



Chicago Metropolitan  
Agency for Planning

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Chicago, IL 60606

[www.cmap.illinois.gov](http://www.cmap.illinois.gov)

# **Fiscal Year 2011 Comprehensive Budget**

# **CMAP Board Members**

## **Executive Committee**

Gerald Bennett, chair

Joe Deal, vice chair

Elliott Hartstein, vice chair

Al Larson, at-large member

Rae Rupp Srch, at-large member

Nigel Telman, at-large member

## **City of Chicago Appointments**

Frank Beal, executive director, Chicago Metropolis 2020

Joe Deal, director of external affairs, Office of the Mayor, City of Chicago

Raul Raymundo, chief executive officer, Resurrection Project

Nigel Telman, partner, Proskauer

Vacant

## **Cook County Appointments**

Alan Bennett, village trustee, Elmwood Park (Cook)

Gerald Bennett, mayor, Palos Hills (Southwest Cook)

Richard Reinbold, president, Village of Richton Park (South Cook)

Russell Hartigan, supervisor, Lyons Township (West Central Cook)

Al Larson, mayor, Schaumburg (Northwest Cook)

## **Collar County Appointments**

Roger Claar, mayor, Bolingbrook (Will)

Elliott Hartstein, mayor, Buffalo Grove (Lake)

Marilyn Michelini, mayor, Montgomery (Kane/Kendall)

Rae Rupp Srch, former mayor, Villa Park (DuPage)

Dan Shea, former McHenry County board member (McHenry)

## **Non-voting Members**

Ian Doughty, manager, Deloitte Consulting LLP (Governor's appointee)

Stephen Schlickman, executive director, Regional Transportation Authority (MPO Policy Committee)

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# SECTION 1: OVERVIEW

## Introduction

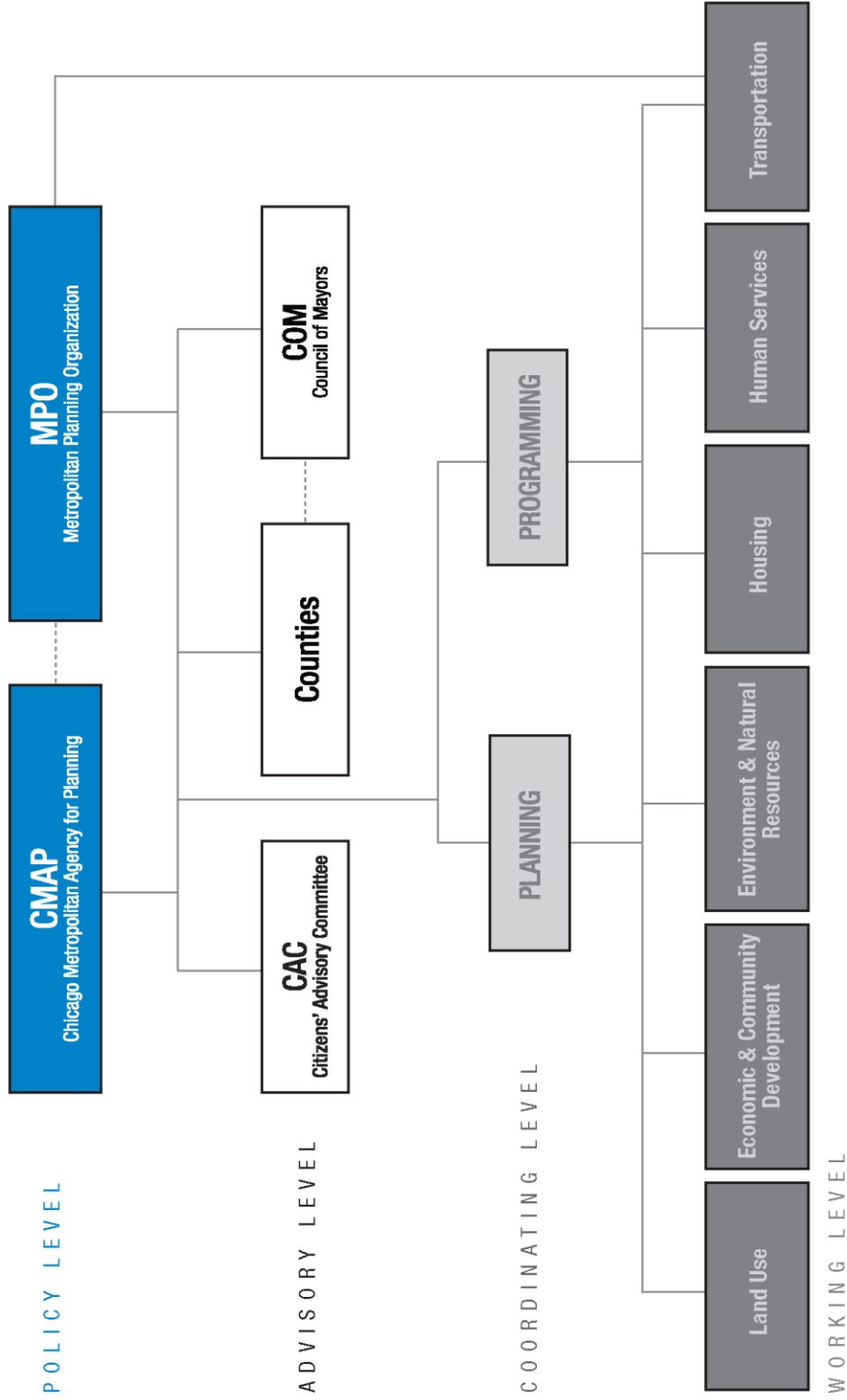
This document is the Chicago Metropolitan Agency for Planning (CMAP) comprehensive activity document for Fiscal Year 2011. The program budget reflects the agency's activities and outcomes for FY 2011. It is a detail of the projects, staff, products and key dates and anticipated contracts.

## About CMAP

Formed in 2005, CMAP integrates planning for land use and transportation in the seven counties of northeastern Illinois. The new organization combined the region's two previously separate transportation and land-use planning organizations -- Chicago Area Transportation Study (CATS) and the Northeastern Illinois Planning Commission (NIPC) -- into a single agency. On September 1, 2006, the CMAP Board issued a strategic report on the agency's vision, governance, and funding. Metropolitan Chicago will have over 2 million more residents and over 1 million more jobs by 2040, and in October 2010, CMAP is issuing the *GO TO 2040* planning campaign (the region's first truly comprehensive plan for land use and transportation) to develop and implement strategies for addressing this growth's serious implications on quality of life -- including transportation, housing, economic development, open space, the environment, and natural resources.

CMAP operates under authorizing legislation known as Public Act 095-0677. The CMAP Board's membership reflects the regional consensus that led to creation of CMAP, featuring balanced representation from across the counties of Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will. (The CMAP planning area also includes Aux Sable Township in Grundy County.) The board is chaired by Gerald Bennett, mayor of Palos Hills.

The agency committee structure is comprised of policy, advisory, coordinating, and working levels that play integral roles in these planning processes.



## Staff

The executive director for CMAP is Randall Blankenhorn. The FY 2011 budget reflects staffing that is reduced from 93.5 to 90.8 full-time positions in its operations budget. In April 2010 the U.S. Department of Energy announced a grant award to CMAP for the Chicago Region Retrofit Ramp-up (CR3). The CR3 will be a three-year program funded through the American Recovery and Reinvestment Act of 2009 (Recovery Act). Three additional full-time positions will be created for the CR3 program.

In addition, internships are provided in various areas of the organization. The intern programs are coordinated with the University of Illinois, University of Chicago, Northern Illinois University and Northwestern University. CMAP administers the Phillip D. Peters Fellowship program to provide high quality work and learning experiences in regional planning for the Chicago metropolitan area to well qualified graduate students in urban and regional planning and related fields.

A comprehensive classification structure has been developed for CMAP staff based on levels of responsibilities. Compensation for this structure is based on comparable market data and the Chicago-Gary-Kenosha Consumer Price Indexes (CPI). Employees are evaluated on an annual basis and may be eligible for merit increases.

A competitive benefits package is provided to the employees. The package includes a retirement program, Social Security, Medicare and health, dental and life insurances. Former state employees were offered the option to continue participation in the State Employees' Retirement System (SERS); all other eligible employees participate in the Illinois Municipal Retirement Fund (IMRF). In FY 2010 the benefits package was 40.54% of salary; in FY 2011 the amount increased to 42.42% of salary. The required CMAP retirement contribution to SERS changed from 28.377% to 30.253% and IMRF contribution for 2011 changed from 20.37% to 18.13%.

