



Chicago Metropolitan  
Agency for Planning

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# **Fiscal Year 2014 Comprehensive Budget**

**DRAFT**

**May 2013**

# **CMAP Board Members**

## **Executive Committee**

Gerald Bennett, chair  
Susan Campbell, vice chair  
Elliott Hartstein, vice chair  
Al Larson, at-large member  
Raul Raymundo, at-large member  
Rae Rupp Srch, at-large member

## **City of Chicago Appointments**

Frank Beal, executive director, Metropolis Strategies  
Susan Campbell, private consultant (formerly associate vice president, The University of Chicago)  
Andrew Madigan, vice president, Mesirow Financial  
Heather Weed Niehoff, senior vice president, VOA Associates Incorporated  
Raul Raymundo, chief executive officer, Resurrection Project

## **Cook County Appointments**

Gerald Bennett, mayor, Palos Hills (Southwest Cook)  
Michael Gorman, president, Riverside (West Cook)  
Al Larson, president, Schaumburg (Northwest Cook)  
Richard Reinbold, president, Village of Richton Park (South Cook)  
Peter Silvestri, president, Village of Elmwood Park; commissioner, Cook County Board (Suburban Cook)

## **Collar County Appointments**

Roger Claar, mayor, Bolingbrook (Will)  
Elliott Hartstein, former president, Buffalo Grove (Lake)  
Marilyn Michelini, president, Montgomery (Kane/Kendall)  
Rae Rupp Srch, former president, Villa Park (DuPage)  
Dan Shea, trustee, Algonquin Township (McHenry)

## **Non-voting Members**

Andre Ashmore, deputy secretary, Illinois Department of Transportation (Governor's appointee)  
Sean O'Shea, deputy chief of staff, Governor of the State of Illinois (Governor's appointee)  
Leanne Redden, senior deputy executive director, Regional Transportation Authority (MPO Policy Committee)

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# SECTION 1: OVERVIEW

## Introduction

This document is the Chicago Metropolitan Agency for Planning's (CMAP) comprehensive activity document for Fiscal Year 2014. The program budget reflects the agency's activities and outcomes for FY 2014. It is a detail of the projects, staff, products and key dates, and anticipated contracts.

## About CMAP

The Chicago Metropolitan Agency for Planning (CMAP) is the official regional planning organization for the northeastern Illinois counties of Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will. CMAP developed and now leads the implementation of GO TO 2040, metropolitan Chicago's first comprehensive regional plan in more than 100 years. To address anticipated population growth of more than 2 million new residents, GO TO 2040 establishes coordinated strategies that help the region's 284 communities address transportation, housing, economic development, open space, the environment, and other quality-of-life issues. See [www.cmap.illinois.gov](http://www.cmap.illinois.gov) for more information.

