



Staff Progress Report

Fiscal Year 2018
Quarter Four



Table of Contents

LOCAL PLANNING PROGRAM	1
POLICY ANALYSIS AND DEVELOPMENT PROGRAM.....	19
ON TO 2050 DEVELOPMENT	36
COMMUNICATIONS AND OUTREACH PROGRAM	48
PERFORMANCE-BASED PROGRAMMING PROGRAM	64
RESEARCH AND ANALYSIS PROGRAM	75
TRANSPORTATION IMPROVEMENT PROGRAM (TIP)	87
INFORMATION TECHNOLOGY MANAGEMENT PROGRAM.....	100
FINANCE AND ADMINISTRATION PROGRAM.....	107

LOCAL PLANNING PROGRAM

Program Oversight: Stephane Phifer

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 grant seeking are also elements of Local Planning.

Local Technical Assistance (LTA) Program

Project Manager: Stephane Phifer, Jason Navota, Kristin Ihnchak, Jonathan Burch, Andrew Williams-Clark

Team: Local Planning, Communications & Outreach, and Policy & Programming staff, and others as assigned

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 year, 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 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; internal monthly newsletter; professional development and training opportunities; 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 the incorporation of stormwater and resilience into comprehensive plans.

Projects 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:

- Aurora downtown plan (Bayley)
- Beach Park planning priorities report (Lopez)
- Bensenville zoning ordinance update (Seid)
- Cook County unincorporated areas plan (Seid)
- Des Plaines comprehensive plan (Persaud)
- Hampshire planning priorities report (Manno)
- 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 (Pudlock)
- North Lawndale neighborhood plan (Scott)
- Northwest Chicago neighborhood plan (Daly)
- Palos Park trails plan (O'Neal)
- Park Forest Unified Development Ordinance (Ihnchak)
- South Elgin Unified Development Ordinance (Day)



- South Holland comprehensive plan (Ostrander)
- 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)
- Chicago Heights zoning update (Jarr)
- DuPage County Elgin-O'Hare bicycle and pedestrian plan (O'Neal)
- DuPage County/Hanover Park Homes for a Changing Region study (Burch)
- Franklin Park sub-regional truck route plan/O'Hare Subregion Truck Routing and Infrastructure Plan (Beata/Schnobrich)
- Governors State University transportation and green infrastructure plan (Hudson)
- Harvard zoning update (Seid)
- Huntley zoning ordinance update (Day)
- Joliet corridor study (Ostrander)
- Richton Park stormwater management plan (Evasic)
- Romeoville comprehensive plan (Nolin)
- Villa Park zoning ordinance (Day)
- Westchester zoning ordinance (Jarr)

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

4th Quarter Progress:

- Continued to advance previously approved projects, with preparation of four draft plans (bringing the total to 187) and six final plans (bringing the total to 178).
- Of 38 projects started since October 2017, all but three are underway at some stage of administration or execution. Twenty-one of the new projects are underway.
- Continued to update Local Planning wiki pages for internal use.

1st Quarter Objectives:

- Advance ongoing projects, with preparation of existing conditions reports, drafts, and final plans. Target completion of nine existing projects, including:
 - North River Communities, North Lawndale, Lisle Parking, Wilmington Corridor, Bensenville Zoning, Maine-Northfield, Fox River, and Des Plaines.
- Launch remaining staff and consultant-led projects selected in October 2017.



Project stage	End FY 11	End FY 12	End FY 13	End FY 14	End FY 15	End FY 16	End FY 17	End FY 18
Completed and adopted (100% complete)	0	10	42	78	108	133	149	178
Final draft complete (90%)	0	18	48	93	117	148	169	187
Existing conditions complete (50%)	0	29	62	106	143	163	181	188
Fully initiated	14	47	95	129	159	178	188	208

Consultant Management, Evaluation, and Best Practices

Project Manager: Stephen Ostrander

Team: Bayley, Beck, Burch, Daly, Day, Evasic, Hudson, Ihnchak, Jarr, Lopez, Manno, O’Neal, Persaud, Scott, Seid and others as assigned

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

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

4th Quarter Progress:

- Consultants were selected for three new LTA projects (all of which are now fully underway): Beecher Comprehensive Plan, Belmont Cragin Commercial Corridors Plan, and the DuPage County RT83 Corridor Plan.
- Released RFP for Carol Stream Zoning, Sign, and Subdivision Ordinance Update.
- Prepared RFPs for the following LTA projects for release in 1st Quarter FY19: Beach Park Regional Bike Plan, Calumet Park Comprehensive Plan, Matteson Transportation and Streetscape Improvement Plan, Northwest Municipal Conference Multimodal Transportation Plan, and the Summit Zoning Code Update.
- PAOs were completed for TY Lin (Fox River), MIG (North Lawndale), and Bruce Bondy (Fox River).
- Completed the following consultant-led LTA projects:



- Berwyn Stormwater Management Plan
 - Chicago Heights Zoning Update
 - Governors State University Green Infrastructure Plan
 - Joliet Chicago Street Plan
 - Palos Park Bikeways and Trails Plan
 - Villa Park Zoning Ordinance
 - Westchester Zoning Ordinance
- Completed several deliverables for existing projects, including:
 - Campton Hills Zoning and Subdivision Regulations
 - Channahon Comprehensive Plan
 - Chicago Riverdale Area Transportation Plan
 - Harvard Unified Development Ordinance
 - Huntley Downtown Zoning Recommendations
 - Justice I&M Canal Trail Extension Feasibility Study
 - Midlothian Stormwater Management Capital Plan
 - Northwest DuPage County Area Cluster Homes for a Changing Region Plan
 - Oswego, Montgomery, and Yorkville Shared Water Treatment Plant Study
 - Public Water Commission Water Supply Planning
 - Richton Park Stormwater Master Plan
 - Sauk Village Comprehensive Plan
 - Reviewed and provided feedback on several consultant project deliverables.

1st Quarter Objectives:

- Issue following RFPs:
 - Beach Park Regional Bike Plan
 - Calumet Park Comprehensive Plan
 - Market analysis services for Local Planning
 - Matteson Transportation and Streetscape Improvement Plan
 - Northwest Municipal Conference Multimodal Transportation Plan
 - Summit Zoning Code Update
- Prepare following RFPs for release in 2nd Quarter FY19:
 - Aurora, Algonquin, Elgin, McHenry, Naperville, South Elgin Regional Mobility Plan
 - Illinois International Port District Master Plan
- Complete several existing consultant-led projects.
- Continue to review and provide feedback on deliverables, and evaluate consultant performance following project completion.
- Continue to incorporate new consultant management expectations into selection and oversight process.



Project Implementation (“Plan Implementation Assistance” in FY19 work plan)

Project Manager: Tony Manno

Team: Daly, Day, Grover, Jarr, Navota, Persaud, Phifer, Raby and others as assigned

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, reaching out to partner organizations, or providing immediate assistance prioritizing next steps and implementation opportunities following plan adoption). 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 expanded focus to incorporate 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 (either staff-led or coordinated with APA-IL, Council of Governments [COGs], neighboring communities, and other relevant groups); ULI Technical Assistance Panels (TAPs) and Developer Discussions; 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 will 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 (Ongoing). 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 (Ongoing). Prepare approach, materials, and partnerships for capacity building assistance (Ongoing). Develop strategy and secure funding to implement capacity building in FY19.

4th Quarter Progress:

- Focused outreach efforts to past sponsors to promote various grants that opened this past quarter.
- Continued focus on multiple projects to provide ongoing assistance:
 - Brookfield Comprehensive Plan
 - Endeleo Institute Planning Priorities Report
 - Franklin Park Comprehensive Plan
 - Wheeling Transportation Plan
 - Our Great Rivers coordination
- Engaged Polco and the use of their online engagement platform as an implementation tool for LTA sponsors. Seven communities have been contacted as a pilot, and staff is currently working with each to determine if this tool will be helpful:
 - Albany Park
 - Aurora
 - Brookfield
 - Evanston
 - North Lawndale
 - Park Forest
 - Washington Heights/Endeleo Institute
- 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.
- Continued discussions with Communications on creating LTA Implementation-focused content on the CMAP website to be coordinated with overall ON TO 2050 implementation.
- Continued efforts coordinate with Chicago Department of Planning and Development (DPD) on ongoing LTA projects and implementation activities (Quarterly check-ins with DPD).
- Completed a draft RFP document for Franklin Park.
- Completed a training exercise with Endeleo Institute on how to conduct a visioning exercise along 95th Street in Washington Heights.
- Conducted a plan implementation training session with Brookfield elected officials

1st 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 one Developer Discussion panel by end of the FY19; re-engage ULI for additional services in FY20.
- Continue to identify “implementation success stories” to promote via CMAP media strategies.
- Continue to identify barriers to increased capacity and potential solutions, and identify ways the Implementation Team can provide capacity building and training to past LTA sponsors and upcoming completed LTA plans.
- Continue exploring additional ways CMAP staff can provide grant-seeking and application assistance to past sponsors.
- Evaluate the online engagement pilot and decide how to proceed once the contract ends.
- Develop an implementation program for Wilmington to provide assistance upon adoption of the plan. .
- Continue to meet and communicate with Chicago DPD to coordinate and collaborate on ongoing City of Chicago planning projects.
- Coordinate with ON TO 2050 implementation activities.

Local Capacity Building (“Local Capacity Initiatives” in FY19 work plan)

Project Manager: Kristin Ihnchak and Patrick Day

Team: Burch, Dryla-Gaca, Evasic, Hallas, Hyland, Jarr, Phifer, Pudlock, Williams-Clark, and others as assigned

Description: This program area will explore ways to build local government capacity by investigating needs and methods that CMAP can 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 activities. Some of these topics 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 (October 2018). Develop strategy and secure funding to implement capacity building following plan adoption.

4th Quarter Progress:

- Completed one two-day ArcGIS training (June 21-22).
- Completed one contracted Planning Commissioner trainings (Park Forest).
- Designed and performed a pilot capacity-building workshop for Village of Brookfield elected & appointed officials to support implementation of recently adopted comp plan. A subsequent companion workshop with Village staff will build on content from this event.
- Continued development of full scope of LTA capacity-building activities through internal team discussions and ON TO 2050 near term implementation steps.
- Continued meetings with partners to explore complementary activities and partnerships (eg MWRD, IHDA, and Cook County).
- Pursued additional funding for CMAP capacity-building activities; submitted applications for program funding to several organizations.

1st Quarter Objectives:

- Complete two Planning Commissioner trainings (Buffalo Grove; Southwest Council of Mayors).
- Continue consideration of capacity building strategies through ON TO 2050 local implementation activities.
- Meet with potential partner agencies for pilot embedded staff planner project.
- Continue scoping of pilot projects to test capacity-building assistance products.

Research and Development of New Planning Topics and Approaches

Project Manager: Agata Dryla-Gaca, Jonathan Burch

Team: Bayley, Daly, Dixon, Elam, Schuh, and others as assigned

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.

Several areas of exploration previously initiated will continue, such as stormwater management planning, community resilience to climate change, and bicycle and pedestrian planning. New topics include production of capital improvement plans (and general approaches to infrastructure investment), incorporation of economic development and market analysis into

local plans, local approaches to economic incentives, integration of more discrete project recommendations and outcomes within local plans, and an exploration of the potential for tools such as transfer of development rights or water quality trading in the region.

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, ongoing coordination activities, planning updates (which will be similar to policy updates, but geared for immediate use by local partners and promoted via the Muni Matters email), 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 (ongoing). Establishment of more formal dialogue between policy and local planning teams. Completion of three to five Local Planning updates throughout the year; topics may include resilience, water and natural resources, housing, and community/economic development.

4th Quarter Progress:

- **Stormwater Management:**
 - Developed updated outline and content for guide on how to use the regional flooding susceptibility index in local planning projects.
 - Presented on index and local planning applications at the annual IAFSM conference in Tinley Park.
- **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.
 - Completed local vulnerability assessments in pilot communities (Fox River, Berwyn, Des Plaines) and shared them with community partners and APA as part of NOAA project. We are still awaiting feedback from the City of Des Plaines on the assessment for their community.
 - Continued to meet with APA on the NOAA project, including receiving feedback on deliverables, participating in APA summit on drought planning, and updating schedule and scope assignments based on NOAA's 12-month no-cost extension for the project.
 - Presented on NOAA project to external partners including the American Bar Association annual meeting.
- **Bikeways Prioritization:**
 - Testing with pilot projects in progress.



- New version of Level of Traffic Stress in Shared Conditions created based on refined criteria.
- Wiki page development in progress.
- **Economic Development and Market Analysis**
 - Other tasks on hold due to staff changes and workloads.

1st Quarter Objectives:

- **Stormwater Management:**
 - Further progress on this to be tracked under the Water Resources Planning item in FY19.
- **Climate Resilience:**
 - Refine and finalize vulnerability assessments based on feedback from advisory committee and publish them as part of LTA plans and through APA website.
 - Advise APA staff on outline, format, and content of guidebook and data guide for planners undertaking climate vulnerability assessments as part of NOAA project.
 - Reconvene NOAA project advisory committee to receive feedback.
- **Bikeways Prioritization:**
 - Finalize Des Plaines project as a Case Study, and include in technical documentation.
 - Finalize Bicycle Planning and Prioritization Wiki page.
- **Economic Development and Market Analysis:**
 - Testing of the retail market analysis guide complete through the Far South LTA project.
 - Work on the industrial and office aspects of this is postponed until FY20 due to staffing changes.
- **Transportation programming pipeline via LTA projects:**
 - Develop scope, time estimates, and staffing plan for the project.

Partner Coordination

Project Manager: Tony Manno

Team: Cefali, Grover, Harris, Hyland, Lopez, Ostrander, Persaud, Raby, Williams-Clark, and others as assigned

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, the technical assistance providers group, and other formal and informal committees. This project also includes working with partner organizations to incorporate non-traditional topics within LTA projects, such as health, arts and culture, workforce development, and others.

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

4th Quarter Progress:

- Continued to track partner involvement in ongoing projects and made monthly updates to partners list. Also sought new partner involvement as relevant.
- Continued to hold monthly conference calls with the transit agencies to give updates on underway and upcoming LTA projects, as well as get updates on underway and upcoming Community Planning projects.
- Met with Technical Assistance Providers Group (5/17/18) to discuss upcoming LTA Call for Projects and ON TO 2050 adoption and implementation activities.

1st Quarter Objectives:

- Continue partner involvement in ongoing projects, and also continue to expand partner involvement in LTA implementation approach.
- Schedule the next meeting of technical assistance providers group (September) to discuss ON TO 2050 launch and implementation, as well as the next LTA Call for Projects.

Water Resources Planning

Project Manager: Jason Navota and Nora Beck

Team: Evasic, Hudson, Pudlock, Patton and others as assigned

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 Area wide Water Quality Planning, GO TO 2040, and Water 2050.

Water quality planning activities involve watershed plan development (for the first half of FY18 this is the Lower Salt Creek watershed in DuPage and Cook County, and for the second half it will be Mill Creek in Kane County) and post-plan implementation support for watershed organizations, including assistance with Section 319 funding applications. This also includes the Volunteer Lake Monitoring Program (VLMP).

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

Water supply planning activities were suspended in FY16 due to funding challenges, but were reinstated in mid-FY18 with funding from Illinois DNR.

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

4th Quarter Progress: (for detailed progress reports on IEPA funded activities click [here](#) and [here](#))

- Processed 24 NPDES permit public notices and four Notice of Categorical Exclusions from Detailed Environmental Review reports, and fielded phone calls from parties interested in data and information.
- Continued to coordinate the Volunteer Lake Monitoring Program, including project administration, data management, technical assistance, and assessment of water quality data. Monitoring materials were sent to volunteers in April. Work continued on Tier 1 and 2 lakes. Staff presented and/or participated in stakeholder meetings and professional organization (NALMS) activities.
- Participated or otherwise stayed informed on activities of: the Fox River Ecosystem Partnership, Tyler Creek Watershed Coalition, Silver & Sleepy Hollow Creeks Watershed Coalition, Hickory Creek Watershed Planning Group, Buffalo Creek Clean Water Partnership, Jelkes Creek - Fox River Watershed Coalition, 9 Lakes Watershed Partnership, DuPage River Salt Creek Workgroup, Lake County Stormwater Management Commission, MWRD, NLRS Urban Stormwater Working Group, Our Great Rivers Implementation Committee, IDNR Coastal Program, MPC, FOCR.
- Continued or began work on several Illinois EPA-approved Local Technical Assistance (LTA) projects that have a water quality component: Fox River Corridor Plan, Richton Park Stormwater Management Concept Plan, Berwyn Stormwater Management Plan, Algonquin – Cary Subarea Plan, Beecher Comprehensive Plan, Midlothian Stormwater Management Plan, Thornton Planning Priorities Report, South Holland Comprehensive Plan, Chicago North River Communities neighborhood plan, Governors State University Transportation Impact Reduction and Green Infrastructure Plan, Cook County (Maine-Northfield) Unincorporated Area Plan, Des Plaines Comprehensive Plan, Channahon Comprehensive Plan, Illinois International Port District (IIPD) Planning Priorities Report, Sandwich Planning Priorities Report, Robbins Stormwater, TOD and Industrial Area Plan.
- For Mill Creek watershed-based planning, completed draft watershed resource inventory, planned for fieldwork in August, met with watershed stakeholders, established project webpage, and continued administrative needs.



