



# Staff Progress Report

Fiscal Year 2017  
Quarter Four





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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, 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.



#### 4<sup>th</sup> Quarter Progress:

- Continued to advance projects, with preparation of three existing conditions reports (bringing the total to 181), eight draft plans (bringing the total to 169), and six final plans (bringing the total to 149). This slightly exceeded our expectations for plan adoption rates.
- No additional projects were initiated.
- Continued to build out Local Planning wiki pages for internal use.
- Launched new Call for Projects, including large symposium (250 attendees), and received 80 applications for new projects.

#### 1<sup>st</sup> Quarter Objectives:

- Advance ongoing projects, with preparation of several existing conditions reports, development of five additional draft plans, and completion of 10 final plans.
- Continue to add content to Local Planning wiki pages.
- Evaluate applications and develop recommendations for October adoption.

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	End FY 17
Completed and adopted (100% complete)	0	10	42	78	108	133	136	141	143	149
Final draft complete (90%)	0	18	48	93	117	148	150	154	161	169
Existing conditions complete (50%)	0	29	62	106	143	163	168	173	178	181
Fully initiated	14	47	95	129	159	178	184	187	188	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).

**4<sup>th</sup> Quarter Progress:**

- Reviewed and provided feedback on several consultant project deliverables.
- Completed several consultant-led projects, with many more in the final invoicing stage.

**1<sup>st</sup> Quarter Objectives:**

- Complete several additional consultant-led projects, particularly in early July.
- Continue to review and provide feedback on deliverables, and evaluate consultant performance following project completion.
- Incorporate new consultant management expectations into selection and oversight process.

## **Project Implementation**

**Project Manager:** Tony Manno

**Team:** Carlisle, Daly, Hughes, Jarr, Navota, Persaud

**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.

#### 4<sup>th</sup> Quarter Progress:

- Focused outreach efforts to past sponsors to promote multiple grants that opened this past quarter:
  - Chi-Cal Rivers Fund
  - MWRD Green Infrastructure (GI) Program
- Continued focus on multiple projects to provide ongoing assistance:
  - 119<sup>th</sup> Street Corridor Plan
  - Franklin Park Comprehensive Plan
  - Pingree Grove Comprehensive Plan
  - Richmond Planning Priorities Report
  - Winthrop Harbor Comprehensive Plan
- Monitoring four projects that may benefit from CMAP assistance in the near future:
  - Chinatown
  - Joliet Correctional Center Redevelopment (TAP)
  - Kane County / Geneva Homes for a Changing Region project
  - Riverside Central Business District Plan
- Developed a [Funding Sources Wiki Page](#) for Local Planning staff to use as a guide.
- 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 completed LTA projects.



- Completed a Technical Assistance Panel (TAP) for the Albany Park Neighborhood Plan and a Developer Discussion Panel in Richmond to follow up on the Richmond Planning Priorities Report, both in partnership with ULI.

### **1<sup>st</sup> 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 a Developer Discussion Panel in Aurora and determine four or five other communities in which to convene a Developer Discussion Panel.
- 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).
- Continue exploring additional ways CMAP staff can provide grant-seeking and application assistance to past sponsors.

## **Local Capacity Building**

**Project Manager:** Patrick Day

**Team:** Dryla-Gaca, Evasic, Jarr, other staff as needed

**Description:** This program area will explore ways to build municipal capacity by investigating municipal needs and how CMAP can best provide support through training or other approaches. Current activities include workshops for plan commissioners in LTA communities (coordinated with APA-IL, Council of Governments (COGs), neighboring communities, and other relevant groups), as well as GIS training for partners. 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:** Eight Planning Commissioner workshops, held throughout year (approximately two per quarter). Four GIS trainings for partners (approximately one per quarter). Identify and prioritize potential capacity building topics and activities, and integrate within ON TO 2050 (January 2018). Prepare approach, materials, and partnerships for capacity building assistance, to be fully launched after ON TO 2050 adoption (May 2018). Develop strategy and secure funding to implement capacity building following plan adoption.

**1<sup>st</sup> Quarter Objectives:**

- Complete 2-day ArcGIS training (scheduled for August).
- Complete two Planning Commissioner trainings (Lakemoor; TBD).
- Continue consideration of capacity building training opportunities through the ON TO 2050 Municipal Capacity Strategy Paper.

## **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.

#### **4<sup>th</sup> Quarter Progress:**

##### **Stormwater Management:**

- Continued to revise regional flooding susceptibility indexes approach based on consultation with stormwater consultants. Conducted meeting with MWRD, USACE, City of Chicago, and county representatives to receive feedback on regional stormwater analysis.
- Finalized documentation of local stormwater approach hosted on CMAP website. Provided opportunity for additional staff to pilot test the local stormwater analysis approach.
- Continued to apply local stormwater analysis approach and generate plan recommendations for South Holland comp plan.
- Entered into stormwater consultant contracts for three LTA projects: Berwyn, North Cook Communities, and Des Plaines.
- 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 and piloted (in Wilmington) survey / vulnerability assessment approach to better understand pilot community climate awareness, vulnerability, and preparedness.

##### **Bikeways Prioritization:**

- Draft document finalized.
- Testing with pilot projects in progress.
- Compiled a list of suggested outreach questions.

##### **Economic Development and Market Analysis**

- Timeline finalized.
- Tasks assigned, and initial work on selected topics started.



## 1<sup>st</sup> Quarter Objectives:

### Stormwater Management:

- Complete local analysis for Berwyn, Des Plaines, Maine/Northfield Townships LTA projects.
- Finalize stormwater recommendations for South Holland, Midlothian, Richton Park, Brookfield.
- Finalize regional flooding susceptibility indexes based on continued consultation with City of Chicago and County stormwater representatives, USACE, MWRD, as well as the Illinois State Water Survey and the Midwest Regional Climate Center. /
- Incorporate regional flooding susceptibility indexes into ON TO 2050 stormwater strategy paper.

### Climate Resilience:

- Continue to meet with APA on the NOAA climate resilience data and planning project, and continue to conduct local vulnerability assessments in pilot communities (Wilmington, Fox River Corridor) through data analysis, stakeholder interviews, and written assessment.

### Bikeways Prioritization:

- Finalize document editing after additional revisions.
- Continue testing the approach with pilot projects (Des Plaines, Fox River Corridor).
- Adjust the method based on testing with pilot project if needed.
- Finalize Des Plaines project as a Case Study, and include into technical documentation.
- Create Bicycle Planning and Prioritization Wiki page.

### Economic Development and Market Analysis

- Continue working on selected topics.
- Test and adjust when applicable.

## 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).

**4<sup>th</sup> Quarter Progress:**

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

**1<sup>st</sup> 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 (July 31) to discuss the LTA applications received.
- Discuss the LTA applications received and solicit feedback from external partners through the various CMAP Committees

## **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).

**4<sup>th</sup> Quarter Progress:**

- 2016 project is complete.



## 1<sup>st</sup> Quarter Objectives:

- Prepare for work to begin on 2018 Municipal Survey later in FY18.

## 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.

## 4<sup>th</sup> Quarter Progress:

- Processed approximately 21 NPDES and SRF applications, and fielded phone calls from approximately three parties interested in data and information.
- Conducted two public meetings for the Lower Salt Creek Watershed project. At the April meeting, staff provided an overview of watershed-based planning requirements, the relationship of this plan to other watershed-related plans in the planning area, the findings of the watershed resource inventory, and the types of projects that are fundable under the Nonpoint Source Pollution Control - Section 319(h) grant program. At the June meeting, stakeholders brainstormed goals and staff stepped through the process for identifying BMPs. A MetroQuest survey was launched to collect BMP opportunities throughout the Lower Salt Creek Watershed. The project webpage was updated to include meeting materials and the MetroQuest survey. Project partners modeled



pollutant load estimates for the watershed and continued to conduct detention basin assessments and stream 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), Berwyn Stormwater Management Plan (stormwater analysis underway), and Governors State University Transportation Impact Reduction and Green Infrastructure Plan (stormwater management and landscape restoration plans developed).
- Continued to administer the Volunteer Lake Monitoring Program, including project administration, volunteer monitor training, data management, technical assistance, and assessment of water quality data. Prepared for and presented sections of a “limnology 101” session and co-led a lake management planning workshop at the Illinois Lake Management Association conference.
- Participated in Calumet Stormwater Collaborative.
- Completed development of Water Resources Strategy Paper in support of ON TO 2050, which is targeted to three major topics – water quality planning, water supply planning, and waterways and waterbodies (including recreation and habitat.)
- Attended / supported / monitored watershed planning efforts for: Fox River Ecosystem Partnership (FREP); 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 MWRD’s watershed plan updates. Assisted stakeholders with two Nonpoint Source Pollution Control - Section 319 grant applications.

#### **1<sup>st</sup> 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.
- Publish Water Resource Strategy Paper.





- VLMP: continue quality control review of Secchi Monitoring data; provide technical assistance to volunteers as requested.
- 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).

### 4<sup>th</sup> Quarter Progress:

- Analyzed state budget impasse and published Policy Update on IDOT highway program shutdown.
- Monitored incoming Administration's activities and policy development. Published Policy Update analyzing the omnibus FY17 appropriations bill.
- Monitored Great Lakes Basin Transportation's application to Surface Transportation Board.
- Legislative repeal completed for the U.S. DOT's MPO coordination and planning area reform rule.
- Participated in CAGTC activities and IDOT ISFAC activities, including an in-person meeting of ISFAC in Springfield.
- Liaised with IDOT's consultants on CUFC/CRFC designation.

### 1<sup>st</sup> Quarter Objectives:

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



## Major Capital Projects Implementation

**Project Manager:** Tom Kotarac

**Team:** Bozic, Elam, Patronskey, Schuh

**Description:** While the primary transportation emphasis of GO TO 2040 is to maintain and modernize, the plan contains a handful of fiscally constrained major capital projects that will maximize regional benefits of mobility and economic development. 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).

### 4<sup>th</sup> Quarter Progress:

- Coordinated support for FASTLANE application for 75<sup>th</sup> St CIP project.

### 1<sup>st</sup> Quarter Objectives:

- Monitor FASTLANE/INFRA application for 75<sup>th</sup> St. CIP project.
- Monitor progress of major capital projects.

## Reasonably Expected Revenues Implementation

**Project Manager:** Lindsay Hollander and Alex Beata

**Team:** Elam, Ihnchak, Kotarac, Schuh, Smith, Weil, and other staff as necessary

**Description:** Lack of transportation funding for the state and region remains a critical problem. The financial planning process for ON TO 2050 has highlighted the growing gap between system needs and available revenues. ON TO 2050 will recommend a set of reasonably expected revenues for the region. This project will explore strategies to implement state, regional, and local revenues, including legislative changes, additional research and educational materials, key partnerships, and other support needs. The project will require input from staff across the agency to identify internal resources and key partners. The project will involve strong stakeholder collaboration and feedback, and produce a prioritized set of next steps to advance transportation revenue options as identified in the draft financial plan.

**Products and key dates:** Scope (December 2017). Revenue action plans (March-June 2018)



### 1<sup>st</sup> Quarter Objectives:

- Begin developing scope.

## Freight Plan and Policy Development/Regional Strategic Freight Direction

**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).

### 4<sup>th</sup> Quarter Progress:

- Developed materials and held Freight Committee meeting in May. Reviewed Regional Strategic Freight Direction topics, particularly those related to environmental justice concerns and federal transportation programming.



- Shared other Regional Strategic Freight Direction topics with CMAP Environment and Natural Resources Committee, Land Use Committee, and Transportation Committee.
- Revised draft of Regional Strategic Freight Direction sections and conducted further internal review.
- Reviewed peer states for practices in designating state and local truck routes.
- Compiled and reviewed local freight-related land use plans in major regional freight land use clusters. Mapped areas planned for industrial development in the region and analyzed high-level planning concerns and strategies.

#### **1<sup>st</sup> Quarter Objectives:**

- Complete internal review of Regional Strategic Freight Direction and begin to share externally.
- CMAP committee and stakeholder outreach of Regional Strategic Freight Direction sections, including presentation on local freight planning topics to County Planning Directors.

## **Freight Policy Implementation**

**Project Manager:** Alex Beata

**Team:** Elam, Murtha, Schuh, Tineh, Kotarac

**Description:** This project supports implementation of the policy agenda identified in the Regional Strategic Freight Direction, specifically focused on opportunities related to (1) infrastructure projects, (2) local planning efforts, and (3) ongoing assistance to prior freight-planning efforts. Infrastructure projects would include competitive federal funding opportunities, regionally significant projects, and major freight facility development proposals.

#### **Products and key dates:**

- Develop internal strategy memo to prioritize staff resources on freight policy implementation (March 2018).
- Monitor and support freight-related infrastructure projects (ongoing).
- Encourage freight-related LTA program applications for FY 2019 call for projects (June 2018).

Provide ongoing assistance to past freight-related LTA projects, as well as state and local freight-planning efforts conducted by partners (ongoing).



### **1<sup>st</sup> Quarter Objectives:**

- Continue to monitor freight-related policy developments at federal, state, and regional levels.