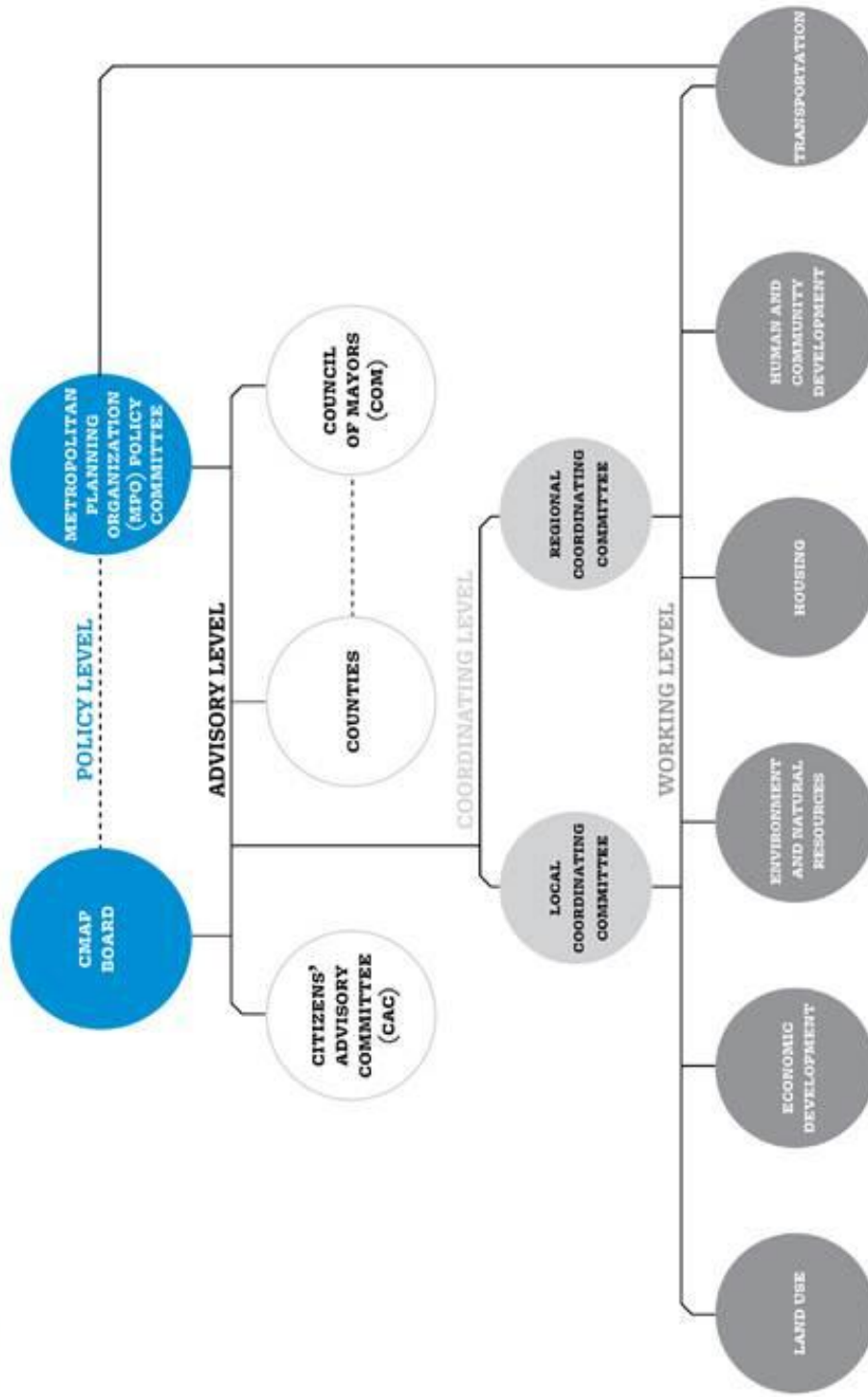
CMAP operates under authorizing legislation known as Public Act 095-0677. The CMAP Board's membership reflects the regional consensus that led to the creation of CMAP, featuring balanced representation from across the counties of Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will. (The CMAP planning area also includes Aux Sable Township in Grundy County.) The board is chaired by Gerald Bennett, mayor of Palos Hills.

The agency committee structure is comprised of policy, advisory, coordinating, and working levels that play integral roles in these planning processes.





Chicago Metropolitan Agency for Planning



January 13, 2011



## Staff

The executive director for CMAP is Randy Blankenhorn. The FY 2014 budget reflects staffing level that changes from 91.3 of the approved FY 2012 budget to 94.5 full-time positions for its core operations budget. In addition, CMAP has two competitive Federal Grants that complement CMAP's core responsibilities. The first grant was awarded in April 2010 by the U.S. Department of Energy for the Energy Impact Illinois (EI2), a program to provide energy-efficient retrofits to commercial and residential buildings in northeastern Illinois. The EI2 is a three-year program funded through the American Recovery and Reinvestment Act of 2009 (Recovery Act). An additional three full-time positions have been created and filled to support the EI2 program. The grant program will end on September 30, 2013 and the staff will transition to other positions within CMAP. The second grant was awarded in January 2011, by the U.S. Department of Housing and Urban Development (HUD) to increase the planning and implementation capacity of communities by creating a pool of resources that can be used to support local planning. An additional ten full-time positions have been created and filled with the support of the HUD grant. The grant program will end in January 2014, and the staff will continue to be supported through UWP funds.

In addition, internships are provided in various areas of the organization. The intern programs are coordinated with the University of Illinois, University of Chicago, Northern Illinois University and Northwestern University. CMAP administers the Phillip D. Peters Fellowship program to provide high quality work and learning experiences in regional planning for the Chicago metropolitan area to well qualified graduate students in urban and regional planning and related fields. Additionally, in FY 2014 we will have a year-long fellowship sponsored by Northwestern University.

A comprehensive classification structure has been developed for CMAP staff based on levels of responsibilities. Compensation for this structure is developed on comparable market data and the Chicago-Gary-Kenosha Consumer Price Indexes (CPI). Employees are evaluated on an annual basis and may be eligible for merit increases.

A competitive benefits package is provided to the employees. The package includes a retirement program, Social Security, Medicare and health, dental and life insurances. Former state employees were offered the option to continue participation in the State Employees' Retirement System (SERS); all other eligible employees must participate in the Illinois Municipal Retirement Fund (IMRF). In FY 2013 the benefits package was 41.74% of salary; in FY 2014 the amount will decrease to 38.99% of salary. The required CMAP retirement contribution to SERS for FY 2013 will increase from 37.987% to 40.312% and IMRF contribution for 2014 will decrease from 15.74% to 14.32%.



