CMAP

Staff Progress Report

Fiscal Year 2016
Quarter Two

CMAP
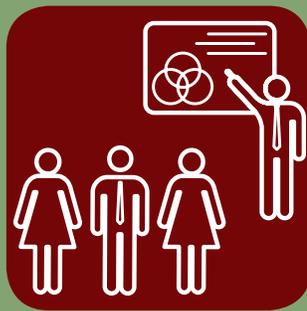
March 2016

Table of Contents

LOCAL PLANNING PROGRAM

Program Oversight: Bob Dean

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

Local Technical Assistance (LTA) Program

Project Manager: Bob Dean, Jason Navota

Team: Entire Local Planning staff, also Dryla-Gaca, Pedersen, Prasse

Description: The Local Technical Assistance (LTA) program involves working directly with a community or group of communities on a product that is customized for their use. These projects have a specific audience and are geographically limited. New projects are added to the LTA program each October. This work plan item includes several components: program administration; project management; outreach and engagement; and data analysis.

Program administration includes overall administration and tracking of progress of the LTA program, including monthly reports on project progress and quarterly reviews of staff time expectations and contract expenditures. It also includes the annual LTA call for projects and project selection, with close coordination with the Regional Transportation Authority and other stakeholders and partners. Following project selection and subsequent CMAP board approval, many LTA projects require further scoping to determine the most appropriate CMAP role. Before startup, LTA projects include meetings with project sponsors and key local stakeholders, research on relevant past activities in each community, and preparation of a proposed scope of work. Internal and external coordination of the program, including alignment with policy and programming priorities, is also part of program administration.

Project management is conducted by a project manager who is responsible for the timely completion of the project. Project managers are responsible for conducting a large portion of the work required on their projects, as well as identifying needs for additional project support, outreach assistance, and partner coordination. Project management involves preparation and review of interim and final materials, including maintaining a high standard of quality for all documents produced.

Outreach and engagement through an inclusive public engagement processes is part of each LTA project undertaken. This component includes the development and implementation of a public engagement process as part of each project, as well as media and legislative outreach during and after each LTA project.

Data analysis is also a significant part of LTA projects, requiring customized data preparation, analysis, and mapping support to LTA project managers. Data and analysis staff are assigned to projects several months before they are initiated based on availability and needed skills. A set of guidelines for preparing standardized LTA data and mapping products ensures uniform quality control and streamlines preparation of data and map products. New analytical methods and approaches will be used as they are developed; an example is incorporation of stormwater and resilience into comprehensive plans.

The projects that were currently underway or committed (and the project manager for each) at the start of the first quarter of FY 16 are listed below, divided between staff-led and consultant-led projects.

Staff-led projects:

- Algonquin-Carpentersville river corridor study (Daly)
- Arlington Heights bicycle and pedestrian plan (O'Neal)
- Aurora downtown plan (Bayley)
- Bensenville zoning ordinance update (Seid)
- Berwyn parking study (Bayley)
- Berwyn zoning ordinance update (Ihnchak)
- Blue Island capital improvement plan (Zwiebach)
- Boone Creek watershed plan (Hudson)
- Calumet Park planning priorities report (Shenbaga)
- Carol Stream comprehensive plan (Carlisle)
- Crystal Lake transportation plan (Beck)
- Elmwood Park zoning ordinance analysis (Day)
- Endeleo Institute (Chicago) planning priorities report (Johnson)
- Fox Lake planning priorities report (Pfingston)
- Franklin Park comprehensive plan (Carlisle)
- Harvard comprehensive plan (Beck)
- Kendall County industrial market study (Dick)
- Lake County/Round Lake Homes for a Changing Region study (Ostrander)
- McHenry County Comprehensive Economic Development Strategy (Burch)
- North Chicago comprehensive plan (Seid)
- Northwest Chicago neighborhood plan (TBD)
- Oswego-Montgomery-Yorkville shared services study (Yeung)
- Park Forest zoning ordinance update (Ihnchak)
- Pilsen-Little Village (Chicago) neighborhood plan (Zwiebach)
- Richton Park capital improvement plan (Daly)
- South Elgin zoning ordinance update (Day)
- South Holland comprehensive plan (Ostrander)
- SSMMA complete streets plan (O'Neal)
- Steger planning priorities report (Burch)

- Will County Preston Heights neighborhood plan (Dick)
- Winthrop Harbor comprehensive plan (Shenbaga)

Consultant-led projects

- Barrington area bicycle and pedestrian plan (Pfingston)
- Brookfield comprehensive plan (Pfingston)
- Campton Hills zoning ordinance update (Ihnchak)
- Chicago Neighborhoods 2015 plan (Yeung)
- Cicero comprehensive plan (Burch)
- Crete comprehensive plan (Pfingston)
- DuPage County Elgin-O'Hare bicycle and pedestrian plan (O'Neal)
- DuPage County/Hanover Park Homes for a Changing Region study (Williams-Clark)
- Franklin Park subregional truck route plan (Gershman)
- Governors State University transportation and green infrastructure plan (Hudson)
- Huntley zoning ordinance update (Day)
- Joliet corridor study (Ostrander)
- Lake County IL 53/120 corridor plan (Navota)
- Pullman (Chicago) transportation access plan (Bayley)
- Pingree Grove comprehensive plan (Dick)
- Regional truck permitting plan (Gershman)
- Richton Park zoning ordinance update (Seid)
- Roselle comprehensive plan (Olson)
- Villa Park zoning ordinance update (Day)
- Westchester zoning ordinance (Ihnchak)
- West Pullman (Chicago) corridor plan (Zwiebach)
- Zion comprehensive plan (Beck)

Products and Key Dates: Monthly reports on progress of ongoing and upcoming projects (ongoing). The number of projects at various stages (initiated; 50% complete; 90% complete; 100% complete) will be tracked and reported quarterly.

2nd Quarter Progress:
- Received approval for new recommended projects from the Board and MPO Policy Committee, adding 22 projects to the program.

- Continued to advance projects, with preparation of six existing conditions reports (bringing the total to 153), nine draft plans (bringing the total to 137), and seven final plans (bringing the total to 119).

- Initiated four additional projects. A total of 165 projects had reached this stage by the end of the quarter, including 115 staff-led projects and 50 consultant-led projects.

3rd Quarter Objectives:

- Advance ongoing projects, with preparation of several existing conditions reports, development of seven additional draft plans, and completion of seven final plans.

- Initiate seven projects, preparing other projects for kickoff throughout 2016.

- Address state fiscal issues which affect repayment of contract expenditures, which may involve delaying unstarted and ongoing projects.

Project stage	End FY 11	End FY 12	End FY 13	End FY 14	End FY 15	1Q FY 16	2Q FY 16
Completed and adopted (100% complete)	0	10	42	78	108	112	119
Final draft complete (90%)	0	18	48	93	117	128	137
Existing conditions complete (50%)	0	29	62	106	143	147	153
Fully initiated	14	47	95	129	159	161	165

Consultant Management, Evaluation, and Best Practices

Project Manager: Sam Shenbaga

Team: Bayley, Burch, Day, Gershman, Hudson, Ihnchak, O'Neal, Seid, Zwiebach

Description: Many projects within the LTA program are conducted by consulting firms and managed by CMAP staff. These are tracked within the LTA work plan item above, but also have separate requirements, including RFP development, consultant selection, and evaluation of consultant performance. The management of numerous projects by consulting firms also provides an opportunity to identify best practices in plan preparation, publicize them, and incorporate them into other projects in the LTA program to advance the state of planning practice across the region.

Products and Key Dates: Development of RFPs, selection of consultants, and contract management (ongoing). Evaluation and communication of consultant performance (ongoing). Internally-focused report on best practices that can be incorporated into staff-led LTA projects (January).

2nd Quarter Progress:

- Communicated with consultants and communities on funding situation. Consultants will be determining what action to take on their ongoing projects.

- Completed three consultant-led projects.

- Issued two RFPs (Brookfield comprehensive plan and O'Hare subregional truck plan), with selection scheduled for the 3rd quarter.

- Scoping and RFP development underway for three LTA projects.

- Reviewed and provided feedback on several consultant project deliverables.

3rd Quarter Objectives:

- Complete approximately three consultant-led projects.

- Select contractors for RFPs released in 2nd quarter. However, projects will not be initiated until funding is available.

- Issue RFP for one project (Romeoville comprehensive plan), pending funding arrangements.

- New contracts to be put on hold until financial situation is resolved.

- Reach out to partner agencies to determine their desired level of involved in FY 16 staff and consultant led projects.

Project Implementation

Project Manager: Tony Manno

Team: Daly, Navota, Smith, Lopez

Description: Following completion of LTA projects, CMAP remains involved for two years to track project implementation and assist in appropriate ways. Involvement includes discussing implementation progress with the project sponsor on a quarterly basis, identifying appropriate activities for CMAP (such as providing trainings, assisting with grant applications, or reaching out to partner organizations) in the upcoming quarter, and providing quarterly updates on progress through the Board report. This component will also explore innovative ways that the

agency can support plan implementation, with specific attention to activities in the areas of transportation, reinvestment, the natural environment, and intergovernmental coordination. One specific implementation activity involves a series of training workshops for Planning Commissioners in communities that have recently completed LTA projects, coordinated with the American Planning Association Illinois Chapter (APA-IL), Council of Governments (COGs), and other relevant groups, with invitations to nearby communities as well.

Products and Key Dates: Advancement of specific local implementation activities (ongoing). Preparation of implementation updates for Board report (quarterly). Eight Planning Commissioner workshops, held throughout year (approximately two per quarter).

2nd Quarter Progress:

- Due to staff turnover, paused work on project LTA implementation until new staff could be hired.

3rd Quarter Objectives:

- Transition responsibility for managing implementation to Tony Manno, who will lead this effort moving forward.

Research and Development of New Approaches

Project Manager: Agata Dryla-Gaca

Team: Beck, Burch, Evasic, Ihnchak, Navota, O'Neal, K. Smith, Zwiebach, Vernon, Yeung

Description: This project will explore the use of innovative analytical techniques as part of LTA projects, both as a way to strengthen individual projects and to test the use of different data sources and techniques which ultimately could be used for other purposes. Initial areas of exploration include but are not limited to stormwater management and community resilience to climate change, production of capital improvement plans, bicycle and pedestrian planning, and incorporation of economic development and market analysis into local plans.

This project will produce model planning approaches on topics of interest to local communities and planners, and are meant to inform CMAP's approach to these topics through the LTA program. These include toolkits, model ordinances, data tools, and similar products. Once models are produced, CMAP intends to work with several communities to pilot model approaches locally. While materials are produced with the expectation that they will be used primarily by CMAP staff, they will also be publicly accessible for the use of local governments.

Products and Key Dates: Completion of three white papers to inform staff on how best to address specific topics in local planning projects: topics may include economic development or market analysis, capital improvement plans, bicycle and pedestrian planning, and resilience

(outlines due September, drafts due March, final white papers due June). Integration of new analytical methods into individual LTA projects (ongoing).

2nd Quarter Progress:

Stormwater Management:

- Revised draft approach to local analysis with stormwater consultant.

- Tested refined approach for South Holland.

- Developed additional potential evaluation products.

- Updated list of collected datasets and process documentation.

Bikeways Prioritization:

- Arlington Hts bike/ped projects evaluated with TAP criteria.

- Started drafting custom models for LTA projects. Separate sets of criteria are being developed for bikeways, sidewalks and intersection improvement projects.

3rd Quarter Objectives:

Stormwater Management:

- Run refined approach for other pilot LTA communities (Franklin Park, Blue Island).

- Share approach with Calumet Stormwater Collaborative and CMAP's Environmental and Natural Resources Working Committee.

- Summarize spatial analysis for internal stormwater strategy toolkit.

- Run local analysis on additional LTA communities.

Bikeways Prioritization:

- Test draft LTA bike/ped projects prioritization model with Arlington Hts.

- Refine the criteria and scoring if needed.

- Collect feedback from transportation and LTA planners.

Partner Coordination

Project Manager: Bob Dean

Team: Green, Lopez, Smith, Torres, Vallecillos, Communications staff, Legislative staff

Description: The involvement of partner organizations including government, nongovernmental, and philanthropic groups is a central part of CMAP's approach to the LTA program. This work plan item includes identification of appropriate organizations to participate in local projects and coordination of the project processes to involve these organizations, as well as convening partners through working committees, technical assistance providers group, and other formal and informal committees. This project also includes the incorporation of non-traditional topics within LTA projects, such as health, arts and culture, workforce development, and others.

Products and Key Dates: Identification of appropriate partner organizations and roles for each LTA project (ongoing). Presentation of LTA projects to relevant CMAP working committees (ongoing). Regular updates to transit agencies and other relevant stakeholders (monthly). Periodic meetings of the technical assistance providers group (quarterly).

2nd Quarter Progress:

- Continued to track partner involvement in ongoing projects, and seek new partner involvement as relevant.

3rd Quarter Objectives:

- Continue partner involvement in ongoing projects, and also expand partner involvement in implementation approach.

- Hold meeting of technical assistance providers group regarding new LTA projects and the long-range plan.

External Resource Development and Management

Project Manager: Bob Dean

Team: Hudson, Navota, Olson, others as relevant to specific topics

Description: To cover a breadth of topics, CMAP will need to have access to funding resources beyond transportation sources. This project involves seeking external resources to support the LTA program and CMAP's work in general, either through competitive applications to public sector (most commonly federal or state) programs or philanthropic organizations, or through cultivation of relationships with potential funders. It also involves managing these grants,

assuring that all grant requirements are met, providing periodic financial and program reports, and other activities.

Current grants which fund the LTA program in FY 16 are from the Chicago Community Trust, Cook County Department of Planning and Development, Illinois Attorney General, Illinois Department of Natural Resources (IDNR), Illinois Environmental Protection Agency (IEPA), John D. and Catherine T. MacArthur Foundation, and U.S. Department of Commerce (Economic Development Administration).

Products and Key Dates: Monitoring and evaluation of federal and state grant opportunities (ongoing). Periodic communication with philanthropic groups and other potential funders concerning the value of the LTA program (ongoing). Applications submitted in response to funding opportunities (as needed). Quarterly, biannual, or annual reports to funders (ongoing).

2nd Quarter Progress:

- Prepared to submit additional application to NOAA for educational activities related to resilience.

- Reviewed several other grant possibilities, including HUD Choice Neighborhoods grant, but decided not to submit applications.

3rd Quarter Objectives:

- Submit NOAA grant for educational activities related to resilience.

- Pending Board direction to aggressively pursue external grants, prepare a strategy to increase external grantseeking across the agency.

Municipal Survey

Project Manager: Patrick Day

Team: Interns

Description: This project will conduct a biennial survey of municipalities across the region to understand the degree to which the region's local plans are up-to-date. Survey analysis will also be used to determine local government demand for new LTA project types as well as educational opportunities. The next survey will be conducted during spring-summer 2016, so only the initiation of the survey is included in the FY 16 work plan.

Products and Key Dates: Initiation of municipal survey (April 2016).

2nd Quarter Progress:

- Staff presented to COM planning liaisons to introduce project and discuss past survey fielding strategies

- Staff continued work on survey content in collaboration with policy team, and worked with data staff to create up-to-date contact information for all communities

3rd Quarter Objectives:

- Complete municipal survey questionnaire draft

- Continue to prepare for spring 2016 survey release, including outreach to COGs and municipalities.

Water Resources Planning

Project Manager: Jason Navota

Team: Hudson, Thompson

Description: The Water Resources Planning program includes the agency's program in water resource planning and management, including activities not already included within the LTA program related to water quality, water supply, and wastewater. These activities are guided by CMAP's role as the delegated authority for Areawide Water Quality Planning, GO TO 2040, and Water 2050. Other elements of water resource planning are incorporated elsewhere within the Local Planning program. Projects include providing general watershed organization assistance; development of a watershed plan for Boone and Dutch Creeks in eastern McHenry County; and lake management activities.

Products and Key Dates: The VLMP program has regular deadlines throughout each program year for reporting, data management, volunteer training, and technical assistance and outreach. The Boone-Dutch program includes quarterly stakeholder meetings, quarterly progress reports, and an executive summary and watershed plan document completed by December 31, 2015. A complete list of these and other water quality related activities are enumerated in the annual Water Quality Activities Report submitted to IEPA following the end of each calendar year.

2nd Quarter Progress:

- Staff successfully entered into contract with IEPA, and MOU with DuPage County Stormwater Management and the DuPage River Salt Creek Workgroup to work together to create a Lower Salt Creek watershed-based plan.

- Continued to follow and support efforts of the Fox River Ecosystem Partnership, Tyler Creek Watershed Coalition, Silver and Sleepy Hollow Creeks Watershed Coalition,

Tower Lakes Drain Partnership; Jelkes Creek - Fox River Watershed Coalition , Blackberry and Ferson-Otter Creek Watershed stakeholders, Hickory Creek Watershed Planning Group, Buffalo Creek Clean Water Partnership, Thorn Creek Watershed stakeholders, and Chicago Wilderness.