## Budget Overview

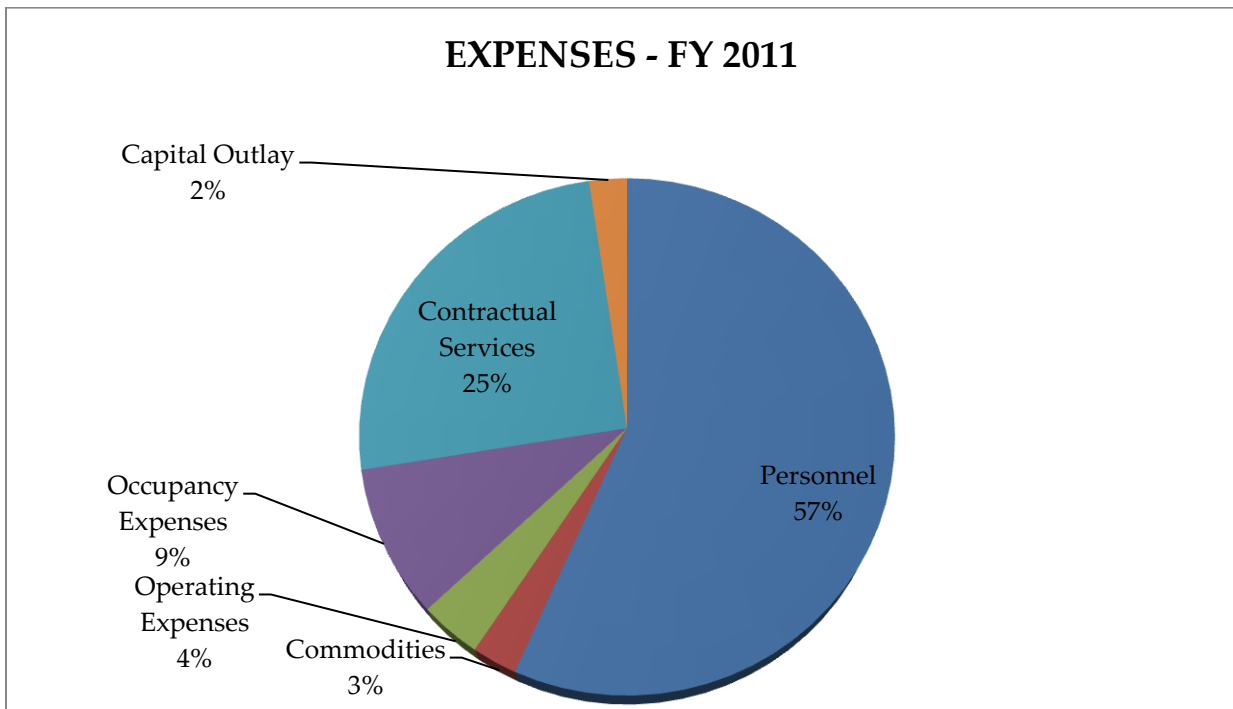
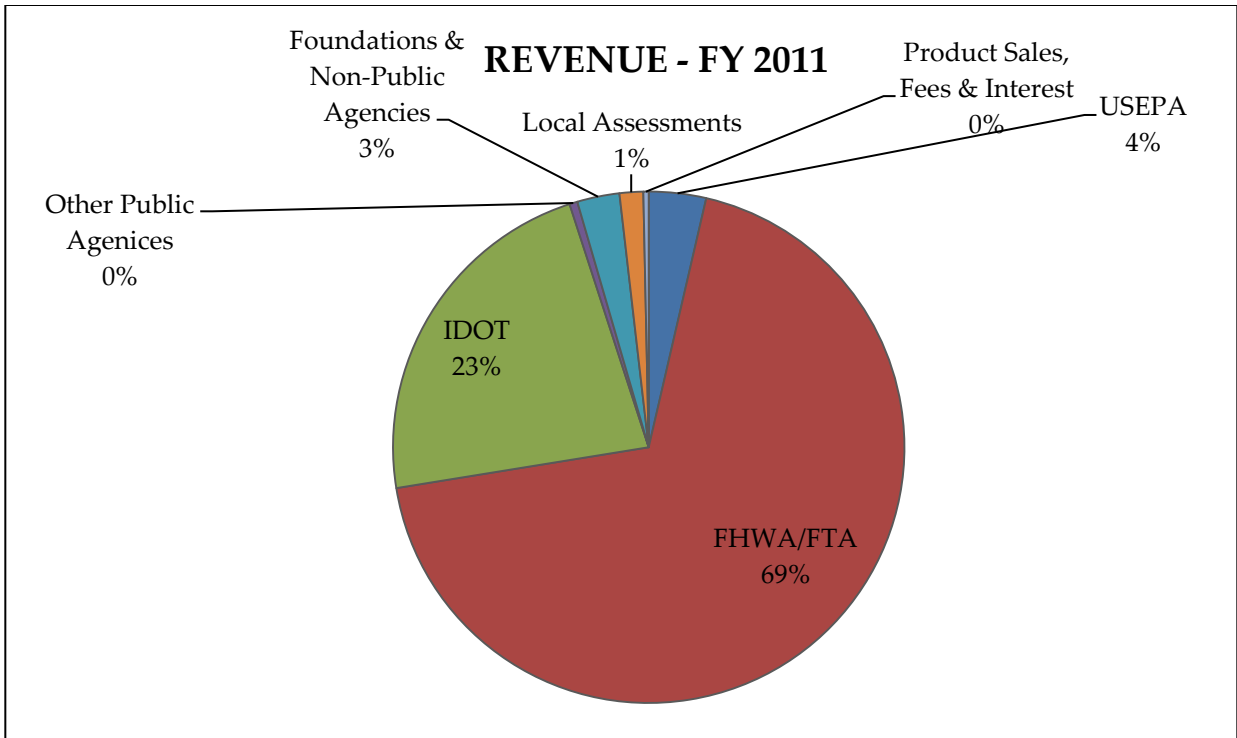
CMAP receives most of its funding from Federal and State grants. The following table summarizes the budgets for Actual FY 2009 (audited), Budgeted FY 2010 (adopted by Board in July 2009) and Proposed FY 2011 (anticipated adoption by Board in June 2010). A separate fund has been established for the recently received U.S. Department of Energy (DOE) grant for the Chicago Region Retrofit Ramp-up (CR3). CMAP is currently in negotiations with DOE on the final program and amount. A preliminary budget for CR3 is included in this document.

	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>
<b>OPERATIONS</b>			
<b>Revenues</b>			
Federal	9,001,089	13,387,744	12,114,972
State	3,460,627	3,021,392	3,770,377
Other Public Agencies	190,599	96,901	84,349
Foundations and Non-Public Agencies	762,800	549,053	447,491
Local Contributions	377,124	300,000	250,000
Product Sales, Fees & Interest	121,703	65,200	56,000
<b>Total Revenues</b>	<b>13,913,942</b>	<b>17,420,290</b>	<b>16,723,188</b>
<b>Expenditures</b>			
Personnel	8,238,634	9,304,981	9,324,816
Commodities	344,766	438,625	436,725
Operating Expenses	572,105	564,700	600,228
Occupancy Expenses	1,145,193	1,287,000	1,545,500
Contractual Services	2,595,745	4,392,393	4,249,520
Capital Outlay	233,722	240,000	385,000
Non-Operating Expenses	0	100,000	100,000
<b>Total Expenditures</b>	<b>13,130,165</b>	<b>16,327,699</b>	<b>16,641,789</b>
<b>NON-OPERATIONS (REVENUE AND EXPENDITURES)</b>			
Pass Through Grants	1,179,128	4,779,679	2,717,631

	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>
In-Kind Service	585,534	2,773,024	1,084,300
<b>OPERATIONS – RETROFIT RAMP-UP</b>			
<b>Revenues</b>			
Federal	0	0	9,458,804
<b>Expenditures</b>			
Personnel	0	0	357,804
Commodities	0	0	1,000
Operating Expenses	0	0	25,000
Contractual Services	0	0	9,055,000
Capital Outlay	0	0	20,000
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>9,458,804</b>

The following charts reflect the percentage of Operations revenue from each source and the expenditures from each category for FY 2011. The charts do not include the non-operations and CR3 program.





## SECTION 2: BUDGET COMPONENTS

### Revenue

The primary funding for CMAP is from the Unified Work Program (UWP) for transportation planning for northeastern Illinois programs with metropolitan planning funds from the Federal Transit Administration (FTA), the Federal Highway Administration (FHWA) and state and local sources. The revenues identified for the FY 2011 UWP (Unified Work Program) funds were approved by the UWP Committee, Transportation Committee, Policy Committee and CMAP Board. Public Act 095-0677 provides funding for regional comprehensive planning across the state, of which \$3.5 million is allocated to CMAP through the Comprehensive Regional Planning Fund (CRPF). The CRPF allocation is designated as the matching funds for the federal transportation dollars, as well as supporting other planning activities. It is anticipated that the CRPF will not be funded this year, however, the Governor's FY 2011 state budget and a commitment from IDOT does propose \$3.5 million in state transportation funds to support the matching funds and other planning activities.

The UWP funds are allocated for operating activities and for contractual services. IDOT requires the operating funds be expended during the fiscal year (the 2011 UWP funds are available from July 1, 2010 to June 30, 2011) and the contract funds be expended over a two year period (from July 1, 2010 to June 30, 2012). If the funds are not expended at the end of the time period, the funds revert to IDOT for distribution in future years for other UWP projects.

Revenue is received from U.S. Environmental Protection Agency (EPA), passed through the Illinois EPA (IEPA) for water quality management, watershed planning and other related projects. These funds are normally provided through multi-year grants. Funds not expended during the grant period revert to the funding agency.

The revenue from local assessments and the product sales, fees and interest are considered General Funds. The general funds are for activities which cannot be supported by the grants.

In April the U.S. Department of Energy announced a grant award to CMAP for the Chicago Region Retrofit Ramp-up (CR3). The CR3 program will be over a three-year period and the revenue will be received for the planned expenditures. It is anticipated the grant will be for \$25 million with revenue of approximately \$9 million in the first year and \$8 million each in the second and third year.

The following table reflects the revenue expected to be received in that fiscal year. Some of the revenue is received prior to expenditure; such as, the foundations normally transfer funds at the time of the award even though the expenditures could be in future fiscal years. Other expenditures are on a reimbursable program; such as the federal revenue is not received until the expenditure have been made. The majority of the revenue is from reimbursement grants.

The non-operations revenue is for those funds that are passed through to other organizations (primarily federal funds) and the in-kind match provided by those organizations. Examples would be the UWP Council of Mayors program and the IEPA watershed projects. These projects could also have an operations component, which supports CMAP staff and related cost.

	Actual	Adopted	Proposed
	FY 2009	FY 2010	FY 2011
<b>REVENUE</b>			
<b>OPERATIONS</b>			
<b>FEDERAL</b>			
<u>U.S. Environmental Protection Agency</u>			
IEPA Kishwaukee River	48,001	0	0
IEPA Sec 319 Fox/Des Plaines River, Phase III	42,152	53,263	0
IEPA Sec 319 Fox/Des Plaines River, Phase IV	21,722	56,463	68,586
IEPA, ARRA, Watershed Planning	0	223,286	25,250
USEPA Lake Michigan Watershed	4,019	17,094	0
IEPA (09) VLMP	37,229	75,205	0
IEPA (09) Water Quality Amendments	82,866	76,758	0
IEPA (10-11) Water Quality Mgt.	0	0	138,088
IEPA (10-11) VLMP	0	0	35,699
IEPA (10-11) Special Projects	0	0	337,314
<b>Total, US EPA</b>	<b>235,989</b>	<b>502,069</b>	<b>604,936</b>
<u>U.S. Department of Transportation</u>			
UWP - Operating	7,990,733	9,909,638	9,811,832
UWP - Contracts	757,091	2,736,720	1,629,936
FTA Midewin Project	17,276	239,317	68,267
<b>Total, US DOT</b>	<b>8,765,100</b>	<b>12,885,675</b>	<b>11,510,035</b>

	Actual	Adopted	Proposed
	FY 2009	FY 2010	FY 2011
<b>REVENUE</b>			
<b>Total, Federal</b>	<b>9,001,089</b>	<b>13,387,744</b>	<b>12,114,972</b>
<b>STATE</b>			
<u>Illinois Department of Transportation</u>			
Comprehensive Regional Planning Funds	3,395,000	0	0
IDOT	0	2,830,117	3,746,000
Local Data Collection	17,918	9,118	24,377
<b>Total, IDOT</b>	<b>3,412,918</b>	<b>2,839,235</b>	<b>3,770,377</b>
<u>Illinois Environmental Protection Agency</u>			
IEPA Watershed Plan & Monitoring	0	0	0
IEPA Volunteer Lake Monitoring Program	36,310	0	0
<b>Total, IEPA</b>	<b>36,310</b>	<b>0</b>	<b>0</b>
<u>Illinois Department of Natural Resources</u>			
IDNR Water Supply	0	182,157	0
IDNR Lake Biodiversity Pilot	11,399	0	0
<b>Total, IDNR</b>	<b>11,399</b>	<b>182,157</b>	<b>0</b>
<b>Total, State</b>	<b>3,460,627</b>	<b>3,021,392</b>	<b>3,770,377</b>
<b>OTHER PUBLIC AGENCIES</b>			
IIT	18,350	0	44,810
Cook County FPD - Maple Lake ICLP, Phase 2	9,609	62,401	39,538
Water Supply Various Governments	122,000	0	0
U of IL, Green Infrastructure	0	34,500	0
City of Chicago	0	-	0
Will County Watershed Plan	40,640	0	0
<b>Total, Other Public Agencies</b>	<b>190,599</b>	<b>96,901</b>	<b>84,349</b>
<b>FOUNDATIONS AND NON-PUBLIC AGENCIES</b>			