## Budget Overview

CMAP receives most of its funding from Federal and State grants. Table 1, Budget Overview for Core Activities, summarizes the core budgets for Actual FY 2012 (audited), Budgeted FY 2013 (adopted by Board in June 2012) and Proposed FY 2014 (anticipated adoption by Board in June 2013). Table 2 is the budget overview for the competitive federal grants. The competitive federal grants reflect two grants: U.S. Department of Energy for the Energy Impact Illinois (EI2) and U.S. Department of Housing and Urban Development for the Local Technical Assistance (LTA).

**TABLE 1: CMAP CORE ACTIVITIES**

	Actual	Adopted	Proposed
	FY 2012	FY 2013	FY 2014
<b>OPERATIONS</b>			
<b>Revenues</b>			
Federal	10,282,971	11,561,260	12,266,400
State	3,358,819	3,500,000	3,455,287
Other Public Agencies	39,835	0	0
Foundations and Non-Public Agencies	141,000	100,000	0
Local Contributions	277,083	250,000	250,000
Reimbursements	459,483	416,300	328,500
Product Sales, Fees & Interest	42,571	27,500	26,700
<b>Total Revenues</b>	<b>14,601,762</b>	<b>15,855,060</b>	<b>16,326,887</b>
<b>Expenditures</b>			
Personnel	9,096,171	9,885,370	10,212,407
Commodities	484,765	424,000	473,500
Operating Expenses	279,992	364,700	459,900
Occupancy Expenses	1,514,882	1,580,000	1,611,000
Contractual Services	2,543,167	3,102,500	2,790,500
Local Planning Grant Match	0	265,000	288,000
Capital Outlay	290,563	125,000	270,000
<b>Total Expenditures</b>	<b>14,209,540</b>	<b>15,746,570</b>	<b>16,105,307</b>
<b>NON-OPERATIONS (REVENUE AND EXPENDITURES)</b>			
Pass Through Grants	2,177,358	4,733,174	4,961,270
In-Kind Service	879,094	1,174,181	1,039,269



**TABLE 2: COMPETITIVE FEDERAL GRANTS**

	Actual	Adopted	Projected
	FY 2012	FY 2013	FY 2014
<b>Revenues</b>			
US Department of Energy	6,574,620	2,740,300	1,547,000
US Housing and Urban Development Dept.	1,444,375	1,342,450	996,300
<b>Total Revenues</b>	<b>8,018,995</b>	<b>4,082,750</b>	<b>2,543,300</b>
<b>OPERATIONAL</b>			
<b>Expenditures</b>			
Personnel	1,154,140	1,503,100	1,065,700
Commodities	3,778	1,700	200
Operating Expenses	42,708	40,950	20,400
Contractual Services	574,617	552,000	457,000
<b>Total Expenditures</b>	<b>1,775,243</b>	<b>2,097,750</b>	<b>1,543,300</b>
<b>NON-OPERATIONAL</b>			
Pass Through Contracts	6,487,551	1,985,000	1,000,000
In-Kind Services	619,270	5,000,000	1,000,000
<b>Total, Non-Operations Expenditures</b>	<b>7,106,821</b>	<b>6,985,000</b>	<b>2,000,000</b>





Chart 1 reflects the percentage of the core operations revenue from each source and Chart 2 reflects the percentage of expenditures from each category for FY 2014. The charts do not include either the non-operations or the Competitive Federal Grants.