- Finished work on the Boone-Dutch Creek Watershed Plan, including a final stakeholder meeting on December 10 and project management and administration.

- Continued to administer the Volunteer Lake Monitoring Program, including project administration, coordination and management; volunteer monitor support; data management for volunteer data forms; provision of technical assistance to lake volunteers as needed; and assessment of water quality data.

3rd Quarter Objectives:

- Kick off Lower Salt Creek watershed plan work.

- Continue to attend meetings and provide technical support to the following watershed organizations as resources allow: Fox River Ecosystem Partnership, Tyler Creek Watershed Coalition, Silver and Sleepy Hollow Creeks Watershed Coalition, Tower Lakes Drain Partnership; Jelkes Creek - Fox River Watershed Coalition , Blackberry and Ferson-Otter Creek Watershed stakeholders, Hickory Creek Watershed Planning Group, Buffalo Creek Clean Water Partnership, Thorn Creek Watershed stakeholders, and Chicago Wilderness.

- Wrap up any final administrative and contractual needs for the Boone-Dutch Creek Watershed Plan and submit to IEPA for review and approval.

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

Water Supply Planning

Water supply planning activities support Water 2050 implementation efforts through grant funding from the IDNR. Activities include providing support for implementation of the Northwest Water Planning Alliance (NWPA) strategic plan; annual water-loss reporting; serving on a Technical Advisory Committee; and providing technical assistance to community planning and ordinance updates. Support for the users of Lake Michigan water will include water loss auditing and reporting assistance, data collection, and full cost accounting for water and service.

Products and Key Dates: Village of Campton Hills zoning ordinance (October 2015); Pingree Grove comprehensive plan (January 2016).

2nd Quarter Progress: The IDNR grant was suspended on March 16, 2015, and thus all water supply related work by CMAP has been indefinitely suspended as well. Staff continued to monitor but not participate in water supply planning activities of partner organizations, such as the NWPA, MPC, and the Alliance for Water Efficiency.

3rd Quarter Objectives: No work is anticipated for the second quarter due to lack of funding support.

Wastewater planning

Wastewater planning activities include review of wastewater Facility Planning Area (FPA) amendment applications that lead to a CMAP staff recommendation made to the IEPA regarding consistency of the request with the federally approved Illinois Water Quality Management Plan. FPA application review and recommendations are shared with the CMAP Wastewater Committee who also makes a recommendation to IEPA. This work is funded by the IEPA.

Products and Key Dates: Reviews are conducted as needed.

2nd Quarter Progress:

- Finalized revisions of the WQMP manual and application materials.

- Participated in meetings with the Illinois Association of Wastewater Agency's Young Professional's Group and Education Committee.

- Developed public notices and signoff letters for Level III National Pollution Discharge Elimination System Permits.

3rd Quarter Objectives:

- In relation to the revised WQMP manual and application, revise the CMAP webpage, draft a policy update, and draft an announcement of release of the new manual and guidelines.

- Develop public notices for Level III NPDES notices.

- Develop materials including an agenda, review and minutes for any upcoming Wastewater Committee Meetings.

POLICY ANALYSIS AND DEVELOPMENT PROGRAM

Program Oversight: Tom Kotarac

GO TO 2040 addresses broad issues of governance and policy, which are equally as important as physical infrastructure to our region's future. The plan's approach in this area is to support activities that create a favorable policy environment for sustainable prosperity and regional job growth. The primary goal of this core program is to use the agency's vast data resources to generate robust analyses in subject areas aligning with GO TO 2040. Dissemination of this analysis provides the context for strategic coordination on policy with other organizations, including administrative and/or legislative action. This core program reflects agency priorities, ranging from transportation finance to economic innovation to state and local taxation to broader land use issues including housing and natural resource policies. The main activities include research and analysis, steering GO TO 2040 priorities through the agency's committee structure, legislative analysis, and coordination by CMAP staff with other organizations.

AREA 1: Regional Mobility

Federal and State Transportation Policy Analysis

Project Manager: Alex Beata

Team: Hollander, Murdock

Description: The current federal transportation authorization, MAP-21, will expire in September 2014. Despite a number of positive reforms, MAP-21 has not addressed sustainable funding, the need for a robust, multimodal freight program, or a performance-based approach to investment decisions. The State of Illinois faces similar challenges, given declining state resources, episodic state bond programs, and unclear methodologies for project prioritization. This project will continue CMAP's leadership role on these key issues.

Products and Key Dates: Ongoing research on federal and state transportation finance issues via issue briefs and the Policy Updates blog (ongoing).

2nd Quarter Progress:

- Continued to monitor the federal reauthorization process, coordinate with stakeholders, and report on updates to various CMAP committees.

- Published Policy Updates on the FAST Act, the DRIVE Act and STRRA, and US DOT's National Freight Strategic Plan.

- Participated in CAGTC activities.

- No updates on state transportation policy analysis.

3rd Quarter Objectives:

- Continued monitoring and analysis of federal and state legislative and regulatory activity. Publish Policy Updates and issue briefs as needed; brief CMAP committees as needed.

Major Capital Projects Implementation

Project Manager: Tom Kotarac

Team: Bozic, Dean, Elam, Schuh

Description: While the primary transportation emphasis of GO TO 2040 is to maintain and modernize, the plan contains a handful of fiscally constrained major capital projects that will maximize regional benefits of mobility and economic development. CMAP will deploy some resources, in coordination with state, regional, and local agencies and groups, to generate the data, information, policy analysis, and outreach to advance implementation of GO TO 2040's fiscally constrained priority projects. The implementation of congestion pricing will continue to be a major priority of this work.

Products and Key Dates: Bi-monthly internal meetings and project updates (ongoing); other technical assistance and involvement with project planning (ongoing).

2nd Quarter Progress:

- Major Capital Projects Status Update released.

- Continued staff work on a number of MCPs.

- Route 53-120 Corridor Land Use Draft Document released in October.

- Participated in meetings and briefings on Chicago Union Station Master Plan.

3rd Quarter Objectives:

- Continue work and determine next steps for next fiscal year.

AREA 2: Freight Planning Policy

Freight Snapshot Update

Project Manager: Alex Beata

Team: Murtha, Schmidt, Frank

Description: This project will describe how freight moves through the region's transportation system. It will inventory existing facilities and provide high-level descriptive statistics on their recent and current use. Descriptive statistics could include the following: traffic volumes, miles traveled, delay, reliability, safety, intermodal transfers, barge volumes, and air cargo volumes. This description will apply to all freight modes; highway statistics will, to the extent possible, be stratified across classes of jurisdictions and differentiate through trips from intraregional trips.

Products and Key Dates: Update of select data items within the Freight Snapshot (October 2015), memo summarizing non-highway statistics (November 2015), memo summarizing highway statistics (December 2015).

2nd Quarter Progress:

- Published Policy Updates on freight rail issues in region and Amtrak blue ribbon panel report.

- Continued analysis of ATRI and NPMRDS trucking datasets in other areas of FY16 work plan.

- Convened Freight Committee in November to brief on progress to date.

3rd Quarter Objectives:

- Continue analysis of trucking data sources. Develop Policy Update on topic.

- Update of items within CMAP Freight Data and Resources webpage.

- Convene Freight Committee in January and March.

Freight Deficiency Analysis

Project Manager: Alex Beata

Team: Murtha, Murdock

Description: This project will combine and analyze the transportation and land use data to identify a general coverage of freight bottlenecks and other deficiencies in the region. It will identify congested locations, safety hot spots, inadequate infrastructure, and conflicts between modal systems. While the project will not identify specific capital improvements to solve these deficiencies, it will offer a menu of solutions.

Products and Key Dates: Inventory of select deficiencies (January 2016), analysis of highway-rail grade crossing delays (March 2016), analysis of air cargo and water cargo deficiencies (May 2016).

2nd Quarter Progress:

- Coordinated initial research into trucking needs analysis.

- Continued analyzing highway-rail grade crossing delays and passenger rail performance.

- Explored new sources of rail data and coordinated with public-sector partners.

3rd Quarter Objectives:

- Continue public-sector partnership on rail issues. Continue grade crossing analysis.

- Complete draft trucking needs analysis, identifying hotspots and other bottlenecks.

Local Freight Policy, Planning, and Land Use Analysis

Project Manager: Jacki Murdock

Team: Beata, Brown, Murtha, Schuh, Oo

Description: This project will provide an analysis of how communities regulate freight movement and land uses to better understand the range of local regulations and their impacts. Analysis will assess trends in freight related land use and development, as well as well as catalogue and assess the extent and impact of truck operational restrictions. This project will also provide material for the freight snapshot regarding the fiscal and policy related decisions driving freight supportive land use, infrastructure, and local truck regulations.

Products and Key Dates: Memo describing federal, state, and local regulatory context (November 2015); Memo summarizing truck operational issues (January 2016); Memo describing freight related development trends including an assessment of freight supportive and freight sensitive areas (April 2016); Memo summarizing survey results on the drivers of freight related land use and freight routing and delivery regulations, such as fiscal and quality of life factors (June 2016).

2nd Quarter Progress:

- Researched national, state, and local regulatory context truck regulations.

- Analyzed truck restrictions and routing gaps in the region.

- Prepared a memo summarizing the truck regulatory context and routing analysis for the Freight Committee.

3rd Quarter Objectives:

- Present truck routing memo to Freight Committee and receive feedback on the analysis.

- Inventory and assess freight-related land uses to identify freight/land use conflicts and areas that should be preserved for freight.

AREA 3: Regional Economy

Regional Economic Analysis

Project Manager: Simone Weil

Staff: B. Peterson, Komp, Hughes

Description: CMAP collects and analyzes data on regional economic indicators to keep our partners and the general public aware of the region's broad economic trends, especially related to our major industry clusters and the workforce and innovation recommendations of GO TO 2040. This project continues the update of the existing indicators and associated quarterly policy updates. Policy updates will focus on analyses underway for the next plan as well as potential for regional coordination within these topic areas.

Products and Key Dates: Quarterly activities include rolling annual updates to the microsite with the inclusion of recently acquired data from other regions, analysis of indicators and related data through series of policy updates; Snapshot report or policy update series on regional coordination around selected economic indicators (December 2015).

2nd Quarter Progress:

- Published second policy update on asset mapping projects.

- Compiled and analyzed indicator data as available.

- Scoped remainder FY16 policy updates and developed potential topics for FY17.

- Conducted ongoing research into broad regional economic trends.

3rd Quarter Objectives:

- Publish new data for Clusters and Trends indicators.

- Draft and publish exports policy updates.

- Refine scope for FY17 policy updates.

- Share data and analysis among interested stakeholders.

Analyses of Mobility and the Regional Economy

Project Manager: Brian Peterson

Staff: Weil, Schuh, Murdock, Komp, R&A TBD

Description: CMAP's drill down work has indicated the need to improve the movement of goods and workers to support the region's industry clusters. In addition, modernizing approaches to supply chain management are changing the ways that goods move into and through the region. This project will provide two explorations of goods movement, focusing on supply chains. The first analysis will provide a high-level assessment of movement of goods to and from the region through Freight Analysis Framework (FAF) data as well as outline how modern supply chain approaches are changing how businesses move goods. This analysis will also contribute to the freight planning work. The second analysis will establish a framework for supply chain analyses in the region via a specific assessment of the metals industry supply chain.

Products and Key Dates: CMAP Region Supply Chains (September 2015); Metals Industry Supply Chain Analysis (June 2016).

2nd Quarter Progress:

- Conducted stakeholder outreach and interviews with manufacturers and freight officials in the region.

- Findings presented to Freight Committee in September.

- Economic development committee notified of completed report.

- Final report published December 2015.

3rd Quarter Objectives:

- Gather background research for metals industry and create report outline.

- Identify metals manufacturers in the Chicago region to interview.

- Develop scope and present outline to Economic Development Committee (March 2016), Chicago Metro Metals Consortium (TBD).

- Final report published in September 2016.

Regional Housing and Development Analysis

Project Manager: Liz Schuh

Team: Burch, Morck, Murdock, Z. Vernon, New Policy Hire

Description: GO TO 2040 emphasizes the need to coordinate planning for transportation, land use, and housing. This project will continue to enhance the agency's understanding of housing and land use changes in the region and provide education on topics related to the interaction of land use, transportation, and economic competitiveness. Quarterly analyses via Policy Updates and/or issue briefs will continue to cover trends such as building permits, housing diversity, housing tenure changes, non-residential land use trends, and multijurisdictional land use planning. Staff will assess the potential for development of a set of quarterly housing and development indicators. There will be some integration of the analysis of regional development trends with work under the Regional Tax Policy Analysis project and the Regional Economic Indicators.

Products and Key Dates: Analysis and policy blog updates on the impacts of housing and non-residential development change in the region (quarterly).

2nd Quarter Progress:

- Published policy update on national trends in industrial development and their implication for the region. Presented to ED committee.

- Published 5 policy updates on the five-year ACS data release. Provided follow-up information to journalists.

3rd Quarter Objectives:

- Present Industrial and Census Policy update findings to committees and others as requested.

- Due to other agency priorities, new policy updates are not anticipated to be published this quarter.

Regional Tax Policy Analysis

Project Manager: Lindsay Hollander

Team: Murdock, New Policy Hire

Description: This project supports CMAP's commitment to state and local tax policy reform through a series of analyses on the key issues affecting transportation, land use, economic development, and equity in northeastern Illinois. This project will also include ongoing outreach to CMAP partners on tax policy issues, as well as work to incorporate tax policy analysis into local planning efforts. Topics are likely to include an expanded analysis of the property tax, an updated analysis of sales tax rebates, an analysis of transportation user fees, and an analysis on local transportation revenues.

Products and Key Dates: The project will be executed as a series of four issue briefs or policy updates to be published in October, January, April, and June.

2nd Quarter Progress:

- Published Policy Update on retail vacancy and sales tax revenue.

- Provided analysis for various local planning projects.

3rd Quarter Objectives:

- Complete Policy Update on sales tax rebates.

Assessment of the Transportation Impacts of Retail Corridors

Project Manager: Lindsay Hollander

Team: Schuh, N. Peterson, New Policy Hire

Description: CMAP has provided a series of analyses on the fiscal and economic impacts of various land use types. This project will expand upon that work by analyzing the transportation utilization and cost impacts of retail agglomerations. Tasks include identification of the region's retail corridors, assessment of the role that transportation implementers play in single and cumulative development approvals, and completion of case studies of a subset of retail corridors. The case study analyses will assess transportation network utilization and costs across jurisdictions.

Products and Key Dates: Consultant contract (September 2015); draft report (June 2016).

2nd Quarter Progress:

- Completed procurement process and selected contractor.

- Completed identification of initial potential retail agglomerations for case studies.

3rd Quarter Objectives:

- Begin work on the project with the consultant on selecting case studies for travel shed/market area analysis.

- Begin background research.

AREA 4: CMAP/MPO Committee Support and Legislative Strategy

State Legislative Strategy

Project Manager: Gordon Smith

Team: Allen, Kotarac, Leary, Weil, other policy staff

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

Products and Key Dates: State Agenda (October 2015); Monthly Board Report, Final Legislative Report (June 2016); Veto Session Report (TBD); Policy Updates on state legislative issues (ongoing); factsheets on GO TO 2040 priorities (as needed); outreach strategy outline

2nd Quarter Progress:

- Met with three of the four legislative leaders (Cullerton, Radogno and Durkin) and Sen. Don Harmon to introduce Joe as new Executive Director of CMAP and to discuss 2015 State Legislative Principles and Agenda, CMAP funding, policy initiatives, and other GO TO 2040 implementation activities.

- We continue our tracking of legislative activities due to the state budget impasse.

- Developed legislative outreach strategy for the next plan.

- Continued development of the 2016 State Legislative Principles and Agenda documents.

3rd Quarter Objectives:

- Continue to meet with legislators and staff to discuss agency funding, State Legislative Principles, CMAP policy initiatives, and other GO TO 2040 implementation activities.

- Continue legislative tracking activities.

- Convene a meeting of the CMAP legislative working group.

- Review legislative outreach strategy for state legislative campaign.

- Finalize the 2016 State Legislative Principles and Agenda documents.

CMAP Operations Funding and Regional Infrastructure Fund

Project Manager: TBD

Team: Dean, Garritano, Kotarac, Smith, Weil

Description: Under this project, staff will pursue FUND 2040, a sustainable funding plan and implementation strategy that diversifies CMAP's resources for operating revenues that will match federal funds, allow some expansion of non-transportation activities, enhance the local technical assistance program and provide capital funding for infrastructure projects that have regional benefits. Based on the progress of activities in the previous fiscal year, staff will develop an action plan that leads to state legislation that enables these activities. Should support for this approach not be realized, staff will develop alternative means for diversifying CMAP revenues.