## **AREA 2: Regional Economy**

### **Regional Economic Indicators**

**Project Manager:** Simone Weil/Austen Edwards

**Staff:** Cooke

**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.

### **4<sup>th</sup> Quarter Progress:**

- Published new data for cluster indicator update.
- Published new data for trends indicator update.
- Gathered data for innovation indicator update.
- Shared data and analysis with interested stakeholders including ED committee.
- Published Policy Updates on population and socioeconomic shifts in the region.

### **1<sup>st</sup> Quarter Objectives:**

- Publish new data for innovation indicator update.
- Scope and draft Policy Update on business research and development investment.



## Metropolitan Chicago's Traded Clusters

**Project Manager:** Simone Weil

**Team:** Cooke, Edwards

**Description:** GO TO 2040 called for CMAP to continue analysis of the region's industry clusters. The ON TO 2050 Regional Clusters and Economy snapshot in FY17 applied the U.S. Clustermapping Projects traded and local clusters. This report will further CMAP's understanding of traded clusters, identifying challenges and opportunities related to infrastructure, innovation, and changing skills required of the workforce. The analysis will include examination of the region's traded clusters including service sector industries, freight and logistics clusters, and manufacturing industries.

**Products and Key Dates:** Final report (October 2018).

### 1<sup>st</sup> Quarter Objectives:

- Conduct background research.
- Draft scope and timeline.

## National Economic Development and Innovation Policy Updates

**Manager:** Simone Weil

**Team:** Cooke, Edwards, Luo

**Description:** This series of policy updates will examine national best practices in improving regional economic development practices, foster innovation, and address evolving workforce development needs. Topics will include an updated analysis of economic development incentive governance in other states, federal and state innovation programs, and regional workforce development efforts.

**Products and Key Dates:** Quarterly.

### 1<sup>st</sup> Quarter Objectives:

- Select topics for FY18 series.
- Draft and publish one policy update.



## 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).

### 4<sup>th</sup> Quarter Progress:

- Finalized graphics.

### 1<sup>st</sup> Quarter Objectives:

- Finalize text draft.
- Release draft and share with partners.

## 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).

### 4<sup>th</sup> Quarter Progress:

- Developed policy updates on population change by age, socioeconomic shifts, and planning for climate resilience at the local level.





### **1<sup>st</sup> Quarter Objectives:**

- Publish socioeconomic shifts and climate policy updates.
- Draft a policy update series on commute patterns of economically disconnected areas and regional and local scale policy recommendations.
- 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.

### **4<sup>th</sup> Quarter Progress:**

- Continued processing regional property value and taxation data.
- Published policy update on local government consolidation.

### **1<sup>st</sup> 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:** 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).

## 4<sup>th</sup> Quarter Progress:

- Consultant worked with jurisdictions to obtain data on transportation improvements and costs.
- Conducted research on multijurisdictional issues of transportation improvements and developments.

## 1<sup>st</sup> Quarter Objectives:

- Consultant continues data collection.
- Use data submitted by consultant and data outputs from the travel model to complete analysis of roadway utilization and costs associated with each agglomeration.
- Continue research on multijurisdictional issues of transportation improvements and development.
- Complete draft of paper.

# Municipal Annexation Policy Analysis

**Project Manager:** Lindsay Hollander

**Team:** Beck, Carlisle

**Description:** As an outgrowth of previous CMAP work analyzing developments at the outer edge of the region through the Lands in Transition strategy paper as well as unincorporated areas within already developed areas of the region, staff will analyze municipal annexation



policy. Staff will explore municipal annexation issues through both rural area and built-out community contexts. Topics may include annexation processes and policies, fiscal impacts, alternatives to annexation such as boundary or infrastructure agreements, and possible policy recommendations. The analysis may be published as a memorandum(s) or white paper.

**Products and Key Dates:** Scope (December 2017), final deliverable (June 2018).

**1<sup>st</sup> Quarter Objectives:**

- None, scope will be completed during 2<sup>nd</sup> quarter.

## **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).



#### 4<sup>th</sup> Quarter Progress:

- Met with 20 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.
- Coordinate with Sen. Mc Connaughay on legislative strategy to best implement the HB2538 (CMAP Live Streaming bill).
- Staff hosted a legislative forum in Springfield on May 11<sup>th</sup> which was attended by 15 members of the General Assembly and eight caucus staffers. There were representatives from all four caucuses.
- Hosted CMAP Legislative Working Group meeting with our stakeholders and partners on April 12<sup>th</sup> to discuss impasse impacts and individual legislative initiatives.
- Staff continued to track legislative activities, paying close attention to the state budget process.

#### 1<sup>st</sup> Quarter Objectives:

- Continue to meet in district 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 legislative tracking activities.
- Convene a meeting of the CMAP legislative working group to follow up on session outcomes and initiatives for Veto and 2018 Spring Session.
- Develop the fall legislative forum content and format.
- Begin review and updates to the State Principles and Agenda documents for Spring 2018 legislative session.

## 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).

**4<sup>th</sup> 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.

## **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).

**4<sup>th</sup> Quarter Progress:**

- MPO Repeal Bill signed into law May 2017.
- Provided technical assistance on FY 17 Appropriations bills in the U.S. House and Senate.



- Policy update on freight bill introduced in Congress.
- Met with IL Delegation staff and Members regarding CMAP Federal Legislative Agenda priorities.

#### **1<sup>st</sup> Quarter Objectives:**

- Complete scoping for Congressional Delegation District Directors meeting at CMAP.
- Craft comments with AMPO and NARC in response to DOT request for regulatory streamlining proposals.
- Monitor FY 18 appropriations bills.
- 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).

#### **4<sup>th</sup> 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 CY 2017 meeting schedule



## 1<sup>st</sup> 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.

**4<sup>th</sup> Quarter Progress:**

- Together with Outreach and Plan development staff have executed communications strategy around the Alternative Futures public engagement period including:
  - Media outreach, including meetings with the editorial boards of the Chicago Tribune and Daily Herald as well as successfully pitched stories in local TV, radio, and print outlets.
  - Execution of three Alternative Futures forums.
  - Strategic and continual promotion of each Alternative Future via multiple online channels including the CMAP website, CMAP Weekly Update, and social media accounts.
- Supported release of draft ON TO 2050 Preview Document for public comment.
- Supported release of two ON TO 2050 Strategy papers: Expanding Housing Choice and Reinvestment and Infill.
- Supported release of one ON TO 2050 Snapshot report: Freight System: Leading the way.
- Began Phase 1 of ON TO 2050 Urban Design and Visual Asset Development project.
- Received initial proofs of ON TO 2050 photo collection.
- With consultants, began upgrade of CMAP website to newest version of Liferay CMS and template and content “cleanup” in preparation of ON TO 2050 draft plan launch in late spring of 2018.

**1<sup>st</sup> Quarter Objectives:**

- Produce and release final, designed version of ON TO 2050 Preview Document.
- Produce and release multiple ON TO 2050 snapshots and strategy papers, including reports on inclusive growth, infill and transit oriented development, lands in transition, the highway system, non-motorized transportation, and water resources.
- Support Outreach staff in preparation for final Alternative Futures forums on transformed economy and constrained resources.
- Continue to strategically deploy interactive web infographics to support both ON TO 2050 deliverables and Alternative Futures topics.





- Continue development work on the CMAP website to prepare for plan contents and launch in FY19.

## 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:** Prepare public engagement portions of plan preview (August 2017); begin drafting of public engagement report for ON TO 2050. Organize and implement Alternative Futures Forum Series (July, August 2017). Ongoing stakeholder and partner engagement.

### 4<sup>th</sup> Quarter Progress:

- Implemented broad public engagement strategy to support Alternative Futures phase of ON TO 2050 development.
- Coordinated and attended over 60 workshops and other events, including farmers' markets, community fairs and festivals.
- Deployed 20+ iPad Pro survey kiosks to rotating locations throughout the region.
- Assisted with development of and logistics for the 2050 Big Ideas Forum series (April: Changed Climate; May: Walkable Communities; June: Innovative Transportation; July: Transformed Economy; and August: Constrained Resources).
- Implemented the 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.
- Supported LTA ON TO 2050 outreach to municipal partners.



### 1<sup>st</sup> 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 rotation of Alternative Futures kiosks, monitor data generated by the kiosks.
- Collect, compile, and report on data from outreach events, including workshops, kiosks, MetroQuest, email submissions, and online surveys.
- Continue public engagement grant program; monitor partner organizations' planning and events; support partner organizations' initiatives.
- 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, H. Beata, Murdock, Weiskind, and other relevant staff

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

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

### 4<sup>th</sup> Quarter Progress:

- Finalized plan concept, principles, and framework.
- Drafted structural concept and annotated outline for the Land Use section.



### 1<sup>st</sup> Quarter Objectives:

- Defer to FY 18 Plan Development project.

## AREA 2: Analysis and Strategy Development

### Alternative Futures Scenario Development

**Project Managers:** Kristin Ihnchak, Liz Schuh

**Team:** Fassett Smith, Grover, Heither, Irvin, Patronsky, 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).

### 4<sup>th</sup> Quarter Progress:

- Finalized memo and MetroQuest surveys for the Walkable Communities, Transformed Economy, Constrained Resources, and Innovative Technology Futures. Published per the Alternative Futures schedule.
- Presented draft memos to CMAP working committees for 3 futures.
- Worked with Communications and Outreach to develop and host the Walkable Communities, Innovative Transportation, and Climate Resilience Futures. Obtained panelists and moderators for the Transformed Economy and Constrained Resources futures.
- Monitored MetroQuest survey results and developed strategies to increase participation from stakeholders.
- Worked with Outreach and Communications to provide materials as needed for engagement period.



### 1<sup>st</sup> Quarter Objectives:

- Prioritize and explore cross-cutting strategies across each future.
- Analyze results from MetroQuest surveys and generate stakeholder participation.
- Assist with forums and other outreach and media strategy as necessary.

## Plan Development

**Project Managers:** Kristin Ihnchak, Liz Schuh

**Team:** Beata, Beck, Day, Elam, Irvin, Hollander, Weil, Dean, Fassett Smith, Garritano, Grover, and other relevant staff

**Description:** This project will synthesize the substantial research, analysis, and stakeholder feedback collected over the last several years into a draft plan, due to be released for public comment in June 2018. CMAP staff will actively engage committees and stakeholders in development of final recommendations. Since the plan will be presented primarily on the web, in addition to a secondary printed document, this project will also develop the website and print formats of the plan.

**Products and Key Dates:** Annotated plan outline and identification of core components (September 2017). Internal draft plan elements (Feb-April 2018). Internal near term ON TO 2050 implementation plan (March 2018).

### 1<sup>st</sup> Quarter Objectives:

- Draft annotated outlines for the five major topical sections of the plan (land use, environment, economy, transportation, governance) and circulate for internal review.
- Work with the communications team to strategize web format and structure that supports the needs of ON TO 2050 content.

## 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)
  - 4<sup>th</sup> Quarter Progress:**
    - Project completed.
  - 1<sup>st</sup> Quarter Objectives:**
    - Present findings as requested.
- **Highway network and trends** (Elam, D. Ferguson, Murtha; August 2017)
  - 4<sup>th</sup> Quarter Progress:**
    - Completed internal review of snapshot report.
  - 1<sup>st</sup> Quarter Objectives:**
    - Complete text and publish as whitepaper.
- **Demographic trends** (Ihnchak, Cruise, R. Lopez; November 2016)
  - 4<sup>th</sup> Quarter Progress:**
    - Project completed.
  - 1<sup>st</sup> Quarter Objectives:**
    - Present findings as requested.
- **Freight system trends** (Beata, Murdock, Murtha, Oo; April 2017)
  - 4<sup>th</sup> Quarter Progress:**
    - Project published in May 2017.
  - 1<sup>st</sup> Quarter Objectives:**
    - Present findings as requested.
- **Infill and Transit-Oriented Development (TOD) trends** (Schuh, Menninger, Tineh; August 2017)
  - 4<sup>th</sup> Quarter Progress:**
    - Finalized content and began layout process.
  - 1<sup>st</sup> Quarter Objectives:**
    - Publish report.
    - Present findings to Land Use and Environment & Natural Resources committees, and to other entities as requested.



- **Transit system and trends** (Menninger, Elam, Irvin; October 2017)
  - 4<sup>th</sup> Quarter Progress:**
    - Refined visualizations and data analysis.
    - Completed first draft.
  - 1<sup>st</sup> Quarter Objectives:**
    - Revise and finalize draft to incorporate Service Board and internal feedback.
    - Work with communications team to make substantial progress on graphics and layout.
  
- **Local governance and tax policy trends** (Weil, Hollander, New Policy Hire; TBD)
  - 4<sup>th</sup> Quarter Progress:**
    - Project deferred for other ON TO 2050 priorities.
  - 1<sup>st</sup> Quarter Objectives:**
    - Project deferred for other ON TO 2050 priorities.
  
- **Local food** (Daly, Navota; August 2017)
  - 4<sup>th</sup> Quarter Progress:**
    - Sent revised draft to executive team for review.
    - Presented findings to the ENR Working Committee.
    - Worked with communications staff to finalize graphics.
  - 1<sup>st</sup> Quarter Objectives:**
    - Work with communications to finalize report.
  