**CHART 1: REVENUE FOR CORE ACTIVITIES, PROPOSED FY 2014**

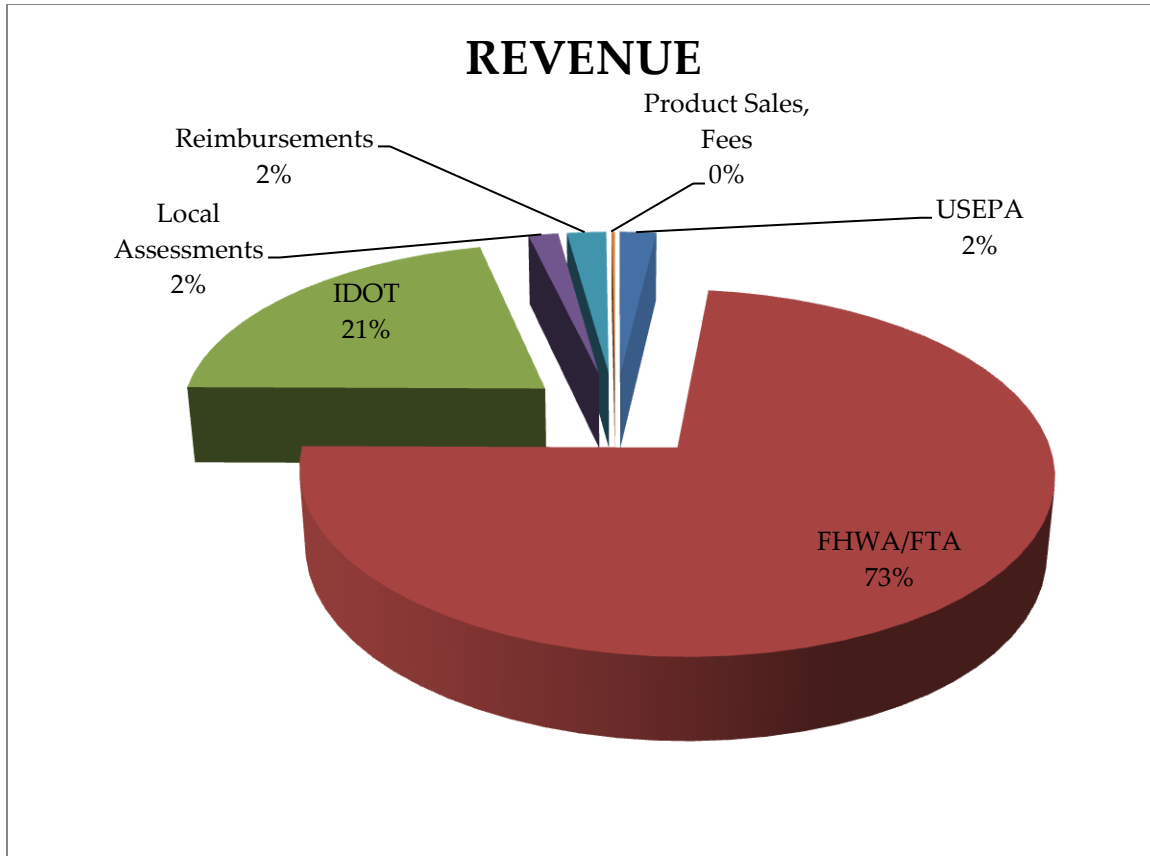
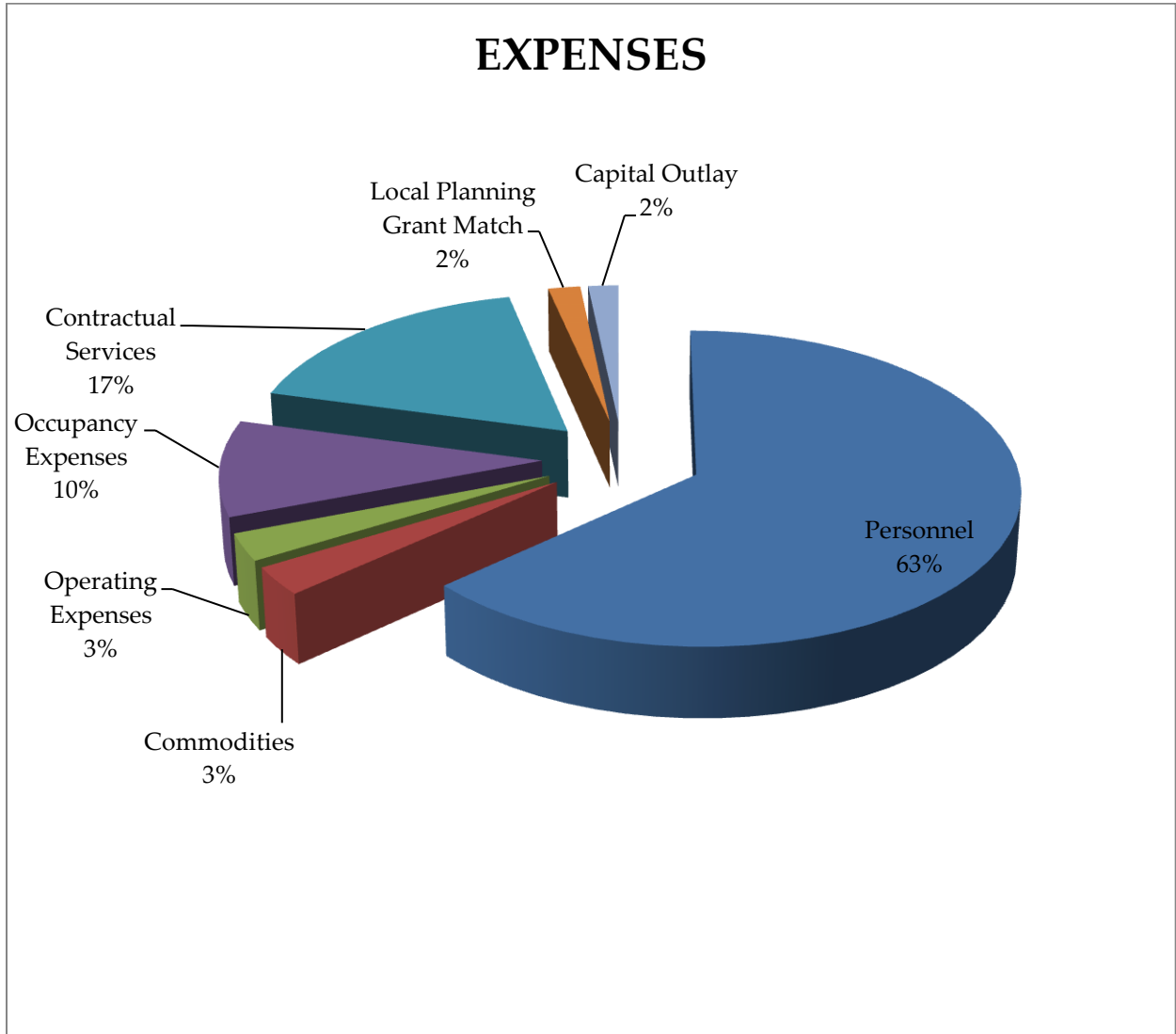


