



Staff Progress Report

Fiscal Year 2017
Quarter Two



Table of Contents

LOCAL PLANNING PROGRAM.....	2
POLICY ANALYSIS AND DEVELOPMENT PROGRAM.....	15
ON TO 2050 DEVELOPMENT	26
COMMUNICATIONS AND OUTREACH PROGRAM.....	44
PERFORMANCE-BASED PROGRAMMING PROGRAM.....	58
RESEARCH AND ANALYSIS PROGRAM.....	63
TRANSPORTATION IMPROVEMENT PROGRAM (TIP).....	75
INFORMATION TECHNOLOGY MANAGEMENT PROGRAM	87
FINANCE AND ADMINISTRATION PROGRAM	92



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 and other 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.

This program supports the implementation of GO TO 2040 through local planning activities that are consistent with the long-range regional plan. It houses the Local Technical Assistance (LTA) program, which provides staff and contract assistance to communities, as well as activities meant to advance the implementation of LTA projects. The Local Planning Program also researches and develops new tools or approaches to emerging planning topics, both for the use of CMAP and for the region as a whole. Among these topics, this program includes a particularly significant approach to housing, water resources, and community resilience. Partner coordination and external grantseeking are also elements of Local Planning.

Local Technical Assistance (LTA) Program

Project Manager: Bob Dean, Jason Navota, Sam Shenbaga, Kristin Ihnchak

Team: Entire Local Planning staff

Description: The 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 typically added to the LTA program each October, though the FY16 Call for LTA Projects was cancelled due to state budget issues. This work plan item includes several components: program administration; project management and outreach; and data analysis.

Program administration includes overall administration and tracking of progress of the LTA program, including monthly reports on project progress; quarterly reviews of project teams, staff time expectations, and contract expenditures; deliverable review; program and process review and improvement; and internal and external coordination of the program, including alignment with policy and programming priorities. It also includes the annual LTA call for projects (likely postponed until funding issues are resolved) 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.



Staff development includes staff engagement and development activities such as a staff retreat; capacity building brown bags and ideas exchange with internal and external partners; mentoring program; and wiki pages and resources including individual staff pages.

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 development and implementation of inclusive public engagement processes, as well as media and legislative outreach, will be part of each LTA project undertaken.

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 streamline preparation of data and map products. New analytical methods and approaches will be used as they are developed through the Research and Development of New Planning Topics and Approaches work plan item; 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 beginning of FY17 are listed below, divided between staff-led and consultant-led projects.

Staff-led projects:

- Arlington Heights bicycle and pedestrian plan (O'Neal)
- Aurora downtown plan (Bayley)
- Beach Park planning priorities report (Lopez)
- Bensenville zoning ordinance update (Seid)
- Berwyn stormwater plan (Beck)
- Calumet Park planning priorities report (Shenbaga)
- Chicago Heights zoning update (Jarr)
- Cook County growth plan (Burch)
- Cook County unincorporated areas plan (Carlisle)
- Crystal Lake transportation plan (Beck)
- Des Plaines comprehensive plan (Persaud)
- Elmwood Park zoning ordinance analysis (Day)
- Franklin Park comprehensive plan (Carlisle)
- Hampshire planning priorities report (Manno)
- Homer Glen plan commissioner training (Day)
- Impact DuPage affordable housing plan (Burch)



- Lisle parking plan (Bayley)
- Lower Salt Creek watershed plan (Hudson)
- McHenry County Fox River Corridor plan (Evasic)
- Midlothian 147th Street corridor study (Manno)
- MPC Great Rivers (Zwiebach)
- North Chicago comprehensive plan (Seid)
- North Lawndale neighborhood plan (Nolin)
- Northwest Chicago neighborhood plan (Daly)
- Park Forest zoning ordinance update (Ihnchak)
- Pilsen-Little Village (Chicago) neighborhood plan (Zwiebach)
- Richmond planning priorities report (Jarr)
- Richton Park capital improvement plan (Nolin)
- South Elgin zoning ordinance update (Day)
- South Holland comprehensive plan (Ostrander)
- SSMMA complete streets plan (O'Neal)
- Will County Sugar Run Creek neighborhood plan (Nolin)
- Wilmington corridor plan (Jarr)

Consultant-led projects

- Brookfield comprehensive plan (Persaud)
- Campton Hills zoning ordinance update (Ihnchak)
- Chicago DOT Riverdale area transportation plan (Manno)
- DuPage County Elgin-O'Hare bicycle and pedestrian plan (O'Neal)
- DuPage County/Hanover Park Homes for a Changing Region study (Burch)
- Governors State University transportation and green infrastructure plan (Hudson)
- Harvard zoning update (Seid)
- Huntley zoning ordinance update (Day)
- Joliet corridor study (Ostrander)
- O'Hare subregion truck routing and infrastructure plan (Beata)
- Palos Park bikeways and trails plan (O'Neal)
- Pullman (Chicago) transportation access plan (Bayley)
- Regional truck permitting plan (Beata)
- Richton Park stormwater management plan (Evasic)
- Romeoville comprehensive plan (Nolin)
- Roselle comprehensive plan (Olson)
- Villa Park zoning ordinance update (Day)
- Westchester zoning ordinance (Ihnchak)

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



2nd Quarter Progress:

- Continued to advance projects, with preparation of five existing conditions reports (bringing the total to 173), four draft plans (bringing the total to 154), and five final plans (bringing the total to 141).
- Initiated three additional projects. A total of 187 projects had reached this stage by the end of the quarter, including 129 staff-led projects and 58 consultant-led projects.
- Continued organization and development of Local Planning wiki pages.

3rd Quarter Objectives:

- Advance ongoing projects, with preparation of several existing conditions reports, development of five additional draft plans, and completion of five final plans.
- Initiate one remaining unstarted project.
- Pending software update by IT, finalize and launch Local Planning wiki pages.
- Prepare for new call for projects, to be launched in May 2017.

Project stage	End FY 11	End FY 12	End FY 13	End FY 14	End FY 15	End FY 16	1Q FY 17	2Q FY 17
Completed and adopted (100% complete)	0	10	42	78	108	133	136	141
Final draft complete (90%)	0	18	48	93	117	148	150	154
Existing conditions complete (50%)	0	29	62	106	143	163	168	173
Fully initiated	14	47	95	129	159	178	184	187

Consultant Management, Evaluation, and Best Practices

Project Manager: Sam Shenbaga

Team: Bayley, Beata, Beck, Burch, Day, Dean, Evasic, Hudson, Ihnchak, Jarr, Manno, Nolin, Olson, O'Neal, Ostrander, 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 (On-Going). Evaluation and communication of consultant performance after each project completion (On-Going).

2nd Quarter Progress:

- Selected contractors for Joliet corridor study and Palos Park bicycle plan.
- Reviewed and provided feedback on several consultant project deliverables.

3rd Quarter Objectives:

- Select contractors for remaining project (Harvard).
- Continue to review and provide feedback on deliverables, and evaluate consultant performance following project completion.

Project Implementation and Capacity Building

Project Manager: Tony Manno and Patrick Day

Team: Carlisle, Daly, Jarr, Navota, Persaud, Shenbaga

Description: Following completion of LTA projects, CMAP remains involved for two years to track project implementation and assist in appropriate ways. Involvement on all completed projects includes discussing implementation progress with the project sponsor and reporting via the Board report on a quarterly basis. For a select group of approximately 10 projects that present good opportunities for implementation success, CMAP will engage on a deeper, more active level to identify appropriate activities that CMAP can assist with (such as providing trainings, assisting with grant applications, or reaching out to partner organizations). This component will continue to 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.

In FY17, this program area will expand to explore ways to continue to build municipal capacity by investigating municipal needs and how CMAP can best provide support through training or other approaches. Current capacity building implementation activities include: training workshops for plan commissioners in LTA communities (coordinated with APA-IL, Council of Governments (COGs), neighboring communities, and other relevant groups); ULI Technical Assistance Panels (TAPs) or other activities to connect municipalities to the development community; and guiding communities to CMAP's Transportation Alternatives Program (TAP) and Congestion Mitigation and Air Quality Improvement (CMAQ) funding programs.

Expansion of CMAP's capacity building program may include developing new training workshops on topics such as capital planning, service and cost sharing, budgeting, outreach, or targeted topical trainings to improve capacity gaps, and providing additional suggestions for



funding. Priority topics will be explored, researched, and materials developed for capacity building training or other activities. Some of these topics are or will be explored through the Research and Development of New Planning Topics and Approaches work plan item or addressed as part of the development of ON TO 2050.

Products and Key Dates: Advancement of specific local implementation activities (On-Going). Preparation of implementation updates for Board report (quarterly). Progress reports on the priority implementation projects (quarterly). Eight Planning Commissioner workshops, held throughout year (approximately two per quarter). Identify and prioritize potential capacity building topics and activities (December 2016). Prepare approach, materials, and partnerships for capacity building assistance (March 2017). Develop strategy and secure funding to implement capacity building in FY18.

2nd Quarter Progress:

- Continued focus on nine projects to provide ongoing assistance:
 - Hanover Park Irving Park Road corridor study (TAP)
 - Lakemoor Comprehensive Plan
 - Lincolnwood Devon Avenue corridor study (TAP)
 - North Chicago Comprehensive Plan
 - Pingree Grove Comprehensive Plan
 - Riverside Central Business District Plan
 - Richmond Planning Priorities Report
 - UIC multimodal transportation plan
 - Winthrop Harbor
- Monitoring five projects that may benefit from CMAP assistance in the near future:
 - 119th Street Corridor Plan
 - Chinatown
 - Joliet Correctional Center Redevelopment (TAP)
 - Kane County / Geneva Homes for a Changing Region project
 - Round Lake Homes for a Changing Region
- Continued to reach out to communities to re-engage, discuss needs and identify ways CMAP can provide implementation assistance.
- Provided CMAP Board with implementation updates on all completed LTA projects.
- Completed Homer Glen LTA project, a pilot project type providing three Plan Commissioner trainings (one contracted + two by CMAP staff), and assessed for value in replicating for other communities.



- Commenced discussions and scheduling with ULI to provide assistance to ongoing, completed and programmed LTA projects in FY17 and FY18. The following projects are being considered for a developer discussion panel (and one Technical Assistance Panel):

Ongoing: Albany Park Neighborhood Plan
 Aurora Downtown Master Plan
 North Lawndale Neighborhood Plan (best TAP candidate)
 Richmond Planning Priorities Report
 South Cook Economic Development Study
 South Holland Comprehensive Plan

Complete: Berwyn Comprehensive Plan & Parking Study
 Franklin Park Industrial Areas Plan
 Harvard Comprehensive Plan
 North Aurora Comprehensive Plan
 Riverside Downtown Plan
 Winthrop Harbor

Programmed: Des Plaines Comprehensive Plan
 Wilmington Corridor Plan

3rd Quarter Objectives:

- Continue working with identified communities on specific tasks and report back to Implementation Team in a bi-weekly basis. As tasks are accomplished we will identify additional tasks for a community or new projects with implementation opportunities.
- Various LTA PMs will regularly attend bi-weekly implementation meetings to discuss newly-completed projects and potential implementation action items for the team to consider. PMs chosen to attend are those that have expressed interest in participating and will be based on their expertise.
- Schedule and convene a Developer Discussion Panel in both Richmond and Winthrop Harbor in the Spring.
- Create a CMAP-led developer summit/forum event for specific communities: CMAP will use our developer contacts to compile a list of potential invitees and work with specific communities to plan a ½ day event to help communities highlight and showcase planning efforts and redevelopment opportunities. We are currently working with Hanover Park for a potential spring event.
- Continue to identify “implementation success stories” to promote via CMAP media strategies.



- Continue to pursue identification of barriers to increased capacity and potential solutions through meetings of the Municipal Capacity Resource Group (convened to support ON TO 2050).

Research and Development of New Planning Topics and Approaches

Project Manager: Agata Dryla-Gaca, Jason Navota

Team: Beck, Burch, Dean, Dryla-Gaca, Evasic, Ihnchak, Navota, Nolin, Hughes, Vernon, Schuh, Oo

Description: This project will explore and apply new planning ideas as well as the use of innovative analytical techniques, planning tools, and planning approaches as part of LTA projects, both as a way to strengthen individual projects and to test the use of different data sources and techniques that can be used both internally by CMAP staff and by local governments. Areas of exploration could include a number of those started in FY16 such as stormwater management planning, 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. New areas to explore may include approaches to infrastructure investment, improvements to Existing Conditions Reports, or integration of more discrete project recommendations and outcomes within local plans.

This project also intends to achieve better integration between the research and experience of the local planning staff with the agency's policy team through research, on-going coordination activities, planning updates (which will be similar to policy updates, but geared for immediate use by local partners), and other avenues. Topics for this work plan item may include resilience; water and natural resources; housing; community/economic development; and best practices in infrastructure investment and efficiency.

Products and Key Dates: Development and integration of new topics and approaches, including those being developed through ON TO 2050 work plan items, into LTA projects (On-Going). Establishment of more formal dialogue between policy and local planning teams. Completion of three to five policy updates (or Local Planning analogue) throughout the year; topics may include resilience, water and natural resources, housing, and community/economic development.

2nd Quarter Progress:

Stormwater Management:

- Continued to revise local and regional stormwater planning analysis approach based on consultation with stormwater consultants, results of application of process in pilot communities, as well as expert partners (RainReady, USACE, Calumet Stormwater Collaborative, etc.).



- Continued to apply local stormwater analysis approach and generate plan recommendations for South Holland comp plan, Franklin Park comp plan, and Blue Island; provided stormwater information to consultants for both Richton Park and Midlothian projects. Involvement of consultants on additional projects has been paused pending contract progress with Cook County.
- Continued to develop approach to ensure that water quality aspects are included in projects where that is feasible and where IEPA is providing supporting funds.
- Trained additional staff on use of stormwater analytical approach.

Climate Resilience:

- Continued NOAA climate resilience data and planning project led by APA, intended to better understand how climate data can be used in local planning efforts; determined five LTA projects with different contexts to use as pilots for the program, and engaged APA and pilot communities in kickoff meeting.

Bikeways Prioritization:

- Method revised and adjusted.
- Staff feedback incorporated into final adjustments.
- Final edits in progress.
- Pilot projects selected (Des Plaines, Unincorporated Cook County – Maine and Northfield Townships).

3rd Quarter Objectives:

Stormwater Management:

- Onboard consultants for Berwyn, Des Plaines, Maine/Northfield Townships LTA projects, and complete local analysis for these as well as Blue Island.
- Finalize stormwater recommendations for South Holland.
- Refine regional stormwater / flooding analysis in consultation with stormwater consultant.
- Summarize spatial analysis for internal stormwater strategy toolkit, and incorporate into Stormwater strategy paper.
- Finalize activities and report out on activities supported by the MacArthur grant.



Climate Resilience:

- Continue to meet with APA on the NOAA climate resilience data and planning project, and begin to conduct local vulnerability assessments in pilot communities.

Bikeways Prioritization:

- Finalize document editing.
- Test the approach with pilot projects.
- Adjust the method based on testing with pilot project if needed.
- Document pilot project as a Case Study and include into documentation.

Partner Coordination

Project Manager: Tony Manno

Team: Lopez, Harris, Grover, Ostrander, Smith

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 (On-Going). Presentation of LTA projects to relevant CMAP working committees (On-Going). 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 made monthly updates to partners list. Also sought new partner involvement as relevant.

3rd Quarter Objectives:

- Continue partner involvement in ongoing projects, and also expand partner involvement in implementation approach.
- Hold the next meeting of technical assistance providers group (January 23 @ 1:00 p.m.).



Municipal Survey

Project Manager: Patrick Day

Team: Interns, Matthews

Description: This project will compile, assess, and summarize the 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. CMAP collected responses to the 2016 municipal survey in FY16 Q4, and will summarize and report the results during FY17.

Products and Key Dates: Assessment and summary of municipal survey (December 2016).

2nd Quarter Progress:

- Presented report-outs before Land Use, Economic Development, ENR working committees, and COM Executive Committee.
- Presented survey results and facilitated discussion with Municipal Capacity Resource Group to better understand challenges faced by municipalities and identify strategies to increase municipal capacity.

3rd Quarter Objectives:

- Work with Communications to finalize and distribute summary Policy Update.
- Brief LTA staff on project type demand in advance of 2017 Call for Projects.

Water Resources Planning

Project Manager: Jason Navota

Team: Beck, Evasic, Hudson, Pudlock

Description: The Water Resources Planning program includes activities related to water quality, water supply, and wastewater, which are guided primarily by CMAP's role as the delegated authority for Areawide Water Quality Planning, GO TO 2040, and Water 2050.

Water quality planning activities involve watershed plan development (for FY17 this is the Lower Salt Creek watershed in DuPage and Cook County) and post-plan implementation support for watershed organizations, including assistance with Section 319 funding applications. This also includes the Volunteer Lake Monitoring Program (VLMP).

Wastewater planning activities include reviewing wastewater Facility Planning Area (FPA) amendment applications and staffing the CMAP Wastewater Committee.



Water supply planning activities were suspended in FY16 due to funding challenges, but may be reinstated in FY17 if funding can be secured.

Products and Key Dates: The Lower Salt Creek watershed planning effort includes quarterly stakeholder meetings, quarterly progress reports, and an executive summary and watershed plan document that are due in December 2017. The VLMP program has regular deadlines throughout each program year for reporting, data management, volunteer training, and technical assistance and outreach. Facility Planning Area reviews are conducted as needed.