- **Non-motorized transportation** (Bayley, Daly, O'Neal; October 2017)
  - 4<sup>th</sup> Quarter Progress:**
    - Presented NMT at Fox Valley GreenTown conference 4/27, Land Use Committee 5/17, Transport Chicago conference 6/9, McHenry County Active Communities Forum 6/16.
    - Completed Walkability analysis with help from R & A team and RTA walkshed analysis.
    - Completed draft document and sent to executive team for review.
  - 1<sup>st</sup> Quarter Objectives:**
    - Begin working with communications team on graphics and final report layout.
  
- **Natural resources trends** (Patton, Daly, Beck, Navota, Irvin; January 2018)
  - 4<sup>th</sup> Quarter Progress:**
    - Completed climate and land resources research, continued water trends research.
    - Completed draft sections for climate and land resources.



### **1<sup>st</sup> Quarter Objectives:**

- Complete water trends research.
- Present findings to the Environment and Natural Resources Committee.
- Complete draft report for review by the Environment and Natural Resources Committee.
- **Placemaking trends** (Bogges, Ihnchak, Lopez; December 2017)

### **4<sup>th</sup> Quarter Progress:**

- Created advisory group to inform development of placemaking memo.
- Held first advisory group meeting to review scope of work, define placemaking, and identify potential case studies.
- Presented scope of work to the Land Use Committee at their April 19 meeting.
- Developed engagement strategy and project web page. Collected local case studies according to elements of the placemaking definition.

### **1<sup>st</sup> Quarter Objectives:**

- Work with advisory group to identify recommendations. Refine vision statement, draft public engagement outcomes memo, and develop annotated outline of snapshot.
- Begin drafting snapshot.

## **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; November 2016)
  - 4<sup>th</sup> Quarter Progress:**
    - Project is complete; presented findings to CMAP Planning Committee.
  - 1<sup>st</sup> Quarter Objectives:**
    - Present findings as requested.
  
- **Reinvestment and infill strategies** (Manno, Scott; July 2017)
  - 4<sup>th</sup> Quarter Progress:**
    - Project is complete. Paper finalized and published on June 7, 2017.
  
- **Climate resilience** (Ihnchak, Patton; November 2016)
  - 4<sup>th</sup> Quarter Progress:**
    - Project is complete.
  - 1<sup>st</sup> Quarter Objectives:**
    - Present findings as requested.
  
- **Highway Operations** (Bozic; November 2016)
  - 4<sup>th</sup> Quarter Progress:**
    - Project is complete.
  - 1<sup>st</sup> Quarter Objectives:**
    - Present findings as requested.
  
- **Transit Modernization** (Menninger, Irvin, Elam; October 2017)
  - 4<sup>th</sup> Quarter Progress:**
    - Completed first draft.
  - 1<sup>st</sup> Quarter Objectives:**
    - Refine first draft and circulate for internal review.
    - Present to transportation committee and finalize.
  
- **Inclusive growth** (Scott, Tineh, Irvin; July 2017)
  - 4<sup>th</sup> Quarter Progress:**
    - Completed drafting and internal review, initiated Communications review.
  - 1<sup>st</sup> Quarter Objectives:**
    - Publish strategy paper at Future of Economic Opportunity Alternative Futures forum 7/19.





- **Housing supply and affordability** (Burch, Jarr; May 2017)
  - 4<sup>th</sup> Quarter Progress:**
    - The final strategy paper was published in May.
    - Developed framework for recommend housing supply and affordability indicator.
  - 1<sup>st</sup> Quarter Objectives:**
    - Develop indicator memo in conjunction with Reinvestment and Lands In Transition.
  
- **Transportation technology** (Irvin, Beata, Murtha; August 2017)
  - 4<sup>th</sup> Quarter Progress:**
    - Edited consultant report, draft undergoing internal review.
  - 1<sup>st</sup> Quarter Objectives:**
    - Finalize strategy paper.
  
- **Lands in transition** (Beck, Daly, Patton, Navota; July 2017)
  - 4<sup>th</sup> Quarter Progress:**
    - Drafted the strategy paper.
    - Solicited feedback from resource group, staff, and CMAP working committees.
    - Finalized paper and sent to Communications for review and formatting.
  - 1<sup>st</sup> Quarter Objectives:**
    - Finalize the strategy paper.
  
- **Asset Management** (Murtha, Elam; December 2017)
  - 4<sup>th</sup> Quarter Progress:**
    - Restarted discussions regarding asset management in the context of Surface Transportation Program funding discussions.
  - 1<sup>st</sup> Quarter Objectives:**
    - Prepare ON TO 2050 recommendations for asset management and target setting.
  
- **Water** (Navota, Beck, Hudson; July 2017)
  - 4<sup>th</sup> Quarter Progress:**
    - Completed draft strategy paper.
    - Presented policy directions with ENR committee in June.
    - Requested review / comments on draft paper from ENR, internal / core team, and external partners.
    - Finalized paper and sent to Comms for review and formatting.



#### **1<sup>st</sup> Quarter Objectives:**

- Finalize and publish strategy paper.
- **Municipal capacity** (Day, Hollander; October 2017)

#### **4<sup>th</sup> Quarter Progress:**

- Completed Consolidation and infrastructure memos. Convened Economic Development and Municipal Capacity focus groups. Worked with MPC to develop strategies and draft the Strategy Paper outline.
- Convened fifth Resource Group meeting to review memos and SP outline.
- Developed questions relevant to draft capacity-building strategies and coordinated their inclusion in ON TO 2050 Municipal Outreach workshops.
- Began drafting the strategy paper.

#### **1<sup>st</sup> Quarter Objectives:**

- Prepare draft Strategy Paper and distribute draft Strategy Paper to key stakeholders for feedback.
  - Convene fifth, final Resource Group meeting, present draft Strategy Paper for discussion.
  - Review ON TO 2050 Municipal Outreach notes and convene focus group of CMAP staff facilitators to assess feedback on draft strategies.
  - Finalize Strategy Paper and send to Comms for review.
- **Stormwater** (Beck, Evasic, Navota; December 2017)

#### **4<sup>th</sup> Quarter Progress:**

- Drafted memos on the causes and impacts of flooding, solicited feedback from ENR committee and selected stakeholders.
- Developing regional flooding susceptibility indexes with review by consultant.
- Conducted meeting with MWRD, USACE, City of Chicago, and county representatives to receive feedback on regional flooding susceptibility indexes.
- Prepared draft policy directions and presented to the Environment and Natural Resources Working Committee.

#### **1<sup>st</sup> Quarter Objectives:**

- Conduct meetings with Illinois State Water Survey, Midwest Regional Climate Center, and Calumet Stormwater Collaborative to receive feedback on regional flooding susceptibility indexes. Finalize regional flooding susceptibility indexes based on continued engagement with experts.
- Prepare draft Strategy Paper. Distribute to key stakeholders and CMAP working committees for feedback.



- **Regional economic cluster analysis** (Weil, new policy hire, Hughes; N/A)
  - 4<sup>th</sup> Quarter Progress:**
    - Project deferred for other ON TO 2050 priorities.
  - 1<sup>st</sup> Quarter Objectives:**
    - Project deferred for other ON TO 2050 priorities.
  
- **Economic resilience** (Weil, Edwards; September 2017)
  - 4<sup>th</sup> Quarter Progress:**
    - Finalized literature review.
    - Conducted stakeholder interviews.
    - Presented initial findings to Economic Development Committee.
  - 1<sup>st</sup> Quarter Objectives:**
    - Complete stakeholder interviews and research.
    - Finalize drafts.
    - Present drafts to the Economic Development Committee.
  
- **Disinvested areas** (Scott, Burch, Manno; June 2017)
  - 4<sup>th</sup> Quarter Progress:**
    - Project on hold pending completion of related strategy papers (reinvestment and infill; inclusive growth; and housing supply and affordability).
  - 1<sup>st</sup> Quarter Objectives:**
    - Complete spatial analysis of characteristics of disinvestment for the layers project.
  
- **Energy** (Patton; June 2017)
  - 4<sup>th</sup> Quarter Progress:**
    - Held final, summary working group session to review strategies.
    - Presented strategies to the Environment and Natural Resources Committee.
    - Foresight Design Initiative submitted final draft for review.
  - 1<sup>st</sup> Quarter Objectives:**
    - Finalize and publish strategy paper.
    - Present Findings as requested.
  
- **Public health** (Lopez; December 2017)
  - 4<sup>th</sup> Quarter Progress:**
    - Presented project scope to the Environmental and Natural Resource Committee.
    - Held Resource Group meeting 2 to discuss related ON TO 2050 strategies. Held Resource Group meeting 3 to review partners' plans, finalize vision for Health in



ON TO 2050, and collect input on health barriers. Convened listening meeting with immigrant community advocates (June 6).

- Created draft of paper outline. Outlined health related strategies from complete/near complete OT250 strategy papers.
- Completed assessment of partners' plans to identify overlap, gaps, and opportunities. Completed peer MPO assessment.

**1<sup>st</sup> Quarter Objectives:**

- Convene listening meeting with health equity professionals (July 12). Host Planning for Health Roundtable (July 27). Present to CMAP Transportation Committee (Aug. 4).
- Convene Resource Group to develop draft strategies (July 19) and review draft strategies (Sept. 6). Complete public and stakeholder engagement.
- Convene Housing and Human and Community Development Joint meeting (Sept. 11) focused on public health.

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.

**4<sup>th</sup> Quarter Progress:**

- Drafted ON TO 2050 Preview report and circulated for committee and stakeholder feedback.
- Released the report for public comment on June 19<sup>th</sup>.
- Began first phase of CMAP committee review.

**1<sup>st</sup> Quarter Objectives:**

- Complete presentations to CMAP committees and interested stakeholders.
- Compile and summarize public feedback, edit the Preview Report as appropriate.
- Circulate revised report to stakeholders and committees and present to all committees.
- Prepare report for CMAP Board and MPO Policy Committee approval discussion and adoption in Q2.

**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:** Bayley, Daly, Patronsky, Vernon, 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).

#### **4<sup>th</sup> Quarter Progress:**

- As part of ON TO 2050 Municipal Workshops in 145 communities with over 400 participants, solicited feedback on Conservation Areas layer and Locally Identified Mixed-Use Areas layer
- Held layers topic area meetings to prioritize layers work.

#### **1<sup>st</sup> Quarter Objectives:**

- Complete a draft Story Map using layers data to communicate plan policy direction.
- Finalize list of layers to be developed and begin work on developing other story map layers.

## **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).



#### **4<sup>th</sup> Quarter Progress:**

- Continued evaluating transit projects in collaboration with RTA.
- Completed highway project evaluation.

#### **1<sup>st</sup> Quarter Objectives:**

- Complete evaluation and draft report.

## **Financial Plan Development**

**Project Manager:** Lindsay Hollander

**Team:** Beata, Elam, 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.

#### **4<sup>th</sup> Quarter Progress:**

- Presented reasonably expected revenue options to various CMAP committees.
- Revised revenue and expenditure forecasts.

#### **1<sup>st</sup> Quarter Objectives:**

- Conduct outreach with stakeholders on revised forecasts.
- Plan a forum to discuss financial plan priorities with stakeholders.
- Finalize allocation category definitions.



# 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).

### 4<sup>th</sup> Quarter Progress:

- Final version of regional forecast report delivered; data summaries and report posted on the CMAP Data Hub.
- Local allocation draft results generated for regionally-significant project evaluation after incorporating county planner feedback.
- Further review of tool calculations and output to better understand cause-and-effect of input modifications, in preparation for final run of tool in Q4.

### 1<sup>st</sup> Quarter Objectives:

- Work with Plan managers to determine communication strategies for both regional and local allocation forecast results.
- Receive final version of tool and documentation.
- Continue intensive efforts to collect up-to-date development information to help guide near-term growth assumptions. Respond to stakeholder feedback on request.



## 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).

### 4<sup>th</sup> Quarter Progress:

- Updated one GO TO 2040 indicator (Share of New Development Occurring within the Existing Municipal Envelope).
- Compiled preliminary list of GO TO 2040 indicators to carry forward for ON TO 2050 (with or without modification) – 28 of 38 plan indicators and kindred indicators will likely be kept in some form.
- Completed a draft Indicator Refinement Memo describing a proposed set of transportation-related indicators (existing or new) for ON TO 2050.

### 1<sup>st</sup> Quarter Objectives:

- Complete draft Indicator Refinement Memo for land use indicators. Begin Indicator Refinement Memo for economic indicators.
- Begin soliciting committee feedback on draft Indicator Refinement Memos.
- Continue updates of GO TO 2040 indicators that will likely be carried forward into ON TO 2050 in their current form, as data releases become available.

## Long Range Plan Data and Tool Development

**Project Manager:** Zachary Vernon

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

**Description:** This project 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).

#### 4<sup>th</sup> Quarter Progress:

- Coordinated posting of Freight System Snapshot data on CMAP Data Hub.
- Coordinated with project lead to prepare tabular data for the Infill/TOD Snapshot.
- Completed analysis for FY17 Q4 deliverables:
  - Reinvestment and Infill Strategy Paper
    - Generated LEHD workflow data summaries for selected Economically Disadvantaged Areas.
  - Stormwater Strategy Paper
    - Developed and implemented draft approach to create regional Flood Susceptibility indexes.
    - Presented approach/results to county stormwater leaders, Army Corps of Engineers, MWRD, and City of Chicago staff.