	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>
<b>REVENUE</b>			
MacArthur Foundation - Full Circle	200,000	57,753	0
Donnelley Foundation	9,300	0	0
Wood Funds of Chicago	4,000	0	0
Harris Bank	7,500	0	0
Chicago Community Trust	542,000	491,300	447,491
<b>Total Foundations and Non-Public Agencies</b>	<b>762,800</b>	<b>549,053</b>	<b>447,491</b>
<b>LOCAL ASSESSMENTS</b>	<b>377,124</b>	<b>300,000</b>	<b>250,000</b>
<b>PRODUCT SALES, FEES AND INTEREST</b>			
Publications Sales	4,321	2,000	1,000
ArcView Training	6,650	5,000	3,000
Interest Income	24,658	10,000	2,000
Facility Planning Area Fees	45,213	20,000	20,000
Conference and Sponsors	5,820	5,000	10,000
Miscellaneous	35,041	23,200	20,000
<b>Total, Product Sales, Fees and Interest</b>	<b>121,703</b>	<b>65,200</b>	<b>56,000</b>
<b>TOTAL REVENUES</b>	<b>13,913,942</b>	<b>17,420,290</b>	<b>16,723,188</b>
<b>NON-OPERATIONS</b>			
<b>PASS THROUGH</b>			
UWP Council of Mayors	878,543	1,211,131	1,211,131
UWP County Projects	0	636,828	400,000
USEPA Lake Michigan Watershed	29,147	57,895	0
IEPA Sec 319 Fox/Des Plaines River, Phase III	271,438	1,339,151	0
IEPA Sec 319 Fox/Des Plaines River, Phase IV	0	1,108,978	646,500
IEPA, ARRA, Watershed Planning	0	425,696	460,000
<b>Total, Pass Through</b>	<b>1,179,128</b>	<b>4,779,679</b>	<b>2,717,631</b>
<b>IN-KIND SERVICE</b>			

	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>
<b>REVENUE</b>			
UWP Council of Mayors	363,443	452,300	452,300
UWP County Projects	0	159,207	110,000
Lake Michigan Academy	10,533	18,481	0
IEPA Sec 319 Fox/Des Plaines River, Phase III	196,558	969,732	0
IEPA Sec 319 Fox/Des Plaines River, Phase IV	0	1,055,055	440,000
IEPA Sec. 429, Kishwaukee River Basin	15,000	0	0
IEPA, ARRA, Watershed Planning	0	118,249	82,000
<b>Total, In-Kind Service</b>	<b>585,534</b>	<b>2,773,024</b>	<b>1,084,300</b>
<b>OPERATIONS – ENERGY RETROFIT RAMP-UP</b>			
U.S. Department of Energy			
CR3	0	0	9,458,804

## Budget and Work Program

The following table reflects, line item by line item, the operations budget for FY 2011. This summary does not include the U.S. Department of Energy grant. A description of the line items is in the Appendix.

	Actual	Adopted	Proposed
	FY 2009	FY 2010	FY 2011
<b>SUMMARY: OPERATIONS - EXPENSES</b>			
<b>PERSONNEL</b>			
Salaries	6,033,944	6,478,199	6,427,924
Retirement	1,327,917	1,777,561	1,402,116
FICA			389,164
Medicare			93,205
Health	732,989	851,221	741,189
Dental			46,726
Vision			12,104
Life			32,388
Other Benefits			20,000
Interns	143,784	198,000	160,000
<b>Total, Personnel</b>	<b>8,238,634</b>	<b>9,304,981</b>	<b>9,324,816</b>
<b>Authorized Personnel</b>			
		93.56	90.81
<b>COMMODITIES</b>			
General Supplies	0	500	10,000
Publications	9,904	7,325	7,825
Software-Small Value	0	5,000	20,500
Equipment - Small Value	0	0	5,500
Data Acquisition	293,499	379,500	350,000
Office Supplies	25,648	30,300	22,900
Copy Room Supplies	15,715	16,000	20,000
<b>Total, Commodities</b>	<b>344,766</b>	<b>438,625</b>	<b>436,725</b>
<b>OPERATING EXPENSES</b>			
Workers' Compensation Insurance	23,735	30,000	25,000
Unemployment Compensation	29,277	15,000	15,000

	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>
<b>SUMMARY: OPERATIONS - EXPENSES</b>			
Staff Assoc. Membership	4,316	10,800	7,550
CMAP Assoc. Membership	23,799	25,250	25,000
Postage/Postal Services	36,714	44,150	38,050
Storage	7,651	8,000	20,000
Legal/Bid Notices	3,815	9,500	8,000
Miscellaneous	101,120	30,700	14,678
Meeting Expenses	53,128	42,200	94,300
Recruitment Expenses	4,118	1,000	1,000
General Insurance	27,634	30,000	30,000
Legal Services	6,365	10,000	5,000
Printing Services	45,756	118,000	118,800
Bank Service Fees	0	2,000	5,000
Conference Registrations	17,151	24,350	19,400
Training & Education Reimbursement	62,268	25,500	37,500
Travel Expenses	125,258	138,250	135,950
<b>Total, Operating Expenses</b>	<b>572,105</b>	<b>564,700</b>	<b>600,228</b>
<b>OCCUPANCY EXPENSES</b>			
Office Maintenance	20,847	20,000	10,000
Rent	993,639	1,104,000	1,405,500
Telecommunications	82,725	103,000	70,000
Utilities	47,982	60,000	60,000
<b>Total, Occupancy Expenses</b>	<b>1,145,193</b>	<b>1,287,000</b>	<b>1,545,500</b>
<b>CONTRACTUAL SERVICES</b>			
Audit Services	26,431	40,000	40,000
Office Equipment Leases	11,485	8,000	8,000
Software Maintenance/Licenses	264,941	192,000	220,000
Fiscal Mgt. Maintenance/Licenses	2,025	80,000	36,000
Professional Services	0	113,500	508,000
Grants	0	0	497,420
Consulting Services	2,230,501	3,903,893	2,860,100
Office Equipment Maintenance	60,362	55,000	80,000
<b>Total, Contractual Services</b>	<b>2,595,745</b>	<b>4,392,393</b>	<b>4,249,520</b>



	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>
<b>SUMMARY: OPERATIONS - EXPENSES</b>			
<b>CAPITAL OUTLAY</b>			
Equipment - Capital	233,722	200,000	200,000
Office Construction - Capital	0	0	135,000
Software - Capital	0	40,000	50,000
<b>Total, Capital Outlay</b>	<b>233,722</b>	<b>240,000</b>	<b>385,000</b>
<b>NON-OPERATING EXPENDITURES</b>			
Fund Balance		100,000	100,000
<b>Total, Non-Operating Expenditures</b>	<b>0</b>	<b>100,000</b>	<b>100,000</b>
<b>TOTAL</b>	<b>13,130,165</b>	<b>16,327,699</b>	<b>16,641,789</b>

Following are the program areas for FY 2011. Under each program is the work plan, then the budget detail and contract descriptions. The work plan was developed to reflect the agency's activities and outcomes for FY 2011. It is a detail of the projects, staff, products and key dates and anticipated contracts. The budget has been developed to assure that the work plan activities are supported with staff, operating costs and consultant services.

## **GO TO 2040 DEVELOPMENT, VISUALIZATION, AND PUBLIC PARTICIPATION**

Program Oversight: Management Staff, Bob Dean

CMAP 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.

## **Regional Indicator Design**

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*.

## **Major Capital Projects**

Project Manager: Ross Patronskey

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.

## 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.

## Plan Communication

Project Manager: Erin Aleman, Tom Garritano

Team: Ahmed, Baden, Banks, Blankenhorn, Bright, Byrne, Capriccioso, Dean, Deuben, Elam, Ferguson, Holub, Kopec, Leary, Maloney, Ostrander, Reisinger, Smith, Talbot, Torres-Hawken, Williams-Clark, Weiskind

Description: Possibly the most important step in the entire *GO TO 2040* process, this item involves communicating the plan's direction and preliminary recommendations 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. This task will involve extensive outreach to key stakeholders.

Products and Key Dates: Formal public engagement on the draft plan begun in FY 10 and be concluded in August 2010. Communication activities will continue after plan adoption.

## GO TO 2040 PLAN - Budget

GOTO 2040 PLAN	
Funding Source	UWP
<b>PERSONNEL</b>	
Salaries	249,056
Retirement	52,793
FICA	14,817
Medicare	3,611

<b>GOTO 2040 PLAN</b>	
<b>Funding Source</b>	<b>UWP</b>
Health	24,828
Dental	1,325
Vision	334
Life	1,152
Interns	50,000
<b>Total, Personnel</b>	<b>397,917</b>
<b>Employee Months</b>	<b>39.50</b>
<b>Indirect Charge</b>	<b>136,894</b>
<b>COMMODITIES</b>	
Publications	0
Office Supplies	500
<b>Total, Commodities</b>	<b>500</b>
<b>OPERATING</b>	
Postage/Postal Services	4,000
Miscellaneous	4,778
Meeting Expenses	60,000
Printing Services	100,000
Conference Registrations	1,000
Travel Expenses	10,000
<b>Total, Operating</b>	<b>179,778</b>
<b>CONTRACTUAL SERVICES</b>	
Consulting Services	
UWP FY 10	370,000
UWP FY 11	60,000
<b>Total, Contractual Services</b>	<b>430,000</b>
<b>Total, Expenses</b>	<b>1,145,088</b>
<b>REVENUE</b>	
UWP Operating - FY2011	572,071
UWP Contracts - FY 2011	48,000

<b>GOTO 2040 PLAN</b>	
<b>Funding Source</b>	<b>UWP</b>
Match - FY 2011	155,018
UWP Contracts - FY 2010	296,000
Match - FY 2010	74,000
<b>Total, Revenue</b>	<b>1,145,088</b>

### **GO TO 2040 PLAN - Consultant Services Detail:**

<b><u>PROPOSED SUBCONTRACTS</u></b>	<b><u>ESTIMATED AMOUNT</u></b>	<b><u>FUNDING SOURCE/STATUS</u></b>
Printing (TBD)	\$100,000	UWP 2011 Operating / Board to award 8/10
Strategic Communication (ASGK)	\$430,000	UWP 2010 and UWP 2011 – Contract / Ongoing (contract also funded by Chicago Community Trust)
<b>TOTAL</b>	<b>\$430,000</b>	

### **TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

Program Oversight: Management Staff, 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: Allen, Bright, Berry, Capriccioso, Frank, Johnson, Kos, Ostdick, 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).

## **TIP Database and Visualization Tools**

Project Manager: Ross Patronskey

Team: Allen, Berry, Bright, Capriccioso, Dixon, Frank, Ferraro, Johnson, Kos, Krell, Ostdick, Pietrowiak, Sanders, Schaad, Weiskind, *new TIP asst planner*

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. The integration of the data available through the TIP, the Regional Indicators and the increasing use of web-based communication is essential to make this 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: 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); Public Interface using Flex (October 2011, ongoing improvements after that); TIP map (ongoing); Active Program Management reports (ongoing).

## **TIP Analysis**

Project Manager: Teri Dixon

Team: Allen, Berry, Bright, Capriccioso, Frank, Johnson, Kos, Ostdick, Patronskey, Pietrowiak, Schaad, Weiskind, *new TIP asst planner*

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)

## **CMAQ Program Development**

Project Manager: Holly Ostdick

Team: Allen, Berry, Johnson, Kos, Ostdick, Patronsky, Pietrowiak, 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).

**Conformity of Plans and Program**

Project Manager: Ross Patronsky

Team: Berry, Bozic, Heither, Ostdick, Patronsky, 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<sub>2.5</sub>) standards, federal regulations require steps to ensure that the standards continue to be met.

To meet the air quality requirements, the region must implement a transportation program which will help reduce levels of these pollutants or maintain the existing low levels. As part of the transportation planning and programming process, the impact of proposed transportation activities on the region’s air quality is evaluated. This evaluation, called a conformity analysis, is submitted to the Illinois Environmental Protection Agency and 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).

