



Staff Progress Report

Fiscal Year 2018
Quarter One



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 FY18 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)
- 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)
- 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 Lawndale neighborhood plan (Nolin)
- Northwest Chicago neighborhood plan (Daly)
- Park Forest zoning ordinance update (Ihnchak)
- Pilsen-Little Village (Chicago) neighborhood plan (Zwiebach)
- 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)
- Palos Park bikeways and trails plan (O'Neal)
- Richton Park stormwater management plan (Evasic)
- Romeoville comprehensive plan (Nolin)
- 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.

1st Quarter Progress:

- Continued to advance projects, with preparation of four existing conditions reports (bringing the total to 185), four draft plans (bringing the total to 173), and 12 final plans (bringing the total to 161). 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.
- Developed staff recommendations for new LTA projects and received approval from Transportation Committee.

2nd Quarter Objectives:

- Advance ongoing projects, with preparation of several existing conditions reports, development of four additional draft plans, and completion of four final plans.
- Continue to add content to Local Planning wiki pages.
- Receive Board and MPO approval of new LTA projects. Initiate a few new projects and prepare others for startup in the 3rd quarter.

Project stage	End FY 11	End FY 12	End FY 13	End FY 14	End FY 15	End FY 16	End FY 17	1Q FY 18
Completed and adopted (100% complete)	0	10	42	78	108	133	149	161
Final draft complete (90%)	0	18	48	93	117	148	169	173
Existing conditions complete (50%)	0	29	62	106	143	163	181	185
Fully initiated	14	47	95	129	159	178	188	188

Consultant Management, Evaluation, and Best Practices

Project Manager: Stephen Ostrander

Team: Bayley, Beck, Burch, Carlisle, Day, Dean, Evasic, Hudson, Ihnchak, Jarr, Lopez, Manno, Navota, Nolin, Olson, O’Neal, Seid

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).

1st Quarter Progress:

- Reviewed and provided feedback on several consultant project deliverables.



- Completed several consultant-led projects, including DuPage County Elgin-O'Hare Corridor bicycle and pedestrian plan, O'Hare area truck route coordination, Pullman National Historic Park transportation plan, and the Romeoville comprehensive plan.
- Determined which new LTA projects are likely to be consultant-led (approximately 12).
- Began scoping discussions with communities for five new consultant-led LTA projects for which we expect an efficient RFP process.

2nd Quarter Objectives:

- Hold November 7 informational meeting for interested consulting firms to discuss new LTA projects we expect to be consultant-led and our general contracting process.
- Begin developing scopes and RFPs for initial new consultant-led LTA projects, with goal of issuing two RFPs before end of December 2017.
- Complete several additional consultant-led projects.
- 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 FY18, 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.

1st Quarter Progress:

- Focused outreach efforts to past sponsors to promote multiple grants that opened this past quarter:
 - Illinois Transportation Enhancement Program (ITEP)
- Continued focus on multiple projects to provide ongoing assistance:
 - Franklin Park Comprehensive Plan
 - Lincolnwood Corridor Plan
 - Richmond Planning Priorities Report
- Monitoring 4 projects that may benefit from CMAP assistance in the near future:
 - 119th Street Corridor Plan
 - Chinatown
 - Impact DuPage
 - Joliet Correctional Center Redevelopment (TAP)
- Began outreach to a select group of LTA sponsors to understand how they use their completed plans documents and how we might evolve how plans are written to further promote implementation focus.
- Developed an online engagement for implementation RFP (to be released in October).



- 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.

2nd 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 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.
- Begin working with a chosen online engagement organization on specific implementation campaigns.

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.

1st Quarter Progress:

- Completed a two-day ArcGIS training (August 10-11).
- Completed two Planning Commissioner trainings (Lakemoor 7/25; Steger 8/26).

2nd Quarter Objectives:

- Complete two-day ArcGIS training (scheduled for Nov 30-Dec 1).
- Complete two Planning Commissioner trainings (TBD).
- Continue consideration of capacity building training opportunities through the Municipal Capacity Strategy Paper and development of ON TO 2050.

Research and Development of New Planning Topics and Approaches

Project Manager: Agata Dryla-Gaca, Jason Navota

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

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.

1st Quarter Progress:

Stormwater Management:

- Continued to revise regional flooding susceptibility indexes approach based on consultation with stormwater consultants and new data.
- Entered into stormwater consultant contracts for three LTA projects: Berwyn, North Cook Communities, and Des Plaines, and provided opportunity for additional staff to pilot test the local stormwater analysis approach in Des Plaines and North Cook.
- Finalized stormwater recommendations for South Holland and Richton Park (Phase 1). Completed Midlothian plan.
- 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:

- Testing with pilot projects in progress.
- Wiki page development in progress.

Economic Development and Market Analysis

- Draft market analysis approach for retail/commercial uses was completed and discussed. Draft outline for housing analysis was completed.



2nd Quarter Objectives:

Stormwater Management:

- Complete local analysis for Berwyn, Des Plaines, Maine/Northfield Townships LTA projects.
- 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, Berwyn) 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).
- Finalize Des Plaines project as a Case Study, and include into technical documentation.
- Finalize 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).

1st Quarter Progress:

- Continued to track partner involvement in ongoing projects and made monthly updates to partners list. Also sought new partner involvement as relevant.
- Held meeting of technical assistance providers group (July 31) for input on LTA applications.
- Discussed the LTA applications received and solicited feedback from external partners through the various CMAP committees.

2nd 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 (November) to discuss new LTA applications.

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-based plan development (for FY17-18 this is the Lower Salt Creek watershed in DuPage and Cook County; in FY18, plan development for the Mill Creek watershed in Kane County will begin) 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 FY18 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 Mill Creek watershed planning work will include steering committee and stakeholder meetings, quarterly progress reports, a watershed resource inventory due in July 2018, and executive summary and plan documents due in September 2019. 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.

1st Quarter Progress:

- Processed 26 NPDES applications and fielded phone calls from parties interested in data and information.
- Conducted one public meeting for the Lower Salt Creek Watershed project and continued to prepare the draft watershed-based plan. At the August 10 meeting, staff led discussion on the updated problem statement and plan goals, land-use based pollutant loads, and potential information/education/outreach activities and audiences to target in relation to the plan’s goals. Staff overviewed the BMP project and program ideas submitted to date by stakeholders via the “MetroQuest” online survey tool, and presented a summary of county and municipal comprehensive plans and noted some key findings and recommendations. Staff also attended the September meeting of the Salt Creek Watershed Network whereby an overview of the planning process was presented, concerns and problems discussed, and input on potential BMPs gathered. Project partners began preparing pollutant load reduction and implementation cost estimates for the on-the-ground BMPs submitted to date.
- 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 adopted), Richton Park Stormwater Management Concept (Phase 1 complete), South Holland Comprehensive Plan (draft plan complete), Berwyn Stormwater Management Plan (stormwater analysis underway), and Governors State University Transportation Impact Reduction and Green Infrastructure Plan (plan complete).
- Continued to administer the Volunteer Lake Monitoring Program, including project administration, volunteer monitor training, data management, technical assistance, and assessment of water quality data. Conducted formal audits of the two, Tier 3 volunteers’ water sample collection, processing, and shipping procedures. Responded to harmful algae bloom reports at three lakes, and collected and shipped samples to Illinois EPA’s lab for algal toxin analysis.
- Participated in the Calumet Stormwater Collaborative, including contributing to a draft of the online repository of stormwater resources and a proposed structure for



communicating municipal-scale recommendations from the State of Illinois' Urban Flooding Awareness Act Report.

- Published 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.)
- Completed draft Stormwater and Flooding strategy paper in support of ON TO 2050.
- Attended / supported / monitored watershed planning efforts for: Fox River Ecosystem Partnership; Tyler Creek Watershed Coalition; 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; DuPage River Salt Creek Workgroup; Lake County SMC's Des Plaines River watershed plan development; and MWRD's watershed plan updates. Assisted stakeholders with two Nonpoint Source Pollution Control - Section 319 grant applications.

2nd Quarter Objectives:

- Continue and complete Lower Salt Creek watershed-based plan.
- Continue to process NPDES and SRF applications, as well as clarify CMAP's role in WQMP amendment reviews.
- Continue to attend and provide input to the various water related efforts and working groups such as Illinois Nutrient Loss Reduction Strategy and the Calumet Stormwater Collaborative.
- Continue LTA water quality related projects.
- 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.
- Begin the Mill Creek (Kane County) watershed-based planning project.



- Finalize discussions with IDNR concerning new water resources planning grant.

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).



1st 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.

2nd Quarter Objectives:

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

Major Capital Projects Implementation

Project Manager: Tom Kotarac

Team: Bozic, Elam, Patronsky, Schuh

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



1st Quarter Progress:

- Coordinated support for FASTLANE application for 75th St CIP project.

2nd Quarter Objectives:

- Monitor FASTLANE/INFRA application for 75th 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)

1st Quarter Progress:

- Continued outreach on options with committees and stakeholders.

2nd Quarter Objectives:

- Begin developing scope.

Regional Strategic Freight Direction

Project manager: Schuh

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)

1st Quarter Progress:

- Completed internal review of Regional Strategic Freight Direction and begin to share externally.
- Completed memo on municipal planning within freight clusters. Presented on local freight planning topics to County Planning Directors.

2nd Quarter Objectives:

- Distribute draft and review with Freight Committee and other key stakeholders.
- Present memo on local freight planning topics to the Freight Committee and finalize.
- Finalize the Regional Strategic Freight Direction, for publication in January 2018.



Freight Policy Implementation

Project Manager: TBD

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).

1st Quarter Progress:

- Continued to monitor freight-related policy developments at federal, state, and regional levels.
- Attended ISFAC to participate in the State of Illinois' freight planning process.
- Continued collaboration with the City of Chicago, railroads, and other stakeholders on prioritizing grade crossings within the region.

2nd Quarter Objectives:

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



AREA 2: Regional Economy

Regional Economic Indicators

Project Manager: 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.

1st Quarter Progress:

- Published new data for Innovation indicator update.
- Published new data for Workforce indicator update.
- Scoped FY18 Policy Updates regarding job market polarization, alternative measures of regional innovative capacity, and reassessing our peer comparisons.

2nd Quarter Objectives:

- Publish three Policy Updates on job market polarization and trends in middle-skill jobs.

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).



1st Quarter Progress:

- Conducted background research and literature review.

2nd 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.

1st Quarter Progress:

- Scoped topics for FY18 series.
- Drafted first policy update on regional economic development practices in New York state.

2nd Quarter Objectives:

- Draft and publish two policy updates.
- Scope third policy update for Q3.

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).

1st Quarter Progress:

- Edited draft and reviewed graphics.

2nd Quarter Objectives:

- 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).

1st Quarter Progress:

- Published socioeconomic shifts and climate policy updates.
- Drafted a policy update series on commute patterns of economically disconnected areas and regional and local scale policy recommendations.
- Presented the socioeconomic policy updates to the Economic Development Committee; Presented findings of various policy updates to Lambda Alpha.

2nd Quarter Objectives:

- Publish policy update series on commute patterns of economically disconnected areas.
- 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.

1st Quarter Progress:

- Continued work on property tax data analysis.

2nd Quarter Objectives:

- Publish policy update on property tax classification and residential tax burden.
- Continue to provide analysis for various local planning project as needed.

Multijurisdictional Transportation Impacts of Development Corridors

Project Manager: Lindsay Hollander

Team: Oo, N. Peterson

Description: CMAP has provided a series of analyses on the fiscal and economic impacts of various land use types. This project will expand upon that work by analyzing the transportation utilization and cost impacts of retail agglomerations. Tasks include identification of the region's retail corridors, assessment of the role that transportation implementers play in single and cumulative development approvals, and completion of case studies of a subset of retail corridors. The case study analyses will assess transportation network utilization and costs across jurisdictions. A second report focusing on industrial corridors will be scoped in FY17, and an RFP will be issued, with the bulk of the work to be completed in FY18.

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



1st Quarter Progress:

- Used data submitted by consultant and data outputs from the travel model to complete analysis of roadway utilization and costs associated with each agglomeration.
- Conducted research on multijurisdictional issues of transportation improvements and developments.
- Began drafting report.

2nd Quarter Objectives:

- 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).

1st Quarter Progress:

- None, scope will be completed during 2nd quarter.

2nd Quarter Objectives:

- Scope project.



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).

1st Quarter Progress:

- Met with 8 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.
- Continued monitoring HB2538 live streaming bill which was awaiting the Governor's action.
- Begin review and updates to the State and Federal Principles and Agenda documents for Spring 2018 legislative session.
- Staff began development of the fall legislative forum.