#### 1<sup>st</sup> Quarter Objectives:

- Complete analysis for FY18 Q1 deliverables.
- Coordinate release of tabular data from Q1 Snapshots on Data Sharing Hub.
- Meet with managers with FY18 Q1 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 and Katanya Raby-Henry

**Team:** Cambray, Catalan, Grover, Harris, 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).

### 4<sup>th</sup> Quarter Progress:

- Sent Q4 Municipal Matters newsletter featuring stormwater management resources, the LTA call for projects, and Alternative Futures.
- Developed supporting and promotional materials for LTA call for projects including postcards and online registration.
- Continued to meet regularly with LTA staff and create individual plans for ongoing LTA projects to organize communications, outreach, social media, and media support.
- Edited final drafts of the Franklin Park Comprehensive Plan and Hampshire Planning Priorities Report.
- Obtained news coverage for several LTA projects including: the LTA Call for Projects, the Franklin Park Comprehensive Plan, the Berwyn Zoning Code, the Chinatown Community Vision Plan, the Joliet Correctional Center Redevelopment plan, the Arlington Heights Bicycle and Pedestrian Plan, the North Lawndale Neighborhood Plan, Aurora Downtown Master Plan, and the Des Plaines Comprehensive Plan.

### 1<sup>st</sup> Quarter Objectives:

- Plan to promote projects selected through the LTA Call for Projects.



- Work with LTA staff to reorganize the way projects are listed on the CMAP website so they are mapped by location or project type.
- 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.
- Continue providing ongoing support for the development of MetroQuest sites.

## **Policy and Programming Communications and Outreach Support**

**Project Manager:** Mandy Burrell Booth and Cindy Cambray

**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 (ongoing). 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).

### **4<sup>th</sup> Quarter Progress:**

- Supported release and promotion of Policy Updates on numerous topics, including revenue trends for regional transportation funding; the omnibus FY17 appropriations bill; consolidation and open space measures in the April suburban elections; the repeal of the MPO consolidation rule; the White House's proposed FY18 budget; considerations and practices of local government consolidation; the threat of an IDOT shutdown; and an examination of regional population change by race, income and age.
- Developed a tri-fold brochure and website content for the Expressway Vision project.
- Created a new brand and promotional postcard for My Daily Travel, the regional household travel survey. Advised consultants on the website and outreach strategy.



- Supported staff in developing engaging materials for legislators for the May Springfield drive-down.
- Completed updates to the Trends section of the Regional Economic Indicators microsite.

#### **1<sup>st</sup> Quarter Objectives:**

- Support continued production of Policy Updates.
- Complete updates to the Innovation section of the Regional Economic Indicators microsite.
- Begin developing a communications strategy for the Expressway Vision.
- Continue supporting early promotion of the My Daily Travel survey.

## **ON TO 2050 Launch Communications Strategy**

**Project Manager:** Mandy Burrell Booth

**Team:** Fassett Smith, Silverberg, Silberhorn, Ihnchak, Schuh, plus other relevant staff.

**Description:** As mentioned in the Plan Development section of this FY18 Budget and Work Plan, Communications staff will develop a communications strategy for the launch of ON TO 2050. This strategy will encompass the launch of the draft materials for public comment through the immediate post-launch period for the adopted plan in October 2018. This document will include messaging and publications required, as well as media strategy, and the launch event itself. It will also incorporate any project or funding announcements that coincide with launch.

**Products and Key Dates:** With agency leadership, determine a preferred launch date and location so that a reservation can be secured, a "save the date" announcement can be sent, and VIPs invited (August 2017). Develop a draft communications and outreach strategy (August through October 2017). Execute materials needed for draft plan communications (October through June 2018). Develop adopted plan communications and outreach strategy (November through June 2018).

#### **1<sup>st</sup> Quarter Objectives:**

- Complete the Alternative Futures forum series, with two successful forums in July and August.
- With agency leadership, determine a preferred launch date and location so that a reservation can be secured by August. Prepare a save the date to send in the fall, along with invitations to VIPs.



- Begin developing a draft communications and outreach strategy for the launch.

## External Talks

**Project Manager:** Jane Grover

**Team:** Kane, Fassett Smith, Garritano, McMahon, 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.

### 4<sup>th</sup> Quarter Progress:

- Executive Director Joe Szabo spoke at the following events:
  - Fox Valley Sustainability Network, 1st Annual Mayors Breakfast, April 27
  - Elmhurst College, Andrew Prinz Fellowship Chair, May 1
  - Northwestern University Transportation Center, May 3
  - Chicago Architecture Foundation's Corporate Leadership breakfast, June 1
- Deputy Executive Director Tom Kotarac and Elizabeth Irvin spoke at the Transportation Management Association of Lake County at its annual meeting on May 19.
- Executive Director continued to meet with legislators, and peer MPOs in Illinois and the Great Lakes Region on common planning and policy issues.

### 1<sup>st</sup> 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:** Support LTA outreach initiatives to municipal partners (ongoing). Cultivate private sector partnerships for continuing agency outreach (ongoing). Conduct engagement activities based on targeted list and supporting information (ongoing).

**4<sup>th</sup> Quarter Progress:** Expanded and deepened the agency's network of allies and advocates through extensive public engagement for ON TO 2050 Alternative Futures, including workshops and other events, and the Alternative Futures Forum Series. Coordinated outreach activities with Governmental Affairs, supported Springfield Legislators' forum. Staffed and reported on Councils of Government, Councils of Mayors meetings. Continued to build the agency's network to private sector allies through civic events.

**1<sup>st</sup> Quarter Objectives:** Continue expansion of CMAP's network of community organizations through implementation of public engagement for ON TO 2050 Alternative Futures. Present session at Illinois Municipal League conference on "Effective Public Engagement". Coordinate municipal outreach with LTA. 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](http://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).

#### 4<sup>th</sup> Quarter Progress:

- Met with representatives of the editorial board for the Chicago Tribune and Daily Herald resulting in two editorials supportive of ON TO 2050 engagement efforts:
  - [Planning for a new Chicagoland](#) (Chicago Tribune)
  - [Get 'wonky' to help shape your quality of life](#) (Daily Herald)
- Coverage related to Alternative Futures and ON TO 2050:
  - TV: [Now.Chicago: Chicago's Future](#) (WCIU)
  - Radio: [Wintrust Business Lunch, Wintrust Business Lunch: Chicago in 2050](#) (WGN); [Future of transit: How will driverless cars and other changes impact Chicago](#) (WBEZ)
  - Print: [CMAP: Federal housing programs won't fund walkable neighborhoods, If the future will be walkable, how do we make sure everyone benefits](#) (Chicago Streetsblog); [What should Chicago look like in 2050](#) (WTTW); [How better walkability could improve life across Chicago](#) (Chicago Tribune).
- Coverage for Policy: [Chicago metro area losing its families](#) (Crains); [Census data: Population loss in lower-income cities offsets growth in southern Lake County](#) (Lake County News); [Population decline now reaching into suburbs](#) (Daily Herald).
- Coverage for FLIP: [Chicago programs aim to lead minority youth to city planning](#) (Next City)
- Coverage related to LTA projects in the Daily Herald, Buffalo Grove Countryside, Aurora Beacon-News, Franklin Park Herald-Journal, My Suburban Life, Bugle Newspapers, the Arlington Heights Post, WTTW Chicago Tonight, Journal-Topics Newspapers, Lincolnshire Review and Berwyn News.



- Contributed multiple infographics and related text for the Daily Herald's yearly Book of Lists.
- Fielded media inquiries related to driverless cars, proposed federal and state budgets, freight, regional water supply and rates, regional economy, tourism, infrastructure needs, and Metra expansion and funding among other topics.
- **1<sup>st</sup> 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.

**4<sup>th</sup> Quarter Progress:** This project was converted to multiple design projects supporting Alternative Futures engagement and outreach.

**1<sup>st</sup> 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.

#### **4<sup>th</sup> Quarter Progress:**

- Completed multiple print and digital design projects in support of Alternative Futures, including brochures, postcards, programs, web banners, newsletter banners, forum materials, Powerpoint slides, and more.
- Supported or completed LTA plans or promotional materials for Bensenville, Berwyn, North Lawndale, Arlington Heights, Des Plaines, and Aurora.
- Completed ON TO 2050 Freight Snapshot. Completed covers for multiple ON TO 2050 Strategy Reports. Designed all graphics and cover for Inclusive Growth strategy paper.
- Completed ON TO 2050 Alternative Futures forum materials for Climate Change, Walkable Communities, and Innovative Transportation.
- Completed graphics and cover for the FY18 Budget and Work Plan.
- Completed updates of STP-L Expenditures booklet, CMAQ booklet, TIP Brochure.
- Completed graphics for nine Policy Updates.
- Continued development with CMAP consultants in design, production, and implementation of interactive web graphics.
- Continued development of CMAP infographics for regional economic indicators.

#### **1st Quarter Objectives:**

- Continue development of materials for Alternative Futures promotion around remaining topics in July and August.
- Complete full design of ON TO 2050 Preview Document, including some accompanying promotional pieces.
- Continue review and release of LTA reports.
- Complete design of ON TO 2050 Infill and TOD Snapshot and multiple Strategy paper covers.
- Develop covers for white papers and other ON TO 2050 deliverables.



- Complete design of FLIP materials, including programs, certificates, posters, handbooks, and newsletter banners.
- Continue design of graphics for Policy Updates and regional economic indicators.

## ON TO 2050 Imagery for Web and Print

**Project Manager:** Tom Garritano and Tina Fassett Smith

**Team:** Catalan-Sanchez, Apap, Burrell Booth, Silverberg, Silberhorn, plus other relevant staff.

**Description:** To create imagery that maximizes the impact of ON TO 2050 materials, CMAP staff will work with contractors for urban design (UrbanLab), design integration (Thirst), and photo/videography (Dave Burk Photography) produce a variety of visual assets for eventual inclusion in the plan website and printed materials. The firms will work closely with Plan Development and Communications staff to develop illustrations, photographs, renderings, videos, animations, and other graphics that help convey plan principles and priorities to engage key stakeholders and the general public. This project will coordinate with the Expressway Vision team to ensure consistently high-quality imagery.

**Products and Key Dates:** This project is divided into two phases, the first of which consists of a six-month exploration of plan concepts and principles (April through September 2017). The second phase (October 2017 through October 2018) will focus on the development of multiple types of visualizations, including conceptual renderings, animated photo-renderings, and videos. The final visualizations will be used to build excitement and awareness of the draft plan (spring 2018) and to promote implementation of the plan upon its adoption (October 2018).

### 1<sup>st</sup> Quarter Objectives:

- Complete Phase 1 of Urban Design project, including all topical meetings and delivery of limited visuals for use in the ON TO 2050 Preview Document.
- Complete branding and design of ON TO 2050 Preview Document and accompanying pieces.
- Integrate first round of photography into CMAP Photo Library and begin planning for Phase 2 of photography shoots.



## 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).

### 4<sup>th</sup> Quarter Progress:

- Began development of tagging system.
- Began finalizing the Adobe Bridge Guide.
- Continue to work with IT to make sure software is updated and trouble shoot storage testing.

### 1<sup>st</sup> Quarter Objectives:

- Schedule meetings with staff to begin Adobe Bridge testing for eventual photo library storage.
- Review Dave Burk's progress and provide feedback on delivered proofs.
- Finalize Adobe Bridge Guide and tagging system.
- Schedule a date for staff to demonstrate how to use Adobe Bridge and distribute the how to guide.



## 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).

### 4<sup>th</sup> Quarter Progress:

- Updated website to help with Alternative Futures promotion.
- Continued to work with vendors on prep for eventual upgrade to Liferay 7 and clean up of website templates to prepare for the new plan launch in 2018.
- Created interactive graphics for several of the Alternative Futures.
- 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.



### 1<sup>st</sup> Quarter Objectives:

- Continue work with consultants in upgrading to Liferay 7.
- 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.

## Digital Content Strategy and User Engagement

**Project Manager:** Melissa Silverberg and Joey-Lin Silberhorn

**Team:** Fassett Smith, Silberhorn, Catalan-Sanchez, Apap, plus other relevant staff.

**Description:** The CMAP website, along with its accounts on social media platforms Facebook and Twitter, represent the main avenues for any audience to engage with agency work. Communications staff will enhance this engagement by streamlining the look and navigation of the site in FY18, developing and executing promotional strategies based on agreed upon engagement goals, overseeing creation of online content that maximizes user awareness and interaction, collection of online user analytics, and refinement of future strategies based on those analytics. This will include completing an ongoing project to upgrade the website's content management system and to streamline page templates and overall site navigation. It will also include developing a comprehensive plan for launch of the online (and main) version of ON TO 2050, including plan organization and navigation, theme development, and content needs. Concurrently, Communications staff will work with department leads and subject matter experts to develop promotional strategies and content for the agency's ongoing work and efforts. Quarterly, communications staff will measure user engagement with the website, social media channels, and eblasts (Weekly Update, committee communications, others) to judge whether engagement goals have been met. Promotion strategies will be refined based on related analytics. Many projects will include management of CMAP's design and web consultants.