Products and Key Dates: TBD

2nd Quarter Progress:

3rd Quarter Objectives:

Federal Legislative Strategy

Project Manager: Tom Kotarac

Team: Beata, Murdock, other relevant staff

Description: Under this project, staff will monitor actions in the U.S. Congress and other relevant federal agencies that impact our region. Specific continuing areas of focus include reauthorization of MAP-21, rail safety legislation, annual appropriations bills and Water Resources Development Acts.

Products and Key Dates: Federal Agenda (January 2015); Policy Updates on federal legislative issues (ongoing).

2nd Quarter Progress:

- Published Policy Update on Senate DRIVE Act and its new freight program.

- Met with IL Delegation staff and Members regarding CMAP Federal Legislative Agenda priorities.

- Meetings held with District Directors of Members representing the CMAP area.

- Hosted press conference calls on several Senate Surface Transportation bills.

3rd Quarter Objectives:

- Continue outreach to Illinois congressional delegation and administration officials.

- Continue monitoring federal policy via Policy Updates.

CMAP and MPO Committee Support

Team: Dean, Kotarac (coordinating, policy committees); Weil (advisory committees); Beck, Dixon, Ostrander, Robinson, K. Smith, Weil (working committees)

Description: CMAP has committees at the policy, coordinating, advisory, and working levels that play integral roles in the agency's planning processes. CMAP provides staff support to these committees. With the adoption of GO TO 2040, committee focus has shifted from the planning process to implementation. While many implementation areas of the plan are led by CMAP, other areas require leadership from other implementers. Moving forward, CMAP's committees, primarily at the working level, should be used to ensure that CMAP can measure progress toward plan implementation on both staff work and efforts by outside implementers.

Products: Agendas, meeting minutes, and supporting materials (policy, coordinating, advisory, working levels); implement mechanism to collect and share information on GO TO 2040 implementation activities occurring throughout the region (working committee level) – quarterly.

2nd Quarter Progress:

3rd Quarter Objectives:

COMPREHENSIVE REGIONAL PLAN UPDATE & PLAN DEVELOPMENT

Program Management: Kristin Ihnchak, Liz Schuh

This program will begin developing the successor to GO TO 2040, which is due to be complete in 2018. GO TO 2040 provides a solid foundation and vision for the future of the region. Development of the next comprehensive regional plan will build upon that foundation and refine the major policy objectives of GO TO 2040 in a manner that is supportive of the agency's core land use and transportation functions, as well as identify limited new policy directions that

are complementary to CMAP's role. More specific policies and recommendations may address both the granularity in the current plan's policies as well as expand to geographically-oriented approaches for some policy areas. Research and analysis performed in FY16 will refine policy approaches as well as develop the required resources for socioeconomic forecasting, scenario planning, and transportation project assessment and selection. Initial phases of stakeholder outreach and development of the plan's overarching engagement strategy are also included in this approach.

Comprehensive Plan Outreach and Communications Strategy

Project Managers: Tom Garritano

Team: Ihnchak, Schuh, Grover, Fassett Smith, Grover, Torres, Vallecillos, plus other relevant staff

Description: The next comprehensive regional plan's requirements for outreach and communications will likely differ significantly from our GO TO 2040 processes for development and implementation. This team will support the comprehensive plan program co-leaders by developing and implementing a focused strategy for plan outreach and communications to enhance the effectiveness of all projects within the program. This effort will include helping program and project leaders to articulate clear priorities that are necessary for successful stakeholder engagement and for the success of the plan itself. To establish broad support for the next plan, targeted audiences will include elected officials and local governments, service providers, business community, nonprofit, and philanthropic stakeholders and others to be identified by the team. It is anticipated that this project will develop a new or updated outreach and communications strategy document annually. Expected activities in the first half of FY16 include helping the program and project leaders clearly describe their priorities and objectives in concise materials for multiple public audiences. Engagement support in FY16 will include helping to form plan working groups for new policy areas, communication strategies for key stakeholders, vision development, and identification of events and forums for discussion of next plan topics.

Products and Key Dates: Develop a statement of purpose for each new policy area and working group (July 2015); Develop a detailed outreach, messaging, and communications strategy document including a timeline of activities and target audiences (August 2015); Execute a small, internal executive charrette to engage the new CMAP executive director soon after his or her arrival (September 2015); Prepare public-facing materials to describe the plan effort (September 2015); Hold a public kickoff event for the CMAP board, committees, and partners (January/February 2016); Carry out ongoing outreach and communication activities to be identified in support of the next plan.

2nd Quarter Progress:

- Continued to execute the strategy for FY16 near-term engagement.

- Selected the next plan's name, which will be announced at a February 24, 2016, launch event. Prepared a short booklet describing the next plan's development (completed in October 2015), a transition poster similar in format and timing to the GO TO 2040 implementation reports (to be printed in January 2016), topical forums to encourage input and build awareness of snapshots and strategy papers (beginning summer 2016), and plan workshops to increase awareness about the plan as a whole and to collect feedback (beginning spring 2016).

- Continued to assist project managers with their engagement strategies, including a second round of regular check-ins.

- Developed visual branding for new plan, which will be rolled out gradually in print and web materials starting with February launch.

- Spoke briefly about the next plan at meetings of the Kane-Kendall Council of Mayors & Kane County Division of Transportation (December 4), Northwest Municipal Conference Transportation Committee (December 10), DuPage Mayors & Managers Conference (December 15), McHenry County Conference of Mayors (December 10).

- Scheduled two topical engagement opportunities with APA-IL that will touch on Resiliency Planning in June and Inclusive Growth in October.

- Convened next-plan program leaders with CMAP web consultants to brainstorm possible longer-term development projects (e.g., interactive components for mapping and infographics).

3rd Quarter Objectives:

- Execute launch event and follow-ups, including harvesting details of attendees' interests and priorities as a resource for on-going engagement.

- Revamp the main CMAP involvement page to coincide with the launch event, along with other plan-related web enhancements.

- Work with CMAP web consultants and next-plan program managers to elaborate on possible longer-term development projects, determining what is feasible within existing contract and what would instead require a separate RFP.

- Begin planning of at least two topical forums for summer 2016, aiming for eventual target of one per month.

- Start scheduling plan workshops to begin in early 2016, including coordination with PLs to arrange next plan overview for additional Councils of Governments and Councils of Mayors: Lake County Council of Government (January 26), West Central Municipal Conference Joint Transportation Committee (January 27), Southwest Conference of Mayors (January 27), and Will County Governmental League (February 11).

- Prepare a next-plan overview talk for the Executive Director to deliver in a variety of public venues, beginning in March 2016.

- Complete and distribute the transition poster.

- Continue helping project managers with their engagement strategies.

- Plan first of two topical engagement opportunities with APA-IL, to be held in June 2016.

- Develop and deploy basic MetroQuest site for regional plan engagement.

- Continue development and rollout of branding.

Socioeconomic Forecast

Project Manager: David Clark

Team: Heither, N. Peterson, new Assistant Analyst, Ihnchak, Schuh, and other relevant staff

Description: With consultant support, develop tools and methodologies necessary to support ongoing population forecasting efforts. FY16 activities include developing preliminary out-year and interim-year regional totals of population and employment, researching land-use modeling tools and techniques for scenario testing, and providing recommendations for a technical approach to localized growth projections to be realized in FY17.

Products and Key Dates: Draft horizon and interim-year regional population and employment projections (June 2016); White paper with recommendations for small-area forecasting (June 2016).

2nd Quarter Progress:

- Evaluation of proposals for "Chicago Region Socioeconomic Forecast" RFP. Interviews held late October; recommendation to select Louis Berger/EDRG forwarded to CMAP Board, approved at November Board meeting.

- Kickoff meeting held with Berger/EDRG staff (December 3).

- Introductory presentation on the Regional Forecast to Land Use Committee (October 21); other committees received this overview during the previous quarter.

- Scoping for second RFP (local allocation of regional forecast) completed; final draft in early January.

3rd Quarter Objectives:

- Finalize and post Local Allocation RFP; hold pre-bid information session. Evaluate proposals with intention of making recommendation at March Board meeting. Execute contract late March.

- Initiate introductory presentations to CMAP committees on the Local Allocation process.

- Bi-weekly check-ins with Berger/EDRG for Regional Forecast work to monitor progress and consult on GO TO 2040 policy recommendations to incorporate. Task 1 (confirm approach and assumptions) memo due late January. Receive draft forecast mid-March and provide commentary by end of March. Shift-share analysis and TREDIS modeling by CMAP staff in support of forecast development.

Scenario Development

Project Manager: Kristin Ihnchak, Liz Schuh

Team: D. Clark, Heither, N. Ferguson, N. Peterson, Yeung, and other relevant staff

Description: Scenario analysis will be a focus of the process to develop the next plan. This project will identify a preferred approach for scenario analysis and potential inputs, reviewing policy-driven, target-focused, and outwardly-driven scenario planning approaches. The scenario inputs and methodologies used for GO TO 2040 will be assessed as a starting point for this task. This project team will coordinate with strategy paper teams to develop new inputs for scenario development and appropriate analytical approaches. These assessments will conclude with memos outlining the chosen scenario inputs. The scenario planning work will continue into FY17.

Products and Key Dates: Approach to scenario development (September 2015); Strategy & Indicator Development memos (November 2015-June 2016).

2nd Quarter Progress:

- Researched scenario planning approaches at Peer MPOs, historically within CMAP, and in the broader literature.

- Identified scenario planning approach ("Alternative Futures") for development of the next plan.

- Identified related key indicator revision and testing needs for the next plan.

3ʳᵈ Quarter Objectives:

- Refine "Alternative Futures" approach and identify needs for FY 17.

- Develop a presentation for CMAP working committees explaining the background and proposed approach.

Regional Snapshot Analyses

Project Managers: Kristin Ihnchak, Liz Schuh

Team: Project managers and teams as noted, Communications and Outreach staff, and other relevant staff

Description: This project will develop a series of snapshot reports that assess existing conditions and regional progress on topics and indicators emphasized in GO TO 2040 as well as selected areas being evaluated for the next plan. Key findings from these snapshots will support the development of a regional report or reports in FY17 that summarize existing conditions, progress made toward the GO TO 2040 indicators, and/or the policy directions that will be addressed in the next plan. Snapshot reports are expected to be brought to CMAP working committees for review and comment. They may also be discussed by appropriate next plan working groups. Specific analyses will include (project managers are listed first for each team):

Regional economic clusters and trends (Weil, B. Peterson, Komp; March 2016)

2ⁿᵈ Quarter Progress:
- Compiled and analyzed data.

- Completed literature review of cluster mapping and regional economic trends.

- Developed rough draft of report, including draft graphics.

3ʳᵈ Quarter Objectives:
- Present findings to Economic Development Committee.

- Finalize snapshot text and graphics.

- Publish snapshot.

Infill and Transit-Oriented Development (TOD) trends (Zwiebach, Menninger, New LTA Hire, Komp, Oo; April 2016)

2ⁿᵈ Quarter Progress:

- Compiled definitions of, and approaches to, measuring infill, as well as a list of indicators to use in analysis.

- Began analysis of infill trends using NDD indicator, and demographic indicators, among others.

3ʳᵈ Quarter Objectives:

- Complete analysis of infill trends using NDD and other indicators.

- Begin analysis of trends in TOD and other focus area types.

- Draft annotated outline of snapshot and report narrative.

- Present initial findings to CMAP working committees.

Demographic trends (Murdock, Oo, Cruise, R. Lopez; May 2016)

2ⁿᵈ Quarter Progress:

- Prepared major takeaways from regional trends over time and provided comparisons to peer metropolitan areas. Narrowed down the data and graphs to highlight in the snapshot.

- Began outlining the snapshot.

3ʳᵈ Quarter Objectives:
- Develop draft snapshot and circulate to team for feedback. Finalize maps and infographics.

- Present findings to relevant CMAP committees.

Transportation network and trends (Elam, D. Ferguson, Murtha, Menninger; June 2016)

2ⁿᵈ Quarter Progress:

- Drafted travel behavior trends portion of snapshot and began developing graphics; drafted portion of text on highway and transit performance.

3ʳᵈ Quarter Objectives:

- Discuss snapshot drafts with Transportation Committee – March 2016 for travel behavior portion and May 2016 for highway and transit performance.

Freight system trends (Beata, Murdock, Murtha, Oo; July 2016)

2nd Quarter Progress:

- Initial exploration of new trucking datasets and continued exploration of new rail data sources.

- Continued exploration of highway-rail grade crossing delays, including sketch analysis, and intercity passenger rail performance.

3rd Quarter Objectives:

- Analysis of new trucking datasets and continued analysis of highway-rail grade crossing delays.

- Analysis of local regulations of freight, including truck routing and land use.

Assessment of New Policy Directions

Project Managers: Kristin Ihnchak, Liz Schuh

Team: Project managers and teams as noted, Communications and Outreach staff, and other relevant staff

Description: GO TO 2040 identifies a broad set of transportation and land use policies for the region. This project will evaluate more specific strategies for selected GO TO 2040 policies as well as assess a limited number of new policy areas through creation of internal strategy papers or memos, which will summarize the agency's potential approach to each area. Project areas addressing topics that cross multiple CMAP committees and/or areas of greater potential policy change may develop working groups comprised of committee representatives and other key stakeholders to assist in policy development. Strategy papers are expected to be brought to CMAP working committees and key stakeholders for discussion following their completion. During the development of the strategy paper, each team will develop strategies for assessment in scenario development and appropriate analytical approaches in conjunction with the research & analysis team. These assessments will conclude with memos outlining scenario inputs and options for indicators for the next plan. Topics for evaluation include (project managers are listed first for each team):

Green infrastructure co-benefits (Yeung; March 2016)

2nd Quarter Progress:

- Presented initial research findings to Environment Committee for feedback.

3ʳᵈ Quarter Objectives:

- Present initial policy framework to Environment and Land Use Committees for feedback.

- Draft the strategy paper and share with Environment and Land Use Committees for feedback.

Public health indicators and assessments (Zwiebach, Cruise; January 2016)

This project has been removed and its objectives incorporated into other strategy papers.

Comparative assessment of tax policies and land use frameworks (Hollander, Oo, February 2016)

2ⁿᵈ Quarter Progress:

- Presented scope and initial research to working committees; continued literature review

3ʳᵈ Quarter Objectives:

- Discuss project with experts and stakeholders; continue literature review and research case studies; present update to working committees.

Reinvestment and infill strategies (Schuh, Zwiebach, Oo, New LTA Hire; June 2016)

2ⁿᵈ Quarter Progress:

- Hosted three Resource Group meetings. Developed initial findings on barriers and strategies. Began disinvested area research.

- Presented scope to Land Use Committee and the Infill focus area types to Land Use and Economic Development Committees.

3ʳᵈ Quarter Objectives:

- Convene January, February, and March Resource Group meetings. Conduct analysis of schematic boundaries and extent for existing neighborhoods, disinvested areas, and develop findings memo for barriers and strategies.

- Present findings to Land Use, Economic Development, and Housing committees.

Climate resilience (Yeung, Elam, Oo; March 2016)

2nd Quarter Progress:

- Convened monthly resource group meetings. Developed a vision statement and memo summarizing the policy framework for addressing climate resilience. Conducted initial spatial analysis of climate vulnerability in the region.

3rd Quarter Objectives:

- Convene the January, February, and March Resource Group meetings. Complete the spatial analysis of climate vulnerability. Work with Resource Group to develop policy recommendations for regional climate resilience. Draft the strategy paper. Present to Environment and Land Use Committees on progress.

Undeveloped, agricultural, and natural areas of the region (Beck, Daly, Navota, Oo; April 2016)

2nd Quarter Progress:

- Developed scope (with feedback from the ENR and LU Committees); began literature review; developed draft engagement strategy.

3rd Quarter Objectives:

- Form resource group and hold meetings which present the existing conditions and policy landscape. Begin research and data analysis of land use change.

Transportation system funding concepts (Beata and Hollander, Bozic, Murdock, Ostdick, Schmidt; May 2016)

2nd Quarter Progress:

- Continued literature review and review of past CMAP work on topics; introduced project to the Transportation Committee.

3rd Quarter Objectives:

- Hold technical forum on expenditure efficiencies in January; continue to work with stakeholders; develop memo to Transportation Committee in March with draft recommendations.

Emphasis areas for transportation series includes asset condition, highway operations, and transit modernization (Elam, Irvin, Bozic, Hollander, Menninger, Murtha, Frank, Schmidt, Nicholas; May-July 2016)

2nd Quarter Progress:

- Developed initial scopes and outreach approaches for three strategy papers.

- Highway operations: interviewed statewide, county and municipal departments of transportation to collect information on current and desired highway operations practices, presented proposed network screening process, and assembled datasets needed for network evaluation.

3rd Quarter Objectives:

- Finalize scopes for papers and form resource group for transit modernization.