2nd Quarter Progress:

- Processed approximately 21 NPDES and SRF applications, and fielded phone calls from approximately three parties interested in data and information.
- Prepared and delivered draft Lower Salt Creek watershed resource inventory to IEPA for review. Three meetings were held at which stakeholders were updated. Project partners conducted stream sediment monitoring and began winter chloride/conductivity monitoring.
- Continued three LTA projects that have a water quality component: Fox River Corridor Plan in McHenry County, Richton Park Stormwater Management Concept, and Berwyn Stormwater Management Plan.
- 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. Specifics included reviewing Secchi monitoring data received to date and providing technical assistance on such subjects as aquatic plant management and aquatic invasive species prevention.
- Participated in Illinois Nutrient Loss Reduction Strategy - Urban Stormwater Working Group; Chicago Wilderness Stormwater and Healthy Waters Working Groups; Calumet Stormwater Collaborative.
- Prepared for and conducted a pollutant load modeling training workshop for agencies and organizations undertaking watershed-based planning in northeastern Illinois.
- Began development of a Water Strategy Paper in support of ON TO 2050, which will be specifically targeted to three major topics – water quality planning, water supply planning, and waterways and waterbodies.
- Attended the monthly meetings of the Fox River Ecosystem Partnership (FREP) and Tyler Creek Watershed Coalition (TCWC). Stayed abreast of other FREP, TCWC, Silver and Sleepy Hollow Creeks Watershed Coalition, Hickory Creek Watershed Planning Group, Buffalo Creek Clean Water Partnership, Jelkes Creek - Fox River Watershed



Coalition, and Tower Lakes Drain Partnership activities via e-mail correspondence and monthly meeting notes.

- Prepared and submitted the 2015-16 Water Quality Activities Report to IEPA.
- Prepared and submitted two proposals for IEPA funding: one for continued Water Quality Management Planning and another to prepare a Mill Creek (Kane County) Watershed-Based Plan.

3rd Quarter Objectives:

- Continue Lower Salt Creek watershed plan work, deliver final watershed inventory to IEPA in January 2017, and begin preparation of draft watershed based plan.
- Continue to process NPDES and SRF applications, as well as clarify CMAP's role in WQMP amendment reviews.
- Continue to attend and provide input to the various water related efforts and working groups such as Illinois Nutrient Loss Reduction Strategy, Chicago Wilderness Water as a Resource, and the Calumet Stormwater Collaborative.
- Continue LTA water quality related projects.
- Continue to work on the Water Strategy paper for ON TO 2050.
- VLMP: complete quality control review of Secchi Monitoring data for the 2016 season; provide technical assistance to volunteers as requested; assist with preparations for the VLMP session and lake management planning workshop at the Illinois Lake Management Association conference.
- 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, Boone Creek Watershed Alliance, 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. Staff will also stay abreast of activities of Des Plaines River Watershed Plan development that Lake Co. SMC is leading.



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 and new ON TO 2050 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, Kotarac, New Policy Hire

Description: The Fixing America's Surface Transportation (FAST) Act was passed in December 2015. Despite a number of positive reforms, FAST Act has not addressed sustainable funding. There are also opportunities to refine upcoming rulemakings on developing 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: Research on federal and state transportation finance issues via issue briefs and the Policy Updates blog (On-Going).

2nd Quarter Progress:

- Continued analysis of Illinois Constitution amendment establishing a "lockbox" for transportation funding. Policy Update on voter-approved transportation initiatives.
- Continued analysis of final U.S. DOT rule regarding MPO coordination and planning area reform, including a Policy Update.



- Participated in CAGTC activities and IDOT ISFAC activities.

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.
- Continued outreach with stakeholders and participation in committees.

Major Capital Projects Implementation

Project Manager: Tom Kotarac

Team: Bozic, Elam, Patronskey, 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. Staff continues to follow an agency strategic plan (FY14-15) for prioritizing opportunities to add value in project 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 (On-Going); other technical assistance and involvement with project planning as stipulated in the strategic plan (On-Going). Update strategic plan (December 2016).

2nd Quarter Progress:

- Co-hosted meetings regarding the Tollway's Tri-State/294 Reconstruction project (CMAP Member of Project Corridor Committee).
- Helped prepare FASTLANE application for 75th St CIP project.
- Supported I-55 Stevenson Express Toll Lanes Project at State Legislative Hearing, press conference, and letter to IDOT.
- Participated in meetings and briefings on I-55 express lanes, CTA Red-Purple Modernization, and Chicago Union Station Master Plan.



3rd Quarter Objectives:

- CMAP participation on Amtrak Chicago Union Station Community Advisory Council.
- Develop first draft of the FY 17 Major Capital Projects prioritization plan.

Freight Plan and Policy Development

Project manager: Alex Beata

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

Description: This project supports analyses for development of a Freight Plan for the CMAP region, scheduled to coincide with publication of the State of Illinois Freight Plan in December 2017. The plan will highlight major directions for freight planning and policy in the CMAP region as well as highlight critical project types. This project contains activities to finalize the existing conditions assessment begun in FY16, new research on policies and strategies, and coordination of programming and engagement activities. The following outlines a series of topical memos and a municipal survey to assist development of the freight plan (project managers are listed first).

Products and key dates:

- Survey of Municipal Freight Regulation Practices (Murdock, Day, A. Beata, October 2016).
- Freight supportive land use preservation and conflict mitigation strategies (Oo, Murdock, December 2016).
- Definition of Critical Urban Freight Corridors (Murtha, A. Beata, Murdock, January 2017).
- Summary of emerging federal safety regulations for trucks and rail (A. Beata, Murtha, new Policy hire, March 2017).
- Truck Routing Policy and Statutory Strategies (Murdock, Murtha, March 2017).
- Environmental Justice Strategies in the Freight Plan (Murdock, Oo, June 2017).
- Intermodal Practice and Strategy Analysis (A. Beata, Oo, Schuh, new Policy hire, July 2017).
- Analysis of Concentrated Freight Land Use & Transportation Corridors (A. Beata, new Policy hire, Oo, July 2017).



2nd Quarter Progress:

- Coordinated with partner agencies to develop next steps for detailed grade crossings analysis.
- Developed draft memo on intermodal land use policy and presented to Freight Committee.
- Finished municipal interviews to study local freight regulation practices. Presented memo of results to Freight Committee.
- Developed and executed two-day internal staff charrette on freight planning. Resulted in outline for “Regional Strategic Freight Direction” document.
- Began internal drafting of Regional Strategic Freight Direction sections.

3rd Quarter Objectives:

- Continue internal drafting of Regional Strategic Freight Direction sections.
- CMAP committee outreach of Regional Strategic Freight Direction sections.
- Present CUFCs to MPO Policy Committee for approval.

AREA 2: Regional Economy

Regional Economic Indicators

Project Manager: Simone Weil

Staff: Komp, Hughes, Beata, New Policy Hire

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 and the freight plan.

Products and Key Dates: Quarterly activities include rolling annual updates to the microsite with the inclusion of recently acquired data from other regions and analysis of indicators and related data through series of policy updates.



2nd Quarter Progress:

- Published policy update on the region's labor market.
- Daily Herald published regional economic indicators data.
- Share policy update findings with Economic Development Committee.
- Published policy update on business churn and share findings with media and stakeholders.
- Gathered data for cluster indicator update.

3rd Quarter Objectives:

- Publish new data for cluster indicators.
- Publish follow-up policy update from Chicago Fed presentation on shifting regional economic trends.
- Provide data for Daily Herald's 2017 Business Ledger Book of Lists.
- Share data and analysis with interested stakeholders including ED committee.

Supply Chain Analyses

Project Manager: Simone Weil

Staff: Komp

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 build on the FY16 Supply Chain report to 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 Metals Supply Chain Report (Fall 2016).

2nd Quarter Progress:

- Stakeholder outreach and interviews.
- Began drafting text.
- Finalized graphics.



3rd Quarter Objectives:

- Complete draft and work with communications on layout/graphics.
- Present findings to working committees and external stakeholders.
- Publish final report.

Regional Housing and Development Analysis

Project Manager: Elizabeth Schuh

Team: Burch, Hughes, Morck, Oo, Z. Vernon

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, non-residential land use trends, and demographic shifts. There will be continued 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 updates on the impacts of demographic, housing, and non-residential development change in the region (quarterly).

2nd Quarter Progress:

- Provided information and presentations on prior Policy Updates as requested.
- Analyzed state population change for internal review.

3rd Quarter Objectives:

- Project on hold due to staffing constraints.

Regional Tax Policy Analysis

Project Manager: Lindsay Hollander

Team: Murdock, Oo, D. Ferguson

Description: This project supports CMAP's commitment to efficient governance and 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 on-going outreach to CMAP partners on governance and tax policy issues, as well as



work to incorporate tax policy analysis into local planning efforts. Topics are likely to include an analysis of regional transportation funding and obligations, community and tax capacity, and/or service sharing and consolidation.

Products and Key Dates: The project will be executed as a series of three issue briefs or policy updates to be published in October 2016, January 2017, and June 2017.

2nd Quarter Progress:

- Continued processing regional property value and taxation data.
- Provided analysis for various local planning projects.

3rd Quarter Objectives:

- Continue work on regional property value and taxation data.
- Continue to provide analysis for various local planning project as needed.

Multijurisdictional Transportation Impacts of Development Corridors

Project Manager: Lindsay Hollander

Team: Oo, N. Peterson

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. A second report focusing on industrial corridors will be scoped in FY17, and an RFP will be issued, with the bulk of the work to be completed in FY18.

Products and Key Dates: Draft Retail Corridors Report (April 2017). Consultant contract for the Industrial Corridors Report (June 2017).

2nd Quarter Progress:

- Received confirmation of participation from most jurisdictions that have roadways within each case study market area.



3rd Quarter Objectives:

- Follow up with jurisdictions that have not confirmed participation in the study.
- Consultant will finalize case study market areas.
- Begin analysis of transportation utilization within each case study's market area.

AREA 3: CMAP/MPO Committee Support and Legislative Strategy

State Legislative Analysis and Engagement

Project Manager: Gordon Smith

Team: Kotarac, Weil, Cefali, 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 Illinois General Assembly, Governor's Office, relevant constitutional offices and state agencies 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 also analyze bills of significant interest to CMAP and the status of these bills as they move through the legislative process. Staff will provide written and verbal reports on these activities regularly to executive staff, CMAP board, policy and working committees. Staff will develop Policy Updates on relevant topics of interest. Staff will convene members of the Illinois General Assembly on a semi-regular basis to provide agency updates and identify shared regional challenges.

Products and Key Dates State Agenda (November 2016). Monthly Board report, final legislative report (June 2017). Veto session report (TBD). Policy Updates on state legislative issues (On-Going). Fact sheets on GO TO 2040 and ON TO 2050 priorities (as needed). Statewide MPO coalition building (On-Going). Create General Assembly CMAP coalition (July 2016). General Assembly Member meetings in Springfield (during sessions). General Assembly Member meetings in Region (On-Going).

2nd Quarter Progress:

- Met with 13 different legislators to discuss CRPF, along with the 2016 State Legislative Principles and Agenda, CMAP funding, policy initiatives, and other GO TO 2040 implementation activities and ON TO 2050 update.



- Met with the Governor’s Legislative Director to discuss CRPF, along with the 2016 State Legislative Principles and Agenda, CMAP funding.
- Staff continued to track legislative activities.
- Reviewed state legislation related to the proposed state constitutional “Safe Roads” Amendment.

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 and ON TO 2050 development activities.
- Continue building coalition of support for CMAP’s legislative initiatives.
- Coordinate with CRPF bill sponsors on legislative strategy for the spring 2017 Legislative Session.
- Continue legislative tracking activities.
- Convene a meeting of the CMAP legislative working group.
- Develop spring legislative outreach forums for our northeast Illinois legislative caucus.
- Finalize the state 2017 legislative agenda and framework.
- Monitor election results and track relevant ballot initiatives.

CMAP Operations Funding and Regional Infrastructure Fund

Project Manager: Tom Kotarac and Bob Dean

Team: Garritano, G. Smith, Hollander, Porter, Weil, Manning-Hardimon

Description: Under this project, staff will pursue expanding regional infrastructure funding, securing sustainable funding, and implementing a 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.

CMAP staff is working with other MPOs across the state on legislation to reinstate and fund the Comprehensive Regional Planning Fund (CRPF), the state funding source for CMAP, other MPOs and rural planning agencies across Illinois. CMAP is also working with stakeholders to build support for raising revenues at the regional level to better enhance our transportation and associated infrastructure.



Products and Key Dates: Advocacy for state legislation to reinstate CRPF and fund CMAP and state-wide MPOs (On-Going). Research and analysis of various regional infrastructure fund concepts (On-Going). Receive contributions from restructured dues system (January 2017). Evaluate first year of restructured dues, fee-for-service, and external grantseeking, and consider whether adjustments are needed (March 2017).

2nd Quarter Progress:

- Continued stakeholder outreach on regional infrastructure proposal.
- Dues billing and invoice administration.
- Completed analysis of constitutional lockbox amendment and possible impact on CMAP operations funding.

3rd Quarter Objectives:

- Monitor impact of the lockbox amendment on state and local revenues.
- Work with Metropolitan Planning Council on monitoring implementation of lockbox amendment by state and local governments.
- Continued dues billing and invoice administration.
- Begin FY 18 local dues calculations.

Federal Legislative Strategy

Project Manager: Tom Kotarac

Team: Beata, Porter, 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 FAST Act implementation, rail safety legislation, annual appropriations bills and Water Resources Development Acts.

Products and Key Dates: Federal Agenda (January 2017). Policy Updates on federal legislative issues (On-Going).

2nd Quarter Progress:

- Generated additional letters and outreach to DOT from regional stakeholders and MPOs on MPO Consolidation Rule.
- Work with national MPO associations on legislation and administrative actions in regard to the MPO Consolidation Rule.



- Draft 2017 federal legislative agenda.
- Monitored late breaking rules, pilot programs, and policies from federal agencies including FHWA LEAP Program, DOT revisions to NEPA manual, etc.
- Provided technical assistance to Congressional Delegation staff on FY 17 Appropriations bills and proposed Water Resources Development Act (WRDA) bills in the U.S. House and Senate.
- Attended various meetings/roundtables hosted by Congressional Delegation Members.

3rd Quarter Objectives:

- CMAP staff visit to DC in February to meet with Committees and IL Delegation Members.
- Continue work with IL Delegation and national MPO Associations on legislation and administrative action to roll back MPO Consolidation Rule.
- Finalize 2017 federal legislative agenda.
- Analyze President's FY 18 Budget and potential infrastructure package.
- Continue technical assistance and outreach to Illinois congressional delegation and administration officials on relevant legislation and administrative action.

CMAP and MPO Committee Support

Team: Porter (policy committees); Elam, Navota, Schuh, Ihnchak (coordinating committees); Grover, Dixon (advisory committees); Beck, Dixon, Ostrander, Burch, Weil (working committees); Garritano, Silberhorn

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, for policy, coordinating, advisory, working levels (On-Going). Collect and share information on GO TO 2040 implementation and ON TO 2050 activities occurring throughout the region at the working committee level (On-Going). Revisit committee structure, purpose, and composition based on agency priorities, and restructure as needed (July 2016).



2nd Quarter Progress:

- All committees' materials were prepared and meetings were held. Working committee summaries prepared on a monthly basis.
- New Coordinating Committee structure proposed and adopted by Board.

3rd Quarter Objectives

- Draft new Coordinating Committee Rosters and CY 2017 meeting schedule.
- Continue to convene committees as scheduled and provide summaries as appropriate.

ON TO 2050 DEVELOPMENT

Program Management: Kristin Ihnchak, Liz Schuh

This program will continue developing ON TO 2050, 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 level of detail in the current plan's policies as well as expand to place-based approaches for some policy areas. Research and analysis performed in FY17 will continue to refine policy approaches as well as develop the required resources for socioeconomic forecasting, scenario planning, the financial plan, and transportation project assessment and selection. Continuing stakeholder and public engagement is also included in this approach.

AREA 1: Plan Outreach and Communications

Comprehensive Plan Communications Strategy

Project Manager: Tina Fassett Smith

Team: Ihnchak, Schuh, Garritano, and other relevant staff

Description: This area will support the comprehensive plan program co-leaders by continuing the implementation of a focused communications strategy 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. This project will develop a new or updated long-term



communications and outreach strategy document annually. Support in FY 17 will include helping to form messaging and communication strategies for key stakeholders around particular topics of interest for ON TO 2050, developing required supportive web and print materials, and building media and stakeholder awareness of the plan and engagement opportunities.

Products and Key Dates: Assist in preparation of regional priorities report (October 2016). Organize and develop topical forums (On-Going). Preparatory tasks for alternative futures engagement (On-Going). On-going stakeholder and partner engagement as needed.

2nd Quarter Progress:

- Continued to execute the strategy for [FY16 near-term engagement](#).
- Supported release of the third ON TO 2050 strategy paper, Climate Resilience.
- Working with Outreach staff, held two additional ON TO 2050 Big Ideas Forums: one in partnership with UIC on Aging and Design in 2050, and one in partnership with Kane County and APA-Illinois on Urbanization.
- Completed development of initial tools for replicable, interactive web infographics and mapping.
- Continued development of digital and print engagement tools -- including interactive kiosk applications -- for public engagement around alternative futures in spring and summer 2017.
- Selected a photography contractor, Dave Burke Photography, to provide visual assets for ON TO 2050.
- Finalized editing and layout for the third ON TO 2050 snapshot report on Demographics and initiated editing and design for the fourth snapshot on Freight.

3rd Quarter Objectives:

- Produce and release multiple ON TO 2050 snapshots and strategy papers, including reports on highway operations, tax policies and land use trends, demographics, and the region's freight system.
- Support Outreach staff in preparation for additional ON TO 2050 Big Ideas forums on topics including housing, climate resilience, transportation technology, and the state of the regional economy.
- Produce digital and print materials for the alternative futures engagement.
- Complete and launch interactive web infographics currently under development.



- Develop and issue RFQ for architectural/urban design services to enhance the content of the plan.

