



Staff Progress Report

Fiscal Year 2017
Quarter Three



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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)
- 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

- Berwyn stormwater plan (Beck)
- 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.



3rd Quarter Progress:

- Continued to advance projects, with preparation of five existing conditions reports (bringing the total to 178), seven draft plans (bringing the total to 161), and two final plans (bringing the total to 143). Plan adoption was slower than expected, but several communities were awaiting April municipal elections before adopting their plans.
- Initiated one additional project. A total of 188 projects had reached the initiation stage by the end of the quarter, including 128 staff-led projects and 60 consultant-led projects.
- Launched Local Planning wiki pages for internal use.

4th Quarter Objectives:

- Advance ongoing projects, with preparation of several existing conditions reports, development of five additional draft plans, and completion of five final plans.
- Continue to add content to Local Planning wiki pages.
- Launch new Call for Projects in May 2017, including symposium meant to educate potential applicants about the program.

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	3Q FY 17
Completed and adopted (100% complete)	0	10	42	78	108	133	136	141	143
Final draft complete (90%)	0	18	48	93	117	148	150	154	161
Existing conditions complete (50%)	0	29	62	106	143	163	168	173	178
Fully initiated	14	47	95	129	159	178	184	187	188

Consultant Management, Evaluation, and Best Practices

Project Manager: Stephen Ostrander

Team: Bayley, Beata, Beck, Burch, Day, Dean, Evasic, Hudson, Ihnchak, Jarr, Manno, Nolin, Olson, O’Neal, Seid, Zwiebach

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



Products and Key Dates: Development of RFPs, selection of consultants, and contract management (On-Going). Evaluation and communication of consultant performance after each project completion (On-Going).

3rd Quarter Progress:

- Selected contractor for Harvard ordinance update.
- Reviewed and provided feedback on several consultant project deliverables.
- Transitioned oversight of contractor performance due to staff departures.

4th Quarter Objectives:

- 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.

3rd Quarter Progress:

- Focused outreach efforts to past sponsors to promote multiple grants that opened this past quarter:
 - Invest in Cook Grant Program
 - Our Great Rivers Grant Program
 - Congestion Mitigation and Air Quality (CMAQ)
- Continued focus on multiple projects to provide ongoing assistance:
 - Beach Park, N. Chicago, Waukegan, Winthrop Harbor, Zion (IDNR coordination)
 - Hanover Park Irving Park Road corridor study (TAP)
 - Lincolnwood Devon Avenue corridor study (TAP)
 - Niles Environmental Action Plan
 - Pingree Grove Comprehensive Plan
 - Richmond Planning Priorities Report
 - Winthrop Harbor Comprehensive Plan
- Monitoring 6 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
 - Riverside Central Business District Plan
 - 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 (1 contracted + 2 by CMAP staff), and assessed for value in replicating for other communities.
- Continued working 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): Albany Park Neighborhood Plan; Aurora Downtown Master Plan; Richmond Planning Priorities Report.

4th Quarter Objectives:

- Continue working with identified communities on specific tasks and report 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 continue to regularly attend bi-weekly implementation meetings to discuss newly-completed projects and potential implementation action items for the team to consider.
- Convene Developer Discussion Panels in both Richmond and Aurora, and a modified Technical Assistance Panel workshop in Albany Park.
- 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).
- Develop a Wiki-based list of typical grant programs that are offered on a yearly basis for staff to use as a guide.
- Continue exploring additional ways CMAP staff can provide grant-seeking and application assistance to past sponsors.



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.

3rd Quarter Progress:

Stormwater Management:

- Finalized local stormwater planning analysis approach and continued to revise regional approach based on consultation with stormwater consultants, and results of application of process in pilot communities, as well as expert partners. Provided opportunity for additional staff to pilot test the approach.
- Posted stormwater approach and datasets to CMAP website for use by partners and other interested stakeholders.
- Finalized deliverables for MacArthur Foundation award.



- Continued to apply local stormwater analysis approach and generate plan recommendations for South Holland comp plan and Franklin Park comp plan. 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.

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.
- Developed survey / vulnerability assessment approach to better understand pilot community climate awareness, vulnerability, and preparedness.

Bikeways Prioritization:

- Draft document finalized.
- Testing with pilot projects started.
- Final edits in progress.

Economic Development and Market Analysis

- Project initiated.
- Draft scope discussed.

4th Quarter Objectives:

Stormwater Management:

- Onboard consultants and complete local analysis for Berwyn, Des Plaines, Maine/Northfield Townships LTA projects.
- Finalize stormwater recommendations for South Holland.
- Refine regional stormwater / flooding analysis in consultation with stormwater consultant.
- Incorporate stormwater approach into ON TO 2050 stormwater strategy paper.

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.
- Proceed with work on climate vulnerability assessments in pilot communities through data analysis and stakeholder interviews.



Bikeways Prioritization:

- Finalize document editing after additional revisions.
- Continue testing 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 technical documentation.

Economic Development and Market Analysis

- Finalize draft and timeline.
- Start working on selected topics.

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).

3rd Quarter Progress:

- Continued to track partner involvement in ongoing projects and made monthly updates to partners list. Also sought new partner involvement as relevant.

4th Quarter Objectives:

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



- Schedule the next meeting of technical assistance providers group (in July once LTA applications are submitted).

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).

3rd 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.

4th 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.

3rd 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 the second draft Lower Salt Creek watershed resource inventory to IEPA for review. Two meetings were held at which stakeholders were updated. The Lower Salt Creek Watershed-based Plan project webpage was added to the CMAP website. Project partners conducted stream sediment monitoring and began winter chloride/conductivity monitoring.
- Continued LTA projects that have a water quality component: Fox River Corridor Plan in McHenry County (Existing Conditions Analysis underway), Franklin Park Comprehensive Plan (plan developed), Richton Park Stormwater Management Concept (alternative concepts in development), South Holland Comprehensive Plan (plan in development), and Berwyn Stormwater Management Plan (stormwater analysis underway.)
- Continued to administer the Volunteer Lake Monitoring Program, including project administration, volunteer monitor training and data management support, technical assistance on aquatic plant management and invasive species, and assessment of water quality data. Prepared for two lakes conferences, and attended one.
- Participated in Calumet Stormwater Collaborative.
- Continued 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 / supported / monitored watershed planning efforts for: Fox River Ecosystem Partnership (FREPP); Tyler Creek Watershed Coalition (TCWC); Silver and Sleepy Hollow Creeks Watershed Coalition; Hickory Creek Watershed Planning Group; Buffalo Creek Clean Water Partnership; Jelkes Creek - Fox River Watershed Coalition; Tower Lakes Drain Partnership; and MWRDs watershed plan updates.



- Finalized and submitted the 2015-16 Water Quality Activities Report to IEPA.
- Received notification of approval and worked with IEPA to secure awards for continued Water Quality Management Planning and another to prepare a Mill Creek (Kane County) Watershed-Based Plan.

4th Quarter Objectives:

- Continue Lower Salt Creek watershed plan work, including preparation of draft watershed based plan. Plan for / conduct fieldwork to support 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 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; prepare for 2017 volunteer monitoring season.
- 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. Staff will also stay abreast of activities of Des Plaines River Watershed Plan development that Lake Co. SMC is leading, as well as the updates of the MWRD watershed plans.



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, 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).

3rd Quarter Progress:

- Published Policy Update on CTA's full funding grant agreement for Red/Purple Line Modernization.



- Monitored incoming Administration’s activities and policy development. Published Policy Update analyzed the Administration’s proposed FY 2018 budget, including impacts on transportation programs.
- Commented to IDOT on performance-based funding concepts. Monitored final rulemaking for federal MAP-21 performance measurement process.
- Continued analysis of final U.S. DOT rule regarding MPO coordination and planning area reform.
- Participated in CAGTC activities and IDOT ISFAC activities, including review of the findings from the Regional Truck Permitting Study.

4th 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, Patronsky, 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).

3rd Quarter Progress:

- Supported Emerging Project Agreement between City, Amtrak, and FRA for Union Station work.
- Coordinated support for FASTLANE application for 75th St CIP project.



- Supported I-55 Stevenson Express Toll Lanes Project at press conference.

4th Quarter Objectives:

- Monitor FASTLANE application for 75th St. CIP project.
- Monitor progress of major capital projects.

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

3rd Quarter Progress:

- Developed materials and held Freight Committee meetings in January and March. Reviewed Regional Strategic Freight Direction topics, particularly those related to major



freight facility developments. Completed extensive one-on-one outreach to Freight Committee members and stakeholders.

- Shared other Regional Strategic Freight Direction topics with CMAP Land Use and Economic Development Committees, particularly freight and environmental justice.
- Completed internal draft of Regional Strategic Freight Direction sections and completed multiple rounds of internal review.
- Participated in staff call related to highway-rail grade crossing safety as part of the development of the IDOT state safety plan.

4th Quarter Objectives:

- Continue internal drafting of Regional Strategic Freight Direction sections.
- CMAP committee and stakeholder outreach of Regional Strategic Freight Direction sections.

AREA 2: Regional Economy

Regional Economic Indicators

Project Manager: Simone Weil

Staff: Hughes, Beata, Edwards

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.

3rd 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.