- Highway operations: complete development of supporting datasets, apply evaluation procedures. Begin drafting the report.

Promoting inclusive growth (Murdock and Torres, Lopez; June 2016)

2nd Quarter Progress:

- Engaged regional experts individually and as a group to understand barriers to inclusive growth, convened the resource group to develop a working regional inclusive growth vision and evaluated other pertinent peer regional planning agency activities.

- Formalized a partnership with the Metropolitan Planning Council (MPC) to co-convene Resource Groups.

- Presented work to relevant CMAP committees.

3rd Quarter Objectives:

- Assist in convening the new, joint MPC/CMAP Resource Group, map the geographies of vulnerable populations, and measure disparities.

- Develop a policy framework memo that will outline a policy direction for CMAP, identify CMAP's broad role in inclusive growth and why it is important to the region, and provide the basis of the strategy paper.

- Continue to present work to relevant CMAP committees.

Regional approaches to housing supply and affordability (Burch, K. Smith, New Policy Hire; August 2016)

2nd Quarter Progress: Began drafting project scope and engagement strategy.

3rd Quarter Objectives: Finalize project scope and engagement strategy. Begin monthly presentations to the Housing Committee for the duration of the project in February. Conduct initial project research and analysis.

Key findings from these papers will support the development of a regional report in FY17 that summarizes findings from the regional snapshot reports and the new policy directions identified.

Products and Key Dates: Convene working groups (July 2015); Scopes for strategy papers (July 2015); Strategy papers (October 2015-March 2016); Scenario input and regional indicator memos (November 2015-June 2016).

Geographically-Based Regional Planning Strategy and Analysis

Project Managers: Kristin Ihnchak, Liz Schuh

Team: Burch, Daly, Navota, B. Peterson, Shenbaga, Vernon, Yeung

Description: GO TO 2040 provides a set of policies for implementers to utilize in planning for housing, land use, transportation, and the environment. This project evaluates place-based strategies that may be used to provide more geographically specific recommendations. A successful geographically-based approach must respect local plans, priorities, and land use authority while making coherent links to regional planning principles and providing suggestions on ways that local jurisdictions might further regional policies. Concepts to be explored include housing market types, place types, infrastructure investment for local plan implementation, and/or priority conservation areas. The project will also assess existing spatially-oriented CMAP resources, including the Green Infrastructure Vision (GIV) and concentrated employment areas. Evaluations of geographic strategies will include review of peer MPOs, development of regional strategies to be implemented in each approach, discussion of indicators and data needs for development of each strategy, identification of a framework for geographic strategies for next plan development, and initial analyses supporting the chosen framework.

Products and Key Dates: Geographically-based regional planning strategy paper (August 2015); Scope for development of preferred strategies (September 2015); Initial spatial analysis and geographic area identification (June 2016).

2ⁿᵈ Quarter Progress:

- Selected a preferred place based approach (layers) and prepared a summary memo to introduce place based approach alternatives to the CMAP Committees Presented to Land Use and Economic Development Committees.

- Scoped layers development for the remainder of the fiscal year, which will include creating a comprehensive list of potential layers and developing two "pilot" layers (high priority areas for conservation, high priority areas for reinvestment) to serve as examples and determine level of effort for FY 17.

- Made progress toward updating data that underlies the Green Infrastructure Vision to serve as a base for identifying high priority areas for conservation in pilot layer development.

3ʳᵈ Quarter Objectives:

- Present place based approach alternatives to Transportation and Housing Committees.

- Develop a comprehensive list of potential layers and discuss with committees.

- Begin analysis and development of pilot layers. Present initial analysis to committees.

Long Range Plan Data and Tool Development

Project Manager: Zachary Vernon

Team: D. Clark, Heither, N. Ferguson, Matthews, and other relevant staff

Description: This project implements the multi-year work plans developed by the FY15 Data Resources/Analytical Tools & Methods projects supporting the next long-range plan. FY16 tasks include working in coordination with plan project managers to acquire or develop tools needed for analysis of critical topic areas; working with the regional snapshot and strategy paper teams to develop analytical approaches and data analyses; with the Data and Information Services team to acquire existing public and proprietary datasets identified in the Data Resources work plan; and coordinating with Regional Inventories team to develop necessary datasets not available elsewhere.

Products and Key Dates: Support the development of snapshots and strategy papers through tasks such as developing and analyzing related metrics (i.e. infill capacity and green coverage) and aiding in data analysis for various topics as needed (ongoing).

2ⁿᵈ Quarter Progress:

- Continued meetings with managers and/or project teams with Q2/Q3 deliverables who requested support.

- o Infill/TOD Snapshot, Reinvestment/Infill Strategy Paper, Climate Resilience
  Strategy Paper, Agricultural/Natural/Open Lands Strategy Paper.

- Completed analysis for Q2/Q3 deliverables:

Agricultural/Natural/Open Lands Strategy Paper

- o Generated percent imperviousness by sub-watershed and catchment.

Infill/TOD Snapshot

- o Generated final (11/30/15) version of Northeastern Illinois Development
  Database (NDD) Indicator output.

- o Provided requested Census/ACS data for multiple time periods to facilitate
  regional trend analysis.

Climate Resilience Strategy Paper

- o Developed automated approach to estimate land surface temperatures from
  Landsat 8 provisional data products.

- o Summarized housing, population, and land use/cover characteristics within
  highest temperature areas and floodplains; presented findings to working group.

3rd Quarter Objectives:

- Complete analysis for Q3 deliverables.

- Meet with managers with Q4 deliverables who have requested support; identify key
  datasets, analysis, and any additional staff support needed.

- Begin analysis for Q4 deliverables.

Transportation Plan Development: Issues and New Directions

Project Manager: Jesse Elam

Team: New hire, Beata, Hollander, Ostdick, Menninger, Murtha

Description: Several issues specific to transportation planning brought up by stakeholders
during the GO TO 2040 update and by the 2014 MPO certification should be addressed early in
the long-range planning process. Staff will bring analysis and recommendations to the working
committees throughout the year. As part of this effort, preliminary work will begin on the
financial plan, including analysis of past investment trends, early identification of potential
reasonably expected revenues, and development of initial data on core revenues and costs.
Preliminary work on regionally significant projects will begin as well, including alternative

definitions and analysis techniques to discuss with CMAP committees, many of which are being developed in the Performance-Based Programming core area.

Products and Key Dates: Committee discussions (ongoing).

2nd Quarter Progress:

- Discussions were held with the Transportation Committee as well as other stakeholder groups on thresholds for regionally significant projects

3rd Quarter Objectives:

- Meet with implementers to develop initial list of projects that meet proposed thresholds for regionally significant projects to include in the next plan

- Set up forum on MPO financial planning to be held in spring 2016

COMMUNICATIONS AND OUTREACH PROGRAM

Program Oversight: Tom Garritano

CMAP must maintain a high standard of communication with stakeholders, the general public, and news media. Outreach to external media will be coordinated internally and, whenever appropriate, externally with CMAP partners. Communications staff will place special emphasis on building awareness of and support for GO TO 2040 implementation activities.

Local Planning Communications and Outreach Support

Project Manager: Hillary Beata

Team: Vallecillos, Catalan, Fassett Smith, Garritano, Grover, Silberhorn, Weiskind, plus other relevant staff.

Description: Communications staff will work with outreach staff to build awareness of GO TO 2040 local implementation activities through the Local Planning Support group. Manage Local Technical Assistance (LTA) media outreach, including liaison with external partners as needed. Prepare communication strategies for individual projects as needed, with involvement of outreach and legislative staff. Oversee production and quality control of local planning print and web materials, including plans, guides, toolkits, and other documents developed through the group (e.g., model plans, ordinances, and codes). Provide general communications support

for regional technical assistance products, which are also promoted through a quarterly Muni-Blast e-newsletter.

Products: Support for various planning projects, as needed throughout FY16. Quarterly Muni-Blast e-newsletter. Coordination of support for annual LTA call for projects.

2nd Quarter Progress:

- Provided ongoing support for LTA promotional materials and final plans, as well as relevant media outreach, including the Fox River Corridor Plan and Berwyn Parking Plan.

- Promoted various LTA projects through media outreach to reporters, including Pullman, Pilsen, Harvard, Park Forest, and Blue Island.

- Staffed communications working group of the Regional Trees Initiative.

- Promoted new LTA projects, including development of a press release and media and social media outreach for Twitter and Pinterest.

- Assisted with the RFP process and contract renewal of MetroQuest.

- Coordinated MetroQuest webinar training for staff.

3rd Quarter Objectives:

- Continue to provide ongoing support for LTA promotional materials and final plans, as well as relevant media outreach, including Carol Stream, Harvard, and North Chicago.

- Promote various LTA projects through media outreach to reporters, including Aurora and other upcoming public meetings.

- Work with the outreach team to reorient the goals of the muni-blast.

- Continue providing ongoing support for the development of MetroQuest sites.

Policy and Programming Communications and Outreach Support

Project Manager: Tina Fassett Smith

Team: Garritano, H. Beata, Catalan, Grover, Silberhorn, Weiskind, plus other relevant staff

Description: Communications and outreach staff will work with policy and programming staff to build awareness of GO TO 2040 activities at the regional, state, and federal levels. Assist with policy-based media outreach, including liaison with external partners as needed. Prepare communication strategies for individual projects as needed, with involvement of outreach and

legislative staff. Oversee production and quality control of programming- and policy-based print and web materials, including drill-down reports, issues-driven content, etc.

Products: Support for various policy projects, as needed throughout FY16.

2nd Quarter Progress:

- Supported staff who wrote Policy Updates on various topics, including a description of the recommendations of an Amtrak Blue Ribbon Panel report on congestion in the Chicago region, an analysis of retail and sales tax revenue in the seven-county region, multiple updates analyzing both the proposed and final federal transportation reauthorization bills, a description of the impacts of national industrial development trends on the region, a description of efforts to link the region's research assets, analyses of regional impacts of the U.S. DOT's national freight strategic plan, and a summary of a task force report on local government consolidation and unfunded mandates.

- Supported staff in producing and promoting five Policy Updates analyzing 2010-14 American Community Survey estimates, which were released in December. The Updates included analyses of changing diversity, increase in senior population, changes in household income, change in commute time trends, and change in commute mode.

- Completed updates to the Clusters section of the Regional Economic Indicators pages of the website.

- Completed change of lobby display to show CMAP's Motor Fuel Tax analysis.

- Supported publication of the first in a series of two 20-plus-page reports covering regional supply chains and trading partners.

3rd Quarter Objectives:

- Continue work on highlighting specific policy updates on website.

- Complete updates to one remaining section of the Regional Economic Indicators.

External Talks and Partnerships

Project Manager: Jane Grover

Team: Kane, Fassett Smith, Garritano, Torres, Vallecillos, plus other relevant staff

Description: GO TO 2040 implementation depends on a continually expanding base of engaged stakeholders, including governments, businesses, non-profits, and residents. To identify and engage such targets, communications staff will work with staff in policy and outreach. The executive staff can help with coordination, scheduling, preparation of talking points and other materials, etc. Tasks include finding opportunities for the executive director

and other staff to give public talks, especially to audiences that include potential partners targeted strategically for timely CMAP products and priorities. Outreach and policy staff should work together with communications to identify and take on-going advantage of these opportunities.

Products: Various support for external talks and partnering activities, as needed throughout FY16.

2nd Quarter Progress:

- Joe Szabo external talks that required remarks in Q1 included the Dixie Highway Centennial Event, Loyola University Supply Chain Summit, Summit on Regional Competitiveness Panel Discussion, Smart-Rail Conference in Charlotte, the John Noel Public Transit Conference, the Norfolk-Southern Eco-Locomotive Dedication Ceremony, the Traffic Club of Chicago Executive Luncheon, the ELPC Thinks Luncheon, and the Cook County Forest Preserve's North Branch Trail Extension Groundbreaking.

- Joe Szabo events that required communications/outreach support included meetings with the General Services Administration, Alliance for Regional Development, Millennium Reserve, Governor's State University, and the Directors of other MPOs in the Lake Michigan region.

- Outreach staff engagement efforts included meetings or events with: Eisenhower Fellowship and Common Purpose Student Program.

3rd Quarter Objectives:

- Joe Szabo will continue to engage with external partners to develop new and enhance existing relationships that support CMAP's strategic priorities.

- Outreach staff will continue to lead and support external engagement to help create and strengthen relationships with implementation partners.

Media Relations

Project Manager: Tom Garritano

Team: Fassett Smith, H. Beata, Silberhorn

Description: Communications staff will proactively identify opportunities for coverage by traditional and new media, while also responding to media requests. The emphasis is on transparency, including advocacy when appropriate. Monthly tip sheets will be sent to keep reporters apprised of CMAP activities. Press releases and advisories are sent as needed.

Maintain a current database of media contacts. Manage staff interactions with media. Maintain up-to-date web archives of news products and media coverage at http://www.cmap.illinois.gov/news.

Products: Various electronic and print materials, as needed throughout FY16.

2nd Quarter Progress:

- Worked with Crain's on front-page coverage of CMAP intermodal freight analysis.

- Managed media inquiries related to American Community Survey estimates and related policy updates, federal transportation reauthorization bill, Amtrak report and CREATE, supply chain report, CMAP funding and state budget issues, data requests, regional employment data, local transportation issues, multiple local planning projects, railroad police, etc.

- Issued October announcement of CMAQ and TAP awards.

3rd Quarter Objectives:

- Continue support for media regarding federal transportation legislation.

- Develop approach to build awareness of topics in the next comprehensive plan.

Moving Forward, 2015: Implementation Report

Project Manager: Tina Fassett Smith

Team: Weiskind, Catalan, H. Beata, plus other relevant staff

Description: The annual GO TO 2040 implementation report describes progress qualitatively and quantitatively. Precise format is subject to internal discussion but should be graphically consistent with prior posters. Approximately 4,000 copies should be printed commercially.

Products and Key Dates: Draft for executive review in November, with final to the printer by mid-December. Print copies for the January board meeting.

2nd Quarter Progress: A transition report for the next comprehensive plan replaced the 2015 implementation report was designed and written.

3rd Quarter Objectives: We will finalize the current draft and have it printed in time for distribution at the February 24 Next Plan launch event.

Graphic Design

Project Manager: Adam Weiskind

Team: Catalan, Garritano, H. Beata, Silberhorn, plus other relevant staff

Description: Communications staff will provide graphic design and related publications assistance to CMAP staff when materials meet that threshold as identified by deputies and CMAP executive leadership. This project entails creating information graphics and laying out most primary CMAP documents with InDesign. Whenever feasible, these materials should be printed in-house, and this project's manager is responsible for determining whether a larger job might require off-site commercial printing.

Products and Key Dates: Various electronic and print materials, as needed throughout FY16. Continuously pursue improvements in standardizing CMAP materials, including publications and infographics.

2nd Quarter Progress:

- Completed layout and design of LTA Plans – Rosemont, Carpentersville, DuPage Sustainability Report and Guide, Lower Fox River.

- Completed update of CMAP Personnel Handbook.

- Completed design of Supply Chain Report.

- Completed updates of STP-L Expenditures booklet, CMAQ booklet, TIP Brochure.

- Completed design of CMAP lobby displays.

- Completed design of Next Regional Plan booklet.

- Ongoing consulting with Thirst consultants for future CMAP branding.

- Began design of materials for ON TO 2050 kickoff event (posters/banners).

- Began design of ON TO 2050 trifold brochures.

- Work with Thirst in completion of Transitions Document poster.

- Continued design of promotional materials for LTA events.

- Continued graphic support for CMAP website and microsites.

- Continued development of CMAP infographics for policy blog updates, web and print.

- Management/art direction of assistant graphic designer.

- Continued oversight of LTA staff using CMAP plan and poster/postcard templates in creation of CMAP documents, as well as ongoing template updates.

- Mentoring CMAP LTA staff through Adobe Creative Suite training.

- Continued collaboration with external consultants in developing CMAP identity elements for web and print materials -- new CMAP artwork/elements.

3rd Quarter Objectives:

- Begin/completion of LTA Reports – Berwyn Parking, North Chicago, Harvard, Fox River Corridor.

- Begin design of strategy papers – Demographics, Transportation Trends.

- Update of Illinois State Legislative Principals, Federal Agenda, and General Assembly booklets.

- Completion and printing of Transitions Document poster.

- Ongoing consulting with Thirst consultants for future CMAP branding.

- Completion of materials for ON TO 2050 kickoff event (posters/banners).

- Completion of ON TO 2050 trifold brochures.

- Complete design of 2016 FLIP application.

- Assist with finalizing IL 53/120 Corridor Plan (if necessary).

- Assist with online design for quarterly congestion reports.

- Assist with updates for CMAQ, STP-L, and TIP materials.

- Continued design of promotional materials for LTA events.

- Continued graphic support for CMAP website and microsites.

- Continued development of CMAP infographics for web and print.

- Management/art direction of assistant graphic designer.