**Products and Key Dates:** Communications staff will work with design and web consults to streamline site templates and navigation (2<sup>nd</sup> Quarter, FY 18). Develop of promotional strategies and related content (ongoing). Collect user engagement and create reports on engagement efforts (quarterly).

### 1<sup>st</sup> Quarter Objectives:

- Launch a CMAP-branded Instagram account with consultant-taken photos.



- Plan for launch of a CMAP-branded blog in Q2.
- Begin regular production of a report on user engagement statistics for the website and social media.

## Contacts Management

**Project Manager:** Kelwin Harris

**Team:** Grover, Kane, Silberhorn, Cambray, 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 and implement upgrades to system as needed (On-Going).

### 4<sup>th</sup> Quarter Progress:

- Completed deployment of fully-functional CRM currently used to manage contacts, including Board and Committee communications and weekly e-mail distribution.
- Trained core staff representatives from respective departments.
- Prepared custom instructional User Guide for agency use.
- Created private group system to protect Media Contacts.
- Directed Communications and Outreach intern on updating system with new mailing list contacts.

### 1<sup>st</sup> Quarter Objectives:

- Deploy updates for further customization
- Train additional staff and department users, including LTA.
- Continue to 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.

### 4<sup>th</sup> Quarter Progress:

- Maintained ongoing “Activity Tracker” document of outreach targets, successful calendar dates for workshops and complete outreach activity.
- Maintained spreadsheet of new outreach prospects.
- Managed Communications and Outreach interns in inputting comments from notes taken at workshops “2017 Input Tracker” document.
- Prepared draft outreach summary for Outreach Leadership Team.

### 1<sup>st</sup> Quarter Objectives:

- Continue to maintain Input Tracker and Activity Tracker as it grows.
- Compile new data as Alternative Futures outreach commences, in preparation for summary reporting in fall 2017.
- Prepare outline of outreach activity from various methods of collecting data including: Workshop comments, Kiosk responses, MetroQuest data, Online Survey and Key Pad polling data.

## MetroQuest Administration and Content Management/Public Engagement Tools

**Project Manager:** Katanya Raby-Henry and Cindy Cambray

**Team:** Catalan, 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.

#### **4<sup>th</sup> Quarter Progress:**

- MetroQuest contract renewal (one option year remaining) is in progress for October 2017. The option year will be exercised through October of 2018.
- Continued to develop MetroQuest surveys for ON TO 2050 and Alternative Futures engagement as well as other LTA related engagement.
- LTA and other relevant staff received training on MetroQuest's Studio.
- Continued to seek learning opportunities for staff on related materials.

#### **1<sup>st</sup> Quarter Objectives:**

- Process request to exercise the option year extending the contract with MetroQuest through October 2018.
- Begin looking into options for online public engagement products for consideration after expiration of MetroQuest contract.
- Continue to utilize MetroQuest for Alternative Futures engagement.
- Continue to develop on-boarding process to help orient new staff on MetroQuest's functionality.
- Continue to seek learning opportunities for staff on related materials and products.
- Use keypad polling equipment (TurningPoint) for continued interactive outreach tool for public engagement.





## Future Leaders in Planning (FLIP)

**Project Manager:** Marisa Prasse and Katanya Raby-Henry

**Team:** Daly, Grover, 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).

### 4<sup>th</sup> Quarter Progress:

- Released FLIP application, updated FLIP webpage, and announced the call for applications.
- Continued meeting with core FLIP staff to finalize curriculum and field trip logistics.
- Made purchases including supplies, snacks, and other expenses. Submitted purchase requests for transportation.
- Received all documentation for FLIP students and confirmed their attendance at orientation and during the FLIP week.
- Recruited interns to help prepare for the arrival FLIP students.

### 1<sup>st</sup> Quarter Objectives:

- Finalize notebook, orientation program, and other documents.
- Finalize field trip logistics, food, and transportation.
- Prepare CMAP staff for the arrival of FLIP students.



- Successfully execute the FLIP Summer 2017 Program!
- Debrief with FLIP staff and interns.

## 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 and Method Refinement

**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).

#### 4<sup>th</sup> Quarter Progress:

- Complete the evaluating the CMAQ applications for potential air quality benefits and transportation impact criteria and TAP-L applications for how they complete the Regional Greenways and Trails Plan.
- Present the results of the evaluations to the Regional Transportation Operations Coalition and Bicycle-Pedestrian Task Force and seek their input on the applications.



- Held individual sponsor meetings with specific applicants.
- Began the process of developing the staff recommended program of CMAQ and TAP-L projects.

**1<sup>st</sup> Quarter Objectives:**

- Finalize the staff recommendation for the CMAQ and TAP-L program of projects.
- Present the staff recommended program to the Project Selection Committee and Transportation Committee for approval to release program for public comment.
- Release proposed program for public comment and make adjustments based upon the comments received.

## **A New Programming Framework for STP-L**

**Manager:** Tom Kotarac

**Team:** Elam, Dixon, Dobbs, D. Ferguson, Pietrowiak

**Description:** FHWA’s 2014 MPO certification review for CMAP found that the distribution of local Surface Transportation Program (STP-L) funds did not follow federal regulations. Furthermore, the agreement between the Council of Mayors and the City of Chicago on suballocation of STP-L is up for renewal. CMAP will provide staff support to a group composed of representatives from the Councils of Mayors, the City of Chicago, and the planning liaisons to develop a consensus approach to programming the funding that meets federal requirements and meets regional and local goals.

**Key Dates:** Approximately quarterly meetings (ongoing); approval of new framework by CMAP Board/MPO Policy Committee (October 2017).

**1<sup>st</sup> Quarter Objectives:**

- Present proposal to Council of Mayors Executive Committee.
- Hold one-on-one stakeholder meetings to assess concerns and present to individual Councils as requested.
- Draft memorandum of agreement.



## Establishment of Performance Targets

**Project Manager:** Jesse Elam

**Team:** Murtha, Frank, Menninger, D. Ferguson, Luo

**Description:** MAP-21 set out a new emphasis in the federal transportation program on achieving performance targets. The rule-makings implementing MAP-21's requirements were completed in spring 2017. This project will undertake numerous activities needed to comply with the rules, including calculating baseline performance, recommending targets for committee discussion, and modifying the TIP to include an estimate of how the region's investments will help make progress toward the targets. Additional methodological development is needed to tie investment to target achievement, particularly on transit asset condition, where staff may seek to work with RTA to revise its Capital Optimization Support Tool (COST) or develop a network-level scenario tool to compare the benefits of alternative investments.

**Products and Key Dates:** Set highway safety targets (February 2018); update transit asset condition targets (spring or summer 2018); calculate system performance measures (ongoing); refine methods of tying investment to target achievement (ongoing).

### 1<sup>st</sup> Quarter Objectives:

- In 4<sup>th</sup> Quarter, MPO Policy Committee and CMAP Board approved 2017 regional transit asset condition targets.
- Finalize trend and current year estimates for reliability measures and make initial estimate of peak hour excess delay measure.
- In discussion with RTA, determine appropriate approach to alternative investment.
- Begin drafting highway safety targets and memo for January MPO approval.

## Performance Monitoring

**Project Manager:** Tom Murtha/Todd Schmidt

**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 FY18 (September, 2017). Finalize list (October, 2017). Carry out data acquisition and processing (On-Going).

**4<sup>th</sup> Quarter Progress:**

- Continue integration of agency traffic data into the CMAP regional inventory.
- Initiated field data collection of motorist delay at highway-rail grade crossings and bicycle-pedestrian counts.

**1<sup>st</sup> Quarter Objectives:**

- Initiate analyses of newly available National Performance Measurement Research dataset.
- Begin traffic signal data collection from local municipalities.
- Complete integration of agency traffic signal data into the CMAP regional inventory.
- Initiate analyses of delays for motorists at highway-rail grade crossings.

## **Analysis of Emerging Issues in Transportation**

**Project Manager:** Elizabeth Irvin

**Team:** Bozic, Menninger, Weil

**Description:** In FY17, CMAP developed biennial estimates of vehicle miles driven for municipalities and census tracts for 2007-2015. This data can now be used in policy analyses of planning topics, including changes in travel behavior in transit oriented development areas, potential impacts of a vehicle miles traveled fee, and the effect of land use on travel behavior. This project will produce a series of research briefs or policy updates on these subjects. As automated vehicle technology comes closer to commercial adoption, decision-makers at local and regional levels are increasingly thinking about needed public sector investments in communications technology and other infrastructure to enable these technologies to achieve congestion reduction benefits. CMAP will use its data resources to help identify areas that are likely to see early autonomous vehicle deployment.

**Products and Key Dates:** Research briefs and policy updates on emerging transportation topics (ongoing).



### **1<sup>st</sup> Quarter Objectives:**

- Draft full scope for project, including topics, methods, and product list.
- Determine appropriate method to decode vehicle fuel efficiency from vehicle attribute information.

## **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).

### **4<sup>th</sup> Quarter Progress:**

- Completed TOPS-BC analysis for several operations strategies.
- Made initial estimates of the benefits of improving incident clearance time and crash reduction with SHRP2 L07 model.

### **1<sup>st</sup> Quarter Objectives:**

- Finalize operations strategies analysis.
- Run managed lanes analysis with ABM.
- Begin drafting report.

## **Transit Ridership Growth Study/Capacity Analysis**

**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 (May 2017). Final report (July 2017).

**4<sup>th</sup> Quarter Progress:**

- Completed infill station analysis.
- Finalized draft of Ridership Growth Study.

**1<sup>st</sup> Quarter Objectives:**

- Publish Ridership Growth Study.
- Outline Capacity Analysis Study.
- Identify critical data needs and begin data analysis.

## **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).

**4<sup>th</sup> Quarter Progress:**

- Project was complete. Moved on to regular updates of the status of planned facilities (integrated with performance monitoring).



## 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).

### 4<sup>th</sup> Quarter Progress:

- None.

### 1<sup>st</sup> Quarter Objectives:

- Initiate purchase process for new 2017 ATRI dataset to replace 2014 dataset. The 2017 dataset is expected to provide better location information (lat/long instead of subzone) and a larger sample of vehicles from which to draw conclusions.

## 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).

### 4<sup>th</sup> Quarter Progress:

- Continued drafting strategy paper.





- Presented work completed so far on safety paper to RTOC for feedback.

#### **1<sup>st</sup> Quarter Objectives:**

- Complete draft of paper.
- Update draft paper from internal staff comments.

## **Expressway Vision/Vision for the Northeastern Illinois Expressway System**

**Project Manager:** Jesse Elam and Tom Murtha

**Team:** Schmidt, Bozic, Beata, Luo, Irvin, Menninger, new policy hire

**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)

#### **4<sup>th</sup> Quarter Progress:**

- Completed working committee presentations regarding Vision goals.
- Completed consultant selection and executed contract.
- Held kickoff meeting with executive leadership.

#### **1<sup>st</sup> Quarter Objectives:**

- Hold first and second joint agency meetings.
- Continue partner outreach.
- Develop first draft of technical memo on trends and emerging strategies.



# 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).

#### **4<sup>th</sup> Quarter Progress:**

- **Development Database:** Continued review of subscription sources and news clips to update records. Scheduled local review meeting with Naperville and initiated local review research for Waukegan. Continued review of existing records to clean up older, incomplete records. Posted 4th quarter snapshot to Data Depot.
- **Employment:** Continued review and correction of 2015 ES-202 file. Worked on renewal of shared data agreement with IDES and request of post-2015 data.
- **Bikeways Inventory:** Greenways and Trails Plan layer within the BIS updated to reflect IDOT lettings through June, as well as to reflect the 2017 Chicago bike map.
- **LTA Archive:** Land Use Recommendations files were created for nine projects including Campton Hills, Algonquin, Calumet City and Chicago Heights. Identified 13 candidates for the Zoning archive; received input from zoning staff about projects' status and GIS files representing proposed district changes.
- **Historic Aerials Archive:** Summer interns hired; scanning/georeferencing the 1975 collection started.
- **Highway Traffic Signal Inventory:** Successfully transitioned from development to production with the incorporation of signal data records from all counties (except Kendall) plus CDOT.
- **Bike-Ped Count Database:** Also transitioned to production phase, with data entry commencing in late June.

#### **1<sup>st</sup> 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 (already scheduled) and Waukegan. Determine if other meetings need to be held. Continue input and data cleanup of NDD. Train NUPIP fellow on NDD data entry. Revise NDD data entry guide to reflect changes in data sources.
- **Employment:** Continue working on obtaining post-2015 data from IDES. Continue updates of 2015 data file until receipt of 2016 file. Generate final 2015 estimates by all geographies.



- LTA Archive: Continue with creation/revision of three adopted LTA project Land Use Recommendations. Assemble existing Proposed Zoning District datasets and determine format for final products.
- New Regional Map: Identify themes for inclusion in map and identify appropriate datasets that represent them.
- Historic Aerials Archive: Complete scanning/georeferencing of 1975 set. Work with I.T. to make this set and backlogged sets available on the Imagery Explorer.
- Highway Traffic Signal Inventory: Cleanup and incorporation of IDOT signal data into Inventory; obtain signal data from Kendall County.
- Bike-Ped Count Database: Continue importing data from bike-ped count spreadsheets.