- Participated in the Calumet Stormwater Collaborative, including managing the development of an online repository of stormwater resources as well as participating in strategic discussions about collaborative priorities.
- Continued to advance administrative tasks associated with CDBG-DR Year 3 funded projects: stormwater analysis as part of two LTA comprehensive plans in Sauk Village and Calumet Park, a stormwater management capital plan for Midlothian, and phase 2 of the stormwater plan for Richton Park.
- Continued to promote and document efforts related to CMAP's regional flooding susceptibility indices, including updating the Stormwater Management Opportunity Planning: Spatial Analysis Methodology report.
- Established a work plan for coordinated water resource planning efforts with Illinois Indiana Sea Grant.
- Completed IDNR funded water supply planning projects: updating the regional water demand forecast based on CMAP's ON TO 2050 Socioeconomic forecast; assisting the Public Water Commission / Will County Governmental League in a strategic planning process; developed guidance on governance options for Oswego, Montgomery, and Yorkville as they explore shared water supply options

1st Quarter Objectives:

- Continue to process NPDES and SRF notices, as well as clarify CMAP's role in WQMP amendment reviews.
- Continue development of the watershed plan for Mill Creek, including physical stream conditions field data collection.
- Continue to attend and provide input to the various water related efforts and working groups such as Illinois Nutrient Loss Reduction Strategy, Chicago Wilderness, and the Calumet Stormwater Collaborative.
- Continue LTA water quality related projects.
- Continue VLMP efforts to collect and analyze volunteer data, and other needs.
- 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.
- Work with IDNR to establish an FY19 IGA, budget, and scope of work for water supply planning activities



- Continue the four CDBG-DR Year Three projects – Sauk Village, Calumet Park, Midlothian, and Richton Park – by finalizing contracts with the stormwater engineering consultants and organizing kick-off meetings.

Local Implementation of ON TO 2050

Project Manager: Kristin Ihnchak

Team: Bayley, Beck, Burch, Day, Navota, Peterson, Phifer, Vernon, Williams-Clark, and others as assigned.

Description: Similar to GO TO 2040, ON TO 2050 will include a host of recommendations targeted toward the region’s municipalities, counties, and the Local Planning Program itself. As an initial step toward modifying the Program to embody ON TO 2050’s objectives, staff will review ON TO 2050 strategy papers, strategy maps, and the plan narrative to compile relevant recommendations. The management team will then assess priorities for incorporating these recommendations into LTA projects, capacity building work, and other related fundraising or exploratory projects. The Research and Development of New Approaches team will then move the appropriate selected priorities forward. This work plan item may include exploring other strategies that will support plan implementation, such as building relationships to start new initiatives, or adjusting current program areas (e.g., water resources) to align more closely with ON TO 2050 objectives.

Certain recommendation areas of the plan will require additional definition and development to be applied effectively at the local level. ON TO 2050 will feature a series of place-based local strategy maps, which will define specific areas of the region affected by various issues and planning challenges; each map will be linked to a high-priority plan recommendation. Examples of local strategy maps include areas with high susceptibility to flooding, conservation areas, and locations where concentrations of freight assets require planning for freight-supportive land uses, among several others. Implementation of ON TO 2050 through the Local Planning Program should build upon the underlying local strategy map research and analysis to develop planning guidance for incorporating the regional plan’s objectives at the local level. The primary audience for this guidance will be technical in nature, including LTA staff as well as municipal staff and elected officials. This project will determine the most appropriate medium for this guidance, which may take the form of guidebooks, toolkits, sample plan language, case studies, and/or annotated bibliographies and links. Trainings on local strategy maps and related strategies may be performed through the Local Capacity Building work plan item. In addition, a user-friendly, interactive online platform for local strategy maps would increase their accessibility and utility for municipal and county stakeholders. During FY 2019, the project team will explore the possibility of creating such a platform using skills and tools already available.

This work plan item will also include strategizing about other programmatic ways to implement ON TO 2050, and may feed topics into the Research and Development of New Planning Approaches work plan item. It will explore ways to integrate policy content into local planning projects, such as new or revised sections in existing conditions reports, adjustment to

the community data snapshots, development of new best practices, creation of guidance materials for staff, incorporation of transportation programming recommendations, and/or other items.

Products and Key Dates: Memo summarizing potential modifications to Local Planning Program activities per ON TO 2050 recommendations (December 2018); approach to local strategy map guidance and priority topics (December 2018); memo discussing feasibility of online local strategy map platform (December 2018). Strategies for integrating policy outputs into local planning initiatives (Spring 2019).

4th Quarter Progress:

n/a

1st Quarter Objectives:

- Conduct an initial review of ON TO 2050 recommendations, along with strategy papers and local strategy maps, to develop a universe of potential topics to be incorporated into LTA projects.
- Facilitate nine municipal workshops around the region to review locally relevant ON TO 2050 recommendations and encourage incorporation of plan principles into LTA project application submittals.
- Finalize local strategy maps through public comment period and ultimate adoption of ON TO 2050.

Partner Coordination on Inclusive Growth

Project Manager: Elizabeth Scott

Team: Williams-Clark, Schuh, and others as assigned

Description: Inclusive Growth is one of three principles guiding ON TO 2050. Implementation of this principle will require extensive coordination with partners in the region to advance related strategies and build/maintain broad support for future action. This work plan item covers this external coordination, including the identification and cultivation of relationships with key partners by introducing them to CMAP's work, understanding their own work in the space, and producing relevant research and analysis to support or further these efforts. A particular focus will be on building a coalition of partners to participate in the RSA-facilitated Inclusive Growth Accelerator, including needed analytical work, as well as meeting/ convening.

Products and Key Dates: External outreach to partners regarding CMAP's interest in inclusive growth (ongoing). External relationship building to determine CMAP's future work in this space relative to that of external partners (ongoing). Holding internal coordination meetings to collaborate on broader agency inclusive growth efforts (ongoing).

4th Quarter Progress:

n/a

1st Quarter Objectives:

- Coordinate CMAP participation in phase 1 of the Chicagoland Inclusive Growth Accelerator, including the preparation of materials and participation in weekly meetings and monthly workshops (Q1/Q2).
- Continue to facilitate internal dialogue to develop staff thought on and co-ownership of the inclusive growth principle (ongoing).
- Establish a standing bi-monthly meeting of agency-wide staff working on inclusive growth projects (August).

Local Government Survey

Project Manager: Patrick Day

Team: Kane, Planning Liaisons, G. Smith, Weil, Interns, and others as assigned

Description: This project will compile, assess, and summarize the biennial survey of municipalities across the region to better understand the region's local plans, programs, and operations. Survey analysis will also be used to determine local government demand for existing and new LTA project types, as well as educational opportunities. The municipal survey began in spring 2018; CMAP will collect and summarize the results. During the outreach phase, staff will gather up-to-date contact information for all of the region's municipalities. Staff will use this information to update CMAP's municipal directory.

This project will also develop an inaugural survey of the region's county governments, to subsequently be conducted on a biennial basis alongside the Municipal Survey. Following internal and external stakeholder engagement, a survey instrument will be created to obtain useful information for both CMAP and the county governments. This survey will enhance CMAP's understanding of county government plans, programs, and operations, fill data gaps, and -- as a partner to the Municipal Survey-- seek data that facilitates symbiotic benefits and greater coordination within the region. Work on the county survey began in spring 2018; CMAP will collect and summarize the results.

Products and Key Dates: Assessment and summary of municipal & county surveys (December 2018). Update internal MARCEL contact database and publish Municipal directory (January 2019.)

4th Quarter Progress:

n/a

1st Quarter Objectives:

- Complete final survey outreach to municipalities then close 2018 Municipal Survey.

- Begin analysis of 2018 Municipal Survey responses, with survey data distribution to relevant CMAP staff (Plans and the planning process; Priority projects and technical assistance; Mapping and spatial data analysis; Coordinated investments and partnerships; Professional development, workshops, and trainings; Local transportation funding and management; Public safety; Municipal directory).
- Establish Muni Survey reporting timeline and confirm agenda space as needed.
- Complete DRAFT 2018 County Survey questionnaire.
- Coordinate review of DRAFT 2018 County Survey questionnaire by county chiefs of staff through G. Smith.

Housing Planning

Project Manager: Jonathan Burch

Team: Castillo, Prasse, Scott, Williams-Clark, and others as assigned

Description: Both GO TO 2040 and ON TO 2050 recognize the relationship between housing, as a major land use, and transportation. An appropriately balanced regional housing stock can reduce travel costs and congestion while improving housing stability. This program area continues efforts to support communities and funders across the region foster housing choice. Funding for this work comes from UWP as well as potential grants from the Chicago Housing Authority and the Illinois Housing Development Authority.

Technical assistance to communities: under this activity area Local Planning staff will work with up to five communities assemble a team of outside experts to meet with local officials to brainstorm possible near-term actions communities can take to address pressing housing issues.

Assistance to housing funders: this activity involves direct CMAP technical support to managers of federal, state, and local subsidy programs to help improve the efficiency, effectiveness, and coordination of their programs. Example programs include the Regional Housing Initiative (RHI) and the Chicago OMB LTA project.

Products and Key Dates: Identify five LTA projects on which to provide assistance (Summer 2018). Hold five housing policy expert roundtables (ongoing 2018). Complete five recommendations memos (ongoing 2019). Provide assistance to 10 public housing authorities on the operation of RHI and the selection of potential housing projects (Spring 2019). Develop and secure funding to support any additional activities identified throughout the year.

4th Quarter Progress:

n/a

1st Quarter Objectives:

- **Regional Housing Initiative:**



- Complete proposal review and commit vouchers in coordination with IHDA’s Permanent Supportive Housing program. Complete drafting of new IGA and Supplemental Administration Plan for partner review.
- **Housing technical assistance to communities:**
 - Execute a contract with the Metropolitan Mayors Caucus (MMC) for the grant funds from the Illinois Housing Development Authority (IHDA) to support this assistance.
 - Determine the first 3 communities receiving assistance in conjunction with IHDA, MMC, and the Metropolitan Planning Council (MPC).

POLICY ANALYSIS AND DEVELOPMENT PROGRAM

Program Oversight: Jesse Elam

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: Jeff Schnobrich

Team: Hollander, Schuh, Tineh, Levine, Cefali

Description: At the federal level, implementation of the FAST Act, enacted in December 2015, continues, as does the implementation of MAP-21 performance-measurement rulemakings. Further, the new Administration has expressed interest in an aggressive infrastructure bill. At the state level, the transportation system faces many challenges, including stagnant state resources, evolving methodologies for project prioritization, and implementation of the recently enacted “lockbox” for transportation revenues.

Products and Key Dates: Research on federal and state transportation topics via issue briefs and the Policy Updates blog (ongoing).

4th Quarter Progress:

- Monitored federal Administration’s activities and policy development. Published Policy Update on announcement of INFRA grant for 75th St. CIP project.
- Monitored state policy development. Published Policy Update on release of IDOT’s Multi-Year Plan. Submitted comments on IDOT’s Long Range Transportation Plan.
- Participated in CAGTC Annual Meeting and other activities; participated in IDOT ISFAC activities.

1st 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/Regionally Significant Projects

Project Manager: Liz Schuh

Team: Bayley, Bozic, Dixon, Elam, Murtha, Tineh, Schnobrich

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.

FY18 Products and Key Dates: Technical assistance and involvement with project planning as stipulated in the strategic plan (ongoing); Bi-monthly internal meetings, meetings with external partners, and project updates (ongoing).

FY 19 Products and Key Dates: Technical assistance and involvement with project planning as stipulated in the strategic plan (ongoing); Bi-monthly internal meetings, meetings with external partners, and project updates (ongoing). Strategic plan for implementation of ON TO 2050 fiscally constrained projects (March 2019).

4th Quarter Progress:

- Monitored progress of capital projects.

1st Quarter Objectives:

- Monitor INFRA application for 75th St. CIP project.
- Monitor progress of major capital projects.
- Draft proposed changes to the RSP amendment process.

Reasonably Expected Revenues Implementation

Project Manager: Lindsay Hollander

Team: Cefali, Elam, Schnobrich, 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).

4th Quarter Progress:

- Continued to meet with partners to discuss implementation.

1st Quarter Objectives:

- Develop project scope.
- Continue to meet with stakeholders and partners.
- Continue analysis and modeling of implementation considerations for a road usage charge.

Regional Strategic Freight Direction

Project Manager: Jeff Schnobrich

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

Description: This project supports analyses for development of the Regional Strategic Freight Direction for the CMAP region, scheduled for publication in January 2018. The plan will highlight major directions for freight planning and policy in the CMAP region. This project contains activities to finalize the draft document, including final research on policies and

strategies, stakeholder and committee engagement, and coordination with programming, ON TO 2050, and other CMAP work. **Products and key dates:**

- Complete draft of Regional Strategic Freight Direction (September 2017).
- Presentation of draft report to MPO Policy Committee and Board (October 2017).
- Layout of Regional Strategic Freight Direction (November 2017).
- Presentation of final report to MPO Policy Committee and Board (January 2018).

4th Quarter Progress:

- Project concluded in the third quarter of FY 2018.

1st Quarter Objectives:

n/a

Freight Policy Implementation

Project Manager: Jeff Schnobrich

Team: Elam, Murtha, Schuh, Tineh

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).

4th Quarter Progress:

- Continued to monitor freight-related policy developments at federal, state, and regional levels. Published Policy Update on announcement of IDOT Competitive Freight Program awards.
- Attended ISFAC to participate in the State of Illinois' freight planning process.



- Participated on Cook County Freight Plan Advisory Committee and provided comments on draft plan.
- Applied for Statewide Planning and Research funds to conduct a series of local truck routing, permitting, and delivery management plans.
- Continued collaboration with the City of Chicago, railroads, and other stakeholders on prioritizing grade crossings within the region.

1st Quarter Objectives:

- Continue to monitor freight-related policy developments at federal, state, and regional levels.
- Conduct research on best practices and policies related to environmental justice and freight.
- Continue preparations for local truck routing, permitting, and delivery management plans (see separate project).

Local Truck Routing, Permitting, and Delivery Management Plans

Manager: Jeff Schnobrich

Team: Schuh, Kenney, Murtha, consultants

Local truck routing, permitting, and demand management policies can aid or impede truck movement throughout the region. Building on recommendations of the Regional Strategic Freight Direction, this project will initiate a series of multijurisdictional plans to improve truck routing, permitting, delivery policies, parking, and other relevant issues. The project will build on the framework established in the O’Hare Truck Routing study, but will also provide implementation assistance such as high-level engineering, changing local routing ordinances, working on state route changes, and similar efforts. Where possible, implementation will also assist local jurisdictions in implementing the recommendations of the Regional Truck Permitting Study. This project is dependent on obtaining outside funding.

Products and Key Dates: Obtain funding for up to three studies (August 2018). Hire staff (November 2018). Initiate study one of three (February 2019); Initiate study two of three (May 2019). Initiate follow-up on the O’Hare Truck Routing study (June 2019).

4th Quarter Progress:

n/a

1st Quarter Objectives:

- Finalize grant agreement with IDOT for CMAP Truck Routing and Community Studies.
- Initiate recruitment process for new staff person.



Private Sector Mobility Providers Task Force

Project Manager: Elizabeth Irvin

Team: Kenney, Menninger, Schnobrich, Schuh

Description: Technology has transformed the way we get around, leveraging a wealth of real time information to move people and goods and share rides, cars, bikes, and trucks. Growing use of data and communication technology have enabled new transportation business models like transportation network companies, enhanced freight logistics firms, and public and private bikeshare. As the transportation ecosystem becomes more diverse, the region faces new opportunities and questions that would benefit from enhanced collaboration between the public and private sector. Building on TO 2050 development, staff will convene a task force of transit providers, roadway agencies, private transportation providers, and other private transportation entities to discuss major shifts in transportation technology, identify solutions for data sharing, infrastructure development, and transportation service provision, and outline key next steps and policies for the region. The committee will also suggest roles for private providers at CMAP as transportation continues to advance.

Products and Key Dates: Creation and management of an emerging transportation task force (July 2018-March 2019). Final Report (June 2019).

4th Quarter Progress:

n/a

1st Quarter Objectives:

- Discuss project needs and goals with CMAP committees, stakeholders, and potential private sector partners and revise scope.

New and Emerging Trends in Transportation Technology

Project Manager: Elizabeth Irvin

Team: Kenney, Schnobrich, Menninger, Schuh, and other staff as necessary

Description: ON TO 2050 development identifies existing modernization opportunities as well as emerging, cutting edge technologies that have the potential to transform the region's transportation and development patterns. Issues range from the shift to online retail and the resulting impacts on existing retail development, new industrial facilities, and road networks to the need to rethink our infrastructure investments and demand management policies if autonomous vehicles become the mode of choice. This project will develop a series of implementation-focused issue briefs that provide policy context and offer direction to implementers at varying levels to prepare for technological change. Materials will also include brief scans of work done outside the region and recommendations for regional, municipal, and state-level policy actions.

Products and Key Dates: Topical briefs on the transportation and land use implications of increased TNC use, autonomous fleets for commercial and passenger use, privately-owned autonomous vehicles and changing freight distribution technologies (quarterly).

4th Quarter Progress:

n/a

1st Quarter Objectives:

- Research intermodal and distribution facility development trends nationally and in the region, preparing for further understanding of the impact of growing e-commerce.
- Assemble data sources and identify additional data needs.

Transportation Indicators

Project Manager: Stephanie Levine

Team: Burrell Booth, Cooke, Dixon, Elam, Menninger, Schuh, Murtha, N. Peterson, Weil, Schnobrich, Edwards

Description: Similar to the regional economic indicators project, CMAP can better leverage its deep transportation data resources by developing a succinct set of transportation indicators and presenting them in a format understandable to the general public. The project will reflect priorities and principals of ON TO 2050, providing data and clear and succinct analysis to support regional discussions about prioritized investment, resources, and the impacts of the transportation system on residents and commerce.

Products and Key Dates: Scope (January 2019); Development (April 2019); Launch (June 2019).

4th Quarter Progress:

n/a

1st Quarter Objectives:

- Data gathering.