- Began development of the next CMAP Legislative Working Group , to focus on partner's individual legislative initiatives.
- Staff continued to track legislative activities in early July, paying close attention to the state budget process.

2nd 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 Veto session outcomes and initiatives for 2018 Spring Session.
- Develop the spring legislative forum content and format.
- Finalize updates to the State Principles and Agenda documents for Spring 2018 legislative session.

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).

1st 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.



2nd 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).

1st 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.



2nd 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 FY18 will continue to refine policy approaches as well as finalize the socioeconomic forecast, Alternative Futures process, the financial plan, and transportation project assessment and selection. FY 18 also includes drafting the plan overall. Continuing stakeholder and public engagement is 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. FY18 activities will include creating messages and communication strategies for key stakeholders around the draft and final ON TO 2050 plan, developing required supportive web and print materials, and building media and stakeholder awareness of the plan and engagement opportunities. This project will also overlap with activities in the main Communications and Outreach work program centered on conceiving and executing visual assets (e.g., illustrations, animations, photos, and videos) for the draft and final versions of the plan.



Products and Key Dates: Continue to develop messaging and communications strategies for plan development work (ongoing). Assist in preparation of ON TO 2050 preview report (October 2017) and snapshot reports (ongoing). Prepare public-facing materials in preparation for engagement around the draft plan (spring 2018). Deploy and continually enhance interactive infographics and web mapping tool for layers and interactives (ongoing). Develop plan website for soft rollout to coincide with draft plan (ongoing). Carry out other ongoing communication activities to be identified in support of ON TO 2050.

1st Quarter Progress:

- Completed communications support for the Alternative Futures public engagement period including:
 - Media outreach, including on-going series about forums in the Chicago Tribune.
 - Execution of the final two 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
- Began planning the October 2018 launch event for ON TO 2050 adoption and implementation.
- Completed design of the ON TO 2050 Preview Report prior to adoption by the CMAP Board and MPO Policy Committee in October 2017.
- Directed development of three initial urban design illustrations on Resilience, Inclusive Growth, and Prioritized Investment.
- Supported release of two ON TO 2050 Strategy Papers: Lands in Transition and Water Resources, along with white papers on Highway Systems and Transit Ridership.
- Supported release of one ON TO 2050 Snapshot report: Infill and TOD.
- Completed Phase 1 of ON TO 2050 Urban Design and Visual Asset Development project.
- Completed Phase 1 of ON TO 2050 photo/video project, began Phase 2 by planning studio-based sessions for January-March 2018.
- With consultants, continued migration of CMAP website to newest version of Liferay CMS and design of templates for ON TO 2050 draft plan launch in late spring of 2018.

2nd Quarter Objectives:

- Promote awareness of the ON TO 2050 Preview Report and its three principles.



- Continue planning for October 2018 adoption/implementation launch.
- Produce and release multiple ON TO 2050 snapshots and strategy papers, including reports on asset management, transit modernization, traffic safety, stormwater and flooding, and transit trends.
- Continue to strategically deploy interactive web infographics to support both ON TO 2050 deliverables and Alternative Futures topics.
- Continue development work on the CMAP and ON TO 2050 web channels to prepare for draft plan content.

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, community organizations, and others. Specific outreach activities in FY18 will include continued engagement around alternative futures, including developing related forums, conducting workshops and forums, deploying kiosks, and summarizing feedback. Engagement to support development of ON TO 2050 will also be used to update CMAP's Public Participation Plan, highlighting meaningful and inclusive outreach. In addition, the outreach team will provide support to project 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, including stakeholder engagement surrounding the draft plan in spring/summer 2018 and preparation for the October 2018 launch event.

Products and Key Dates: Organize and develop topical forums (through August 2017). Collect and help analyze engagement inputs from all sources (July through September 2017). Prepare alternative futures engagement summary (October 2017). Preparatory tasks for draft plan engagement (ongoing). Targeted stakeholder and partner engagement (ongoing).

1st Quarter Progress:

- Implemented broad public engagement strategy to support Alternative Futures phase of ON TO 2050 development. During this phase, CMAP connected with more than 2,500 residents who attended 127 workshops and five topical forums and over 61,000 who interacted with iPad kiosks.



- Coordinated and attended workshops and other events, including farmers' markets, community fairs and festivals.
- Deployed and managed 20+ iPad Pro survey kiosks to rotating locations throughout the region.
- Assisted with development of and logistics for the 2050 Big Ideas Forum series (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.
- Collected, compiled, and reported on data from outreach events, including workshops, kiosks, MetroQuest, email submissions, and online surveys; prepared and presented Alternative Futures Engagement Summary, appendix to the ON TO 2050 Preview Report.
- Supported LTA ON TO 2050 outreach to municipal partners.
- Began to develop ON TO 2050 corporate engagement strategy to generate private sector support for ON TO 2050 and the 2018 adoption/implementation launch.

2nd Quarter Objectives:

- Continue to expand and deepen the agency's network of allies, focusing on the private sector, through on-going outreach events, following conclusion of Alternative Futures public engagement.
- Begin to implement ON TO 2050 corporate engagement strategy to generate private sector support for ON TO 2050 and the 2018 adoption/implementation launch.
- Monitor remaining three Alternative Futures kiosks, deployed in Chicago Public Library locations for educational purposes.
- Coordinate ON TO 2050 public engagement activities with LTA and governmental affairs.
- Continue development of long-term public participation plan for all phases of plan development.
- Support planning and logistics for ON TO 2050 adoption/implementation launch.



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 FY18, 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: Complete the Alternative Futures engagement process (August 2018)
Draft summary report on engagement results and ON TO 2050 takeaways (October 2018)

1st Quarter Progress:

- Developed initial prioritization and identification of cross-cutting strategies across each future
- Analyzed results from MetroQuest surveys and overall 2050 engagement activities
- Revised the ON TO 2050 Preview Report to reflect substantive feedback from the

2nd Quarter Objectives:

- Finalize assessment of cross-cutting strategies

AREA 2: Analysis and Strategy Development

Plan Development

Project Managers: Kristin Ihnchak, Liz Schuh

Team: Beck, Day, Elam, Irvin, Hollander, Weil, Williams-Clark, 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).

1st Quarter Progress:

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

2nd Quarter Objectives:

- Finalize topical chapter outlines and circulate for internal review. Begin stakeholder review of major recommendations.
- Draft Implementation Memo identifying near-term and long-term implementation strategies.
- Begin drafting plan sections.

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 complete the 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 ON TO 2050. Snapshot reports will continue to be brought to CMAP working committees for review and comment. Specific analyses include (project managers are listed first for each team):

- **Highway network and trends** (Elam, D. Ferguson, Murtha; August 2017)
 - 1st Quarter Progress:**
 - Report published.
 - 2nd Quarter Objectives:**
 - None; project complete.
- **Infill and Transit-Oriented Development (TOD) trends** (Schuh, Menninger, Tineh; August 2017)
 - 1st Quarter Progress:**



- The report has been finalized and released to the public
 - Present findings to Land Use and Environment & Natural Resources committees, and to other entities as requested.
- 2nd Quarter Objectives:**
 - Present and provide data as requested.
- **Transit system and trends** (Menninger, Elam, Irvin; October 2017)
 - 1st Quarter Progress:**
 - Incorporated service board comments and internal feedback.
 - Initial graphics and layout complete.
 - 2nd Quarter Objectives:**
 - Finalize and release the report.
 - Post data used to the Data Hub.
- **Local food** (Daly, Navota; August 2017)
 - 1st Quarter Progress:**
 - The report has been finalized and released to the public.
 - 2nd Quarter Objectives:**
 - Project complete.
- **Non-motorized transportation** (Bayley, Daly, O'Neal; October 2017)
 - 1st Quarter Progress:**
 - The report has been finalized and released to the public.
 - 2nd Quarter Objectives:**
 - Project complete.
- **Natural resources trends** (Patton, Daly, Beck, Navota, Irvin; January 2018)
 - 1st Quarter Progress:**
 - Completed initial draft and first round of revisions
 - 2nd Quarter Objectives:**
 - Finalize content and graphics for publication in January 2018.
 - Present findings to ENR committee.
- **Placemaking trends** (Boggess, Ihnchak, Lopez; December 2017)
 - 1st Quarter Progress:**
 - Refined vision statement and report's outline.



- Completed draft report.
- Held Advisory Group meeting to review potential recommendations.

2nd Quarter Objectives:

- Send revised draft report to executive team for final review.
- Present draft report to Advisory Group and LU Working Committee in November for final review.
- Work with communications to finalize report.

Assessment of New Policy Directions

Project Managers: Kristin Ihnchak, Liz Schuh

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

Description: This area will wrap up evaluation of more specific strategies for selected GO TO 2040 policies and assess some new policy areas through the creation of strategy papers and memos, which will summarize the agency’s potential approach to each area. Products developed under this area will be brought to CMAP working committees and key stakeholders for discussion throughout development and following their completion. Topics for evaluation include (project managers are listed first for each team):

- **Transit Modernization** (Menninger, Irvin, Elam; October 2017)

1st Quarter Progress:

- Completed resource group and internal review.

2nd Quarter Objectives:

- Complete communications review and formatting.
- Finalize and release strategy paper.

- **Inclusive growth** (Scott, Tineh, Irvin; July 2017)

1st Quarter Progress:

- Published strategy paper at “The Future of Economic Opportunity” Alternative Futures forum.

2nd Quarter Objectives:

- Coordinate with partners and other stakeholders to identify and evaluate implementation actions.
- Conduct internal focus groups on implementation opportunities.

- **Transportation technology** (Irvin, Murtha; August 2017)



1st Quarter Progress:

- Strategy paper in final communications review. Presentations to stakeholders.

2nd Quarter Objectives:

- Finalize and release strategy paper.

- **Lands in transition** (Beck, Daly, Patton, Navota; July 2017)

1st Quarter Progress:

- Finalized paper and sent to Communications for review and formatting in July.
- Released paper in August.

2nd Quarter Objectives:

- Prepare ON TO 2050 recommendations for lands in transition.

- **Asset Management** (Murtha, Elam; December 2017)

1st Quarter Progress:

- Continued discussions of asset management in the context of Surface Transportation Program restructuring. Issued [Request for Information](#) for pavement data collection and pilot pavement management program, for which we conducted informational interviews.

2nd Quarter Objectives:

- Prepare ON TO 2050 recommendations for asset management and target setting. Issue a Request for Qualifications for pavement data collection and a pilot pavement management program.

- **Water** (Navota, Beck, Hudson; July 2017)

1st Quarter Progress:

- Requested review / comments on draft paper from ENR, internal / core team, and external partners.
- Finalized and published strategy paper in September.

2nd Quarter Objectives:

- Prepare ON TO 2050 recommendations for water resource management.

- **Municipal capacity** (Day, Hollander; October 2017)

1st Quarter Progress:

- Convened final focus group: ON TO 2050 Municipal Outreach facilitators.
- Convened final Resource Group meeting, presented draft strategy paper.
- Solicited feedback on draft strategy paper, finalized, and sent to Comms for final review.



2nd Quarter Objectives:

- Ensure successful publication of strategy paper
- Coordinate with Comms to implement rollout, make presentations to support
- **Stormwater** (Beck, Evasic, Navota; December 2017)

1st Quarter Progress:

- Developed and finalized regional flooding susceptibility indexes after meeting with stakeholders regarding methodology, including Illinois State Water Survey, Midwest Regional Climate Center, and Calumet Stormwater Collaborative.
- Prepared draft strategy paper.
- Presented/distributed draft paper for review to the Environment and Natural Resources Working Committee, Calumet Stormwater Collaborative for feedback, and other experts.

2nd Quarter Objectives:

- Finalize strategy paper and send to Comms for final review.
- Prepare ON TO 2050 recommendations for stormwater management.
- **Economic resilience** (Weil, Edwards; September 2017)

1st Quarter Progress:

- Drafted three strategy memos.
- Shared drafts to Economic Development Committee.

2nd Quarter Objectives:

- Solicit expert feedback on recommendations.
- Finalize drafts.
- Distribute drafts to key stakeholders.

- **Energy** (Patton; June 2017)

1st Quarter Progress:

- The report has been finalized and released to the public.

2nd Quarter Objectives:

- Project complete.

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

1st Quarter Progress:

- Convened focus group with health equity professionals and two Resource Group meetings to draft and refine strategies.
- Hosted APA-IL Planning4Health Roundtable on July 27.