## 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).

### 4<sup>th</sup> Quarter Progress:

- Internal Data Library: Updates in Q4 include new Assessor data from four counties, an updated regional municipal boundary file, and annual updates from IDOT (Illinois Highway Information System) and IDNR (Nature Preserves, T&E Species).



- External Data Requests/FOIA: Staff handled 39 external requests and four FOIA requests in Q4. Work continues on developing a searchable database of request abstracts.
- Data Sharing Hub: The 2050 regional forecast and summary report were posted on the Data Hub in Q4, as well as data accompanying the Freight System Snapshot Report and the raw data behind the latest round of Community Data Snapshots. I.T. has been actively working on the transition to the DKAN environment.

### **1<sup>st</sup> 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. Develop and deploy survey about Internal Data Library usage, summarize results, and compile list of potential changes/additions.
- External Data Requests/FOIA: Respond to/document external and FOIA requests as they arise.
- Data Sharing Hub: Add new datasets/update recurring datasets as they become available. Official switch over to DKAN-based version is scheduled to happen in Q1.

## **Regional Land Use Model Development**

**Project Manager:** David Clark

**Team:** Peterson, Heather, new Associate Analyst

**Description:** Initiate development of a land use model capable of generating localized estimates of forecast population and employment distribution based on market, accessibility, land use, and demographic factors while allowing for policy-based scenario testing. FY18 activity will center on the development of a Request for Proposals and the subsequent procurement process, followed by training of relevant staff and development or enhancement of necessary datasets (in coordination with Regional Inventories).

**Products and Key Dates:** Post RFP (November 2017); evaluate proposals and select vendor (February 2018). Training, testing and data development (March 2018 – into FY19).

### **1<sup>st</sup> Quarter Objectives:**

- Attend MPO modelers' conference (DRCOG), August.
- Complete long-term scope for land use modeling at CMAP.



- Begin to develop Request for Proposals.

## 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).

### 4<sup>th</sup> Quarter Progress:

- Activity-Based Model:
  - Finalized ABM generalized cost toll setup and developed scripts to validate the model results to demonstrate they are reasonable.
  - Developed a 2015 base year model setup for the ABM. Updated the necessary input files and developed new scripts to automate the creation of these files. These activities are necessary preparatory work to support modeling managed lanes projects.
  - Completed procedures implementing subzone-level household income control values from CMAP's socio-economic forecast file on the distribution of households created by the population synthesizer. Finalized procedures to develop a necessary person attribute file consistent with the synthetic households.



- Freight forecasting:
  - Closed-out the consultant contract calibrating and validating the freight model. Consultant completed the calibration of the model choice model used to estimate shippers' choices, completed validation of the model output commodity flows and performed sensitivity analysis of the model by testing some alternative scenarios. The final model code, task documents and validation scripts were received by CMAP. Consultant delivered improved model code that runs in much less time and provides better results.
  - Staff implemented a number of updates to the modeling procedures including adding pipelines to the model freight network and incorporating their transport costs, adding improved logic on how the procedures handle cross-country rail shipments and accounting for delay involved in rail shipments passing through gateway cities.
  - Staff developed the alternative scenarios tested and developed the necessary model inputs.

#### **1<sup>st</sup> 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.
  - Continue development and testing of the population synthesizer using updated input files based on 2010 Census data.
- Freight forecasting:
  - Continue reviewing and evaluating the model code updates implemented by the consultants. Review the dashboard code for potential improvements.
  - Begin investigating the potential for using freight model results to evaluate the economic impacts of policy changes.
- Begin scoping the update to the agency's strategic plan for developing advanced modeling tools.



# 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).

## 4<sup>th</sup> Quarter Progress:

- Calibrated CMAP procedures in developing commercial vehicle demand using observed data; implemented for RSPs and Conformity.
- Began to explore target areas for development of a finer-grained modeling zone system.
- Began evaluation of transit assignment improvements.
- Prepared c17q1 results datasets and posted them to CMAP Data Hub and Data Depot.
- Reviewed MCPs to verify project coding with information in TIP and corrected inconsistencies.
- Updated MRN and MHN to use ON TO 2050 scenario numbering.

## 1<sup>st</sup> Quarter Objectives:

- Complete all scenario modeling for c17q3 conformity analysis.
- Continue development of a finer-grained modeling zone system.
- Continue to evaluate 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).

## 4<sup>th</sup> Quarter Progress:

### Small Area Traffic Analysis

- Completed 85 Small Area Traffic Forecasts in April-May-June.
- Provided 5 alternate scenario networks and triptables to CDM Smith (IDOT consultant) for I-55 Tolloed Managed Lanes (I-90/94 to I-355) – 3 based on limited access/egress points and 2 based on continuous access.
- Other multi-scenario analyses included new county road extensions (Fremont Center, Winchester, Alleghany Roads) in Mundelein, Lake County and First Street/Industrial Drive in Cary, McHenry County.

### Travel Modeling Assistance to Partners

- CDOT Lake Shore Drive Study – produced select link analyses for 20 entrance and exit locations and also provided SOV and HOV trip tables for each of the 8 Time-of-Day (TOD) periods used in regional model, May. Tolling of Lake Shore Drive also evaluated using new tolling features; TOD and results provided results to CDOT, June.
- CDOT Vision Zero Safety Plan - Vehicle Class VMT Share on Chicago Streets: CMAP provided estimated citywide VMT share for truck vehicles larger than passenger trucks (Light, Medium ,Heavy trucks) for 2015.



## Transportation Data Archive

- Expanded inventory of available IDOT traffic counts to 2015 3-leg and 2016 counts available on SharePoint.

## Summer Data Collection Program (Interns)

- Geocoded (provided accurate X, Y coordinates) for 3,500+ traffic signal locations for use in future agency mapping applications.
- Uploaded 30 year 2015 and 52 year 2016 IDOT intersection count interval datasets onto SharePoint and Traffic Forecasting (SATF) map finder tool.
- Developed preliminary calculation tables and geocoded 2040 ADT projection results for traffic forecast requests.
- Conducted observation for Vehicular Delay and Saturation Flow Data at 9 at-grade railroad crossings.

## 1<sup>st</sup> Quarter Objectives:

### Small Area Traffic Analysis

- Continue fulfillment of SATF forecast requests, with March 2017 conformity network, including DuPage County STP project applications (July-August).
- Refine I-55 Managed Toll Lane and I-80 from US 30 to Ridge Road 2040 ADT results.

## 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

- Complete observations at 10 at-grade rail crossings and 30 non-motorized trail junctions.
- Finalize anticipated hours of video acquisition / facilitate purchase of video processing capability in FY 2018 and FY 2019, if deemed necessary.



- Investigate feasibility of purchasing mountable-on-vehicle pavement detection equipment for use by interns in Summer 2018

## 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).

### 4<sup>th</sup> Quarter Progress:

- Consultant completed detailed work plan and schedule for the project. A number of pre-survey materials were completed including the new survey name, logo and tagline; the screener survey; the data collection strategy memo; the draft public outreach memo and the draft survey sampling plan memo. The public website came online.
- Consultant made a presentation to the CMAP Board introducing the household travel survey project, discussing the timeline and products, and demonstrating the smartphone data collection app.
- Held meeting with a number of external partner agencies to discuss survey content. A number of their recommendations have been included in the data collection framework.

### 1<sup>st</sup> Quarter Objectives:

- Complete the household travel and activity survey pre-planning work including finalizing all data elements and programming for the website and app. Complete the public outreach and survey sampling plan memos.



- Launch the household travel survey pilot study.

## 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).

### 4<sup>th</sup> Quarter Progress:

- Bicycle Switching Model
  - Completed evaluation of all (34) bicycle projects submitted for CMAQ funding consideration.
  - Began updating documentation related to the model, including creation of new input datasets, model procedures and necessary future considerations.
- Highway Traffic Signal Inventory
  - Continued pre-processing selected signal datasets received from partner agencies, and updating inventory-tracking files to record instances of file pre-processing and uploads to the HTSI.
  - Created a workflow and customized GIS-based tools to improve the efficiency of assigning coordinate values to signal records with missing/erroneous spatial data.
  - Continued to provide ongoing consultation and troubleshooting for staff using the HTSI tools.
  - Began composing documentation of HTSI datasets and procedures.



- Freight Model
  - Created a draft-version GIS-based interface to query a sample output file based on a number of different attributes.
  - Developed some initial data visualizations and reporting files showing commodity flows based on selected origins-destinations, freight mode, and commodity values.
- Data processing and visualization
  - Assisted staff members using Model Builder for ArcGIS to automate analysis workflows.

**1<sup>st</sup> Quarter Objectives:**

- Bicycle Switching Model:
  - Complete updates to model documentation.
  - Explore methods for performing bike model path-building using Emme software, instead of ArcGIS.
- Highway Traffic Signal Inventory:
  - 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.
- Freight Model:
  - Continue development of prototype reporting and visualization tools summarizing shipment and commodity flow data from CMAP's freight model.
- 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).



#### 4<sup>th</sup> Quarter Progress:

- TIP with Updates and Amendments

Regular reviews of TIP updates and amendment requests from programmers and programmer assistance continued. TIP amendments 17-05 and 17-07 were approved at the April 28 and June 16 Transportation Committee meetings. A special Conformity Amendment (17-06) was approved by the MPO Policy Committee and CMAP Board on June 8.

- 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.

A series of in-depth and short, topic specific eTIP training sessions were held in April. Database users attended both in-person and via webinar. The sessions were recorded and posted to the TIP Programmer Resources web page so that new users or users seeking a refresher can review the training at any time.

- Analysis of expenditure information to identify spending trends

No activity at this time.

- Annual Obligation Analysis Report

Work was completed on the FFY 15 obligation analysis report and the report has been posted on CMAP's website. .

- 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.

- Fiscal Marks

No activity at this time.



- Title VI Program

The Title VI Program was adopted at the June CMAP Board and MPO Policy Committee meetings. Follow-up work was started to ensure that CMAP is fully complying with the requirements, notably the requirement that subrecipients (counties receiving UWP funds) have a Title VI Program.

- Data to support certification reviews

Staff continues to attempt to resolve questions surrounding interagency agreements with SEWRPC and IEPA. FHWA and FTA staff are aware of the questions and are trying to obtain guidance on how to resolve the outstanding issues.

### **1<sup>st</sup> Quarter Objectives:**

- TIP with Updates and Amendments

Two formal amendments to the TIP (17-08 and 17-09) are anticipated for consideration by the Transportation Committee. The semi-annual conformity analysis and TIP Amendment (17-09) will be released for public comment in anticipation of MPO Policy Committee and CMAP Board consideration in October.

- TIP Documentation

Update the TIP summary brochure to reflect TIP amendments made this quarter. 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

Continue 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

Develop Fiscal Marks for FFY 18.





- Title VI Program

This task is moved to the Regulatory Compliance responsibility for FY 2018.

- Data to support certification reviews

This task is moved to the Regulatory Compliance responsibility for FY 2018.

## Regulatory Compliance

**Project Manager:** Doug Ferguson

**Team:** Dixon, Dobbs, Kos, Maddux, Pietrowiak, Zubek

**Description:** Ensure all local, state, and federal requirements are met including public involvement, documentation, conformity (see next project) and reporting. Maintain ongoing 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.

**Products and Key Dates:** Consultation with local, state, and federal agencies (ongoing); conversion of MPO Policy Committee minutes to electronic format (June 2018); documentation of procedures to maintain agreements, resolutions, and documents required to comply with planning regulations; responses to certification review questions (August 2017); prepare and host certification review site visit (October 2017); respond to draft certification review report (January 2018). Agendas, meeting minutes, findings and interagency agreements, and supporting materials for the Tier II Consultation Team (as needed).

### 1<sup>st</sup> Quarter Objectives:

- Documentation of procedures to maintain agreements, resolutions, and documents required to comply with planning regulations

Consult and coordinated with the RTA on the requirements for subrecipient Title VI programs.

- Responses to certification review questions

Staff anticipates receiving the preliminary questions for the certification review in this quarter. NIRPC's certification review is underway, and a request for information from CMAP has been received. Staff will coordinate a response.

- Respond to draft certification review report

No action anticipated this quarter.

- Agendas, meeting minutes, findings and interagency agreements, and supporting materials for the Tier II Consultation Team (as needed).



Hold Consultation meeting in September to review comments on conformity amendment.

- Conversion of MPO Policy Committee minutes to electronic format

Train intern in conversion process; request assistance from high school student.

## 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).

### 4<sup>th</sup> Quarter Progress:

- GO TO 2040/TIP conformity analyses

Initiated and completed a conformity amendment to incorporate the preferred alternative for I-290 in the TIP. This was done at IDOT's request to receive a record of decision by the end of June. Conformity amendment change requests were collected from implementers for the October amendment.



- Documentation of conformity process

No action this quarter.