Equity Analysis of Transportation Fares, Fees, and Enforcement

Project Manager: Tom Murtha

Team: Irvin, Tineh, and others

Description: This project will develop an analysis and recommendations for policies and initiatives to reduce the impact of transportation-related fees, fares, and fines on people with low incomes, addressing structural issues that now disproportionately impact people of color

with consequences up to and including personal bankruptcy. Areas of focus would be maintaining revenues and enforcement while reducing adverse impacts on people with low incomes through such mechanisms as alternative adjudication (e.g., restorative justice) or equity-conscious fee and fare structures. The project will include an analysis, policy recommendations, and recommendations for a pilot program in one or two communities. This is proposed as a multi-year project.

Products and Key Dates: Scope (January 2019), data collection and analysis (through June, 2019), outreach, conceptual framework, draft recommendations, and final report (FY 2020).

4th Quarter Progress:

n/a

1st Quarter Objectives:

- Project does not begin until January.

AREA 2: Regional Economy

Regional Economic Indicators

Project Manager: Austen Edwards

Staff: Cooke, Tineh

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.

4th Quarter Progress:

- Published new data for Trends indicator update.

1st Quarter Objectives:

- Scoping post-2050 renovations to Regional Economic Indicators microsite.
- Scoping Policy Update on exposure to innovation/invention in EDAs, using patent data.
- Publish new data for Innovation indicator update, delayed pending ON TO 2050.

- Begin analyzing new data for Workforce indicator update.

Metropolitan Chicago's Traded Clusters

Project Manager: Austen Edwards

Team: Cooke

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 (February 2019).

4th Quarter Progress:

- Drafted project scope and timeline, and discussed with Economic Development Committee.
- Conducted background research, data collection, and literature review.

1st Quarter Objectives:

- Compile findings from literature review and interviews.
- Collect data and conduct data analysis.
- Begin developing report text and graphics internally.

National Economic Development and Innovation Policy Updates

Manager: Simone Weil

Team: Cooke, Edwards

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.



4th Quarter Progress:

- Published Pacific Northwest States incentive programs' analysis.

1st Quarter Objectives:

- None. This project concluded in FY 2018.

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).

4th Quarter Progress:

- Published report.
- Shared findings with partners at Chicago Metro Metals Consortium and other stakeholders.

1st Quarter Objectives:

- This project sunset in FY 2018, though staff will continue to share findings and data with stakeholders.

Workforce Trends Brief

Project Manager: Diana Cooke

Team: Edwards, Tineh

Description: The ON TO 2050 plan explores career pathways as one tool for promoting inclusive growth in the region. The report will examine the state of jobs in metropolitan Chicago's economy, with an emphasis on understanding the demographic and geographic components of employment trends. It will consider the role of the transportation system and land use in access to economic opportunities.



This brief will help further CMAP's understanding of career pathways through an analysis of current workforce development and educational programs. Specifically, this report will provide data analysis and best practices review to support opportunity jobs.

Products and Key Dates: Scope (December 2018); Policy brief (June 2019).

4th Quarter Progress:

n/a

1st Quarter Objectives:

- Scoping will begin in Q2.

Cluster Drill-Down

Project Manager: Austen Edwards

Team: Cooke, Levine

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. This project will build on the Traded Cluster Drill Down report to improve the region's understanding of industry needs, challenges, and opportunities related to infrastructure, land use, and human capital. The report will also incorporate quantitative and qualitative analysis to further CMAP's policy recommendations related to inclusive growth, prioritized investments, and resilience.

Products and Key Dates: Scope (March 2019). Drill Down Report (January 2020).

4th Quarter Progress:

n/a

1st Quarter Objectives:

- Scoping will begin in Q3.

Disinvestment Policy Analysis

Project Manager: Erin Kenney

Team: Scott, Tineh

Description: ON TO 2050 incorporates inclusive growth, resilience, and prioritized investment as core principles of the plan. Promoting new investment and economic activity in the region's disinvested areas – places with persistent loss of businesses, residents, and public and private investment – implements each of these principles by fostering high capacity communities in areas with existing infrastructure and other assets.

This analysis will expand upon ON TO 2050 work identifying this issue and its geography in the region, and assess new state, local, and regional policies and practices that might have replicability in the region. The project will place a particular emphasis on the role of infrastructure investment to incent development and increase access.

Products and Key Dates: Final report (December 2018). Policy update series on Displacement (February-June 2019).

4th Quarter Progress:

n/a

1st Quarter Objectives:

- Complete peer review, literature review, and compendium of available incentives. Begin stakeholder interviews.
- Present initial findings to committees and stakeholder groups.

Regional Housing and Development Analysis

Project Manager: Elizabeth Schuh

Team: Burch, Cooke, Kenney, Morck

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).

4th Quarter Progress:

- Project deferred to allocate staff time to plan development.

1st Quarter Objectives:

- Scope FY 19 policy update series.

Inclusive Growth Indicators and Updates

Project Manager: Aseal Tineh

Team: Scott, Cooke, Edwards

Description: The draft ON TO 2050 plan incorporates Inclusive Growth as one of the three principles of the plan, and proposed a set of kindred indicators to track progress on inclusive growth in the region. This project will enhance the agency's understanding of transportation, economic, demographic, and land use changes in the region as related to inclusive growth. Quarterly analyses via Policy Updates and/or issue briefs will cover trends such as travel behavior, workforce demographics, economic outcomes, and broader demographic shifts. The project will also include analysis of inclusive growth kindred indicators and related data.

Products and Key Dates: Analysis and policy updates on select indicators, related data, and relevant local and national initiatives (quarterly). Annual updates of the ON TO 2050 Inclusive Growth indicators (rolling as data is available).

4th Quarter Progress:

n/a

1st Quarter Objectives:

- Scope FY 19 series.
- Draft and publish policy update on the interaction of economically disconnected areas and flood-prone areas.
- Conduct initial research on and develop initial drafts of series on workforce demographics, with a focus on low income residents and persons of color.
- Coordinate with the Workforce Trends Briefs.

Regional Tax Policy and Governance Analysis

Project Manager: Lindsay Hollander

Team: Cooke, Edwards, Kenney, Tineh

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 ongoing 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 state tax disbursements, the property tax, and/or other tax policy issues.

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. Develop an implementation and engagement strategy for ongoing and emerging ON TO 2050 tax policy analysis (November 2017).

4th Quarter Progress:

- Published an analysis of the drivers of divergences in state revenue disbursements to municipalities.
- Published an analysis of Supreme Court ruling regarding out-of-state sellers and sales tax collection.
- Began drafting Policy Updates on transportation funding
- Completed collection of 2016 property tax data.

1st Quarter Objectives:

- Begin processing and analysis of property tax data.
- Draft Policy Update on property taxes.
- Begin publishing Policy Updates on transportation funding.
- Research ways that other states encourage local government consolidation efforts.
- Continue to provide analysis for various local planning project as needed.

Multijurisdictional Transportation Impacts of Development Corridors

Project Manager: Lindsay Hollander

Team: Bozic, Edwards, Kenney, 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 and industrial corridors. Tasks include identification of the region's corridors, assessment of the role that transportation implementers play in single and cumulative development approvals, and completion of case studies of a subset of corridors. The case study analyses will assess transportation network utilization and costs across jurisdictions. The first report on retail agglomerations will be completed in the beginning of FY18. A second report focusing on industrial corridors will begin scoping in FY18, with the goal of producing a final report in FY19.

Products and Key Dates: Final Retail Corridors Report (October 2017), Scoping of industrial corridors work (December 2017).

4th Quarter Progress:

- Continued research, analysis, and drafting of report on retail agglomerations.



1st Quarter Objectives:

- Complete drafting report.

Municipal Annexation Policy Analysis

Project Manager: Lindsay Hollander

Team: Beck, Kenney, Seid

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).

4th Quarter Progress:

- Began scoping project.

1st Quarter Objectives:

- Complete scope of project.
- Conduct research and interviews.

Integration of ON TO 2050 recommendations

Project Manager: Elizabeth Schuh, Simone Weil, and Kristin Ihnchak

Team: Edwards, Elam, Hollander, Phifer

Description: ON TO 2050 outlines a number of policies to advance the region's economy, infrastructure, and communities. While the plan also offers many strategies for implementation, this project will identify opportunities to fully integrate recommendations into various ongoing and new policy work products. This project will also coordinate with the same item in the planning work plan to identify opportunities to more strongly integrate recommendations in local plans.

Products and Key Dates: Internal memo on project revisions (February 2019). Coordinate on proposed initiatives with the ON TO 2050 Integration item in the Local Planning Work Plan (Spring 2019).

4th Quarter Progress:

n/a

1st Quarter Objectives:

- Project will kick off in Q2.

AREA 3: CMAP/MPO Committee Support and Legislative Strategy

State Legislative Analysis and Engagement

Project Manager: Gordon Smith

Team: 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 passage of legislation, 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 communicate the board's key policy positions to members of the General Assembly, and relevant legislative and administrative staff. 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 2017). Monthly Board report, final legislative report (June 2018). Veto session report (TBD). Policy Updates on state legislative issues (ongoing). Fact sheets on GO TO 2040 and ON TO 2050 priorities (as needed). Statewide MPO coalition building (ongoing). Convene General Assembly CMAP coalition (biannually). General Assembly Member meetings in Springfield (during sessions). General Assembly Member meetings in Region (ongoing).

4th Quarter Progress:

- Met with six different legislators to discuss State Agenda, , policy initiatives, ON TO 2050 update and GO TO 2040 implementation activities and CMAP funding.
- Began the review and development of the State and Federal Principles and Agenda documents as they relate to ON TO 2050 for spring 2019 legislative session.



- Staff hosting partner meetings in advance of our legislative working group meeting in the fall (CDOT, IAPA, RTA, MPC).
- Continued development of the fall CMAP Legislative Working Group, to focus on partner's individual legislative initiatives.
- Staff continued to track legislative activities.

1st Quarter Objectives:

- Continue to meet in district with legislators and staff to discuss, State Legislative Principles, CMAP policy initiatives, ON TO 2050 development and invite to launch event, GO TO 2040 implementation activities and agency funding needs
- Continue legislative tracking activities.
- Convene a meeting of the CMAP legislative working group in advance of the 2019 Spring Session. Finalize development of the State and Federal Principles and Agenda documents for Spring 2019 legislative session.

Federal Legislative Strategy

Project Manager: Melissa Porter

Team: Schnobrich, 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 policy related to MPO Reform, the FAST Act, rail safety legislation, annual appropriations bills, and Water Resources Development Acts.

Products and Key Dates: Federal Agenda (January 2018). Policy Updates on federal legislative issues (ongoing).

4th Quarter Progress:

- Held Congressional Delegation District Directors meeting at CMAP.
- Crafted comments with AMPO and NARC in response to DOT request for regulatory streamlining proposals.
- Monitored FY 18 appropriations bills.
- Continue technical assistance and outreach to Illinois congressional delegation and administration officials on relevant legislation and administrative action.

1st Quarter Objectives:

- Monitor FY 18 appropriations bills.



- Continue technical assistance and outreach to Illinois congressional delegation and administration officials on relevant legislation and administrative action.
- Draft FY 2019 State Legislative Agenda and State and Federal Framework.

CMAP and MPO Committee Support

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

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 (ongoing). Collect and share information on GO TO 2040 implementation and ON TO 2050 activities occurring throughout the region at the working committee level (ongoing).

4th Quarter Progress:

- All committees' materials were prepared and meetings were held. Working committee summaries prepared on a monthly basis.

1st Quarter Objectives

- Continue to convene committees as scheduled and provide summaries as appropriate.

ON TO 2050 DEVELOPMENT

Program Management: 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.

FY 19 Products and Key Dates: Finalize messaging and communications strategies for plan launch (through October 2018). Promote public comment period for draft plan (through August 2018). Prepare public-facing materials in preparation for engagement around the launch and final plan (summer 2018). Deploy and continually enhance interactive infographics and web mapping tool for layers and interactives (ongoing). Finalize plan website for full rollout to coincide with launch event (ongoing). Carry out other ongoing communication activities to be identified in support of ON TO 2050.

4th Quarter Progress:

- Completed details for ON TO 2050 launch event and secured panel. Continued execution of promotion strategy.

- Completed and published both print and web versions of draft ON TO 2050 plan.
- Completed initial development of ON TO 2050 web site.
- Continued work on dozens of visuals for use in multiple plan materials.
- Continued development of visuals for plan chapters.

1st Quarter Objectives:

- Finalize remaining details for launch event program, have printed and display materials for event approved.
- Add final content to ON TO 2050 web “channel” and present to authors and executive leadership for review.
- Finalize content and design for ON TO 2050 executive summary, launch video, and long print document.
- Finalize and print new lobby imagery.
- Finalize and print ON TO 2050 poster.
- Finalize press release, distribute final notice for media advisory, pitch and schedule follow up media.
- Prepare and promote October 16 City Club talk.

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).

FY 19 Products and Key Dates: Draft engagement appendix for ON TO 2050 (September 2018). Support all planning and execute logistics for launch event (ongoing, October 2018). Develop and execute strategy for draft plan engagement (ongoing). Targeted stakeholder and partner engagement (ongoing). Hold required public open houses and hearings (July-October 2018).

4th 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, municipalities, and the private sector.
- Continued implementation of the corporate engagement strategy, securing meetings with representatives from Sloan Manufacturing, S&C Electric, Thrift & Dollar, Focus Development, Inland Real Estate Group, and the Crystal Lake Chamber of Commerce; prepared reports of those meetings.
- Planned series of 10 open houses and a public hearing to solicit community feedback on the draft ON TO 2050 plan during the public comment period; held four initial open houses and prepared reports.
- Engaged community and corporate partners in review of draft ON TO 2050 plan.

1st Quarter Objectives:

- Complete six open house events to solicit community feedback on the draft plan; plan and coordinate staffing and agenda for statutorily-required public hearing, produce hearing minutes for the public record.
- Finalize the report and appendix of public engagement activities supporting development of ON TO 2050, and assist development of the comment log.
- Continue to engage targeted stakeholders for review of draft ON TO 2050 plan through the public comment period.
- Assist with planning and activities for the October launch event.

ON TO 2050 Launch Event

Project Manager: Mandy Burrell Booth

Team: Grover, Fassett Smith, Silverberg, Silberhorn, Apap, Catalan-Sanchez, Schuh, plus other relevant staff

Description: Building on the work initiated in FY 2018, communications, outreach, and other staff will execute the communications and outreach strategy for the launch of ON TO 2050. This includes strategy around the launch of the draft materials for public comment in June of 2018, the launch event in October 2018, and the immediate post-launch period. This will include modifying messaging and media strategy, inclusive outreach strategy and activities as needed.

Products and Key Dates: Complete execution of communication strategy for public comment period (August 2018). Finalize launch messaging and promote launch event as outlined in ON TO 2050 launch communications strategy document (August to October 2018). Execute launch event in collaboration with external partners, consultants, and agency staff (October 2018). Follow up with media, partners, and stakeholders as needed during immediate post launch period and begin transitioning messaging more clearly to immediate implementation goals (October to November 2018).

4th Quarter Progress (FY 18 is listed in the Communications and Outreach report):

- Secured panelists and necessary vendors, including an AV team, for the ON TO 2050 launch event.
- Worked with keynote speaker Clarence Anthony and his team to begin to prepare his remarks.
- Began to promote the launch event in earnest and developed a promotional schedule with the goal of securing 1,250 registrants for the event.
- Working with key ON TO 2050 and executive staff, developed messaging for ON TO 2050, the three principles, and CMAP.
- Promoted the draft plan public comment period and supported the open houses and public hearing with presentation materials and messaging.

1st Quarter Objectives:

- Finalize launch event program details, including the mayors' portion of the event, as well as the entertaining closing.
- Continue to develop materials for the launch event, including ON TO 2050 and FLIP displays, remarks for key speakers, and a video about the plan and its principles.
- Begin to execute the broader communications strategy for the launch of ON TO 2050, including media outreach, editorial board meetings, and development of materials and remarks to support key staff in communicating the goals and recommendations of the plan.

Alternative Futures Scenario Development

Project Managers: Kristin Ihnchak, Liz Schuh

Team: Fassett Smith, Grover, Irvin, Patton, and other relevant staff

Description: The summer of 2017 will feature public engagement around potential alternative futures for the region. Final work for this engagement will continue into FY18, including deployment of outreach activities such as workshops, kiosks, and surveys. Staff will also create a comparison of alternative futures and ON TO 2050 proposed strategies to identify strategies of particular impact.

Products and Key Dates: Forums on the remaining two futures (July and August 2017). Alternative futures engagement summary (October 2017). Alternative futures and ON TO 2050 strategy analysis (January 2018).

4th Quarter Progress:

- Project complete.

1st Quarter Objectives:

n/a

AREA 2: Draft Plan Development

Plan Development

Project Managers: Kristin Ihnchak, Liz Schuh

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

FY 19 Products and Key Dates: Draft Plan (June 2018, occurs in FY 2018). Revised plan draft (September 2018). Final ON TO 2050 Plan (October 2018).

4th Quarter Progress:

- Completed stakeholder review and revisions. Finalized drafts of plan sections. Compiled draft plan for web presentation and completed initial visuals.
- Released draft plan for public comment on June 15, 2018.

- Began reviewing CMAP committee structure and membership to assess options to support ON TO 2050.
- Met with committees and other stakeholders to generate feedback and discuss potential implementation partnerships.
- Refined implementation strategies to produce a timeline for pre-launch implementation activities, focused on partnership building and fundraising. Scheduled meetings with topic area teams to monitor progress.

1st Quarter Objectives:

- Close public comment period for the Draft Plan on August 14th, and review and revise per public comment.
- Provide revised draft for partner review on September 5th for Board and Committee discussion, and a proposed final draft on September 21st for Transportation Committee discussion.
- Continue to monitor and engage on implementation activities, including partnership development on local capacity building, inclusive growth, and other topics as necessary.