- Presented to Transportation Committee in August and September, as well as convene joint H & HCD meeting to inform draft health strategies. Began developing the Health, Land Use, and Transportation November 17 event.

2nd Quarter Objectives:

- Submit draft for internal and senior staff review. Finalize draft.
- Present revised draft paper to Resource Group members on November 15 as well as to H, HCD, and ENV Working Committees in November.
- Host a discussion on Health, Land Use, and Transportation with City and County leaders on November 17

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.

1st Quarter Progress:

- Completed initial presentations to CMAP committees and interested stakeholders.
- Compiled and summarize public feedback, and edited the Preview Report as appropriate. Presented revised report to committees and stakeholders.
- Prepared final report for CMAP Board and MPO Policy Committee approval discussion and adoption in Q2.

2nd Quarter Objectives:

- Present ON TO 2050 Preview Report for Board and MPO approval in October.
- Present to stakeholders as requested.

Products and Key Dates: Strategy papers (June 2017-Feb 2018); regional indicator memos (June 2017-March 2018).

Place-Based Approach: Layers Development

Project Managers: Lindsay Bayley

Team: Apap, Catalan, Daly, Dean, 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 continue to develop the selected layers and associated recommendations. The team will also identify the web format for these recommendations. CMAP committees and other stakeholders will continue to be strategically engaged in the development of this approach.

Products and Key Dates: Recommendations and visuals for selected layers (March 2018).



1st Quarter Progress:

- Worked with Communications team to draft a test story map.
- Met with ON TO 2050 plan authors to understand need for visual aids in communication, particularly in story maps.
- Finalized the list of layers to be developed, and are now prioritizing certain layers for story maps and others for data dissemination.

2nd Quarter Objectives:

- Improve the aesthetic display of layers through story maps, working with the consultant to test new approaches.
- Develop a strategy for disseminating layers data to stakeholders.

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).

1st Quarter Progress:

- Completed draft RSP benefits report and discussed with Transportation Committee.

2nd Quarter Objectives:

- Discuss results with implementers and revise estimates as needed.
- Present to Environment and Natural Resources and other committees.



Financial Plan Development

Project Manager: Lindsay Hollander

Team: 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.

1st Quarter Progress:

- Presented revised forecasts and allocation scenarios to Transportation Committee, CMAP Board, and MPO Policy Committee.

2nd Quarter Objectives:

- Conduct additional outreach on forecasts.
- Continue to conduct outreach on allocation category priorities.

AREA 3: Technical Analysis

Socioeconomic Forecast and Local Area Allocation

Project Manager: David Clark

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

Description: With consultant support, develop tools necessary to support on-going population forecasting and allocation efforts. FY18 activities include finalizing the local allocation of the regional population total based on stakeholder feedback and refined analysis. 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 local allocation (June 2018).



1st Quarter Progress:

- Ongoing work with consultant to refine local allocation tool, with a focus on generating incremental (five-year) results and reporting employment by major industry.
- Ongoing efforts to collect up-to-date development information to inform near-term growth assumptions.
- Provided response to McHenry County planners' feedback of draft county-level totals.

2nd Quarter Objectives:

- Receive final version of tool and documentation.
- Revise tool inputs based on new/updated data and assumptions.
- Work with Plan managers to determine communication strategies for both regional and local allocation forecast results.

Plan Indicators Development

Project Manager: Noel Peterson

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

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

Products and Key Dates: Memo on refinement of existing indicators (March 2018). Memo on possible new indicators (April 2018). Memo on proposed ON TO 2050 indicators, including targets (June 2018).

1st Quarter Progress:

- Updated five GO TO 2040 indicators (Regional Access to Parks per Person in Acres; STEM Employment Change; Venture Capital Funding; Number of Patents Issued Annually; and, Population and Jobs with at Least Moderate Access to Transit) and one kindred indicator (Percentage of the Regional Trails Plan Completed).
- Completed draft Indicator Refinement Memos describing proposed sets of Land Use and Economy indicators (existing or new) for ON TO 2050. Began soliciting committee feedback on completed memos.



- Set near-term (2025) and long-term (2050) targets for Economy indicators.

2nd Quarter Objectives:

- Complete draft Indicator Refinement Memos for Environment, Governance and Inclusive Growth indicators. Continue soliciting committee feedback on completed memos.
- Continue setting near-term (2025) and long-term (2050) targets for indicators that have gone through committee review process.
- 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: Clark, Prasse, Brown, and other relevant staff

Description: This project supports various projects underway for development of the next long-range plan. FY18 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 layers, snapshots and, strategy papers through tasks such as developing and analyzing related metrics and aiding in data analysis for various topics as needed (ongoing).

1st Quarter Progress:

- Coordinated posting of Infill/TOD Snapshot data on CMAP Data Hub.
- Completed analysis for FY18 Q1 deliverables:
 - Stormwater Strategy Paper
 - Finalized inputs/approach for regional Flood Susceptibility indexes; presented results to ENR committee and other regional partners.
 - Natural Resources Snapshot
 - Provided data and background about 1974-2012 historic development dataset and regional Flood Susceptibility Indexes.
 - Scraped Air Quality Index data from EPA website and summarized trends by pollutant/county.
 - ON TO 2050



- Re-processed Infill supportiveness dataset to create "Minimally-supportive Conservation Areas" and "Minimally-Supportive Ag/Open Space" as categories.
- Researched Home Mortgage Disclosure Act API and parsed data to summarized subprime mortgages and non-white applicants.

2nd Quarter Objectives:

- Complete analysis for FY18 Q2 deliverables.
- Coordinate release of tabular data from Q2 Snapshots on Data Sharing Hub.
- Meet with managers with FY18 Q2 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 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).

1st Quarter Progress:

- Sent Q1 Municipal Matters newsletter featuring a recap of the Alternative Futures campaign and the ON TO 2050 Municipal Outreach initiative.
- Planned materials and support for announcement of new LTA projects.
- Continued to meet regularly with LTA staff and create individual plans for ongoing LTA projects to organize communications, outreach, social media, and media support.
- Organized content for an LTA-Communications-Outreach brownbag training to take place in January.
- Obtained news coverage for several LTA projects including: the Pilsen and Little Village Action Plan, Romeoville Comprehensive Plan, Arlington Heights Bicycle and Pedestrian Plan, Aurora Downtown Master Plan, Fox River Corridor Plan in Lake and McHenry counties, and others.
- Worked with LTA staff to reorganize how projects are listed on the CMAP website so they are mapped by location or project type.
- Presented at LTA-Outreach coordination caucus on best media practices for staff members.

2nd Quarter Objectives:

- Send press release on 2017 LTA project announcement and work with new community partners on outreach and promotion.
- Finalize agenda for LTA-Outreach-Communications brownbag training.
- 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 with more targeted, original content.



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

Policy and Programming 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).

1st Quarter Progress:

- Developed a communications timeline for the Expressway Vision, including plans to publish the draft in April 2018 followed by public outreach. Supported the development of presentation materials for key stakeholders this fall and winter, and drafted a one-pager summarizing public sentiment on key Vision goals. Planned for an October announcement of the Expressway Vision project to select reporters, including the development of FAQs about the Vision.
- Supported release and promotion of Policy Updates on numerous topics, including the following: how socioeconomic shifts in the Chicago region affect regional policy and planning; a summary of H.R. 3001, federal legislation to establish new formula and grant programs for freight improvements; local leadership on climate change issues; the effect of the State of Illinois' FY18 budget on state finances, regional transportation, and local governments; and strategies to reduce flooding in metropolitan Chicago.
- Planned for an October announcement of Congestion Mitigation and Air Quality Improvement (CMAQ) program and Transportation Alternative Program-Local (TAP-L) grant awards.
- Supported the publication of a number of ON TO 2050 products, including strategy papers and a Snapshot report.



- Completed updates to the Innovation section of the Regional Economic Indicators microsite.
- Supported the promotion of CMAP's fall Legislative Summit.

2nd Quarter Objectives:

- Support the production of the draft Expressway Vision, a collaborative effort between CMAP, Urban Lab, CH2M, and Morreale; and conduct targeted media outreach on the vision.
- In October, announce new CMAQ and TAP-L grant awards.
- Support continued production and promotion of Policy Updates, as well as ON TO 2050 products.
- Complete updates to the Workforce section of the Regional Economic Indicators microsite.
- 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).

1st Quarter Progress:

- With agency and Plan leadership, determined a preferred launch date and location for ON TO 2050—October 10, 2018, at Millennium Park. The location is on hold with MB



Real Estate, which manages Park reservations, pending the finalization of the City of Chicago's 2018 events calendar.

- Developed a detailed spreadsheet of tasks needed for a successful launch event; began to engage team members in their assigned tasks.

2nd Quarter Objectives:

- Secure Millennium Park for the launch event through the City/MB Real Estate and procure the location in partnership with CMAP's F&A team.
- Prepare and send a save the date for the event.
- Continue managing the launch event team, with a near-term focus on components that will require support from the FY18-19 budget.
- Augment the plan with additional milestones anticipated in 2018 that will contribute to the successful launch of ON TO 2050, including the release of the draft plan release, public comment period, messaging/campaign development around the three principles, and post-launch activities.

Media Relations and Messaging

Project Manager: Tom Garritano and Tina Fassett Smith

Team: Silverberg, Burrell Booth, Silberhorn

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

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



1st Quarter Progress:

- Coverage related to Alternative Futures and ON TO 2050, including Joseph C. Szabo's appearance at City Club:
 - TV: [Speeding toward the future of driverless cars](#) (WTTW-Chicago Tonight).
 - Radio: [CMAP seeks feedback on plan for the future](#) (WBEZ), [City Club of Chicago: Alternative Futures – What will shape Chicagoland's quality of life and economic prosperity](#) (WGN Radio).
 - Print: [Planning for a new Chicagoland](#) (Chicago Tribune editorial), [It's getting harder for kids to move up the economic ladder; He's got ideas to fix that](#) (Chicago Tribune), [Tomorrow's economy: CMAP hosts forum](#) (Metropolitan Planning Council blog), [How can new ideas help Illinois fix its rickety bridges by 2050?](#) (Chicago Tribune).
- Coverage for Policy & Programming: [Chicago now almost majority minority](#) (Crain's), [Analysis: Minority groups edge closer to majority in the Chicago region](#) (WTTW-Chicago Tonight), [What's the holdup at area rail crossings](#) (NBC-5 Chicago), [Immigrants bypassing Chicago for other cities](#) (Crain's), [Why the trucking industry is being remade here \(and it's not autonomous vehicles\)](#) (Crain's), [As the nation's rail hub, Chicago is an expensive and dangerous bottleneck](#) (BGA), [Pedestrian bridge over Fox River 'will be built next year'](#) (Aurora Beacon-News), [While some businesses get tax breaks, others get new tax](#) (Daily Herald), [New housing gives hope to Will County Veterans](#) (Daily Southtown), [Could Chicago's logistics industry boost its bid for the Amazon HQ?](#) (Chicago Magazine).
- Coverage related to LTA ran in Patch, the Bugle Newspapers, Lawndale News, Chicago Gazette, Curbed Chicago, DNA Info, Aurora Beacon-News (Chicago Tribune), Northwest Herald, Journal-Topics Newspapers, Arlington Post (Chicago Tribune), and the Daily Herald.
- Fielded media inquiries related to best practices in comprehensive planning, infill development, inclusive growth, ON TO 2050 plan development, the economic effects of transit station improvements, regional housing issues, proposed changes to federal transportation funding, the effect of ride-sourcing on downtown traffic congestion, walkable communities, the logistics and freight industry in the Chicago region, and more.

2nd Quarter Objectives:

- Continue to build awareness of topics and principles in the next comprehensive plan.



- Create a plan to promote the preview document and each of the three principles as a way to increase public understanding and build enthusiasm for the draft plan.
- Continue to develop high-level messaging for staff as a whole to speak consistently about the agency and its priorities, including ON TO 2050.

Graphic Design

Project Manager: Nancy Catalan-Sanchez and Chris Apap

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.

1st 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.
- Completed the ON TO 2050 Preview Report for Board adoption in October 2017.
- Completed the Annual Report.
- Supported or completed LTA plans or promotional materials for Beach Park, Wilmington, Hampshire, North Mainfield, Franklin Park, Lisle, Crystal Lake, Fox River, Arlington Heights.
- Completed the ON TO 2050 Infill and TOD Snapshot.
- Completed graphics (and covers, if needed) for two Policy Updates, the Inclusive Growth Strategy Paper, and the Non-Motorized Transportation and Local Foods memos.
- Completed updates of STP-L Expenditures booklet, CMAQ booklet, TIP Brochure.