Comprehensive Plan Outreach Strategy

Project Manager: Jane Grover

Team: Ihnchak, Schuh, Garritano, Harris, New Outreach Hires, and other relevant staff

Description: The outreach strategy for ON TO 2050 will seek to establish a broad coalition of support among a variety of audiences, including elected officials and local governments, service providers, business leaders, nonprofit organizations, philanthropic stakeholders, and others. Specific outreach activities in FY 17 will include continued engagement around plan kick-off activities, including facilitating regional opportunities and challenges workshops and topical forums, along with preparation for the intensive summer of engagement around alternative futures in 2017. In addition, the outreach team will provide support to strategy paper leaders in engagement efforts around specific topics of interest to the planning process. This project will contribute substantially to the long-term communications and outreach strategy document described above.

Products and Key Dates: Assist in preparation of regional priorities report (October 2016); Organize and develop topical forums (ongoing); Preparatory tasks for alternative futures engagement (ongoing); Ongoing stakeholder and partner engagement as needed.

2nd Quarter Progress:

- Conducted public engagement activities, including presentations, workshops, and other in-person meetings to build familiarity with and support for ON TO 2050.
- Worked with project managers to organize forums in the ON TO 2050 series, along with other topic-based engagement activities. Held forums in October and December.
- Continued development of long-term communications, messaging, and outreach plan for duration of ON TO 2050 development.

3rd Quarter Objectives:

- Continue to expand and deepen the agency's network of allies, including in the private sector, through on-going outreach events including presentations, workshops, meetings, and the Big Ideas forum series.
- Align the ON TO 2050 outreach presentation and approach with Alternative Futures content.
- Help coordinate the agency's public participation initiatives for plan development with the agency's governmental affairs efforts.



- Continue development of long-term public participation plan for all phases of plan development.

Plan Format Development

Project Managers: Kristin Ihnchak, Liz Schuh

Team: Dean, Fassett Smith, Garritano, Grover, Murdock, Weiskind, and other relevant staff

Description: This project will develop the format and organizational structure for ON TO 2050 to set the foundation for drafting the plan in FY18. Online and printed formats will be considered, and work may include investigation of web platforms that could help communicate the plan to various audiences. It is anticipated that initial ON TO 2050 plan themes, as well as key audiences, will be identified, and peer MPO plans reviewed, to inform the organizational structure and format. This project will also identify preliminary plan implementation priorities to set the agency up for implementation success directly following the plan's adoption.

Products and Key Dates: Review of peer MPOs (December 2016). Proposed plan format (June 2017). Preliminary implementation strategy (June 2017).

2nd Quarter Progress:

- Completed review of peer MPO plans for format and structure, both physical and on the web.

3rd Quarter Objectives:

- Develop preliminary ideas for web presentation of ON TO 2050 and begin vetting those ideas with senior staff.
- Begin to develop a concept for plan themes and organization.
- Hold preliminary internal discussions on immediate implementation actions for the plan.

AREA 2: Analysis and Strategy Development

Alternative Futures Scenario Development

Project Managers: Kristin Ihnchak, Liz Schuh

Team: Fassett Smith, Grover, Heither, Irvin, Komp, Oo, Patronsky, Zwiebach, and other relevant staff



Description: The summer of 2017 will feature public engagement around potential alternative futures for the region. Preparatory work for this engagement will continue in FY17, including identification of various alternative futures (such as the regional impacts of drastic climate change, increased elderly population, advances in transportation technology, etc.), high-level research and analysis of the probable impacts of those futures, selection of a set of futures to focus on during the engagement process, development of selected futures and workshop format (including MetroQuest), and initial deployment of outreach activities.

Products and Key Dates: Research and development of concepts (Ongoing). Forum on the set of concepts (October 2016). Development of memos, interactive visuals, and MetroQuest (Ongoing). Proposed alternative futures engagement strategy (March 2017).

2nd Quarter Progress:

- Developed and presented a memo to CMAP working committees introducing five Alternative Futures for research, analysis, and engagement.
- Drafted memo focused on a future with intensified climate change impacts.
- Worked with consultant to create interactive app for the climate change future.
- Conceived concepts for the app about urban living and public resources futures.

3rd Quarter Objectives:

- Finalize and present memos on all five futures to CMAP working committees.
- With Communications and consultant, develop apps for all five futures.
- Complete MetroQuest for futures about climate change, urban living, and public resources.
- With Outreach and Communications, develop outreach strategy for Alternative Futures.

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):

- **Travel behavior trends** (Irvin, Elam, Menninger, Murtha; September 2016)
 - 2nd Quarter Progress:**
 - Project completed.
 - 3rd Quarter Objectives:**
 - Present findings as requested.
- **Highway network and trends** (Elam, D. Ferguson, Murtha; April 2017)
 - 2nd Quarter Progress:**
 - Initial review of snapshot report completed.
 - Discussed initial findings and data with highway agencies at November TC.
 - 3rd Quarter Objectives:**
 - Complete text and graphics and start design process.
- **Demographic trends** (Ihnchak, Oo, Cruise, R. Lopez; November 2016)
 - 2nd Quarter Progress:**
 - Completed snapshot text and made substantial progress toward graphics, design, and layout.
 - Presented findings to CMAP working committees.
 - 3rd Quarter Objectives:**
 - Finalize and publish the snapshot.
- **Freight system trends** (Beata, Murdock, Murtha, Oo; December 2016)
 - 2nd Quarter Progress:**
 - Completed draft and sent to Communications for internal review.
 - 3rd Quarter Objectives:**
 - Finalize and publish snapshot report.
- **Infill and Transit-Oriented Development (TOD) trends** (Zwiebach, Menninger, Komp, Oo; January 2016)
 - 2nd Quarter Progress:**
 - Revised draft snapshot narrative and completed quality assessment of analysis.
 - Presented draft findings to CMAP's Council of Mayors, Land Use, and Transportation committees.



3rd Quarter Objectives:

- Finalize draft and send to layout process.
 - Circulate draft to internal team for feedback.
 - Present final findings to relevant CMAP working committees.
- **Transit system and trends** (Menninger, Elam, Irvin; June 2017)

2nd Quarter Progress:

- Refine analysis of available data.
- Developed text for each data element.

3rd Quarter Objectives:

- Develop first draft and begin graphics work.

- **Local governance and tax policy trends** (Weil, Hollander, New Policy Hire, Komp; TBD)

2nd Quarter Progress:

- Develop scope of work and gather initial data and information.

3rd Quarter Objectives:

- Project on hold pending staffing changes.

- **Local food** (Daly, Navota; March 2017)

2nd Quarter Progress:

- Presented initial findings to the Environment Working Committee.
- Continued data analysis and policy research.
- Developed outline.

3rd Quarter Objectives:

- Develop draft of snapshot and begin graphics work.
- Present progress to Environment Working Committee.

- **Non-motorized transportation** (Bayley, Daly, O'Neal; May 2017)

2nd Quarter Progress:

- Presented project approach and early analysis results to the Bike/Ped Task Force and the Chicagoland Complete Streets Coalition.
- Continued data analysis.

3rd Quarter Objectives:

- Present project approach and initial findings to Transportation Committee
- Develop annotated outline and draft of snapshot.



- **Natural resources trends** (Patton, Daly, Beck, Navota, Irvin; June 2016)

2nd Quarter Progress:

- Conducted preliminary research and data collection.
- Developed snapshot outline.

3rd Quarter Objectives:

- Continue research and analysis and begin to draft report.
- Present progress to Environment Working Committee.

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: This area will continue to evaluate more specific strategies for selected GO TO 2040 policies and assess some new policy areas through the creation of strategy papers and other narrative products, 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 utilize Resource Groups comprised of committee representatives and other key stakeholders. Memos and strategy papers developed under this area are expected to be brought to CMAP working committees and key stakeholders for discussion following their completion. Each team will also create a memo assessing options for updated or new related indicators. Topics for evaluation include (project managers are listed first for each team):

- **Comparative assessment of tax policies and land use frameworks** (Hollander, Oo; November 2016)

2nd Quarter Progress:

- Completed final edits to strategy paper.

3rd Quarter Objectives:

- Publish strategy paper.

- **Reinvestment and infill strategies** (Manno-Oo, Komp, Scott; November 2016)

2nd Quarter Progress:

- Presented draft strategy paper to Resource Group and Land Use, Economic Development, and Housing committees.

3rd Quarter Objectives:

- Present draft paper to the Human & Community Development Committee (1/9/17).



- Finalize and publish the strategy paper.
- **Climate resilience** (Ihnchak, Patton; November 2016)
 - 2nd Quarter Progress:**
 - Finalized and published the strategy paper.
 - 3rd Quarter Objectives:**
 - Present findings as requested.
 - Assist development of associated ON TO 2050 forum.
- **Highway Operations** (Bozic; November 2016)
 - 2nd Quarter Progress:**
 - Circulated for internal comments and finalized paper.
 - 3rd Quarter Objectives:**
 - Publish paper.
- **Transit Modernization** (Menninger, Irvin, Elam, Komp; March 2017)
 - 2nd Quarter Progress:**
 - Third resource group meeting to discuss transit operator needs and emerging technology.
 - Developed outline for final report.
 - 3rd Quarter Objectives:**
 - Draft of final report for review by resource group.
 - Presentation of findings to Transportation Committee.
- **Inclusive growth** (Scott, Irvin; June 2017)
 - 2nd Quarter Progress:**
 - Substantially drafted strategy paper and initiated internal review.
 - Reviewed draft strategies with Economic Development, Housing, and Land Use working committees.
 - 3rd Quarter Objectives:**
 - Complete internal review of draft strategy paper.
 - Finalize strategy paper with input from resource group and committees.
 - Initiate indicator development.



- **Housing supply and affordability** (Burch, Jarr, Oo; December 2016)
 - 2nd Quarter Progress:**
 - Prepared a draft strategy paper for internal review.
 - 3rd Quarter Objectives:**
 - Finalize the strategy paper with input from staff and the Housing Committee.

- **Transportation technology** (Irvin, Beata, Murtha; December 2016)
 - 2nd Quarter Progress:**
 - Received and reviewed draft interim deliverable on transit technology.
 - Consultant presented initial findings to transit modernization resource group, freight committee, and RTOC/ATTF.
 - 3rd Quarter Objectives:**
 - Receive and review final deliverable from consultant.
 - Consultant present findings to Transportation Committee.

- **Lands in transition** (Beck, Daly, Patton, Navota, Oo; January 2017)
 - 2nd Quarter Progress:**
 - Updated land development and protection data with CMAP's Northeastern Illinois Development Database and the I-View dataset, to ensure consistency with the GO TO 2040 plan indicator.
 - Drafted key sections of the strategy paper.
 - 3rd Quarter Objectives:**
 - Solicit feedback from resource group and CMAP working committees.
 - Complete an initial draft of the strategy paper.

- **Asset Management** (Murtha, Elam; March 2017)
 - 2nd Quarter Progress:**
 - Presented to the Transportation Committee. The presentation laid out three options for the plan strategies.
 - 3rd Quarter Objectives:**
 - A recommendation on an asset management strategy to advance expected in March after stakeholder engagement.

- **Water** (Navota, Beck, Hudson; May 2017)
 - 2nd Quarter Progress:**
 - Research local initiatives, CMAP role, and other MPOs.
 - Identify primary issues and challenges.
 - Present preliminary findings to Environment Committee in November.



- Begin Research and Analysis for issues and challenges (data collection, mapping).
- 3rd Quarter Objectives:**

 - Finalize research and analysis for issues and challenges.
 - Prepare draft policy directions to address primary issues and challenges.
 - Present draft policy directions with ENR committee in March.
- **Municipal capacity** (Day, Hollander, Komp; June 2017)
 - 2nd Quarter Progress:**

 - Convened second Resource Group meeting (2 of 6).
 - Presented project scope to Land Use, Economic Development, and Environment Committees.
 - Convened two Focus Groups (Mayors and Village Presidents; Infrastructure and Service Delivery).
 - Presented revised measures and municipal capacity research to Resource Group.
 - 3rd Quarter Objectives:**

 - Convene third and fourth Resource Group meetings.
 - Convene two Focus Groups.
 - Continue scheduled research to inform draft strategy completion in Q4.
- **Stormwater** (Beck, Evasic, Navota; June 2017)
 - 2nd Quarter Progress:**

 - Developing regional stormwater analysis with review by consultant.
 - Explored potential of transportation case study within strategy paper.
 - 3rd Quarter Objectives:**

 - Finalize scope of work and initiate project.
 - Update regional stormwater analysis based on consultant and other expert feedback.
 - Begin review of flooding impacts and costs.
- **Regional economic cluster analysis** (Weil, new policy hire, Komp, Hughes; TBD)
 - 2nd Quarter Progress:**

 - Develop scope and initiate project.
 - 3rd Quarter Objectives:**

 - Project on hold pending staffing.



- **Economic resilience** (Weil, New policy hire, Komp; October 2017)
 - 2nd Quarter Progress:**
 - Drafted and finalized scope of work.
 - Identified resource group members and developed project timeline.
 - 3rd Quarter Objectives:**
 - Meet with resource group and conduct other stakeholder engagement.
 - Initiate research.

- **Disinvested areas** (Oo, Murdock, Burch, Manno, Zwiebach; March 2017)
 - 2nd Quarter Progress:**
 - Project is on hold pending completion of related strategy papers (reinvestment and infill; inclusive growth; and housing supply and affordability).
 - 3rd Quarter Objectives:**
 - Analyze measures of disinvestment.

- **Energy** (Olson, Patton; May 2017)
 - 2nd Quarter Progress:**
 - Held several Steering Committee meetings in October-November to develop scope and focus areas of energy strategy paper.
 - Held initial Resource Group kick-off meeting (Building Energy Efficiency) and set up additional list of contacts for future focus group.
 - Coordinated with the transportation technology strategy team to determine scope crossover and areas to each focus on.
 - 3rd Quarter Objectives:**
 - Will hold additional working group meetings and several Steering Committee meetings.
 - Create an outline and draft strategy paper.
 - Present initial findings to Environment Committee.

- **Public health** (Lopez; December 2017)
 - 2nd Quarter Objectives:**
 - Grant secured from Chicago Community Trust to support consultant's involvement.
 - Refined work plan with consultant.
 - Identified Resource Group members and developed project timeline.
 - 3rd Quarter Objectives:**
 - Develop public engagement strategy.
 - Convene first Resource Group meeting.
 - Begin research to understand the public health landscape.



- Convene focus group of health equity professionals.

Key findings from these papers will support the development of a regional report in summer 2017 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-June 2016); Scenario input and regional indicator memos (November 2015-June 2016).

Place-Based Approach: Layers Development

Project Managers: Kristin Ihnchak, Liz Schuh

Team: Daly, Patronsky, Vernon, Zwiebach, strategy paper project managers, and other relevant staff

Description: One goal of ON TO 2050 is to utilize a “place-based approach” to translate the plan’s broad regional policies into local solutions for a variety of partners. The selected approach, layers, will use data layers and mapping to provide targeted and more localized recommendations for key policy areas. This program area will further develop the approach by prioritizing potential layers and moving forward with developing the selected layers over the course of FY17. The team will also identify appropriate ways to integrate layers into the context of the regional plan. CMAP committees and other stakeholders will continue to be strategically engaged in the development of this approach.

Products and Key Dates: Select layers for FY17 development (July 2016). Memo on pilot layers and framework for layers integration into ON TO 2050 (August 2016). Pilot layers complete (December 2016). Development of selected layers (deadlines TBD).

2nd Quarter Progress:

- Continued development of locally identified reinvestment areas layer and conservation areas layer.
- Coordinated with the forecast team to account for reinvestment areas and infill opportunity areas more broadly in the local area allocation tool, as well as conservation areas.
- Other work was forwarded through strategy paper and snapshot development.



3rd Quarter Objectives:

- Finalize initial reinvestment areas pilot layer and present findings to working committees. Complete reinvestment area case studies with local recommendations to serve as an example of how layers can be incorporated into ON TO 2050.
- Finish draft conservation areas map and discuss results with partners and working committees.
- Finalize reinvestment and conservation layers for use in the local area allocation tool.

Regionally Significant Project Evaluation

Project Manager: Jesse Elam

Team: Bozic, Frank, Heither, Irvin, N. Peterson, Menninger, Murtha, Schuh, D. Ferguson

Description: This project will determine the universe of transportation projects to be considered in ON TO 2050 and evaluate the projects' performance against an appropriate set of metrics. A call for projects to include in the plan is expected early in the fiscal year. Committee engagement will be on-going throughout the process, including verification of the measures to be used and review of the results.

Products and Key Dates: Identify "universe" of regionally significant projects (November 2016). Prepare draft needs analysis and project benefit report (June 2017). Committee engagement (On-Going).

2nd Quarter Progress:

- Completed comment period to solicit additional project ideas from public.
- Held forum with Transportation Committee members to discuss approach to analyzing transit projects and held several meetings with RTA and service boards to discuss evaluation approach for transit projects.
- Began evaluating projects.

3rd Quarter Objectives:

- Continue evaluating projects.



Financial Plan Development

Project Manager: Lindsay Hollander

Team: Beata, Elam, Komp, Patronskey, Schuh, Schmidt

This project will update revenue and expenditure information and the overall fiscal constraint of the plan from GO TO 2040 and develop new forecasts for ON TO 2050. There will be a particular emphasis on understanding the tradeoffs of different investment strategies, as well as in engaging key stakeholders throughout the process. Staff will also conduct analysis of potential new and refined revenue sources, such as a VMT fee and/or congestion pricing. This project will involve close collaboration with the capital project evaluation.

Products and Key Dates: Conduct outreach to key stakeholders on typical project costs, lifecycles, and categorization (On-Going). Scope of work (July 2016). Confirm revenues (November 2016). Develop expenditure categories (May 2017). Financial plan to be completed in FY17.