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.

Products and Key Dates: (July – January 2018).

- Projects completed in prior quarters (project managers listed first for each team):
 - Highway network and trends (Elam, D. Ferguson, Murtha; August 2017).
 - Infill and Transit-Oriented Development trends (Schuh, Menninger, Tineh; August 2017).
 - Transit system and trends (Menninger, Elam, Irvin; October 2017).
 - Local food (Daly, Navota; August 2017).
 - Non-motorized transportation (Bayley, Daly, O’Neal; October 2017).
 - Natural resources trends (Patton, Daly, Beck, Navota, Irvin; February 2018).
 - Placemaking trends (Bogges, Ihnchak, Lopez; December 2017)



4th Quarter Progress:

- Greenhouse gas emissions (Illustrated memo, Patton; May 2018) report published.

1st Quarter Objectives:

n/a

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.

Products and Key Dates: Strategy papers and memos (July 2017 – May 2018).

- Topics/Projects completed in prior quarters:
 - Transit Modernization (Menninger, Irvin, Elam; October 2017).
 - Inclusive growth (Scott, Tineh, Irvin; July 2017).
 - Transportation technology (Irvin, Murtha; August 2017).
 - Lands in transition (Beck, Daly, Patton, Navota; July 2017).
 - Asset Management (Murtha, Elam; December 2017).
 - Water (Navota, Beck, Hudson; July 2017).
 - Municipal capacity (Day, Hollander; October 2017).
 - Stormwater (Beck, Evasic, Navota; December 2017).
 - Economic resilience (Weil, Edwards; September 2017).
 - Energy (Patton; June 2017).
 - Public health (Lopez; December 2017).

4th Quarter progress:

- Project complete – report adopted by the Board and MPO in October 2017.

1st Quarter Objectives:

n/a



Place-Based Approach: Layers Development

Project Managers: Lindsay Bayley

Team: Apap, Catalan, Daly, 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).

FY 19 Products and Key Dates: Meetings with stakeholders and committees (Ongoing through October 2018). Final plan appendix (September 2018).

4th Quarter Progress:

- Drafted ON TO 2050 appendix document with a description of each local strategy map and overview of methodology, and map. Published for Public comment.
- Began data preparation for public release on the CMAP Data Hub.
- Worked with plan authors to finalize content for local strategy maps.
- Worked with plan authors to determine which classifications in each layer would trigger a specific recommendation.
- Refined Walkability Strategy Map per feedback.

1st Quarter Objectives:

- Finalize data preparation for public release on the CMAP Data Hub.
- Revise draft Local Strategy Maps Appendix per public comment.

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: Prepare draft needs analysis and project benefit report (August 2017). Committee engagement (ongoing). Finalize analysis for Transportation Committee review and adoption (FY19-September 2018). Committee engagement (FY19-ongoing).

4th Quarter Progress:

- Presented to Board, Planning Committee, Transportation Committee and others and refine RSP recommendations as needed.
- Met with implementers to review evaluation results and understand project priorities.
- Finalized draft of staff-recommended list of projects to fit within fiscal constraint, for the draft Plan release in June.

1st Quarter Objectives:

- Present to Board, Planning Committee, Transportation Committee and others and refine draft ON TO 2050 plan as needed.

Financial Plan Development

Project Manager: Lindsay Hollander

Team: Elam, Schuh, Schmidt

Description: 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. 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 (ongoing). Financial plan completed (November 2017). Meetings with stakeholders and committees (Ongoing through October 2018). Final financial plan and ON TO 2050 appendix (September 2018).

4th Quarter Progress:

- Held Subcommittee on Transportation Revenues of the CMAP Board and MPO Policy Committee to discuss reasonably expected revenues, principles, and implementation priorities.
- Subcommittee on Transportation Revenue report was presented to the Board and MPO Policy Committee.
- Draft Financial Plan for Transportation appendix to ON TO 2050 was completed.



1st Quarter Objectives:

- Respond to and make revisions to the appendix or mobility chapter based on public comment.

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).

FY 19 Products and Key Dates: Meetings with stakeholders and committees (Ongoing).
Finalize analysis for Transportation Committee review and adoption (September 2018).

4th Quarter Progress:

- Finalized local allocation procedures with updated data inputs and improved procedures in place.
- Completed draft of Plan appendix for public comment.

1st Quarter Objectives:

- Complete final revisions to Plan appendix per public comment.
- Prepare local allocation datasets for posting on CMAP Data Hub in Q2 (after Plan adoption).

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). Meetings with stakeholders and committees (Ongoing through October 2018). Final indicators and plan appendix (September 2018).

4th Quarter Progress:

- Completed internal review of ON TO 2050 Indicators Appendix for inclusion with the draft plan.
- Worked with Communications staff to create all indicator-related charts and maps required for the plan website.
- Continued updates of any finalized ON TO 2050 indicators as data releases became available, including the greenhouse gas and water supply indicators.

1st Quarter Objectives:

- Work with Communications staff to create all indicator-related charts and maps required for the plan website.
- Continue updates of any finalized ON TO 2050 indicators as data releases become available. Prepare data for the data depot.
- Revise draft Indicators Appendix per public comment.

Long Range Plan Data and Tool Development

Project Manager: n/a

Team: Clark, 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).

4th Quarter Progress:

- Project complete.

1st Quarter Objectives:

n/a

CMAP Committee Evaluation

Project Managers: Simone Weil

Team: Porter, Schuh, Williams-Clark, and other staff as assigned

Description: Following the adoption of ON TO 2050, CMAP committees will be revised to aid implementation of the plan. Development of the plan also involved collaboration with numerous stakeholders new to CMAP, many of whom could play a strong supporting role on committees. This project will evaluate the existing committee structure and identify options to fully implement the recommendations of ON TO 2050 and leverage regional expertise.

FY 19 Products and Key Dates: Draft proposal for revised current structure, topics, and membership of the CMAP working committees (November 2018). Final proposal for shifts in the current structure, topics, and membership of the CMAP working committees (January 2019).

4th Quarter Progress:

n/a

1st Quarter Objectives:

- Internal information collection and interviews.
- Scan of national best practices and peer MPO information sharing.

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

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. Provide general outreach support for LTA projects, including regular LTA/Outreach coordination meetings, develop resources and in-house training on effective public engagement, support use of outreach tools such as MetroQuest and TurningPoint keypad polling.

Products: Help develop supporting and promotional materials for LTA call for projects (spring 2018). Help develop four Municipal Matters e-newsletters (quarterly). 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 and Outreach support services (ongoing).

4th Quarter Progress:

- Updated Communications-Outreach support guide.
- Coordinated media coverage of LTA projects including the Wilmington Downtown Plan, Maine Northfield Unincorporated Area Plan, North River Communities Plan, North Lawndale Neighborhood Plan, Algonquin Cary Subarea Plan, and more.
- Continued to meet regularly with LTA staff and create individual plans for new and ongoing LTA projects to organize communications, outreach, social media, and media support.
- Facilitated communications support for completion of the South Holland Comprehensive plan and Wilmington Downtown Plan.

1st Quarter Objectives:

- Support LTA call for projects with needed materials, social media, and media outreach.

- Continue to provide ongoing support for LTA promotional materials and final plans, as well as relevant media outreach.
- Participate in project kickoffs with project managers working on new LTA projects and support their needs, including developing project web pages as needed.
- Promote various LTA projects through media outreach to reporters.
- Publish next issue of Municipal Matters e-blast.
- Work with LTA Implementation Team to plan web content to promote implementation successes.
- Plan for post ON TO 2050 LTA support including redesigned templates.
- Continue providing ongoing support for development of MetroQuest sites and liaison to MetroQuest, while preparing RFP for new FY19 public engagement tool.
- Work with LTA Implementation Team to support implementation activities using the POLCO public engagement platform.

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 ongoing publication and promotion of Policy Updates, including major demographic data releases (ongoing). Support various reports as needed.

4th Quarter Progress:

- Coordinated the media release of the draft regionally significant projects list, which included coverage in Crain's Chicago Business, Daily Herald, Chicago Tribune, Northwest Indiana Gazette, and Streetsblog Chicago.
- Developed a suite of communications and outreach materials -- including website content, postcard, partner emails, partner toolkits, and media release -- to promote the launch of CMAP's new travel survey, My Daily Travel, slated to launch in August 2018.



- Supported release and promotion of Policy Updates, including a series on job polarization in the Chicago region and nation; and individual updates on U.S. Department of Transportation's \$132 million award to the CREATE program and IDOT's Competitive Freight Program awards, IDOT's six-year highway and bridge plan, lessons from state-level evaluations of economic development incentives, and the U.S. Supreme Court's decision in the case South Dakota v. Wayfair, Inc. allowing states to collect sales taxes from out-of-state sellers.
- Developed talking points and a potential new name for the new Surface Transportation Program agreement.
- Assisted with the continued development of the Expressway Vision report.

1st Quarter Objectives:

- Continue to support the development and promotion of ON TO 2050 and its policy recommendations.
- Launch the My Daily Travel survey in August.
- Continue to develop the Expressway Vision, with the goal of presenting the Vision to the CMAP Board in January 2019.
- Continue supporting implementation of the new Surface Transportation Program agreement, including stakeholder engagement.

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).



4th Quarter Progress:

- Secured panelists and necessary vendors, including an AV team, for the ON TO 2050 launch event.
- Worked with keynote speaker Clarence Anthony and his team to begin to prepare his remarks.
- Began to promote the launch event in earnest and developed a promotional schedule with the goal of securing 1,250 registrants for the event.
- Working with key ON TO 2050 and executive staff, developed messaging for ON TO 2050, the three principles, and CMAP.
- Promoted the draft plan public comment period and supported the open houses and public hearing with presentation materials and messaging.

1st Quarter Objectives:

- Finalize launch event program details, including the mayors' portion of the event, as well as the entertaining closing.
- Continue to develop materials for the launch event, including ON TO 2050 and FLIP displays, remarks for key speakers, and a video about the plan and its principles.
- Begin to execute the broader communications strategy for the launch of ON TO 2050, including media outreach, editorial board meetings, and development of materials and remarks to support key staff in communicating the goals and recommendations of the plan.

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 impart it to staff in support of each project's unique engagement strategy. Maintain up-to-date web archive of news products and media coverage at www.cmap.illinois.gov/news.

Products and Key Dates: Further develop and execute media strategy as part of long-term ON TO 2050 engagement plans, including near-term promotion of snapshot reports and forum series and longer-term promotion of ON TO 2050 public draft and final plan (ongoing). Continue helping staff to use standardized agency messaging and message maps when

communicating with both the public and media (ongoing). Carry out broad-based ON TO 2050 media outreach, including in preparation for the October 2018 launch (ongoing).

4th Quarter Progress:

- Facilitated coverage of the of U.S. Census data including articles in Illinois News Network.
- Facilitated a media call and subsequent coverage of ON TO 2050's draft list of regionally significant projects in the [Daily Herald](#), [Crain's Chicago Business](#), the [Chicago Tribune](#), the Northwest Indiana Gazette, [Chicago Streetsblog](#), and [the State Journal Register](#).
- Pitched, scheduled and facilitated coverage of ON TO 2050 public comment period and recommendations related to driverless vehicles on [ABC-7 Newsviews](#).
- Facilitated coverage of funding awards to 75th Street CREATE project, including a live on-air appearance on Illinois Public Radio's [the 21st Show](#).
- Fielded media inquiries related to local transportation improvements, regionally significant projects, and ON TO 2050 plan development.
- Developed concise message maps for CMAP overall and ON TO 2050 specifically, based on training conducted in May at executive director's request.

1st Quarter Objectives:

- Hold meetings with the editorial boards of the Daily Herald and Chicago Tribune to garner support of ON TO 2050.
- Prepare briefing materials and invite media for October 5 briefing on plan launch.
- Pitch media opportunities including print, radio, and TV around plan launch.
- Continue to develop high-level messaging for staff as a whole to speak consistently about the agency and its priorities, including ON TO 2050.
- Continue to develop media strategy for FY19 implementation campaigns.
- Roll out CMAP and ON TO 2050 messaging for use by all staff.

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), and

ensuring all CMAP print and online channels follow the agency's design and brand guidelines. Certain projects will require coordination with CMAP's design consultant, Thirst. 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.

4th Quarter Progress:

- Completed multiple materials for FLIP, including handbook, notebook, and certificates.
- Released the RFP for printing needs of ON TO 2050 plan.
- Supported or completed LTA plans or promotional materials for Willington, South Holland, McKinley Park, Algonquin, Robbins, North Avenue, Bridgeport, and Fox River.
- Completed graphics for multiple Policy Updates.
- Completed multiple materials, both web and print, for the Muni Survey.
- Completed ON TO 2050 open house flyer and signage, booklet, and poster.
- Continued to create chapter visuals for ON TO 2050.

1st Quarter Objectives:

- Finalize the Annual and Obligation Reports.
- Continue on graphics for the Expressway Vision.
- With CMAP consultants, continue to develop, design, and implementation of interactive web graphics for ON TO 2050.
- With CMAP consultants, continue to develop and design, ON TO 2050 visuals.

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).

4th Quarter Progress:

- Finalizing images for ON TO 2050 through consultation with plan authors.
- Developed shot list, script, and facilitated filming for ON TO 2050 launch event video.
- Incorporate ON TO 2050 look and feel throughout multiple designed elements for plan launch and promotion.

1st Quarter Objectives:

- Finalize all ON TO 2050 visuals.
- Finalize ON TO 2050 web channel.

Photo Library/ON TO 2050 Galleries

Project Manager: Nancy Catalan/ Tina Fassett Smith and Tom Garritano

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 instructions and guidelines for library to staff (July-September 2017). Conduct training and/or otherwise guide staff in contributing to maintenance of the photo library (November 2017). Ensure that the library is maintained as an agency-wide resource (ongoing).

4th Quarter Progress:

- Trained additional staff on Bridge.

1st Quarter Objectives:

- We'll begin to populate the Photo Library with final ON TO 2050 visual assets in Q2. We'll prepare for local planning to add images in Q3 and Q4.

Web Administration

Project Manager: Joey-Lin Silberhorn

Team: Catalan-Sanchez, Apap, Fassett Smith, Garritano, Vernon, plus other relevant staff.

Description: CMAP communications staff is responsible for developing -- and overseeing the development of -- web content using the Liferay content management system and related technologies. 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).

4th Quarter Progress:

- Selected new web development firm, and started transition from the previous firm.
- Posted the draft ON TO 2050 for public comment.
- With web consultants, continued work on interactive tools for ON TO 2050 as well as provided support to outreach on the custom contact management system.
- Helped policy, planning, and programming staff to develop and update content.
- Continued promotion via social media of the ON TO 2050 materials.
- Coordinated with consultants for design tweaks, development debugging, and hosting optimizations.

1st Quarter Objectives:

- Set up staging environment as part of best practices for deployment of ON TO 2050 web channel.
- Post content, interactive tools, and graphics for ON TO 2050 and work on finalizing the web version of the plan for the launch in October.
- Continue web content management training for staff as needed.



- 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).

4th Quarter Progress:

- Launched CMAP Instagram and accumulated hundreds of followers. Also, continued strategic posting and engagement on CMAP Twitter, Facebook, and LinkedIn accounts and tracked analytics through professional social media management platform.
- Worked with LTA staff to discuss implementation content for the web.
- Tracked web analytics for Draft ON TO 2050 plan content during public comment period.



1st Quarter Objectives:

- Develop and execute plans original content to highlight and promote CMAP's work and ON TO 2050.
- Ramp up use of CMAP social media channels, including Instagram, to build awareness and enthusiasm for ON TO 2050 launch.
- Continue to plan and execute social media campaigns around key deliverables.

Data Development Support

Project Manager: Melissa Silverberg

Team: Williams-Clark, Fassett Smith, Silberhorn, Vernon, Peterson, Bayley, Cefali plus other relevant staff

Description: Communications staff will assist planning and research and analysis staff in enhancing, expanding, and improving the content and delivery of data products that should be chosen carefully based on maximizing benefits to CMAP stakeholders. Enhancing the Community Data Snapshots will be one activity, with goals including incorporating the local strategy maps developed for ON TO 2050 and potentially involving design and development resources from CMAP's existing consultants.

Products and Key Dates: Analysis of current data snapshot audience and uses (December 2018). Review of template for enhanced snapshot (March 2019). If needed, create scope of work for website development around enhanced product (March 2019). Preparation of communications strategy for enhanced data product (June 2019). Launch of new product would be in first half of FY 2020

4th Quarter Progress:

n/a

1st Quarter Objectives:

- Coordinate with planning and research and analysis staff to ensure production and promotion of data products in ON TO 2050, including ones that take advantage of our new interactive web features.
- Facilitate enhancement and production of revised Community Data Snapshot.
- Promote CMAP Data Hub and data products on the web and social media.
- Conduct discussions with various staff to plan for enhancements, promotion, and release of future data products.



External Engagement of Partners, Stakeholders, and Public

Project Manager: Jane Grover

Team: Harris, Cambray, Raby, 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. In addition, the agency emphasizes broad and deep ongoing public engagement to inform its work. In FY 18, public external engagement will support ongoing implementation of GO TO 2040 and development of ON TO 2050. Outreach and Communications staff will expand relationships with established partners and identify new partnership opportunities that will include speaking engagements, topical forums, civic events, meeting venues, legislative support, and potential committee members, working with a broad base of CMAP staff to identify and promote these opportunities. Outreach staff will continue to identify and support opportunities for the Executive Director and key staff to engage with stakeholders and potential partners in the government, business, and nonprofit sectors, and collaborate with Executive Staff to strategically schedule external talks that complement CMAP's projects and priorities, as well as prepare talking points and other materials as needed.