- With CMAP consultants, continued development, design, production, and implementation of interactive web graphics.

2nd Quarter Objectives:

- Continue production of LTA reports.
- Complete design of ON TO 2050 Transit Trends Snapshot and multiple Strategy Papers, including covers as needed.
- Continue design of graphics for Policy Updates and regional economic indicators.
- Begin designing signage for the lobby to reflect the ON TO 2050 plan preview.
- Design a save the date for the ON TO 2050 launch event.
- Continue design of graphics for web usage.
- Begin designing Expressway Vision deliverables.
- Begin designing graphics for the Regional Strategic Freight Direction.

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).



1st Quarter Progress:

- Convened nearly two dozen Phase 1 meetings of UrbanLab staff and ON TO 2050 topical staff to establish clear mutual understanding of content and objectives.
- Directed development of three initial urban design illustrations on Resilience, Inclusive Growth, and Prioritized Investment, included in the ON TO 2050 Plan Preview report for Board adoption in October 2017.
- Facilitated contract amendment for UrbanLab to perform related services under Expressway Vision project.
- Completed Phase 1 of outdoor photo/videography, began Phase 2 by planning studio-based sessions for January-March 2018.

2nd Quarter Objectives:

- Begin Phase 2 of Urban Design project, carefully defining list of desired illustrations in multiple formats.
- Work with Expressway Vision team and UrbanLab to ensure that this project's visual needs are being met.
- Prepare for Phase 2 studio sessions of photo/videography.
- Begin to experiment with integrating selected imagery into ON TO 2050 web templates.

Photo Library

Project Manager: Nancy Catalan

Team: Fassett Smith, 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 2017). Conduct training and/or otherwise guide staff in contributing to



maintenance of the photo library (January 2018). Ensure that the library is maintained as an agency-wide resource (On-Going).

1st Quarter Progress:

- Finalized the tagging system for the photo library.
- Began finalizing the Adobe Bridge Guide.
- Continued to work with IT to ensure software is up to date and to trouble shoot storage testing.
- Reviewed Dave Burk's progress and provided feedback on delivered proofs for Phase 1 ONTO 2050 photography.

2nd Quarter Objectives:

- Continue to review Dave Burk's progress for Phase 2 and provide feedback on delivered proofs.
- Finalize Adobe Bridge Guide.
- Schedule a date for staff to demonstrate how to use Adobe Bridge and distribute the how to guide.
- Schedule a date for staff to demonstrate how to take quality photos.

Web Administration

Project Manager: Joey-Lin Silberhorn

Team: Catalan-Sanchez, Apap, Fassett Smith, Garritano, Vernon, 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. This includes helping others at the agency to prepare, post, and maintain their web-based content. Projects may involve overseeing 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.

Products and Key Dates: Work with agency staff to train and assist with development of interactive graphics and maps (ongoing). Work with CMAP staff to keep their web content current, complete, and engaging, including providing tutorial materials for Liferay and Google Analytics, both via written documentation and video (ongoing). Work with web development consultants to manage large-scale website enhancements and interactive projects, including an upgrade to Liferay 7 (through September 2017).



1st Quarter Progress:

- Continued to work with vendors to prep for eventual upgrade to Liferay 7 and began clean-up of website templates to prepare for the ON TO 2050 launch in 2018.
- In partnership with web consultants, continued work on interactive mapping and infographics tools for ON TO 2050 as well as provided support to outreach on the CRM.
- Helped policy, planning, and programming staff to develop and update content, including completed consultant-led LTA projects.
- Continued promotion via social media of the ON TO 2050 Snapshot and Strategy reports.
- Coordinated with consultants for design tweaks, development debugging, and hosting optimizations.

2nd Quarter Objectives:

- Continue work with consultants to upgrade to Liferay 7, and roll out to staff.
- Continue web content management training for staff, including training on the new content management system.
- 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 (2nd Quarter, FY 18). Develop of promotional strategies and related content (ongoing). Collect user engagement and create reports on engagement efforts (quarterly).

1st Quarter Progress:

- Continued work on the upgrade to the Liferay 7 content management system and on design for the ON TO 2050 channel of the CMAP website.
- Refined quarterly web and social analytics report.
- Planned and executed several social media campaigns around products including the final Alternative Futures, Water strategy paper, Highway Systems report, Transit Ridership Growth Study, and others.
- Developed a yearlong strategy with partner agencies to promote and support the Regional Housing Solutions website.

2nd Quarter Objectives:

- Plan launch of a CMAP-branded Instagram account with consultant-taken photos.
- Plan for launch of a CMAP-branded blog.
- Begin use of a professional social media management platform to better plan engagement campaigns and gather analytics.
- Continue to plan and execute social media campaigns around key deliverables, including ON TO 2050 and LTA products.



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).

1st Quarter Progress: Continued to expand and deepen the agency's network of allies and advocates through public engagement for ON TO 2050, including civic organizations, community groups, and the private sector. Prepared and presented the ON TO 2050 Public Engagement Summary Report, an appendix to the ON TO 2050 Preview Report, highlighting data and themes from the summer's public engagement activities. Coordinated outreach activities with LTA and Governmental Affairs, supporting planning for the legislative summit on November 2. Supported development of outreach strategy for the Expressway Vision. Staffed and reported on Councils of Government, Councils of Mayors meetings. Developed ON TO 2050 corporate engagement strategy and began its implementation to private sector representatives.

2nd Quarter Objectives: Continue expansion of CMAP's engagement with community organizations and private sector supporters through implementation of the corporate engagement strategy. Begin review and preparation of Public Participation Plan and support response to Federal Certification Review. Field and coordinate requests for CMAP participation in community events. Support planning for ON TO 2050 launch event. Coordinate public engagement efforts with LTA, LTA implementation group, and Governmental Affairs.



Contacts Management (MARCEL)

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. Refine with relevant staff as needed. Manage and implement upgrades to system as needed (On-Going).

1st Quarter Progress:

- Completed deployment of fully-functional CRM system currently used to manage contacts, including Board and Committee communications and weekly e-mail distribution.
- Trained core staff representatives from respective departments including numerous in-person and group trainings.
- Prepared custom instructional User Guide and managed the creation of a Wiki page for agency reference.
- Created private group system to protect Media Contacts.
- Directed Communications and Outreach interns on updating system with new mailing list contacts.

2nd Quarter Objectives:

- Deploy updates or bug-fixes for further customization and troubleshooting as necessary.
- Continue to grant permissions, educate and train new staff as needed.
- Manage production of new 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.

1st Quarter Progress:

- Maintained ongoing “Activity Tracker” document of outreach prospects, successfully scheduled workshops, and overall complete outreach activity.
- Managed Communications and Outreach staff and interns in inputting and analyzing comments from workshops and online engagement.
- Prepared draft outreach summary and ON TO 2050 Alternative Futures Engagement Summary document that includes a record of all outreach methods, including: workshop comments, kiosk responses, MetroQuest data, online survey and key pad polling data that was presented to and approved by the CMAP Board.

2nd Quarter Objectives:

- Focus outreach on corporate and private sector partnerships.
- Record outreach activity in CRM database.

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 as well as Turning Technologies TurningPoint platforms to facilitate input and engagement of individuals and communities across the region. Generally, any LTA project can include a customized MetroQuest website or utilize TurningPoint polling for its outreach purposes and local community participation. These platforms are also useful at a regional scale, for example to get stakeholders and general public to comment and/or vote on possible scenarios and other comprehensive plan outcomes. Managing the schedule is important for each platform’s



implementation, including arranging graphic design and text review in a timely and efficient manner. MetroQuest and TurningPoint have been in use by CMAP staff for a significant time; therefore, staff will re-evaluate each product, review, and procure other product options for future outreach use.

Products and Key Dates: Work with the CMAP staff to ensure that they are maximizing benefits of MetroQuest and TurningPoint through their projects. Provide assistance for staff to customize the software for individual projects and communities (continued). Re-evaluate both products with staff. Research and review other web-based outreach platforms (Nov 17). Release RFPs and begin procurement process for both LTA project implementation (mini RFP - Oct 17) and agency-wide, ON TO 2050 outreach (Jan 17).

1st Quarter Progress:

- MetroQuest contract was renewed. The renewal option year has been exercised through October of 2018.
- Evaluate MetroQuest and TurningPoint's use amongst staff for both LTA and ON TO 2050 efforts.
- Began researching and reviewing products for potential procurement.
- Developed 'mini' RFP for new platforms for LTA project implementation.

2nd Quarter Objectives:

- Continue researching and reviewing options for online public engagement products for consideration.
- Continue RFP and procurement process for both LTA project implementation web-based outreach and ON TO 2050 outreach platforms.

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. 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 2018 program application development (November 2017). Recruitment (January to May 2018). Develop program curriculum (February to June 2018). Student selection and notification (June 2018). Parent orientation (June 2018). Week-long session (July 9-14). Final presentation (July 14, 2018). 2019 program application development (November 2018). Recruitment (January to May 2019). Develop program curriculum (February to June 2019). Student selection and notification (June 2019).

1st Quarter Progress:

- Finalized notebook, orientation program, and other documents.
- Finalized field trip logistics, food, and transportation.
- Prepared CMAP staff for the arrival of FLIP students.
- Successfully executed the FLIP Summer 2017 Program!
- Debriefed with FLIP staff and interns.

2nd Quarter Objectives:

- Set dates for FLIP 2018
- Edit and redesign FLIP application.
- Brainstorm curriculum ideas based upon ON TO 2050 launch
- Develop partnerships with youth programs for recruitment and promotion of FLIP
- Re-ignite partnership with UIC's College of Urban Planning and Policy for volunteers and other opportunities.



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).

1st Quarter Progress:

- Developed the staff recommended the CMAQ and TAP-L program of projects for Project Selection Committee and Transportation Committee approval.
- Released the proposed program for public comments and developed response to the comments received.
- The CMAQ and TAP-L programs were approved by the MPO Policy Committee and CMAP Board.
- Approved programs sent to FHWA and FTA for eligibility determination.



2nd Quarter Objectives:

- Notification of project sponsors once federal eligibility determination is made.
- Hold mandatory initiation meetings for project sponsors to begin the implementation of newly programmed projects.
- Hold discussions with Project Selection Committee member on potential changes and begin the process of planning for the next call for projects in 2019.

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).

1st Quarter Progress:

- Hold one-on-one stakeholder meetings to assess concerns and present to individual Councils as requested
- Draft memorandum of agreement

2nd Quarter Objectives:

- Draft agreement approved by Council of Mayors Executive Committee and MPO Policy Committee at October meeting.
- Closeout and lessons learned meeting.
- Transition STP framework project to STP implementation project.



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).

1st Quarter Progress:

- Presented highway safety targets option memo to Transportation Committee.
- Finalized SQL queries and estimated trend and current year values for several system performance measures.

2nd Quarter Objectives:

- Make initial estimate of peak hour excess delay measure.
- Work with RTA to define best approach to future transit target setting.

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).

1st Quarter Progress:

- Continued integration of agency traffic data into the CMAP regional inventory.
- Completed field data collection of motorist delay at highway-rail grade crossings and bicycle-pedestrian counts.
- Solicited updated estimates of motorist delay at highway-rail grade crossings.
- Using 2016 proposal based on freight bottlenecks and subsequent IDOT input, prepared the designation of Critical Urban Freight Corridors for October, 2017 MPO Policy Committee approval.

2nd 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 field data analyses of delays for motorists at highway-rail grade crossings. Update prioritization for multi-agency grade crossing working group.
- Initiate FY 2018 truck data purchase.
- Complete designation process for Critical Urban Freight Corridors.

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).

1st Quarter Progress:

- Drafted initial scope for project.

2nd 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.

Transit Ridership and Capacity Analysis

Manager: Martin Menninger

Team: Bozic, N. Peterson

Description: Following up on work in the transit ridership growth study in the previous fiscal year, this project will analyze transit capacity needs across the system based on expected growth in usage. Project start depends on completion of efforts to introduce a capacity constraint into the transit assignment process in the travel model in the Research and Analysis program. The project will also follow up with additional details on the analyses carried out in the ridership growth study, likely including an identification of the stations that might benefit most from upgrades. Key dates: Complete project scope (January 2018); draft report (June 2018)

1st Quarter Progress:

- Refine study goals and concepts.
- Calibration and validation of ABM for transit modeling.