**TRANSPORTATION IMPROVEMENT PROGRAM (TIP) - Budget**

<b>TIP</b>	
Funding source	UWP
<b>PERSONNEL</b>	
Salaries	816,655
Retirement	203,314



<b>TIP</b>	
Funding source	UWP
FICA	50,274
Medicare	11,841
Health	77,200
Dental	5,391
Vision	1,392
Life	3,777
<b>Total, Personnel</b>	<b>1,169,844</b>
<b>Employee Months</b>	<b>129.50</b>
<b>Indirect Charge</b>	<b>460,295</b>
<b>COMMODITIES</b>	
Publications	1,000
Office Supplies	500
<b>Total, Commodities</b>	<b>1,500</b>
<b>OPERATING</b>	
Staff Assoc. Membership	500
Postage/Postal Services	500
Meeting Expenses	500
Conference Registrations	1,000
Training & Education Reimbursement	1,000
Travel Expenses	10,000
<b>Total, Operating</b>	<b>13,500</b>
<b>CONTRACTUAL SERVICES</b>	
Software Maintenance (TIP)	20,000
Consulting Services	
UWP FY 10	100,000
<b>Total, Contractual Services</b>	<b>120,000</b>
<b>Total, Expenses</b>	<b>1,765,139</b>
<b>REVENUE</b>	
UWP Operating - FY2011	1,332,111

<b>TIP</b>	
Funding source	UWP
Match - FY 2011	333,028
UWP Contracts - FY 2010	80,000
Match - FY 2010	20,000
<b>Total, Revenue</b>	<b>1,765,139</b>

## TRANSPORTATION IMPROVEMENT PROGRAM (TIP) - Consultant Services Detail:

<u>PROPOSED SUBCONTRACTS</u>	<u>ESTIMATED AMOUNT</u>	<u>FUNDING SOURCE/STATUS</u>
Software Maintenance (TBD)	\$20,000	UWP 2011 – Operating / Board award scheduled June 2010
CMAQ Evaluation (UIC)	\$100,000	UWP 2010 – Contract / Ongoing

## LOCAL PLANNING SUPPORT

Program Oversight: Management Staff, Bob Dean

GO TO 2040 supports the efforts of local governments to improve livability within their communities and to encourage a future pattern of more compact, mixed-use development that focuses growth where transportation infrastructure already exists. The plan will recommend that local governments pursue opportunities for development of this type, while recognizing that the interpretation and application of these concepts will vary by community.

### **Compendium of Plans and Ordinances**

Project Manager: *new land use planner*

Team: Banks, Okoth, Ostrander, interns

Description: This project will collect and analyze comprehensive plans and zoning ordinances from municipalities around the region. 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.

Products and Key Dates: Ongoing.

## **Technical Assistance to Local Governments**

Team: Aleman, Delano, Deuben, Hallas, Heringa, Okoth, Ostrander, Rademacher, other staff from Planning and Community and Technical Assistance

Description: This project includes CMAP's technical assistance activities that involve working directly with local governments. 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; software such as MetroQuest or the Centers Toolkit; and expansion and enhancement of the Full Circle program to cover additional communities across the region. Economic impact analysis, which is used to assist economic developers and planners in making informed decisions related to economic development activity in their area, will continue as part of this project. A component of this project will also involve support for local green initiatives, including energy and green building best practices and support for the green economy.

Products and Key Dates: Ongoing.

## **Model Ordinances, Ordinance Review, and Alternative Land Use Regulation Systems**

Project Manager: *new land use planner*

Team: Ahmed, Aleman, Baden, Banks, Deuben, Elam, Okoth, Ostrander, Williams-Clark

Description: A focus of CMAP's work on local issues in FY 11 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, like energy efficiency and water conservation ordinances, housing rehabilitation codes, including local food planning within comprehensive plans, and parking regulations. This project also involves working directly with communities as case studies for the implementation of these ordinances. CMAP will also work with communities on the review of existing ordinances to understand their impacts if fully implemented, and will research and communicate regulatory systems such as form-based coding. A particular focus of this work will be on housing, and will feature technical assistance meant to develop a balanced supply of housing through locally appropriate strategies; this will be linked with planning for transportation and land use.

Products and Key Dates: Survey key stakeholders to determine focus of ordinance updates (fall 2010); develop at least three model ordinances on relevant topics; work directly with at least one community for each model ordinance to customize it for their implementation. Work with communities on request and as needed to review existing ordinances and address housing strategies.

## **Livable Communities Grant Program**

Project Manager: Bob Dean

Team: Ahmed, Aleman, Baden, Banks, Deuben, Elam, Okoth, Ostrander, Williams-Clark

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 (fall 2010); issue call for projects and select initial recipients (winter-spring 2011). Other activities are likely to continue into FY 12.

## **Planning Commissioner Workshops**

Project Manager: *new land use planner*

Team: Aleman, other outreach staff

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.

Products and Key Dates: Hold at least two Planning Commissioner trainings.

## **Technical Assistance Providers Coordination**

Project Manager: Stephen Ostrander

Description: Coordination of all technical assistance providers' efforts in the region to build regional capacity by providing a regional database of service and products designed to assist communities and organizations in their community development efforts.

Products and Key Dates: Technical Assistance Providers Network: bi-monthly meetings (6 per year); Technical Assistance Providers Directory: Continue to populate Directory with technical assistance resources/projects carried out by CMAP as well as partner agencies/organizations in the region; Solicit additional information from CMAP colleagues and outside organizations as needed.

## **External Data Request Coordination**

Project Manager: Jon Hallas

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

groups

Description: This project will document all technical assistance and data requests to the agency. Staff members regularly receive requests from local/county governments and a wider audience. All responses to data and information requests received are documented. These 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)

### Midewin Alternative Transportation Study

Project Manager: John O'Neal

Team: T. Fifer, 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).

## LOCAL PLANNING SUPPORT - Budget

Local Planning				
Funding Source	UWP	UWP	FTA	Total
	Local Planning Support	Livable Communities	Midewin	
<b>PERSONNEL</b>				
Salaries	806,599		8,252	814,851
Retirement	162,674		1,588	164,262
FICA	52,175		516	52,691
Medicare	11,696		120	11,815
Health	116,461		1,055	117,516

<b>Local Planning</b>				
Funding Source	UWP	UWP	FTA	Total
	Local Planning Support	Livable Communities	Midewin	
Dental	6,873		66	6,938
Vision	1,693		19	1,712
Life	4,244		58	4,302
<b>Total, Personnel</b>	<b>1,162,414</b>	<b>0</b>	<b>11,674</b>	<b>1,174,088</b>
<b>Employee Months</b>	<b>145.50</b>		<b>2.00</b>	<b>148</b>
<b>Indirect Charge</b>	<b>457,372</b>	<b>0</b>	<b>4,593</b>	<b>461,965</b>
<b>COMMODITIES</b>				
Publications	500			500
Office Supplies	1,000		500	1,500
<b>Total, Commodities</b>	<b>1,000</b>	<b>0</b>	<b>500</b>	<b>1,500</b>
<b>OPERATING</b>				
Staff Assoc. Membership	1,500			1,500
Postage/Postal Services	700		500	1,200
Miscellaneous	0		500	500
Meeting Expenses	22,000		500	22,500
Printing Services	0		10,000	10,000
Conference Registrations	3,000		0	3,000
Training & Education	2,000		0	2,000
Travel Expenses	20,000		5,000	25,000
<b>Total, Operating</b>	<b>49,200</b>	<b>0</b>	<b>16,500</b>	<b>65,700</b>
<b>CONTRACTUAL SERVICES</b>				
Professional Services**				
Metcalf	8,000			8,000
Grants		497,420		497,420
Consulting Services		200,000	35,000	235,000
UWP FY 10	50,000			50,000
<b>Total, Contractual Services</b>	<b>58,000</b>	<b>697,420</b>	<b>35,000</b>	<b>790,420</b>
<b>Total, Expenses</b>	<b>1,727,987</b>	<b>697,420</b>	<b>68,267</b>	<b>2,493,674</b>

<b>Local Planning</b>				
Funding Source	UWP	UWP	FTA	Total
	Local Planning Support	Livable Communities	Midewin	
<b>REVENUE</b>				
UWP Operating - FY2011	1,342,389			1,342,389
UWP Contracts - FY 2011		397,936		397,936
Match - FY 2011	335,597	99,484		435,081
UWP Contracts - FY 2010	40,000			40,000
Match - FY 2010	10,000			10,000
FTA			68,267	68,267
IDOT		200,000		200,000
<b>Total, Revenue</b>	<b>1,727,987</b>	<b>697,420</b>	<b>68,267</b>	<b>2,493,674</b>

### **LOCAL PLANNING SUPPORT - Consultant Services Detail:**

<u>PROPOSED SUBCONTRACTS</u>	<u>ESTIMATED AMOUNT</u>	<u>FUNDING SOURCE/STATUS</u>
Interns (Metcalf)	\$8,000	UWP 2011 – Operating / Annual contract Interns
Planning Law Brochure (Duncan & Assoc.)	\$50,000	UWP 2010 – Contract / Ongoing
Livable Communities Grants (TBD)	\$497,420	UWP 2011 – Contract / Competitive program to be developed. Board will approve awards.
Livable Communities Contract (TBD)	\$200,000	IDOT funds / Board will approve contract.
Alternative Transportation Study for Midewin (AECOM Technical Services, Inc.)	\$35,000	FTA / Ongoing
<b>TOTAL</b>	<b>\$790,420</b>	

### **WATER RESOURCE PLANNING**

Program Oversight: Management Staff, 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).

### **Fox River Basin Watershed Planning**

Project Manager: Tim Loftus

Team: Ahmed, Elam, Elberts, Hudson, Talbot

Description: Four new watershed planning processes 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.

### **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).

### **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.

### **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).

### **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

## Regional Water Supply Planning

Project Manager: Tim Loftus

Team: Ahmed, Elberts, Schneemann, Talbot

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*.