CHART 2: EXPENSES FOR CORE ACTIVITIES, PROPOSED FOR FY 2014



## SECTION 2: BUDGET COMPONENTS

### Revenue

The primary funding for CMAP is from the Unified Work Program (UWP) for transportation planning for northeastern Illinois programs with metropolitan planning funds from the Federal Transit Administration (FTA), the Federal Highway Administration (FHWA) and state and local sources. The revenues identified for the FY 2014 UWP (Unified Work Program) funds were approved by the UWP Committee, Transportation Committee, Policy Committee and CMAP Board. Public Act 095-0677 provides funding for regional comprehensive planning across the state, of which \$3.5 million is allocated to CMAP through the Comprehensive Regional Planning Fund (CRPF). The CRPF allocation is designated as the matching funds for the federal transportation dollars, as well as supporting other planning activities. The Governor's FY 2014 state budget proposes \$3.5 million in state transportation funds in lieu of funding for the CRPF.

The UWP funds are allocated for operating activities and for contractual services. IDOT requires the operating funds be expended during the fiscal year (the 2014 UWP funds are available from July 1, 2013 to June 30, 2014) and the contract funds be expended over a three-year period (from July 1, 2013 to June 30, 2016). The contract funds are budgeted in the fiscal year the services are anticipated. The FY 2014 CMAP budget reflects full expenditure of the 2014 UWP operating funds and partial expenditure of 2011, 2012, 2013 and 2014 UWP contract funds.

For FY 2014, it is anticipated that the State will allocate \$3.5 million for comprehensive planning activities. The allocation is budgeted as follows:

<u>Activity</u>	<u>Time Period</u>	<u>Amount</u>
UWP 2014 Operating Matching Funds	FY 2014	\$2,707,300
UWP Contract Matching Funds	FY 2014-2016	203,000
Regional Planning Activities	FY 2014-2016	464,987
UWP Local Government Grant Matching	FY 2014	80,000
IDOT/CMAP agreement		<u>44,713</u>
<b>Total</b>		<b>\$3,500,000</b>

Revenue is received from U.S. Environmental Protection Agency (EPA), passed through the Illinois EPA (IEPA) for water quality management, watershed planning and other related projects. These funds are normally provided through multi-year grants. Funds not expended during the grant period revert to the funding agency.

The revenue from local assessments and the product sales, fees and interest are considered the CMAP General Fund. The general funds are for activities which cannot be supported by the grants.



The following table reflects the revenue expected to be received during the fiscal year. Some of the revenue is received prior to expenditure; such as, the foundations normally transfer funds at the time of the award even though the expenditures could be in future fiscal years. Other expenditures are on a reimbursable program; such as the federal revenue is not received until the expenditure has been made. The majority of the revenue is from reimbursement grants.

The non-operations revenue is for those funds that are passed through to other organizations (primarily federal funds) and the in-kind match provided by those organizations. Examples would be the UWP Council of Mayors program and the IEPA projects. CMAP, as the MPO, administers all the FY 2014 UWP contracts, such as for the planning projects of the service boards and other government agencies.