2nd Quarter Progress:

- Presented scope to various CMAP committees.
- Continued work on revenue and expenditure forecasts.
- Conducted outreach with stakeholders.
- Began research on reasonably expected revenue options.

3rd Quarter Objectives:

- Present draft revenue forecast and draft allocation category definitions to Transportation Committee.
- Complete draft expenditure forecasts and present to various CMAP committees.
- Continue research on reasonably expected revenue options.



AREA 3: Technical Analysis

Socioeconomic Forecast and Local Area Allocation

Project Manager: David Clark

Team: Ihnchak, Schuh, Heither, N. Peterson, Prasse, and other relevant staff

Description: With consultant support, develop tools and methodologies necessary to support on-going population forecasting and allocation efforts. FY17 activities include finalizing out-year and interim-year regional totals of population and employment, and implementing the technical approach to localized growth projections to be realized in FY17. Staff and the consultant will hold two separate events to solicit input from local jurisdictions on their development and land use plans to inform the local area allocation. Staff will also assist in development of materials to communicate the results of the regional socioeconomic forecast. Staff will engage CMAP committees and key stakeholders throughout to generate feedback.

Products and Key Dates: Finalize horizon and interim-year regional population and employment projections (July 2016). Assist in development of materials to communicate the initial socioeconomic forecast results (August 2016). Finalize small-area allocation tool and initial local allocation (December 2016).

2nd Quarter Progress:

- Final regional forecast totals and report delivered early November. Local allocation “forecast factors” workshop held at CMAP on November 18 to describe the process to stakeholders and get feedback on policy inputs and priorities. Ongoing development of data and policy layers required by local allocation tool.

3rd Quarter Objectives:

- Completion of all data inputs required for local allocation tool completed by early February for initial tool run. After testing, develop draft “preferred scenario” and preliminary results; share initial county-level totals with the counties for a reasonableness check. Hold tool demonstration workshop for stakeholders in February and incorporate feedback prior to generating final results in early March. Receive tool documentation from consultant and develop draft report of final results.



Plan Indicators Development

Project Manager: Noel Peterson

Team: Ihnchak, Schuh, D. Clark, N. Ferguson, Heither, Vernon, and other relevant staff

Description: GO TO 2040 includes a set of indicators to track the plan's progress toward implementation. The 2014 Plan Update revised several of these indicators, including modifying the way in which the indicator was measured to respond to data availability. This project will build upon that analysis to update the GO TO 2040 indicators, identify new indicators for policies that are new to ON TO 2050, and modify existing measures and future targets if appropriate. This project will assess both the GO TO 2040 indicators and the kindred indicators in the regional economy and tax policy areas.

Products and Key Dates: Memo on possible new indicators (June 2017). Memo on refinement of existing indicators (June 2017). Memo on proposed ON TO 2050 indicators (FY18: September 2017).

2nd Quarter Progress:

- Updated two GO TO 2040 indicators (Population Age 25 and Over with an Associate's Degree or Higher; Workforce Participation).
- Reviewed all GO TO 2040 indicators with staff subject matter experts to ensure relevance for ON TO 2050. Six plan indicators and two kindred indicators will very likely be eliminated, and an additional twelve plan indicators will likely be modified in some way.
- Presented project scope to Transportation and Environment & Natural Resources working committees.

3rd Quarter Objectives:

- Present project scope to Human & Community Development working committee.
- Coordinate with strategy paper and snapshot report project managers on potential indicators for new topic areas in ON TO 2050. Also coordinate on refinements to existing indicators that were identified as needing improvements.
- Continue collection and analysis of existing indicator information as data releases becomes available.



Long Range Plan Data and Tool Development

Project Manager: Zachary Vernon

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

Description: This project supports various projects underway for development of the next long-range plan. FY17 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 (On-Going).

2nd Quarter Progress:

- Solicited analytical requests from FY17 Q3/Q4 snapshot and strategy paper managers.
- Coordinated with project lead to prepare tabular data from the Demographics Snapshot for release on CMAP Data Hub.
- Completed analysis for FY17 Q2 deliverables:
 - Infill/TOD Snapshot
 - Calculated and added new metrics to “enhanced” block groups: road density, access to transit, household size, and unprotected land area.
 - Lands in Transition Strategy Paper
 - Summarized completed developments from the NDD by year.
 - Reinvestment and Infill Strategy Paper
 - Generated initial vacancy hotspot scenarios for Retail, Office, and Flex/Industrial.

3rd Quarter Objectives:

- Complete analysis for FY17 Q3 deliverables.
- Coordinate release of tabular data from Q3 Snapshots on Data Sharing Hub.
- Meet with managers with FY17 Q3/Q4 deliverables who have requested support; identify key datasets, analysis, and any additional staff support needed.
- Begin analysis for FY17 Q4 deliverables.



COMMUNICATIONS AND OUTREACH PROGRAM

Program Oversight: Tom Garritano

CMAP requires communications and outreach to fulfill its comprehensive planning objectives. The agency must maintain a high standard of communication with stakeholders, the general public, and news media. Interactions with news media will be coordinated internally and, whenever appropriate, externally with CMAP partners. Outreach efforts will focus on keeping partners, stakeholders, and the public engaged in individual projects (including LTA) and broader agency activities. Communications and Outreach staff will place special emphasis on building awareness of and support for activities to develop ON TO 2050 and implement GO TO 2040.

Local Planning Communications and Outreach Support

Project Manager: Melissa Silverberg

Team: Cambray, Catalan, Grover, Harris, Raby-Henry, Silberhorn, Weiskind, plus other relevant staff.

Description: Communications and outreach staff will work to build awareness of GO TO 2040 local implementation activities through the Planning department. Manage LTA media and outreach, including liaison with external partners as needed. Prepare communication strategies for individual projects as needed, with involvement of outreach and legislative staff. Partner with LTA staff to generate a quarterly Municipal Matters e-newsletter. 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 and outreach support for regional technical assistance products, including managing workflow for production of print and electronic LTA materials.

Products: Develop supporting and promotional materials for LTA call for projects (spring 2017). Develop quarterly Municipal Matters e-newsletter (launch August 2016). Coordinate LTA communication and outreach strategies, working with staff to develop targeted efforts to media and stakeholders and tracking results; train new staff about Communications support services (On-Going).

2nd Quarter Progress:

- Provided ongoing support for LTA promotional materials and final plans, as well as relevant media outreach, including the Great Rivers initiative, the Lisle Parking Management Plan, the Neighborhood Plan for the Sugar Run Creek Area, and the Maine-Northfield Unincorporated Area Plan.



3rd Quarter Objectives:

- Continue to provide ongoing support for LTA promotional materials and final plans, as well as relevant media outreach.
- Promote various LTA projects through media outreach to reporters.
- Publish third issue of Municipal Matters e-blast, featuring a Policy Update analyzing results of the 2016 Municipal Survey.
- Continue providing ongoing support for the development of MetroQuest sites, including for ON TO 2050.

Policy and Programming Communications and Outreach Support

Project Manager: Mandy Burrell Booth

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

Description: Communications and outreach staff will work with policy and programming staff to build awareness of ON TO 2050 and 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: Manage publication and promotion of quarterly updates to the Regional Economic Indicator microsite and support on-going publication and promotion of Policy Updates, including major demographic data releases (On-Going). Support and promotion of Metals Supply Chain report and up to three ON TO 2050 Snapshot reports and as many as five strategy papers (July-September 2016). Support and promote up to three Snapshot reports and as many as two strategy papers (October-December 2016). Support and promote any additional snapshot and strategy papers as needed (January-June 2017).

2nd Quarter Progress:

- Supported staff who wrote Policy Updates on various topics, including the City of Chicago's Downtown Loading Zone Reform Pilot Program, local transportation ballot measures, and the December U.S. DOT MPO ruling.
- Completed updates to the Workforce section of the Regional Economic Indicators section of the website.
- Began production of graphics for the Metals Supply Chain report.



3rd Quarter Objectives:

- Begin production and release of Metals Supply Chain full report.
- Support continued production of Policy Updates.

External Talks

Project Manager: Jacki Murdock

Team: Kane, Fassett Smith, Garritano, Grover, Komp, Porter, Szabo, plus other relevant staff.

CMAP's experience as a nationally-recognized leader in land use and transportation planning and policy analysis creates an opportunity to share the lessons it has learned and build an ongoing conversation about the value of a regional outlook. To identify and create opportunities for the Executive Director and key staff to engage with stakeholders and potential partners in the government, business, and nonprofit sectors, outreach and communications staff will work with external partners. Outreach, communications, and executive staff will collaborate to strategically schedule and organize external talks to complement CMAP's project and priorities, and also prepare talking points and other materials as needed.

Products and Key Dates: Identify and act upon targeted opportunities for external talks by executive director and, as appropriate, by other staff. Work with executive and project staff to develop talking points, remarks, and messaging on topics including but not limited to the ON TO 2050 plan.

2nd Quarter Progress:

- Executive Director participated in the following events to discuss the importance of advancing as one region and collaboratively developing a new comprehensive plan for northeastern Illinois:
 - University of Illinois Chicago, Urban Transportation Center
 - Illinois Chamber of Commerce, Infrastructure Council
- Executive Director continued to meet with legislators, peer MPOs in Illinois and the Great Lakes Region on common planning and policy issues.

3rd Quarter Objectives:

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



External Engagement of Partners, Stakeholders, and Public

Project Manager: Jane Grover

Team: Harris, Cambray, Raby-Henry, Fassett Smith, Garritano, Komp, Hyland, plus other relevant staff.

Description: CMAP depends on a broad and deep base of partners and stakeholders -- in government, business, the nonprofit sector, and in our communities -- to both add value to CMAP's work and to build buy-in for it. At key moments, the agency emphasizes engagement of the broader public. Outreach staff will expand relationships with established partners and identify new partnership opportunities through its outreach for ON TO 2050, opportunities that should include speaking engagements, topical forums, meeting venues, legislative support, and potential committee members. Outreach and communications staff will work with policy, planning, programming, and governmental affairs staff to identify and promote these opportunities.

Products and Key Dates: Collect public comments on draft engagement summary report, which should then be presented to Board and MPO Policy Committee for adoption (July to September 2016). Develop a strategic plan and target list for private sector partnerships, including specific asks for each target along with supporting information about "what CMAP has done for you lately" (September 2016). Conduct engagement activities based on targeted list and supporting information (October 2016 to June 2017). Lead execution of ON TO 2050 monthly forum series (On-Going).

2nd Quarter Progress: Continued active public engagement and reporting for the comprehensive planning process and regional planning education, with presentations to the League of Women Voters of Central Kane County and the combined chambers of commerce of Elgin, Batavia, St. Charles, and South Elgin. Supported Governmental Affairs with briefing to Illinois General Assembly members. Supported planning staff on Working Session on Alternative Futures. Staffed and reported on Councils of Government, Councils of Mayors meetings. Pursued collaboration with the Chicago Architecture Foundation. Expanded contacts with CMAP's partner agencies to explore public engagement best practices. Continued to build the agency's network to private sector allies through civic events. Coordinated development of and logistics for the 2050 Big Ideas Forum series (October, Designing for Millennials; December, Suburbanization; February, Housing; April, Climate Resilience.

3rd Quarter Objectives: Continue to expand and deepen CMAP's network of allies, including in the private sector, through on-going outreach events, including workshops, presentations, meetings, and the forum series. Help coordinate CMAP's public participation initiatives with the agency's governmental affairs efforts.



Media Relations and Messaging

Project Manager: Tom Garritano and Tina Fassett Smith

Team: Silverberg, Burrell Booth, Silberhorn

Description: With an emphasis on transparency, communications staff will proactively identify opportunities for coverage by traditional and new media, while also responding to media requests. Press releases and advisories are sent as needed. Maintain a current database of media contacts. Manage staff interactions with media. Develop messaging and convey for staff to impart it. Maintain up-to-date web archives of news products and media coverage at www.cmap.illinois.gov/news.

Products and Key Dates: Develop media strategy as part of long-term ON TO 2050 engagement plan, including near-term promotion of snapshot reports and forum series (July-September 2016). Refine "elevator speech" (July 2016), then identify and train staff to use it along with related messaging, regardless of whether they interact with reporters (September 2016). Prepare media outreach surrounding early 2017 publication of scenario-based interim plan content (October-November 2016). Prepare for media outreach supporting spring/summer period of broadest ON TO 2050 engagement (March-April 2017). Carry out broad-based ON TO 2050 media outreach (June-August 2017).

2nd Quarter Progress:

- Convened innovative media feedback session on October 26 to gather reporters' input on the plan's development.
- Coverage in the [Daily Herald](#) and [Aurora Beacon-News](#) of the ON TO 2050 Big Ideas Urbanization forum.
- Coverage in the [Times of Northwest Indiana](#) about business churn between Chicago and Indiana.
- Coverage in the [Park Ridge Herald-Advocate](#) and in [Journal & Topics](#) on the Maine-Northfield Unincorporated Area Plan.
- Responded to media requests related to the state's transportation "lockbox" amendment, the Red Line extension, the Chicago Clean Cities Clean Fuels Champion award, regional and federal transportation policy, car-sharing, parking policy, local food policy, demographic trends, water supply planning, infrastructure investment and equity, local census data, Chicago monorail, the U.S. DOT MPO rule change, tax increment financing district and how they relate to transportation projects.



3rd Quarter Objectives:

- Continue to build awareness of topics in the next comprehensive plan, e.g., in promoting the scheduled releases of ON TO 2050 snapshot reports and strategy papers. Continue to develop high-level messaging for staff as a whole to speak consistently about the agency and its priorities, including ON TO 2050.

2016 Poster

Project Manager: Tina Fassett Smith, Adam Weiskind

Team: Catalan, Garritano, Ihnchak, Schuh, plus other relevant staff.

Description: In 2015, rather than do another annual GO TO 2040 implementation poster and report, CMAP produced an ON TO 2050 poster to coincide with the new plan's launch in February 2016. For release in early 2017, the agency should develop a poster or comparable publication with qualitative and quantitative content geared to on-going development of the new regional plan. 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: Develop poster concept in consultation with plan leadership and consultants (October 2016). Draft design and text for executive review (November 2016). Send final to printer (mid-December 2016). Print copies for the February 2017 board meeting.

2nd Quarter Progress: Considered options for a print vehicle that would support the Alternative Futures campaign. At this point, we are leaning toward something other than a poster so it can get broader distribution. By design, nothing about the ON TO 2050 is outdated, so we should continue handing those out.

3rd Quarter Objectives: Communications staff will work with strategic design consultants to plan for printed materials to support Alternative Futures.

Graphic Design

Project Manager: Adam Weiskind

Team: Catalan, Fassett Smith, Garritano, 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 in the appropriate software, primarily Adobe 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 FY17. Continuously pursue improvements in standardizing CMAP materials, including publications and infographics.

2nd Quarter Progress:

- Completed LTA plans – Winthrop Harbor.
- Ongoing design of Demographics Snapshot.
- Ongoing design of Metal Supply Chain Report.
- Completed ON TO 2050 workshop materials – Regional Urbanization – postcards and programs.
- Completed update of CMAP HR Benefits guide.
- Completed updates of STP-L Expenditures booklet, CMAQ booklet, TIP Brochure.
- Completed design of additional publication covers – Staff reports, Work Plan, UWP, etc.
- Continued design of promotional materials for LTA events.
- Continued development with CMAP consultants in design, production and implementation of interactive web graphics.
- Continued development of CMAP infographics for regional economic indicators, policy blog updates, web and print.
- Continued graphic support for CMAP website and microsites. Update of CMAP website for ON TO 2050 launch and future branding.
- Ongoing design for quarterly congestion report graphics.
- Management/art direction of associate 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.
- Began acquisition of square-fold/edge cut finisher for production Xerox printer.



3rd Quarter Objectives:

- Begin/completion of LTA Reports –Calumet Park.
- Complete design of Demographics Snapshot.
- Begin design of Freight System Snapshot.
- Complete design of Metals Supply Chain Report.
- Ongoing consulting with CMAP consultants for development of CMAP infographics for regional economic indicators, policy blog updates, web and print.
- Ongoing design for quarterly congestion report graphics.
- 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 regional indicators, policy updates, web and print.
- Management/art direction of associate 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.
- Complete acquisition of square-fold/edge cut finisher for production Xerox printer.

Photo Library

Project Manager: Nancy Catalan

Team: Fassett Smith, Burrell Booth, Pedersen, Rogus, Weiskind, plus other relevant staff.

Description: Communications staff is responsible for offering guidance and coordinating with LTA staff in development of a shared agency-wide photo library for use by both departments. The purpose of this project is to develop a shared and searchable photo library using photo-archiving software and an organizational system that best meet staff needs and agency resources. This project entails researching and creating recommendations for appropriate systems and coordinating with LTA staff to ensure training and implementation are successful.



This project is meant to address the building of a photo library that will be used into the future and is not a system for archiving past photos.

Products and Key Dates: Present written plan and guidelines for library (including technological approach and implications for staff) to affected deputies, directors, and principals (July-September 2016). Conduct training and/or otherwise guide staff in contributing to maintenance of the photo library (October 2016). Ensure that the library is maintained as an agency-wide resource (On-Going).

2nd Quarter Progress:

- Met with LTA staff leads to create a list of staff members that should be receiving Bridge first or testing purposes.
- Began creating a list of tag words.
- Began creating a how to guide for Adobe Bridge testing purposes.
- Working with IT to test software.
- Working with photo vendor, Dave Burk Photography, to develop ON TO 2050 visual assets.

3rd Quarter Objectives:

- Schedule meetings with staff who will be doing storage testing and show them how to use Adobe Bridge.
- Finalize a system for tag words.
- Finalize Adobe Bridge guide.
- Begin photo storage testing.
- Continue to work with Dave Burk Photography.
- Continue to work with IT to make sure software is updated and trouble shoot any storage testing mishaps.