- Continued oversight of LTA staff using CMAP plan and poster/postcard templates in creation of CMAP documents, as well as ongoing template updates.

- Mentoring CMAP LTA staff through Adobe Creative Suite training.

- Continued collaboration with external consultants in developing CMAP identity elements for web and print materials -- new CMAP artwork/elements.

Web Administration and Content Management

Project Manager: Hillary Beata

Team: Garritano, Silberhorn, Fassett Smith, Grover, plus other relevant staff

Description: CMAP communications staff is responsible for developing - and overseeing the development of - web content using the Liferay content management system and related technologies. Also includes helping others at the agency to prepare, post, and maintain their web-based content. Oversee work of consultants to ensure that all web development projects are accessible on mobile devices, follow CMAP's style guides, and meet high standards of accessibility and usability. Encourage and coordinate efforts of staff to communicate via the web. As part of the responsibility, this project also includes management of CMAP's web consultants. Includes management of e-blasts (Weekly Update, Federal Update, committee communications) and social media (Twitter, Facebook, Pinterest, YouTube).

Products and Key Dates: Work with the CMAP staff to keep their web content current, complete, and engaging. Provide tutorial materials for Liferay and Google Analytics, both via written documentation and video. Work with web development consultants to manage large-scale website enhancements and interactive projects.

2nd Quarter Progress:

- Planned for elaboration of potential mapping and infographics tools for the next plan, mobile outreach app, and audience engagement audit.

- Continue to update web content management training materials.

- Continued to develop Google Analytics and Twitter Analytics reports on a monthly and quarterly basis and implement changes to improve SEO and user experience.

- Coordinated web activities with media outreach for culminating LTA projects. Further enhance the CMAP web news archive.

- Helped policy, planning, and programming staff to develop content, including creating a new section for the next plan.

- Coordinated with consultants for design tweaks, development debugging, and hosting optimizations.

3rd Quarter Objectives:

- Work with consultants to develop clear and focused objectives for next plan development projects.

- Improve the usability of the board biosketches section.

- Enhance the website as needed based on results of audience engagement audit.

- Develop web graphics style guide.

- Continue to update web content management training materials, including training additional web administrators.

- Continue to develop Google Analytics reports on a monthly and quarterly basis and implement changes to improve SEO and user experience.

- Coordinate web activities with media outreach for culminating LTA projects. Further enhance the CMAP web news archive.

- Help policy, planning, and programming staff to develop content, including creating a new section for more-in depth policy analysis called Research Briefs.

- Continue to coordinate with consultants for design tweaks, development debugging, and hosting optimizations.

Future Leaders in Planning

Project Manager: Ricardo Lopez

Team: Daly, Prasse, Rivera, Yeung, plus other relevant staff

Description: The Future Leaders in Planning (FLIP) project is a leadership development program for high school students. This year's FLIP program will be an intensive one-week summer program rather than its original format of monthly Saturday meetings throughout the school year. The program provides students with the opportunity to learn about past, present, and future regional and local planning issues from elected officials, community leaders, and CMAP staff. Through hands-on activities and field trips, students go "behind the scenes" to explore the region's communities. Session topics are closely related to GO TO 2040 and include: transportation, housing, human services, land use, economic development, and the environment. In addition to learning how local governments address these important issues, students will engage with one another to explore solutions to existing problems. At the end of the program, students will present what they learn to the CMAP Board and others.

Products and Key Dates: 2015 program: application development (March 2015); recruitment (March 2015); develop program curriculum (June 2015); student selection and notification (June

2015); parent orientation (June 27, 2015); week-long session (July 10-17, 2015); Final Presentation (August 12, 2015). 2016 program: application development (January 2016); Recruitment (March 2016) program curriculum (June 2016); student selection and notification (June 2016).

2nd Quarter Progress:

- Analyzed feedback from FLIP evaluation survey and team debrief session.

- Developed project timeline for 2016 Summer program.

- Worked with communications to develop 2016 FLIP Summer program application form and online application form.

- Worked with communications team to develop a recruitment strategy.

- Participated in the 2016 Future City competition and presented three GO TO 2040 awards.

3rd Quarter Objectives:

- Schedule monthly check-in meetings with core team for curriculum development.

- Establish program theme and session topics.

- Release application – January 19, 2016

- Initiate application outreach activities: update FLIP web page with 2016 application, social media, Weekly announcements, e-blast FLIP contacts, mailer to FLIP schools, and announcements at working committees and other CMAP related meetings.

PERFORMANCE-BASED PROGRAMMING PROGRAM

Program Oversight: Jesse Elam

Performance-based funding is a major transportation policy priority of GO TO 2040, and the "Invest Strategically in Transportation" chapter devotes an implementation action area section to "Finding Cost and Investment Efficiencies." While the Plan also recommends new or innovative revenue sources, the larger emphasis is on making more cooperative, transparent, and prioritized decisions, using the best evaluation criteria possible. This core program carries out MPO programming functions (CMAQ, Transportation Alternatives) and refines the region's capacity to evaluate the larger universe of transportation expenditures and needs in

northeastern Illinois. It also carries out federal requirements related to performance measurement and the Congestion Management Process.

TAP/CMAQ Program Development and Refinement of Methods

Project Manager: Doug Ferguson

Team: Murtha, Schmidt, Frank, Menninger, Nicholas

Description: As part of this project, work on the FFY 16-20 CMAQ and FFY 15-16 TAP programming cycle will be completed with CMAP Board and MPO approval expected in fall. Staff will also continue making improvements to analysis methods in discussion with CMAP committees.

Products and Key Dates: CMAP Board and MPO Policy Committee approval of program (October 2015); method improvements (ongoing).

2nd Quarter Progress:

- Board and MPO Policy Committee approved the FFY 2015-2017 TAP program and FFY 2016-2020 CMAQ which received.

- Sponsors were notified project approvals and attended an initiation meeting on December 3, 2015 to help them understand their responsibilities and complete projects in a timely manner.

- CMAP staff began an internal review of the selection process and evaluations methodologies for the next call for projects.

3rd Quarter Objectives:

- Present proposed changes to the selection process and evaluation methodology for the next call for projects to the CMAQ Project Selection Committee and the Transportation Committee.

Defining Investment-Performance Relationships

Project Manager: Todd Schmidt

Team: Bozic, Hollander, Menninger, Peterson

Description: A key aspect of performance-based planning and programming is being able to predict system-level performance resulting from a given level of investment. Such a relationship can be used to help develop performance targets and also to determine the expected results from implementing programmed projects. This project will develop investment-performance relationships for three to four indicators, e.g., pavement condition,

congestion, and ridership, selected through the committee process. Staff will seek to estimate transit asset condition through partnership with RTA.

Products and Key Dates: Scope of work (August 2015); memo to committees on findings and recommendations (March 2016).

2nd Quarter Progress:

- Received from the RTA estimates of transit asset condition (as percentage of assets in backlog condition) resulting from various levels of investment in the transit system.

- Researched forecasting bridge condition and deterioration rates.

- Obtained and analyzed Bridge Analysis and Monitoring System (BAMS) tables and Structure Information Management System (SIMS) data from IDOT. Also downloaded and processed regional data from the 2014 National Bridge Inventory (NBI).

- Developed a model that forecasts future bridge condition based on age of the bridge. Along with future bridge condition, the model also estimates the cost associated with maintaining and rebuilding the bridge.

3rd Quarter Objectives:

- Continue to refine bridge deterioration model incorporating TIP projects.

- Compare HERS-ST model speed output with probe data to determine if HERS-ST can be used for congestion related investment-performance relationships.

Highway Needs Analysis

Project Manager: Claire Bozic

Team: A. Brown, Murtha, Schmidt, Frank

Description: This project will continue the performance measure-based highway needs analysis from FY15, including engagement with highway agencies and CMAP committees, and will include the specific identification of highway bottlenecks, including freight bottlenecks. The objective is to identify the most significant mobility, reliability, safety, condition, and other "deficiencies" on the arterial and expressway network to help determine the locations most in need of improvement. A set of planning priority factors will also be developed through the committee process.

Products and Key Dates: Planning priority factors identification (September 2015); bottleneck identification (December 2015); committee engagement and refinement of needs analysis (ongoing).

2nd Quarter Progress:

- Developed a dataset with score information for the NHS system.

- Developed a tool that automates, to the extent possible, collection of score information for individual projects in a shapefile.

- As a test, collected score information for IDOT multiyear program projects.

- Developed a NHS system network flag input file to aid in model results analysis for the project.

- Met with IDOT staff to present scoring method.

- Planning factors have been identified, and methods to assign them to the network have been explored.

3rd Quarter Objectives:

- Conflate the model network to the IRIS file to allow transfer of planning factor results to the scoring dataset.

- Incorporate IDOT ADA accessibility survey into the intersection scoring procedure.

- Adapt scoring information and methods to freight strategy paper analysis needs.

- Continue finding ways to test scoring method on real programs of projects.

Development of Reliability Estimation Methods

Project Manager: Tom Murtha

Team: Schmidt, Frank, Nicholas

Description: Highway travel time reliability is important both for passenger travel and for freight operations. This project will develop methods to estimate the change in reliability resulting from capital projects and operational strategies in the region. The project will also include an estimation of incident causes and an attempt to understand and predict the secondary impacts of incidents using an incident reconstruction procedure to visualize these effects.

Products and Key Dates: Implementation of a sketch-planning tool to estimate reliability impacts (March 2015); draft alternative transportation operations strategies to improve travel time reliability (December 2016); feasibility report on incident reconstruction (FY 2017).

2ⁿᵈ Quarter Progress: Staff drafted and presented a technical evaluation of railroad grade crossings, a major source of reliability problems on the arterial system, to the Regional Transportation Operations Coalition.

3ʳᵈ Quarter Objectives: Prepare draft alternative transportation operations strategies to improve travel time reliability.

Improvement of Economic and Environmental Analysis Tools

Project Manager: Jesse Elam

Team: Frank, Menninger, Beck, Beata, Komp, Irvin

Description: In past evaluations of capital investments, CMAP has estimated both environmental and economic impacts of candidate transportation improvements. This project will improve CMAP's capability to estimate economic impacts at a smaller scale and establish methods for production-level benefit-cost evaluations. This project will also develop methods to analyze economic benefits to shippers as well as to specific industry clusters. Lastly, the project will review past methods for calculating environmental impacts and recommend appropriate methods for future capital project evaluations.

Products and Key Dates: Memo to committees on findings and recommendations (December 2015); analytical improvements (ongoing).

2ⁿᵈ Quarter Progress:

- Continued to research environmental evaluation for capital projects in use by other MPOs and DOTs.

- Implemented means of estimating labor productivity increase from smaller transportation improvements using SHRP2 C11 method and received disaggregate wage data from IDES.

3ʳᵈ Quarter Objectives:
- Identify recommended improvements to environmental analysis for major capital project evaluation and discuss with ENR committee in February.

- Develop draft qualitative scoring system for economic development impacts – this part of the project will transition to management by Elizabeth Irvin.

Performance Monitoring

Project Manager: Tom Murtha

Team: Schmidt, Nicholas, Frank, Rodriguez

Description: This project oversees the diverse efforts undertaken at CMAP to monitor the performance of the transportation system, including ongoing data acquisition, processing, visualization, and updating of the performance measurement pages on the CMAP website.

Products and Key Dates: Detailed scope of work (July 2015); development of quarterly performance report template (August 2015); quarterly updates (ongoing); annual calculation of vehicle miles travelled (VMT) (January 2016); general performance measurement webpage update (June 2016).

2nd Quarter Progress: Completed first draft quarterly congestion report (without incident or weather data from the Regional Transportation Data Archive). Commenced annual calculation of expressway vehicle miles travelled (VMT); problems with data will necessitate an update to last year's calculations, rather than the typical annual analysis.

3rd Quarter Objectives: Publish the first quarterly congestion report. Update the expressway VMT calculations, and transmit them to IDOT.

Greenways and Trails Plan Update

Project Manager: Brian Daly

Team: Beck, Brown, Murtha, O'Neal

Description: The Regional Greenways and Trails Plan was published in 2009 and in many cases relied on data of an older vintage. This project will update the plan by revisiting originally proposed trails to ensure they are still valid recommendations, proposing new linkages where appropriate using a consistent and transparent definition of a regional trail, and making any technical corrections needed, such as trail name changes or altering alignments to reflect local planning. A stakeholder engagement process is expected, as well as a mechanism to tie this product and Green Infrastructure Vision more closely together.

Products and Key Dates: Full scope of work (August 2015); draft of report and GIS data set posted online (June 2016); project complete FY 17.

2nd Quarter Progress:

- Presented plan scope to Bicycle and Pedestrian Task Force.

- Compiled list of contacts and developed approach for stakeholder meetings with DOTs, COMs, Forest Preserve and Conservation Districts, and advocacy groups.

- Began review of status of trails from 2009 Greenways and Trails Plan in Bikeway Inventory System.

3rd Quarter Objectives:

- Prepare draft recommendations and implementation reports by subregion for meetings with stakeholders.

- Schedule and hold meetings with regional stakeholders to review draft recommendations (will continue in 4th quarter).

- Present progress to and receive feedback from Bicycle and Pedestrian Task Force in March.

Transit Ridership Growth Study

Project Manager: Martin Menninger

Team: Elam, N. Peterson, Bozic, consultant services

Description: The GO TO 2040 plan includes goals to significantly increase public transit ridership over the next 25 years. This study will evaluate more specifically what is needed to reach this goal, including transit investments to increase capacity, policy changes related to parking, roadway pricing, and land use, and changes in external factors related to demographics, travel preferences, and business locations. The results will be used to inform the selection of strategies and the process of setting targets for ridership growth in the region in the next long-range plan. A collaborative effort with RTA and the transit service boards is intended in this project.

Products and Key Dates: Draft report (March 2016); final report (June 2016).

2nd Quarter Progress:

- Refined transit modeling process and metrics.

- Modeled several scenarios of potential system improvements.

3rd Quarter Objectives:

- Model remaining scenarios.

- Refine visualizations of scenarios.

- Complete case study review.

RESEARCH AND ANALYSIS PROGRAM

Program Oversight: David Clark and Craig Heither

GO TO 2040 calls for improved access to information and development of advanced modeling and forecasting tools. This core program's primary mission is to ensure that CMAP staff and planning partners have access to quality data resources and state-of-the-art analysis tools supported by a well-trained research team that is fully engaged in the technical implementation challenges of the plan.

This program serves as a primary data resource for regional land use and transportation planning in our region and supports CMAP's ongoing data exchange and dissemination activities. It provides data and technical support to several ongoing regional planning and policy initiatives including implementation of GO TO 2040. The program benefits CMAP staff and partners who rely on current and reliable data resources to conduct planning analyses.

This program also serves CMAP's longstanding commitment to preparing regional forecasts and modeling analyses to support transportation, land use, and environmental planning. In addition to maintaining standard modeling procedures essential to regional program and plan evaluations, this program implements CMAP's strategic plan for advanced model development in response to priority policy analyses and comprehensive regional planning questions established by GO TO 2040.

Regional Inventories

Project Manager: David Clark

Team: A. Brown, Cruise, Drennan, Dryla-Gaca, Morck, Pedersen, N. Peterson, Vernon, Hallas, Interns, new Assistant Analyst

Description: Development and maintenance of specialized datasets used in policy analysis, programming decisions and modeling activities. Ongoing tasks include maintaining and updating regional datasets such as: land use inventory, development database (NDD), employment estimates, bikeways inventory (BIS), and Facilities Planning Area (FPA) boundaries. Also for FY16 are the continued development of a Local Technical Assistance data archive as well as an inventory of bicycle count studies and development of a comprehensive traffic signal inventory.

Products and Key Dates: 2013 Land Use Inventory update (June 2016). Employment data (updated 2x/year). NDD and BIS datasets (updated quarterly). Aerial imagery scanning project (1980 set completed September, 2015). FPA, LTA archive (ongoing). Bike Count Data Repository (prototype, September 2015; in production by December 2015). Traffic Signal Inventory (design and work flow established March 2016, production begins in Q4). Product

documentation (ongoing). Coordinate with Data and Information Services for internal and external access (ongoing).

2ⁿᵈ Quarter Progress:

- **Land Use Inventory:** Production continues: DuPage and Will Counties completed and ongoing work in Lake (40% complete) and Kendall (33%); focus has been on Cook County (with half of the region's parcels) which is now over 60% complete.

- **Development Database:** Held local review meeting with Elgin. Cleaned up inconsistent records and known data errors. Reviewed post-2014 Metrostudy and CoStar records, and updated accordingly.

- **Employment:** Received IDES data for 2013, 2014 and 2015. Performed initial processing and geocoding of 2015 file. Began cleanup of 2015 addresses.

- **Bikeways Inventory:** The Regional Greenways and Trails layer in the BIS has been updated with information from the IDOT November letting, the TAP Program, and the CMAQ program.