**TABLE 3: REVENUE DETAIL, CMAP CORE ACTIVITIES**

	Actual	Adopted	Proposed
	FY 2012	FY 2013	FY 2014
<b>OPERATIONS</b>			
<b>FEDERAL</b>			
<u>U.S. Environmental Protection Agency</u>			
Grant through IEPA			
IEPA Sec 319 Fox/Des Plaines River, Phase IV	16,358	0	0
IEPA Water Quality Mgt.	140,658	172,500	142,400
IEPA VLMP	36,664	46,900	38,000
IEPA Special Projects	228,087	0	0
IEPA Watershed Plans	0	129,700	124,800
<b>Total, U.S. EPA</b>	<b>421,767</b>	<b>349,100</b>	<b>305,200</b>
<u>U.S. Department of Transportation</u>			
Grant through IDOT			
UWP - Operating	9,298,697	10,126,560	10,829,200
UWP - Contracts	562,507	1,085,600	1,132,000
<b>Total, U.S. DOT</b>	<b>9,861,204</b>	<b>11,212,160</b>	<b>11,961,200</b>
<b>Total, Federal</b>	<b>10,282,971</b>	<b>11,561,260</b>	<b>12,266,400</b>
<b>STATE</b>			
<u>Illinois Department of Transportation</u>			
IDOT	3,358,819	3,500,000	3,455,287
<b>Total, IDOT</b>	<b>3,358,819</b>	<b>3,500,000</b>	<b>3,455,287</b>
<b>Total, State</b>	<b>3,358,819</b>	<b>3,500,000</b>	<b>3,455,287</b>



	Actual	Adopted	Proposed
	FY 2012	FY 2013	FY 2014
<b>OTHER PUBLIC AGENCIES</b>			
Argonne National Laboratory	12,056	0	0
Cook County FPD - Maple Lake ICLP, Phase 2	27,779	0	0
<b>Total, Other Public Agencies</b>	<b>39,835</b>	<b>0</b>	<b>0</b>
<b>FOUNDATIONS AND NON-PUBLIC AGENCIES</b>			
Chicago Community Trust	141,000	100,000	0
<b>Total Foundations and Non-Public Agencies</b>	<b>141,000</b>	<b>100,000</b>	<b>0</b>
<b>LOCAL ASSESSMENTS</b>	<b>277,083</b>	<b>250,000</b>	<b>250,000</b>
<b>REIMBURSEMENTS</b>			
Indirect Charge from Competitive Federal Grants	432,249	386,300	298,500
Metropolitan Mayor's Caucus	27,234	30,000	30,000
<b>Total, Reimbursements</b>	<b>459,483</b>	<b>416,300</b>	<b>328,500</b>
<b>PRODUCT SALES, FEES AND INTEREST</b>			
Publications Sales	375	500	200
ArcView Training	14,350	8,000	8,000
Interest Income	1,864	2,000	1,500
Facility Planning Area Fees	14,119	8,000	8,000
Conference and Sponsors	2,339	1,000	1,000
Miscellaneous	9,524	8,000	8,000
<b>Total, Product Sales, Fees and Interest</b>	<b>42,571</b>	<b>27,500</b>	<b>26,700</b>
<b>TOTAL REVENUES</b>	<b>14,601,762</b>	<b>15,855,060</b>	<b>16,326,887</b>



	Actual	Adopted	Proposed
	FY 2012	FY 2013	FY 2014
<b>NON-OPERATIONS</b>			
<b>PASS THROUGH</b>			
UWP - Council of Mayors	1,307,125	1,348,174	1,384,270
UWP - CTA	0	800,000	600,000
UWP - City of Chicago	0	480,000	840,000
UWP - Metra	0	320,000	370,000
UWP - Pace	0	100,000	150,000
UWP - RTA	0	80,000	250,000
UWP - Lake County	210,286	250,000	-
UWP - Cook/DuPage Corridor	197,788	270,000	50,000
UWP - McHenry County	103,416	100,000	25,000
UWP - Will County	0	75,000	40,000
UWP - Cook County	0	50,000	100,000
CMAP - Local Planning Grants	92,559	860,000	1,152,000
IEPA Sec 319 Fox/Des Plaines River, Phase IV	258,104	0	0
IEPA, ARRA, Watershed Planning	8,080	0	0
<b>Total, Pass Through</b>	<b>2,177,358</b>	<b>4,733,174</b>	<b>4,961,270</b>
<b>IN-KIND SERVICE</b>			
UWP - Council of Mayors	526,271	542,931	554,269
UWP - CTA	0	200,000	120,000
UWP - City of Chicago	0	120,000	168,000
UWP - Metra	0	80,000	74,000
UWP - Pace	0	25,000	30,000
UWP - RTA	0	20,000	50,000
UWP - Lake County	52,572	62,500	0
UWP - Cook/DuPage Corridor	49,447	67,500	10,000
UWP - McHenry County	25,854	25,000	5,000
UWP - Will County	0	18,750	8,000
UWP - Cook County	0	12,500	20,000
IEPA Sec 319 Fox/Des Plaines River, Phase IV	224,950	0	0
<b>Total, In-Kind Service</b>	<b>879,094</b>	<b>1,174,181</b>	<b>1,039,269</b>

**TABLE 4: REVENUE DETAIL, COMPETITIVE FEDERAL GRANT ACTIVITIES**

	Actual	Adopted	Projected
	FY 2012	FY 2013	FY 2014
<b>Revenues</b>			
US Department of Energy	6,574,620	2,740,300	1,547,000
US Housing and Urban Development Dept.	1,444,375	1,342,450	996,300
<b>Federal</b>	<b>8,018,995</b>	<b>4,082,750</b>	<b>2,543,300</b>



## Budget and Work Program

The following tables reflect, line item by line item, the operations budget for FY 2014. The first table is for the core operations and the second one is for the competitive federal grants. A description of the line items is in the Appendix.