4th 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: Edwards

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).

3rd Quarter Progress:

- Finalized graphics.

4th Quarter Objectives:

- Finalize draft.

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).

3rd Quarter Progress:

- Project on hold due to staffing constraints.
- Analyzed county Population Estimates Program data for internal review.

4th Quarter Objectives:

- Analyze May Population Estimates Program data (city population) and publish a policy update on the June data (age, race/ethnicity).
- Present on policy updates as requested.

Regional Tax Policy Analysis

Project Manager: Lindsay Hollander

Team: Tineh, 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.

3rd Quarter Progress:

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



4th Quarter Objectives:

- Complete work on regional property value and taxation data, and provide analysis in a Policy Update.
- 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).

3rd Quarter Progress:

- Consultant finalized case study market areas.
- Completed analysis of transportation utilization within each case study's market area.

4th Quarter Objectives:

- Consultant will work with jurisdictions identified during the transportation utilization modeling to obtain data on transportation improvements and costs.
- Begin research on multijurisdictional issues of transportation improvements and development .



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).

3rd Quarter Progress:

- Met with 15 different legislators to discuss CRPF, along with the 2017 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 update him on the state budget impasse potential impact to CMAP's budget, along with the 2017 State Legislative Principles and Agenda, CMAP funding. Also discussed HB2538 live streaming bill.
- Began developing content and logistics for the Spring Legislative Forum with policy and comms teams.
- Staff continued to track legislative activities.



- Monitoring conversations related to the constitutional “Safe Roads” Amendment.

4th 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 bill sponsor(s) of HB2538 on legislative strategy to best implement the bill.
- Continue legislative tracking activities.
- Convene a meeting of the CMAP legislative working group.
- Conduct the spring legislative forum scheduled for May 11th, 2017.

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).



3rd Quarter Progress:

- Continued stakeholder outreach on regional infrastructure proposal.
- Dues billing and invoice administration.
- Worked with Metropolitan Planning Council on monitoring implementation of lockbox amendment by state and local governments.

4th Quarter Objectives:

- Continue monitoring impact of the lockbox amendment on state and local revenues.
- Continued dues billing and invoice administration.
- Begin FY 18 local dues calculations.
- Revisit Regional Infrastructure Fund work in context of next plan and FY 18 work plan.

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).

3rd Quarter Progress:

- Provided technical assistance to IL Congressional Delegation to draft and pass a bill to repeal the MPO consolidation rule.
- Passage of MPO Consolidation rule repeal bill in U.S. Senate.
- Passage of MPO Consolidation rule repeal bill in U.S. House Transportation Committee.
- CMAP staff visit to DC – over 20 meetings with Committees and IL Delegation Members.
- 2017 federal legislative agenda adopted by CMAP Board.



- Analyzed President’s FY 18 “Skinny” Budget and produced policy update on impacts of budget to the region.
- Sent letters to Congress regarding concerns FY 18 Budget concerns from CMAP Board and Quad State MPO Directors.

4th Quarter Objectives:

- Provide technical assistance to IL Congressional Delegation to pass MPO rule repeal bill into law.
- Find date for IL Congressional Delegation district staff meeting at CMAP.
- Participate in annual AMPO Policy Committee meeting in Washington, DC.
- Analyze President’s FY 18 Budget and first 100 days changes for impacts on region.
- Analyze any infrastructure package proposals released by Congress or the Administration.
- 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).



3rd Quarter Progress:

- All committees' materials were prepared and meetings were held. Working committee summaries prepared on a monthly basis.
- Drafted new Coordinating Committee Rosters and FY 2017 meeting schedule.

4th Quarter Objectives

- 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.

3rd Quarter Progress:

- Major goals of the [FY16 near-term engagement](#) have been met.
- Supported release of the two ON TO 2050 Strategy papers: Highway Operations and Tax Policy and Land Use.
- Supported release of one ON TO 2050 Snapshot report: Demographic Shifts: Planning for a diverse region.
- Working with Outreach staff, held the last in a series of six ON TO 2050 Big Ideas Forums: “Closer to Home: Creating a Balanced Regional Housing Supply by 2050” in partnership with the Metropolitan Planning Council.
- Deployed the first in a series of interactive web graphics, which leveraged data from the Travel Trends Snapshot.
- Completed a suite of digital and print engagement tools for Alternative Futures and began strategic social and traditional media outreach around the five futures.
- After receiving responses from more than a dozen applicants to RFP 163 seeking a contractor for Urban Design services, staff conducted interviews with five finalists: Skidmore, Owings & Merrill; Adrian Smith and Gordon Gill Architecture; Gensler; Port; and Urban Lab. The reviewers' unanimous selection – Urban Lab – was approved by the Board on April 12.
- With plan managers, have conducted multiple meetings to develop a comprehensive list of visual assets required for the plan for delivery to Dave Burk, our contracted photographer in two phases this spring and summer.
- Neared completion of design for the fourth Snapshot on freight.

4th Quarter Objectives:

- Produce and release multiple ON TO 2050 snapshots and strategy papers, including reports on the region’s freight system, housing supply, and trends in infill and transit oriented development.



- Support Outreach staff in preparation for additional Alternative Futures forums on walkable communities, innovative transportation, transformed economy, and constrained resources.
- Continue to strategically deploy interactive web infographics to support both ON TO 2050 deliverables and Alternative Futures topics.
- Have begun design and development work on the CMAP website to prepare for plan contents and launch in FY 19.

Comprehensive Plan Outreach Strategy

Project Manager: Jane Grover

Team: Ihnchak, Schuh, Garritano, Harris, Raby-Henry, Cambray, 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.

3rd 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 and plan forums in the ON TO 2050 series and Alternative Futures series; held forum in February.
- Identified regional locations for placement of twenty-one Alternative Futures interactive kiosks in locations.
- Developed and tested the Alternative Futures public outreach presentation.
- Developed public engagement grant program to partner with seven community organizations to deepen outreach to harder-to-reach communities.



- Continued development of long-term communications, messaging, and outreach plan for duration of ON TO 2050 development.

4th 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 Alternative Futures forum series.
- Coordinate placement and movement of Alternative Futures kiosks, monitor data generated by the kiosks.
- Collect and compile data from outreach events, including workshops and kiosks.
- Implement public engagement grant program; monitor partner organizations' planning and events; support partner organizations' initiatives.
- Implement public 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 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).

3rd Quarter Progress:

- Developed a web principles document to connect the plan format and website development.



- Developed draft proposed plan format and circulated for internal review.

4th Quarter Objectives:

- Work with topical experts, communications, and executive staff to flesh out and finalize proposed format.

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).

3rd Quarter Progress:

- Finalized memo and MetroQuest survey focused on a future with intensified climate change impacts.
- Four remaining futures are walkable communities, constrained resources, innovative transportation, and transformed economy.
 - Presented draft memos and frameworks to CMAP working committees for four futures.
 - Worked with Communications and consultant to create content for interactive kiosks for four futures.
 - Drafted MetroQuest surveys for futures about walkable communities and constrained resources futures.



- Worked with Outreach and Communications to prepare for engagement period.

4th Quarter Objectives:

- Finalize and present memos and MetroQuest surveys on four remaining futures.
- Prioritize and explore cross-cutting strategies across each future.
- Analyze initial results from MetroQuest surveys.

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)

3rd Quarter Progress:

- Project completed.

4th Quarter Objectives:

- Present findings as requested.

- **Highway network and trends** (Elam, D. Ferguson, Murtha; June 2017)

3rd Quarter Progress:

- Initial review of snapshot report completed.
- Discussed initial findings and data with highway agencies at November TC.

4th Quarter Objectives:

- Complete text and publish as whitepaper.



- **Demographic trends** (Ihnchak, Oo, Cruise, R. Lopez; November 2016)
 - 3rd Quarter Progress:**
 - Project completed.
 - Presented findings to the Bike/Ped task force.
 - 4th Quarter Objectives:**
 - Present findings as requested.

- **Freight system trends** (Beata, Murdock, Murtha, Oo; April 2017)
 - 3rd Quarter Progress:**
 - Completed draft and sent to Communications for internal review. Responded to layout edits.
 - 4th Quarter Objectives:**
 - Finalize and publish snapshot report.

- **Infill and Transit-Oriented Development (TOD) trends** (Oo, Menninger, Tineh; August 2017)
 - 3rd Quarter Progress:**
 - Continued revising the draft snapshot.
 - 4th Quarter Objectives:**
 - Circulate draft to internal team for feedback.
 - Finalize draft and send to layout process.

- **Transit system and trends** (Menninger, Elam, Irvin; October 2017)
 - 3rd Quarter Progress:**
 - Refined visualizations and data analysis.
 - Completed first draft.
 - 4th Quarter Objectives:**
 - Develop final draft.
 - Begin working with communications team on graphics and final report layout.

- **Local governance and tax policy trends** (Weil, Hollander, New Policy Hire; TBD)
 - 3rd Quarter Progress:**
 - Project deferred for other ON TO 2050 priorities.
 - 4th Quarter Objectives:**
 - Project deferred for other ON TO 2050 priorities.