Web Administration and Content Management

Project Manager: Joey-Lin Silberhorn

Team: Catalan, Fassett Smith, Garritano, Vernon, Weiskind, plus other relevant staff.

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, committee communications, others) and social media (Twitter, Facebook, Pinterest, YouTube, and others as they emerge).

Products and Key Dates: Work with consultants and ON TO 2050 leadership to develop (July-October 2016) and deploy (December 2016-June 2017) interactive mapping and infographics capabilities. Conduct web survey of CMAP customers, gaining insight about perception of agency in general and about web and Weekly Update in particular (September 2016). Work with 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, including mapping and infographics for the ON TO 2050 plan and supporting materials (On-Going).

2nd Quarter Progress:

- Continual updating of CMAP homepage to reflect agency priorities.
- In partnership with web consultants, continued work on interactive mapping and infographics tools for ON TO 2050 and outreach CRM support.
- Helped policy, planning, and programming staff to develop and update content, including completed consultant-led LTA projects.
- Continuing promotion via social media of the ON TO 2050 snapshot and strategy reports.
- Coordinated with consultants for design tweaks, development debugging, and hosting optimizations.



3rd Quarter Objectives:

- Incorporation of interactive graphics in snapshot promotion, including Travel Trends and Demographics.
- Continue web content management training for staff.
- Coordinate web activities with media outreach for culminating LTA projects.
- Help policy, planning, and programming staff to develop content.
- Continue to coordinate with consultants for design tweaks, development debugging, and hosting optimizations.

Contacts Management

Project Manager: Kelwin Harris

Team: Grover, Kane, Silberhorn, Cefali, plus other relevant staff.

Description: Communications and Outreach staff will identify and implement an optimal tool and process to manage CMAP's extensive contacts database and community outreach activities. A unified customer relationship management (CRM) tool will enable both local planning and outreach staff to track the timing, nature, and success of agency engagement efforts, avoid duplication, and expand the agency's network.

Products and Key Dates: Develop an up-to-date system to support partnering, planning, and outreach activities. Review prototype and Phase 2 work done by consultant. Refine with relevant staff as needed. Manage work by consultant for final Stage 2 product. Manage system (On-Going).

2nd Quarter Progress:

- Met with relevant staff to identify needs for custom CRM and communicated those needs to the consultant.
- Reviewed consultant's proposal and detailed wireframes.
- Presented concept to senior staff including Chief of Staff and IT Principal.
- Coordinated necessary data for incorporation into CRM architecture and porting over of existing contacts.
- Completed development of prototype system.



3rd Quarter Objectives:

- Share prototype with representative staff (Communications, Outreach, Government Affairs, LTA and others) for feedback, refinement and further customization.
- Develop PAO for next Final Stage work.
- Further “clean” contact data for porting into final version.
- Communicate needs for final version to consultant for final product.

Outreach Reporting and Analysis

Project Manager: Kelwin Harris

Team: Grover, Cambray, Raby-Henry, Silberhorn, plus other relevant staff.

Description: Communications and Outreach staff will collect, document, and report agency engagement activity data in support of general outreach and provide reports and analysis of those activities, both qualitative and quantitative.

Products and Key Dates: Conduct public comment period on summary report of FY16 Q3-Q4 engagement in support of ON TO 2050 (July-September 2016). Collect public input for final summary report prior to adoption (October 2016). Provide various support for outreach activities and ON TO 2050 engagement reporting; maintain thorough archive of engagement activities and feedback, which will become an appendix to the ON TO 2050 plan (On-Going).

2nd Quarter Progress:

- Maintained ongoing “Input Tracker” archive of all comments received during the comment period.
- Maintained ongoing “Activity Tracker” record of complete outreach activity.
- Compiled all comments into standard-coded format (topics, categories, sub-categories, etc.) that were used for the “Emerging Priorities for ON TO 2050” report and Appendix.
- Analyzed comments as needed for presentations, including: reports, summaries, & infographics.
- Created spreadsheet of new outreach prospects.
- Documented follow-up communication from Spring and Summer 2016 outreach.



3rd Quarter Objectives:

- Maintain Input Tracker and Activity Tracker as it grows.
- Continue to organize and analyze comments and feedback as needed for internal or external publication.
- Share information and train new Outreach staff and intern(s) on methodology.

MetroQuest Administration and Content Management

Project Manager: Katanya Raby-Henry

Team: Catalan, Cambray, Grover, Harris, plus other relevant staff.

Description: CMAP staff use the proprietary MetroQuest web software to facilitate input and engagement of individuals and communities across the region. Generally, any LTA project will include a website customized for its purposes and local community. The software is also useful at a regional scale, for example to get stakeholders and even the general public to comment on possible scenarios and other comprehensive plan outcomes. Managing the schedule is important for each MetroQuest implementation, including arranging graphic design and text review in a timely and efficient manner.

Products and Key Dates: Work with the CMAP staff to ensure that they are maximizing benefits of MetroQuest through their projects. Provide assistance for staff to customize the software for individual projects and communities. Work with ON TO 2050 leadership to ensure that MetroQuest (MQ) is being used effectively in support of the new plan's input and engagement. In particular, prepare to use it for scenario-based outreach in mid-2017.

2nd Quarter Progress:

- Identified staff to manage MetroQuest activity.
- Received initial training on the use of MetroQuest's new web-based Studio.
- Determined future staff trainings on MetroQuest use and surveying/questionnaires to be offered.



3rd Quarter Objectives:

- Schedule webinar/staff overview of MetroQuest's new Studio interface and how to build a public site with MQ representatives.
- Identify external vendors to train staff on how to develop non-biased surveys and appropriate questions for use with outreach tools such as MetroQuest and Survey Monkey.
- Develop surveys for ON TO 2050 and Alternative Futures engagement using MQ.

Future Leaders in Planning

Project Manager: Ricardo Lopez and Marisa Prasse

Team: Daly, Grover, Raby-Henry, Irving, Johnson, Maddux, Rivera, Seid, plus other relevant staff.

Description: The FLIP project is a leadership development program for high school students. This year's FLIP program will meet for six days total over two weeks in July 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 ON TO 2050 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: FLIP 2016 program application development (January 2016). Recruitment (January to April 2016). Develop program curriculum (February to June 2016). Student selection and notification (June 2016). Parent orientation (June 18, 2016). Week-long session (July 11-13 and July 18-20, 2016). Final presentation (July 20, 2016). 2017 program application development (January 2017). Recruitment (January to April 2017). Develop program curriculum (February to June 2017). Student selection and notification (June 2017).

2nd Quarter Progress:

- Researched possible program dates and finalized the FLIP 2017 team.
- Developed project timeline for the FLIP 2017 program.



3rd Quarter Objectives:

- Work with Communications staff to prepare application and promotional materials.
- Work with Communications and Outreach staff to develop and initiate a recruitment strategy for FLIP 2017.
- Release FLIP application, update FLIP webpage, and announce the call for applications.
- Begin holding monthly core team meetings and finalize FLIP theme.

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.

CMAQ and TAP-L Program Development

Project Manager: Doug Ferguson

Team: Menninger, Murtha, Patronsky, Frank, Nicholas, Elam, Brown, Ross, Irvin

Description: CMAP programs the federally-funded Congestion Mitigation and Air Quality Improvement program (CMAQ) and Transportation Alternatives program (TAP-L). CMAP will issue a joint call for projects for these two programs, followed by staff evaluation and discussion by CMAP committees. Approval of the program is expected to occur in FY18.

Products and Key Dates: Refine project prioritization methodology (fall 2016). Call for projects (January 2017). Committee engagement (spring 2017). Staff program released for public comment (July 2017). MPO approval (October 2017).



2nd Quarter Progress:

- Finalized all the application materials for the next call for CMAQ and TAP-L projects, which included preparing the eTIP database to be the application portal.
- Presented the refined bicycle facility emissions benefit analysis to the Bike Ped Task Force.

3rd Quarter Objectives:

- Release the FFY 2018-2022 CMAQ and FFY 2018-2020 TAP-L call for projects on January 6, 2017.
- Hold an informational webinar for prospective CMAQ and TAP-L applicants on January 13, 2017.
- Begin the process of evaluating CMAQ and TAP-L applications after the call for projects closes on February 3, 2017.

Performance Monitoring

Project Manager: Tom Murtha

Team: Schmidt, Nicholas, Frank, Irvin, Bozic

Description: This project oversees the diverse efforts undertaken at CMAP to monitor the performance of the transportation system, including on-going data acquisition, processing, visualization, and updating of the performance measurement pages on the CMAP website. One purpose is for basic performance tracking through a selection of transportation indicators while another is the continued refinement of the information used to guide project programming. Focus areas for this year will include enhancing the analysis of vehicle inspection data to help evaluate the impact of transportation projects and land use on driving behavior as well as improving the understanding of incident clearance times.

Products and Key Dates: Draft list of indicators and measures intended for acquisition and processing in FY17 (July 2016). Finalize list (September 2016). Carry out data acquisition and processing (On-Going).

2nd Quarter Progress:

- Acquired new 2015 odometer data from IEPA.
- Began to develop zipcode-level semiannual estimates of vehicle miles driven (2005-2015).



- Obtained hourly and daily mainline count station and ramp volume from the transportation data archive to begin 2016 IDOT expressway VMT calculation.

3rd Quarter Objectives:

- Develop and refine estimates of vehicle miles driven for census geographies.
- Explore methods of decoding vehicle fuel efficiency from vehicle attribute information.
- Complete 2016 IDOT expressway VMT calculation.
- Update Quarterly Congestion Report for Q3 and Q4 2016.

Congestion Reduction Indicator Refinement

Project Manager: Claire Bozic

Team: Schmidt, Murtha, Ross

Description: The GO TO 2040 plan includes a goal to significantly reduce congestion in the region over the next 25 years. This study will evaluate more specifically what is needed to reach this goal, including highway operations strategies, capacity expansion, etc., and will include consideration of technology and demographic changes. The results will be used to inform the selection of strategies and the process of setting targets for congestion in the region.

Products and Key Dates: Full scope (August 2016). Draft report (May 2017).

2nd Quarter Progress:

- Draft scope has been developed.
- Macros for TOPS-BC have been improved to complete analysis more efficiently.

3rd Quarter Objectives:

- Finalize scope.
- Identify system of managed lanes.
- Develop traffic volume distributions for post-processing standard model results.
- Begin estimating benefits of improving incident clearance time, crash reduction, and several other strategies.



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. CMAP will collaborate with RTA and the transit service in this project.

Products and Key Dates: Draft report (November 2016). Final report (December 2016).

2nd Quarter Progress:

- Presented results to November Transportation Committee.
- Received comments from transit agencies on draft report.

3rd Quarter Objectives:

- Incorporate agency comments and finalize report.

Greenways and Trails Plan Update

Project Manager: Brian Daly

Team: Bayley, 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. CMAP will engage stakeholders on a draft plan, and work to tie this product and Green Infrastructure Vision more closely together.

Products and Key Dates: Draft regional trails plan map (September 2016).

2nd Quarter Progress:

- Presented final proposed trail map to CMAP Transportation Committee for approval in October.



- Received approval from CMAP Transportation Committee.
- Posted final approved trail map on CMAP Greenways and Trails website for inclusion in upcoming CMAQ call for projects.

3rd Quarter Objectives:

- Complete cleaning data for inclusion in Bikeway Inventory System.

Truck Freight Movement and Bottleneck Analysis

Project manager: Tom Murtha

Team: Schmidt, A. Brown, Frank, A. Beata

Description: Continuing the freight plan development work from FY16, staff will continue to explore and analyze technical data, including the ATRI and NPMRDS trucking datasets. Specific research tasks include an analysis of truck origins and destinations, with a focus on crosstown intermodal trucking, analysis of trucking bottlenecks, and an overall freight network deficiency analysis.

Products and key dates: Truck origin and destination overview (September 2016). Crosstown trucking analysis (November, 2016). Updated truck bottleneck analysis (October, 2016). Updated freight deficiency analysis (December, 2016).

2nd Quarter Progress:

- Calculated OD data for the O'Hare analysis.

3rd Quarter Objectives:

- Continue analysis of ATRI data.

Highway Safety Targets and Strategy Development

Project Manager: Todd Schmidt and Parry Frank

Team: Nicholas

Description: Ensuring the safety of all transportation system users, motorized and non-motorized, is a top priority for all transportation agencies in the region. After declining sharply in the late 2000s, traffic-related serious injuries and fatalities remained steady for several years and now appear to be climbing again. MPOs also have new responsibilities for performance measurement and target-setting under MAP-21 and the FAST Act. This project will provide a synopsis of current crash trends in the region, identify safety strategies and policies for CMAP



to consider in ON TO 2050, and develop potential safety targets for the region to meet new requirements under federal law.

Products and Key Dates: Draft report (March 2017); final report (May 2017).

2nd Quarter Progress:

- Met with engineers and planners from Lake, DuPage, and Kane Counties to discuss how they plan for safety and what counter-measures they find effective. Meetings scheduled for City of Chicago, Cook County and Will County.
- Introduced the Highway Safety Strategy paper to the Transportation Committee.
- Worked with communications to create safety webpage.
- Continued work on determining which safety strategies to include in paper.

3rd Quarter Objectives:

- Meet with remaining counties, COM representatives, ISP, Tollway, City of Chicago to determine how the MPO can facilitate the process of setting and meeting traffic safety goals for the region.
- Continue preparing various elements of the Safety Strategy Paper.
- Present to RTOC in March.
- Finalize safety strategies to include in paper.

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 on-going data exchange and dissemination activities. It provides data and technical support to several on-going 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: Brown, Cruise, Dryla-Gaca, Morck, Pedersen, N. Peterson, Prasse, Ross, Vernon, Interns

Description: Development and maintenance of specialized datasets used in policy analysis, local planning, programming decisions and modeling activities. On-going 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. A priority for FY17 is a rigorous update of NDD, land use, and employment data, which are critical inputs to the next long-range socioeconomic forecast. Also for FY17 are the continued development of a Local Technical Assistance data archive as well as a traffic signal inventory and a multi-agency assemblage of bicycle count data.

Products and Key Dates: 2015 Land Use Inventory update (continues into FY18). Employment data (final 2015 estimates at the local level). NDD and BIS datasets (updated continuously, posted quarterly). Aerial imagery scanning project (complete scanning of 1990 set). FPA, Local Technical Assistance Archive (On-Going). Bike Count Data Repository (prototype, September 2016; in production by December 2016). Traffic Signal Inventory (finalize design and work flow September 2016, production begins in Q2). Product documentation (On-Going). Coordinate with Data and Information Services team for internal and external access (On-Going).

2nd Quarter Progress:

- Land Use Inventory: Completion of public version of the 2013 update late in Q2.
- Development Database: Continued review of subscription sources and news clips to update records. Scheduled review meetings with Joliet and Will County. Provided remaining county planning departments with NDD summary file on unincorporated areas for review.
- Employment: Continued review and correction of 2015 ES-202 file. Replicated consultant control total methodology to align estimates with forecast process. Identified new data contact with IDES.
- Bikeways Inventory: Substantial editing of the Regional Greenways and Trails Plan layer to reflect the RGTP 2016 update.



- LTA Archive: Six projects' recommendations (SSMMA I-57/I-294, Lyons, Riverside CBD, Berwyn, Big Rock, Franklin Park Industrial Areas) files were created. Metadata written for all projects archived to date.
- Historic Aerials Archive: Current tool functionality was improved and one new tool was created for process efficiency. Documentation was updated to include helpful tips and tricks. Tools' wiki page created.
- New Dataset Development: Continued development and testing of Highway Traffic Signal Inventory and Bike/Ped Count Repository tools.

3rd Quarter Objectives:

- Land Use Inventory: Post public version of 2013 update with documentation on the Data Hub.
- Development Database: Hold development review meetings with planning officials from Joliet and Will County; schedule review sessions (in person or phone) with remaining county planning departments; schedule meetings with Naperville and Waukegan.
- Employment: Request 2016 IDES data, generate estimates for 2000, 2010 and 2015 using new control total methodology. Continued review and correction of 2015 ES-202 file.
- Bikeways Inventory: Complete updates to RGTP layer and post updated BIS on Data Hub.
- Facilities Planning Areas: Begin development of web-map interface for download of shapefiles and maps depicting FPA boundaries.
- LTA Archive: Revise and archive four projects' files (Riverside, Berwyn, Big Rock, Franklin Park). Transfer archive to data library for staff access, and continue to identify plans and archive recommendations. Begin collecting Zoning files.
- Historic Aerials Archive: Post summer scanning intern position. Develop plan for scanning the 1975 set.
- New Dataset Development: Continued progress on the Highway Traffic Signal and Bike/Ped Count tools; beta versions for both should be ready for testing in Q3.



Data and Information Services

Project Manager: David Clark

Team: Bozic, Brown, Dubernat, N. Ferguson, Hallas, Matthews, Pedersen, Prasse, 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 CMAP Data Hub, posting new, historical, 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 (On-Going). Populate Data Hub with agency datasets as they are released (On-Going). Accessible documentation of external data (including FOIA) requests, record of responses, and inventory of personnel and level-of-effort required to complete (On-Going).

2nd Quarter Progress:

- **Internal Data Library:** Updates in Q2 include new McHenry County data as well as environmental datasets concerning oak ecosystems and stream quality. High-resolution 2015 aerial photography and the latest American Community Survey data were received in late Q2 for processing, and should be available on the Data Depot by early Q3.
- **External Data Requests/FOIA:** Staff handled 55 external requests in Q2. There were no FOIA requests during this period. Development has started on searchable database of external request summaries.
- **Data Sharing Hub:** Datasets posted in Q2 include the latest Conformity Analysis data (C16 Q3) and high-resolution land cover/urban tree canopy data.