**TABLE 5: EXPENSE DETAIL, CMAP CORE ACTIVITIES**

	Actual	Adopted	Proposed
	FY 2012	FY 2013	FY 2014
<b>PERSONNEL</b>			
Salaries	6,223,224	6,737,863	7,093,204
Retirement	1,360,364	1,436,994	1,340,105
FICA	363,167	406,622	430,949
Medicare	88,035	97,610	103,021
Health/Dental	807,366	928,281	923,127
Life	41,201	45,000	45,000
Education Reimbursement			37,000
Other Benefits	35,583	20,000	25,000
Interns	177,231	213,000	215,000
<b>Total, Personnel</b>	<b>9,096,171</b>	<b>9,885,370</b>	<b>10,212,407</b>
<b>Authorized Personnel</b>		<b>91.3</b>	<b>94.5</b>
<b>COMMODITIES</b>			
General Supplies	21,061	15,000	20,000
Publications	5,208	10,500	10,000
Software - Small Value	17,015	16,000	20,000
Equipment - Small Value	124,605	20,000	28,500
Furniture - Small Value	1,364	3,000	3,000
Data Acquisition	276,964	302,600	340,000
Office Supplies	27,606	41,900	32,000
Copy Room Supplies	10,942	15,000	20,000
<b>Total, Commodities</b>	<b>484,765</b>	<b>424,000</b>	<b>473,500</b>
<b>OPERATING EXPENSES</b>			
Workers' Compensation Insurance	21,735	25,000	25,000
Unemployment Compensation	21,911	15,000	25,000
Staff Assoc. Membership	4,778	10,400	12,100
CMAP Assoc. Membership	24,087	30,500	30,500
Postage/Postal Services	23,424	28,000	28,300
Storage	3,595	5,000	5,000
Legal/Bid Notices	1,782	1,300	0
Miscellaneous	3,172	10,700	14,200



	Actual	Adopted	Proposed
	FY 2012	FY 2013	FY 2014
Meeting Expenses	12,214	14,400	18,900
Recruitment Expenses	6,800	2,000	4,000
General Insurance	28,355	28,000	35,000
Legal Services	3,507	5,000	15,000
Printing Services	6,575	51,700	46,200
Bank Service Fees	2,268	3,000	3,000
Conference Registrations	13,887	22,400	30,900
Training	25,497	22,700	41,400
Travel Expenses	76,405	89,600	125,400
<b>Total, Operating Expenses</b>	<b>279,992</b>	<b>364,700</b>	<b>459,900</b>
<b>OCCUPANCY EXPENSES</b>			
Office Maintenance	8,062	12,000	12,000
Rent	1,401,970	1,458,000	1,486,000
Telecommunications	47,250	50,000	53,000
Utilities	57,600	60,000	60,000
<b>Total, Occupancy Expenses</b>	<b>1,514,882</b>	<b>1,580,000</b>	<b>1,611,000</b>
<b>CONTRACTUAL SERVICES</b>			
Audit Services	33,781	40,000	37,000
Office Equipment Leases	1,278	2,000	2,000
Software Maintenance/Licenses	300,895	321,000	343,000
Fiscal Mgt. Maintenance/Licenses	38,625	40,000	40,000
Professional Services	596,412	535,000	542,000
Consulting Services	1,448,398	2,072,500	1,694,500
Office Equipment Maintenance	116,758	85,000	125,000
Co-Location Hosting Services	7,020	7,000	7,000
<b>Total, Contractual Services</b>	<b>2,543,167</b>	<b>3,102,500</b>	<b>2,790,500</b>
<b>LOCAL PLANNING GRANTS</b>			
Community Planning Grant Match	0	265,000	288,000
<b>Total, Local Government Grants</b>	<b>0</b>	<b>265,000</b>	<b>288,000</b>
<b>CAPITAL OUTLAY</b>			
Equipment - Capital	249,603	75,000	120,000
Construction - Capital			100,000
Software - Capital	40,960	50,000	50,000
<b>Total, Capital Outlay</b>	<b>290,563</b>	<b>125,000</b>	<b>270,000</b>
<b>TOTAL</b>	<b>14,209,540</b>	<b>15,746,570</b>	<b>16,105,307</b>