- **Local food** (Daly, Navota; May 2017)
 - 3rd Quarter Progress:**
 - Completed draft of snapshot text and charts.
 - Presented findings to the ENR Working Committee.
 - 4th Quarter Objectives:**
 - Revise and finalize draft of illustrated memo.
 - Meet with communications staff to discuss graphics.

- **Non-motorized transportation** (Bayley, Daly, O'Neal; August 2017)
 - 3rd Quarter Progress:**
 - Presentations to: Transportation Committee 1/20, Kane Kendall COM Transportation Committee 2/7, Land Use Committee 2/15, NWMC 2/21, Bike Ped Task Force 3/15.
 - Preliminary draft under internal review.
 - 4th Quarter Objectives:**
 - Complete Walkability analysis with help from R & A team and RTA walkshed analysis.
 - Respond to comments on preliminary draft.

- **Natural resources trends** (Patton, Daly, Beck, Navota, Irvin; December 2017)
 - 3rd Quarter Progress:**
 - Conducted preliminary research and data collection.
 - Developed snapshot outline.
 - 4th Quarter Objectives:**
 - Continue research and analysis and begin to draft report.
 - Present progress to Environment Working Committee.

- **Placemaking trends** (Boggess, Ihnchak, Lopez; December 2017)
 - 3rd Quarter Progress:**
 - Developed project timeline and engagement strategy.
 - Identified advisory group members and stakeholders.
 - 4th Quarter Objectives:**
 - Convene advisory group and conduct other stakeholder engagement.
 - Present work scope to Land Use Committee in April.
 - Create working definition of placemaking, collect local case studies, and develop annotated outline and draft snapshot report.



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)
 - 3rd Quarter Progress:**
 - Project is complete.
 - 4th Quarter Objectives:**
 - Present to Planning Coordinating Committee the strategies related to Lands in Transition, Tax Policy and Land Use, and Reinvestment and Infill.
 - Present findings as requested.
- **Reinvestment and infill strategies** (Manno-Oo, Scott; July 2017)
 - 3rd Quarter Progress:**
 - Presented draft strategy paper to the Human & Community Development Committee on 1/9/17.
 - 4th Quarter Objectives:**
 - Present to Planning Coordinating Committee the strategies related to Lands in Transition, Tax Policy and Land Use, and Reinvestment and Infill.
 - Finalize and publish the strategy paper.
- **Climate resilience** (Ihnchak, Patton; November 2016)
 - 3rd Quarter Progress:**
 - Assisted development of associated ON TO 2050 forum.
 - 4th Quarter Objectives:**
 - Present findings as requested.



- **Highway Operations** (Bozic; November 2016)
 - 3rd Quarter Progress:**
 - Project is complete.
 - 4th Quarter Objectives:**
 - Present findings as requested.

- **Transit Modernization** (Menninger, Irvin, Elam, Komp; October 2017)
 - 3rd Quarter Progress:**
 - Conducted research and data collection.
 - Developed outline.
 - 4th Quarter Objectives:**
 - Complete first draft and circulate for internal review.

- **Inclusive growth** (Scott, Tineh, Irvin; July 2017)
 - 3rd Quarter Progress:**
 - Completed first round edits on draft strategy paper, collected resource group feedback, and continued internal review.
 - Present to Planning Committee, Human and Community Development, Economic Development, Housing, and Land Use working committees.
 - 4th Quarter Objectives:**
 - Finalize strategy paper and complete final rounds of committee review.
 - Initiate indicator development and workforce demographics analysis.

- **Housing supply and affordability** (Burch, Jarr, Oo; May 2017)
 - 3rd Quarter Progress:**
 - Internal and external review of draft strategy paper.
 - 4th Quarter Objectives:**
 - Publish the strategy paper.
 - Outline possible indicators.

- **Transportation technology** (Irvin, Beata, Murtha; August 2017)
 - 3rd Quarter Progress:**
 - Received and reviewed final deliverable from consultant
 - Consultant presented findings to Transportation Committee.
 - 4th Quarter Objectives:**
 - Edit consultant report into CMAP strategy paper format.



- **Lands in transition** (Beck, Daly, Patton, Navota, Oo; July 2017)
 - 3rd Quarter Progress:**
 - Drafted the strategy paper
 - Completed first round edits on draft strategy paper.
 - 4th Quarter Objectives:**
 - Solicit feedback from resource group, staff, and CMAP working committees.
 - Finalize the strategy paper.

- **Asset Management** (Murtha, Elam; TBD 2017)
 - 3rd Quarter Progress:**
 - Presented memo regarding USDOT performance measures used in the National Highway System and transit agency asset management processes to the Transportation Committee.
 - 4th Quarter Objectives:**
 - A plan recommendation is pending ongoing discussions regarding the future direction of the federal Surface Transportation Program.

- **Water** (Navota, Beck, Hudson; July 2017)
 - 3rd Quarter Progress:**
 - Completed draft data analysis and maps for issues and challenges.
 - Prepared draft policy directions to address primary issues and challenges.
 - Presented draft policy directions with ENR committee in March.
 - Began drafting strategy paper sections.
 - 4th Quarter Objectives:**
 - Draft initial strategy paper.
 - Present draft strategy paper to ENR and external partners.

- **Municipal capacity** (Day, Hollander; October 2017)
 - 3rd Quarter Progress:**
 - Convened third and fourth Resource Group meetings (of six total) .
 - Convened three Focus Groups (State, County, and COG staff; CMAP LTA staff; Finance and Administration).
 - 4th Quarter Objectives:**
 - Convene fifth Resource Group meeting and the final two Focus Groups (Economic Development; Municipal Capacity).
 - Prepare draft white paper (MPC) outline.
 - Present initial findings to relevant working committees.



- Continue scheduled research to inform draft strategy paper completion in Q1.
- **Stormwater** (Beck, Evasic, Navota; December 2017)
 - 3rd Quarter Progress:**
 - Drafted memos on the causes and impacts of flooding, solicited feedback from ENR committee and selected stakeholders.
 - Developing regional stormwater analysis with review by consultant.
 - 4th Quarter Objectives:**
 - Draft memo on summary of existing flooding responses.
 - Prepare draft policy directions.
 - Update regional stormwater analysis based on consultant and other expert feedback.
- **Regional economic cluster analysis** (Weil, new policy hire, Hughes; N/A)
 - 3rd Quarter Progress:**
 - Project deferred for other ON TO 2050 priorities.
 - 4th Quarter Objectives:**
 - Project deferred for other ON TO 2050 priorities.
- **Economic resilience** (Weil, New policy hire, Edwards; September 2017)
 - 3rd Quarter Progress:**
 - Revised and finalized scope of work.
 - Initiated literature review.
 - Conducted stakeholder interviews.
 - 4th Quarter Objectives:**
 - Complete stakeholder interviews.
 - Complete research.
 - Develop draft and present it to the Economic Development Committee.
- **Disinvested areas** (Oo, Burch, Manno; June 2017)
 - 3rd Quarter Progress:**
 - Project is on hold pending completion of related strategy papers (reinvestment and infill; inclusive growth; and housing supply and affordability).
 - 4th Quarter Objectives:**
 - Complete spatial analysis of characteristics of disinvestment.



- **Energy** (Olson, Patton; August 2017)

3rd Quarter Progress:

- Held final working group meetings and several meetings Steering Committee to fine tune strategies and develop the final outline and framework for the strategy paper
- Foresight Design Initiative staff have begun drafting the paper.

4th Quarter Objectives:

- Present initial finding to Environment and Natural Resources Committee.
- Hold final Summary Working Group at the end of April that brings together all members of the working groups together to review paper and provide final edits and suggestions.
- CMAP staff to review Energy Strategy paper.
- Final paper completed and delivered to CMAP at end of May.

- **Public health** (Lopez; December 2017)

3rd Quarter Objectives:

- Held initial Resource Group kick-off meeting and developed contacts for future focus groups.
- Presented project scope to Human and Community Development, Land Use, and Housing committees.
- Convened a work session with CMAP staff to identify connections between public health and other ON TO 2050 topic areas.
- Ongoing research.

4th Quarter Objectives:

- Present project scope and initial findings to Environmental and Natural Resource Committee in April.
- Convene Resource Group to present ON TO 2050 work, with particular focus on the Inclusive Growth Strategy Paper, provide an overview of other entities' plans, and present draft of vision statement.
- Continue scheduled public engagement and research to inform draft strategy completion in Q4.
- Refine vision statement, draft public engagement outcomes memo, and develop annotated outline of snapshot.

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).

3rd Quarter Progress:

- Continued refinement of locally identified reinvestment areas layer and conservation areas layer. Presented to Land Use and Environment and Natural Resources Committees.
- Finalized reinvestment and conservation layers for use in the local area allocation tool.
- Other work was forwarded through strategy paper and snapshot development.

4th Quarter Objectives:

- Complete reinvestment area case studies with local recommendations to serve as an example of how layers can be incorporated into ON TO 2050. Get feedback on the approach from municipal partners during spring 2017 outreach effort.
- Finish draft conservation areas map and discuss results with partners and working committees.



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).

3rd Quarter Progress:

- Continued evaluating transit projects in collaboration with RTA; waiting for completion of 2050 forecasts to begin travel demand modeling of highway projects.

4th Quarter Objectives:

- Continue evaluating projects.