2nd Quarter Objectives:

- Develop scope.
- Analyze ON TO 2050 demographic forecast and other data sources.



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: Draft report (December 2017).

1st Quarter Progress:

- Eliminated TOPS BC as system wide analysis tool.
- Began modeling and evaluation of interstate and regional strategies.
- Implemented SHRP2 L03 method to convert average weekday period travel time index into recurring and non-recurring delay components.
- Began draft report.

2nd Quarter Objectives:

- Research impacts of operations oriented strategies and apply to components of travel time delay.
- Finalize arterial strategies and evaluation methods for arterial based strategies.
- Test arterial strategies.
- Continue drafting report.

Highway Safety 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).

1st Quarter Progress:

- Completed draft paper.
- Began addressing internal staff comments.

2nd Quarter Objectives:

- Complete addressing internal staff comments.
- Submit for executive review.

AREA 2: Vision for the Northeastern Illinois Expressway System

Project Oversight: Jesse Elam

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

In cooperation with the Illinois Department of Transportation (IDOT) and the Illinois State Toll Highway Authority (Tollway), CMAP is developing a vision for the northeastern Illinois expressway system. The document will be a comprehensive, planning-level examination of the investments and management strategies needed to improve the condition and performance of the expressway system, including corridor recommendations supported by conceptual engineering and order-of-magnitude cost estimation. The project will also include estimating revenue from tolling and value capture as well as solutions for traffic diversion impacts. The study will also evaluate policy changes needed to effectively operate a cohesive, multi-modal regional transportation system. The study should reflect and build on CMAP's comprehensive regional plan, GO TO 2040, and contribute to CMAP's next plan, ON TO 2050. The objective is to take a fresh, innovative look at the expressways and chart a bold, long-term course for the system, regardless of ownership, that future IDOT and Tollway capital programs and operating policies can draw from.



Goal Development

Project Manager: Tom Murtha

Team: Grover, Schuh, Ihnchak, Elam, Bozic

Description: A critical element of the expressway Vision is conducting the outreach needed to define and build consensus for its goals. Staff will be responsible for this aspect of the Vision project. All CMAP working committees will be asked to review the goals, likely twice, as well as special groups such as RTOC and the Freight Committee. As part of normal CMAP staff outreach to the Councils of Mayors, feedback will be solicited from those groups also. During planned ON TO 2050 public engagement activities in summer 2017, the public will also weigh in on the goals for the system.

Key dates: Committee outreach begins (March 2017), integration with ON TO 2050 summer of engagement (summer 2017), goals document complete (August 2017).

1st Quarter Progress:

The goals statements have been completed with CMAP committee input.

2nd Quarter Objectives:

Integrate goals statements into a final report. The goals section of the report is anticipated to be approximately two pages.

Trends and Emerging Strategies

Project Manager: Tom Murtha

Team: Irvin, Elam, Bozic, Schmidt

Description: This task will first identify a shortlist of trends and emerging strategies to consider – such as vehicle and communications technology, transportation funding and financing, climate, freight demand, land use change, etc. – then characterize the most likely future conditions, by corridor where applicable, and potential responses to these trends. This project will utilize consultant services. The CMAP committees will also be asked to review and comment on the findings. The public will also be asked to comment on trends during planned public engagement activities in summer 2017, but CMAP staff will be responsible for undertaking that engagement. The consultant deliverable will be a memo that becomes a technical appendix.

Key dates: Integration with ON TO 2050 summer of engagement (summer 2017); TBD – dependent on consultant schedule.



1st Quarter Progress: The consultant has presented a draft report, but the report needed improvement. The consultant is preparing a second draft of the report.

2nd Quarter Objectives: Work with the consultant to complete the second draft of the report. Integrate the results of the report into the policy recommendations of the Vision.

Corridor Recommendations and Implementation

Project Manager: Tom Murtha

Team: Bozic, Grover, Irvin, Menninger, Elam

Description: The core of the project will be translating existing performance, expected trends, desired goals, and policy considerations into innovative recommendations for specific corridors. Given the short timeline of the project, these recommendations will be conceptual in nature but should include a discussion of how well each responds to the goals and objectives identified through public outreach. It is expected that the plan will focus on approximately 15 expressway corridors of 5 – 10 miles each, with some corridors receiving more in-depth treatment than others. Conceptual engineering will include operational and construction feasibility review, along with order-of-magnitude total project cost, for roadway, freight-specific, and transit elements. This task includes an outreach element in the form of open houses on the corridor recommendations, with organizational support from CMAP staff, as well as soliciting feedback from the CMAP committees and Councils of Mayors. Lastly, this task will consider actions needed to accomplish the projects in the Vision. This includes recommended delivery vehicles for the corridor projects. If significant federal and state legislation, interagency agreements or policy changes are required to accomplish any of the proposals in the Vision, these changes will be included as recommendations. Under this task, furthermore, the consultant will consider how to include projects in ON TO 2050 and how to stage the projects for implementation.

Key dates: Integration with ON TO 2050 summer of engagement (summer 2017); TBD – dependent on consultant schedule.

1st Quarter Progress: Consultant developed a series of corridor recommendations, incorporating highway, transit, and freight elements. CMAP staff sought committee input regarding the recommendations.

2nd Quarter Objectives: Refine and finalize corridor recommendations, including transit elements. Continue to seek committee feedback.



Benefits and Revenue

Project Manager: Claire Bozic

Team: Murtha, Heither, Elam, Schuh

Description: Revenue from tolling and value capture, and their use for financing project recommendations, will be a key element of funding the corridor recommendations. This task will make sketch-level estimates of revenue net of collection and maintenance and operation costs as well as the amount that can be financed thereby. Options will be developed to mitigate traffic impacts to arterial streets in instances in which tolling existing capacity is recommended, and the consultant will describe the incidence of any tolls on low-income populations. In order to convey the importance of pursuing the recommended investments, this task will estimate the economic impacts of the corridor recommendations with specific attention given to personal income and jobs. Furthermore, the corridor-level travel benefits of the improvements will also be reported, focusing on metrics that best measure benefits from a local and customer perspective.

Key dates: Dependent on consultant schedule.

1st Quarter Progress: Consultant developed preliminary corridor-based revenue estimates for most of the corridor improvements.

2nd Quarter Objectives: Complete corridor revenue estimates, adjusting base estimates for transit use.

Communications Strategy

Project Manager: Mandy Burrell Booth

Team: Murtha, Fassett-Smith, Elam, Garritano, consultant services

Description: This task will produce needed messaging, supporting materials, the Vision document and associated animations, renderings, and sketches illustrating proposed corridor improvements and other illustrative charts.

Key dates: Draft Vision (March 2018); final Vision (May 2018).

1st Quarter Progress: Engaged Urban Lab as a graphics consultant for the Vision. Work began on the outline for the final vision document. The outline indicates both the number of pages for each section of the outline and suggested graphics for that section.

2nd Quarter Objectives: Begin preparation of final document, including working with CMAP staff, CH2M, and Urban Lab to prepare necessary graphics.



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 and development of the ON TO 2050 Plan. 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. Major focal points for this core program are development of a land use model and conducting a new regional household travel survey.

Regional Inventories

Project Manager: David Clark

Team: Brown, Dryla-Gaca, Morck, Pedersen, Peterson, Prasse, Ross, Vernon, new Associate Analyst, 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 FY18 is the development of additional datasets necessary for successful implementation of a land use model. Also for FY18 are the continued development of the Local Technical Assistance data archive, as deployment of a multi-agency assemblage of bicycle count data, and preparation of an updated regional map for external distribution.

Products and Key Dates: 2015 Land Use Inventory update (continues into FY19). Employment data (annual county-level estimates and first draft of 2017 estimates at the local level). NDD and BIS datasets (updated continuously, posted as needed). Aerial imagery scanning project



(complete scanning of 1975 set). FPA, Local Technical Assistance Archive (ongoing). Bike Count Data Repository (in production by September 2017). Traffic Signal Inventory (in production Q1). Product documentation (ongoing). Coordinate with Data and Information Services team for internal and external access (ongoing). New regional map for external distribution (June 2018).

1st Quarter Progress:

- Land Use Inventory: Continued testing of new work flow for 2015 Update.
- Development Database: Continued review of subscription sources and news clips to update records. Held local review meeting with Naperville and prepared data for Waukegan local meeting. Tested webinar format for conducting Waukegan and future review meetings. Quarterly posting of complete & abridged versions on Data Depot.
- Employment: Continued review and correction of 2015 ES-202 file. Received 2016 file from IDES.
- LTA Archive: Creation of Land Use Recommendations GIS files for twelve LTA projects including Maywood, North Aurora, New Lenox and Prospect Heights.
- New Regional Map: Started to acquire updated datasets from partner agencies along with necessary permissions for use in published map.
- Highway Traffic Signal Inventory: Data from Kendall County incorporated into Inventory; continued clean-up of IDOT data.
- Bike-Ped Count Database: First round of data incorporation completed; documentation in development.

2nd Quarter Objectives:

- Land Use Inventory: Finalize methodology and begin production on 2015 Update.
- Development Database: Hold development review meeting with Waukegan. Ongoing input and data cleanup. Revise 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 and generate final 2015 estimates by all geographies.
- Bikeways Inventory: Develop strategy for next round of updates.
- LTA Archive: Create at least six new archive files; transfer to CMAP data library.



- New Regional Map: Continue acquiring updated datasets; identify staff subject matter experts for content review.
- Historic Aerials Archive: Post backlogged scans (1975, 1980 & 1990) on Imagery Explorer webpage.
- Highway Traffic Signal Inventory: Finalize documentation; complete clean-up of IDOT data and post inaugural release internally and on CMAP Data Hub.
- Bike-Ped Count Database: Post inaugural release of database with user guide, both internally and on CMAP Data Hub.

Data and Information Services

Project Manager: Zachary Vernon

Team: Clark, Dubernat, Hallas, Matthews, other staff as assigned

Description: Internal Data Library (Matthews): Maintain in-house collection of public datasets; acquire and catalog new releases and archive obsolete datasets per Public Data Acquisition Calendar schedule. Monitor procurement and licensing of proprietary datasets and enforce dissemination restrictions. Maintain documentation of all regularly collected datasets on the CMAP Wiki. Data-Sharing Hub (Clark): Maintain CMAP Data Hub, posting new, historical, or updated datasets as they become available; coordinate maintenance activities with IT. External Data Requests (Hallas): 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. Other: Maintain status as Census State Data Center (SDC) Coordinating Agency and render assistance to SDC Lead Agency as time and resources permit. Ensure compliance with Census Bureau policy on embargoed data releases.

Products and Key Dates: Schedule, procure, and document public and proprietary datasets (ongoing). Populate Data Hub with agency datasets as they are released or updated (ongoing). Timely response to all external/FOIA requests (ongoing).

1st Quarter Progress:

- Internal Data Library: Data Depot activity in Q1 comprises 16 data updates and 5 new data additions, including sub-regional green infrastructure and USDOT road/aviation noise model output. Staff also compiled login statistics for commercial datasets and administered a survey on data usage/suggestions for the Depot/Hub. Initiated procurement process for web-hosted digital aerial imagery service and selected vendor (Nearmap).



- External Data Requests/FOIA: Staff handled 21 external requests and 0 FOIA requests in Q1, and participated in State Data Center annual business meeting.
- Data Sharing Hub: the Infill/TOD Snapshot Report and the underlying data tables were posted to the Data Hub in Q1. I.T. continued work on the transition to the DKAN environment and delivered initial site.

2nd 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 acquiring/documenting datasets not currently in the CMAP data library. Complete commercial dataset justification memos for FY19 Commercial Datasets. Compile recommended Depot additions based on survey results. Execute digital aerial imagery contract and provide access to staff.
- 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. Test DKAN-based version and provide punch list to I.T. Compile recommended Data Hub additions based on staff survey results.

Regional Land Use Model Development

Project Manager: David Clark

Team: Peterson, Heither, 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).

1st Quarter Progress:

- Attended MPO Socioeconomic Modeling Conference at DRCOG offices.
- Completed five-year budget for land use modeling at CMAP.
- Began work of Request for Qualifications (RFQ).



2nd Quarter Objectives:

- Post RFQ; evaluate proposals and recommend a consultant for selection.