- Updated data used in conformity analyses

Tested the effect of travel demand model updates on emissions inventories; the volatile organic compound emissions inventory is very close to the budget.

- Support for development of State Implementation Plans

Discussed SIP budgets at the April Consultation Team meeting; the budgets need to be developed differently than proposed.

- Analyses of air quality issues for regional decision-makers

Continued to review actions at the federal level – no direct impact on CMAP responsibilities as yet.

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

No action required – emission rate data are being used in sustainability analyses for ON TO 2050.

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

Prepared materials for and held April and June Consultation Team meetings, the main topic of which was the request from IDOT for a conformity amendment for I-290.

#### **1<sup>st</sup> Quarter Objectives:**

- GO TO 2040/TIP conformity analyses

Complete conformity analysis. Release the conformity analysis and TIP amendment for public comment at August 4, 2017 Transportation Committee meeting. Review comments and prepare a recommendation for the October CMAP Board/MPO Policy Committee meeting.

- Documentation of conformity process

Complete update to travel demand model documentation.

- Updated data used in conformity analyses

Document data sources and review the update cycle for MOVES data sets..

- Support for development of State Implementation Plans



No action anticipated.

- 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

No additional work anticipated this quarter.

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

This will be transferred to the Regulatory Compliance accountability in FY 2018.

## **CMAQ and TAP-L Active Program Management**

**Project Manager:** Doug Ferguson (FY 17), Jen Maddux (FY 18)

**Team:** Dixon, Dobbs, D. Ferguson, Patronsky, Maddux, Pietrowiak

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

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

### **4<sup>th</sup> Quarter Progress:**

- Review of CMAQ/TAP-L project status

Requested project status updates from sponsors in May 2017, assessed CMAQ program's ability to meet obligation goals and analyzed and summarized the results for the CMAQ Project Selection Committee.

- Accomplishment of the annual CMAQ obligation goal

Obligations at the end of June were \$46 million. The goal for FFY 2017 is \$103.9 million.



- CMAQ/TAP-L Project Change Request Actions:

Staff evaluated and analyzed sixteen requests for the April 13, 2017 meeting and seven requests for the July 20, 2017 meeting.

- CMAQ Project Selection Committee support

Held the April 13, 2017 committee meeting and prepared meeting materials for the July 20, 2017 committee meeting.

### 1<sup>st</sup> Quarter Objectives:

- Review of CMAQ/TAP-L project status

Adjust program years, assess CMAQ program's ability to meet obligation goals, present summarized results for the CMAQ Project Selection Committee at the July 20, 2017 committee meeting.

- Accomplishment of the annual CMAQ obligation goal

Continue monitoring obligations.

- CMAQ/TAP-L Project Change Request Actions:

Receive and process change requests for the September 14, 2017 CMAQ Project Selection Committee meeting.

- CMAQ Project Selection Committee support

Prepare agenda and supporting materials for the September 14, 2017 Committee meeting.

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

No action anticipated.

## 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)



#### 4<sup>th</sup> Quarter Progress:

- Fiscal Marks

Continued monitoring programed, 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 17 obligations and prepare the FFY 17 STP-L expenditure reports. To date the region has obligated \$71.6M (\$55M 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 is working on meeting with all of the Planning Liaisons and IDOT staff to review the status of all locally programmed projects in August. 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.

There have been or will be a number of changes to the Planning Liaisons in a number of councils. As a result, CMAP staff is being proactive in reaching out to councils that are undergoing staff changes to insure that projects are not delayed and that TIP changes are made. As part of this effort, a CMAP staff person will be assuming the Planning Liaison duties for the South Council temporarily.

Changes to the STP-C (County STP program) were discussed with the County Engineers at their quarterly meeting in June. The region started FFY 17 with a balance of almost \$26 million, compared to an annual allotment of approximately \$5 million. The county engineers agreed to CMAP's recommendation to develop a regionwide program to eliminate the need to borrow funds and save up funds for large projects. They also agreed that Kane DOT would be the lead contact for this program between CMAP and the counties.

- Advance funding analyses and recommendations

An increasing number of Councils requested Advanced Funding for STP-Locally programed projects. To date \$23M in advanced funding requests have been approved and there are additional requests for July Council of Mayor's Executive Committee meeting.



## 1<sup>st</sup> Quarter Objectives:

- Fiscal Marks  
Start the process of developing fiscal marks for FFY 2018 for all fund sources in eTIP.
- Program Management reports and recommendations  
Have a semi-annual coordination meeting with CMAP, the PL's and IDOT in August.
- Review local STP programs and determine the amount of funding needed to complete them as part of the STP Locally programmed review.  
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 for the July Council of Mayor's executive committee meeting.

## Council of Mayors Support

**Project Manager:** Teri Dixon

**Team:** Dobbs, Maddux, Pietrowiak, 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.

## 4<sup>th</sup> 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 May 23 meeting.

Staff explained the results of current discussions between CMAP, City of Chicago, Council of Mayors and IDOT concerning the agreement between Chicago and the Council of Mayors regarding the distribution of locally programmed Surface Transportation Program Funds.

- Coordination with CMAP divisions responsible for outreach

Met with Communications and Governmental Affairs staff monthly.

### **1<sup>st</sup> Quarter Objectives:**

- Talking points for COM/COG/TC meetings

Continue to update the talking points.

- Council of Mayors Executive Committee materials

Prepare materials for July 18, 2017 meeting.

Continue discussions between CMAP, City of Chicago, Council of Mayors and IDOT regarding the agreement between Chicago and Council of Mayors about the distribution of locally programmed Surface Transportation Program Funds. Anticipating a wrap up of discussions regarding the agreement by September with a final proposal at the joint Policy Committee and CMAP Board in October.

- 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, H. Beata, Hollander, Kos, Maddux, Murtha, Patronskey, 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).

#### **4<sup>th</sup> Quarter Progress:**

- Ongoing maintenance and minor enhancements

In response to user comments and questions, enhancements to the functionality of the database have continued. This quarter, a new section was added to the “TIP Programming” form to capture the estimated schedule (month/quarter and year) for construction letting, federal authorization, and phase start dates.

- Implement direct extract of data from FHWA FMIS system

Staff continued to use the tools within the eTIP software to identify mismatches between eTIP project records and federal obligation records and continued working with users to improve data entry on individual projects to ensure complete obligation data is available.

- Enable display of GIS-based attribute data

No action this quarter.

- Implement online call for projects system

No action this quarter.

- Identify data associated with federally-required performance measures

Discussions with the consultant regarding input and display of performance data continued.

- 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.



## 1<sup>st</sup> Quarter Objectives:

- Ongoing maintenance and minor enhancements

Address issues identified by internal and external users. Develop goals for priority enhancements to be accomplished this fiscal year. Development of additional features and reports begun in FY 2017 will continue.

- Enhance display of GIS-based attribute data

Develop a prioritized plan for GIS module enhancements for this fiscal year, including the ability to extract, display, and download the attributes associated with selected features (roads, structures, etc.) and enhancements to the public site interactive map to display performance-based data.

- Incorporate 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.

- Support production of 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).

### 4<sup>th</sup> Quarter Progress:

- **Hardware:** Procured and upgraded UPS battery system. Procured new hardware for staff desktops and began preparing new desktop builds for deployment. Continued reviewing RTDA hardware environment and developing plan for upgrade. Completed upgrade of aerials server. Began upgrading the network storage hardware environment and developing long-range strategy for implementing additional storage systems.
- **Software:** Procured and implemented Apple Developer program, Apple Device Enrollment Program (DEP), Mobile Device Management (MDM) solutions for OnTo2050 outreach project.

### 1<sup>st</sup> Quarter Objectives:

- **Hardware:** Begin deploying new staff desktops. Continue upgrading the network storage hardware environment and implementing long-range strategy for additional storage systems. 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).

#### **4<sup>th</sup> Quarter Progress:**

- CMAP.Wiki project: Continued creating pages and updating content.
- Data Sharing Hub: Continued testing DKAN application; completed data migration from CKAN site and continued to fix configuration issues. Identified and fixed ADA compliant issues with new DKAN site.
- Office365 SharePoint/OneDrive migration: Deployed AvePoint application management and data backup solution for Office 365.

#### **1<sup>st</sup> Quarter Objectives:**

- CMAP.Wiki project: Continue creating pages and updating content.
- 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; launch new site to public 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).

#### **4<sup>th</sup> Quarter Progress:**

- Security Audit: Completed annual security audit of external-facing surfaces and security devices.
- Security Training for Staff: Initiated mandatory staff training with an interactive security awareness class from our online training platform.
- 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.

#### **1<sup>st</sup> Quarter Objectives:**

- Security Audit: Document responses and remediation based on recommendations in audit results.
- Security Training for Staff: Deploy “Phish Alert” button for staff in Outlook. Begin ongoing testing of 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.

### 4<sup>th</sup> Quarter Progress:

- **Print Management:** Created Wiki Content on O365 email account, password and account policy, and helpdesk.
- **Facilities:** Managed facilities team on operations of the office. Completed Sit/Stand Desk pilot project.
- **Telecommunications Support:** Completed phone upgrade project. Upgraded the phone infrastructure from version 8.6 to 11.5. Implemented a secondary active-failover phone system. Renewed telephone service contract with First Communications.
- **AV Support:** Continued researching live streaming solutions for the Cook County conference room. Developed implementation plan for live streaming. Added AppleTV for Cook room as AV option. Repaired AV monitor in Cook room.

### 1<sup>st</sup> Quarter Objectives:

- **Print Management:** Continue providing printer support for CMAP staff.
- **Facilities:** Continue to assist with Sit/Stand Desk pilot project.
- **Telecommunications Support:** Complete phone support services contract renewal. Update phone support documentation for IT staff.
- **AV Support:** Procure vendor services and hardware to modify AV equipment to accommodate encoder for live streaming services. Continue providing AV support for various meetings/events. Begin researching live streaming backup 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).

### 4<sup>th</sup> Quarter Progress:

- OneSolution financial system project: Continued managing BPR project for F&A. Implemented Cognos training classes for F&A team. Began planning software upgrade for OneSolution to v16.2.
- User support: Completed 100 helpdesk tickets. Completed new monitor deployment to staff.

### 1<sup>st</sup> Quarter Objectives:

- OneSolution financial system project: Complete BPR with F&A, HR, and Payroll. Continue developing Cognos team skills. Upgrade test environment to v16.2.
- User support: Start deploying new PC's to staff. Rotate old PC's out of production. Continue to update user documents for staff as needed. Continue to assist staff with PC/phone problems as needed.

# 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).

### 4<sup>th</sup> Quarter Progress:

**Budget Transfers:** The 4th quarter did not have any budget transfer activity.

**Payroll:** During the 4th quarter of the fiscal year, we processed six regular and three supplemental payrolls. The State and Federal 941 reports for the 4th 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 60% of payments were made via ACH during the 4th 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
April	56	70	269	21	\$1,814,597.55
May	58	97	438	21	\$2,006,742.18
June	62	93	283	21	\$1,864,858.49
4th Qtr.	176	260	990	63	\$5,686,198.22





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. June activity is only for the period of June 1 – 29, 2017. The 13<sup>th</sup> period of the fiscal year, which is posted as June 30<sup>th</sup>, will be included in the July totals, as it will be billed out at the end of July to close the fiscal year.

Month	Invoices	Amount
April	15	\$1,555,786.62
May	19	\$1,568,424.33
June	15	\$1,490,219.53
4th Qtr.	49	\$5,067,075.61

Journal Entries: We had approximately 28 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: Set up the keys for the new fiscal year. Prepared and uploaded the budget for fiscal year 2018 into the ONESolution software. Provided the Auditor's with requested workpapers for their preliminary audit work. Started the preparation of work papers needed for the annual financial audit.

**1<sup>st</sup> Quarter Objectives:**

Process payroll and accounts payable in a timely manner. Send out invoices for work performed during the first week of each month. Continue to perform all financial related activity in an accurate and timely manner. Process all invoices related to the prior fiscal year on a timely basis. Complete all work necessary to close out fiscal year 2017. Prepare the final fiscal year 2017 invoices and submit them to the State before the end of July. Prepare all necessary audit work papers as requested by the Auditors. Work with the Auditors to make sure the audit is completed in September.



# OneSolution Business Process Review (BPR) – Financial System

**Project Manager:** Stan Ryniewski

**Team:** Becerra, Contreras, Doan, Olson

**Description:** To maximize the full capabilities and functionality of the Agency's financial system, CMAP will engage its enterprise software provider, SunGard, to document existing financial processes and workflows, work with CMAP staff to identify opportunities for improvements, document the proposed processes and workflows and develop a plan to prioritize these improvements based on most critical functions, time, cost and implementation risks. SunGard will also assist in the agency's effort to upgrade to version 16.2 and implement Cognos reporting tools and dashboard to reduce the agency's reliance on spreadsheets.

**Products:** Document current processes and workflows (June 2017). Documented proposed processes and workflows (June 2017). Implementation project plan (July 2017). Upgrade to version 16.2 (October 2017).