Financial Plan Development

Project Manager: Lindsay Hollander

Team: Beata, Elam, Komp, Patronsky, 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.



3rd Quarter Progress:

- Presented draft revenue and expenditure forecasts to Transportation Committee, CMAP Board, and MPO Policy Committee.
- Presented draft forecast to DuPage Mayors and Managers Transportation Policy Committee.
- Continued work on revenue and expenditure forecasts.
- Continued outreach with stakeholders.
- Continued research on reasonably expected revenue options.

4th Quarter Objectives:

- Complete memorandum on reasonably expected revenue options and present to various CMAP committees.
- Revise revenue and expenditure forecasts and present to various CMAP committees.
- Finalize allocation category definitions and present to various CMAP committees.

AREA 3: Technical Analysis

Socioeconomic Forecast and Local Area Allocation

Project Manager: David Clark

Team: Ihnchak, Schuh, Heither, B. Peterson, 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).



3rd Quarter Progress:

- Update regional forecast totals to incorporate Census Bureau mid-decade population estimates.
- Draft local allocation tool delivered and extensively tested with finalized data inputs.
- Tool and sample scenario results demonstrated to stakeholders in a February workshop.
- Initial preferred scenario developed, with summary results forwarded to county planners for discussion. Met with County Planners.

4th Quarter Objectives:

- Incorporate feedback from county planner comments to develop final-draft local allocation results for regionally-significant project evaluation.
- Receive final regional forecast report and local allocation tool documentation from consultant; begin to develop draft report of results.
- Work with Plan managers to determine communication strategies for both regional and local allocation forecast 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).

3rd Quarter Progress:

- Updated one GO TO 2040 indicator (Acres of Conservation Open Space) and one kindred indicator (Manufacturing Exports).



- Continued coordinating with strategy paper and snapshot report project managers on potential indicators for new topic areas in ON TO 2050 and refinements to existing indicators that warrant modification.
- Presented project scope to Human & Community Development working committee.

4th Quarter Objectives:

- Compile preliminary lists of GO TO 2040 indicators to carry forward for ON TO 2050 (with or without modification) and likely new indicators to inform new topic areas, and draft memos containing details and justification.
- Begin soliciting committee feedback on proposals for refinement or creation of individual indicators.
- 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).

3rd Quarter Progress:

- Coordinated posting of Demographics Snapshot data on CMAP Data Hub.
- Coordinated with project lead to prepare tabular data for the Freight System Snapshot.
- Completed analysis for FY17 Q3 deliverables:
 - Lands in Transition Strategy Paper
 - Calculated remaining unprotected GIV acreage, existing/new protected acreage by County, and losses in agricultural acreage by crop type.
 - Non-Motorized Transportation Snapshot
 - Pulled Means of Transportation to Work and additional tables from 2011-2015 American Community Survey.



- Stormwater Strategy Paper
 - Assembled regional data by Zip code for National Flood Insurance Program payments, Small Business Administration Disaster Assistance loans, and FEMA Individual Assistance Program payments.
- Water Strategy Paper
 - Calculated Impervious Cover acreage for unprotected developed lands.

4th Quarter Objectives:

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

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, 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). Send 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).

3rd Quarter Progress:

- Sent Q3 Municipal Matters newsletter featuring results of the 2016 Municipal Survey, Alternative Futures, and the LTA call for projects.
- Developed supporting and promotional materials for LTA call for projects including postcards and online registration.
- Updated Communications – Outreach LTA Support Guide to facilitate relationships between departments.
- Began meeting regularly with LTA staff and creating individual plans for ongoing LTA projects to organize communications, outreach, social media, and media support.
- Edited final drafts of Arlington Heights Bike-Pedestrian Plan and Sugar Run Creek Area Neighborhood Plan.
- Obtained news coverage for several LTA plans including: the Fox River Corridor Plan in the Counties of McHenry and Lake, A Plan for the Old Town Area of Carpentersville, the Hinsdale Innovative Parking Management Plan, A Downtown Plan for Wilmington, the Waukegan Washington Street Commercial Corridor Plan, the Aurora Downtown Master Plan, and the Oswego, Montgomery, and Yorkville Shared Services study.

4th 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 next issue of Municipal Matters e-blast, featuring the Stormwater Management Opportunity Planning report, and relevant LTA and ON TO 2050 updates.
- Continue providing ongoing support for the development of MetroQuest sites.



Policy and Programming Communications and Outreach Support

Project Manager: Mandy Burrell Booth

Team: Fassett Smith, Catalan, Grover, Silberhorn, 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).

3rd Quarter Progress:

- Supported release and promotion of Policy Updates on various topics, including the Federal Transit Administration's \$957 million award to the CTA for the Red and Purple Modernization program; manufacturing employment and output trends for the region and Illinois from 2001-16; and the Trump Administration's FY18 budget blueprint.
- Published the 2017 State Legislative Agenda and Principles, the 2017 Federal Agenda, and the Trip-Based Travel Demand Model Validation Report.
- Completed updates to the Clusters section of the Regional Economic Indicators microsite, and the Quarterly Congestion Report.
- Began meeting monthly with the Policy & Programming team.
- Finalized graphics for the Metals Supply Chain report.

4th Quarter Objectives:

- Develop a tri-fold brochure and website content for the Expressway Vision project.
- Create a new brand for the regional household travel survey.
- Support staff in developing engaging materials for legislators for the May Springfield drive-down.



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

External Talks

Project Manager: Jane Grover

Team: Kane, Fassett Smith, Garritano, 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 on-going 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.

3rd 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:
 - Riverdale Chamber of Commerce
 - DuPage Mayors and Managers Conference
- Deputy Executive Director Tom Kotarac participated in the ROTARY/One (Rotary Club of Chicago) meeting and addressed transportation innovation.
- Executive Director continued to meet with legislators, peer MPOs in Illinois and the Great Lakes Region on common planning and policy issues.

4th Quarter Objectives:

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



- Coordinate efforts to ensure smooth transition for new Executive Program Coordinator.

External Engagement of Partners, Stakeholders, and Public

Project Manager: Jane Grover

Team: Harris, Cambray, Raby-Henry, Fassett Smith, Garritano, 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).

3rd Quarter Progress: Developed public engagement strategy and resources for Alternative Futures phase of ON TO 2050 development, with presentations to the graduate students at University of Illinois at Chicago, DePaul University, and CMAP staff. Coordinated outreach activities with Governmental Affairs. Staffed and reported on Councils of Government, Councils of Mayors meetings. 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. Assisted with development of and logistics for the 2050 Big Ideas Forum series (February: Closer to Home – Creating a Balanced Regional Housing Supply) and the Alternative Futures Forum Series (April: Changed Climate; May: Walkable Communities; June: Innovative Transportation; July: Transformed Economy; and August: Constrained Resources).

4th 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).

3rd Quarter Progress:

- Completed messaging for ON TO 2050 topic areas and Alternative Future engagement and shared with all agency staff.
- Facilitated two-day media and presentation training sessions to prepare staff for Alternative Future engagement period.
- Facilitated media coverage on numerous topics, including U.S. Sen. Tammy Duckworth's transportation roundtable hosted by CMAP ([Chicago Tribune](#), [Crain's Chicago Business](#), [CBS Chicago](#), [Daily Herald](#)); CMAP's new Travel Trends interactive graphic ([Daily Herald](#)); CMAP's Demographics snapshot ([Chicago magazine](#)); Census data showing regional population decline ([Chicago Tribune](#), [WBEZ](#)); and Union Station redevelopment ([Crain's](#)).
- Coverage related to LTA projects in the Northwest Herald, DNA Info Chicago, [Lake County News-Sun](#), the [Elgin Courier-News](#), [The Doings Hinsdale](#), the [Joliet Herald-News](#), the [Aurora Beacon-News](#), and the [Montgomery Ledger](#).
- Contributed multiple infographics and related text for the Daily Herald's yearly Book of Lists.



- Fielded media inquiries related to driverless cars, proposed federal budget cuts, demolition and affordable housing regulations, flooding, freight volumes in the region, regional water rates, natural resources, and CTA modernization.

4th Quarter Objectives: Continue to build awareness of topics in the next comprehensive plan, including strategic outreach around each Alternative Futures topic by month through August 2017. 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

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.

3rd Quarter Progress: This project was converted to multiple design projects supporting Alternative Futures engagement and outreach.

4th Quarter Objectives: None.

Graphic Design

Project Manager: Tina Fassett Smith and Nancy Catalan-Sanchez

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.

3rd Quarter Progress:

- Completed multiple print and digital design projects in support of Alternative Futures roll out, including brochures, postcards, programs, web banners, newsletter banners, forum materials, Powerpoint slides, and more. This effort involved constant peering with design consultants Thirst to ensure all pieces were cohesive.
- Supported or completed LTA plans or promotional materials for Maine Northfield, Fox River, Sugar run Creek, North River Communities, Wilmington, and Arlington Bike Plan, and LTA Symposium.
- Reviewed applicants, conducted interview and completed hiring of a new associate graphic designer who will begin on May 1.
- Completed ON TO 2050 Demographics Snapshot. Completed covers for multiple ON TO 2050 Strategy Reports.
- Completed ON TO 2050 Big Ideas forum materials for Housing forum.
- Completed updates of STP-L Expenditures booklet, CMAQ booklet, TIP Brochure.
- Completed graphics for Metal Supply Chain Report.
- 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.