Advanced Travel Model Implementation

Project Manager: Craig Heither

Team: Bozic, Rice, Peterson, Brown, N. Ferguson, Rodriguez, 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; these provide more robust sensitivity to analyze the objectives of GO TO 2040 and the policy questions being asked during the ON TO 2050 development process. FY18 provides an opportunity to refine the vision for the development of advanced tools at the agency, as CMAP has largely completed implementation of the strategic plan for advanced model development adopted prior to GO TO 2040. Major tasks for the fiscal year are to continue developing the analysis capabilities of the freight forecasting model, to begin exploring analysis opportunities for the dynamic traffic assignment tool and to develop guidelines and priorities for improving the agency's forecasting and analysis tools over the next decade. 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: Develop and implement advanced modeling tool procedures and input datasets (On-Going). Strategic vision for advanced modeling tool development version 2 (June 2018).

1st Quarter Progress:

- Activity-Based Model:
 - Continued validation of ABM results. Developed additional scripts to validate ABM results using iPython Notebook. Began adjusting calibration of components to better reflect patterns in observed data.
 - Completed updates to procedures developing the distribution of synthetic households. Conducted a validation analysis of the synthetic households compared to Census data for various attributes. Developed user documentation for staff on the revised procedures.
- Freight forecasting:
 - Implemented additional improvements to the data used to simulate shippers' costs, including representing improved connectivity for the inland



waterways network and developing more realistic costs for shipping via rail, inland waterways and pipeline.

- Began validation of the regional truck tours created by the freight model by comparing their attributes to data on heavy trucks from ATRI.
- Continued coordination with national freight model consultants on model improvements.

2nd Quarter Objectives:

- Activity-Based Model:
 - Finalize mode choice calibration in support of the transit capacity analysis.
 - Finalize a summary of ABM model validation results and post to agency website.
 - Begin testing of the population synthesizer using updated input files based on 2010 Census data.
- Freight forecasting:
 - Complete truck tour validation analysis. Review the dashboard code for potential improvements.
 - Begin scoping the data inputs needed to develop a proof-of-concept 2040 freight model scenario.
 - Begin investigating the potential for using freight model results to evaluate the economic impacts of policy changes.
- Begin outlining 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, Rice

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. Evaluate improved methods for simulating transit trip cost components and implementing more-sophisticated 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 transit cost simulation and transit assignment improvements (June 2018).

1st Quarter Progress:

- Completed conformity scenario modeling for c17q3.
- Developed geography for new modeling zone system.
- Began K-factor testing to improve home-work trip distribution in model.
- Expanded Master Rail Network coding to support new/additional rail service in any time of day period, rather than AM peak only.

2nd Quarter Objectives:

- Complete all scenario modeling for c18q1 conformity analysis.
- Complete HW trip distribution analysis.
- Begin updating the model to support the new modeling zone system.
- Resume evaluating transit assignment improvements.
- Begin update of trip-based model documentation.
- Develop method for storing turn prohibitions in the MHN database and including them in the network batchin files.



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 upon request). Expand intersection traffic count data stored in internal Traffic Forecast Mapping Tool and explore options to develop an external-facing tool (On-Going).

1st Quarter Progress:

Small Area Traffic Analysis

- Completed 78 traffic projection requests in July-August-September (13 DuPage Mayors/Managers STP).
- Multi-scenario analyses for arterial corridors: 1. IL 62 Algonquin Rd from IL 25 to IL 68 (Barrington area, east of Longmeadow Parkway); 2. Cedar Lake Road realignment in Round Lake Beach; 3. Kings Road extension, Bolingbrook.
- Multi-scenario analyses for major parcel development proposals – 1. Tribune Printing Plant Redevelopment Area at Halsted Street / Chicago Avenue (700 W and 777 W); and, 2. Compass Business Park in Elwood (IL 53, south of Manhattan Road).
- Finalized I-80 (Ridge Road to US 30) managed lane scenario 2040 ADT results under partial-build and build-plus scenarios (IDOT)

Travel Modeling Assistance to Partners

- Provided additional 2 alternate scenario networks and triptables to CDM Smith (IDOT consultant) for I-55 Tolloed Managed Lanes (I-90/94 to I-355) – both for continuous access with no tolling. Data was used to determine changes in observed total trips (trip ends) for 24 – hour and respective time-of-day periods.



Transportation Data Archive

- Bike-Ped Count Repository geodatabase developed by B. Ross featuring count data by direction and time of day (1 hour intervals)
- Converted 14 intersection counts from .pdf to usable .csv format and updated respective linkages to mapping and Sharepoint Access points.

Summer Data Collection Program (Interns)

- Conducted observation for Vehicular Delay and Saturation Flow Data at 11 at-grade rail crossings
- Conducted bicycle and pedestrian utilization counts for 36 locations in Chicago proper, DuPage, Kane and Will counties.
- Added bike/ped facility utilization data from 2014 through 2017 (211 Locations) to Bike-Ped Count Repository.

2nd Quarter Objectives:

Small Area Traffic Analysis

- Continue fulfillment of SATF forecast requests, with October 2017 conformity network (October-December).
- Refine I-55 Managed Toll Lane Continuous Access/No Toll scenario results.
- Develop requested forecast data for IDOT, City of Joliet, and SB Friedman on I-55 @ IL 59 Access project.
- Simplify/Automate project support material archiving.
- Investigate Intersection/Interchange coding improvements for “pre-fabricated” alignments.

Transportation Data Archive

- Continue pdf to csv conversion of IDOT Traffic Count Datasets
- Contribute where deemed necessary to improvement of Bicycle Mode Choice model – sharing of bicycle utilization data and daily weather data (if suitable source is located).

Summer Field Data Collection

- Determine potential role for summer interns with regard to pavement management data collection in calendar 2018.



- Identify other or additional (to pavement management) Summer 2018 work tasks.

Household Travel Survey Update

Project Manager: Craig Heither

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

Description: This project continues a multi-year effort to conduct a new household travel and activity survey in the region, a follow-up to the 2007-08 Travel Tracker survey, which began in FY17. This represents the largest-scale data collection effort that CMAP undertakes and the data gathered will be used to estimate and calibrate the agency's travel demand models to reflect the current travel patterns of the region's residents. The data also help CMAP meet federal requirements including certifying that the regional transportation plan is consistent with current and forecasted transportation and land use conditions and trends. Major tasks are to complete the pre-planning activities for the survey and to conduct a pilot study prior to implementation of the core survey.

Products and Key Dates: Complete public outreach plan (July 2017). Conduct survey pilot study and complete evaluation (January 2018). Revised survey methods and materials (February 2018). Commence core household travel survey data collection (March 2018).

1st Quarter Progress:

- Finalized data elements to include in survey, finalized survey mailings and reminder text/email content, and completed the survey script for on-line users and those using the call center. Finalized content for continuous survey completion reporting.
- Completed the data collection strategy technical memo. Completed the initial draft of the public outreach plan for the core household travel survey.
- Consultant completed programming for the public website and the smartphone app.
- Launched the household travel survey pilot study. Monitored survey completion results. Survey research staff participated in testing pilot study operations and provided feedback to consultants.

2nd Quarter Objectives:

- Continue household travel survey pilot study. Continue monitoring survey completion results. Send second round of alternative invitations.
- Begin non-response follow-up survey. Begin analysis of non-responding households using third party marketing data. Evaluate results of incentive level testing.



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).

1st Quarter Progress:

- Highway Traffic Signal Inventory (HTSI)
 - Continued maintenance of HTSI loading tools.
 - Completed documentation of HTSI loading tools and workflow process.
- Freight Model
 - Created a series of draft visualizations and dashboard prototypes showing commodity flows based on selected origins-destinations, freight mode, and commodity values.
 - Began testing tools for interactively querying freight model data and displaying visualization results.
- Data processing and visualization
 - Provided assistance to staff members using ArcGIS to develop automated analysis tools.

2nd Quarter Objectives:

- Bicycle Switching Model:
 - Complete updates to model documentation.



- Begin implementation of methods for performing bike model path-building using a suitable substitute for ArcGIS.
- Highway Traffic Signal Inventory:
 - Review HTSI loading tools and make modifications necessary for loading/tracking updates to the existing signal inventory.
- 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: Teri Dixon

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: Kama Dobbs

Team: Dixon, Dobbs, Kos, Maddux, Patronskey, 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. 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); TIP documentation including the new FY2019-2024 TIP and maps, fiscal marks, general public brochures, training materials/courses, and web pages (On-Going); annual obligation analysis report (October 2017); analysis of expenditure information to identify spending trends (June 2018); fiscal marks (November 2017).

1st Quarter Progress:

- TIP with Updates and Amendments

Regular reviews of TIP updates and amendment requests from programmers and programmer assistance continued. TIP amendments 17-08 and 17-09 were approved at the August 4th and September 29th Transportation Committee meetings. The semi-annual conformity analysis and TIP Amendment (17-10) was released for public comment in anticipation of MPO Policy Committee and CMAP Board consideration in October.

- TIP Documentation

The TIP summary brochure was updated to reflect TIP amendments made this quarter. Procedures for the upcoming carryover action to be completed at the start of federal fiscal year 2018 were developed.

- Analysis of Expenditure Information to identify spending trends

No activity this quarter.

- Annual Obligation Analysis Report

Work continued on the FFY 16 report, which is now about 60% complete. An obligation and awards report for SFY 2017, consisting of a list of obligated projects was provided to FHWA in compliance with federal requirements.

- Fiscal Marks

Development of Fiscal Marks for FFY 18 began.

2nd Quarter Objectives:

- TIP with Updates and Amendments

The semi-annual conformity analysis and TIP Amendment (17-10) will be considered by the MPO Policy Committee and CMAP Board in October. With assistance from programmers throughout the region, all TIP projects will be reviewed, updated, and



carried forward into the new 18-00 TIP document to start federal fiscal year 2018. One formal amendment to the TIP (18-01) is anticipated for consideration by the Transportation Committee.

- TIP Documentation

The TIP summary brochure will be updated to reflect TIP amendments made this quarter. TIP related web pages will be updated as needed. Other brochures and training materials are not anticipated this quarter. Fiscal marks development for FFY 2018 will be completed. Outline and framing of the new FY2019-2024 TIP will begin.

- Analysis of Expenditure Information to identify spending trends

No activity anticipated this quarter.

- Annual Obligation Analysis Report

Completion of the FFY 16 report is expected this quarter and work will begin on the FFY 17 report.

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).

1st Quarter Progress:

- 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

Scheduled the date of the certification review site visit but did not receive the review questions from FHWA/FTA this quarter.

- 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)

Held a Consultation meeting on September 14th to review comments on conformity amendment.

- Conversion of MPO Policy Committee minutes to electronic format

Trained intern in conversion process.

2nd Quarter Objectives:

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

Establish a system for tracking and documenting relevant materials.

- Responses to certification review questions

Staff anticipates receiving the preliminary questions for the certification review in this quarter. Staff will coordinate a response.

- Respond to draft certification review report

No action anticipated this quarter.

- Conversion of MPO Policy Committee minutes to electronic format

Continue the conversion process.

Conformity of Plans and Program

Project Manager: Russell Pietrowiak

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).

1st Quarter Progress:

- The semi-annual conformity amendments were submitted for analysis to make sure that the region conformed to various air quality requirements.
- The region remained under the VOC budget for 2025 a number of scenarios and assumptions with both the travel demand model and the MOVES 2014a model were tested and the region was able to model the conformity amendments that were submitted and remain under both the VOC and NOX budgets for all of our scenario years.
- The GO TO 2040/TIP Conformity Analysis & TIP Amendments were released for public comment during this period. No public comments were received.
- A Tier II Consultation meeting was held in September to review the GO TO 2040/TIP Conformity Analysis & TIP Amendments, Ozone SIP development, etc.
- Staff attended the South Transportation Air Quality summit to keep abreast on the latest information regarding air quality transportation modeling and research.
- The Tier II consultation web site was updated.

2nd Quarter Objectives:

- 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.
- Analyses of air quality issues for regional decision-makers

Monitor federal actions with respect to criteria pollutants and greenhouse gases.

- Agendas, meeting minutes, findings and interagency agreements, and supporting materials for the Tier II Consultation Team.
- Support emissions performance measures for CMAQ
- Begin analysis of GO TO 2040/TIP Conformity Analysis & TIP Amendments, which are to be submitted by early December.

CMAQ and TAP-L Active Program Management

Project Manager: Jen Maddux

Team: Dixon, Dobbs, D. Ferguson, 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 and TAP-L project status (ongoing); accomplishment of the annual CMAQ obligation goal (September 2018); act on CMAQ and TAP-L project change requests (ongoing); provide semi-annual updates on the CMAQ and TAP-L programs to the Transportation Committee (January 2018, June 2018); prepare agendas, meeting minutes, and supporting materials for the CMAQ Project Selection Committee (as needed, generally six times/year); provide supporting information for CMAQ call for projects (as needed).