Products and Key Dates: Collect and compile public input data and comments on ON TO 2050 Alternative Futures outreach initiatives (July through September 2017). Expand agency network and targets for private sector and anchor institution engagement (ongoing). Conduct engagement activities based on targeted list and supporting information (October 2017 to June 2018). Continue support of ON TO 2050 monthly forum series (August 2017). Identify and secure opportunities for external talks by Executive Director and other staff (ongoing).

4th Quarter Progress:

- For general agency public engagement:
 - 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, municipalities, with focus on the private sector.
 - Coordinated outreach activities with LTA and Governmental Affairs; staffed and reported on Councils of Government, Councils of Mayors meetings.
 - Secured and planned CMAP's participation in the STEMCON conference, Transport Chicago, German American Chambers of Commerce Trade Delegation briefing, Waterbuild/Greenbuild 2018, TMA of Lake County's fall board meeting, Corporate Sustainability Directors' meeting, Consortium for Scenario Planning webinar, and APA annual conference.
 - With the Federal Reserve Bank of Chicago and the Chicago Regional Growth Corporation, planned and executed a symposium for chambers of commerce of northeastern Illinois.



- For ON TO 2050 plan development:
 - Continued implementation of the corporate engagement strategy, securing meetings with representatives from Sloan Manufacturing, S&C Electric, Thrift & Dollar, Focus Development, Inland Real Estate Group, and the Crystal Lake Chamber of Commerce; prepared reports of those meetings.
 - Planned series of 10 open houses and a public hearing to solicit community feedback on the draft ON TO 2050 plan during the public comment period; held four initial open houses and prepared reports.
 - Engaged community and corporate partners in review of draft ON TO 2050 plan.

1st Quarter Objectives:

- For general agency public engagement:
 - Continue expansion of CMAP's engagement with community organizations and private sector supporters through implementation of the corporate engagement strategy.
 - Continue preparation of Public Participation Plan.
 - Field and coordinate requests for CMAP participation in community, educational, and municipal events.
 - Coordinate public engagement efforts with LTA, LTA implementation group, and Governmental Affairs.
 - Continue to review structure and membership of the Citizens' Advisory Committee to align with implementation of ON TO 2050 and support CMAP's goals.
- For ON TO 2050:
 - Complete six open house events to solicit community feedback on the draft plan; plan and coordinate staffing and agenda for statutorily-required public hearing, produce hearing minutes for public record.
 - Finalize report/appendix public engagement activities supporting development of ON TO 2050.
 - Continue to engage targeted stakeholders for review of draft ON TO 2050 plan through the public comment period.
 - Assist with planning and activities for the October launch event.



Contacts Management (MARCEL)

Project Manager: Kelwin Harris

Team: Grover, Kane, Silberhorn, Cambray, plus other relevant staff

Description: Outreach staff created and support the MARCEL contacts management database to harmonize CMAP's extensive network and enable staff to track the timing, nature, and success of agency engagement efforts, avoid duplication, and expand the agency's network.

Products and Key Dates: Implement staff training and support in use of MARCEL (ongoing). Maintain and improve MARCEL (ongoing).

4th Quarter Progress:

- Helped transition CRM system to be housed on new agency website's Liferay DXP platform.
- Led CRM management transition with new consultant.
- Maintained CRM system and supported staff in using tool for multiple forms of outreach including corporate engagement.
- Trained core staff representatives from respective departments.
- Led interns in inputting new subscribers to weekly newsletter.

1st Quarter Objectives:

- Continue to work with new consultant to port remaining features into new web platform.
- 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 with input from staff.

Outreach Reporting and Analysis

Project Manager: Kelwin Harris

Team: Grover, Cambray, Raby, Silberhorn, plus other relevant staff

Description: Outreach and Communications staff will collect, compile, and report on public engagement activities and the input generated through iPad-based kiosks, surveys, MetroQuest, public meetings, keypad polling, and website interactions, and will provide reports and analysis of those activities, both qualitative and quantitative.

Products and Key Dates: Collect and compile public input data and comments on ON TO 2050 public engagement initiatives. Generate and publish summary of public comment, a public comment log, and public comment for the public record. Maintain thorough archive of public engagement activities and input from the ON TO 2050 public comment period.

4th Quarter Progress:

- Maintained ongoing “Activity Tracker” document of outreach prospects, successfully scheduled workshops, and overall outreach activity.
- Presented to CMAP board and committees on public engagement activities, including private sector outreach.

1st Quarter Objectives:

- Record outreach activity in CRM database.
- Draft ON TO 2050 plan appendix summarizing all ON TO 2050 public engagement, on model of GO TO 2040 [process archive](#) and [public engagement appendix](#).

Public Engagement Tools

Project Manager: Katanya Raby and Cindy Cambray

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

Description: CMAP staff use two specialized tools to support and amplify the agency’s outreach efforts: MetroQuest and TurningPoint. MetroQuest is a web survey platform used to educate and engage. Most LTA projects include a MetroQuest website customized for the project and its local community. The agency also uses MetroQuest on a regional scale to engage stakeholders and the public on issues ON TO 2050 will address. TurningPoint is an interactive live-polling tool that collects input in public meetings through individual keypads to register survey answers. TurningPoint requires specific equipment and software to deploy. Outreach staff will provide training and support for agency use of MetroQuest and TurningPoint in both LTA projects and regional public engagement initiatives. Outreach staff will continue to explore other cost-effective public engagement tools.

Products and Key Dates: Provide training and support to CMAP staff in MetroQuest and TurningPoint to ensure that they are maximizing those public engagement tools in their projects (ongoing). Assist staff in customizing MetroQuest and TurningPoint for specific projects, including LTA and ON TO 2050 public engagement (ongoing).

4th Quarter Progress:

- Continued researching and reviewing online engagement tools for potential procurement.

- Began deployment of new engagement platform, POLCO, to support implementation of LTA projects.
- Fielded requests for borrowing of TurningPoint keypad polling equipment, maintained the equipment, and renewed the software license.

1st Quarter Objectives:

- Continue deployment of POLCO online public engagement tool for implementation of LTA projects.
- Begin RFP process for online engagement tools (MetroQuest contract); continue to investigate potential vendors.
- Continue to field requests for borrowing of TurningPoint keypad polling equipment.

Future Leaders in Planning (FLIP)

Project Manager: Marisa Prasse and Katanya Raby

Team: Various staff

Description: FLIP is a leadership development program for high school students that meets for one week in July. FLIP 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 its three principles: Inclusive Growth, Prioritized Investment, and Resilience. While learning CMAP’s plan development process and 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 through visualizations to be presented at the ON TO 2050 launch in October.

Products and Key Dates: FLIP 2018 program application development (January 2018). Recruitment (January to May 2018). Develop program curriculum (February to June 2018). Student selection and notification (June 2018). Parent orientation (June 23, 2017). Week-long session (July 9-14, 2018). Final presentation (July 14, 2017). Finalize 2019 FLIP program application development (January 2019). Recruitment for 2019 program (January to May 2019). Develop 2019 program curriculum (February to June 2019). Student selection and notification for 2019 program (June 2019).

4th Quarter Progress:

- Selected participants for the program, including 10 students through the Chicago Architecture Foundation.
- Finalized curriculum and recruited volunteer staff.

- Finalized procurements and field trip logistics, guest speakers, supplies and other equipment.

1st Quarter Objectives:

- Conducted successful FLIP 2018 program.
- Review and evaluate FLIP 2018. Develop GIS bootcamp with UIC’s College of Urban Planning and Policy during the 2018-19 school year.

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, Frank, Nicholas, Brown, Ross, Irvin

Description: The Congestion Mitigation and Air Quality Improvement (CMAQ) program and Transportation Alternatives program (TAP) are federal fund sources programmed by CMAP. A joint call for projects was held for these two programs, followed by staff evaluation and discussion by CMAP committees, was held in FY17. This will continue in FY18. Following approval of the recommended program of projects in October, staff will begin reviewing the prioritization methods to ensure they align with emerging ON TO 2050 recommendations and other priorities with committee discussion. In discussion with stakeholders, staff will also implement methodological improvements where needed.

Products and Key Dates: Staff program released for public comment (July 2017); CMAP Board and MPO approval (October 2017). Refinement of methods (ongoing).

4th Quarter Progress:

- Presented proposed changes of the project prioritization methodology to Project Selection Committee and the Regional Transportation Operations Coalition in advance of the next call for projects and solicited their feedback.

1st Quarter Objectives:

- Work on addressing feedback on proposed changes to prioritization methodology and bring changes back to Project Selection Committee for review.

Establishment of Performance Targets

Project Manager: Martin Menninger

Team: Dobbs, Murtha, Schmidt, Frank, D. Ferguson, Levine

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).

4th Quarter Progress:

- Presented select federal performance measure targets and baselines to Transportation Committee as part of ON TO 2050 indicators process.
- Drafted approach to linking safety and transit asset targets to the TIP, circulated memo describing transit asset approach to the RTA and service boards, and added initial performance measure fields to eTIP.

1st Quarter Objectives:

- Integrate comments for ON TO 2050 indicators appendix.
- Further develop eTIP to support performance measure information.

Performance Monitoring

Project Manager: Todd Schmidt



Team: Murtha, Nicholas, Frank, Bozic, Rodriguez, interns

Description: This project oversees the diverse efforts undertaken at CMAP to monitor the performance of the transportation system, including ongoing data acquisition, processing, visualization, and updating of the performance measurement pages on the CMAP website. 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 will continue to include freight data analysis, including further development of truck movement patterns using ATRI data and refinement of the truck bottleneck analysis. This project also includes development and support of the Transportation Data Archive, which this year will focus on making the archive external facing and determining the best approach to archiving transit operations data.

Products and Key Dates: Deliver VMT data to IDOT (February 2018); develop and introduce new applications for Transportation Data Archive (June 2018); refinement of measures in quarterly congestion report (January 2018).

4th Quarter Progress:

- Completed analysis of biennial odometer data from Illinois Environmental Protection Agency. Further evaluation is still required, because the data unexpectedly showed continuing reductions in household-based VMT.
- Continued traffic signal data collection from local municipalities. At the end of the year, a 40% response rate had been achieved.
- Completed revisions to the National Highway System. Used ATRI truck data to inform NHS intermodal freight recommendations for the NHS. Revisions were approved by the MPO Policy Committee for further consideration by IDOT and the Federal Highway Administration, which will ultimately approve the NHS.

1st Quarter Objectives:

- Continue field data analyses of delays for motorists at highway-rail grade crossings. Continue engagement of public-agency working group.
- Update CMAP's quarterly congestion report using new federal National Performance Measurement Research Dataset.
- Continue collection of municipal signal data.
- Integration of 2018 bicycle and pedestrian counts into the regional database.

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).

4th Quarter Progress:

- Project largely on hold for ON TO 2050 work, but received and processed additional year of VMT data from IL EPA.

1st Quarter Objectives:

- Concludes in current form in FY18 workplan. Moved to Policy Analysis and Development (see Private Sector Mobility Providers Task Force and New and Emerging Trends in Transportation Technology).

Transit Ridership and Capacity Analysis

Manager: Martin Menninger

Team: Bozic, Ross

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 (Summer 2018); draft report (December 2018).

4th Quarter Progress:

- Agent based model calibration largely complete.
- Developed framework for analyzing results.

1st Quarter Objectives:

- Begin analysis of ABM results.
- Develop and begin running scenarios.

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 (May 2018); final report (June 2018).

4th Quarter Progress:

- The project has concluded with the draft report awaiting final edits.

1st Quarter Objectives:

n/a

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: Final report (September 2017).

4th Quarter Progress:

- Paper completed

1st Quarter Objectives:



- Project completed and does not carry over to next fiscal year.

Pavement Management Pilot Program

Project Manager: Todd Schmidt

Team: D. Ferguson, Manno, Rodriguez

Description: Asset management is a process to minimize the life-cycle asset costs necessary to attain performance goals, providing superior outcomes within constrained budgets. In northeastern Illinois, most of the counties have pavement management systems for their jurisdictional routes. However, the state of the practice is less advanced for municipalities, only half of which indicated they used pavement management systems in CMAP's 2016 municipal survey. Furthermore, data on pavement condition is not collected in a complete database. As part of the new local Surface Transportation Program agreement approved October 2017, the region is to acquire pavement condition data on the local jurisdiction Federal-aid system to use as a factor in funding distribution. This project will have two main tasks: (1) collect or assemble existing pavement condition data for all federal-aid local jurisdiction roads in the CMAP region and (2) complete pavement management asset plans for a select number of municipalities. A final report will include lessons learned and recommendations for continuation of the program.

Products and Key Dates: Procurement and selection of participating municipalities (before FY 2019 begins); complete pavement management plans and final report (June 2019).

4th Quarter Progress:

n/a

1st Quarter Objectives:

- Have all 12 MOU's with selected MOU's signed
- Start municipal pavement projects.
- Post RFP for project management oversight of municipal pavement management plans

Local Safety Analysis

Project Manager: Todd Schmidt

Team: Nicholas, Frank, interns

Description: As part of the Transportation Performance Management (TPM) program, the Safety Performance Management (Safety PM) requires MPOs to integrate safety goals into the planning and programming process to help meet the safety targets. CMAP completed a safety white paper that identified a number of ways CMAP can incorporate safety into its planning and programming process. One way identified in the paper was to produce actionable safety analysis for communities. First, this project will develop a series of reports that will identify

locations that would benefit from roadway safety projects. Next, CMAP staff will conduct outreach to communities that have jurisdiction at the locations identified in the first step to see if and how CMAP can use its resources to assist in securing funding to address safety at the location.

Products and Key Dates: Scope (August 2018), reports (December 2018), outreach (February 2019), HSIP submittal due (TBD).

4th Quarter Progress:

n/a

1st Quarter Objectives:

- Develop project scope.

Regional Intelligent Transportation System (ITS) Architecture Update

Project Manager: Claire Bozic

Team: Murtha, Schmidt

Description: ON TO 2050 identified the need to improve traffic operations. In addition, both county and IDOT partners have identified the need to move from a distributed traffic management center model to a more unified system capable of such tasks as integrated corridor management and coordinated operations response. This will require substantial planning for information collection and flows, the result of which would be a revision to the Regional Intelligent Transportation System (ITS) Architecture. The architecture update will also include the development of more robust concepts of operations, and incorporation of ON TO 2050 goals, objectives, and performance measures in the ITS architecture's planning section. A new element of the ITS architecture will be a document recommending regional communication system implementation standards with a foundation based on research into the region's existing communication infrastructure, emerging communication technologies, and best practices in communications technology implementation. The project will require extensive outreach and coordination with our partners. Procurement of consultant support is expected. A final architecture that includes required documents and a web-based presentation is expected in 2019.

Products and Key Dates: Scope (August 2018), outreach (October 2018 - March 2019), procurement (spring 2019), final architecture update (December 2019).

4th Quarter Progress:

n/a

1st Quarter Objectives:

- Develop project scope.



Freight Bottleneck Elimination Conceptual Engineering Analysis

Manager: Tom Murtha

Team: Bozic, Schnobrich, consultant services

As part of the ON TO 2050 Freight Snapshot, truck bottleneck locations were identified in the region on the National Highway System (NHS) using vehicle probe data. Truck bottlenecks occur at locations that consistently experience low travel speeds due to an operational or network deficiency. In addition, excessive delays for motorists occur at some highway-rail grade crossings. This project will focus on grade crossings with excessive delay and on truck bottlenecks that occur off the Interstate system. Many of these locations are on arterials around O'Hare International Airport, the southwest side of Chicago, and the southwest part of the region in Will County. For this project, CMAP would dig deeper into CMAP's grade crossings (building off of previous CREATE work) and truck bottleneck locations. The engineering study will first determine if there is a roadway deficiency. Next, the study will develop possible solutions to eliminate the delay. The firm, with CMAP staff assistance, will explore ways of incorporating the results of the study into CMAP's programming activities, including working with CREATE partners.

Products and Key Dates: Scope (January 2019, dependent on further prioritization of Regional Strategic Freight Plan follow-up), Procurement and selection of engineering firm (third and fourth quarters of FY2019).

4th Quarter Progress:

n/a

1st Quarter Objectives:

- Initiate hiring of staff engineer to assist with this project.
- Initiate development of project scope.
- Finish work with public agencies to develop universe of potential grade crossings for further engineering evaluations.

AREA 2: Vision for the Northeastern Illinois Expressway System

Project Oversight: Jesse Elam

Team: Schmidt, Bozic, 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 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).

4th Quarter Progress:

- A draft text for the Vision goals is being circulated.

1st Quarter Objectives:

- Continue seeking feedback on draft goal text.

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.

4th Quarter Progress:

- Consultant continued work on the Trends and Emerging Strategies technical memo.
- Staff began integration of the memo into draft Vision text.

1st Quarter Objectives:

- Consultant completed next draft of the technical memo. Staff will provide feedback on the report.
- Staff will continue to integrate the results of the report into the policy recommendations of the Vision, in the form of text and graphics.

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: Dependent on consultant schedule.

4th Quarter Progress:

- Refined corridor recommendations, including I-80 and Ashland/Armitage recommendations, based on stakeholder feedback.



1st Quarter Objectives:

- Restart Joint Agency Meetings for additional stakeholder feedback.
- Complete text regarding corridor recommendations.

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.

4th Quarter Progress:

- Consultant developed preliminary corridor-based revenue estimates for most of the corridor improvements.
- CMAP coded transportation networks for a potential system of managed lanes as well as the Vision transit improvements and developed a method to calibrate tolls based on target speeds within the modeling system. System alternatives were modeled and summarized.