## WATER RESOURCE PLANNING - BUDGET

Water Resource Planning								
Funding Source	IDOT	Cook Co. -	IEPA	IEPA	IEPA -			
Project	Water Planning	Maple Lake	Fox River IV	Watershed Plan	VLMP	Water Quality	Other Projects	TOTAL
<b>Personnel</b>								
Salaries	133,929	15,554	22,682	12,604	15,371	58,400	108,174	366,713
Retirement	25,774	2,993	4,365	2,426	2,958	11,239	20,818	70,572

<b>Water Resource Planning</b>								
<b>Funding Source</b>	<b>IDOT</b>	<b>Cook Co. -</b>	<b>IEPA</b>	<b>IEPA</b>	<b>IEPA -</b>			
<b>Project</b>	<b>Water Planning</b>	<b>Maple Lake</b>	<b>Fox River IV</b>	<b>Watershed Plan</b>	<b>VLMP</b>	<b>Water Quality</b>	<b>Other Projects</b>	<b>TOTAL</b>
FICA	8,338	972	1,418	788	961	3,650	6,761	22,887
Medicare	1,942	226	329	183	223	847	1,569	5,317
Health	12,739	2,119	3,239	1,588	2,133	8,119	11,214	41,152
Dental	647	128	175	92	128	425	621	2,216
Vision	208	30	48	23	29	130	198	665
Life	660	73	135	58	67	392	569	1,954
<b>Total, Personnel</b>	<b>184,236</b>	<b>22,095</b>	<b>32,391</b>	<b>17,761</b>	<b>21,869</b>	<b>83,201</b>	<b>149,924</b>	<b>511,477</b>
<b>Employee Months</b>	<b>22.40</b>	<b>2.5</b>	<b>4.5</b>	<b>2</b>	<b>2.3</b>	<b>13.0</b>	<b>19.5</b>	<b>66.20</b>
<b>Indirect Charge</b>	<b>72,491</b>	<b>8,694</b>	<b>12,745</b>	<b>6,989</b>	<b>8,605</b>	<b>32,737</b>	<b>58,990</b>	<b>201,250</b>
<b>COMMODITIES</b>								
Publications					25	300		325
Office Supplies	500		500			300		1,300
<b>Total, Commodities</b>	<b>500</b>	<b>0</b>	<b>500</b>	<b>0</b>	<b>25</b>	<b>600</b>	<b>0</b>	<b>1,625</b>
<b>OPERATING</b>								
Staff Assoc. Membership	500	50			250	250		1,050
Postage/Postal Services	200	300	750		300	2,600	400	4,550
Legal/Bid Notices						8,000		8,000
Miscellaneous		200			1,200			1,400
Meeting Expenses	500				50	200	400	1,150
Printing Services			600					600
Conference Registrations	500	0			400	500		1,400
Training & Education	500				500	1,000		2,000
Travel Expenses	4000	1,000	1,600	500	2,500	1,000	2,700	13,300
<b>Total, Operating</b>	<b>6,200</b>	<b>1,550</b>	<b>2,950</b>	<b>500</b>	<b>5,200</b>	<b>13,550</b>	<b>3,500</b>	<b>33,450</b>
<b>CONTRACTUAL SERVICES</b>								

Water Resource Planning								
Funding Source	IDOT	Cook Co. -	IEPA	IEPA	IEPA -			
Project	Water Planning	Maple Lake	Fox River IV	Watershed Plan	VLMP	Water Quality	Other Projects	TOTAL
<b>Consulting Services</b>								
Model Training							10,900	10,900
Outreach Products							36,000	36,000
WQ Sample analysis							30,000	30,000
Watershed							48,000	48,000
Engineering support		7,200	20,000			8,000		35,200
<b>Total, Contractual Services</b>	<b>0</b>	<b>7,200</b>	<b>20,000</b>	<b>0</b>	<b>0</b>	<b>8,000</b>	<b>124,900</b>	<b>160,100</b>
<b>IN-KIND SERVICES</b>								
IEPA, Fox Riv, Ph IV			440,000					440,000
IEPA, Watershed Pl				82,000				82,000
<b>Total, In-kind Services</b>	<b>0</b>	<b>0</b>	<b>440,000</b>	<b>82,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>522,000</b>
<b>PASS THROUGH GRANTS</b>								
IEPA, Fox Riv, Ph IV			646,500					646,500
IEPA, Watershed Pl				460,000				460,000
<b>Total, Pass Through</b>	<b>0</b>	<b>0</b>	<b>646,500</b>	<b>460,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,106,500</b>
<b>TOTAL GRANT</b>	<b>263,427</b>	<b>39,538</b>	<b>1,155,086</b>	<b>567,250</b>	<b>35,699</b>	<b>138,088</b>	<b>337,314</b>	<b>2,536,402</b>
<b>REVENUE</b>								
Cook Co. Maple Lake		39,538						39,538
Fox River IV			1,155,086					1,155,086
IEPA Projects					35,699	138,088	337,314	511,101
IEPA–Watershed Plans				567,250				567,250
IDOT	263,427	-						263,427
<b>Total, Revenue</b>	<b>263,427</b>	<b>39,538</b>	<b>1,155,086</b>	<b>567,250</b>	<b>35,699</b>	<b>138,088</b>	<b>337,314</b>	<b>2,536,402</b>

## Water Resource Planning - Consultant Services Detail:

<u>PROPOSED SUBCONTRACTS</u>	<u>ESTIMATED AMOUNT</u>	<u>FUNDING SOURCE/STATUS</u>
Model Training (TBD)	\$10,900	IEPA / Board to award
Outreach Products (TBD)	\$36,000	IEPA / Board to award
Water quality sample analysis (TBD)	\$30,000	IEPA / Board to award
Watershed local assistance (TBD)	\$48,000	IEPA / Board to approve
Engineering Support (Various)	\$35,200	IEPA / Ongoing
<b>TOTAL</b>	<b>\$160,100</b>	

## REGIONAL INFORMATION AND DATA DEVELOPMENT

Program Oversight: Management Staff, 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.

## **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: MOVES implementation, December 2010. Computer code, methods and documentation in compliance with Federal regulation, June 2011.

## **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.

### **Internal Forecasting Data**

Project Manager: David Clark

Staffing: Bozic, Clark, Drennan, Fifer, Heither, Morck, Pflingston, 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.

### **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).

## **Traffic Projections**

Project Manager: Claire Bozic

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.

## **Future View**

Project Manager: Jack Pffingston

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.

## **Developments of Regional Importance (DRI)**

Project Manager: Tara Fifer

Team: Blankenhorn, Leary, Wies, 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.

### 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.

## REGIONAL INFORMATION AND DATA DEVELOPMENT – Budget

Regional Information and Data Development				
Funding Source	UWP	IIT	IDOT	
	Information and Data	Transportation Operation Mgt.	Local Crash Data	TOTAL
<b>PERSONNEL</b>				
Salaries	814,840	22,349	13,195	850,383
Retirement	184,697	6,366	2,539	193,602
FICA	49,820	1,231	825	51,876
Medicare	11,815	324	191	12,331
Health	85,905	1,696	589	88,189
Dental	5,540	79	26	5,646
Vision	1,396	30	15	1,440
Life	4,324	83	114	4,521
<b>Total, Personnel</b>	<b>1,158,337</b>	<b>32,157</b>	<b>17,494</b>	<b>1,207,988</b>
<b>Employee Months</b>	<b>145</b>	<b>2.85</b>	<b>3.00</b>	<b>151</b>
<b>Indirect Charge</b>	<b>455,768</b>	<b>12,653</b>	<b>6,883</b>	<b>475,304</b>
<b>COMMODITIES</b>				

<b>Regional Information and Data Development</b>				
Funding Source	UWP	IIT	IDOT	TOTAL
	Information and Data	Transportation Operation Mgt.	Local Crash Data	
Software-Small Value	15,000			15,000
Office Supplies	500			500
<b>Total, Commodities</b>	<b>15,500</b>	<b>-</b>	<b>-</b>	<b>15,500</b>
<b>OPERATING</b>				
Staff Assoc. Membership	500			500
Postage/Postal Services	100			100
Meeting Expenses	1,000			1,000
Conference Registrations	2,000			2,000
Training & Education	15,000			15,000
Travel Expenses	5,000			5,000
<b>Total, Operating</b>	<b>23,600</b>	<b>0</b>	<b>0</b>	<b>23,600</b>
<b>CONTRACTUAL SERVICES</b>				
Consulting Services				0
Modeling	200,000			200,000
UWP FY 10	325,000			325,000
UWP FY 11	200,000			200,000
<b>Total, Contractual Services</b>	<b>725,000</b>	<b>-</b>	<b>-</b>	<b>725,000</b>
<b>Total, Expenses</b>	<b>2,378,205</b>	<b>44,810</b>	<b>24,377</b>	<b>2,447,392</b>
<b>REVENUE</b>				
UWP Operating - FY2011	1,322,564			1,322,564
UWP Contracts - FY 2011	160,000			160,000
Match - FY 2011	370,641			370,641
UWP Contracts - FY 2010	260,000			260,000
Match - FY 2010	65,000			65,000
IDOT	0		24,377	24,377
IIT	0	44,810		44,810
IDOT	200,000			200,000
<b>Total, Revenue</b>	<b>2,378,205</b>	<b>44,810</b>	<b>24,377</b>	<b>2,447,392</b>

## REGIONAL INFORMATION AND DATA DEVELOPMENT -

### Consultant Services Detail:

<u>PROPOSED SUBCONTRACTS</u>	<u>ESTIMATED AMOUNT</u>	<u>FUNDING SOURCE</u>
Advanced Travel Model Development (TBD)	\$500,000	UWP 2010 and 2011 – Contract and IDOT funds / Board award 8/10
Travel Survey	\$200,000	UWP 2010 – Contract /, Board award 8/10
FutureView Upgrades (Geoanalytics)	\$25,000	UWP 2010 – Contract / Ongoing
TOTAL	\$725,000	

## CONGESTION MANAGEMENT PROCESS

Program Oversight: Management Staff, Thomas Murtha

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 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 access in good condition), March 2011; trails plan implementation, December, 2010.

*Regional Indicators* to be provided with in-depth evaluation include incident response (June, 2011); at-grade highway-rail crossing delay (April, 2011); walkability and bikeability, measured by level of service (February, 2011); inter-regional destinations served from Chicago (October, 2010);

*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; auto ownership; and bridge condition. Updates to reports on roadway pavement rideability; intermodal freight connector pavement conditions; crash rates per capita and per vehicle miles traveled will take place by January, 2011.

A key product available by June, 2011 deserves special mention. Data in support of programming decisions will be prepared. This data will include traditional data like bridge and pavement conditions and crashes, but also such CMAP-compiled data as congestion, freight volumes, and projected traffic growth. This information will be supplemented by the regional data archive (a product of the ITS project). Second, operational data will be maintained in a regional data archive. 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?"

## **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 Access Management (August, 2010); Roundabouts and Innovative Intersections (October, 2010); Arterial Incident Management (December, 2010); Non-Traditional Commutes (suburb-to-suburb, city-to-suburb, and telecommuting) (February, 2011); Parking Management (April, 2011);

addressing High-Traffic-Growth Areas (May, 2011), and Integrated Corridor Management (June, 2011).

*Technical Paper* on congestion management. This study will explore some of the mechanics of traffic operations, using data from the Regional Transportation Data Archive. Proposed analyses include detailed studies of incidents and congestion, evaluating the effectiveness of reactive strategies (incident management) and proactive strategies (crash prevention, speed management, integrated corridor management) June, 2011.

## **Freight Planning**

Project Manager: Tom Murtha (interim)

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 operations issues, such as truck routes, clearances, intermodal connectors, delivery times, and parking.

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

## **Intelligent Transportation Systems (ITS)**

Project Manager: Claire Bozic

Team: Schmidt, Dubernat, Wu, Zhang

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 Regional Transportation Data Archive is a major new component of the CMAP ITS program. 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: Regional ITS Infrastructure (continuous maintenance); Regional Data Archive (June, 2011); Regional ITS support (continuous).