1st Quarter Progress:

- Review of CMAQ/TAP-L project status

Monitored project status as part of semi-annual coordination meetings with planning liaisons and IDOT.

- Accomplishment of the annual CMAQ obligation goal

Obligations at the end of FFY 2017 were \$63.7 million. Obligations fell short of the annual goal of \$103.9 million. After three years of meeting and/or exceeding the annual



goals and failing to meet the goal last year, this was again a case of several large projects not being able to move through to obligation and not having enough projects ready to fill the void.

- CMAQ/TAP-L Project Change Request Actions:

Staff evaluated and analyzed three project change requests for September meeting.

- CMAQ Project Selection Committee support

Held the July 20, 2017 committee meeting and prepared meeting materials for and held the September 14, 2017 committee meeting.

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

2nd Quarter Objectives:

- Review of CMAQ/TAP-L project status

October status updates will be requested from sponsors and re-programming, including deferral of projects failing to meet accomplishment goals, will be completed based on the status updates. TAP-L projects will also be included in this process again.

- Accomplishment of the annual CMAQ obligation goal

Develop obligation goal for FFY 2018. Obligation tracking will continue. October 2017 status updates will be analyzed to reprogram projects in an effort to reach the obligation goal.

- CMAQ/TAP-L Project Change Request Actions:

Receive and process change requests for the November 2, 2017 and January 4, 2017 CMAQ Project Selection Committee meetings.

- CMAQ Project Selection Committee support

Prepare agenda and supporting materials and hold the November 2, 2017 and January 4, 2017 Committee meetings.

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

A kickoff meeting will be held in December for sponsors with projects in the FFY 2018-2022 CMAQ and FFY 2018-2020 TAP-L programs.



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 track funding.

Products and Key Dates: Fiscal marks (November 2017 and as needed). Program management reports and recommendations (ongoing); organize and oversee locally programmed project status assessments (August 2017, February 2018 and as needed); Participate in District 1 and coordination meetings for the Councils and CDOT (as needed, generally 2-3 times/year); funding analyses and recommendations (as needed).

1st Quarter Progress:

- Fiscal Marks

Fiscal Marks have been developed for all fund sources including those federal fund sources that are locally programmed in the TIP such as STP-Local and STP-County.

- Program Management Reports and Recommendations

Staff continued to track FFY 17 obligations and prepare the FFY 17 STP-L expenditure reports. In FFY 17 the region obligated just over \$120M. Chicago obligated \$56.7M while the suburban councils obligated \$64M. Staff continues to discuss strategies for project implementation with IDOT and the Planning Liaisons to ensure that projects remain on track and the region remains fiscally constrained in the TIP.

- Locally Programmed Project Status Assessments

Staff conducted coordination meetings between the PL's IDOT and staff in August in which the status of all locally programmed projects in each council (not including Chicago) was reviewed and target letting dates updated/confirmed.

In anticipation of the approval of a new STP-Local agreement, work began to ensure that STP-Local programmed projects between FFY 18 and 20, staff requested the STP-Local programs from each council and the City of Chicago. The plan is to move from constraining STP-Local at the council level and instead constrain STP-Local at the regional level. Council's submitted project lists that far exceeded the region's resources. Resulting in staff spending a significant amount of time reviewing and sorting out projects that are truly on track to proceed to a letting in FFY 18 versus those that are not making a letting in FFY 18.

Developed a set of procedures/programming policies to be used by CMAP staff, IDOT, and the PL's to program STP-Local projects in eTIP between FFY 18-20.



Worked with KDOT and the county engineer's to develop both a multi-year program for STP-C projects and programming procedures to be used starting in FFY 18.

2nd Quarter Objectives:

- Fiscal Marks

Fiscal marks that were developed will be sent to IDOT for concurrence and incorporated into the TIP to be used to constrain projects in the TIP.

- Program Management reports and recommendations

With a new STP-Local agreement, staff will need to monitor and report on the status of the STP-Local program with increased regularity.

- Review local STP programs and determine the amount of funding needed to complete them as part of the STP-Local programming 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.

Staff will meet regularly with IDOT, the PL's, and the City of Chicago to insure that projects are not needlessly delayed, are continuing to progress, and are accurately represented in the TIP, with particular attention being paid to project phases schedules.

Continue to support council's particularly those that do not have a PL (South) or have a very new PL (Will, Kane/Kendall) so that projects and programming continues unabated.

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.



1st Quarter Progress:

- Talking points for COM/COG/TC meetings

Talking points were updated as needed to reflect the status of the Local Surface Transportation Program (STP) and CMAQ programs, calls for projects announcements, opportunities for public comment, legislative updates, ON TO 2050 development progress, and other CMAP news and updates.

- Council of Mayors Executive Committee support

Staff prepared materials and staffed the regularly scheduled July 18 meeting and a special meeting called for September 12 to discuss updates to the agreement between Chicago and the Council of Mayors regarding the distribution of locally programmed STP Funds.

- Subregional Council meetings

Staff attended numerous subregional council transportation and technical committee and full council meetings this quarter to report on CMAP activities. Requested presentations were made to several councils regarding the ongoing discussion of updates to the STP funding distribution agreement.

- Coordination with Planning Liaisons

Staff assisted the planning liaisons (PLs) with completion of TIP changes, and provided guidance on Grant Accountability and Transparency Act (GATA) requirements, changes to the eTIP database, and other general issues at two PL meetings this quarter.

- Coordination with CMAP divisions responsible for outreach

Met with Communications and Governmental Affairs staff monthly.

2nd Quarter Objectives:

- Talking points for COM/COG/TC meetings

Continue to update the talking points as needed.

- Council of Mayors Executive Committee materials

Prepare materials for the regularly scheduled October 24th meeting, including the 2018 meeting calendar.

- Subregional Council meetings

Staff will continue to attend subregional council transportation and technical committee and full council meetings this quarter to report on CMAP activities.



- Coordination with Planning Liaisons

Staff will continue to provide guidance to the PLs through regular communications, individual, and group meetings.

- Coordination with CMAP divisions responsible for outreach

Continue meetings 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: Clark, Dixon, Heither, Kos, Maddux, Murtha, Pietrowiak, Schmidt, Zubek

Description: The integrated transportation planning, programming, and tracking 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. On-going maintenance is required, together with implementation of features as needed to support programming requirements.

Products and Key Dates: Ongoing maintenance and minor enhancements (On-Going); enhance display of GIS-based attribute data (June 2018); incorporate data associated with federally-required performance measures to associate with TIP projects (June 2018); develop queries and reports to support production of obligation report and other data summaries (April 2018).

1st Quarter Progress:

- Ongoing maintenance and minor enhancements

In response to user comments and questions, enhancements to the functionality of the database have continued. Goals for priority enhancements to be accomplished this fiscal year were developed.

- 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



Begin development of 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.

- 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. Staff discussions regarding strategies for collecting, displaying, and analyzing appropriate data within eTIP began.

- 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.

2nd Quarter Objectives:

- Ongoing maintenance and minor enhancements

Address issues identified by internal and external users. Develop a plan for implementation of priority enhancements to be accomplished this fiscal year and integrate into individual staff work plans. Development of additional features and reports begun in FY 2017 will continue. Complete transition of selected CMAQ and TAP projects from the Call for Projects module into the active TIP document.

- Enhance display of GIS-based attribute data

Continue development of 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. Preliminary discussions with the database consultant will be held as strategies are identified. Development of goals and a preliminary plan for better coordination of service board programs, FTA grants, and data contained in eTIP in coordination with performance measurement requirements will begin.



- 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).

1st Quarter Progress:

- Hardware: Began deploying new staff desktops and implementing Windows 10.

2nd Quarter Objectives:

- Hardware: Continue deploying new staff desktops and implementation of Microsoft Windows 10.
- Software: Implement Nearmap software for ArcGIS services.



- Develop RFP for IT support services.
- Research and extract information for data recovery requests.

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).

1st Quarter Progress:

- CMAP.Wiki project: Continued creating pages and updating content.
- Data Sharing Hub: Continued testing DKAN application with R&A team.
- Office365 SharePoint/OneDrive Support: Worked with staff to deploy and troubleshoot connectivity tools, including OneDrive sync client and mobile apps.

2nd 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.
- Security Certificates: Renew and replace expiring SSL certificates.

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).

1st Quarter Progress:

- Security Training for Staff: Performed on-going staff training with email phishing campaigns, online training, and an all-staff presentation.
- Phish Alert Button: Implemented a notification tool for reporting suspected phishing email



- New Monitoring of Public WiFi: Implemented a new network monitoring tool on the Agency's WiFi Network.
- 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.

2nd Quarter Objectives:

- Security Training for Staff: Continue ongoing security awareness training.
- Research End-Point Security Platform Replacement: Begin research of new end-point security platforms to replace our existing platform.

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.

1st Quarter Progress:

- Facilities: Managed facilities team on operations throughout the office. Developed and posted RFP for Sit/Stand desk project.
- AV Support: Researched video cameras for backup live streaming solution for the Cook County conference room. Procured vendor services and hardware to implement live streaming equipment in Cook room. Provided AV support for various meetings/events.
- Communications and Outreach Support: Worked with Communications to schedule the return of kiosks. Inventoried hardware before placing in storage.

2nd Quarter Objectives:

- Print Management: Continue providing printer support for CMAP staff.
- Communications and Outreach Support: Continue providing kiosk/iPad support for Communications.



- **Facilities:** Evaluate vendor proposals and prepare recommendation for procurement of Sit/Stand Desks for office.
- **Telecommunications Support:** Continue providing phone support to staff.
- **AV Support:** Implement live streaming services in Cook room and connect to agency YouTube channel. Procure video camera and configure as backup to live streaming service. Continue providing AV support for various meetings/events.

User Support

Project Manager: Ben Stromberg

Team: Kelley, Rivera, intern

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

Products: Documentation of training and instructional resources. Documentation of IT related problems encountered by CMAP staff (On-Going).

1st Quarter Progress:

- OneSolution financial system project: Continued managing BPR project for F&A. Coordinated training classes for finance team. Upgraded test environment to v16.2.
- User support: Completed 92 helpdesk tickets.
- R&A support: Began reviewing: external requests process, procurement of data, FOIA request.

2nd Quarter Objectives:

- OneSolution financial system project: Upgrade production environment to v16.2.
- User support: Continue 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.
- R&A support: Develop documentation of FOIA and external requests process.



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.

1st Quarter Progress:

- Rented 41 cars for staff for work related business.
- Reserved rooms for 21 external partners totaling approximately 711 guests with an average of 34 guests.
- Used 669 (301 Chicago's Best @\$1.50ea. and 368 Starbucks @\$2.78ea. from our current vendor).
- Initiated eight service calls for issues regarding plumbing, electrical, and locksmith issues.
- Coordinated conference room set-ups for 104 meetings along with attending 1 board meeting.
- Conducted one evacuation drill in cooperation with the building property managers .
- Finalized 17 employee and intern separation forms.
- Completed 48 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 15 service calls on Xerox machines and 13 were resolved within same day. The other two calls were resolved within the next business day.
- Managed copier repairs and maintained print totals for the Xerox copiers.



	B + W	Color	Total
C60	2,944	14,431	17,375
NEXerox	21,391	9,286	30,677
NWXerox	5,863	8,387	14,250
SEXerox	28,648	15,832	44,480
SWXerox	20,547	22,829	43,376
Totals	79,393	70,765	150,158

2nd Quarter Objectives:

- Direct building repairs with electricians and carpenters.
- Coordinate conference room set-ups for various meetings.
- Badge new employees, provide life safety tours, and train 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.
- Update wiki pages regarding copying and printing, ID badges and supply orders.

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).

1st Quarter Progress:

Budget Transfers: The 2018 budget information was uploaded onto One Solution. Deputy Executive Directors and senior management were provided with their program's budget.

Payroll: During the 1st quarter of the fiscal year, we processed seven regular and four 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 57% 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
July	47	106	447	22	\$3,317,654.02
August	54	45	201	21	\$1,396,555.82
September	47	48	174	22	\$1,496,970.81
1st Qtr.	148	199	822	65	\$6,211,180.65



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. July activity includes the 13th period of the fiscal year 2017, which is posted as June 30th.