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.
- External Data Requests/FOIA: Respond to/document external and FOIA requests as they arise. Continued development of external request database.
- 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, Ross

Description: This project continues CMAP's commitment to developing advanced modeling tools and improving the policy responsiveness of the agency's forecasting, evaluation and analysis tools. Many of the modeling improvements implemented since the adoption of GO TO 2040 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 continue developing procedures and input datasets to transition the freight demonstration model into a production-quality analysis tool and to develop future-year scenario inputs for the activity-based model. These tasks can help CMAP address policy questions asked during the development of ON TO 2050. 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 (On-Going). Develop advanced modeling tool input datasets (On-Going). Activity-Based Model validation report (September 2016).

2nd Quarter Progress:

- Activity-Based Model:
 - Conducted testing of the population synthesizer model to improve its output. Tested the use of alternative control variables in producing a better representation of the region's households and population. Developed initial procedures to use CMAP's socio-economic forecast files to constrain and shape the distribution of household attributes at the subzone level. Began developing Census data input files to update the base year from 2000 to 2010.



- Continued ABM model validation activities to demonstrate that model results are reasonable. Validation efforts focused on testing changes to ensure that toll volumes are modeled accurately. These activities are necessary preparatory work to support modeling managed lanes project.
- Freight forecasting:
 - Developed and released a Request for Proposals (RFP) for a contractor to perform freight model enhancements; evaluated proposals and developed a recommendation for the CMAP Board.
 - Continued implementing refinements to the procedures that estimate modal transport costs to more-accurately reflect the relative choices shippers face.
 - Developed an initial set of procedures to measure truck shipments passing through the CMAP region but not stopping.

3rd Quarter Objectives:

- Activity-Based Model:
 - Finalize all model validation activities and begin preparing a summary of the results.
 - Staff will support major capital project evaluation by testing the I-55 managed lanes project in a 2040 scenario for IDOT using the ABM.
- Freight forecasting:
 - The CMAP Board is scheduled to vote on consultant selection in January 2017. Initiate consultant contract and support work of consultants in implementing freight model enhancements.

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 and test and evaluate improved transit assignment procedures.

Products and Key Dates: Validated regional travel demand model and documentation (On-Going). Air quality conformity analyses (scheduled twice annually). Evaluation of commercial vehicle and transit assignment improvements (May 2017).



2nd Quarter Progress:

- Completed c17q1 scenario modeling for conformity analysis.
- Completed update of transit routes and itineraries using GTFS data and moved model network base year to 2015.
- Continued making final edits to Trip-Based Travel Demand Model Validation Report
- Prepared 16q3 model results dataset for data hub.
- Improved GTFS processing through bug fixes, updating CTA vehicle size inputs from data supplied by CTA, and implementing procedures to validate bus route coding as part of GTFS processing.
- Included regional turn prohibitions and a revised household distribution used for trip generation, among other improvements to the c17q1 model setup.
- Continued to test alternative methods for toll representation in the model.

3rd Quarter Objectives:

- Post Trip-Based Travel Model Validation Report to website.
- Finish testing alternative toll representation methods.
- Begin to develop method for storing turn prohibitions in the MHN database and including them with the network batchin files.
- Begin to explore target areas for development of a finer-grained modeling zone system.
- Begin evaluating the use of data from the freight model to better represent commercial vehicles in the travel demand model.
- Begin evaluation of transit assignment improvements.

Transportation Modeling Services to Regional Partners

Project Manager: Jose Rodriguez

Team: Heither, Bozic, Cruise, Schmidt

Description: This project encapsulates the travel demand modeling services CMAP provides in support of its regional partner agencies, and the related data collection activities. Major tasks are to provide on-going small area traffic forecast assistance to regional partners as well as to support the modeling needs of regional partners' project studies. 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, which are used to develop and maintain transportation data and analysis methods for planning and policy analysis within CMAP.

Products and Key Dates: Complete small area traffic forecast requests (On-Going). Provide travel modeling assistance to partner's project studies (as needed). Develop and introduce new applications for Transportation Data Archive (June 2017).

2nd Quarter Progress:

Small Area Traffic Analysis

- Completed 62 Small Area Traffic Forecasts in October-November-December, including 21 for DuPage County DOT Surface Transportation Program (STP) Call for Projects.
- Finalized traffic projections for Harlem Avenue @ 63rd /65th Sts, IL 53 from US 52-Joliet to West Arsenal Road, Lake Cook Road at Arlington Heights Road (possible Continuous Flow Intersection in next engineering phase), and Lake Street Streetscape in Oak Park.
- Incorporated Land Development and TIP information in request processing facilitating internal information sharing with CMAP staff.
- Finalized Intersection Model Evaluation Report. Future applications in re Traffic Forecasting to be determined on case-by-case basis.
- CDOT Jackson Park Barack H. Obama Presidential Library Traffic Plan – staff reviewed peak period volumes obtained by consultant (Sam Schwartz), confirmed validity based on comparison with existing 24-hour counts, and provided draft 2015 and 2040 24-hour volumes based on anticipated traffic reassignment resulting from closures of Cornell Drive (from Hayes Dr/6300 S to North Midway Plaisence) and Marquette Road (from Stony Island to Richards Drive).

Travel Modeling Assistance to Partners

- CTA Lakefront Corridor Plan – staff, building on existing conditions (2015) model and tested two alternative future (2040) scenarios for future transit ridership, also tested a service reduction scenario in response to CTA concerns about responsiveness of model to improvements in bus headway i.e. lower increase in ridership – results confirmed significant declines in ridership if adverse changes (longer headways) made.
- I-55 Managed Lanes Private-Public Partnership – staff provided time of day trip tables and household/employment totals and changes from 2040 to 2015 to consultant Steer Davies Gleave under IDOT and Ernst & Young.



- Vehicle-Miles-Traveled (VMT) provided to DuPage County for Greenhouse Gas Analysis. Developed 2010 and 2015 DPC network VMT resulting from internal-internal, internal-external and through traffic by vehicle class.
- WISDOT – Rails and Harbor Division – staff provided build and no-build (IL 53 North/IL 120 E-W) CMAP October 2016 conformity transportation network growth rates for period 2015 to 2040 for segments of I-94 in Lake County and north suburban Cook County in response to request for anticipated future traffic growth conditions in draft *Environmental Assessment for Chicago to Milwaukee Intercity Passenger Rail Program*.

Transportation Data Archive

- Identified 2 database sources of daily precipitation indicators – U.S. Geologic Survey (USGS) and Illinois State Water Survey (ISWS) -- at multiple monitoring stations for Bicycle Switching Model
- Converted 170 IDOT 2015 traffic count data from .pdf to text for use in spreadsheets available to internal CMAP users.

Summer Data Collection Program

- Developed preliminary work plan for summer 2017 of which at-grade crossings and freight network performance are largest components.

3rd Quarter Objectives:

Small Area Traffic Analysis

- Continue fulfillment of SATF forecast requests, with March 2017 conformity network. Initiate application of intersection analysis model on small area traffic forecasts for programmed intersection improvement projects (example: Lake Cook Road @ Arlington Heights Road).
- Gather consultant and agency feedback for interest in and development of web-based tool for obtaining future year ADT data for non-transportation network capital improvement projects (e.g. commercial development sites, vision plans). This task will be explored concurrently with evaluation of a fee-per-forecast or included-in-fee model for regional partner access to traffic forecasts.

Transportation Data Archive

- Use work with TIP, National Weather Service Data, USGS Precipitation, and IDOT TMC 24-hour datasets earlier in FY 2017 as framework for interactive archive-based map and data engine related to construction planning.



- Continue developing Python methods to identify and extract useful turning movement volume data from 2015 and 2016 (if and when received) IDOT counts.

Summer Field Data Collection

- Identify prospective data collection sites at at-grade rail crossings and Critical Urban Freight Corridors.
- Finalize work task schedule and anticipated hours of video acquisition / facilitate purchase of video processing capability, if deemed necessary.
- Finalize position posting for data collection intern positions (Early February) and conduct interviews during college Spring Break (March).

Survey Research and Update of Household Travel Survey

Project Manager: Craig Heither

Team: N. Ferguson, Matthews, Lopez, Frank, consultant services

Description: This project implements the strategic plan for survey research at CMAP, which establishes a strategy and management concept for conducting on-going survey research at the agency. The major FY17 task is to begin CMAP's next regional household travel survey, a multi-year effort that includes procurement of a survey research firm to carry out the survey. For transportation modeling purposes, household travel surveys generally need updating every ten years, and CMAP's last survey was conducted in 2007. Additional tasks will focus on completing data collection for the FY16 bicycle usage survey and subsequent data analysis.

Products and Key Dates: Requests for information from survey research firms (July 2016). Complete data collection of bicycle usage survey (September 2016). Request for proposals for household travel survey (October 2016). Post-survey evaluation of bicycle usage data and collection mechanism (November 2016). Household travel survey launch (January 2017).

2nd Quarter Progress:

- Released a Request for Proposals (RFP) for a contractor to conduct a regional household travel and activity survey, and interviewed prospective consultants. Selection committee members tested the survey data collection smartphone apps of the interviewed consultants.
- Continued developing a public-use dataset of the Bicycle Usage Survey responses, which will be posted to the Data Hub.



3rd Quarter Objectives:

- Complete evaluation of the household travel and activity survey proposals, develop a recommendation for the CMAP Board and initiate consultant contract.
- Complete development of the public-use dataset of Bicycle Usage Survey data and post to the Data Hub.
- Begin analysis of the Bicycle Usage Survey data to calibrate the Bicycle Switching Model mode choice model.

Modeling Activity GIS Tool Development

Project Manager: Aaron Brown

Team: Rice, N. Ferguson, Ross, Heither, Clark

Description: This project focuses on the development of GIS procedures and tools to assist CMAP staff in maintaining modeling data inputs and in understanding the outputs of agency analysis tools through data visualization techniques. Data visualization tools will be designed with the ultimate goal of making them external-facing. Major tasks for the fiscal year include refining the user interface for the newly developed bicycle switching model, incorporating additional functionality into the GIS tools supporting highway needs analysis, and developing initial visualization and reporting tools to summarize shipment and commodity flow data from CMAP's freight model.

Products and Key Dates: Bicycle switching model user interface refinements (October 2016). Highway needs analysis functionality improvements (December 2016). Preliminary freight model reporting tools for internal review (June 2017).

2nd Quarter Progress:

Bicycle Switching Model:

- Modified the choice model portion of the Bicycle Switching Model to accommodate the newly calculated Level of Traffic Stress (LTS) metric.
- Continued to investigate and summarize the impact of the LTS metric on a selection of projects from the previous CMAQ cycle.
- Began review of data preparation steps required to update all model inputs for the next CMAQ cycle.



Highway Traffic Signal Inventory:

- Continued development of data loading tools for the HTSI. The purpose of these tools is to facilitate automation of loading traffic signal data from county and municipal transportation agencies into a standardized regional inventory.
- The tools currently in development will be used to read in the traffic signal data; match individual signal records to master “intersection” locations; format the data to be consistent with HTSI standards; upload formatted data to the HTSI; and log changes to the HTSI.

Highway Needs Analysis

- Completed modifications to the highway scoring model and calculated various network scores for the National Highway System – including all metrics required for Regionally Significant Projects evaluation.
- Created a GIS-based tool used to generate composite scores for Regionally Significant Projects based on underlying network data from the highway scoring model.

Freight Model

- Continued review of sample model data output to identify useful items for model reporting tools.

Data processing and visualization

- Modified the tool used to create correspondence files between two roadway networks. Specifically, the process used to calculate the proportionality of matched links to one another was completely rewritten and renders results in a fraction of the time it took using the previous method.



3rd Quarter Objectives:

- Bicycle Switching Model: Begin updating all data inputs required for the next CMAQ cycle. Finalize updates to the model to accommodate the LTS metric and any additional calibration data, if applicable.
- Highway Traffic Signal Inventory: Finalize development of GIS-based tools for loading data to the HTSI. Provide instruction/documentation for the usage of the tools, as well as consultation and trouble-shooting on their implementation in a production environment.
- Highway Needs Analysis: Provide assistance on the evaluation of Regionally Significant Projects as requested.
- Freight Model: Continue review of model data output and begin work on preliminary reporting tools.
- Provide data processing and visualization assistance to staff as requested.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Program Oversight: Ross Patronsky

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. This program develops and actively manages the region's TIP. Products developed under this work program also assess accomplishment of the TIP and evaluate how it meets the goals of GO TO 2040, and moves the region toward performance-based programming.

Federal, state, and local policies and regulations are monitored and analyzed to ensure 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: Dobbs, Kos, Maddux, Patronsny, Pietrowiak, Zubek

Description: Work with stakeholders in the region to align the TIP with GO TO 2040. Develop and use reporting tools to support project choices implementing GO TO 2040 and performance-based programming. Ensure all local, state, and federal requirements are met including fiscal constraint, public involvement, documentation, conformity (see next project) and reporting. Maintain on-going communication with partner agencies to ensure that the region meets state and federal requirements and that these agencies support the programming needs of the region. Manage TIP project entry and changes and process TIP change approvals through CMAP committees. Produce the annual obligation report documenting expenditure of funds and progress of capital projects in the region.

Products and Key Dates: TIP with updates and amendments (as needed); consultation with local, state, and federal agencies (On-Going); TIP documentation including maps, fiscal marks, general public brochures, training materials/courses, and web pages (On-Going); annual obligation analysis report (October 2016); analysis of expenditure information to identify spending trends (June 2017); fiscal marks (November 2016); Title VI plan as needed (June 2017); data to support certification reviews (June 2017).

2nd Quarter Progress:

- TIP with Updates and Amendments

Regular reviews of TIP updates and amendment requests from programmers and programmer assistance continued. One TIP amendment was approved at the November 18 Transportation Committee meeting (17-01).

- TIP Documentation

Staff has ensured that all projects in eTIP that can be mapped are mapped. The layout of the summary brochure has been completed.

- Analysis of expenditure information to identify spending trends

Staff presented a report on expenditure trends at the November 18, 2016 Transportation Committee meeting.

- Annual Obligation Analysis Report

Work is almost complete on the FFY 15 obligation analysis report. An obligation summary for SFY 16 that fulfills the minimum federal requirements was submitted to FHWA at their request.



- Consultation with local, state and federal agencies

Staff attended Northwestern Indiana Regional Planning Commission meetings to help maintain a working relationship with them. Work continues on the interagency agreements with SEWRPC and IEPA. These agreements are being given close scrutiny by staff at the FHWA Division Office and IEPA. Additional work is being done to accommodate new planning regulations.

- Fiscal Marks

The FFY 2017 State/Regional Resources table is completed. FFY 2017 programming marks have been entered into eTIP database to restrict programming in the TIP.

- Title VI Plan

Met with Communications and GIS staff to review options for identifying and accommodating limited English proficiency populations. Met with Deputy for Administration to discuss responsibilities for updating plan.

- Data to support certification reviews

No action this quarter.

3rd Quarter Objectives:

- TIP with Updates and Amendments

Two formal amendment to the TIP (17-02 and 17-03) are anticipated for consideration by the Transportation Committee. A conformity amendment (17-04) will be released for public comment.

- TIP Documentation

Update the TIP summary brochure to reflect TIP amendments made this quarter. There will be a training/refresher class for external partners regarding eTIP.

- Analysis of Expenditure Information to identify spending trends

No activity anticipated this quarter.

- Annual Obligation Analysis Report

Complete work on FFY 15 obligation information and analysis. Begin work on FFY 16 report.



- Consultation with local, state and federal agencies

Tier II Consultation Team meetings will be scheduled as needed. One is anticipated in February.

- Fiscal Marks

No activity anticipated this quarter.

- Title VI Plan

Begin update of the plan.

- Data to support certification reviews

Begin examination and review of data required for the next certification review. Review recommendations from the last review to identify CMAP's response.

Conformity of Plans and Program

Project Manager: Ross Patronsky

Team: Bozic, Heither, Kos, Pietrowiak

Description: Northeastern Illinois does not attain national ambient air quality standards for certain pollutants. It is currently classified as a non-attainment area for the eight-hour ozone standard adopted in 2008.

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 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 U.S. Environmental Protection Agency for review before a long-range regional transportation plan or TIP is approved or amended. The conformity analysis must demonstrate that the emissions resulting from the plan and TIP meet the requirements of ("conform to") the air quality regulations. 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, generally twice a year in October and March). Documentation of conformity process (On-Going). Updated data and methods used in conformity analyses (On-Going). Support for development of SIPs (as needed). Analyses of air quality issues for regional decision-makers (as needed). Mobile source greenhouse gas emissions estimate to support other agency work (On-Going). Agendas, meeting minutes, findings and interagency agreements, and supporting materials for the Tier II Consultation Team (as needed).



2nd Quarter Progress:

- GO TO 2040/TIP conformity analyses

The CMAP Board and MPO Policy Committee approved the conformity analysis and TIP amendment at their October joint meeting. Staff completed the conformity analysis for the TIP amendment to be considered in March, 2017.

- Documentation of conformity process

Initiated review of travel demand model limitations with respect to conformity analysis – the end result will be to confirm or update a document approved at consultation in 2009.

- Updated data used in conformity analyses

No action required.

- Support for development of State Implementation Plans

No action required.

- Analyses of air quality issues for regional decision-makers

No action required.

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

Began update to emission rates using the current MOVES model. The current rates were developed in 2015, using the prior version of the model.

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

No meeting required in this quarter.

3rd Quarter Objectives:

- GO TO 2040/TIP conformity analyses

Release conformity analysis and TIP amendment for public comment at the January 20 Transportation Committee meeting. CMAP Board and MPO Policy Committee consideration occurs early in the 4th quarter.