## **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).

## **CONGESTION MANAGEMENT – Budget**

<b>Congestion Management</b>	
<b>Funding Source</b>	<b>UWP</b>
<b>PERSONNEL</b>	
Salaries	585,518
Retirement	125,205



<b>Congestion Management</b>	
<b>Funding Source</b>	<b>UWP</b>
FICA	35,875
Medicare	8,490
Health	95,681
Dental	6,506
Vision	1,455
Life	2,931
Interns	20,000
<b>Total, Personnel</b>	<b>881,661</b>
<b>Employee Months</b>	<b>100.50</b>
<b>Indirect Charge</b>	<b>339,036</b>
<b>COMMODITIES</b>	
Publications	500
Office Supplies	500
<b>Total, Commodities</b>	<b>1,000</b>
<b>OPERATING</b>	
Staff Assoc. Membership	1,000
Postage/Postal Services	200
Meeting Expenses	500
Conference Registrations	2,000
Training & Education Reimbursement	500
Travel Expenses	15,000
<b>Total, Operating</b>	<b>19,200</b>
<b>CONTRACTUAL SERVICES</b>	
UWP FY 10	133,000
<b>Total, Contractual Services</b>	<b>133,000</b>
<b>Total, Expenses</b>	<b>1,373,897</b>
<b>REVENUE</b>	
UWP Operating - FY2011	992,718

<b>Congestion Management</b>	
<b>Funding Source</b>	<b>UWP</b>
Match - FY 2011	248,179
UWP Contracts - FY 2010	106,400
Match - FY 2010	26,600
<b>Total, Revenue</b>	<b>1,373,897</b>

### **Congestion Management - Consultants**

<u>PROPOSED SUBCONTRACTS</u>	<u>ESTIMATED AMOUNT</u>	<u>FUNDING SOURCE/STATUS</u>
Pedestrian and Bicycle Workshops (TBD)	\$33,000	UWP 2010– Contract / Anticipate contract award 6/10
Regional Data Archive Demonstration (TBD)	\$100,000	UWP 2010 – Contract / Board award contract 8/10
<b>TOTAL</b>	<b>\$133,000</b>	

### **ENERGY RETROFIT RAMP-UP**

Program Oversight: Management Staff, Lee Deuben

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, with support from suburban and regional stakeholders. The Chicago Region Retrofit Ramp-Up (CR3) will transform the market for carrying out energy-efficient retrofits to commercial and residential buildings in northeastern Illinois. The project is significant for its potential to reduce a large region's energy footprint and as a model for inter-jurisdictional collaboration.

CR3 will provide a web based information portal so building owners can get the data they need to understand the benefits of a retrofit and to access information on the financial resources available to complete a retrofit. A major component of CR3 will be partnering with financial institutions to develop and support a range of financial products, including low interest loans

and provide the guarantees banks need to lend in this emerging market. The grant award is expected by July 1, 2010, and we expect hire two new FTEs to assist in administering this program.

### **Regional Retrofit Steering Committee Support**

Team: Ahmed, Byrne, Deuben, new position

Description: Provides staff support to CR3 Chicago Strategy Steering Committee, which will include CMAP and other stakeholders including the City of Chicago, utility companies and representatives from the private and non-profit sectors.

Products and Key Dates: Incorporate CMAP into retrofit steering committee; ongoing monthly meetings.

### **CR3 Program Development**

Team: Ahmed, Byrne, Deuben, Dowdle

Description of the General Project Approach: Program development and operation of each aspect of CR3 will be developed by CMAP and partners and specific functions will be competitively bid based on an RFP process administered by CMAP. Program development, the implementation plan and oversight will be conducted by an oversight organization, either within CMAP or a separate implementation agency. Strategic guidance will originate from the CR3 Steering Committee based on the CR3 goals and objectives, which rely on well-defined methods, objective deliverables, and realistic milestones.

CR3 will be guided by the following three principles:

- Plan programs in collaboration with other Steering Committee members where possible to maximize the impact of all programs and funding dollars (i.e., a portfolio-based approach).
- Balance overall program efficiency (as measured by dollars per metric ton of carbon dioxide reduced) against other goals, including serving low-income residents and creating jobs.
- Invest in efforts to transform the market and provide enabling infrastructure.

The primary CR3 initiatives include:

1. Increasing access to information, which will be accomplished by:

- Developing a comprehensive information system that will both educate consumers and facilitate transactions by creating a forum to connect consumers with suppliers.
  - Launching a broad-based marketing campaign to educate consumers on the impact that buildings have, and the energy efficiency opportunities that are available to them.
  - Leveraging the Energy Action Network (EAN) model being piloted in Chicago and the Rockford Neighborhood Network to increase penetration in selected target areas.
2. Increasing access to capital, which will be accomplished by:
- Providing more funding to early-stage pilot programs that have shown strong results.
  - Investing in infrastructure to support innovative new delivery options.
  - Increasing capital in specific sectors to help improve energy efficiency investment models.
3. Increasing access to a trained workforce, which will be accomplished by:
- Agreeing to a common, consistent certification for standard contractors.
  - Leveraging the existing green workforce development collaboration to train people on the common certification standard.
  - Creating a workforce intermediary that will connect trained workers with contractors.

*Geographic Target.* While activities and products will be implemented across the entire seven-county region and Rockford, CR3 will also carry out in-depth activities in six neighborhoods such as leveraging community based organizations, intensive marketing and awareness campaigns, and implementing local workforce development strategies. Three of these neighborhoods will be within Chicago, one in Rockford, and two in Chicago suburbs. Pilot areas will be determined using specific selection criteria aimed at identifying geographies that have the greatest expected impact while at the same time looking to diversify the types of communities to obtain the best data set for future replication. Possible criteria include diverse income and population demographics, energy consumption, transit accessibility, energy efficiency infrastructure, diversity and age of building stock.

Products and Key Dates: Refine budget, scope of work and final negotiations with partners and DOE (May 2010); sign contract with DOE (July 2010); identify and procurement process for sub-recipients (Summer/Fall 2010).

### **CR3 Program Management**

Team: Ahmed, Byrne, Deuben, Dowdle, *new position*

Description: CMAP will serve as the lead agency for the deployment of CR3. CMAP will be

responsible 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, management of the steering committee and the program implementation agency, and compliance with all federal regulations in accordance with the ARRA EECBG program.

CMAP will oversee the funding structure for this grant. This proposal offers a multi-dimensional monitoring plan to ensure compliance with the program goals, EECBG regulations and other federal laws and requirements. Direct project compliance monitoring will be carried out by CMAP and its administering entities, under the advisement of the steering committee. The objective of the CR3 monitoring plan will be to ensure that all sub-grantees are:

- Achieving the work plan milestones and deliverables for each of the program goals and objectives as per the program's work plan.
- Carrying out projects as described within the EECBG application and any sub-grantee agreement.
- Carrying out the EECBG activities in a timely manner sufficient to meet all expenditure requirements.
- Charging costs to the activities which are eligible under the EECBG regulations.
- Complying with other applicable laws, regulations, and terms of all EECBG agreements.
- Maintaining proper record keeping practices to allow full review of all activities by CMAP and DOE.
- Conducting the program to minimize the opportunity for fraud, waste, and mismanagement.

The CR3 objectives will be met by selecting organizations through a competitive RFP process (with strategic guidance from the CR3 Steering Committee) and by partnering with recognized leaders in the energy efficiency sector. The implementation plan will be carried out by a dedicated implementation Agency that will report to CMAP. The implementation agency will be selected for daily management of program implementation. This agency will be a sub-grantee from CMAP, selected through a competitive bid process or may be staffed within CMAP. This entity, reporting directly to CMAP and under the advisement of the Steering Committee, will be responsible for tasks including but not limited to: program development and strategic planning, 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. CMAP will sub-contract with sub-recipients for other program implementation and deployment as needed. Sub-recipients may include: technical assistance providers, trade groups, businesses, workforce and residential associations, community-based organizations, educational institutions, local government, web developers, customer service experts, marketing and communications specialists, contractor training organizations, weatherization providers, financial intermediaries and institutions.

Products and Key Dates: Hire project manager and financial staff (internal to CMAP) (spring/summer 2010); competitive bid process for administrative agency (summer/fall 2010); develop reporting mechanisms, sub-recipient agreements, accounting standards (summer/fall 2010); identify implementation scope of work, reporting requirements and compliance standards (summer 2010- ongoing); support implementation and strategic policy decision (ongoing).

### **CR3 Program Evaluation**

Team: Ahmed, Byrne, Deuben

Description: CR3 will be evaluated regularly by a third party to be contracted by CMAP and its administering entities, under the advisement of the Steering Committee. Different from monitoring project compliance, evaluations will examine project impact in the region on a regular basis. The objective of the CR3 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 contractors network.

During the first year, monthly evaluation reports containing these progress numbers will be prepared by CMAP as obtained from sub-grantees and shared with the Steering Committee. If numbers in consecutive reports indicate need for action to ensure annual and overall goals, the Steering Committee will discuss the problems and potential causes and make programmatic recommendations to be carried out by CMAP and sub-grantees. After the first year, evaluation reports will be quarterly. All reports will be aligned and in compliance with ARRA reporting requirements.

Products and Key Dates: Develop reporting mechanisms and requirements (spring 2011), identify third party evaluator (spring 2011); evaluation (ongoing).

## ENERGY RETROFIT RAMP-UP – BUDGET

<b>Energy Retrofit Ramp-Up</b>	
<b>Funding Source</b>	<b>DOE</b>
<b>PERSONNEL</b>	
Salaries	173,200
Retirement	33,341
FICA	10,825
Medicare	2,511
Health	33,391
Dental	2,007
Vision	446
Life	1,050
<b>Total, Personnel</b>	<b>256,772</b>
<b>Employee Months</b>	<b>36.00</b>
<b>Indirect Charge</b>	<b>101,031</b>
<b>COMMODITIES</b>	
Publications	500
Office Supplies	500
<b>Total, Commodities</b>	<b>1,000</b>
<b>OPERATING</b>	
Staff Assoc. Membership	500
Postage/Postal Services	2,500
Printing Services	10,000
Conference Registrations	1,000
Training & Education	1,000
Travel Expenses	10,000
<b>Total, Operating</b>	<b>25,000</b>
<b>CONTRACTUAL SERVICES</b>	

<b>Energy Retrofit Ramp-Up</b>	
<b>Funding Source</b>	<b>DOE</b>
Audit Services	5,000
Consulting Services	
Implementation	400,000
Information Systems	3,000,000
Financial Tools	5,000,000
Workforce	500,000
Software Development	100,000
Web development	50,000
<b>Total, Contractual Services</b>	<b>9,055,000</b>
<b>CAPITAL OUTLAY</b>	
Equipment - Capital	20,000
<b>Total, Capital Outlay</b>	<b>20,000</b>
<b>Total, Expenses</b>	<b>9,458,804</b>
<b>REVENUE</b>	
DOE	9,458,804
<b>Total, Revenue</b>	<b>9,458,804</b>

## ENERGY RETROFIT RAMP-UP – Consultant Service Detail

<u>PROPOSED SUBCONTRACTS</u>	<u>ESTIMATED AMOUNT</u>	<u>FUNDING SOURCE/STATUS</u>
Implementation Agency (TBD)	\$400,000	DOE / Board award contract
Access to Information (TBD)	\$3,000,000	DOE / Board award contract
Access to Financial Tools (TBD)	\$5,000,000	DOE / Board award contract
Access to Workforce (TBD)	\$500,000	DOE / Board award contract
Software Development (Compliance to ARRA) (TBD)	\$100,000	DOE / Board award contract
Web Development (TBD)	\$50,000	DOE / Board award contract
<b>TOTAL</b>	<b>\$9,055,000</b>	



## **POLICY ENVIRONMENT**

Program Oversight: Management Staff, 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, Bright, Capriccioso, Dean, Deuben, Dixon, Elam, Leary, Maloney, Ostrander, Pietrowiak, Rademacher, Torres.