1st Quarter Objectives:

- Complete corridor revenue estimates, adjusting base estimates for transit use.
- Revise toll calibration method to consider longer road segments and include bounds of acceptable tolls.
- Estimate the potential shift of heavy truck use to overnight periods and implement new time of day fractions to reflect this.



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: Vision document (first half of 2019).

4th Quarter Progress:

- Continued preparation of final document, including working with CMAP staff, CH2M, and Urban Lab to prepare necessary graphics.

1st Quarter Objectives:

- Continue working on final document.

RESEARCH AND ANALYSIS PROGRAM

Program Oversight: Drew Williams-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, 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).

4th Quarter Progress:

- Land Use Inventory: Parcel data pre-processing completed for Cook and DuPage Counties (full set is now ready). Continued work on classifying residential parcels in the collar counties.
- Development Database: Continuing update and cleanup of records. Held on-line development review meeting with planning staff from the City of St. Charles.
- Bikeways Inventory: Updated with numerous plans from LTA projects and status updates for the Regional Greenways & Trails Plan layer. Version with all updates posted on the CMAP Data Hub.
- New Regional Map: Finalized data processing for open space, transportation, administrative, and water themes; subject matter expert review of open space and transportation themes.
- Highway Traffic Signal Inventory: Continued outreach to municipalities to obtain data for signals under local jurisdiction.
- LTA Archive: Finalized inaugural version of LTA Land Use Recommendations geodatabase.
- Sidewalk Inventory: Developed scope and tested concepts for a rapid sidewalk assessment project. Production (with summer interns) began in June.



1st Quarter Objectives:

- Land Use Inventory: Re-assess project timeline and goals to coordinate with UrbanSim land use model data requirements.
- Development Database: Continued review and update of records. Produce 4th quarter snapshot for internal data library. Hold on-line development review meeting with Orland Park.
- Employment: Start processing 2017 file upon receipt from IDES.
- LTA Archive: Finalize wiki documentation of Land Use Recommendations geodatabase and post inaugural version on the Data Depot.
- New Regional Map: Incorporate feedback from subject matter expert review; combine all themes into master GIS document. Test fonts and color options, continue collaboration with Communication team regarding design elements.
- Highway Traffic Signal Inventory: Finalize data collection from municipalities; begin processing for inclusion in HTSI.
- Bike-Ped Count Database: Incorporate data collected during counts over the summer.
- Sidewalk Inventory: Completion of DuPage portion; begin work on Cook County, with focus on areas where data will support current LTA projects.

Data and Information Services

Project Manager: Andrew Williams-Clark

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).

4th Quarter Progress:

- Internal Data Library: Data Depot activity in Q4 comprised six data updates and six new data additions; updates included tax assessment data from DuPage, Kane, Lake and Will Counties as well as our annual update of IDNR open space datasets.
- External Data Requests/FOIA: Staff handled twenty-two external requests and one FOIA request in Q4.
- Data Sharing Hub: In Q4, updated Bikeways Inventory System and 2018 Q1 Conformity data were posted to the Data Sharing Hub.

1st 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, and begin working through list of requested additions.
- External Data Requests/FOIA: Respond to/document external and FOIA requests as they arise.
- Data Sharing Hub: Add new datasets/update recurring datasets as they become available, including ON TO 2050 Layers.

Regional Land Use Model Development

Project Manager: David Clark

Team: Peterson, Heither, other staff as needed

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).

4th Quarter Progress:

- Project kickoff meeting held April 9.

- Github repository established with project planning infrastructure. Milestones and data development tasks identified. Regular (bi-weekly) online coordination meeting schedule implemented.
- CMAP tasks: Develop necessary datasets required as model inputs. Q4 focus was on delivering population and employment control totals, data on employment sectors and building typologies. Begin work on larger datasets: zoning data, parcels, and buildings.
- UrbanSim (consultant) tasks: Develop task-dependency chart to identify data priorities. Develop parcel model template, data uploaders, and data processing notebooks. Assess quality and provide feedback of CMAP-supplied datasets.

1st Quarter Objectives:

- CMAP: Continue acquisition and processing of zoning, parcel, and building data. Begin work on property price/rent data to support proforma (real estate) model. Attend MPO socio-economic modelers' conference (July: Clark/Peterson).
- UrbanSim: Continue development of data processing notebooks and model code to be utilized when data inputs are finalized. Advise on data content and quality.

Advanced Travel Model Implementation

Project Manager: Craig Heither

Team: Bozic, Rice, Peterson, Brown, N. Ferguson, Rodriguez, Ross, Buchhorn

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).

4th Quarter Progress:



- Activity-Based Model:
 - Continued validation of ABM results; finalized mode choice calibration in support of transit capacity analysis. Continued adjusting calibration of components to better reflect patterns in observed data, especially transit trips. Developed additional options to validate ABM results using Jupyter Notebook to analyze and display model results.
 - Updated ABM base year run to include data inputs from the ON TO 2050 2015 scenario. Implemented new transit assignment procedures to allow for more accurate representation of transit costs and more robust analysis of data.
 - Completed revisions to population synthesis procedures to utilize multithreaded processing. Updated documentation of the software procedures.
- Freight forecasting:
 - Implemented new procedures to determine the airport used for foreign air shipments and to more-accurately track the domestic mileage of those shipments.
 - Investigated the availability of agricultural employment data to incorporate into the freight model so that two additional agricultural commodities can be represented in the model. Used sample data to verify the modeling procedures would work.
 - Continued development of data input files for a 2040 freight model scenario. Finalized county-level employment forecast file for the nation by industry. Began development of an employment data control file to better synthesize firms in the CMAP region.
 - Continued coordination with national freight model consultants on model improvements and updates.
- Completed update to the agency's strategic plan for developing advanced modeling tools. This is a living document that will guide agency priorities and prioritize work tasks in developing and maintaining modeling tools.

1st Quarter Objectives:

- Activity-Based Model:
 - Finalize model calibration coefficients, and summaries of ABM model calibration and validation results. Post calibration/validation report to agency website.



- Update population synthesis software input files to support new finer-grained modeling zone system and test software using new files.
- Evaluate transitioning to the population synthesis software used in UrbanSim versus moving to an upgraded version of the software currently in use at CMAP.
- Freight forecasting:
 - Develop procedures to efficiently simulate shipments representing the production value increment of the economy that are currently excluded from the procurement market game process in order to improve model efficiency.
 - Incorporate agricultural commodity flows into the freight model. Fully integrate employment data control file into modeling procedures.
 - Continue data development for 2040 freight model scenario, including procedures to synthesize the locations of future warehouses and distribution centers in the CMAP region.
 - Begin quality control analysis of synthetic firms generated within the CMAP region and evaluate how well that reflects actual conditions. Continue validating regional truck tour data.
- Begin implementing near-term objectives of the updated strategic plan for advanced modeling tool development.

Travel and Emissions Modeling

Project Manager: Nick Ferguson

Team: Heither, Bozic, Rodriguez, N. Peterson, Rice, Buchhorn

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).

4th Quarter Progress:

- Developed socioeconomic inputs for intermediate analysis years based on the ON TO 2050 forecast and local area allocation modeling.



- Completed c18q3 scenario modeling with improved setup.
- Completed update of trip-based model documentation.
- Posted c18q1 model results to the CMAP Data Hub.

1st Quarter Objectives:

- Complete development of new modeling zone system and procedures.
- Improve MRN network building options.

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 ongoing 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 the catalog of CMAP-prepared traffic projections and houses CMAP’s annual traffic count data collection activities. These collections of data are used to develop and enhance transportation analysis methods for planning and policy analysis within CMAP.

Products and Key Dates: 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 ongoing 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 the catalog of CMAP-prepared traffic projections and houses CMAP’s annual traffic count data collection activities. These collections of data are used to develop and enhance transportation analysis methods for planning and policy analysis within CMAP.

4th Quarter Progress:

- **Small Area Traffic Analysis:**
 - Completed 75 traffic projection requests in April-May-June.
 - Arterial corridor multi-scenario projects: Franklin Avenue from I-294 new ramps east to Mannheim Road; Fabyan Parkway @ Kirk Road and @ IL 25; US 30 Dauberman Road to IL 47 2050 estimates.
 - For Kendall County DOT, completed Mill Road (City of Yorkville) and initiated Gordon Road from Galena Boulevard to Cannonball Trail/IL47 (Kendall DOT) alternatives modeling - new arterial corridor between IL 47 and Orchard Road.
- **Travel Modeling Assistance to Partners:**



- Obama Presidential Library / South Lakefront Framework Plan – Finalized Year 2040 ADT projections for 11 scenarios depicting no-build, and both sole and combined implementation of 3 proposed improvements - added capacity on South Stony Island, improved signals and geometry on Hayes Drive and additional southbound lane on South Lakeshore Drive.
- Joliet Access (IL 59 @ I-55) – Through modeling of scenarios and select-link analyses narrowed down project alternatives to 6 build alternatives. Facilitated model validation using updated-by-consultant 2050 household and employment inputs in project area zones
- Work on North Lake Shore Drive continues with new work for IDOT’s managed lane consultant, testing combinations of managed lanes conversions and toll rates.
- Modeling for the Central Lake Corridor (Tri-County Access) study.
- Completed modeling work for Cook County DOTD to support the Cook County Freight plan (will finish in Q4).
- **Transportation Data Archive:**
 - Received 208 CY 2017 IDOT 24-hour intersection counts at previously coded and new sites to SharePoint folder repository.
- **Summer Field Data Collection:**
 - Geocoded updates to ARC map layers underlying Traffic Forecast ArcGIS Online Tool: Traffic Forecast results and Traffic Count Data.
 - Sidewalk Inventory – completed ROW review and data entry for 2 townships in DuPage County (nearmap/ARCGIS online).
 - Conducted installation/takedown of video cameras for 4 expressway one-way 24-hour volume counts and mock setups for 6 additional expressway sites (Expressway Vision support).

1st Quarter Objectives:

- **Small Area Traffic Analysis:**
 - Continue fulfillment of SATF forecast requests, with March 2018 conformity network (July-September 2018), anticipating increase in requests regarding projects with changed fiscal constraint status between latter GOTO 2040 and ONTO 2050
 - Continue support of Will County-based regionally significant projects I-80 and Joliet Access (I-55/IL 59).



- Support North Branch Corridor accelerated growth forecasts for 2030, 2040, 2050 plus scenario ROW and transit-service type alternatives analysis
- Expand archive batch processing capability to multi-scenario projects.
- **Transportation Data Archive:**
 - Convert 2017 IDOT intersection counts to usable .csv format from .pdf –via both manual and programming script methods and ensure proper map depiction in SATF online tool.
 - Reduce # of segment traffic forecast data in ArcGIS online tool in anticipation of c18q3 data and also ensure inclusion of CY 2017 and 2018 forecasts.
- **Summer Field Data Collection:**
 - Execute 8 bicycle pedestrian counts for Expressway Vision sites and ensure entry and depiction of hourly approach data in Bike Data Repository.
 - Sidewalk Inventory: Complete remainder of DuPage County (8 townships) and 6 additional townships in NW Cook County or other adjacent to DuPage area.
 - Complete 4 to 6 additional expressway 24-hour counts.
 - Investigate feasibility of implementing expressway counts for upcoming Will County and I-55 projects (latter Q1, early Q2, Q4 - FY 2019).

Household Travel Survey Update

Project Manager: Craig Heither

Team: N. Ferguson, Frank, Matthews, Elam, Outreach staff, 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 that 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).



4th Quarter Progress:

- Completed survey pilot test 3 data collection and evaluation of survey response rates.
- Finalized an overall survey methodology that includes a small probability sampling frame within a larger non-probability sampling method. Continued discussion with Phoenix MPO staff on their experiences with non-probability sampling.
- Began revising survey outreach materials and website text to reflect the change to a non-probability based sampling method. Obtained school contact list from Illinois State Board of Education.
- Implemented final revisions to survey questions and their placement within the survey.

1st Quarter Objectives:

- Finalize revised survey outreach materials to partner organizations and schools, post toolkits to CMAP website and finalize survey press releases in English and Spanish. Define survey weighting methodology and potential household/person attributes to use in the list balancing procedures. Update the My Daily Travel website to reflect all text and functionality changes due to implementing a non-probability sampling framework. Finalize social media ad campaign.
- Launch data collection of the core household travel survey. Continually monitor survey response rates and household demographics compared to target values.
- Continue evaluating the GPS trace data recorded during pilot test 3 by the smartphone app. Place continued emphasis on transit itinerary data and the usefulness of accelerometer data provided.

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 and applying modeling tools. Work tasks address procedures to streamline and maintain data files and analysis tool inputs, and methods to employ data visualization techniques to clarify modeling tool outputs. Data visualization tools will be designed with the ultimate goal of making them external facing. Major tasks for the fiscal year include refining and unifying the procedures that run the agency's bicycle switching model, continuing development of visualization and reporting tools to summarize shipment and commodity flow data from CMAP's freight model, and developing an initial prototype application to view dynamic traffic assignment results.



Products and Key Dates: Bicycle switching model refinements (December 2017). Revised freight model reporting tools (March 2018). Preliminary dynamic traffic assignment results viewer for internal review (June 2018).

4th Quarter Progress:

- **Freight Model:**
 - Developed a script to convert sample commodity flow dataset, replacing origin, destination, commodity and mode codes to more descriptive labeling for use in visualizations.
 - Created interactive data visualization prototypes showing commodity flows by mode, origin & destination, and dollar value & tonnage.
- **Bicycle Switching Model:**
 - Implemented a more efficient procedure for the path-building portion of the Bike Model using the OD Cost Matrix Analysis in ArcGIS.
 - Produced comparison summaries of model results for a handful of sample projects using the existing method and the new developmental method.

1st Quarter Objectives:

(For FY19, this project is being renamed: **Quality Assessment Tool Development for Modeling Inputs**)

- **Bicycle Switching Model:**
 - Evaluate validity of mode split model results using the modified routing tool procedures.
 - Summarize CMAP bicycle survey data according to person/household/trip characteristics used in Bike Model.
- **Model Input Validation:**
 - Evaluate the locations of synthetic firms in the Freight Model vs. “real world” businesses.
- **Transit Service Availability:**
 - Review input files used by the trip-based model to evaluate transit mode choice; and reproduce the catchment areas used in the Transit Availability Index for bus stops.

Modeling and Performance Data Visualization Prototype

Project Manager: Brittaney Ross

Team: Brown, Schmidt, Heither, Elam, Levine

Description: This project focuses on the presentation of complex modeling and analysis results in an informative way. The goal is to demonstrate that the voluminous amount of data being output by sophisticated analysis tools or stored in archived system performance databases can be distilled into useful information to inform policy decisions. This project will develop two prototype applications as proofs-of-concept: one to explain the results of freight modeling scenario testing, and a second one to clarify roadway system performance data stored in the Regional Transportation Data Archive. Data visualizations will be designed with the ultimate goal of making them external facing.

Products and Key Dates: Regional Transportation Data Archive prototype (January 2019). Freight model scenario comparison prototype (June 2019).

4th Quarter Progress:

n/a

1st Quarter Objectives:

- **Transportation Data Archive Prototype:**
 - Review Transportation Archive datasets and develop automated procedure for accessing subsets of the data.
 - Gather research questions from CMAP policy and programming staff to inform prototype feature development
 - Develop wireframe/draft of prototype interface, features, and data visuals.

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 laws, policies and regulations are monitored and evaluated 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, Kos, Ferguson, Maddux, 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 maps, fiscal marks, general public brochures, training materials/courses, and web pages (ongoing); annual obligation analysis report (October 2017); analysis of expenditure information to identify spending trends (June 2018); fiscal marks (November 2017).

4th Quarter Progress:

- **TIP with Updates and Amendments:**
 - Regular reviews of TIP updates and amendment requests from programmers and programmer assistance continued. The ON TO 2050/2019-2024 TIP conformity analysis and TIP Amendment (18-09) was released for public comment in June and will be considered along with the plan and TIP in October. Two formal amendments to the TIP (18-05 and 18-06) were approved by the Transportation Committee, IDOT, FHWA and FTA.
- **TIP Documentation:**
 - The draft FFY 2019-2024 TIP document was completed and released for public comment with ON TO 2050. Web page and brochure updates to align with the new TIP document began.
 - Revisions to the eTIP user guide and other training materials, including development of a revised PL training program, began.
- **Analysis of Expenditure Information to identify spending trends:**
 - No activity this quarter.
- **Annual Obligation Analysis Report:**
 - Work continued on the FFY 16 and FFY 17 reports.
- **Fiscal Marks:**
 - Coordination with IDOT to set a baseline STP balance and formalize coordinated accounting efforts continued this quarter.

1st Quarter Objectives:

- **TIP with Updates and Amendments:**
 - Two formal amendments to the TIP (18-07 and 18-08) are anticipated for consideration by the Transportation Committee. Staff will begin to prepare for the end of the FFY transition from the 18-00 TIP, as amended, to the 19-00 TIP by reviewing current projects and developing guidance for eTIP users.
- **TIP Documentation:**
 - Final revisions to the FFY 2019 – 2024 TIP document will be made and approval is anticipated in the second quarter. TIP summary brochure and web page updates to reflect the content and structure of the FFY 2019-2024 TIP will continue.
- **FFY 2019-2024 TIP Document:**
 - Training material updates, including final updates to the eTIP User Guide, will also continue. Development of PL training materials was shifted to the Council of Mayors Support project for FY 19.
- **Analysis of Expenditure Information to identify spending trends:**
 - Development of a scope for this task is anticipated to begin in the second quarter of FY 19.
- **Annual Obligation Analysis Report:**
 - Completion of the FFY 16 and FFY 17 reports is expected this quarter.
- **Fiscal Marks:**
 - Coordination with IDOT to set a baseline STP balance and formalize coordinated accounting efforts will continue, with execution of an agreement between the agencies anticipated.
 - Development of the FFY 2019 State/Regional Resources table, and an analysis of unobligated funds carried over from prior years will begin.
- **Catalog of TIP/MPO information:**
 - The scope of this new FY 19 task will be developed this quarter.
- **Transportation Committee Support:**
 - The committee is scheduled to meet three times this quarter (August 3, September 7, and September 28), including a special call meeting to consider recommending adoption of ON TO 2050 and the FFY 2019-2024 TIP and associated conformity analysis. In addition to considering the plan and TIP, the



committee is expected to discuss federal performance targets set by CMAP and IDOT and the status of the region's air quality attainment and conformity analyses.

