’s launch. We also developed and deployed new email “blast” design templates for the Weekly Update and other messages sent via Constant Contact. Staff continues to coordinate with the Trust to promote awareness of MetroPulse, including creation of Twitter and Facebook pages. Strong emphasis has continued on development of talking points and external presentations. We have continued to collaborate with other staff in development of infographics to support CMAP’s mission, including plan deployment. Working with consulting partners at Thirst, we have helped open an important avenue to help CMAP data staff generate visualizations using the Information Builder software that drives MetroPulse.

With CMAP data staff and external consultants, we have made progress in discussing how to

integrate embeddable content from MetroPulse. Communications staff continued to help Policy Development staff with content for the Policy Updates blog, which is updated twice weekly with staff research and analysis on timely and noteworthy issues. Content development and staff support has also continued for other CMAP updates (weekly, Soles & Spokes, Green Signals, Water 2050). We continue to emphasize driving users to our social media content (Facebook, Twitter, YouTube).

4th Quarter Objectives:

Web development in Quarter 4 will emphasize continued improvement of capabilities and content for the new Moving Forward section. Video content will include a summary of activities by LaGrange Park students who are studying GO TO 2040. Staff will continue to work toward incorporation of data and visualizations (e.g., from MetroPulse) in the main CMAP website.