## 1<sup>st</sup> Quarter Objectives:

Continue to work with our outside vendor (Koa Hills Consulting/SunGard) regarding CMAP's Business Process Re-engineering (BPR) project. The 165 financial recommendations that have been produced from the BPR need to be consolidated and finalize with the BPR recommendations that was generated in the Human Resource sessions. A three-day general ledger training for staff will be scheduled in late September or early October 2017. In late August, 2017 the test environment will be upload with the new 16.2 software system. Testing will be performed in this environment by staff prior to the 16.2 conversion scheduled for late October 2017.

## 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).



#### **4<sup>th</sup> Quarter Progress:**

- Received approval of the FY18 UWP Budget by the UWP Committee, Transportation Committee, Programming Committee and MPO Committee.
- Issue final UWP Program document.
- In May, submitted for Board review the draft FY18 Annual Budget.
- In June, received approval of the FY18 Annual Budget by the CMAP Board.
- Reviewed results of Pairwise Real Estate Survey and worked with broker to develop presentation of findings and recommendation of next steps to the Board.
- Real Estate Committee completed tour of Central Business District office locations to develop short-list of potential office locations.

#### **1<sup>st</sup> Quarter Objectives:**

- Issue FY18 Local Dues Invoices.
- Set-up FY18 Project Numbers and issue budgets to DEDs.
- Review and execute FY18 agreements with IDOTs for Core and Competitive programs.
- Execute FY18 agreements with UWP Committee members for Core and Competitive programs.
- Request FY18 State Planning Fund grant from IDOT.
- Request from IDOT rollover of the FY16 Budget into the FY17 Budget with extension of the FY17 Budget.
- Determine unencumbered balances for FY14 through FY17 for new project considerations.
- Request list of projects for consideration from DEDs.

## **Payroll Administration**

**Project Manager:** Stan Ryniewski

**Team:** Doan, King

**Description:** Finance is responsible for the bi-weekly processing of payroll and routine employee changes in OneSolution to ensure that employee benefits and compensation are accurate. Finance 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).

**4<sup>th</sup> Quarter Progress:**

- Processed 167 payroll related changes in One Solution/online.
- Processed two payrolls in April for a total of \$382,311.84.
- Processed two payrolls in May for a total of \$386,631.35.
- Processed two payrolls in June for a total of \$402,286.00.

**1<sup>st</sup> Quarter Objectives:**

- Update Illinois State Tax Table to new state tax rate of 4.95% effective July 1, 2017.
- Participate in Version 16.2 conversion planning and implementation (September 2017).
- Participate in Version 16.2 conversion and implementation (October 2017).
- Continue to process payroll and payroll changes to ensure timely processing.

## **Procurements, Contracts and Commercial Datasets**

**Project Manager:** Penny DuBernat

**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.

**4<sup>th</sup> 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.



- Opened discussions with ComEd, NICOR, Peoples Gas and IMEA for greenhouse gas emissions data.

#### Procurements

- Reviewed, processed and approved 105 procurements.

#### Contracts/Amendments

- Prepared seven PAOs or PAO Amendments under current contracts.
- Conducted two contract negotiation.
- Prepared 23 new contracts and contract amendments.
- Reviewed five Vendor Justification Reports.
- Drafted three Board Reports.
- Drafted three Executive Committee Reports.
- Prepared five RFP/RFQs-one has not been released to date.
- Attended 17 interviews.
- Scheduled three pre-bid meetings.
- Secured three concurrences from IDOT/Third party.
- Reviewed 25 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 two facilities agreements.
- Closed three contracts.
- Audited three closed contracts.
- Revised FY18 Contract templates to reflect changes in grant agreements.
- Edited AFH agreement.
- Drafted 20 IGA agreements.
- Reviewed 20 new GATA online presentations for FY18.
- Negotiated Management Training and Project Management Training with DePaul University.
- Collected and transmitted all available Q4 work products to IDOT.
- Continued work on the new Grants Database Application.
- Created the Procurements website.



- Populated the Procurements website with new or revised materials including step-by-step instructions for all procedures used within the department.

### 1<sup>st</sup> Quarter Objectives:

#### Commercial Datasets

- Review and possible renew 2 commercial dataset subscriptions.

#### Procurements

- Review and process any new procurements originated by staff.
- Complete build for new Grants Database Application.
- Continue to maintain and update Contract files.
- Revise and Deliver Procurement Presentations Part I and II.
- Develop and Deliver Grant Fraud Presentation.

#### Contracts/Amendments/IGAs

- Prepare at least four 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, other 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 FY18, are from the Chicago Community Trust, Cook County Department of Planning and Development, 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).

### **4<sup>th</sup> Quarter Progress:**

The data input of current grant programs in the pilot Grant Tracking Database is complete. Evaluation of the Grant Tracking Database through the OneSolution Business Process Review (BPR) to achieve maximize efficiency includes assessing the value of added capabilities such as linking with General Ledger, expanded reporting functions, and the ability to track sub-contract progress. The “Development” folder on the “S” Drive under “Administration” is in active use. From application through close out, all necessary grant, documentation is centrally stored for reference.

### **1<sup>st</sup> Quarter Objectives:**

Develop External Grant Seeking Strategic Plan aligned with ON TO 2050 identified priorities and issue areas as well as strategies for increasing overall external development. Provide “Grant Fraud” all-staff presentations on August 22<sup>nd</sup> and August 24<sup>th</sup>. Continue with development and implementation of Grant Tracking Database based on BPR recommendations and identified priorities. The development tri-fold brochure will be completed with incorporation of ON TO 2050 photographic library images.



## 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:** Jake Koepsel

**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.

#### 4<sup>th</sup> Quarter Progress:

##### Benefits

- Processed approximately 167 payroll related changes in One Solution/online.
- Processed three verification of employment requests.
- Processed two STD applications.
- Processed three Principal Loan deductions.
- Processed three Public Service Loan Forgiveness applications.
- Prepared one AICP verification of employment.
- Coordinated Health Week and the Amazing Race 5K walk/run.
- Coordinated Principal 457 all staff educational meeting.
- Completed required staff notices:
  - 2017 Census of Governments, Survey of Public Employment & Payroll.





- BCBS – Medical Loss Ratio.

#### New Hire Orientations

- Three full time and 19 interns.

#### Terminations/Exit Interviews

- Two full time and nine interns.

#### Family Medical Leave Act/Short-Term Disability

- Three employees ended leave for FMLA/STD.

#### 1<sup>st</sup> Quarter Objectives:

- Release survey to determine if staff is interested in wellness fair; if so, coordinate wellness fair.
- Enter into One Solution all staff FY18 distribution numbers.
- Process all staff FY17 evaluations and FY18 performance plans.
- Process merit increases and promotions.
- Process benefits for employees scheduled to start at CMAP.
- Four full-time employees scheduled to take FMLA/STD.

## Diversity and Inclusion

**Project Manager:** Jake Koepsel

**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).

#### 4<sup>th</sup> Quarter Progress:

- Meeting with Diversity and Inclusion Group to provide update and continue dialogue.



- Attended Chicago Latino Network breakfast "The Whys and Hows of an Inclusive Workforce."
- Investigated Second City Works Diversity & Inclusion offerings and capabilities.
- Developed and distributed for comment Bias Incident Reporting and Investigation Policy, Incident Reporting Form and Guidance for Addressing Incidents of Bias in Public Settings.

#### **1<sup>st</sup> Quarter Objectives:**

- Schedule meeting with Second City Works to understand offerings, capabilities, resources required and costs. July 2017
- Schedule meeting with DePaul University to understand offerings, capabilities, resources required and costs. July 2017
- Review proposals and select most appropriate provider develop and conduct training. July 2017
- Develop full year calendar of activities supporting diversity and inclusion. August 2017.

## **Employee Relations**

**Project Manager:** Jake Koepsel

**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).

#### **4<sup>th</sup> Quarter Progress:**

- Leadership and Management Training for thirty (30) senior management participants was conducted by DePaul University. This began on Thursday, May 18<sup>th</sup>, when Self-Awareness and Leadership Effectiveness Training was presented, and continued on



Tuesday, June 6th and Wednesday, June 7<sup>th</sup>, with Fundamentals of High Performance Management Training.

- Preliminary discussions were held with DePaul University about Project Management training needs and potential resources to develop project management as a core competency in the Agency. This included an on-site assessment of the current state of project management at CMAP, through discussions with 10 to 15 project managers, concerning their role, responsibilities and experiences. Discussions continue about training objectives, scale and scope of training, and how to best implement the training for maximum impact and acceptance.
- A Performance Management Process refresher training was developed and presented to all CMAP managers in June. This training provided an overview of the entire process, with specific guidelines on employee self-assessment feedback and performance review, and the calendar of key events. This training incorporated concepts from the DePaul Leadership and Management Training, as well as other sources. Supplemental training will be presented later during the performance planning process to support development of expectations with more specific and quantifiable goals.

#### **1<sup>st</sup> Quarter Objectives:**

- Determine training objectives, scale and scope of training, and plan to implement the Project Management training for maximum impact and acceptance. (July 2017).
- Performance review support and feedback, and performance plan support to managers through August. (August 2017).
- Review and update CMAP policies and Employee Handbook. (Ongoing)

## **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.

#### **4<sup>th</sup> Quarter Progress:**

- Initiated 15 service calls for issues regarding plumbing, electrical and carpentry.
- Coordinated conference room set-ups for 12 meetings along with attending three board



meeting.

- Conducted one evacuation drill in cooperation with the building property managers.
- Badged 19 new interns and three full time staff, provided life safety tours and trained employees and interns on printer/copier use.
- Finalized six employee separation forms.
- Completed 73 print jobs for CMAP and MMC staff.
- Reordered and stocked all break room supplies.
- Initiated and completed one topic for the CMAP Wiki.
- Contacted COTG for eight service calls on Xerox machines and seven were resolved within same day. Other call was resolved within the next day.
- Managed copier repairs and maintained print totals for the Xerox copiers.

	B + W	Color	Total
<b>C60</b>	2,020	8,227	10,247
<b>NEXerox</b>	22,204	7,972	30,176
<b>NWXerox</b>	5,902	3,851	9,753
<b>SEXerox</b>	20,952	15,881	36,833
<b>SWXerox</b>	14,523	23,991	38,514
<b>Totals</b>	65,601	59,922	125,523

**1<sup>st</sup> 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.



## OneSolution Business Process Review (BPR) – HR System

**Project Manager:** Jake Koepsel

**Team:** Doan, King, Ellis

**Description:** To maximize the full capabilities and functionality of the Agency's HR system, CMAP will engage its enterprise software provider, SunGard, to document existing HR processes and workflows, work with CMAP staff to identify opportunities for improvements, document the proposed processes and workflows and develop a plan to prioritize these improvements based on most critical functions, time, cost and implementation risks. SunGard will also assist in the agency's effort to upgrade to version 16.2 and implement Cognos reporting tools and dashboard to reduce the agency's reliance on spreadsheets.

**Products:** Document current processes and workflows (July 2017). Documented proposed processes and workflows (July 2017). Implementation project plan (August 2017). Upgrade to version 16.2 (October 2017).

### 4<sup>th</sup> Quarter Progress:

- Participated in Cognos Report Writing training sessions.
- Participated in Human Resources / Payroll Business Process Review; mapped existing processes in One Solution; provided feedback on processes and workflows; identified desired capabilities and suggested improvements.

### 1<sup>st</sup> Quarter Objectives:

- Participate in developing recommendations from mapping and analysis. (August 2017).
- Participate in developing a plan to prioritize and implement improvements based on most critical functions, time, and cost and implementation risks. (August 2017).
- Participate in Version 16.2 conversion planning and implementation. (September 2017).
- Participate in Version 16.2 conversion and implementation. (October 2017).
- Participate in development of Cognos based reports. (October 2017).

## Human Resources Policy Development

**Project Manager:** Jake Koepsel

**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).

#### **4<sup>th</sup> Quarter Progress:**

- Conducted Second annual Employee Satisfaction Survey May 11 – 19; prepared analysis; provided results to all employees.

#### **1<sup>st</sup> Quarter Objectives:**

- Initiate second cycle of Mentoring Program, incorporating changes based on feedback from mentors and mentees. (July 2017)
- All CMAP policies and Employee Handbook will be reviewed and updated. (Ongoing)

## **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).

#### **4<sup>th</sup> Quarter Progress:**

- Human Resources completed recruitment process and hired two candidates for the following positions: Planning Principal (New hire starts on 7/31) and Associate Policy Analyst (New hire starts on 8/14).
- Human Resources successfully placed 17 interns and two Fellows.
- Currently interviewing and/or reviewing candidates for following positions: Assistant Planner, Associate Policy Analyst – Transportation and Land Use, and Principal Transportation Planner.

#### **1<sup>st</sup> Quarter Objectives:**

- HR Recruiter to complete recruitment process and extend future offers to new hires for Assistant Planner, Associate Policy Analyst – Transportation and Land Use, and Principal Transportation Planner.
- CMAP Mentoring Program Presentations conducted week of 7/10. Rollout of 2<sup>nd</sup> cycle of program is week of 7/17. Interns, fellows, and new hires looking to be assigned with mentor candidates.
- HR Recruiter to conduct 1:1 meetings with all interns and fellow regarding progress of internship/fellowship.
- Continue to train employees on the use of Hyrell as it relates to role in the hiring process.





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