- Documentation of conformity process

Complete update to travel demand model documentation.



- Updated data used in conformity analyses
No action anticipated.
- Support for development of State Implementation Plans
Monitor status of IEPA SIP development and motor vehicle emissions budgets used in conformity.
- Analyses of air quality issues for regional decision-makers
Monitor federal actions with respect to criteria pollutants and greenhouse gases.
- Mobile source greenhouse gas emissions estimates to support other agency work
Complete update to emissions; this work is concurrent with developing emission rates for CMAQ analysis.
- Agendas, meeting minutes, findings and interagency agreements, and supporting materials for the Tier II Consultation Team
Hold meeting following close of public comments on conformity analysis and TIP amendment.

CMAQ and TAP-L Active Program Management

Project Manager: Doug Ferguson

Team: Dixon, Dobbs, Patronsky, Maddux, Pietrowiak

Description: Actively manage the CMAQ and TAP-L programs developed by CMAP to ensure that transportation projects proceed in a timely manner and all available funding is used efficiently, using adopted policies. Prepare active program management reports to document regional expenditure targets and progress towards them.

Products and Key Dates: Review CMAQ project status (December 2016, June 2017); accomplishment of the annual CMAQ obligation goal (September 2017); act on CMAQ project change requests (On-Going); review TAP-L project status (On-Going); act on TAP-L project change requests (On-Going); provide semi-annual updates on the TAP-L program to the Transportation Committee (November 2016, May 2017); prepare agendas, meeting minutes, and supporting materials for the CMAQ Project Selection Committee (as needed); provide supporting information for CMAQ call for projects (November 2016 through June 2017, continuing to October 2017).



2nd Quarter Progress:

- Review of CMAQ/TAP-L project status

Requested project status updates from sponsors, adjusted program years and appropriate and summarized the results for the CMAQ Project Selection Committee.

- Accomplishment of the annual CMAQ obligation goal

Established a CMAQ obligation goal for FFY 2017 of obligating the northeastern Illinois apportionment - \$103.9 million.

- CMAQ/TAP-L Project Change Request Actions:

Staff evaluated and analyzed seven project change requests for the November 3, 2016 meeting and ten project change requests for the January 5, 2017 meeting.

- CMAQ Project Selection Committee support

Held the November 3, 2016 committee meeting.

3rd Quarter Objectives:

- Review of CMAQ/TAP-L project status

Continue analysis of status update information to identify trends among projects that have fallen behind.

- Accomplishment of the annual CMAQ obligation goal

Continue monitoring obligations.

- CMAQ/TAP-L Project Change Request Actions:

Receive and process change requests for the April 13, 2017 CMAQ Project Selection Committee meeting.

- CMAQ Project Selection Committee support

Prepare agenda and supporting materials for the April 13, 2017 Committee meetings.

- Supporting information for CMAQ/TAP-L call for projects

No action anticipated – activity directly related to the call for projects will be reported under Performance-Based Programming.



Active Program Management – Locally Programmed Projects

Project Manager: Russell Pietrowiak

Team: Dixon, Dobbs, Maddux, Zubek

Description: Develop fiscal marks and maintain fiscal constraint for local STP programs in the TIP. Develop active program management reports and facilitate advance funding.

Products and Key Dates: Fiscal marks (On-Going). Program management reports and recommendations (On-Going). Locally programmed project status assessments (as needed); advance funding analyses and recommendations (as needed)

2nd Quarter Progress:

- Fiscal Marks

Programming Marks used to constrain the TIP were developed and approved by the Council of Mayor's Executive Committee and the Transportation Committee. Adjustments were required to respond to IDOT's handling of old earmark funds.

- Program Management Reports and Recommendations

Staff continued to track FFY 16 obligations and prepare the FFY 16 STP-L expenditure reports. Staff discussed strategies for project implementation with IDOT and the Planning Liaisons to ensure that projects remain on track to be implemented.

- Locally Programmed Project Status Assessments

No action required this quarter.

- Advance funding analyses and recommendations

An increasing number of Councils requested Advanced Funding for STP-Locally programmed projects. The request for the January Council of Mayor's Exe. Committee meeting is nearly \$12 million.

3rd Quarter Objectives:

- Fiscal Marks

No action anticipated this quarter.

- Program Management reports and recommendations

Continue to hold STP working group meetings.



- Locally programmed project status assessments.

Continue to provide assistance to programmers on accomplishing local projects. Conduct the IDOT/PL/CMAP semi-annual coordination meeting. Continue to work with the PLs and IDOT on Advanced Construction and Advanced Construction Conversions so that we can maintain fiscal constraint in the TIP.

- Advance funding analyses and recommendations

A review of procedures with IDOT and the Planning Liaisons will take place in an effort to enhance the Advance Funding request and approval process.

Council of Mayors Support

Project Manager: Teri Dixon

Team: Dobbs, Maddux, Zubek

Description: Provide guidance and support for the Council of Mayors (COM) and Planning Liaison program. Develop talking points for use while attending sub-regional Council meetings. Ensure communication between CMAP and municipal officials. Ensure coordination and communication among CMAP divisions involved with public outreach. Staff the Council of Mayors Executive Committee.

Products and Key Dates: Talking points for CMAP staff participating in COM/COG/Transportation Committee meetings (On-Going). Agendas, meeting minutes, and supporting materials for the Council of Mayors Executive Committee (as needed, generally four times in a year). Periodic meetings of CMAP divisions involved with public outreach.

2nd Quarter Progress:

- Talking points for COM/COG/TC meetings

Staff continues to participate in sub-regional Council of Mayors transportation technical meetings to supply technical support to the PLs, municipal engineers and managers. Talking points were updated as needed.

- Council of Mayors Executive Committee support

Staff prepared materials and staffed the October 25, 2016 meeting. Materials were prepared for the January 10, 2017 meeting.

- Coordination with CMAP divisions responsible for outreach

Met with Communications and Governmental Affairs staff monthly.



3rd Quarter Objectives:

- Talking points for COM/COG/TC meetings

Continue to update the talking points. Prepare or consider alternatives for preparing written reports for technical meetings.

- Council of Mayors Executive Committee materials

Finish preparing materials for January 10, 2017 meeting, including updated fiscal marks, advance funding requests and the Council of Mayors 2018 UWP proposal, truck permitting and the ON TO 2050 Bi-Monthly Report.

Begin preparation for discussions regarding the memorandum of agreement between the city of Chicago and the CMAP Council of Mayors regarding the distribution of locally programmed Surface Transportation Program Funds.

- Coordination with CMAP divisions responsible for outreach

Meet with Communications and Governmental Affairs staff to coordinate outreach efforts and exchange information obtained at COM/COG meetings.

Integrated Database Development and Maintenance

Project Manager: Kama Dobbs

Team: A. Beata, Bozic, Clark, Dixon, Dubernat, Elam, Hollander, Kos, Maddux, Murtha, Patronsky, Peterson, Pietrowiak, Tiedemann

Description: In 2016 CMAP undertook development of an integrated transportation planning, programming, and tracking database. This database is made up of distinct but connected components: a back end for storing, processing, and organizing data; a user interface for implementers to enter and update data; a GIS-based mapping application for entering, displaying, querying, and retrieving location-based data; and an analysis and visualization component for displaying and querying data interactively via tables, charts, and/or graphs. The database was rolled out in the spring of 2016. On-going maintenance is required, together with implementation of features not included in the initial rollout.

Products and Key Dates: Ongoing maintenance and minor enhancements (On-Going). Implement direct extract of data from FHWA FMIS system (September 2016). Enable display of GIS-based attribute data (December 2016). Implement online call for projects system to be used for CMAQ and TAP-L (January 2017). Identify data associated with federally-required performance measures to associate with TIP projects (June 2017). Develop queries and reports to support production of obligation report and other data summaries (April 2017).



2nd Quarter Progress:

- Ongoing maintenance and minor enhancements

In response to user comments and questions, enhancements to the functionality of the database have continued. Several standard reports were customized to meet users' needs and new reports requested by users were created.

- Implement direct extract of data from FHWA FMIS system

Nightly tracking of federal highway obligations has been implemented, with summary data and detailed transactions available for individual projects. Staff is continuing to work with database users to improve data entry on individual projects to ensure complete obligations data is available. Staff is also working with the database consultant to ensure data is accurate and can be reported in useful ways.

- Enable display of GIS-based attribute data

Work began to implement the display of safety-related performance measures on the interactive map. Work also began on extracting and downloading eTIP data for more sophisticated GIS analyses and to make shapefiles of projects available to the public. The previous TIP map was deactivated at the end of the year.

- Implement online call for projects system

Development of the call for projects module continued. Features include a new secure user level for project applicants, a notification system that will alert programmers, such as the planning liaisons, that an application is ready for review and final submittal to CMAP, and the ability for applicants to attach required documents to their application via eTIP. User documentation was completed. The module is ready for the CMAQ/TAP-L call for projects beginning in January.

- Identify data associated with federally-required performance measures

No action needed this quarter.

- Implement obligation report and other data summaries

Work continued to customize existing eTIP reports, and develop new reports and interactive tools for obligation reports and other data summaries.



3rd Quarter Objectives:

- Ongoing maintenance and minor enhancements

As internal and external users identify issues they will be addressed. Development of additional reports will continue. Staff will work with our partners to identify reports or other features of the secure site that should be made available on the public site.

- Implement direct extract of data from FHWA FMIS system

Staff will continue working with database users to improve data entry on individual projects to ensure complete obligations data is available. An effort to identify mismatches between eTIP project records and federal obligation records will begin using tools provided within the eTIP software.

- Enable display of GIS-based attribute data

Development of the GIS module, including the ability to extract, display, and download the attributes associated with selected features (roads, structures, etc.) will continue. Enhancements to the public site interactive map to display performance-based data will continue, with safety data being added this quarter.

- Implement online call for projects system

The module will be used for the CMAQ/TAP-L call for projects that begins in January 2017. Enhancements to the module to capture and display application analysis results will begin.

- Identify data associated with federally-required performance measures

Staff will continue to monitor federal rules and requirements related to performance measures, and develop strategies for collecting, displaying, and analyzing appropriate data within eTIP as needed.

- Implement obligation report and other data summaries

Work will continue to customize existing eTIP reports, and develop new reports and interactive tools for obligation reports and other data summaries.



INFORMATION TECHNOLOGY MANAGEMENT PROGRAM

Program Oversight: Matt Rogus

This program provides for the design, acquisition, deployment and management of technology and telecommunications resources at CMAP. This includes managing the resiliency and security of these resources. This program also facilitates the electronic exchange of raw data within and between CMAP and other agencies and organizations, and the management of internal documentation systems. Information Technology (IT) will serve as CMAP technical lead in evaluating all new technology efforts to ensure compatibility with network, and reviewing RFPs for new technology to provide for appropriate technical support, defined technical requirements, and deliverables.

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.

Products: Agency data products, documentation, and employee communications (On-Going).

2nd Quarter Progress:

- Office 2016: Completed software upgrade for all staff.
- Hardware: Began reviewing RTDA hardware environment and developing plan for upgrade. Began reviewing aerials server and storage hardware environment and developing plan for upgrade.
- Software: Installed Adobe Bridge software for all staff for photo library. Created global holiday configuration for Outlook calendars.
- Knowledge Management Document: Created draft Knowledge Management document that describes CMAP resources including, the Datahub, Network File Storage, SharePoint, OneDrive and the Wiki.



3rd Quarter Objectives:

- Hardware: Procure and expand internal storage systems. Procure and upgrade UPS battery system. Procure and implement new kiosk hardware for plan. Procure and upgrade hardware for modeling environments. Procure and upgrade hardware for staff desktops. Procure, upgrade and expand RTDA hardware environment. Upgrade and expand aeriels server and storage hardware environment.
- Knowledge Management Document: Add sections for eTIPs, and main website to the KM document. Publish document for all staff use.

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 on-going 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 Human Resources) and several others. Support for these applications and data services include: defining content requirements and user controls; user interface designs; and access and integration controls. Under this specific project, a redesign of the Wiki interface and core content will be implemented in coordination with the policy, planning, and communications groups as necessary. Content development will require internal coordination. In addition, this project includes management of web-specific network infrastructure, such as domain name registration and DNS record management.

Products: Web applications, data services, and collaboration portals (On-Going). Wiki Enhancements (July).

2nd Quarter Progress:

- CMAP.Wiki project: Continued creating pages and updating content.
- Data Sharing Hub: Continued testing DKAN application; imported data from CKAN site and continued to fix configuration issues.



- Office365 SharePoint/OneDrive migration: Setup OneDrive for Business accounts for all staff and began phased roll out. Completed setup of SharePoint Online and initial data migration.
- Office365 Skype for Business: Migrated all staff Skype for Business accounts to the O365 Cloud. Implemented access for mobile devices.

3rd Quarter Objectives:

- CMAP.Wiki project: Continue creating pages and updating content, fix file linking issue.
- Office365 SharePoint/OneDrive migration: Complete phased rollout of OneDrive for Business and SharePoint Online.
- 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. Begin testing integration of aerial imagery comparison template with Imagery Explorer.
- Data Sharing Hub: Continue testing DKAN application; including upgrading user interface, complete data migration from CKAN site to DKAN site.

Information Security

Project Manager: Lance Tiedemann

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

Description: Information security consists of proactively planning, implementing, and verifying the various tools used to protect 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. Under this project, annual security audits will be conducted by a third party provider to test security of network, validate security controls and access procedures, provide enhancement recommendations, and provide CMAP with required documentation of a secure network. CMAP staff will also be regularly trained on proper security protocols for email, phone, and internet usage.

Products: Infrastructure auditing and monitoring (On-Going). Annual security audit (September 2016). Staff training (March 2017).

2nd Quarter Progress:

- Security Audit: Released RFP 161 for a network security audit.
- Network Monitoring and AV Platform: Provided ongoing support network monitoring, anti-virus, and software patching tools.
- VPN: Provided ongoing support for VPN access for staff and consultants.
- Firewall Upgrade: Continued researching Next Generation firewalls.

3rd Quarter Objectives:

- Security Audit: Send recommendation for selected candidate to the CMAP Board and begin security audit.
- Security Training for Staff: Procure security training platform and initiate testing.
- Firewall Upgrade: Finalize selection of new Next Generation firewalls and begin procurement process.



Office Systems Management

Project Manager: Ben Stromberg

Team: 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.

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

2nd Quarter Progress:

- Print Management: Implemented Secure Printing for CMAP users.
- Telecommunications Support: Began writing RFP for the phone services upgrade and support services.
- Teleconferencing Support: Procured an additional GoToWebinar license for the CMAQ/TAP-L program call for projects in January.

3rd Quarter Objectives:

- Print Management: Continue providing printer support for CMAP staff.
- Telecommunications Support: Complete and post RFP for phone upgrade.
- AV Support: Continue providing AV support for various meetings/events.

User Support

Project Manager: Ben Stromberg

Team: 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 (On-Going).

2nd Quarter Progress:

- OneSolution financial system project: Completed ACA, 2016 tax table, and form (1099, 1094, 1095, W2) updates in the production environment. Met with Sungard and Koa Hills regarding a Business Process Review on CMAP's financial system. Completed BRP reference calls.



- User support: Completed 113 helpdesk tickets. Ordered supplemental hard drives to replace in non-functioning PCs. Began planning for the purchase of new PCs and monitors for staff.

3rd Quarter Objectives:

- OneSolution financial system project: Develop upgrade plan to OS v16.2. Procure BPR for F&A. Procure and implement training plan for Cognos software. Work with the finance team to update documentation of OneSolution processes and procedures.
- 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

AREA 1: Finance and Procurement Program

This program provides for the design, implementation, and management of finance and procurement activities at CMAP. The Finance program is responsible for ensuring that the agency is effectively operating within a fiscally constrained budget and meeting its core MPO responsibilities within the funding structure. This includes managing the accounting and reporting activities of the agency in accordance with accounting and auditing standards as required by the Office of Management and Budget (OMB). The Procurement program is responsible for ensuring that all goods and services procured on behalf of the agency are in compliance with the grant source and federal contracting assurances.

Finance and Accounting

Project Manager: Stan Ryniewski

Team: Becerra, Contreras, Doan, HR Principal, Olson

Description: Provides administration and support for the accounts payable and accounts receivable activities ensuring timely payments to vendors and collection of funds; processes payroll to ensure timely and accurate payments to employees and associated reporting of taxes, insurance, pension and other benefits; ensures that grants are properly funded and expenditures are appropriate based on grant agreements; provides the financial reporting



required by federal, state, the CMAP Board, and others; manages all banking activities including the reconciliation of bank statements and general ledger accounts; and performs other financial management for CMAP, as required. In addition, Finance and Accounting staff are responsible for facilitating the annual audit of CMAP’s financial records to achieve unqualified results. Provides oversight and training for CMAP’s financial and payroll software system.

Products: Issuance of payroll and vendor checks/ETFs, monthly expenditure reports, monthly revenue reports, monthly/quarterly reimbursement requests of funders (On Going). The Annual Financial Report and Independent Auditor’s Report for the Year Ended June 30, 2016 will be presented to the Board of Directors (January). Expenditure and revenue reports for grant programs (On Going).

2nd Quarter Progress:

Budget Transfers: The 2nd quarter did not have any budget transfer activity.

Payroll: During the 2nd quarter of the fiscal year, we processed six regular payrolls. The State and Federal 941 reports for the 2nd 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 58% 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 payroll, IMRF, state and federal payroll taxes, employee transit passes, etc.

Month	Checks	ACH	INV	WT	Total Paid
October	49	41	195	19	\$1,393,854.97
November	33	57	188	19	\$1,341,319.73
December	45	76	270	19	\$1,770,846.66
2nd Qtr.	127	174	653	57	\$4,506,021.36

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	20	\$1,346,488.74
November	21	\$1,616,898.39
December	21	\$1,303,340.97
2nd Qtr.	62	\$4,266,728.10



Journal Entries: We had approximately 26 normal journal entries in each month of this quarter. These journal entries are 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.