- **LTA Archive:** Continued development/refinement of tool for processing land use recommendation data.

- **New Dataset Development:** Proposed Traffic Signal Inventory database discussed and approved at the October RTOC meeting. Draft workflow statement completed.

3ʳᵈ Quarter Objectives:

- **Land Use Inventory:** Completion of Cook and Lake Counties. Begin testing 2015 update procedures when 2015 assessment data arrives.

- **Development Database:** Set up and conduct local review meetings with Aurora and Joliet. Continue reviewing CoStar records listed as Under Construction, and begin review on records listed as Planned. Draft concept for data search and reporting tool. Update documentation and user manual.

- **Employment:** Geocoding of local government employment survey data. Generate unexpanded estimates of employment and wages by subzone for 2015. Generate 2000 (total only) and 2015 (by category) estimates at all geographies. Generate list of employers with "headquarters" (single address for multiple locations) issue.

- **Bikeways Inventory:** Incorporate new plan data as they arrive.

- **LTA Archive:** Finalize land use recommendations processing tool, share with other LTA mapping support staff for current projects; continue to archive recommendations for completed projects.

- **Historic Aerials Archive:** Posting of 1980 aerials on Imagery Explorer (contingent on I.T. contractor availability).

- **New Dataset Development:** Prepare input data for Bike Count Database. Finalize workflow documentation for Traffic Signal Inventory and begin database development.

Data and Information Services

Project Manager: David Clark

Team: Bozic, A. Brown, Drennan, Dubernat, N. Ferguson, Hallas, Matthews, Pedersen, Vernon

Description: Maintain in-house collection of public datasets: acquire and catalog new releases and archive obsolete datasets per established schedule. Monitor procurement and licensing of proprietary datasets and enforce dissemination restrictions. Maintain agreement for regional aerial imagery acquisition efforts. Maintain CMAP Data Hub, posting new or updated datasets as they become available; coordinate maintenance activities with IT. Respond to public requests for static data and information. Respond to external requests for data housed at CMAP and to assist in directing requestors to appropriate sources of information such as Census or other agencies. Respond to Freedom of Information Act (FOIA) and Developments of Regional Importance (DRI) requests. Maintain status as Census State Data Center (SDC) Coordinating Agency and render assistance to SDC Lead Agency as time and resources permit.

Products and Key Dates: Schedule, procure, and document of public and proprietary datasets (ongoing). Populate Data Hub with agency datasets as they are released (ongoing). Accessible documentation of external data (including FOIA) requests, record of responses and inventory of personnel and level-of-effort required to complete (ongoing).

2nd Quarter Progress:

- **Internal Data Library:** Five new and nine updated datasets were added to CMAP's in-house data library, including rapid turnaround of American Community Survey embargo data for analysis/citation in CMAP policy updates.

- **External Data Requests/FOIA:** A total of 57 external requests and two FOIA requests were handled in the second quarter.

- **Data Sharing Hub:** Updated conformity data posted to Data Hub. I.T. resolved issue that prevented update of dataset "Groups." Further enhancements are on hold while I.T. and contractor investigate transition from current CKAN environment to the more stable DKAN environment.

3rd Quarter Objectives:

- **Internal Data Library:** Continue to acquire data following the public data acquisition calendar schedule; continue to develop wiki pages for those public datasets that currently lack one. Assist staff in identifying/acquiring datasets not currently in the CMAP data library. Implement redesign of Transportation section by creating specific subsections to house bike/ped and transit datasets.

- **External Data Requests/FOIA:** Respond to/document external and FOIA requests as they arise. Continue to enhance access to summary information on External Requests SharePoint site.

- **Data Sharing Hub:** Add new datasets/update recurring datasets as they become available. Continue investigation of potential transition to DKAN environment.

Advanced Urban Model Implementation

Project Manager: Craig Heither

Team: Bozic, Rice, N. Peterson, A. Brown, Cruise

Description: FY 2015 concluded implementation of the agency's strategic plan for advanced model development which established guidelines and priorities for improving the policy responsiveness of CMAP's forecasting, evaluation, and analysis tools over a 10-year period. Many of the modeling improvements incorporate advanced agent-based and microsimulation techniques that provide more robust sensitivity to the policy objectives of GO TO 2040. Major tasks for the fiscal year are to develop procedures and input datasets to transition the freight and dynamic traffic assignment demonstration models into production-quality analysis tools, which can help address policy questions asked during development of the region's next comprehensive plan. This project will also promote and support the use of existing advanced modeling products among partners and GO TO 2040 implementation efforts.

Products and Key Dates: Support congestion pricing, transit modernization and major capital project implementation efforts at CMAP and among partners (ongoing). Develop advanced modeling tool input datasets (ongoing). Advanced urban model data maintenance plan (June 2016).

2nd Quarter Progress:

- **Activity-Based Model:**

  - Initiated consultant contract to estimate and calibrate submodels of the ABM; day-long kick-off meeting held at CMAP.

- o Consultant began developing calibration analysis scripts, began developing updated synthetic population for 2010 and worked on procedures to calculate network travel costs. Staff finished updating input files of transit stop attributes, modified traffic assignment procedures to allow for more user classes based on value-of-time, and developed and compiled calibration datasets.

- o Technical issues in running the model were resolved and staff successfully completed a model run with a 50% sample of households.

- **Freight forecasting:**

  - o Revised model code to implement improved procedures to the national commodity flow model and improved the transport cost minimization function to better represent shipper choices.

  - o Completed revisions to procedures that create transport mode cost files for all zonal combinations; improvements include determining the "best" domestic port to use for imports/exports between domestic and foreign zones, and developing a more accurate inventory of available transport modes between each zone pair.

  - o Compiled new FAF release data for comparison to model output.

3rd Quarter Objectives:

- **Activity-Based Model:**

  - o Consultant will develop improved transit path-building procedures to decrease model runtime, will complete zonal accessibility procedures and finish updating the synthetic population.

  - o Staff will continue to provide data and analysis support.

- **Freight forecasting:**

  - o Finish validation of national /regional commodity flows.

  - o Analyze ATRI data for validation of truck touring model.

  - o Begin implementing procedural improvements to truck touring logic, including introducing stops at the modeling zone level for consistency with the regional travel demand model.

Travel and Emissions Modeling

Project Manager: Nick Ferguson

Team: Heither, Bozic, Rodriguez, N. Peterson, Clark

Description: Maintenance and enhancement of existing MPO travel demand models, including incorporation of procedural improvements into production models as well as continuous updates to regional highway and transit network databases. Major tasks are to provide travel demand forecasts for major capital project evaluations and conformity analyses. Continue evaluating improved methods for representing commercial vehicle movements within the travel demand models.

Products and Key Dates: Validated regional travel demand model and documentation (ongoing). Air quality conformity analyses (scheduled twice annually). Support major capital project evaluations and other GO TO 2040 initiatives (as prescribed). Travel Demand Model Validation report (June 2016).

2nd Quarter Progress:

- Completed model runs for each of the c16q1 conformity analysis years; implemented revised transit skim procedures and other improvements.

- Continued to develop datasets for model validation, such as observed speeds and observed volumes.

- Continued testing highway congestion enumeration function on multiple MCPs by comparing regional and corridor VHT estimates, with and without the application of the function.

- Continued development of procedures to improve the accuracy of low stop density bus routes in the MHN.

- Prepared c15q3 model run data for release on the data hub.

3rd Quarter Objectives:

- Finish data development; outline 2016 travel demand model validation report.

- Continue to work on better analysis tools for performance-based programming staff: finish testing of the highway congestion enumeration function to represent level of service impacts; develop procedures to measure the impact of single transit projects; testing of intersection-specific turn data.

- Move model base year to 2015 and update GTFS data used for transit routes in the model network.

Transportation Data Analysis

Project Manager: Jose Rodriguez

Team: Heither, Bozic, Rice, A. Brown, Cruise

Description: Develop and maintain transportation data and analysis methods for planning and policy analysis within CMAP. Major tasks are to support transportation program development and performance analyses, and to provide ongoing small area traffic forecast assistance to regional partners. This project also includes development and support of the Transportation Data Archive, incorporates the catalog of CMAP-prepared traffic projections and houses CMAP's annual traffic count data collection activities.

Products and Key Dates: Complete small area traffic forecast requests (ongoing). Refinement of CMAQ bicycle demand analysis tool (September 2015). Develop and introduce new applications for Transportation Data Archive (June 2016). Develop prototype dynamic traffic assignment results viewer (June 2016).

2nd Quarter Progress:

Small Area Traffic Analysis:

- Completed 40 Small Area Traffic Forecasts in October, November, and December 2015.

- Six projects for IDOT, Illinois Tollway, and CDOT have undergone more detailed, multiple-build scenario analysis throughout the quarter, at:

    o I-55 @ Airport Rd and @ IL 126, I-294 @ 88th Avenue New NB On/Off Ramps in JusticeI-90 @ Lee Street,I-88 @ IL 47, Michigan Avenue from Cermak Rd to 24th Place, and Lincoln –Avenue – Belmont Avenue – Ashland Avenue in Chicago

- Explored basic intersection graphics featuring future traffic volume results for integration into written letter responses across several software formats.

- Began investigating feasibility of incorporating intersection improvement analysis tools into CMAP regional travel demand model, to better reflect impact on intersection level-of-service.

Bicycle Switching Model Activities:

- At the request of CMAQ staff, the Bicycle Switching Model was used to evaluate a proposed project along Barrington Road in NW Cook County.

- Explored availability of datasets to supplement Bicycle Level of Service score calculation for the model including the City of Chicago's Pothole Tracker (complaints/responses based on 311 service requests).

Transportation Data Archive:

- Explored feasibility of obtaining and adding sub-IDOT (such as County road, local road) link datasets to archive and also smaller more recent Small Area Traffic Forecast datasets (e.g. October 2014 Plan Update – c14Q3 to present).

- Developed preliminary Python programming methods to extract from IDOT's .pdf intersection files: 1. turning movement volume data in spreadsheet-usable format and 2. precise intersection location information.

3rd Quarter Objectives:

Small Area Traffic Forecasts:

- Continue fulfillment of SATF forecast requests, with c15Q3 conformity network.

- Implement graphics to accompany SATF forecast results on project-by-project basis.

- Explore refinement of SATF Map Tool for more concise presentation of more recent projection results.

- Continue evaluation of intersection improvement analysis tools.

Bicycle Switching Model Activities:

- Refine existing model and apply to CMAQ project review to assist the CMAQ Project Selection Committee.

- Continue exploration of datasets to incorporate into Bicycle Level-of-Service BLOS) calculation.

Transportation Data Archive:

- Develop download/report capabilities from IDOT-IRIS sensor data (or lower jurisdiction roadway files) for check of "most recent available data" from SATF requestors.

- Share/Upload small set of SATF data from c14Q3 conformity onward (with more rigid topography).

- Finalize and utilize on regular basis Python methods to identify and extract useful turning movement volume data from IDOT counts.

Summer Data Collection Program:

- Develop and finalize work plan and specific tasks amongst Research Analysis, Performance Data, and LTA Planning staff.

Survey Research

Project Manager: Craig Heither

Team: N. Ferguson, Matthews, Lopez

Description: Implement strategic plan for survey research at CMAP, which establishes a strategy and management concept for conducting on-going survey research at the agency. FY16 tasks are focused on continuing to build professional capacity in survey development and execution. Major tasks are to continue analyzing the use of spatial location data to infer activities and to conduct a pilot test survey among staff.

Products and Key Dates: Evaluation of pilot test (January 2016). Survey database structure design (April 2016). Compendium of travel survey "best practices" research scans (June 2016).

2nd Quarter Progress:

- Staff continued to build professional capacity in survey research development, administration and management. Conducted second round of prompted recall survey with CMAP volunteers implementing lessons learned from the initial round of testing. Improved GPS data processing tools for better detection of short trips and to determine which service provider was used for rail trips.

- Completed beta test of a commercial smartphone app used to collect household travel diary information.

- Began development of a web-based Bicycle Usage Survey which will be used to calibrate the coefficients in the Bicycle Switching Model used for CMAQ project evaluations. Reviewed the switching model data needs, began to develop specific survey questions and to assess survey mechanisms.

3rd Quarter Objectives:

- Complete second round of prompted recall survey testing. Complete evaluation of survey pilot test: delivery of prompted recall survey and the use of GPS trace data as a potential tool for real-time survey quality control.

- Complete design and development of Bicycle Usage Survey and target a March launch.

Plan Indicator Tracking

Project Manager: Noel Peterson

Team: Heither, N. Ferguson, A. Brown, Cruise

Description: The GO TO 2040 plan update includes an expanded set of indicators to track the plan's progress toward implementation. The major task for the fiscal year is collection and analysis of indicator data in order to update CMAP's database of current plan indicator values.

This will support continued analysis of plan implementation progress and development of the annual plan implementation report. Coordinate with managers of plan development strategies on need to modify or replace existing plan indicators for next regional comprehensive plan; monitor impact of MAP-21 requirements on plan indicators.

Products and Key Dates: Maintenance and update of plan indicator values (on-going). Data analysis and support for annual plan implementation report (November 2014). Inventory of potential indicator changes due to MAP-21 requirements and next plan development (June 2016).

2nd Quarter Progress:

- Updated four plan indicators (Average Congested Hours of Weekday Travel for Limited Access Highways; Percentage of Income Spent on Housing and Transportation by Moderate and Low Income Residents; Population Age 25 and Over with an Associate's Degree or Higher; Workforce Participation) and two kindred indicators (Lake Michigan Withdrawals; Planning Time Index for Limited Access Highways).

3rd Quarter Objectives:

- Assist with development of content for Communications' next plan transition report as needed.

- Coordinate with Performance-Based Programming staff on impact of MAP-21 requirements on indicators.

- Continue collection and analysis of indicator information as data releases become available.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Program Oversight: Management staff

This program develops and actively manages the region's TIP. The CMAP Board and MPO Policy Committee program, track and actively manage the use of local, state, and federal transportation funds through the Transportation Improvement Program (TIP). The purpose of the TIP is to establish and implement a short-range transportation program implementing the long-range transportation goals identified in GO TO 2040. Products developed under this work program also assess accomplishment of the TIP, evaluate how it meets the goals of GO TO 2040, and move the region toward performance-based programming.

Federal, state, and local policies and regulations are analyzed to assure CMAP's TIP satisfies these requirements. The region is required by federal law to develop and maintain a fiscally constrained TIP which, together with the fiscally constrained major capital projects in GO TO 2040, conforms to the State Implementation Plan (SIP) demonstrating how the region will attain national ambient air quality standards.

Transportation Improvement Program (TIP) Development and Management

Project Manager: Teri Dixon

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

Description: Work with stakeholders in the region to align the TIP with GO TO 2040. Use robust reporting to influence implementers' project choices and move the region toward performance-based programming. Ensure all local, state and federal requirements are met including fiscal constraint, public involvement, data accuracy, documentation and reporting. Maintain ongoing communication with state and federal agencies to ensure that the region is aware of changes to state and federal requirements and that these agencies understand the programming needs of the region. Manage TIP line item project entry and changes; process TIP change approvals through the Transportation Committee and MPO Policy Committee. Develop an annual obligation report, documenting accomplishment of capital projects in the region.

Products and Key Dates: TIP with updates and amendments (as needed); consultation with local, state, and federal agencies (ongoing); TIP documentation including map, fiscal marks, general public brochures, training materials/courses, and web pages (ongoing); annual obligation analysis report (December 2015); analysis of expenditure information to identify spending trends (Spring 2016), fiscal marks (October 2015)

2nd Quarter Progress:

- **TIP with Updates and Amendments:**

  Regular review of TIP updates and amendment requests from programmers and programmer assistance continued. One TIP amendment was approved at the November 20, 2015 Transportation Committee meeting. A semi-annual conformity analysis and TIP amendment was approved at the October 14, 2015 CMAP Board and MPO Policy Committee meeting. An amendment for consideration at the March, 2016 CMAP Board and MPO Policy Committee meetings was begun.

- **TIP Documentation:**

  The TIP summary brochure and interactive TIP map continued to be updated to reflect TIP amendments made this quarter. Updates to training materials, the TIP data, and TIP Programmer Resources were prepared as needed.

- Analysis of expenditure information to identify spending trends:

  Data has been shared with the performance based programming group for analysis and inclusion in a snapshot report for the next comprehensive plan.

- **Annual Obligation Analysis Report:**

  The FFY 14 obligation analysis report is being finalized with the Communications department. Staff began working on Municipal Survey questions to gather local non-federal/state expenditures on capital improvements for presenting a comprehensive picture of transportation expenditures in the region.

- **Consultation with local, state and federal agencies:**

  Staff began the lengthy process of working with TIP programmers to move, award, or delete all FFY15 line items from the TIP. Staff worked with stakeholders to receive input into proposed programs and policies through frequent communication.