Month	Invoices	Amount
July	35	\$3,711,910.22
August	10	\$1,175,015.06
September	13	\$1,640,683.58
1st Qtr.	58	\$6,527,608.86

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: Closed out fiscal year 2017. Provided the auditors with requested work papers and schedules for the year-end annual audit. Auditors completed their review by September 8, 2017. Prepared and submitted the financial statements for June, July August and September 2017 to the Executive Committee. Began testing on the 16.2 version upgrade of the ONESolution accounting software system.

2nd Quarter Objectives:

Process payroll and accounts payable in a timely manner. Send out invoices for work performed during the first week of each month. Continue to perform all financial related activity in an accurate and timely manner. Finalize and approve annual audit. Present final annual audit draft to the Executive Committee in November 2017. Complete CFR 200 training for staff by the end of October. Begin development of budget documentation and work papers for 2019. Complete testing of the 16.2 version upgrade of the ONESolution accounting software system, with the targeted implementation in March 2018. Will be working with Maximus, our outside consultant in preparing a comprehensive Cost Allocation Plan for the agency.



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 (March 2018).

1st Quarter Progress: In September, staff attended a four day General Ledger boot camp training to understand the design and functionality of the system's general ledger. In October, staff attended a four day boot camp training on the system's core financials design and functionality. Both of these training sessions were important in terms of educating staff on the functionality of the system and providing insight on BPR priorities. This training also proved to be very beneficial in understanding the 16.2 version of the software and testing foundation of the system going forward.

2nd Quarter Objectives:

Continue to work with 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. Staff will continue to perform testing on the new software version. Upgrade of the production environment to version 16.2 is anticipated to be completed in March 2018.

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).

1st Quarter Progress:

- Issued FY18 Local Dues Invoices.
- Set-up FY18 Project Numbers and issue budgets to DEDs.
- Reviewed and executed FY18 agreements with IDOTs for Core and Competitive programs.
- Executed FY18 agreements with UWP Committee members for Core and Competitive programs.
- Requested from IDOT rollover of the FY16 Budget into the FY17 Budget with extension of the FY17 Budget.
- Determined unencumbered balances for FY14 through FY17 for new project considerations.
- Requested list of projects for consideration from DEDs.

2nd Quarter Progress:

- In November, begin the FY19 Work plan development process.
- In November, begin the FY19 Budget development process.
- Work with Maximum to develop CMAP's Cost Allocation Plan for FY19 for inclusion in the FY19 Budget.
- Redesign the forms for the UWP Committee to submit FY19 Core and Competitive proposals to include new GATA requirements.

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.

1st Quarter Progress:

Procurements

- Reviewed, processed and approved 106 procurements.

Contracts/Amendments/Audits

- Prepared seven PAO's or PAO Amendments under current contracts.
- Conducted four contract/IGA negotiations.
- Prepared 34 new contracts, contract amendments or IGAs.
- Reviewed three Vendor Justification Reports.
- Drafted three Board Reports.
- Drafted one Executive Committee Report.
- Prepared six RFP/RFQs- two yet to be released.
- Prepared one RFI.
- Attended three interviews.
- Scheduled three pre-bid meetings.
- Secured one concurrence from IDOT/Third party.
- Reviewed five RFP responses.
- Prepared no FOIA requests
- Reviewed seven Consultant Performance Evaluation.
- Conferred Procurement meetings bi-weekly or as needed.
- Assisted one vendor in registering for the System for Award Management.
- Closed three contracts.
- Audited three closed contracts or open contracts with invoice issues.
- Collected and transmitted all available Q1 work products to IDOT.
- Collected all FY17 closed contract deliverables.
- Prepared 22 closed contract audit spreadsheets-audits still pending.
- Delivered Procurements I & II presentations.
- Developed materials for Contract Management presentations.
- Wrote procedure for scheduling meetings.



- Developed procedure for Procurement Investigations.
- Prepared materials for active procurement investigations.
- Organized project management training.
- Attended various Superior training sessions.
- Prepared and delivered presentation on Consultant Performance Evaluation policy
- Populated the Procurements website with new or revised materials including step-by-step instructions for all procedures used within the department.
- Collected \$7,500 in LTA contributions.
- Drafted the Assessment of Fair Housing MOU.

2nd Quarter Objectives:

Commercial Datasets

- Prepare budget for FY19 Commercial Datasets.

Procurements

- Review and process any new procurements originated by staff.
- Continue to maintain and update Contract files.
- Conduct Contract Management presentation.

Contracts/Amendments/IGAs

- Prepare at least four RFPs.
- Negotiate at least 20 IGAs.
- 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, Illinois Department of Natural Resources, and U.S. Department of Commerce (National Oceanic and Atmospheric Administration).

Products and Key Dates: External Grant Seeking Strategic Plan (3rd Quarter). 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).

2nd Quarter Progress: Developed and presented the “Grant & Contract Fraud, Waste and Abuse” training to all CMAP staff and the UWP Committee for compliance with the Grant Accountability and Transparency Act (GATA). The development tri-fold brochure with ON TO 2050 photographic library images is complete and currently in use.

3rd Quarter Objectives: Develop an External Grant Seeking Strategic Plan to increase overall external development reflecting priorities identified in ON TO 2050 strategy papers. The strategic plan will direct ongoing external grant seeking efforts. An audio presentation of the “Grant & Contract Fraud, Waste and Abuse” presentation is in development to maintain 100% GATA compliance with all new CMAP employees.

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

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.

1st Quarter Progress:

Benefits

- Processed approximately 119 payroll related changes in One Solution/online.
- Processed approximately 100 merit salary increases.
- Processed six staff promotions.
- Processed approximately 100 FY18 Merit increase mail merge letters.
- Entered into One Solution all staff FY18 distribution numbers.
- Processed approximately five verification of employment requests.
- Prepared one retirement package and coordinated processing.
- Processed two STD applications.
- Prepared one AICP verification of employment.
- Processed five Principal Loan deductions.
- Planned Principal 457 all staff educational meeting.
- Compliance Notifications completed:
 - Principal 457 Disclosure Notice.
 - Medicare Creditable Coverage Disclosure Notice.
 - BCBS – MSP Employer Acknowledgement Form.
 - IMRF's 2017 Key Services Provided to Employers Second quarter survey.

New Hire Orientations - Benefits

- Two full time



Terminations/Exit Interviews

- Four Full Time and 10 interns.

Family Medical Leave Act/Short-Term Disability

- Two employees on FMLA leave.
- Two employees on STD.

2nd Quarter Objectives:

- Process all staff FY17 evaluations and FY18 performance plans.
- Coordinate Open Enrollment presentations and meetings.
- Process Open Enrollment changes for a 1/1/2018 effective date.
- Create and distribute survey; evaluate results to determine if staff is interested in wellness fair; if so, plan and coordinate wellness fair.

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).

1st Quarter Progress:

- Implemented and posted Bias Incident Reporting and Investigation Policy, Incident Reporting Form and Guidance for Addressing Incidents of Bias in Public Settings.
- Coordinated review of Second City Works' offerings, capabilities, resources required and costs.
- Coordinated review of DePaul University offerings, capabilities, resources required and costs. DePaul selected to provide basic training for all employees and specialized



training for employees with external assignments, as well as preliminary assessment and planning session with Senior Management.

- Supported expanded meeting of Diversity and Inclusion Group.

2nd Quarter Objectives:

- Work with Diversity & Inclusion group to define charter and focus efforts.
- Coordinate DePaul training sessions, including preparation of demographic data for analysis, meeting attendance and scheduling.
- Develop ongoing calendar of activities supporting diversity and inclusion.

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).

1st Quarter Progress:

- Performance review support and feedback, merit increase planning and communication, and performance plan support to enhance the development of expectations with more specific and quantifiable goals, as well as more actionable development plans.
- Initiated Management Association membership as resource for policy and procedure reference and development; legislative updates; training; general and compliance questions. Participated in Surveys: Pay Practices and Non-Profit. Attended 2017 Employment Law Conference.
- Redesigned Exit Interview process and questionnaire to obtain better quantitative and qualitative results; dramatically enhanced responses.



- Supported planning and rollout of DePaul University Project Management training and provided guidance to develop project management as a core competency in the Agency, and how to best implement the training for maximum impact and acceptance.

2nd Quarter Objectives:

- Review and update CMAP policies and Employee Handbook. (Ongoing)

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).

1st Quarter Progress:

- Processed 119 payroll related changes in One Solution/online.
- Processed two payrolls in July for a total of \$405,726.41.
- Processed two payrolls in August for a total of \$406,132.13.
- Processed three payrolls in September for a total of \$599,191.63.
- Updated Illinois State Tax Table to new state tax rate of 4.95% effective July 1, 2017.
- Participated in Version 16.2 conversion planning and preliminary testing.

2nd Quarter Objectives:

- Participate in Version 16.2 conversion planning and testing (October - November 2017)
- Participate in Version 16.2 conversion and implementation (March 2018)
- Continue to process payroll and payroll changes to ensure timely processing.



OneSolution Business Process Review (BPR) – HR System

Project Manager: Jake Koepsel

Team: Ambriz, Doan, King

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). Proposed processes and workflows (July - November 2017). Implementation project plan (August 2017). Upgrade to version 16.2 (October - December 2017).

1st Quarter Progress:

- Participated in Human Resources / Payroll Business Process Review analysis; processes, procedures and workflows; identified desired capabilities and suggested improvements.
- Participated in Version 16.2 conversion planning and preliminary testing.

2nd Quarter Objectives:

- Participate in continuing Human Resources / Payroll Business Process Review analysis; processes, procedures, workflows, OneSolution system capabilities through testing; identify desired capabilities and suggested improvements.
- Participate in developing recommendations from mapping and analysis (October - November 2017).
- Participate in developing a plan to prioritize and implement improvements based on most critical functions, time, and cost and implementation risks. (October – November 2017).
- Participate in Version 16.2 conversion planning and testing (October - November 2017).
- Participate in Version 16.2 conversion and implementation (March 2018).
- Participate in development of Cognos based reports. (December - January 2018).



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).

1st Quarter Progress:

- CMAP Mentoring Program Presentations (revised) to potential Mentees and Mentors; summary and recommendations to Leadership Team; identification of interns, fellows, and new hires looking to be assigned with mentor candidates.
- Initiated Management Association membership as resource for policy and procedure reference and development; legislative updates; training; general and compliance questions. Participated in Surveys: Pay Practices and Non-Profit. Attended 2017 Employment Law Conference.

2nd Quarter Objectives:

- Initiate revised CMAP Mentoring Program (requirements and materials); prepare for re-launch to include interns, fellows, and new hires looking to be assigned with mentor candidates. (January)
- Review and update all CMAP policies and Employee Handbook as needed. (Ongoing)

Recruitment and Training

Project Manager: Yesenia Ambriz

Team: Deputy Executive Directors, 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 (January). Identification, development and facilitation of professional development and training (On Going). Develop cross training resource plan (January).

1st Quarter Progress:

- Successfully placed Planning Principal (7/31), Assistant Planner (8/7), Associate Policy Analyst (8/14), Principal Transportation Planner (8/27).
- Currently interviewing and/or reviewing candidates for following positions: Assistant Analyst, Associate Policy Analyst-Transportation and Land use, Associate Accountant, Communications and Outreach Intern, Senior Policy Analyst Transportation.
- Redesigned Exit Interview process and questionnaire to obtain better quantitative and qualitative results; dramatically enhanced responses.
- HR Recruiter conducted 1:1 meetings with all interns and fellow regarding progress of internship/fellowship.
- CMAP Mentoring Program Presentations (revised) to potential Mentees and Mentors; summary and recommendations to Leadership Team; identification of interns, fellows, and new hires looking to be assigned with mentor candidates.



2nd Quarter Objectives:

- Complete recruitment process and hire Assistant Analyst, Associate Policy Analyst-Transportation and Land use, Associate Accountant, Associate HR Generalist, Communications and Outreach Intern, Senior Policy Analyst Transportation.
- Initiate revised CMAP Mentoring Program (requirements and materials); prepare for re-launch to include interns, fellows, and new hires looking to be assigned with mentor candidates. (January 2018).
- Train employees involved in the hiring process on interviewing and the use of Hyrell for their role in the hiring process. (Ongoing).

Compensation and Organization Structure

Organization review and compensation study.

1st Quarter Progress:

- Coordinate Springsted Associates Compensation Study and Organization Review. Plan and schedule meetings: Kick-Off, initial fact-finding, one-on-ones, job documentation. Lead efforts to collect and provide information, materials and communications, including development of comparables.

2nd Quarter Objectives:

- Coordinate efforts to document all jobs, analyze comparability data, develop pay plan and organization structure recommendations; communication and implementation of accepted recommendations.





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