4th Quarter Objectives:

- Continue development of materials for Alternative Futures promotion around remaining topics focusing on one topic per month.
- Continue review and release of LTA reports.
- Complete design of ON TO 2050 Freight Snapshot and multiple Strategy paper covers.
- Train new graphic design hire in CMAP brand guidelines and design process.



Photo Library

Project Manager: Nancy Catalan

Team: Fassett Smith, Burrell Booth, Pedersen, Rogus, Bogess, 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).

3rd Quarter Progress:

- Wrote and delivered Visual Asset Development memo to photographer Dave Burk.
- With the help of LTA and Policy staff, developed two-phased plan to deliver topic and location specific information to Dave who will begin outdoor photography of the region in May.

4th Quarter Objectives:

- Deliver Phase 1 list of photo locations to Dave Burk. Begin development of Phase 2 list.
- Finalize Adobe Bridge guide and begin development of tagging system.
- Schedule meetings with staff to begin Adobe Bridge testing for eventual photo library storage.
- 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. 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).

3rd Quarter Progress:

- Overhauled the ON TO 2050 section of the website to focus on Alternative Futures promotion.
- Scoped and created vendor contracts to prepare for eventual upgrade to Liferay 7 and clean up of website templates to prepare for the new plan launch in 2018.
- Launched first interactive infographic in conjunction with promotion of ON TO 2050 Travel Trends Snapshot.
- 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.



4th Quarter Objectives:

- Incorporation of interactive graphics in Alternative Futures promotion.
- 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 system (On-Going) and utilize for Spring and Summer 2017 outreach activities.

3rd Quarter Progress:

- Tested prototype features for functionality and use with Constant Contact for a seamless transition to new system.
- Developed PAO for next Phase work.
- Coordinated necessary data for incorporation into CRM architecture and porting over of existing contacts, including cleaning duplicates.
- Shared prototype with representative staff (Communications, Outreach, Government Affairs, LTA and others) for feedback, refinement and further customization.
- Added features like integration with kiosk e-mail contact data.



4th Quarter Objectives:

- Deploy Phase 2 version including integration with kiosk data.
- Develop policies for agency-wide usage.
- Grant permissions, educate and train staff for usage.
- Manage production of additional features as needed.

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: Provide various support for outreach activities and ON TO 2050 engagement reporting and maintain thorough archive of engagement activities and feedback for Spring and Summer 2017 outreach activities.

3rd Quarter Progress:

- Maintained ongoing “Activity Tracker” of outreach targets and successful calendar dates for workshops.
- Maintained ongoing “Activity Tracker” record of complete outreach activity.
- Maintained spreadsheet of new outreach prospects.

4th 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.
- Compile new data as Alternative Futures outreach commences, in preparation for summary report in fall 2017.



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.

3rd Quarter Progress:

- 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.
- Scheduled webinar/staff overview of MetroQuest's new Studio interface and analytics.
- Developed MetroQuest surveys for ON TO 2050 and Alternative Futures engagement.

4th Quarter Objectives:

- Identify external vendors to train staff on developing 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.
- Develop on-boarding document to help orient new staff on MetroQuest's functionality.



Future Leaders in Planning

Project Manager: Ricardo Lopez and Marisa Prasse

Team: Daly, Grover, Raby-Henry, Irvin, 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).

3rd Quarter Progress:

- Worked with Communications staff to prepare application and promotional materials.
- Worked with Communications and Outreach staff to develop and initiate a recruitment and engagement strategy for FLIP 2017.
- Released FLIP application, updated FLIP webpage, and announced the call for applications.
- Began meeting with the FLIP core team on a monthly basis to plan curriculum.

4th Quarter Objectives:

- Continue FLIP recruitment & outreach through the May 15 application deadline.
- Review student applications, select FLIP students, send out notification letters, and collect necessary waivers and forms from FLIP students and parents.
- Submit all purchase orders for food, travel, and other expenses.



- Continue to meet with the FLIP team on a monthly basis to finalize curriculum and logistics.
- Recruit CMAP summer interns to help with the FLIP program.

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).

3rd Quarter Progress:

- Held an open call for CMAQ and TAP-L projects from January 6, 2017 to March 3, 2017. 105 complete applications were submitted for consideration and two incomplete applications were submitted which will not be considered.
- As part of the call, staff hosted an informational webinar for prospective applicants on January 13, 2017.



- Began the process of evaluating the CMAQ and TAP-L applications for potential air quality benefits and transportation impact criteria.

4th Quarter Objectives:

- Complete the process of evaluating the CMAQ and TAP-L applications for potential air quality benefits and transportation impact criteria.
- Present the results of the evaluations to the Regional Transportation Operations Coalition and Bicycle-Pedestrian Task Force and seek their input on the applications.
- Hold meetings with sponsors regarding applications.

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).

3rd Quarter Progress:

- Updated Quarterly Congestion Report for Q3 and Q4 2016.
- Completed 2016 IDOT expressway AADT/VMT calculation, to be integrated into IDOT's AADT estimates and published by CMAP as the 2016 [CMAP Expressway Atlas](#).
- Prepared a [memo to the Transportation Committee](#) regarding USDOT performance measures required by MAP-21 and the FAST Act.
- Integrated biennial estimates of average daily vehicle and household miles traveled for municipalities into CMAP's community profiles.



- Obtained traffic signal inventory information from IDOT, the counties, and CDOT. Began the process of determining which municipalities were important for local data collection.

4th Quarter Objectives:

- Explore methods of decoding vehicle fuel efficiency from vehicle attribute information
- Continue integration of agency traffic data into the CMAP regional inventory. Begin traffic signal data collection from local municipalities.

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).

3rd Quarter Progress:

- Scope is finalized.
- System of managed lanes has been identified.
- Procedure to develop hourly volumes from network results was developed.
- Procedure to estimate congested daily hours from regional model results was developed.
- A number of operations improvements were tested to ensure procedures were working for TOPS-BC.

4th Quarter Objectives:

- Code the system of managed lanes as input to the ABM.
- Begin 2050 analysis when socioeconomic data is available.



- 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 (May 2017).

3rd Quarter Progress:

- Received additional comments from transit agencies on draft report.

4th Quarter Objectives:

- Complete infill station analysis.
- 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).



3rd Quarter Progress:

- Completed cleaning data for inclusion in Bikeway Inventory System.

4th Quarter Objectives:

- Project is complete.

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).

3rd Quarter Progress:

- Updated the region's [Expressway Congestion Scans](#) using probe data from the National Performance Measurement Research Dataset.

4th 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).

3rd Quarter Progress:

- Met with engineers and planners from Cook County.
- Continued drafting strategy paper.

4th Quarter Objectives:

- Complete draft of paper.

Expressway Vision (New)

Project Manager: Jesse Elam and Tom Murtha

Team: Schmidt, Bozic, Beata

Description: Develop a multi-jurisdictional vision to guide future capital investments, coordinate transportation operations, and recommend policy and management strategies for the existing expressway system in northeastern Illinois. Transit, freight, community impacts, and revenue will all be key aspects of the vision. This is a multi-year project, with completion expected in May, 2018.

Products and Key Dates: Request for Proposals (March, 2017); Consultant Contract (May, 2017)

3rd Quarter Progress:

- Scoped project.
- Issued request for proposals.
- Began working committee presentations regarding Vision goals.

4th Quarter Objectives:

- Complete consultant selection process.
- Complete initial committee presentations
- Prepare draft goals document.



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).

3rd Quarter Progress:

- Land Use Inventory: Public version of 2013 Inventory posted internally and on the Data Hub. Website updated.
- Development Database: Continued review of subscription sources and news clips to update records. Held development review meetings with Joliet and Will County. Received and input review from other counties for unincorporated areas. Initiated review of existing records to clean up older, incomplete records.
- Employment: Continued review and correction of 2015 ES-202 file. Generated estimates for 2000, 2007, 2010 and 2015 using updated control total method. Generated updated 2015 subzone estimates for 15 county modeling area. Worked on renewal of shared data agreement with IDES.
- Facilities Planning Areas: Webmap allowing for preview and download of individual FPA maps completed and is now accessible through the Wastewater Planning page.
- Bikeways Inventory: Regional Greenways and Trails Plan update edits completed and added to the BIS. Updated BIS posted internally and on Data Hub.
- LTA Archive: Six projects' land use recommendations (Riverside, Franklin Park, Addison, Northlake, Bronzeville and Berwyn) files were revised and edited. Documentation updated.
- New Dataset Development: Bike-Ped count database development nearly complete, and is undergoing testing using existing CMAP count data. See Modeling Activity GIS Tools project for an update of the Highway Traffic Signal Inventory effort.

4th Quarter Objectives:

- Land Use Inventory: Continue preparations for 2015 Update, including incorporation of parcel-level housing unit estimates created during the data development phase of the socioeconomic forecast.
- Development Database: Hold development review meetings Naperville and Waukegan. Determine if other meetings need to be held. Continue input and data cleanup of NDD.
- Employment: Initiate 2016 estimate process upon receipt of data. Continue updates of 2015 data file until receipt of 2016 file. Generate final 2015 estimates by all geographies.