General: Processed all the year-end billings and payments to close out grants with fiscal year of 2016. Presented The Annual Financial Report and Independent Auditor's Report for the Year Ended June 30, 2016 to the CMAP Executive Committee in November.

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. Process the 2016 1099-MISC forms in January 2017. Assist and co-ordinate with the outside vendor (SunGard) in the planning and scheduling of CMAP's Business Process Re-engineering project. Assist in the preparation of CMAP's 2018 annual budget. Continue to review and organize reports in OneSolution. Look for additional training on the OneSolution software to build upon the staffs' knowledge and comfort level. Have staff start the documentation on OneNote of their job processes and procedures which facilitate in the cross training of the finance group.

Budget

Project Manager: Angela Manning-Hardimon

Team: Management, Olson, Ryniewski

Description: Prepares annual CMAP budget to ensure that the MPO core activities and contract funding is appropriated. Monitor expenditures and revenues during the fiscal year to ensure that the fiscally constrained budget is being maintained and adjusted as needed to meet that goal. Coordinates UWP Committee review and approval of annual UWP program budget requests. Prepares annual indirect allocation for IDOT identifying costs that are not directly related to specific programs.

Products and Key Dates: UWP budget (January). Semi-annual revisions of budget (January). Draft CMAP budget (May). Annual CMAP budget and UWP Annual report (June). Indirect Allocation Request (September).



2nd Quarter Progress:

- Commence the FY2018 Budget process with the issuance of budget memo to the Deputy Executive Directors (11/29/2016.)
- Continue to work with staff to develop new projects and monitor existing project expenditures funded from the FY2016 Budget.
- Kick-off meeting with real estate broker to develop project plan and timeline to commence efforts to explore CMAP 2020 lease options.
- Work with real estate broker to conduct employee interviews that will assist the broker understand CMAP's work culture and develop our real estate strategy.

3rd Quarter Objectives:

- Issue Call for Projects announcement for FY2018 UWP Budget (1/3/2017).
- Conduct meetings with Deputies to gain insight on budget requirements for FY2018.
- Develop draft CMAP FY2018 Budget for Core and Competitive programs for submission on January 30.
- Assist the UWP Committee in the ranking and prioritization of competitive projects for consideration in the FY2018 budget.
- Develop proposal of FY2018 UWP program based on FY2017 mark and proposal submissions by UWP Committee.
- Submit for approval the FY2018 UWP Budget to UWP Committee.
- Submit to IDOT a 1- year extension request for the FY2016 State Planning Funds.
- Submit to IDOT a request for an FY2017 State Planning Fund grant.
- Submit to IDOT revised GATA forms for the FY2017 UWP Competitive grant allocating funding to CTA and CDOT.

Procurements, Contracts and Commercial Datasets

Project Manager: DuBernat, Olson

Description: Manage all procurements for professional consulting services, and other goods and services required for CMAP operations; ensure Request for Proposals comply with policy and federal requirements; participate in procurement selection; and prepare and negotiate contracts, amendments and Intergovernmental agreements. Responsible for ensuring that contracts are updated to reflect appropriate federal requirements. Manage licensing of



proprietary datasets. Enforce proprietary dissemination and license agreements. Responsible for posting and archiving RFP/RFQ/RFIs on CMAP's website.

2nd Quarter Progress:

Commercial Datasets

- Reviewed and renewed five commercial dataset or municipal dataset subscriptions or agreements.
- Responded to questions from staff regarding agreements and limits.
- Managed user accounts as needed.
- Prepared FY18 budget request.

Procurements

- Reviewed, processed and approved 58 procurements.

Contracts/Amendments

- Prepared 15 PAO's or PAO Amendments under current contracts.
- Conducted one contract negotiation.
- Prepared four new contracts.
- Reviewed four Vendor Justification Reports.
- Drafted four Board Reports.
- Drafted three Executive Committee Reports.
- Prepared 11 amendments to current contracts.
- Reviewed and drafted four IGA amendments.
- Negotiated and drafted four IGAs.
- Provided concurrence for one Service Board contract request.
- Prepared eight RFP/RFQs-three have not been released to date.
- Scheduled nine interviews.
- Attended nine interviews.
- Scheduled four pre-bid meetings.
- Attended four pre-bid meetings.
- Secured four concurrences from IDOT/Third party.
- Reviewed 12 RFP responses – two received no responses.
- Prepared no FOIA requests.
- Reviewed four Consultant Performance Evaluation.



- Conferred Procurement meetings bi-weekly or as needed.
- Assisted two vendors in registering for the System for Award Management.
- Met with APA regarding NOAA grant and advised necessary grant revisions.
- Secured written document from IDOT regarding the USDOT ruling that the LTA local match does not meet the criteria for Program Income.
- Prepared one new MOU.
- Negotiated two facilities agreements.
- Drafted Consultant Performance Policy.
- Closed four contracts.
- Collected \$52,500 in LTA match and other fees for new IGAs.
- Prepared IGA for AFA-project suspended.
- Began outreach with universities for Management Training.
- Collected and transmitted all available Q1 & Q2 work products to IDOT.
- Began build for the new Grants Database Application.

3rd Quarter Objectives:

Commercial Datasets

- Review and possible renew seven commercial dataset subscriptions.

Procurements

- Review and process any new procurements originated by staff.
- Complete build for new Grants Database Application.
- Continue to maintain and update Contract files.

Contracts/Amendments/IGAs

- Prepare at least two RFPs.
- Finalize Fiscal Agent Agreement with CHA and BRicK.
- Prepare and process any new contracts, PAOs, IGAs, amendments and agreements as necessary.



External Resources Development and Management

Project Manager: Tricia Hyland

Team: Finance and Administration staff, others staff from planning, policy, government affairs, and communications as relevant to specific topics.

Description: To cover a breadth of topics, CMAP will need to have access to funding resources beyond transportation funding. This project involves seeking external resources to support the LTA program and CMAP's work in general, through competitive applications to public sector (most commonly federal or state) programs or philanthropic organizations, cultivation of relationships with potential funders, and fee-for-service activities. It also involves managing these grants, ensuring that all grant requirements are met, providing periodic financial and program reports, and other activities. Under this program, an external grant seeking strategic plan will be developed to prioritize efforts, provide direction, and performance guidelines.

Current grants which fund the LTA program in FY17 are from the Chicago Community Trust, Cook County Department of Planning and Development, Illinois Attorney General, Illinois Environmental Protection Agency, John D. and Catherine T. MacArthur Foundation, and U.S. Department of Commerce (National Oceanic and Atmospheric Administration).

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

AREA 2: Human Resources and Administration Program

This program provides the administrative support to assist with the recruitment and retention of employees, and to assist internal staff in implementing CMAP's work plan initiatives and goals. CMAP views employees as organizational assets and this program is tasked with ensuring employee job satisfaction, efficiency, and effectiveness. This will be accomplished by providing competitive salaries and employee benefits; establishing policies and procedures to inform, supporting balanced work life, and managing employee development and performance. Provides access to training and other resources to support the growth of employees. Fosters the development of an organization that supports diversity and inclusion. This program also provides administrative support to effectively manage the operations of CMAP.

Benefits Administration

Project Manager: HR Principal



Team: Ambriz, King, Ellis

Description: Human Resources will work with third party brokers to obtain knowledge of trending benefits and the best, cost effective, employee benefits possible. Human Resources will also stay abreast of all federal or state regulations to maintain compliance with various programs.

Products: A wellness survey will be developed and forwarded to all staff to assist in determining staff's interest in participating in a free wellness screening.

2nd Quarter Progress:

Benefits

- Worked with brokers and vendors to schedule mandatory Open Enrollment Meetings including Aflac.
- Coordinated Open Enrollment Process and forward all paperwork to carriers.
- Processed 107 payroll related changes in One Solution/online.
- Processed five verification of employment requests.
- Prepared one AICP verification of employment letter.
- Processed one STD application.
- Processed one salary increase.
- Attended ACA training on 12/13/16.
- Attended a SunGard Human Resources meeting on 11/17/2016.

New Hire Orientations

- Five full time, three interns

Terminations/Exit Interviews

- One Full Time.



3rd Quarter Objectives:

- HR will send all employees their personal benefit statement.
- Forward salary increases to Mutual of Omaha.
- Disburse Health club subsidy to enrolled employees.
- Release survey to determine if staff is interested in wellness fair; if so, coordinate wellness fair.

Diversity and Inclusion

Project Manager: Nicole Ellis

Team: Diversity and Inclusion Group

Description: The Diversity and Inclusion group will focus on educating employees on the importance of diversity and inclusion, and explore opportunities to improve across the agency by implementing various programs or initiatives. This group will be comprised of a representative from each functional area within CMAP with the goal of improving employee, partner, and constituent relationships. The results from the Annual Employee Survey will be instrumental in defining the program and monitoring future performance of efforts.

Products: A diversity and inclusion program that promotes respect for all employees and values each employee contributes to the agency. It will also promote equal opportunity advancement for all employees (On Going).

2nd Quarter Progress:

- Worked with Diversity and Inclusion Committee to incorporate feedback in the Diversity and Inclusion RFP.
- RFP was issued 12/21/2016 with responses due 1/31/2017.

3rd Quarter Progress:

- Responses from the Diversity and Inclusion RFP are due 1/31/2017.
- CMAP staff will review proposals and host interviews to select most responsive company to develop and conduct the on-site and on-line training.
- Work with selected vendor to develop project schedule for developing training format and materials.



Employee Relations

Project Manager: HR Principal

Team: Senior Managers

Description: Human Resources will work with employees and the management team to address employee performance and professional development. Assistance will be provided to employees and/or management in the implementation of plans to improving work performance and relationships, and professional development. Assistance will also be provided on documentation, communication and other approaches to addressing performance matters. This process should be formalized with CMAP annual performance evaluation process, performance improvement plans, regular employee performance feedback, and performance documentation.

Products: Annual performance evaluations (July). Guidelines and direction for providing employees with performance feedback and professional development opportunities to improve performance (On Going).

2nd Quarter Progress:

- RFP for Project Management training was issued 10/3. One company responded and their proposal was rejected as non- responsive.
- RFP for Leadership and Management Training was issued 11/7. No companies responded. New approach is to explore top universities that can develop and provide the training.
- Project Management brainstorming session was conducted on 12/12 with Senior managers to identify agency's project management training needs. It was determined from that meeting that training needs could best be addressed through inclusion of scope in the Leadership and Management training.
- Provide Deputies with FY2017 Training Budget of \$1025.00 per employee.

3rd Quarter Objectives:

- Mid-Year employee performance check-ins to be completed by 1/31.
- Schedule meetings with Lake Forest Graduate School of Management, DePaul University and Dale Carnegie to determine if they can develop and deliver the Leadership and Management training for the agency.
- Review and update CMAP policies and Employee Handbook.



Facilities

Project Manager: Curtis Kelley

Team: Rivera, Witherspoon

Description: Provides administrative support for CMAP operations in the area of conference room management; visitor administration; management of CMAP's library and publication materials; on/off sight storage management; mailroom activities; and office and break room inventories. Coordinates facility maintenance and support; building related safety activities, and other related activities as required.

2nd Quarter Progress:

- Directed building repairs with electricians and carpenters.
- Coordinated conference room set-ups for various meetings.
- Conducted one evacuation drill in cooperation with the building property managers.
- Badge five new employees, provided life safety tours and trained employees on printer/copier use.
- Completed various print jobs for CMAP and MMC staff.
- Reordered and stocked all break room supplies.
- Managed copier repairs and maintained print totals for the Xerox copiers.

Machine	Black & White	Color	Total
NEXerox	21,099	12,113	33,212
NWXerox	7,410	9,747	17,157
SEXerox	20,940	16,554	37,494
SWXerox	11,780	16,693	28,473
C60	16,098	98,496	114,594

3rd Quarter Objectives:

- Direct building repairs with electricians and carpenters.
- Coordinate conference room set-ups for various meetings.
- Badge new employees, provided life safety tours and trained employees on printer/copier use.
- Complete print jobs for CMAP and MMC staff.
- Reorder and stock all break room supplies.
- Manage copier repairs and maintain print totals for the Xerox copiers.



Payroll Administration

Project Manager: HR Principal

Team: Doan, Ellis, King

Description: Human Resources is responsible for the bi-weekly processing of payroll and routine employee changes in OneSolution to ensure that employee benefits and compensation are accurate. Human Resources will also process all updates to federal and state tax rates in compliance with federal and state regulations. Improvements that enhance employees access to their personal information, such as time off accruals, paycheck information, and W2s, in OneSolution is implemented under this program.

Products: Accurate and timely bi-weekly payroll and reporting (On Going).

2nd Quarter Progress:

- Processed 107 payroll related changes in One Solution/online.
- January promotions were added to OneSolution.
- Processed two payrolls in October for a total of \$571,721.27.
- Processed two payrolls in November for a total of \$586,745.37.
- Processed two payrolls in December for a total of \$594,652.34.
- Federal and state tax rates were uploaded in OneSolution.
- The new IMRF rate for FY17 was updates in OneSolution.

3rd Quarter Objectives:

- W2s will be issued by the January 31st deadline.
- ACA 1094s and 1095s will be issued before March 2nd deadline.
- HR will continue to process payroll and payroll changes to ensure timely processing.

Human Resources Policy Development

Project Manager: HR Principal

Team: Executive Team

Description: CMAP provides policies and procedures to assist employees in understanding federal, state, and CMAP adapted polices including standards of conduct; performance expectation; and certain internal administrative activities. Human Resources will develop or



update policies routinely and distribute to employees at orientation and electronically and via CMAP's intranet. Reference to these policies can be found in the Personnel Handbook. As required, orientation of certain policies and procedures will be facilitated through training sessions (online or presentation). It is also through this program where annual employee surveys will be developed, administered, and results compiled for Executive Management decision making and agency implementation consideration.

Products: Review of policies and the personnel handbook (On Going). Annual Employee Survey (May). Policy and procedure trainings (On Going).

2nd Quarter Progress:

- Employee Benefits handbook was updated to reflect changes to medical, dental, and vision plans.
- Updated Federal and State laws (Workers Compensation, Minimum Wages, and Equal Opportunity Employment) were posted.
- New Employee Orientation was enhanced to include training on the mentoring program.
- Office Space policy was updated.

3rd Quarter Objectives:

- Tuition Reimbursement policy revised and renamed Educational Reimbursement policy.
- Health club policy was updated.
- All CMAP policies and Employee Handbook will be reviewed and updated.

Recruitment and Training

Project Manager: Nicole Ellis

Team: Deputy Executive Directors, Ambriz, King, Witherspoon

Description: Human Resources will expand recruitment efforts to provide CMAP with the greatest exposure possible to recruit the best-qualified candidates. These efforts will include attending job fairs, universities, and exploring diverse job posting opportunities. Human Resources will also enhance its diversity recruitment efforts by collaborating with various programs that give CMAP access to a multitude of candidates from varying backgrounds.

Human Resources are also responsible for maintaining job postings and recruitment efforts on CMAP website and with the Hyrell Applicant Tracking System. On-going professional development and training is fundamental to the success of every employee and as such,



appropriate opportunities will be provided to CMAP employees to ensure CMAP complies with federal and state regulations, as well as to improve knowledge, skills, leadership ability, and performance. To advance new employees' acclimation to CMAP and provide orientation support, this program will develop, by department, a checklist for managers to use as a core employee integration tool. Focus areas to include: benefits, CMAP policy and procedures, identifying an appropriate mentor, overview of CMAP and the responsibilities of each department, review of GO TO 2040, training on required tools to perform job, performance expectations and evaluation process, professional development plan, and training on non-job related activities such as telephone system, audio/meeting technology, cyber-security and other training as developed.

This program will also be responsible for developing and maintaining a list of staff expertise for access by all employees to be archived on CMAP intranet. Human Resources will also be responsible for developing resource plans for cross training opportunities.

Products: New Employee Integration Checklist (October). Identification, development and facilitation of professional development and training (On Going). Develop cross training resource plan (January).

2nd Quarter Progress:

- Human Resources completed recruitment process for all open positions (Administrative Principal, Associate Policy Analyst – Regional Economy, Associate Policy Analyst – ON TO 2050, Assistant Planner, and Communications and Outreach Intern).
- New users were trained on the use of the Hyrell system as it related to their specific role in the hiring process.
- HR has begun to take the lead on resume review, vetting resumes and passing on qualified candidates to hiring managers.
- HR has re-structured new employee orientation to make it more inclusive, adding the mentoring program. The mentoring program has been developed and mentor and mentee candidates have completed paperwork for review to determine eligibility and best matches.
- Facilitated meeting with Peters Fellow Committee to go over Peter's Fellow recruitment material and posted requirements for Peters Fellowship position. All material due on February 12, 2017.

3rd Quarter Objectives:

- Seek competitive bids, select and hire temporary agency to provide administrative support in the areas of HR Recruiting and Front Desk support.



- Match mentors with mentees based on profiles, seek Deputy approvals of matched employees and initiate introduction meetings.
- HR will post and recruit for the Executive Program Coordinator, Senior Policy Analyst, Senior Designer and 20 Intern positions.
- Review all Peters Fellow applicants, select and interview to award the fellowship in March.
- Conduct interviews, select and hire for the HR Principal position.
- Continue to train employees on the use of Hyrell as it relates to role in the hiring process.





Chicago Metropolitan
Agency for Planning

233 South Wacker Drive, Suite 800
Chicago, IL 60606

312-454-0400

info@cmap.illinois.gov

www.cmap.illinois.gov

The Chicago Metropolitan Agency for Planning (CMAP) is 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.