- **Fiscal Marks:**

  The FFY 2016 State/Regional Resources table and carryover was developed, received concurrence from IDOT and RTA and was approved at the November 20, 2015 Transportation Committee meeting.

3rd Quarter Objectives:

- **TIP with Updates and Amendments:**

  Complete the next semi-annual GOTO 2040 and TIP Amendment.

- **TIP Documentation:**

  The TIP summary brochure and interactive TIP map will continue be updated to reflect TIP amendments made this quarter. As needed training materials, TIP data, and TIP Programmer Resources will be prepared and updated. Train new planning liaisons.

- **Annual Obligation Analysis Report:**

  Continue work on FFY 15 obligation information and analysis. Staff will gather information and work with partner agencies.

- **Consultation with local, state and federal agencies:**

  A consultation meeting is anticipated in February, 2016.

- **Fiscal Marks:**

  Continue monitoring marks – possible update of 2016 state/regional resources table.

Conformity of Plans and Program

Project Manager: Ross Patronsky

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

Description: Northeastern Illinois has historically not attained national ambient air quality standards for certain pollutants. It is currently classified as a non-attainment area for the 8-hour ozone standard adopted in 2008, and is recommended for non-attainment status for the 2012 fine particulate matter ($PM_{2.5}$) standard. In addition, federal regulations require the region take steps to continue meeting prior ozone and $PM_{2.5}$ standards.

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

Products: GO TO 2040/TIP Conformity analyses (as needed, minimum of twice a year in October and March); documentation of conformity process (ongoing); updated data used in

Chicago Metropolitan
Agency for Planning

conformity analyses (ongoing); support for development of State Implementation Plans (as needed); analyses of air quality issues for regional decision-makers (as needed); mobile source greenhouse gas emissions estimates to support other agency work (ongoing); Agendas, meeting minutes, and supporting materials for the Tier II Consultation Team (as needed).

2nd Quarter Progress:

- **GO TO 2040/TIP conformity analyses:**

  o CMAP Board and MPO Policy Committee made conformity determination and adopted amendment at their October, 2015 meeting.

  o Contacted implementers for amendments to be approved at March CMAP Board and MPO Policy Committee meetings. Obtained amendments from them and forwarded data to travel demand model staff.

  o Completed emissions inventories for conformity analysis and Plan/TIP amendment.

- **Documentation of conformity process:**

  o No action required.

- **Updated data used in conformity analyses:**

  o Worked with IT to install MOVES2014a; installation not completed until late in the quarter.

  o Obtained verbal concurrence from IEPA in use of updated monthly and daily VMT distribution data.

  o Incorporated updated data in conformity analysis

- **Support for development of State Implementation Plans:**

  o Discussed IEPA's intended redesignation request with IEPA staff. Gave them an overview of the process for developing motor vehicle emissions budgets.

- **Analyses of air quality issues for regional decision-makers:**

  o Obtained most recent distribution of emissions by source from IEPA; forwarded to Executive Director at his request.

  o Provided information on impact of ozone standard update released in October, 2015.

- **Mobile source greenhouse gas emissions estimates to support other agency work:**

- o No action required.

- **Agendas, meeting minutes, findings and interagency agreements, and supporting materials for the Tier II Consultation Team:**

    - o No action required.

3ʳᵈ Quarter Objectives:

- **GO TO 2040/TIP conformity analyses:**

    - o Revise emissions analysis.

    - o Release conformity analysis and GO TO 2040/TIP amendment for public comment.

    - o Obtain CMAP Board and MPO Policy Committee approval of conformity analysis and GO TO 2040/TIP amendment.

- **Documentation of conformity process:**

    - o No action anticipated.

- **Updated data used in conformity analyses:**

    - o Assess impact of updated vehicle population data on conformity analysis.

- **Support for development of State Implementation Plans:**

    - o Run emissions analysis to compare with IEPA proposed emissions budgets.

- **Analyses of air quality issues for regional decision-makers:**

    - o Monitor release of regulations on fine particulate standard for region's potential to become unclassifiable/attainment.

- **Mobile source greenhouse gas emissions estimates to support other agency work:**

    - o Test application of greenhouse gas emissions on municipal-level VMT.

- **Agendas, meeting minutes, findings and interagency agreements, and supporting materials for the Tier II Consultation Team:**

    - o Prepare for meeting in February.

CMAQ and TAP-L Active Program Development

Project Manager: Holly Ostdick

Team: Dixon, Dobbs, Patronsky, Pietrowiak

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

Products and Key Dates: Review of CMAQ project status (fall and spring); accomplishment of the annual CMAQ obligation goal (ongoing); CMAQ project change request actions (ongoing); review of TAP-L project status (ongoing); TAP project cost/scope change request actions (ongoing); Agendas, meeting minutes, and supporting materials for the CMAQ Project Selection Committee (as needed), Initiation meetings for new project sponsors.

2nd Quarter Progress:

- **Review of CMAQ project status:**

  Conducted October status updates. Staff requested and received 246 updates, then categorized them and changed the TIP database and CMAQ database based on the updates received.

- **Accomplishment of the annual CMAQ obligation goal:**

  Obligations were monitored through regular obligation tracking. The 2015 obligation goal was just shy of being met by the end of the year. A new mark for FFY 2016 was developed. At the end of FFY 2015, there was only a $17 million unobligated balance, down from as much as $300 million in 2012. New reports have been developed to identify target authorization and lettings to improve CMAP's ability to manage the program with the reduced balance. Work has continued on the over-authorizations of several million dollars of CMAQ funds. CMAP staff is working to close this loophole.

- **CMAQ Project Change Request Actions:**

  Staff evaluated and analyzed twenty project change requests. Processing these changes has become difficult as less funding becomes available due to more timely expenditures. Significant staff time is required to review project status and contact sponsors to identify funding to accommodate cost increases.

  Staff continues to work on an analysis of cost changes to identify trends and see if any common issues are causing cost changes.

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

- **Review of TAP-L project status:**

Staff updated a tracking spreadsheet with the new program approved in October, 2015. Staff provided an update to the Transportation Committee on the current status of TAP-L projects.

- **TAP project cost/scope change request actions:**

One project requested to be changed to the ROW schedule as they need ROW. Staff advised the sponsor to add the phase to the TIP (through their Planning Liaison); staff will notify the Transportation Committee at their January meeting.

- **CMAQ Project Selection Committee support:**

Prepared agendas and supporting materials for November and January committee meetings. The 2016 meeting schedule was approved.

- **Initiation Meeting for new project sponsors:**

CMAP staff held an initiation meeting at IDOT District 1on December 3, 2015 for local CMAQ and TAP-L sponsors that received funding in the FFY 2016-2020 program. Given that there were only four transit projects, with experienced transit sponsors, no transit initiation meeting was required.

3rd Quarter Objectives:

- **Review of CMAQ project status:**

Conduct meeting with IDOT/CMAP/PLs to discuss project status.

- **Accomplishment of the annual CMAQ obligation goal:**

Tracking of FFY 2016 obligations relative to the obligation goal will continue. Staff will continue working with transit agencies, CDOT, IDOT, FHWA, and FTA to enhance the FTA transfer and grant approval process to speed up federal authorizations.

- **CMAQ Project Change Request Actions:**

Evaluate change requests for April 7, 2016 CMAQ Project Selection Committee meeting. Continue to provide support to project sponsors.

- **Review of TAP-L project status:**

  Conduct meeting with IDOT/CMAP/PLs to discuss project status. Track milestones as identified in sponsor guidance.

- **TAP project cost/scope change request actions:**

  Continue monitoring TIP changes to ensure no changes were made to the TIP that were not pre-approved for TAP-L projects.

- **CMAQ Project Selection Committee support:**

  Prepare agenda and supporting materials and staff for the April 7, 2016 Committee meeting.

- **Initiation Meeting for new project sponsors:**

  No action at this time.

Local STP Active Program Management and Council of Mayors Support

Project Manager: Holly Ostdick

Team: Dixon, Dobbs, Pietrowiak

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

Products and Key Dates: Fiscal marks (ongoing), program management reports and recommendations (ongoing); locally programmed project status assessments; talking points for CMAP staff participating in COM/COG/TC meetings (ongoing); agendas, meeting minutes, and supporting materials for the Council of Mayors Executive Committee (September 2015, November 2015, January 2016, May 2016).

2nd Quarter Progress:

- **Fiscal Marks:**

  Developed STP-L and STP-C marks. Completed analysis of FAST Act to develop universe of possibilities for local STP.

- **Program Management Reports and Recommendations:**

  Staff continued to track obligations and prepared the FFY15 STP-L expenditure report. Conducted an STP-L working group to discuss spending down the unobligated balance.

- **Talking Points for CMAP Staff Participating in COM/COG/TC Meetings:**

  Talking points are updated after every weekly email, if relevant. Talking points are also updated as staff makes requests to inform local municipalities of reports, classes or any other relevant information at the agency.

- **Locally Programmed Project Status Assessments:**

  Continued to work with PLs to be a resource for project accomplishment.

- **Outreach with Councils and Local Municipalities:**

  Staff continues to participate in sub-regional Council of Mayors transportation technical meetings to supply technical support to the PLs and municipal engineers and managers.

- **Council of Mayors Executive Committee:**

  Staff prepared materials, collected RSVPs, and staffed one Council of Mayors Executive Committee meeting. The agenda included information on the Long Range Plan development, motor fuel tax replacements, and the local technical assistance program. The committee also discussed the large unobligated balance of STP-L and suggested a working group of PLs to discuss options.

3rd Quarter Objectives:

- **Fiscal Marks:**

  Update based on FAST act.

- **Program Management reports and recommendations:**

  Work with communications to revamp the STP-L status report. Hold another STP working group to address the unobligated balance.

- **Locally programmed project status assessments:**

  Continue to provide assistance to programmers on accomplishing local projects.

- **Talking points for COM/COG/TC meetings:**

  Continue to update the talking points. Begin working with outreach staff on enhancements. Prepare or consider alternatives for preparing written reports for technical meetings.

- **Council of Mayors Executive Committee support:**

  Prepare agenda and materials for the January, 2016 meeting.

TIP Database Management

Project Manager: Kama Dobbs

Team: Dixon, Kos, Ostdick, Patronsky, Pietrowiak

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

Products and Key Dates: TIP database and web interface for implementer, staff, and public use (ongoing); updated documentation and training materials for internal and external users, partners and the public (ongoing); exports of TIP data for use in public maps, analytic maps, dashboard presentations, and other analyses (ongoing).

2nd Quarter Progress:

- **TIP Database maintenance:**

  There was no action needed this quarter.

- **Documentation and training materials:**

  There was no action needed this quarter.

- **Exports of TIP data:**

  Regular data exports occurred under the Transportation Improvement Program (TIP) Development and Management project. Clean-up of incomplete data continued and new data fields were added and populated to prepare for import into the integrated database.

3rd Quarter Objectives:

- **TIP Database maintenance:**

  Maintenance for minor bugs will continue as needed until the roll-out of the integrated database.

- **Documentation and training materials:**

  Revisions to documentation for TIP programmers, partner agency users, public users, and staff will continue as needed.

- **Exports of TIP data:**

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

Integrated Transportation Planning, Programming and Tracking Database Development (New for FY15)

Project Manager: Kama Dobbs

Team: Beata, Bozic, Clark, Dixon, Dubernat, Elam, Green, Hollander, Kos, Leary, Murtha, Ostdick, Patronsky, Peterson, Pietrowiak, Tiedemann

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

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

Products and Key Dates: Customize the proposed SaaS with CMAP styles (1st quarter); implement CMAP TIP business rules and process (1st quarter); implement obligation tracking (2nd quarter); implement document tracking (1st quarter); implement public web site (2nd quarter); implement GIS module (2nd quarter); training, documentation and rollout (2nd quarter); ongoing maintenance and enhancements (3rd and 4th quarters).

2ⁿᵈ Quarter Progress:

- **Customize the proposed Software as a Service (SaaS) with CMAP styles:**

  Customization of public and secure website styles, in coordination with CMAP Communications and IT staff continued.

- **Implement CMAP TIP business rules and processes:**

  Validation of transferred data from the existing TIP database continued. Population of "valid value lists" continued. Changes to data fields identified last quarter were made and staff work to add new or missing data to the existing database continued. Customization of the software to address CMAP's business rules and amendment procedures continued.

- **Implement obligation tracking:**

  With the roll-out of FHWA's new FMIS V database, and continued development of FTA's TrAMS database, discussions regarding the direct transfer of obligation data from state and federal databases to the integrated database were postponed. However other options for interim obligations tracking within the database until direct transfers can be established continued. CMAP staff undertook an investigation of the potential for direct export of data from FMIS. This may be a feasible approach, and has value to the consultant for use at other MPOs.

- **Implement document tracking:**

  The document tracking module is set-up and fully functional.

- **Implement public website:**

  Implementation of the public site, including the identification of data and reports, and review by CMAP Communications staff continued.

- **Implement GIS module:**

  Development of the mapping tool continued.

- **Training, documentation, and rollout:**

  Development of documentation and training materials is ongoing. To allow for continued data cleaning and additional features to be added to the database, rollout of basic TIP functions was delayed to the third quarter and will be coordinated with the current TIP amendment schedule to ensure a smooth transition of up-to-date data.

- **Ongoing maintenance and enhancements:**

  No activity needed this quarter.

3rd Quarter Objectives:

- **Customize the proposed SaaS with CMAP styles:**

  Customization of public and secure website styles, in coordination with CMAP Communications and IT staff will be completed.

- **Implement CMAP TIP business rules and processes:**

  Staff work to add new or missing data will continue, with assistance from project programmers where needed. Customizations to address CMAP's business rules for processing of TIP amendments, fiscal constraint, and data validation will continue.

- **Implement obligation tracking:**

  Coordination with IDOT, FHWA, and FTA to establish the direct transfer of obligation data from state and federal databases to the integrated database will continue. Development of interim tracking tools to be used until direct transfers are established will continue.

- **Implement document tracking:**

  Make minor adjustments to the module as needed.

- **Implement public website:**

  Implementation of the public site, including development of additional reports, will continue.

- **Implement GIS module:**

  Development of the GIS module, including the ability to extract, display, and download the attributes associated with selected features (roads, structures, etc.) will continue.

- **Training, documentation, and rollout:**

  Development of training materials and user documentation will continue. Staff and user training sessions will be held, including sessions for IDOT, FTA, and FHWA review staff. Rollout of the basic TIP functions for user training and testing is anticipated following the approval of TIP amendments by the Transportation Committee.

- **Ongoing maintenance and enhancements:**

  No activity anticipated until 4th quarter.

INFORMATION TECHNOLOGY MANAGEMENT PROGRAM

Program Oversight: Matt Rogus

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

Internal Hardware and Software Management

Project Manager: Matt Rogus

Team: Stromberg, Tiedemann, contract support, intern

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.

2nd Quarter Progress:

- **ArcGIS Business Analyst:** Installed extension and data for staff.

- **ArcGIS software:** Installed 10.3 update on test machines.

- **Remote Data Center Project:** Developed update plan for hardware upgrades. Configured new VM hosts, preconfigured new storage system for off-site backup environment.

- **Transportation modeling environment:** Upgraded and reconfigured seven servers. Upgraded emme software on servers and staff workstations.

3rd Quarter Objectives:

- **ArcGIS Business Analyst:** Upgrade staff workstations with 2015 data software.

- **ArcGIS software:** Install 10.3 update on staff machines, begin testing version 10.4.

- **Remote Data Center Project:** Update VM hosts at remote data center, implement additional storage, implement new 10gb switch, implement additional storage devices for backup systems at remote data center.

- **Transportation modeling environment:** Upgrade modeling workstations.

- **Microsoft software:** Review current software licensing, review Skype for business.

Web Infrastructure Management

Project Manager: Lance Tiedemann

Team: Stromberg, Rogus, contracted support, CMAP project managers of web sites and services

Description: Web infrastructure management consists of procuring, deploying, and administering the hardware, software, and network infrastructure used by web applications and data services hosted at CMAP. Internally, project collaboration and project management have been augmented by several specialized content management systems. Externally, web applications and data services have become critical to the ongoing agency mission of deploying technical analysis content to a broader audience. The web infrastructure management defined by this project supports web applications and data services, such as SharePoint (collaboration), CKAN (data sharing web application), MediaWiki (collaboration), the TIP Website (web application), the TIP Map (data service), GIS web mapping, Imagery Explorer (web application), the applicant tracking system (for HR), and several others. In addition, this project includes management of web-specific network infrastructure, such as domain name registration and DNS record management.

Resources: Hardware, software, and network infrastructure used by web applications and data services hosted at CMAP.

Products: Web applications, data services, and collaboration portals.

2nd Quarter Progress:

- **SharePoint collaboration portal:** Initiated planning process with SharePoint support staff for site upgrade from 2010 to 2013, moving all resources to an Office 365, cloud-based platform. Project implementation to start in Q3.