- LTA Archive: Review two additional plans (Campton Hills, Carpentersville Old Town). Post version 1 of the Land Use Recommendations archive on the Data Depot.
- Historic Aerials Archive: Hire summer interns and begin scanning/georeferencing the 1975 collection.
- New Dataset Development: Begin production phase for the Bike/Ped Count Inventory and the Highway Traffic Signal Inventory.

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).

3rd Quarter Progress:

- Internal Data Library: Updates in Q3 include 2015 high-resolution aerial imagery, the annual Dun & Bradstreet update, and the Census Bureau's 2011 – 2015 American Community Survey. Public data acquisition calendar draft completed, with data librarian (Matthews) monitoring acquisition schedule and alerting data stewards responsible for acquiring data.
- External Data Requests/FOIA: Staff handled 55 external requests and one FOIA request in Q3. Work continues on developing a searchable database of request abstracts.



- **Data Sharing Hub:** Complete collections of CATS's T-Facts and Working Papers are now available on the Data Hub. Also posted were the public release version of the 2013 Land Use Inventory, data accompanying the Demographic Shifts snapshot, and the newest Regional Greenways and Trails Plan (as part of the Bikeway Inventory System).

4th 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).



3rd Quarter Progress:

- Activity-Based Model:
 - Continued testing of the population synthesizer model to improve its output; implemented control variables to produce a better representation of the region's households and population compared to Census data. Finished procedures to use CMAP's socio-economic forecast file rates to constrain and shape the distribution of household attributes at the subzone level. Continued development of Census data input files to update the base year of the synthetic population model from 2000 to 2010.
 - Continued ABM model validation activities to demonstrate that model results are reasonable. Completed procedures to validate volumes on toll facilities. These activities are necessary preparatory work to support modeling managed lanes projects.
- Freight forecasting:
 - The CMAP Board approved consultant selection to calibrate and validate the freight model at their January 11, 2017 meeting. A project kickoff meeting was held at CMAP on February 10.
 - Consultant began the calibration of shipper costs to improve the transport mode choice model by reviewing research and available data on the cost of shipping commodities via different modes. The transport and logistics cost function at the heart of the model was refined based on updated research. Work also began on finding efficiencies in the code to reduce the overall model runtime.
 - Staff improved the logic that selects the best domestic port for import/export shipments and validated the results.

4th Quarter Objectives:

- Activity-Based Model:
 - Finalize a summary of ABM model validation results.
 - Staff will support major capital project evaluation and regional expressway planning by testing a regional system of managed lanes using the ABM.
- Freight forecasting:
 - Consultant will complete the scope of work and convey final deliverables. Consultant will finish the calibration of the model choice model used to estimate shippers' choices, complete validation of the model output



commodity flows and will perform sensitivity analysis of the model by completing some alternative scenarios. The descriptions of the alternative scenarios will be developed in conjunction with CMAP staff and will include input from the agency's freight planning staff.

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).

3rd Quarter Progress:

- Completed final edits and posted Trip-Based Travel Model Validation Report to website.
- Finished testing alternative toll representation methods. Improved method will be included in Regionally Significant Project evaluations.
- Revised highway network and assignment procedures to reflect the number of bus vehicles on the network as background traffic.
- Evaluated alternative methods for developing commercial vehicle trip demand: CMAP procedures vs. truck model developed for Illiana analysis vs. observed heavy commercial vehicle data from ATRI.

4th Quarter Objectives:

- Calibrate CMAP procedures in developing commercial vehicle demand using observed data; implement for RSPs and Conformity.
- 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 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).

3rd Quarter Progress:

Small Area Traffic Analysis

- Completed 69 Small Area Traffic Forecasts in January – February – March.
- Added ramp volume estimates to previously provided (September 2016) Year 2040 ADT for no-build and moderate build improvement scenario, I-80 from Ridge Road to US 30. Project was recommended within IDOT for updated volume collection based on CMAP analysis.
- Other multi-scenario analyses included Busse Road from Golf to Central Roads (Mount Prospect) and US 30 from IL 47 to Dauberman Road (Sugar Grove).
- CDOT Jackson Park Barack H. Obama Presidential Library Traffic Plan – as follow up to previous response, CMAP provided 3 additional analyses – select link analyses to determine origin and destination Traffic Analyses Zones (TAZs) of traffic utilizing Cornell Drive (Hayes Drive to Midway Plaisance); 2040 volumes diverted from Cornell Drive to other N-S thoroughfares; and resulting retention of diverted volumes on Lake Shore Drive if 3rd southbound lane added to Lake Shore Drive from 53rd St to Hayes Drive.



Travel Modeling Assistance to Partners

- Developed “backcast” of volume and vehicle-miles-traveled (VMT) for year 2005 for City of Chicago Greenhouse Gas Modeling.

Transportation Data Archive

- CMAP staff developed Python script for conversion of text file versions of IDOT 24-hour turning movement counts to .csv format; 105 of the resulting files were further refined into full Excel spreadsheet files available for download access from internal Traffic Forecast Mapping Tool and from Intranet SharePoint Project Page “Intersection Traffic Count Data from SATF Mapping Application”. An additional 29 intersection count files were also added to these resource locations.

Summer Data Collection Program

- Refined work plan – at-grade rail crossing analysis and non-motorized trail observation will comprise most task hours.
- Released position posting and identified candidates for interviews to take place mid-April.

4th Quarter Objectives:

Small Area Traffic Analysis

- Continue fulfillment of SATF forecast requests, with March 2017 conformity network.

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.
- Expand Python methods to extract turning movement volume data from additional groupings of IDOT intersections (e.g. 3-leg intersections).

Summer Field Data Collection

- Identify prospective data collection sites and observation periods (# of hours) at at-grade rail crossings and non-motorized trail junctions.
- Finalize anticipated hours of video acquisition / facilitate purchase of video processing capability in FY 2018, if deemed necessary.



- Interview candidates data collection intern positions (Mid-April) and hire 3 interns to begin work in late May.

Survey Research and Update of Household Travel Survey

Project Manager: Craig Heither

Team: N. Ferguson, Matthews, 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).

3rd Quarter Progress:

- Completed evaluation of the household travel and activity survey proposals and developed a recommendation for the CMAP Board. The Board approved consultant selection at their February 8, 2017 meeting. A project kickoff meeting was held at CMAP on March 27. Discussion focused on the public engagement and outreach process, the branding and logo for the new household travel survey, and the survey sampling framework.

4th Quarter Objectives:

- Complete the household travel and activity survey pre-planning work. This includes: finalizing all data elements to be captured in the survey, finalizing the data collection strategy, setting the public outreach strategy and developing the sampling framework for the survey. These tasks must be completed prior to implementation of the survey pilot study, set to begin in the first quarter of FY2018.
- Consultant will make a presentation to the CMAP Board introducing the household travel survey project, discussing the timeline and products, and demonstrating the smartphone data collection app.
- Complete development of the public-use dataset of Bicycle Usage Survey data and post to the Data Hub. Combine weather data with the Bicycle Usage Survey data to



begin calibrating 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).

3rd Quarter Progress:

- Bicycle Switching Model
 - Completed and validated modifications to the model to accommodate the newly calculated Level of Traffic Stress (LTS) metric.
 - Completed preparation/update of all model inputs required for CMAQ project evaluation.
- Highway Traffic Signal Inventory
 - Completed development of data loading tools for the HTSI. The tools are organized in a Python Toolbox and can be launched directly in ArcMap similar to standard Arc geoprocessing tools.
 - Conducted staff testing of the HTSI loading tools on signal datasets provided by local transportation agencies. In some cases, the results of the tool testing were considered of sufficient quality to upload to the production version of the HTSI.
 - Produced a Field Guide for Loading Traffic Signal Data as a reference for staff to use when loading data to the HTSI.



- Began pre-processing of selected signal datasets received from partner agencies, and set up inventory tracking files to record instances of file pre-processing and uploads to the HTSI.
- Continued to provide ongoing consultation and troubleshooting for staff using the HTSI tools.
- Freight Model
 - Began working with a sample model data output and investigating the usefulness of different tools for reporting and visualization (i.e. Python Add-Ins for ArcGIS).

4th Quarter Objectives:

- Bicycle Switching Model:
 - Complete evaluation of CMAQ bicycle projects.
 - Update model documentation related to the creation of new model input files and the substitution of the new Level of Traffic Stress (LTS) metric.
- Highway Traffic Signal Inventory:
 - Continue pre-processing of signal files provided by partner agencies.
 - Provide assistance and consultation on the implementation of the HTSI loading tools in a production environment.
 - Complete documentation of the loading tools and HTSI workflow.
- Highway Needs Analysis:
 - Provide assistance on the evaluation of Regionally Significant Projects as requested.
- Freight Model:
 - Begin development of preliminary Freight Model reporting tools for internal review using sample model data output.
- 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, Patronsky, 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).



3rd 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 March 3 Transportation Committee meeting (17-04).

- 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.

Staff surveyed eTIP users regarding their database training needs and specific elements of the database that they would like to know more about. In response to the survey and ongoing user feedback, two fact sheets were developed and a series of training sessions have been scheduled for early April.