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

### **Public Finance Analysis**

Project Manager: Matt Maloney

Team: Baden, Ferguson, *new policy analyst*

Description: *GO TO 2040* recommends a range of activities related to the areas of state and local tax policy and transportation finance. Activities include 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. Issues aligned more specifically with transportation finance will not be addressed specifically by this task force- however, staff analysis on these issues will also continue. *GO TO 2040* recommends continued staff involvement in analyzing the impacts of certain policy changes, such as adjustments to motor fuel taxes, and the imposition of congestion pricing and parking

pricing. Continued analysis of new potential revenue streams for transportation will continue to be a staff priority in FY 2011.

Products and Key Dates: Creation of Regional Tax Policy Task Force (February 2011); other deliverables as directed by the task force (ongoing); regional assessment of potential parking pricing locations (June 2011); strategy report on public-private partnership financing models (June 2011); continued research and analysis on the state motor fuel tax and vehicle registration structure (ongoing); detailed study of potential gas tax replacement mechanisms (June 2011); support to the RTA in conducting detailed studies on “value capture” for transit facilities (ongoing)

## **Housing Policy & Initiatives**

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: 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 Neighborhood Stabilization Program (NSP) grantees (ongoing); maintenance of NSP list serve (ongoing); hosting quarterly NSP coordinating committee and convene information sessions (ongoing); provide best practice information and foreclosure data (ongoing).

## **Transportation Policy & Initiatives**

Project Manager: Doug Ferguson

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. The U.S. Congress over the next year will be working towards a new federal transportation authorization bill along with legislation on a national climate change bill. The debate and discussion of

climate change has a heavy focus on transportation and its role for reducing green house gas emissions. 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: Policy briefs on national, state, and local transportation policy matters (ongoing)

## **Regional Economy: Policy Analysis and Regional Coordination**

Team: Baden, Byrne

Description: *GO TO 2040* supports activities that create a favorable policy environment for sustainable prosperity, contribute to regional job growth, and contribute to the region's status as a global economic center. The quality of our labor force will be one of the most important factors influencing future prosperity- thus, gaps between education systems, employer needs, and workforce development programs need to be addressed. *GO TO 2040* also seeks to facilitate a business environment that encourages innovation. CMAP can play a catalytic role by coordinating with public and private sectors and educational institutions to support innovation, and to collect and disseminate data on innovation trends.

Products and Key Dates: Assessment of data and information specific to human capital and innovation and evaluation of opportunities (ongoing); analysis of goals/results based regulation that can remove barriers to innovation (ongoing); coordination and coalition-building on federal innovation and workforce development funding opportunities (ongoing).

## **Regional Economy: Summits and Roundtables**

Team: Delano, Rademacher, Pietrowiak, Byrne, Talbot, Baden

Description: CMAP facilitates and coordinates leadership meetings, summits, and roundtables with private and community sectors throughout the region. These events bring together economic and community development practitioners, transportation and land use planners, the private sector, and public officials to discuss and coordinate efforts in economic and community development. As called for in the *GO TO 2040* plan, CMAP will lead implementation efforts by organizing a series of meetings and bringing people and organizations together on certain issues that will lead and support efforts to implement the recommendations effectively.

Products and Key Dates: Four workshops a year and three partnership events, in the areas of workforce development, innovation, health and human services, and food systems.

## **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).

## **Regional Response to Federal and State Policy**

Team: Baden, Byrne, Capriccioso, Deuben, Elam, Fergusson, Garritano, Leary, Maloney

Description: The purpose of this task is for the deployment of communication tools, 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.

## **American Recovery and Reinvestment Act Coordinating Council**

Project Manager: Annie Byrne

Team: Deuben, Reisinger

Description: Recognizing the opportunities presented for the region through the stimulus funds made available through the American Recovery and Reinvestment Act (ARRA), CMAP is leading the ARRA Coordinating Council. CMAP and the council will offer a range of assistance to state and local agencies in helping coordinate efforts that will strengthen the region's competitive advantage, especially in regard to ARRA and other federal funds. 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 and development, this will include leveraging funds from ARRA as well as the private sector; (2) to create an effective communication platform and mechanism to engage the necessary organizations and local governments that will help maximize ARRA resources throughout the region; (3) to identify linkages and opportunities between the different programs and existing resources; (4) to identify innovations and transformative practices and integration where possible; (5) to identify challenges in the implementation of the ARRA and develop recommendations to address challenges; and (6) to support opportunities for collaboration and coordinated efforts, including the Sustainable Communities Initiative . The Council will also be a resource for helping to support additional projects and initiatives that will exceed the lifetime of the ARRA funding.

Products and Key Dates: Identify areas for coordination of competitive applications; pursue linkages between programs and resources (ongoing); identify models and example applications. These models and sample applications should be shared through list serves, workshops, and other appropriate communication mechanisms (ongoing); inform quarterly reports on ARRA implementation (quarterly).

## **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).

## **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).

## **Commercial Datasets Management**

Project Manager: Tara Fifer

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.

## **Future Leaders in Planning (FLIP)**

Project Manager: Andrew Williams-Clark

Team: Aleman, Banks, Reisinger, Torres

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).

### **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.

### **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.

### 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

### POLICY ENVIRONMENT - Budget

Policy Environment								
Funding	UWP				General Fund		CCT	Total
	Policy	Data Sharing	FLIP	TOTAL - UWP	FLIP	Policy	GOTO 2040 Plan	
<b>PERSONNEL</b>								
Salaries	1,199,084	344,368		1,543,452			24,781	1,568,233
Retirement	266,469	66,274		332,743			5,048	337,791
FICA	66,235	21,294		87,529			1,549	89,078
Medicare	17,387	4,993		22,380			359	22,739
Health	123,738	41,535		165,273			2,129	167,401
Dental	7,876	2,755		10,630			98	10,728
Vision	1,828	793		2,621			29	2,650
Life	5,335	1,721		7,056			88	7,144
Interns	15,000	40,000		55,000			0	55,000
<b>Total, Personnel</b>	<b>1,702,952</b>	<b>523,733</b>	<b>0</b>	<b>2,226,684</b>	<b>0</b>	<b>0</b>	<b>34,081</b>	<b>2,260,765</b>
<b>Employee Months</b>	<b>167.50</b>	<b>59.0</b>		<b>227.5</b>			<b>3.00</b>	<b>229.5</b>



Policy Environment								
Funding	UWP				General Fund		CCT	Total
	Policy	Data Sharing	FLIP	TOTAL - UWP	FLIP	Policy	GOTO 2040 Plan	
Indirect Charge	664,154	190,333		854,487			13,410	867,897
<b>COMMODITIES</b>								
Publications	3,000	1,000		4,000				4,000
Software-Small Value	0	5,000		5,000				5,000
Equipment - Small Value	0	5,000		5,000				5,000
Data Acquisition	0	350,000		350,000				350,000
Office Supplies	1,000		1,600	2,600				2,600
<b>Total, Commodities</b>	<b>4,000</b>	<b>361,000</b>	<b>1,600</b>	<b>366,600</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>366,600</b>
<b>OPERATING</b>								
Staff Assoc. Membership	2,000	500		2,500				2,500
CMAP Assoc. Membership	25,000			25,000				25,000
Postage/Postal Services	1,000	200	300	1,500				1,500
Miscellaneous	600			600	2,400			3,000
Meeting Expenses	3,000			3,000	5,150			8,150
Printing Services	2,000	500	700	3,200				3,200
Conference Registrations	7,000	1,000		8,000				8,000
Training & Education	2,000	10,000		12,000				12,000
Travel Expenses	45,000	2,000	2,000	49,000	2,650			51,650
<b>Total, Operating</b>	<b>87,600</b>	<b>14,200</b>	<b>3,000</b>	<b>104,800</b>	<b>10,200</b>	<b>0</b>	<b>0</b>	<b>115,000</b>
<b>CONTRACTUAL SERVICES</b>								
Professional Services								
IT Support		100,000		100,000				100,000
Consulting Services								

Policy Environment								
Funding	UWP				General Fund		CCT	Total
	Policy	Data Sharing	FLIP	TOTAL - UWP	FLIP	Policy	GOTO 2040 Plan	
Federal Policy Analysis				-		35,000	-	35,000
Strategic Communications				-			200,000	200,000
Data Sharing		150,000		150,000			200,000	350,000
UWP FY 10	222,000	30,000		252,000				252,000
UWP FY 11	50,000			50,000				50,000
<b>Total, Contractual Services</b>	<b>272,000</b>	<b>280,000</b>	<b>0</b>	<b>552,000</b>	<b>0</b>	<b>35,000</b>	<b>400,000</b>	<b>987,000</b>
<b>Total, Expenses</b>	<b>2,730,706</b>	<b>1,369,266</b>	<b>4,600</b>	<b>4,104,571</b>	<b>10,200</b>	<b>35,000</b>	<b>447,491</b>	<b>4,597,262</b>
<b>REVENUE</b>								
UWP Operating - FY2011				2,882,057				2,882,057
UWP Contracts - FY 2011				40,000				40,000
Match - FY 2011				730,514				730,514
UWP Contracts - FY 2010				201,600				201,600
Match - FY 2010				50,400			-	50,400
CCT				-			447,491	447,491
General Fund					10,200	35,000		45,200
IDOT				200,000	-	0		150,000
<b>Total, Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,104,571</b>	<b>10,200</b>	<b>35,000</b>	<b>447,491</b>	<b>4,597,262</b>

## POLICY ENVIRONMENT - Consultant Services Detail:

<u>PROPOSED SUBCONTRACTS</u>	<u>ESTIMATED AMOUNT</u>	<u>FUNDING SOURCE/STATUS</u>
IT Support (Falkor)	\$100,000	UWP 2011 – Operating / Ongoing contract
Federal Policy Analysis (Wilkison)	\$35,000	General Fund / Ongoing contract
Strategic Communications (ASGK)	\$200,000	CCT / Ongoing contract (also funded by UWP 2010/2011 – Contract under <i>GO TO 2040 Plan</i> )
Data Sharing (TBD)	\$150,000	IDOT / RFP to be developed
Data Sharing (University of Massachusetts)	\$200,000	CCT / Ongoing contract
Indicators Website revisions (TBD)	\$30,000	UWP 2010 – Contract / RFP to be developed
Public Policy (TBD)	\$222,000	UWP 2010 – Contract / RFP to be developed
Local Governmental Liaison (DRP Consulting)	\$50,000	UWP 2011 – Contract / Ongoing contract
Total	\$1,000,000	

## 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.

## **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

## **Office Systems Management**

Project Manager: Penny Dubernat

Staffing: Brown, Kelley, Rivera

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

Resources: Software applications, telephone system

Products: Telephones, computer peripherals.

## **Internal Data Library Management**

Project Manager: Xiaohong Zhang

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

Brief 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).