- **CMAP.Wiki project:** Setup development and test servers for wiki. Installed Linux, MySQL and MediaWiki software. Began developing update for front page of site, reviewed MediaWiki theme skins.

- **Data Sharing Hub:** Explored open data concept and integration of DKAN software application as an upgrade to the CKAN software application. Setup development server for DKAN and Drupal 7. Tested basic functions with existing data files including researching and testing the migration from PostgreSQL to MySQL. Continued with research and development activities using Drupal 8 and DKAN. Setup development server including configuring LAMP stack and Drupal 8. Setup DKAN catalog, dataset and resources. Began testing and configuring LDAP on development server.

- **ArcGIS Online:** Continued modifying user roles for users. Continued to research and train on using the software.

3rd Quarter Objectives:

- **SharePoint Collaboration Portal:** Implement platform upgrade.

- **Historic Aerials Archive:** Develop PAO for modifications to CMAP Imagery Explorer, add 1980 Historic Aerials, modify application to streamline data downloads, continue researching integration of ArcGIS online with application. Implement Google Analytics for site.

- **CMAP.Wiki project:** Setup production server, configure LDAP, complete update of content for main page, implement new MediaWiki theme skin.

- **Data Sharing Hub:** Continue testing DKAN application; build out test and production servers.

- **ArcGIS Online:** Continue research and development activities related to the software. Begin testing integration of aerial imagery comparison template with Imagery Explorer.

- **HR Applicant Tracking System project:** Continued assisting with HR staff.

Information Security

Project Manager: Lance Tiedemann

Team: Rogus, contracted support, CMAP project managers of web sites and services

Description: Information security consists of proactively planning, implementing, and verifying the various tools used to project CMAP infrastructure and data as well as reactively responding to existing threats. This project fulfills these network roles: enhance network assessment processes with invasive testing, automate assessment of local environments, develop additional plans, policies and standards, continue training staff, recommend improvements for increased network and data protection, and implement new tools or services to aid in identifying and reacting to critical conditions (e.g., cyber-attacks, malicious traffic, etc.) This project fulfills these web sites and services roles: enhance website assessment processes

with invasive testing, automate assessments of code, develop additional plans, policies and standards, and continue training staff. In addition, this project fulfills the data management role to develop policies and process improvements to ensure that sensitive data is processed and stored under appropriate access controls in compliance with program and regulatory requirements. These roles are fulfilled through the management of security tools, such as SSL certificates, firewall and IPS policies, VPN access, security scanning applications, and monitoring services.

Resources: Firewalls, system and network auditing and monitoring applications, and anti-virus/anti-malware detection and remediation tools.

Products: Infrastructure auditing and monitoring.

2nd Quarter Progress:

- **Security Platform:** Implemented agent and Anti-virus tools on all CMAP networked devices.

- **Security Training for Staff:** Evaluated security training tools and held a training class for staff on recognizing "phishing" attacks.

- **Firewalls:** Researched potential firewall replacement.

- **VPN:** Provided ongoing support for VPN access for staff and consultants.

3rd Quarter Objectives:

- **Security Audit:** Create a scope of work for security audit RFP.

- **Security Training for Staff:** Procure a security training tool for staff training.

Office Systems Management

Project Manager: Ben Stromberg

Team: Brown, Kelley, Rivera, intern, plus other relevant staff

Description: Staff productivity depends on robust systems for managing office operations. This project includes technical support of office support systems including telephone, mobile communication, fax, copiers, web conferencing, audio-visual, etc.

Resources: Software applications, telephone system, copiers and printers

Products: Telephones, internet services, computer peripherals, copiers and printers.

2ⁿᵈ Quarter Progress:

- **Print Management:** Created a print management spreadsheet to track current output of printing charges and equipment maintenance. Currently used to compare FY16 costs to previous year cost.

- **Telecommunications Support:** Reviewed monthly invoices and set up new staff phones. Purged outdated teleconferencing accounts. Updated the "closed" CMAP greeting to play when office hours are closed.

- **AV Support:** Held several brownbag meetings to train staff on new AV equipment for the main conference room.

3ʳᵈ Quarter Objectives:

- **Telecommunications Support:** Continue to review monthly invoices for CMAP's telephone and mobile communications. Make year-end holiday changes to the phone system.

- **AV Support:** To continue researching webcasting options for the main conference room.

User Support

Project Manager: Ben Stromberg

Team: Brown, Kelley, Rivera, intern

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

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

2ⁿᵈ Quarter Progress:

- **Office Refresh project:** Completed office refresh that included updating paint and carpeting throughout the office suite as part of the current lease agreement.

- **OneSolution financial system project:** Began researching reporting system options including updating documentation of current reports. Updated documentation for new employees on how to fill out timecards and purchase requests. Created how to videos to compliment the documents. Started a disaster recovery document which will outline steps and procedures to follow in the event of a disaster.

- **User support:** Completed 76 helpdesk tickets.

3rd Quarter Objectives:

- **OneSolution financial system project:** Develop data refresh process and documentation for updating test environment data. Work with HR on ACA patch implementation. Continue working on disaster recovery documentation. Continue creating how to videos for OneSolution.

- **User support:** Continue to update user documents for staff as needed. Continue to assist staff with PC/phone problems as needed. Continue implementing new desktop computers for staff.

FINANCE AND ADMINISTRATION PROGRAM

Program Oversight: Angela Manning-Hardimon

This program provides for the design, implementation and management of finance, procurement, and human resources at CMAP. This program also provides the administrative support to the CMAP operations. The costs for administration are distributed to the projects based on a percentage of direct personnel costs. The projected indirect cost for FY 2015 is 40.70% and for FY 2016 is 38.18%.

Finance and Accounting

Project Manager: Lorrie Kovac

Team: Becerra, Doan, Contreras, Preer, Olson

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

Resources: ONESolution financial software system

Products: Issuance of payroll and vendor checks; monthly expenditure reports; monthly revenue reports; monthly/quarterly reimbursement requests of funders; annual financial statement; develop expenditure and revenue reports for LTA program.

2ⁿᵈ Quarter Progress:

Budget Transfers: There were 8 budget transfers completed during the 2ⁿᵈ quarter. They were to set up the budget for the Lower Salt Creek IEPA Grant, to set up a budget for DuPage County's match for the Elgin-O'Hare Bike/Pedestrian Plan and to move anticipated revenue from IDOT federal pass thru to State funds due to the reduction of federal funds in the FY2016 UWP Contracts grant.

Payroll: During the 2ⁿᵈ quarter of the fiscal year we processed a total of 16 payrolls, seven regular and nine supplemental. Five of the supplemental payrolls were for vacation payouts to retiring/terminated employees. The other four were for employees who did not submit their time documents in a timely manner and had to be paid during the next payroll period. The State and Federal 941 reports for the 1ˢᵗ quarter of the fiscal year were completed and filed in a timely manner. The monthly and quarterly unemployment compensation reports were also filed with the State of Illinois on a timely basis.

Accounts Payable: The table below provides information on the number of invoices processed, checks issued and ACH payments paid. Approximately 54% of payments were made via ACH during the 2ⁿᵈ quarter of the fiscal year. The wire transfer activity shown in the fourth column is for all payments made directly from our checking account and processed with journal entries such as payments for the employee transit passes, IMRF, state and federal payroll taxes, etc. The amounts paid in November included payments to vendors after we started to receive federal funds, the amounts paid in December included the final FY2015 payments made to the transit agencies.

Month	Checks	ACH	INV	WT	Total Paid
Oct	35	36	116	22	$1,033,686.41
Nov	49	59	276	20	$1,965,318.77
Dec	32	40	209	19	$1,867,396.98
2ⁿᵈ Qtr	116	135	601	61	$4,866,402.16

Accounts Receivable: Billing of invoices was completed within the first ten days of each month. The table below shows the number and dollar amount of invoices processed each month.

Month	Invoices	Amount
October	16	$1,989,902.93
November	14	$1,199,183.65
December	18	$1,356,037.31
2ⁿᵈ Qtr	48	$4,545,123.89

Journal Entries: We had approximately 23 normal journal entries in each month of this quarter. These journal entries are normally to process payroll related payments for state and federal taxes, deferred compensation payments, and employee transit payments. Additionally, each month we process journal entries to move postage and printing costs from the Overhead key into the appropriate grant keys based on usage reports. We also process journal entries to move revenue earned each month into the grant from the grant advance liability object code this allows us to tie revenues earned to expenditures incurred

Bank reconciliations: Our bank reconciliations are done within the first few days of each month. We have not had any problems with the reconciliations and we have very few outstanding checks each month due to the reduced number of actual checks issued.

3rd Quarter Objectives:

Process payroll and accounts payable in a timely manner. Send out invoices for work performed during the first week of each month. Continue to perform all financial related activity in an accurate and timely manner. Continue the training on the OneSolution software so that all staff members are comfortable using the new version of the software.

Budget

Project Manager: Angela Manning-Hardimon

Team: Management, Olson

Description: Preparation of annual CMAP budget. Monitor expenditures and revenues during the fiscal year to determine if any revisions are required. Coordinate UWP Committee review and approval of annual UWP program requests.

Products and Key Dates: Annual CMAP budget (May); semiannual revisions of budget (January); UWP Annual report (June).

2nd Quarter Progress:

Due to the State Budget impasse on the FY2016 Budget, expenditures in the 2nd quarter have been limited to payroll, payroll taxes and benefit expenses, employee reimbursements, technical support and infrastructure, rent, office supplies, utilities and payments to contracts in which CMAP have received funding. December promotions were implemented and made effective January 4th. CMAP discontinued its discussions with BMOHarris about a line of credit due restrictive loan covenants. CMAP began to receive FY16 payments from the FHWA and FTA to support operational expenses. This represented all FY16 federal funding and 80% of total annual funding. Support of operations has been achieved through the use of the 80% federal funding, general fund and cost savings measures.

3ʳᵈ Quarter Objectives:

- Continue to monitor expenses and filling vacant positions.

- Work with IDOT and federal partners to develop a mechanism to obtain state funding and previous years federal funding, FY12 through FY15.

- Once funding is restored, begin the process of paying vendors based on mission critical activities and age of invoice.

- Work with Deputy Executive Directors to develop the FY17 Workplan and Budget.

- Issue the FY17 UWP Call for Projects, select projects and develop funding allocation plan.

- Explore opportunity to negotiation new lease terms with BRE.

Procurements, Contracts and Commercial Datasets

Project Manager: Penny DuBernat, Dan Olson

Description: Manage all procurements for professional consulting services; assure Request for Proposals comply with policy and are clear and consistent; participate in procurement selection; and prepare and negotiate contracts and amendments. Manage licensing of proprietary datasets. Enforce proprietary dissemination and license agreements.

2ⁿᵈ Quarter Progress:

Commercial Datasets:

- Reviewed and renewed four commercial dataset subscriptions.

- Negotiated a data agreement with the Illinois Department of Employment Security.

- Responded to questions from staff regarding agreements and limits.

- Managed User accounts as needed.

Procurements:

- Reviewed, processed and approved 37 procurements.

- Audited COTG invoices and resolved billing error and secured account credit.

Contracts/Amendments

- Prepared 13 PAO's or PAO Amendments under current contracts.

- Conducted one contract negotiations.

- Prepared 11 new contracts.

- Reviewed five Vendor Justification Reports.

- Drafted six Board Reports.

- Drafted two Executive Committee Reports.

- Prepared 18 amendments to current contracts.

- Reviewed and drafted one IGA amendment.

- Prepared three IGAs.

- Provided concurrence for one Service Board contract request.

- Prepared 11 RFP/RFQs.

- Attended nine interviews.

- Attended four pre-bid meetings.

- Secured six concurrences from IDOT.

- Prepared one concurrence requests.

- Reviewed 14 RFP responses.

- Prepared one FOIA request.

- Reviewed no Consultant Performance Evaluation.

- Attended oneFTA webinars.

- Conferred Procurement meetings bi-weekly or as needed.

- Aligned language for all contracts, IGAs and agreements.

3rd Quarter Objectives:

Commercial Datasets:

- Review and possible renew four commercial dataset subscriptions.

Procurements:

- Review and process any new procurements originated by staff.

Contracts/Amendments:

- Prepare at least four RFPs.

- Prepare and process any new contracts, PAOs, amendments and agreements as necessary.

Human Resources

Project Manager: Dorienne Preer

Team: King, Ambriz

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

2nd Quarter Progress:

Benefits:

- Processed 58 payroll related changes in One Solution/online.

- Processed all staff employee performance evaluations in One Solution.

- Processed two loan payoffs in One Solution.

- Processed and mailed Personalized Benefit Statements to all staff.

- Assisted in organizing two mandatory Open Enrollment meetings.

- Assisted in organizing one Aflac Open Enrollment meeting.

- Assisted in processing Open Enrollment paperwork.

- Processed two AICP Exam Employment Verification Applications.

Employee Assistance Program (EAP):

- Posted EAP information in office and on intranet weekly.

- Distributed EAP publications to staff.

Family and Medical Leave Act/Leaves:

- Maintaining data for a total of eight staff.

- Six approved – intermittent.

- Two approved – continuous- active.

New Hire Orientations:

- Seven full time.

Performance:

- Processed nine promotions and 86 merit increases.

Recruitment:

- Local Planning: Two Seniors, one Assistants.

- Communications: One Principal.

- Policy and Programming: Two Assistants.

- Finance and Admin: One Recruiter.

Resume Receipt and Distribution:

- Received a total of 240 resumes for posted positions.

Terminations/Exit Interviews:

- Five FT and one Interns.

Fellowships:

- Attended and scheduled 2016 Fellowship meeting.

- Documents prepared and edited for 2016 Fellowship.

- Posted 2016 fellowship documents to website and sent out via Constant Contact.

Work Station maintenance / Office moves:

- Coordinated staff moves/assigned new employee workstations.

- Cleaned empty cubicles.

- Worked with Drennan and Hallas to set-up class rooms.

- Assisting all staff as requested.

3rd Quarter Objectives:

- Process and distribute to staff the Medicare Part D – Creditable Coverage Notice to CMA.

- Process ACH report with Dorienne.

- Enhance report writing skills in One Solution.

Administration/Administrative Support

Project Managers: Dorienne Preer

Team: Ambriz, Kelley, Witherspoon, Rivera

Description: Provide administrative support for CMAP

2nd Quarter Progress:

Facility /Office Management:

- Worked with building electricians to repair malfunctioning light fixtures.

- Collaboratively worked with outside contractors on various matters.

- Provided administrative back-up for Executive Office.

- Rented 31 cars for staff for work related business.

- Reserved rooms for 11 external partners totaling approx. 322 guests with an average of 29 guests.

- Used 591 (256 Seattles Best @ $3.66 ea. and 335 StarBucks at $3.78).

- Ordered kitchen and office supplies.

- Prepped conference rooms for numerous meetings.

- Restocked Pepsi machine whenever needed.

- Corresponded with IT dept. concerning asset inventory labels.

Photocopy/Printing/Copiers:

Processed 30 print jobs for staff and made eght service calls to COTG.   All but one job was resolved within one business day. I attempted several realignments to the HP plotter.

Here are the print totals for each machine:

Machine	Black & White	Color	Total
NEXerox	16,450	21,062	37,512
SEXerox	14,787	19,116	33,903
NWXerox	7,401	15,020	22,421
SWXerox	8,487	22,341	30,828
C60	8,278	26,231	34,509

Grants & Contracts:

- Posted RFP/RFQs to CMAP website and partner agencies.

- Scheduled consultant interviews.

- Continue to keep grants/contract original files up to date.

- Setup and sit in on interviews including webinar.

- Upload all submissions to S: drive.

- Send out constant contact notices for all new proposals.

- Open proposals on due date.

- Attend weekly procurement meetings.

Safety:

- Scheduled one fire and evaluation drills.

- Provided life safety tours for new staff and interns.

Storage:

- Worked with staff to clean up office area and move files off-site.

- Sent over 150 boxes to offsite storage.

- Updated latest version of on-site storage room inventory.

- Continually updating process for records disposal.

3rd Quarter Objectives:

- Coordinate first aid and defibrillator training (waiting for availability from the bldg.).

- Ongoing organization and maintenance of storage rooms ensuring that only necessary items are stored. Send more boxes to off-site facility.

- Continue work on off-site inventory records for CMAP needs.

- Attend Pre-bid meetings and interviews in place of Penny.

- Continue to strategize to make contract/grant process run smooth with Penny Dubernat.

- Assist with UWP process as needed.

- FMLA and Ergonomic Updates.

- Continue working on Hyrell processes.

The Chicago Metropolitan Agency for Planning (CMAP) is
our region's official comprehensive planning organization.
The agency and its partners are developing ON TO 2050, a
new comprehensive regional plan to help the seven counties and
284 communities of northeastern Illinois implement strategies
that address transportation, housing, economic development,
open space, the environment, and other quality-of-life issues.
See **www.cmap.illinois.gov** for more information.

FY16-0030A