STP-L Agreement Implementation

Manager: Teri Dixon

Team: Elam, Irvin, 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).

4th Quarter Progress:

- The STP Project Selection Committee met twice in May and once in June to continue discussing staff proposals for Active Program Management and project eligibility and evaluation criteria for the new Shared Fund.

1st Quarter Objectives:

- In FY 19, this project is continuing as "STP Shared Fund Program Development", under the Performance-Based Programming Program and "STP Program Management and Development", described below.

STP Program Management and Development

Project Manager: Kama Dobbs

Team: Dixon, Elam, D. Ferguson, Maddux, Pietrowiak, Zubek

Description: The local Surface Transportation Program agreement approved in October 2017 includes provisions to develop guidelines and procedures for active program management (APM) and to refine local project selection methodologies to incorporate the use of performance based measures to support implementation of ON TO 2050. Working with the STP Project Selection Committee (PSC), a system for ensuring timely implementation of projects selected for shared fund and local STP funding will be developed. Assistance will be provided to the local councils and City of Chicago to develop and update project selection methodologies that support the approved agreement. Together with the STP Shared Fund Program Development

team, staff support for the STP Project Selection Committee and communication and outreach to the councils, counties, and other partners will be provided.

Products and Key Dates: Active Program Management system (September 2018); agendas, meeting minutes, and supporting materials for the STP Project Selection Committee (monthly reports, presentations and supporting materials for outreach meetings (as needed)); Updated local council and CDOT methodologies (ongoing).

4th Quarter Progress:

- See FY 18 “STP-L Agreement Implementation” project above.

1st Quarter Objectives

- **Active Program Management (APM) system:**
 - The staff proposal for APM will be presented throughout the region (along with Shared Fund guidelines) for discussion and feedback from local representatives.
 - Proposed revisions to the proposal in response to comments received will be presented to the STP Project Selection Committee for approval consideration in September.
- **STP Project Selection Committee support:**
 - Two committee meetings are anticipated this quarter on August 22 and September 26.
- **Local Program Methodologies:**
 - The scope of this task will be developed this quarter with assistance from the planning liaisons and CDOT staff.

Regulatory Compliance

Project Manager: Doug Ferguson

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

Description: Ensure all local, state, and federal requirements are met including public involvement, documentation, conformity (see next project) and reporting. Maintain ongoing communication with partner agencies to ensure that the region meets state and federal requirements and that these agencies support the programming needs of the region.

Products and Key Dates: Consultation with local, state, and federal agencies (ongoing); conversion of MPO Policy Committee minutes to electronic format (June 2018); documentation of procedures to maintain agreements, resolutions, and documents required to comply with planning regulations; responses to certification review questions (August 2017); prepare and host certification review site visit (October 2017); respond to draft certification review report



(January 2018). Agendas, meeting minutes, findings and interagency agreements, and supporting materials for the Tier II Consultation Team (as needed).

4th Quarter Progress:

- Documentation of procedures to maintain agreements, resolutions, and documents required to comply with planning regulations.
 - SEWRPC has been signed by all parties including WISDOT June 18, 2018.
 - The Intergovernmental Agreement regarding sharing data between the State, CMAP and our transportation partners was signed April 27, 2018 and has met the regulatory deadline.
 - The CMAP/IDOT/RTA and Service Boards Agreement was also signed May and provides agreement to cooperatively develop and share data as well.
- Responses to certification review questions.
 - No action this quarter.
- Respond to draft certification review report.
 - No action 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 May 16 to discuss modeling.
- Conversion of MPO Policy Committee minutes to electronic format.
 - No action this quarter.

1st Quarter Objectives:

- This project is not continuing in FY19.

Conformity of Plans and Program

Project Manager: Russell Pietrowiak

Team: Bozic, Dixon, Heither, Kos

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 once the area is

in attainment. 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 (ongoing). Updated data and methods used in conformity analyses (ongoing). 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 (ongoing).

4th Quarter Progress:

- A Tier II Consultation meeting was held on May 16. At this meeting the modeling approach for doing ON TO 2050 conformity analysis was discussed. There were no objections to CMAP's modeling approach.
- Monitoring of the *South Coast Air Quality Management District vs EPA* ruling continued as it may impact the 8-Hour Ozone designation for the region and potentially our Motor Vehicle Emissions Budget and emissions modeling.
- Did the transportation conformity modeling for the ON TO 2050 and FFY 2019-2024 TIP using The Motor Vehicle Emission Model (MOVES) for VOC and NOX. The analysis demonstrated that the plan and TIP conform to our budgets for all scenario years (2020, 2025, 2030, 2040, and 2050). 2025 remains our most problematic scenario year for VOC's. The results of the conformity analysis were released as part of the ON TO 2050 and FFY 2019-2024 TIP public comment period.
- As part of the ON TO 2050 plan the section that addresses emission modeling and transportation conformity was completed, reviewed and incorporated into the ON TO 2050 plan.

1st Quarter Objectives:

- Respond to any public comments that are made during the 60 day public comment period.
- At the suggestion of the MPO Policy committee begin discussions with the transportation committee regarding transportation conformity.
- Continue monitoring the South Coast Air Quality Management District vs. EPA case.
- Participate in AMPO's Air Quality working group. The second meeting will be at CMAP in late October.



- Have a Tier II Consultation meeting in September to review the ON TO 2050 conformity analysis and any regulatory or modeling changes.
- Update the Tier II consultation web page.
- Support for development of State Implementation Plans.
- Continue to review and update various data sources and in outs that are used in emissions modeling.
- 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.

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 (November 2017, June 2018); accomplishment of the annual CMAQ obligation goal (September 2018); act on CMAQ and TAP-L project change requests (ongoing); prepare agendas, meeting minutes, and supporting materials for the CMAQ Project Selection Committee (as needed, generally six times/year); provide supporting information for the CMAQ call for projects (October 2017).

4th Quarter Progress:

- **Review of CMAQ/TAP-L project status:**
 - Requested and analyzed project status updates from sponsors in May 2018, assessed CMAQ program's ability to meet obligation goals and analyzed and summarized the results for the CMAQ Project Selection Committee. Several direct emission reduction projects are being held up because FHWA is not issuing Buy America waivers, which has prevented \$14 million in project funding from being obligated in FFY 2018.
- **Accomplishment of the annual CMAQ obligation goal:**
 - At the end of the 4th quarter, obligations totaled \$64.4 million (50%) of the \$128.2 million obligation goal.



- **CMAQ/TAP-L Project Change Request Actions:**
 - Staff evaluated and analyzed eleven project change requests for the June 14, 2018 CMAQ Project Selection Committee meeting.
- **CMAQ Project Selection Committee support:**
 - Prepared materials for and held the April 12, 2018 and June 16, 2018 committee meetings.
- **Supporting information for CMAQ/TAP-L call for projects:**
 - No action in 4th quarter; activity directly related to the call for projects will be reported under Performance-Based Programming.

1st Quarter Objectives:

- **Semi-annual project reviews and action recommendations:**
 - Request project status updates from sponsors in September 2018, adjust program years, assess the CMAQ program's ability to meet obligation goals and summarize the results for the CMAQ Project Selection Committee.
- **Accomplishment of the annual CMAQ obligation goal;**
 - Continue monitoring obligations and consider how new approach to obligation goal monitoring affects FFY 2019 obligation goal setting.
- **CMAQ/TAP-L Project Change Request Actions:**
 - Receive and process change requests for the August 16, 2018 CMAQ Project Selection Committee meetings.
- **CMAQ Project Selection Committee support:**
 - Prepare supporting materials and hold the August 16, 2018 CMAQ Project Selection Committee meeting.
- **Supporting information for CMAQ/TAP-L call for projects:**
 - As needed support based upon the response of committee members to suggested programming changes by the Performance-Based Programming group.

Active Program Management – Locally Programmed Projects

Project Manager: Russell Pietrowiak

Team: Dixon, Dobbs, Maddux, Zubek

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

Products and Key Dates: Fiscal marks (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 Councils and CDOT (as needed, generally 2-3 times/year); advance funding analyses and recommendations (as needed).

4th Quarter Progress:

- **Fiscal Marks:**
 - Discussions with IDOT regrading FFY 19 STP-L marks have been ongoing.
- **Program Management Reports and Recommendations:**
 - Staff continued to track STP-Local obligations this quarter. With the implementation of the new STP Agreement underway, staff began developing a new format for reporting STP-L expenditures. Staff continued 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.
 - \$155M in STP-L has been obligated as of 6/30/18.
- **Locally Programmed Project Status Assessments:**
 - To implement the FFY 18-20 STP-Local programmed projects staff has continued to remain actively engaged with IDOT and the PL's reviewing the status of every STP-Local project prior to each TIP change deadline this quarter, giving CMAP staff, the PL's and IDOT time to update the status of projects and make any necessary TIP changes.
 - Continued to implement 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.
 - Continued working with KDOT and the county engineers to develop both a multi-year program for STP-C projects and programming procedures to be used starting in FFY 18.
 - Staff, in consultation with IDOT and the PL's discussed potential changes to CMAP and IDOT field engineer reports that are given at council of mayor transportation committee meetings.

1st Quarter Objectives:

- **Fiscal Marks:**



- Develop the fiscal marks that will be used in eTIP starting in FFY 19.
- Consult with IDOT and the RTA regarding the fiscal marks for FFY 19 and beyond and any carryover funds that may be available to program in FFY 19.
- **Program Management reports and recommendations:**
 - With a new STP-Local agreement, staff will continue 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 to maintain fiscal constraint in the TIP.
 - Staff will meet with the PL's and IDOT to discuss the status of all the locally programming projects in August. This is the second of our 2 regular coordination meetings that we have every year.
 - Continue to support councils 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 (ongoing); agendas, meeting minutes, and supporting materials for the Council of Mayors Executive Committee (as needed, generally four times in a year); attend sub-regional Council meetings (as needed, approximately sixty meetings per year); coordination with Planning Liaisons regarding ongoing transportation issues and activities; periodic meetings of CMAP divisions involved with public outreach.

4th 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 May meeting of the committee.
- **Subregional Council meetings:**
 - Staff attended numerous subregional council transportation and technical committee and full council meetings this quarter to report on CMAP activities.
- **Coordination with Planning Liaisons:**
 - Staff assisted the planning liaisons (PLs) with completion of TIP changes, and provided guidance on changes to the eTIP database, and other general issues at three PL meetings this quarter.
- **Coordination with CMAP divisions responsible for outreach:**
 - Staff continues sharing meeting information, including a shared calendar containing meeting agendas and staff assignments, and a monthly report of meeting highlights.

1st Quarter Objectives:

- **Talking Points and Subregional Council Meetings:**
 - Continue to update the talking points as needed.
- **Council of Mayors Executive Committee support:**
 - Prepare materials for the regularly scheduled August committee meeting.
- **Planning Liaison support:**
 - Staff will continue to attend subregional council transportation and technical committee and full council meetings this quarter to report on CMAP activities and share progress on the STP Agreement.
 - Staff will continue to provide guidance to the PLs through regular communications, individual, and group meetings.
 - Staff will continue to coordinate outreach efforts and exchange information obtained at COM/COG meetings and will participate in ON TO 2050 workshops scheduled this quarter and the first quarter of FY19.
 - Staff will be providing PL training this quarter to onboard several new PLs and provide refresher for the existing PLs.



Integrated Database Development and Maintenance

Project Manager: Kama Dobbs

Team: Clark, Dixon, Ferguson, Heither, Kos, Maddux, Murtha, Pietrowiak, Schmidt, Zubeck

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).

4th Quarter Progress:

- **Ongoing maintenance and minor enhancements:**
 - Maintenance of identified minor issues occurred as issues were identified. No major issues occurred and no enhancements were made this quarter.
- **Implement direct extract of data from FHWA FMIS system:**
 - No activity this quarter.
- **Enable display of GIS-based attribute data:**
 - No activity this quarter.
- **Implement online call for projects system:**
 - No activity this quarter.
- **Identify data associated with federally-required performance measures:**
 - Work to develop detailed performance target data collection methods continued.
- **Implement obligation report and other data summaries:**
 - No activity this quarter.

1st Quarter Objectives:

- **User Interface:**

- Address issues identified by internal and external users and continue to enhance reporting, as needed.
- Continue to development of strategies and methods for collecting, displaying, and analyzing appropriate data within eTIP to enable analysis of how projects included in the TIP will move the region toward meeting performance targets.
- 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.)
- Begin development of an interface for collecting quarterly status reports from project sponsors within eTIP.
- **Administrator Interface:**
 - Address issues identified by users, as needed.
- **Public Interface:**
 - Work with the consultant to enable display of fiscal constraint and other select reports on the public site.
 - Begin development of revisions to the public site project information display to include performance target data.

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, employee communications, and software applications. This project consists of daily management and monitoring of the 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, Office 365 portal, modeling infrastructure upgrade documentation, and employee communications (ongoing).

4th Quarter Progress:

- Hardware: Continued deploying staff desktops and implementing Windows 10.
- Software: Continued deploying and patching software updates to staff computers. Implemented update to SketchUp software for staff. Processed annual software and hardware maintenance renewals for FY19.
- Completed RFP for new IT support services and new contract implemented.
- Developed IT purchase plan which included researching of a new backup system, switch upgrades and implementation of several new servers that will be implemented in FY19.

1st Quarter Objectives:

- Hardware: Continue deploying upgraded staff desktops and implementation of Microsoft Windows 10. Acquire new monitors, PCs, laptops and networking equipment. Acquire and implement new backup system.
- Disaster Recovery: Develop plan for upgrading and expanding service at remote data center.

Web Infrastructure Management

Project Manager: Lance Tiedemann

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

Description: Web infrastructure management consists of procuring, deploying, and administering the hardware, software, and network infrastructure used by web applications and data services hosted at CMAP. Internally, project collaboration and project management have been augmented by several specialized content management systems. Externally, web applications and data services have become critical to the ongoing agency mission of deploying technical analysis content to a broader audience. The web infrastructure management defined by this project supports web applications and data services, such as SharePoint (collaboration), DKAN (data sharing web application), MediaWiki (collaboration), the TIP Website (web

application), ON TO 2050 iPad kiosk application, 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, updates to 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 (ongoing). Wiki Enhancements (ongoing). iPad and kiosk remote management services (ongoing).

4th Quarter Progress:

- CMAP.Wiki project: Continued creating pages and updating content.
- Data Sharing Hub: Reached out to the State of Illinois open data project regarding hosting option and continued working with R&A team on testing DKAN application.
- Network Security Analysis: Completed annual network security analysis for CMAP's internet facing resources.

1st Quarter Objectives:

- CMAP.Wiki project: Continue creating pages and updating content.
- Data Sharing Hub: Research developing Business Case for moving hosting of site to state and continue supporting R&A team with datahub application.
- Aerials Archive: Develop PAO for modifications to CMAP Imagery Explorer to add new scanned aerials.
- Network Security Analysis: Remediate any vulnerabilities reported.

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 (ongoing). Annual security audit (April 2018). Staff training (ongoing).

4th Quarter Progress:

- Staff Security Training: Performed one phishing campaign and one training campaign for all staff.
- New AV and Patch Management Platform: Implemented a new AV platform and a new patch management platform.

1st Quarter Objectives:

- VPN: Train staff in using new VPN client.
- AV and Patch Management Platform Replacement: Continue evaluating additional network security tools.

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, live streaming, audio-visual, etc.

Products: Telephones, iPads, audio-visual equipment, live streaming services, internet services, computer peripherals, kiosks, copiers and printers.

4th Quarter Progress:



- **Facilities:** Managed facilities team on operations throughout the office. Began reviewing equipment inventory process and integration with OneSolution. Team began updating server cabinet inventory.
- **AV Support:** Completed live streams of the April, May and June Board meetings. AV support for various meetings/events.
- **Telecommunications Support:** Renewed licenses for the phone and data switches, router, and servers. Procured support services for the phone environment.
- **Outreach Kiosks:** Processed the last kiosks returning from the field and prepared kiosks for a new outreach survey.

1st Quarter Objectives:

- **Print Management:** Continue providing printer support for CMAP staff.
- **Communications and Outreach Support:** Continue providing kiosk/iPad support for Communications.
- **Facilities:** Continue reviewing equipment inventory process and integration with OneSolution. Complete server cabinet inventory. Continue inventory of agency file cabinet content.
- **Telecommunications Support:** Continue providing phone support to staff. Complete purchase and implementation of new switches for the phone environment.
- **AV Support:** Continue to provide live streaming for the agency during board meetings. Continue providing AV support for various meetings/events. Contract with vendor to review AV system and adjust system as appropriate.

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. Provide internal IT technical support for OneSolution financial system (ongoing).

Products: Documentation of training and instructional resources. Documentation of IT related problems encountered by CMAP staff (ongoing). Implementation of Cognos reporting system.

4th Quarter Progress:

- OneSolution financial system project: Completed management of BPR project for F&A. Assisted F&A team with testing and resolving workflow issues. Completed upgrade of



the production environment to v16.2. Completed data refresh training for 16.2. Assisted F&A team with OneSolution tickets.