## INFORMATION TECHNOLOGY MANAGEMENT – Budget

<b>Information Technology</b>	
<b>Funding Source</b>	<b>UWP</b>
<b>PERSONNEL</b>	
Salaries	278,195
Retirement	72,283
FICA	17,387
Medicare	4,034
Health	27,767
Dental	1,888
Vision	559
Life	1,488
<b>Total, Personnel</b>	<b>403,600</b>
<b>Employee Months</b>	<b>51.00</b>
<b>Indirect Charge</b>	<b>158,804</b>
<b>COMMODITIES</b>	
Publications	1,000
Software-Small Value	0
Equipment - Small Value	0
Office Supplies	500
<b>Total, Commodities</b>	<b>1,500</b>
<b>OPERATING</b>	
Storage	12,000
Postage/Postal Services	6,000
Miscellaneous	0
Training & Education Reimbursement	2,000
Travel Expenses	1,000
<b>Total, Operating</b>	<b>21,000</b>

<b>Information Technology</b>	
<b>Funding Source</b>	<b>UWP</b>
<b>CONTRACTUAL SERVICES</b>	
Software Maintenance/Licenses	200,000
Professional Services	
IT Support	400,000
Consulting Services	
Web Support	80,000
IFAS server Support	60,000
<b>Total, Contractual Services</b>	<b>740,000</b>
<b>CAPITAL OUTLAY</b>	
Equipment - Capital	200,000
Office Construction - Capital	135,000
Software - Capital	50,000
<b>Total, Capital Outlay</b>	<b>385,000</b>
<b>Total, Expenses</b>	<b>1,709,904</b>
<b>REVENUE</b>	
UWP Operating - FY2011	1,367,923
Match - FY 2011	341,981
<b>Total, Revenue</b>	<b>1,709,904</b>

**INFORMATION TECHNOLOGY MANAGEMENT - Consultant Services Detail:**

<u>PROPOSED SUBCONTRACTS</u>	<u>ESTIMATED AMOUNT</u>	<u>FUNDING SOURCE/STATUS</u>
Software Maintenance/License (various)	\$200,000	UWP 2011 – Operating / Ongoing
IT Consulting Service Support (Falkor)	\$400,000	UWP 2011 – Operating / Ongoing
Web Support (Thirdwave)	\$80,000	UWP 2011 – Operating / Ongoing
IFAS Server Support (Sungard)	\$60,000	UWP 2011 – Operating / To be developed
<b>TOTAL</b>	<b>\$740,000</b>	

## **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 annual audit of financial records.

Resources: IFAS financial software system

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

### **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)

### **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.

## 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

## Administration

Project Managers: Dolores Dowdle, Dorianne Preer

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

Description: Provide administrative support for CMAP

## FINANCE AND ADMINISTRATION - Budget

Finance and Administration	
Funding Source	Overhead
<b>PERSONNEL</b>	
Salaries	898,321
Retirement	182,294
FICA	54,278
Medicare	13,026
Health	101,455
Dental	6,087
Vision	1,896
Life	5,119
Other Benefits	20,000
Interns	35,000
<b>Total, Personnel</b>	<b>1,317,475</b>
<b>Employee Months</b>	<b>175.5</b>
<b>COMMODITIES</b>	
General Supplies	10,000
Publications	500
Software-Small Value	500
Equipment - Small Value	500
Office Supplies	15,000



<b>Finance and Administration</b>	
Funding Source	Overhead
Copy Room Supplies	20,000
<b>Total, Commodities</b>	<b>46,500</b>
<b>OPERATING EXPENSES</b>	
Workers' Compensation Insurance	25,000
Unemployment Compensation	15,000
Staff Assoc. Membership	500
Postage/Postal Services	20,000
Storage	8,000
Miscellaneous	5,000
Meeting Expenses	500
Recruitment Expenses	1,000
General Insurance	30,000
Legal Services	5,000
Printing Services	5,000
Bank Service Fees	5,000
Conference Registrations	1,000
Training & Education Reimbursement	3,000
Travel Expenses	5,000
<b>Total, Operating Expenses</b>	<b>129,000</b>
<b>OCCUPANCY EXPENSES</b>	
Office Maintenance	10,000
Rent	1,405,500
Telecommunications	70,000
Utilities	60,000
<b>Total, Occupancy Expenses</b>	<b>1,545,500</b>
<b>CONTRACTUAL SERVICES</b>	
Audit Services	40,000
Office Equipment Leases	8,000
Fiscal Mgt. Maintenance/Licenses	36,000
Office Equipment Maintenance	80,000
<b>Total, Contractual Services</b>	<b>164,000</b>
<b>Total, Expenses</b>	<b>3,202,475</b>

<b>Finance and Administration</b>	
Funding Source	Overhead
<b>Overhead Charged to Programs</b>	<b>3,202,475</b>

# APPENDIX: Category and Line Item Definitions

## OBJECT CODE CATEGORIES

### PERSONNEL OBJECT CODES

Regular Salaries – includes expenditures to all permanent CMAP employees paid on a bi-weekly basis for the entire budget year. This includes both full time and permanent part time employees.

Medicare – ER Contribution – includes all payments made to the IRS by CMAP for the employer share of Medicare taxes related to payroll costs paid.

FICA – ER Contribution – includes all payments made to the IRS by CMAP for the employer share of FICA taxes related to payroll costs paid.

Retirement – ER Contribution – includes all payments made to the Illinois Municipal Retirement System Fund (IMRF) and the State Employee Retirement System Fund (SERS) for the employer share of pension costs. These payments are a percentage of salary costs for all regular employees covered under the pension plan.

Life Insurance – ER Contribution – includes the employer share of life insurance benefits paid for all regular employees.

Medical/Dental/Vision – ER Contribution – includes the employer share of medical, dental and vision insurance benefits paid for all regular employees.

Other Benefits – ER Contribution – includes any other miscellaneous employer paid costs related to employee benefits provided. An example of this type of costs would be administrative fees paid to the financial services company that monitors the ICMA accounts or the firm that process the employee flexible spending accounts

### COMMODITIES OBJECT CODES

Commodities are supplies, materials and articles which are consumed during their use or are materially altered when used. These items have a unit cost under \$3,000.00, a limited life and are not subject to depreciation. Commodities are materials and supplies purchased by CMAP for use by CMAP employees.

General Supplies – includes supplies used in the break room and at various coffee stations throughout the CMAP office. This includes coffee, tea, soda, sugar/sugar substitutes, paper supplies, and cleaning supplies.

Publications – includes the costs of books, subscriptions, journals, newspapers, etc.

Software – Small Value – purchase of computer software that has a unit cost of under \$3,000 in value.

Equipment – Small Value – includes office machines, furnishings and equipment with a unit cost under \$3,000; such as, adding machines, printers, calculators, computers, etc.

Data Acquisition – this object code is used for the acquisition of data sets used by CMAP staff in the completion of the work.

Office Supplies – includes supplies and materials necessary for the general operation of the CMAP office; such as, pens, pencils, folders, files, adding machine paper and ribbons. These would be items ordered by the Administrative Assistance from the office supply catalogs.

Copy Room Supplies – includes the purchase of paper, toner, ink used in the operations of the copy room and the related copy machines.

#### PROFESSIONAL SERVICES OBJECT CODES

Contractual services are expenditures for services performed by non-employees which are required by a division or the board in the execution of its assigned function. Contractual services are further broken down into three sections: Professional Services; General Operating; and Rent/Utilities. These are described below in detail

Professional services are expenditures for services performed by non-employees which are required by CMAP to carry out its function. Included under this category of object codes will be consulting contracts, professional services, audit services, etc.

Office Equipment Maintenance object code refers to those contractual services which tend to preserve or restore the original value of real or personal property, but which do not increase the original value. This includes any parts or materials used by the vendor in the course of the repair or maintenance activity.

Audit Services – includes charges for the performance of the annual CMAP audit.

Office Equipment Leases – includes the rental of office and data processing equipment used in the CMAP offices.

Software Maintenance/Licenses – includes payments for software maintenance and the purchase of licenses for software used by CMAP.

Fiscal Management Maintenance/Licenses – includes payments for the maintenance and licenses related to the use of the fiscal management software used by CMAP.

Professional Services – this object code will be used for contracts with various vendors who provide professional services to CMAP and are located in the CMAP offices

Consulting Services – this object code will be used for contracts entered into with vendors to provide consulting services to CMAP staff.

Office Equipment Maintenance – includes service charges associated with the repair and maintenance of office equipment and machinery used by CMAP.

Web-based Software Licenses – this object code is used for the purchases and renewal of licenses of web-based software used by CMAP staff.

#### GENERAL OPERATING OBJECT CODES

General operating expenses include payments for services provided to CMAP in the normal operations of a business. These include postage, meeting expenses, memberships, conferences, etc. Employee travel reimbursements are also under this category of expenditure including both in-region and out-of-region travel and related training expenses. These object codes are not to be used for the purchase of tangible items. Direct purchases of tangible items should be charged to the proper commodity or capital object code.

Workers' Compensation Insurance – this object code is for premiums and/or related workers' compensation expenses..

Unemployment Compensation – this object code is for premiums and/or claims for the payment of unemployment related costs as billed by the State of Illinois.

Staff Association Memberships – includes payments for dues and memberships to professional organizations by individual CMAP staff members. This is limited to a maximum of \$250 per year at the discretion of the employee's deputy executive director.

CMAP Association Memberships – includes the payment of dues and memberships to professional organizations for the agency, these are not individual memberships.

Postage/Postal Services – includes stamps, stamped envelopes, stamped postal cards, postage meter settings, postal permit deposits, and charges for couriers such as FedEx, UPS, etc.

Storage – includes payment of monthly fees for the use of off-site facilities for the storage of CMAP materials and documents and remote IT servers.

Moving Expenses – includes the payment of fees incurred for the moving of CMAP materials and equipment from one location to another.

Legal/Bid Notices – include costs related to the posting of required legal and/or bid notices.

Miscellaneous – this object code will be used for various operating costs incurred that do not meet the definition of any other operating cost object code. .

Meeting Expenses – this object code will be used for expenses incurred to conduct various meeting held by CMAP.

Recruitment Expenses – includes the costs related to the recruitment of CMAP staff; such as, posting of employment ads, job fair costs, etc.

General Insurance – this object code is for premiums and/or related liability insurance expenses paid by CMAP.

Legal Services – includes payments to attorneys or law firms for legal services rendered to CMAP.

Printing Services – includes printing services, microfilm services, photographic services and survey maps prepared by non-employees.

Bank Service Fees – this object code will be used to record service fees paid related to CMAP's checking accounts and merchant service fees charged by credit card companies for the collection of payments made to CMAP.

Conference Registrations – this object code will be used for the payment of registration fees for attendance at conferences by CMAP staff and board members.

Training and Education Reimbursement – this includes payments made to employees for tuition reimbursement or non-credit classes taken at the direction of their deputy director. Related covered expenses such as books and/or fees would also be paid from this object code.

Travel Expenses – includes all expenses related to both in and out of region travel by CMAP staff and board members; such as, hotel, mileage, car rental, per diem, gas, tolls, parking, etc. Amounts requested for reimbursement must be in compliance with the CMAP travel policy.

#### RENT/OFFICE MAINTENANCE OBJECT CODES

Rent/office maintenance expenses include payment of utility costs, office lease, telephone charges, monthly parking fees related to the leases and office maintenance provided by the building operations.

This would include all costs paid by CMAP to occupy the physical office space.

Office Maintenance – includes all office maintenance costs billed to CMAP by the landlord. This would include replacement of light bulbs, repair work completed, employee access cards, office construction/remodeling performed by the landlord, etc.

Rent – includes the monthly rental fee for the office space occupied in the Sears Tower.

Telecommunications – includes all payments made to vendors for telecommunication monthly charges; such as payments made to Version, A T & T, etc.

Utilities – includes all payments made to vendors for the various utility costs; such as, electricity, heat, water, etc

#### CAPITAL OBJECT CODES

Capital expenses include payments for the acquisition, replacement or substantial increase in value of assets which are not expendable in first use, with a life expectancy exceeding one year, subject to depreciation and with a unit cost greater than \$3,000.00. Capital object codes should be charged with any freight or delivery costs incidental to delivering these items to CMAP.