- Analysis of expenditure information to identify spending trends

No activity at this time.

- 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 participated in a two-day training session regarding the Grant Accountability and Transparency Act (GATA) in order to determine how local programs may be affected and to become resources for local agency partners regarding the GATA process. 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. Staff also participated in NIRPC's Consultation meetings; the subject of discussion included continued work on the NICTD West Lake Corridor and updating representation of the Illiana in NIRPC's long-range plan.

- Fiscal Marks

No activity at this time.



- Title VI Plan

Worked with Research and Analysis staff to ensure that maps for analyzing environmental justice and Title VI impacts accurately represented the target populations.

- Data to support certification reviews

No action this quarter.

4th Quarter Objectives:

- TIP with Updates and Amendments

Two formal amendment to the TIP (17-05 and 17-06) are anticipated for consideration by the Transportation Committee. Preparation for a conformity amendment (17-09) will begin.

- TIP Documentation

Update the TIP summary brochure to reflect TIP amendments made this quarter. Two comprehensive half-day training classes and six shorter, topic-specific classes will be held in April. The sessions will be recorded using GoToMeeting and will be posted on the TIP Programmer Resources webpage as reference materials for users. A training session for state and federal review agency staff will be held in Springfield this quarter.

- 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

Staff will continue to seek additional information regarding the GATA process, particularly in regards to how local funding programs may be affected.

Tier II Consultation Team meetings will be scheduled as needed. One is required to accommodate IDOT's timeline for completing NEPA documentation for I-290.

- Fiscal Marks

No activity anticipated this quarter.



- Title VI Plan

Complete update of the plan and forward to senior management for review. Take to CMAP Board and MPO Policy Committee for approval in June.

- 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).



3rd Quarter Progress:

- GO TO 2040/TIP conformity analyses

The conformity analysis and TIP amendment were released for public comment. The CMAP Board and MPO Policy Committee approved the conformity analysis and TIP amendment at their March meetings.

- Documentation of conformity process

No action this quarter.

- Updated data used in conformity analyses

No action required.

- Support for development of State Implementation Plans

No action required; discussed SIP status with IEPA at the February Consultation Team meeting.

- Analyses of air quality issues for regional decision-makers

Reviewed actions at the federal level – no direct impact on CMAP responsibilities as yet.

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

Completed update to emission rates. Generated 2005 emission rates by vehicle type for update to Chicago's sustainability plan.

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

Prepared materials for February Consultation Team meeting.

4th Quarter Objectives:

- GO TO 2040/TIP conformity analyses

Send notice to implementers to supply changes for conformity analysis to be approved October, 2017.

- 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
Review proposed 2008 ozone SIP budgets at Consultation meeting.
- 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 analysis for City of Chicago sustainability plan.
- Agendas, meeting minutes, findings and interagency agreements, and supporting materials for the Tier II Consultation Team
Hold Consultation meeting with respect to I-290 NEPA documentation and 2008 ozone standard SIP budgets.

CMAQ and TAP-L Active Program Management

Project Manager: Doug Ferguson

Team: Dixon, Dobbs, Patronskey, 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).

3rd Quarter Progress:

- Review of CMAQ/TAP-L project status

Followed up with sponsors of TAP-L projects and presented results of all project to the CMAQ Project Selection Committee.



- Accomplishment of the annual CMAQ obligation goal

Obligations at the end of March were \$31 million. The goal for FFY 2017 is \$103.9 million.

- CMAQ/TAP-L Project Change Request Actions:

Staff evaluated and analyzed seven project change requests for the November 3, 2016 meeting, ten project change requests for the January 5, 2017 meeting and sixteen requests for the April 13, 2017 meeting.

- CMAQ Project Selection Committee support

Held the January 5, 2017 committee meeting and prepared meeting materials for the April 13, 2017 committee meeting.

4th Quarter Objectives:

- Review of CMAQ/TAP-L project status

Requested project status updates from sponsors, adjusted program years, assess CMAQ program's ability to meet obligation goals and appropriate and summarized the results for the CMAQ Project Selection Committee.

- Accomplishment of the annual CMAQ obligation goal

Continue monitoring obligations.

- CMAQ/TAP-L Project Change Request Actions:

Receive and process change requests for the July 20, 2017 CMAQ Project Selection Committee meeting.

- CMAQ Project Selection Committee support

Prepare agenda and supporting materials for the July 20, 2017 Committee meeting.

- 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 (ongoing). Program management reports and recommendations (ongoing). Locally programmed project status assessments (as needed); advance funding analyses and recommendations (as needed)

3rd Quarter Progress:

- Fiscal Marks

Continued monitoring programmed, advanced construction, and advanced construction conversion amounts across multiple federal fiscal years to ensure that CMAP is maintaining fiscal constraint in the TIP.

- Program Management Reports and Recommendations

Staff continued to track FFY 16 obligations and prepare the FFY 16 STP-L expenditure reports. To date the region has obligated \$55M (\$48.4 of which is from outside of Chicago). Staff continues to discuss strategies for project implementation with IDOT and the Planning Liaisons to ensure that projects remain on track.

The distribution of STP-L funds in the region is being reevaluated along with the process by which funds are calculated and tracked by IDOT and CMAP. This process is targeting fall of 2017 to be completed.

- Locally Programmed Project Status Assessments

CMAP staff met with all of the Planning Liaisons and IDOT staff to review the status of all locally programmed projects. This meeting serves to help insure that projects are progressing, identify and resolve project related issues, and to go over changes in procedures/process at IDOT and CMAP. This meeting happens twice a year with the next one likely in August.

The STP-C (County STP program) is being reviewed. CMAP staff presented the status of the STP-C program along with a series of recommendations to the County Engineers at their March quarterly meeting. The region started FFY 17 with a balance of almost \$26 million, compared to an annual allotment of approximately \$5 million. Recommendations included doing a regionwide call/program to eliminate the need to borrow funds and save up funds for large projects.



- Advance funding analyses and recommendations

An increasing number of Councils requested Advanced Funding for STP-Locally programmed projects. To date \$19.5M in advanced funding requests have been approved and more are anticipated at the May Council of Mayor's Executive Committee meeting.

4th Quarter Objectives:

- Fiscal Marks

Continued monitoring of fiscal constraint in eTIP.

- Program Management reports and recommendations

Continue to hold STP working group meetings and provide support for the STP-L program review process.

- Locally programmed project status assessments.

Provide assistance to programmers to help locally programmed projects progress. 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

Continue to process and monitor advanced funding requests.

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.



3rd 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, and have been transitioned to OneDrive to allow electronic access when staff are not in the office. The document is being shared with Communications and Outreach staff to ensure consistent messaging.

- Council of Mayors Executive Committee support

Staff prepared materials and staffed the January 10 meeting.

- Coordination with CMAP divisions responsible for outreach

Met with Communications and Governmental Affairs staff monthly.

4th Quarter Objectives:

- Talking points for COM/COG/TC meetings

Continue to update the talking points.

- Council of Mayors Executive Committee materials

Will prepare materials for May 23, 2017 meeting.

Will be preparing to explain the results of discussions between CMAP, City of Chicago, Council of Mayors and IDOT regarding the 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).

3rd 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

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 utilizing reports built in to the eTIP software to identify mismatches between eTIP project records and federal obligation records.

- Enable display of GIS-based attribute data

No action this quarter.

- Implement online call for projects system

The Call for Projects (CFP) module was used for the CMAQ/TAP program. Several reports were developed specific to the CFP, with additional development ongoing.

- Identify data associated with federally-required performance measures

Discussions with the consultant regarding input and display of performance data began. Staff also began discussions of the potential data to collect and display via eTIP related to transit asset condition targets.



- 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.

4th 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 to utilize the tools within the eTIP software to identify mismatches between eTIP project records and federal obligation records and will continue working with database users to improve data entry on individual projects to ensure complete obligation data is available.

- 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

Enhancements to the module to capture and display application analysis results will continue, along with the development of additional reports, as needed.

- 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).

3rd Quarter Progress:

- **Hardware:** Procured kiosk hardware and iPads for OnTo2050 outreach project. Continued reviewing RTDA hardware environment and developing plan for upgrade. Began upgrading aerials server and storage hardware environment and developing plan for upgrade. Procured and began implementing new expansion of internal storage systems.
- **Software:** Began researching Apple Developer program, Apple Device Enrollment Program (DEP), Mobile Device Management (MDM) solutions for OnTo2050 outreach project.
- **Knowledge Management Document:** Knowledge Management document that describes CMAP resources, added sections on Photo library, main website, and CRM.



4th Quarter Objectives:

- Hardware: Procure and upgrade UPS battery system. Procure and upgrade hardware for modeling environments. Procure and upgrade hardware for staff desktops. Procure, upgrade and expand RTDA hardware environment.

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).

3rd 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. Began identifying and fixing ADA compliant issues with site.
- Office365 SharePoint/OneDrive migration: Completed implementation of OneDrive for Business for all staff. Completed migration to SharePoint Online. Procured AvePoint application management and data backup solution for Office 365.



4th Quarter Objectives:

- CMAP.Wiki project: Continue creating pages and updating content.
- Office365 SharePoint/OneDrive migration: Implement DocAve backup and management solution for Office365 data.
- 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).