- User support: Completed 156 helpdesk tickets. Held AV equipment training sessions for staff.
- R&A support: Continued working with R&A team to develop documentation of external requests process, procurement of data, FOIA requests. Worked with team to implement process for offering Census webinars through GoToMeeting.

1st Quarter Objectives:

- OneSolution financial system project: Begin researching v18.1 of OneSolution software, continue to research inventory options of bulk importing of data. Continue assisting F&A team with OneSolution tickets.
- User support: Purchase new desktop PC's and monitors. Complete implementation of Windows 10 conversion. 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: Complete 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.

4th Quarter Progress:

- Completed the installation of 52 Sit/Stand desks throughout the office.
- Rented 41 cars for staff for work related business.
- Reserved rooms for 7 external partners totaling approximately 296 guests with an average of 42 guests.
- Used 734 (308 Chicago's Best @\$1.50ea. and 426 Starbucks @\$2.80ea. from our current vendor).
- Initiated 18 service calls for issues regarding plumbing, electrical, housekeeping and locksmith issues.



- Coordinated conference room set-ups for 104 meetings along with attending 1 board meeting.
- Scheduled one evacuation drill for next quarter.
- Finalized 5 employee and intern separation forms.
- Finalized 22 new employee/intern forms and new employee/intern orientations.
- Reissued 2 ID badges for current staff members.
- Completed 66 print jobs for CMAP and MMC staff.
- Reordered and stocked all break room supplies.
- Contacted COTG for 6 service calls on Xerox machines and all were resolved within one day.
- Replaced faucets in kitchen and kitchenette.
- Managed copier repairs and maintained print totals for the Xerox copiers.

	B + W	Color	Total
C60	1,689	14,482	16,171
NEXerox	20,788	16,322	37,120
NWXerox	8,058	6,184	14,242
SEXerox	22,651	11,894	34,545
SWXerox	13,998	18,058	32,056
Totals	67,184	66,940	134,134

1st 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.
- Have scheduled evacuation drill with office of the building.



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, Garrity, 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).

4th Quarter Progress:

- Budget: The FY 2019 Comprehensive and UWP Budget and Work Plan were approved by the Board of Directors at the June 13, 2018 meeting.
- Payroll: During the 4th quarter of the fiscal year, we processed six regular payrolls. The State and Federal 941 reports for the 4th quarter of the fiscal year were completed and



filed in a timely manner. The monthly and quarterly unemployment compensation reports were filed with the State of Illinois on a timely basis.

- **Accounts Payable:** The table below provides information on the number of invoices processed, checks issued and ACH payments paid. Approximately 60% of payments were made via ACH during the 4th quarter of the fiscal year. The wire transfer activity shown in the fourth column is for all payments made directly from our checking account and processed with journal entries such as payments for the payroll, IMRF, state and federal payroll taxes, employee transit passes, etc.

Month	Checks	ACH	INV	WT	Total Paid
April	53	66	260	18	\$2,234,152.99
May	48	90	262	20	\$2,182,608.11
June	59	80	329	16	\$2,084,843.52
4th Qtr.	160	236	851	54	\$6,501,604.62

- **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. The 13th period of the fiscal year, which is posted as June 30th, is included in the June totals. These billings are for the close out of fiscal year 2018.

Month	Invoices	Amount
April	26	\$2,212,355.31
May	23	\$1,967,123.63
June	48	\$3,705,941.56
4th Qtr.	97	\$7,885,420.50

- **Journal Entries:** We had approximately 24 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 were 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:** Prepared and submitted the financial statements for April and May 2018 to the Executive Committee. Successfully upgraded to the 16.2 version of the ONESolution accounting software system. Submitted 2018 Indirect Cost Rate Proposal to the State for approval. Need to provide additional information pertaining to the submission. Have received assistance from Maximus regarding the additional information request and continue to work on the reconciliation of the cost rate proposal to the audited financial statements.



1st 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.
- Complete all work necessary to close out fiscal year 2018. Prepare the final fiscal year 2018 invoices and submit them to the State By August 3, 2018. Prepare all necessary audit work papers as requested by the Auditors. Work with the Auditors to make sure the audit is completed in September.

OneSolution Business Process Review (BPR) – Financial System

Project Manager: Stan Ryniewski

Team: Becerra, Contreras, Doan, Garrity, Olson

Description: To maximize the full capabilities and functionality of the Agency’s financial system, CMAP engaged its enterprise software provider, Superior (formally 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. This business process review also included an upgrade of the system from version 14.3 to version 16.2 that has been completed, and implementation of Cognos reporting tools and dashboard to reduce the agency’s reliance on spreadsheets.

Products: Implementation of Phase I BPR recommendations to address workflow and general ledger improvements.

4th Quarter Progress:

- Complete review to finalize the draft report by the outside vendor (Koa Hills Consulting/SunGard) regarding CMAP’s Business Process Re-engineering (BPR) project relating to the “As Is” maps and the prioritization of the BPR recommendations. Have staff utilize the test environment of version 16.2 to look at software and workflow issues.

1st Quarter Objectives:

- Implement a schedule regarding the Phase I recommendations from the BPR report. Continue the documentation of system anomalies and work with Superior to implement required corrections.

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).

4th Quarter Progress:

- Completed the work plan and draft FY2019 CMAP Budget book. In April, submitted for approval to the Transportation Committee FY2019 UWP Budget. In May, submitted CMAP's FY2019 Budget for CMAP Board review. In June, submitted for approval to the MPO Committee, CMAP Board and Programming Committee the FY2019 UWP Budget. Also in June, submitted to the CMAP Board CMAP's FY2019 Budget for approval. Finalized FY19 UWP Budget book for June 30th publication.

1st Quarter Progress:

- Complete GATA documentation for FY2019 Operating and Competitive grants. Complete GATA documentation for 5 Year Carryover grant. Complete GATA documentation for four SPR grants: Port, LTA, Truck Routing and Pavement Management projects. Complete GATA paperwork for the Crash Data project. Work with MMC to complete GATA documentation for Alternative Fuels SPR grant project. Set-up FY2019 project numbers for use by departments and partner agencies. Close out fiscal year FY2018 in OneSolution including processing of all FY2018 invoices. Issue FY2019 sub-recipient UWP agreements.

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.

4th Quarter Progress:

- **Procurements:**
 - Reviewed, processed and approved 70 procurements.

- **Contracts/Amendments/Audits:**

- Prepared 12 PAOs or PAO Amendments under current contracts.
- Conducted 3 contract/IGA negotiations.
- Prepared 46 new contracts, contract amendments, IGAs or Agreements.
- Reviewed 12 Vendor Justification Reports.
- Drafted 15 Board Reports.
- Drafted 3 Executive Committee Report.
- Prepared 12 RFPs.
- Prepared 0 RFI.
- Attended 32 interviews.
- Scheduled 12 pre-bid meetings.
- Secured 12 concurrence from IDOT/Third party.
- Reviewed 44 RFP responses.
- Prepared 0 FOIA requests.
- Reviewed 27 Consultant Performance Evaluation or Mid Term Reports.
- Conferred Procurement meetings bi-weekly or as needed.
- Assisted 4 vendors in registering for the System for Award Management.
- Closed 43 contracts.
- Audited 0 closed contracts or open contracts with invoice issues.
- Collected and transmitted all available Q4 work products to IDOT.
- Developed Vendor Accounting Program.
- Conducted 12 Accounting Meeting with Vendors.
- Conducted 0 Procurement Investigation.
- Populated the Procurements website with new or revised materials including step-by-step instructions for all procedures used within the department.
- Conducted 0 Risk Committee Meeting.
- Reviewed and processed 14 vendor concurrence requests.
- Attended Strong Password training.

1st Quarter Objectives:

- **Procurements:**

- Review and process any new procurements originated by staff.
- Continue to maintain and update Contract files.
- Develop content for Contract Management presentation planned for 2nd quarter.



- **Contracts/Amendments/IGAs:**
 - Prepare at least 4 RFPs.
 - Negotiate at least 4 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 non-UWP grants, which fund the LTA program in FY19, 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: Development of External Grant Seeking Strategic Plan (Ongoing). Monitoring and evaluation of federal and state grant opportunities (Ongoing). Periodic communication with philanthropic groups and other potential funders concerning the value of the LTA program (Ongoing). Applications submitted in response to funding opportunities (as needed). Quarterly, biannual, or annual reports to funders (Ongoing).

4th Quarter Progress:

- Initiated development of the External Grant Seeking Strategic Plan to increase strategic development efforts supporting ON TO 2050 implementation priorities. The strategic plan will direct ongoing external grant seeking efforts. All staff have been asked to complete their annual review of the “Grant & Contract Fraud, Waste and Abuse” presentation to maintain the agency’s GATA compliance. Grant applications have been submitted to the MacArthur Foundation and to the Chicago Community Trust (in partnership with the Metropolitan Mayors Caucus and Metropolitan Planning Council) to support a two year Local Capacity Building pilot program.



1st Quarter Objectives:

- The ongoing development of the External Grant Seeking Strategic Plan will progress with the identification of ON TO 2050 implementation priorities informed by periodic implementation meetings, overall agency objectives, and strategic priorities. In the interim, CMAP has continued to pursue ON TO 2050 development conversations in areas of inclusive growth and municipal capacity with targeted funders and potential partners as implementation priorities are determined internally. Quarterly grant team meetings will continue to ensure adherence to funder requirements through inter-departmental collaboration. These efforts are intended to mitigate risk by minimizing extension requests and providing additional resources and support, as needed. The agency’s updated indirect rate will also be communicated to all funders and uniformly applied to all active grants, pending grantor approval.

GRANTS AND AGREEMENTS			
<u>Grantor</u>	<u>Amount</u>	<u>Dates</u>	<u>Purpose</u>
<u>Grants Received:</u>			
Illinois Housing Development Authority	\$140,240	9/1/2018 – 8/31/2020	Support of Homes for a Changing Region Program
Chicago Housing Authority (IGA)	\$140,000	6/13/2018 – 6/30/2019	Regional Housing Initiative review of affordable housing developers for project based vouchers.
Illinois Department of Transportation – Statewide Planning and Research Grant	\$355,997	Two year term	International Port District Master Plan Project
Illinois Department of Transportation – Statewide Planning and Research Grant	\$400,000	3/1/2019 – 6/30/2023	Local Technical Assistance Program Planning Support
Illinois Department of Transportation – Statewide Planning and Research Grant	\$1,600,000	8/15/18 – 12/30/21	Pavement Management Plans for Chicago Local Agencies
Illinois Department of Transportation – Statewide Planning and Research Grant	\$695,682	10/1/2018 – 6/30/2021	Truck Routing and Community Studies Project

GRANTS AND AGREEMENTS			
<u>Grantor</u>	<u>Amount</u>	<u>Dates</u>	<u>Purpose</u>
<u>Grants Pending:</u>			
MacArthur Foundation	\$500,000	09/01/2018 - 08/31/2020	Local Government Capacity Building Program
Chicago Community Trust	\$200,000	Two year term	Local Government Capacity Building Program with Metropolitan Mayors Caucus and Metropolitan Planning Council
Illinois Department of Natural Resources	\$75,000	TBD	Northern Lakeshore Bike Trail Connectivity Project
Illinois Department of Natural Resources	\$125,000	One year term	Regional water supply planning

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, Roby

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.

4th Quarter Progress:

- Vendor review and selection of new 457 plan record keeper (Empower); planning for Principal to Empower conversion (July - November).
- Benefit Planning and Strategy discussion with Assurance; streamline administration / enhance compliance of new hire processing and annual open enrollment; review analysis of benefit benchmarking information; access to detailed plan performance metrics; HSA / PPO alternate plan design; alternate PPO plan (June).

1st Quarter Objectives:

- Final planning and conversion of plan and assets from Principal to Empower (July-November).
- Quarterly Benefit Planning and Strategy discussion with Assurance; preliminary renewal planning (September).

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).

4th Quarter Progress:

- Planed and facilitated Diversity & Inclusion group discussion with Roberto Requejo to begin defining charter and role, and to focus efforts (April - May).
- Coordinated Working Group charter development and Senior Management review (May – June).

1st Quarter Objectives:

- Coordinate finalization of Working Group Charter (August – September).
- Review of additional training resources and offerings, capabilities, and resources required for comprehensive training (D & I, communications, culture) and costs (August



- September).

- Schedule and conduct non-discrimination and anti-harassment training (September).
- Develop initiatives supporting diversity and inclusion (Ongoing).

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).

4th Quarter Progress:

- Initiated next round of performance management process: communication of timeline and process overview (mid-May), refresher training as needed (June).
- Introduced draft Telework Policy pilot at All Staff Meeting (June).
- Completed Management Association HR Check-Up to review CMAP policies, procedures and practices, identify any compliance issues, and prioritize action planning, including policy updates and new policy development (June).
- Conducted Annual Employee Survey (June).
- Utilized Management Association resources for policy and procedure reference and development; legislative updates; training; general and compliance questions (Ongoing).

1st Quarter Objectives:

- Complete performance reviews and merit planning (July – August); provide support to performance planning. Emphasis: enhance the management of expectations with more specific and quantifiable goals, as well as managing actionable development plans; work with Planning to enhance effectiveness of performance plans (August).
- Initiate Management Association policy review (August).



- Schedule and conduct non-discrimination and anti-harassment training (September).
- 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 HR is responsible for 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 and paycheck information in OneSolution is implemented under this program.

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

4th Quarter Progress:

- Processed 130 payroll related changes in OneSolution/online.
- Processed two payrolls in April for a total of \$377,729.38.
- Processed two payrolls in May for a total of \$384,560.49.
- Processed two payrolls in June for a total of \$398,118.73.
- Participated in Version 16.2 conversion (April 2018).

1st Quarter Objectives:

- Participate in implementation of HR / Payroll BPR enhancements and recommendations (September 2018).
- Continue to process payroll and payroll changes to ensure timely processing (Ongoing).

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 engaged its enterprise software provider, Superior, 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. This business process



review also included an upgrade of the system from version 14.3 to version 16.2 that has been completed, and implementation of Cognos reporting tools and dashboard to reduce the agency's reliance on spreadsheets.

Products: Implementation of Phase I BPR recommendations to address workflow and general database maintenance.

4th Quarter Progress:

- Participate in Version 16.2 implementation and debugging (April).
- Participated in finalizing the plan to prioritize and implement improvements based on most critical functions, time, and cost and implementation risks (June).

1st Quarter Objectives:

- Participate in implementation of HR / Payroll BPR enhancements and recommendations (September).

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 (Ongoing). Annual Employee Survey (May). Policy and procedure trainings (Ongoing).

4th Quarter Progress:

- Introduced draft Telework Policy pilot at All Staff Meeting (June).
- Conducted Annual Employee Survey (June).
- Completed Management Association HR Check-Up to review CMAP policies, procedures and practices, identify any compliance issues, and prioritize action planning, including policy updates and new policy development (June).



- Utilized Management Association resources for policy and procedure reference and development; legislative updates; training; general and compliance questions (Ongoing).

1st Quarter Objectives:

- Initiate Management Association policy review (August).
- Schedule and conduct non-discrimination and anti-harassment training (September).
- Implement Telework Policy pilot (September).
- 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 and ON TO 2050, 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: Identification, development and facilitation of professional development and training (Ongoing). Identification and utilization of more diverse job posting opportunities (Ongoing).



4th Quarter Progress:

- Successfully designed, developed and conducted finalist presentation pilot for DED Policy & Programming vacancy (April).
- Interviewed and/or reviewed candidates for the following regular hire positions: Deputy Executive Director for Policy & Programming, Assistant Planner, Associate Policy Analyst, Research & Analysis Assistant; as well as for the following intern positions: Planning Interns, TIP Intern, Communications & Outreach Intern, Research & Analysis Intern, Transportation Planning Interns, Field Data Collection Interns, Information Technology Interns, and NUPIP Fellow.
- Successfully placed HR Generalist (04/30), TIP Assistant (04/30), Deputy Executive Director for Policy (05/11), Assistant Planner (5/29), and Associate Analyst (6/19); as well as Planning Interns (3) (06/04), TIP Intern (06/04), Communications & Outreach Intern (1) (06/11), Research & Analysis Intern (06/11), Transportation Planning Intern (2) (6/11), Field Data Collection Interns (2) (06/11), IT Interns (2) (06/04 & (06/18), Peter's Fellow (06/18), NUPIP Fellow (07/02).
- Conducted exit interviews and termination processing for 1 fellow and 7 interns.
- Conducted new hire orientations with benefits for 5 regular employees, 1 NUPIP Fellow, 16 interns and the Peter's Fellow.

1st Quarter Objectives:

- Conduct exit interviews and termination processing for summer only interns (August).
- Train employees involved in the hiring process on interviewing techniques, legal compliance and diversity considerations, and the use of Hyrell for their role in the hiring process (Ongoing).
- Initiate revised CMAP Mentoring Program (requirements and materials); prepare for re-launch to include full-year interns, NUPIP Fellow, and new hires looking to be assigned with mentor candidates (September).

Compensation and Organization Structure

Organization review and compensation study.

4th Quarter Progress:

- Reviewed and analyzed revised final Organization Structure Report with metrics, including span of control analysis; constructed meaningful framework for analysis and comparison of organizational metrics (April).



- Completed efforts to appropriately document all jobs from consolidated class descriptions. Confirmed level and characteristics of work, supervision received / supervision exercised, education and experience, physical and special requirements. Coordinated review and revision of class descriptions, conducted brief trainings on job documentation and evaluation methodology to facilitate reviewers' ability to confirm / revise essential functions, and knowledge, skills and abilities (April – June).

1st Quarter Objectives:

- Provide job documentation for market pricing. Identify comparison organizations by job group; review and approve draft survey (August – September).
- Analyze comparability data, preliminary pay plan and implementation options; develop recommendations; communication and implementation of accepted recommendations (September – December).