3rd Quarter Progress:

- **Security Audit:** Created planning and scheduling documentation for the four components of the audit process.
- **Security Training for Staff:** Initiated staff training with a phishing campaign for a “baseline” test. Did an all-staff presentation, reviewing phishing best practices, and introducing an enhanced threat recently seen by CMAP staff.
- **Network Monitoring and AV Platform:** Provided ongoing support, network monitoring, anti-virus, and software patching.
- **VPN:** Provided ongoing support for VPN access for staff and consultants.
- **Firewall Upgrade:** Concluded research and quoting on Next Generation firewall.

4th Quarter Objectives:

- **Security Audit:** Coordinate and complete the FY17 security audit.
- **Security Training for Staff:** Continue the enhanced training campaign with required training content and ongoing testing for staff.
- **Firewall Upgrade:** Procure Next Generation firewall.

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.

3rd Quarter Progress:

- **Print Management:** Created Wiki Content on printers, copiers and plotters.
- **Facilities:** Managed facilities team on operations of the office.



- Telecommunications Support: Purchased phone upgrade services to update CMAP's existing phone infrastructure. Created Wiki content on phone systems/Verizon Wireless.
- Teleconferencing Support: Renewed CMAP's web conferencing software (GoToMeeting). Created Wiki content on teleconferencing.
- AV Support: Started researching live streaming solutions for the Cook County conference room. Setup Youtube channel for livestream testing. Began researching Content Delivery Networks. Tested adding AppleTV for Cook room.

4th Quarter Objectives:

- Print Management: Continue providing printer support for CMAP staff.
- Facilities: Assist with Sit/Stand Desk pilot project.
- Telecommunications Support: Complete and post RFP for phone support services. Implement upgraded phone infrastructure.
- AV Support: Procure vendor services to fix display issue with capture HD device, modify AV equipment to accommodate Apple TV and encoder for live streaming services. Continue providing AV support for various meetings/events. Continue researching live streaming options.

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).

3rd Quarter Progress:

- OneSolution financial system project: Procured BPR for F&A. Procured Cognos training classes and software. Signed up for the Sungard Annual Users' Group (SUGA) Conference.
- User support: Completed 79 helpdesk tickets. Began implementing new monitors for staff.



4th Quarter Objectives:

- OneSolution financial system project: Complete BPR with F&A, HR, and Payroll. Complete Cognos training.
- 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, Koepsel, 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).
Expenditure and revenue reports for grant programs (On Going).

3rd Quarter Progress:

Budget Transfers: The 3rd quarter did not have any budget transfer activity.

Payroll: During the 3rd quarter of the fiscal year, we processed seven regular and three supplemental payrolls. The State and Federal 941 reports for the 3rd quarter of the fiscal year were completed and filed in a timely manner. The monthly and quarterly unemployment compensation reports were 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 61% of payments were made via ACH during the 3rd 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
January	49	54	209	22	\$1,439,498.71
February	43	69	263	20	\$1,587,508.49
March	52	98	375	22	\$2,281,158.84
3rd Qtr.	144	221	847	64	\$5,308,166.04

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
January	20	\$1,413,498.72
February	20	\$1,543,402.45
March	23	\$2,110,174.44
3rd Qtr.	63	\$5,067,075.61

Journal Entries: We had approximately 25 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 billings and payments required to close out grants which ended on December 31, 2016.

4th 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. Finalize and present the 2018 CMAP Budget to the board. Continue to provide information and documentation to our outside vendor (Koa Hills Consulting/SunGard) required for CMAP's Business Process Re-engineering project. Begin to prepare for the year-end closing and the annual audit. 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. Continue the documentation on OneNote of staffs' job processes and procedures which will 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).

3rd 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.

4th 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 Fund.
- 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: Penny DuBernat, Dan 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.



3rd Quarter Progress:

Commercial Datasets

- Reviewed and renewed four-commercial dataset or municipal dataset subscriptions or agreements.
- Responded to questions from staff regarding agreements and limits.
- Managed User accounts as needed.

Procurements

- Reviewed, processed and approved 101 procurements.

Contracts/Amendments

- Prepared 23 PAOs or PAO Amendments under current contracts.
- Conducted two contract negotiation.
- Collected \$50,000 in LTA match contributions.
- Prepared 28 new contracts and contract amendments.
- Reviewed 28 Vendor Justification Reports.
- Drafted seven Board Reports.
- Drafted three Executive Committee Reports.
- Negotiated and drafted two IGAs.
- Prepared 11 RFP/RFQs-one has not been released to date.
- Attended 16 interviews.
- Scheduled four pre-bid meetings.
- Secured nine concurrences from IDOT/Third party.
- Reviewed 24 RFP responses.
- Prepared no FOIA requests.
- Reviewed two Consultant Performance Evaluation.
- Conferred Procurement meetings bi-weekly or as needed.
- Assisted three vendors in registering for the System for Award Management.
- Negotiated six facilities agreements.
- Closed three contracts.
- Negotiated Management Training and Project Management Training with DePaul University.
- Collected and transmitted all available Q3 work products to IDOT.
- Continued work on the new Grants Database Application.



4th Quarter Objectives:

Commercial Datasets

- Review and possible renew two 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 file.s
- Revise and Deliver Procurement Presentations Part I and II.
- Develop and Deliver Grant Fraud Presentation.

Contracts/Amendments/IGAs

- Prepare at least two RFPs.
- 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, 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).

3rd Quarter Progress:

External resources development update provided to CMAP Board at March meeting, and presentation to CMAP staff on new grant process provided at March All Staff Meeting. The Grant Tracking Database is currently under development with the data input phase beginning in 3rd Quarter. Regular meetings with partner organizations to learn best practices and seek future development opportunities. Ongoing prospect research, grants management of current grant portfolio, and compliance efforts with new GATA form requirements.

4th Quarter Objectives:

The Grant Tracking Database will be live and ready for agency-wide use after data input phase completes in 3rd Quarter. From application through close out, all necessary grant documentation will be centrally stored on newly created "S" Drive under "Grants" heading. To assist with funder engagement, the development tri-fold brochure will be complete and ready for distribution to potential funder targets.

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.

3rd Quarter Progress:

Benefits

- Assisted with preparing all staff's W-2s.
- Assisted with preparing all staff's 1095-C forms.
- Processed approximately 180 payroll related changes in One Solution/online.
- Processed four verification of employment requests.
- Prepared one AICP verification of employment.
- Processed one STD application.
- Processed four promotions.
- Processed one salary increase.
- Processed and mailed all staff's personal benefit statements.
- Disbursed Health club subsidy to enrolled employees.
- Forwarded salary increase information to Mutual of Omaha.
- Completed three required staff notices.
 - ACA Medical Loss Ratio Report.
 - Disclosure to Centers for Medicare & Medicaid Services.
 - SBCs Monitoring Performance Acknowledgment Form.

New Hire Orientations

- Four full time.

Terminations/Exit Interviews

- Three Full Time.

Family Medical Leave Act/Short-Term Disability

- Two employees returned to work from FMLA/STD.



4th Quarter Objectives:

- Release survey to determine if staff is interested in wellness fair; if so, coordinate wellness fair.
- Coordinate Health Week and the Amazing Race 5K walk/run.
- Coordinate Principal 457 all staff educational meeting.

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).

3rd 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.
- Diversity & Inclusion agency-wide discussion scheduled on 4/18/2017.

4th 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).

3rd 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.

4th 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.

3rd Quarter Progress:

- Directed building repairs with electricians and carpenters.
- Coordinated conference room set-ups for various meetings along with two board meeting simulations.
- Conducted one evacuation drill in cooperation with the building property managers.
- Badge 10 new employees and interns, provided life safety tours and trained employees on printer/copier use.
- Finalized six employee separation forms.
- Completed 54 print jobs for CMAP and MMC staff.
- Reordered and stocked all break room supplies.
- Initiated and completed four topics for the CMAP Wiki.
- Contacted COTG for two service calls on Xerox machines and was resolved within one day.
- Managed copier repairs and maintained print totals for the Xerox copiers.

Machine	Black & White	Color	Total
NEXerox	24,758	8,703	33,461
NWXerox	11,591	8,378	19,969
SEXerox	21,148	14,678	35,826
SWXerox	14,632	21,901	36,533
C60	7,258	8,899	16,157



4th 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).

3rd 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.



4th Quarter Objectives:

- W2s will be issued by the January 31 deadline.
- ACA 1094s and 1095s will be issued before March 2 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).

3rd 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.

4th 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).

3rd 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, Associate Designer, Executive Program Coordinator, and all intern and fellow positions.
- 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.
- Hired temporary HR employee to assist with high volume during spring internship recruitment process.

4th Quarter Objectives:

- HR Recruiter to follow up with mentors with mentees based on match up process and review outcomes of introductory/ongoing meetings.
- HR filled the Administrative Principal, Executive Program Coordinator, Associate Policy Analyst, Associate Designer and nine intern positions, one Peter's and one NUPIP Fellow.
- Start dates have been identified for all permanent and intern/fellow positions recently filled.
- Continue to train employees on the use of Hyrell as it relates to role in the hiring process.





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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.