**TABLE 6: EXPENSE DETAIL, COMPETITIVE FEDERAL GRANT ACTIVITIES**

	US DOE	US HUD	Total
<b>PERSONNEL</b>			
Salaries	76,500	498,100	574,600
Retirement	11,500	74,100	85,600
FICA	4,800	31,100	35,900
Medicare	1,100	7,200	8,300
Health/Dental	7,200	55,600	62,800
<b>Total, Personnel</b>	<b>101,100</b>	<b>666,100</b>	<b>767,200</b>
<b>Authorized Personnel</b>	<b>1</b>	<b>8</b>	<b>9</b>
<b>Indirect Charge</b>	<b>39,300</b>	<b>259,200</b>	<b>298,500</b>
<b>COMMODITIES</b>			
Publications	100		100
Office Supplies	100	0	100
<b>Total, Commodities</b>	<b>200</b>	<b>0</b>	<b>200</b>
<b>OPERATING EXPENSES</b>			
Postage/Postal Services	200	0	200
Printing Services	200		200
Miscellaneous		0	0
Conference Registrations	2,000	0	2,000
Training & Education Reimbursement	1,000	0	1,000
Internet Service		0	0
Travel Expenses	3,000	13,000	16,000
<b>Total, Operating Expenses</b>	<b>6,400</b>	<b>13,000</b>	<b>19,400</b>
<b>CONTRACTUAL SERVICES</b>			
Consulting Services	400,000	57,000	457,000
<b>Total, Contractual Services</b>	<b>400,000</b>	<b>57,000</b>	<b>457,000</b>
<b>TOTAL</b>	<b>547,000</b>	<b>995,300</b>	<b>1,542,300</b>



Following are the program areas for FY 2014. Under each program is the work plan, then the budget detail and contract descriptions. The work plan was developed to reflect the agency's activities and outcomes for FY 2014. It is a detail of the projects, staff, products and key dates and anticipated contracts. The budget has been developed to assure that the work plan activities are supported with staff, operating costs, and consultant services.



# LOCAL PLANNING PROGRAM

**Program Oversight:** Bob Dean

GO TO 2040 supports the efforts of local governments to improve livability within their communities and to encourage a future pattern of more compact, mixed-use development that focuses growth where transportation 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.

## AREA 1: REGIONAL TECHNICAL ASSISTANCE

**Program Manager:** Andrew Williams-Clark

Regional technical assistance includes projects that are conducted at a regional level, rather than working with an individual community. Projects in this area have a broad, region-wide audience.

### Online Case Study Library

**Project Manager:** Lindsay Bayley

**Team:** project managers of completed LTA projects

**Description:** This project will collect positive case studies from around the region of local governments advancing GO TO 2040 through plans, ordinances, and other regulations. These will be organized clearly in a searchable online format. After the initial launch of the project, it will be continually supplemented with more case studies, including some suggested or led by partner organizations. In FY 14, some of these case studies will be used as part of the Year 3 implementation report for GO TO 2040.

**Products and Key Dates:** Add 20 new case studies to library, primarily from completed LTA projects.

### Municipal Survey

**Project Manager:** Andrew Williams-Clark

**Team:** Heringa, interns

**Description:** This project will conduct a biennial survey of municipalities across the region to understand the degree to which policies recommended in GO TO 2040 are implemented at the local level. Survey analysis will also be used to determine local government demand for the development model plans, ordinances and codes as well as educational opportunities. The next survey will be conducted during spring-summer 2014, so only the initiation of the survey is included in the FY 14 work plan.

**Products and Key Dates:** Initiation of municipal survey (March 2014).



## **Model Plans, Ordinances, and Codes**

**Project Manager:** Andrew Williams-Clark

**Team:** Heringa, Ihnchak, O'Neal, K. Smith, Zwiebach

**Description:** This project will prepare model planning approaches on topics of interest to local communities and planners. These include ordinances, other regulations, or treatment of other planning issues. Topics addressed in FY 14 were identified in spring 2013 based on municipal survey results and committee feedback, and include fair housing, sustainability plans, conservation design, complete streets, and aging in place. Once models are produced, CMAP will work with several communities to implement the ordinance locally (covered in more detail in the Local Technical Assistance section).

**Products and Key Dates:** Initiation of four model ordinances or other planning documents on topics of interest. One model ordinance is scheduled to be completed in March 2014, one in June 2014, and the remainder will extend into FY 15.

## **Planning Commissioner Workshops**

**Project Manager:** Erin Aleman

**Team:** Ambriz, Dick

**Description:** A series of training workshops for Planning Commissioners will be provided, covering issues such as the importance of updating the comprehensive plan, consistency of local ordinances, legal issues in planning, and placing local land use decisions within a regional context. These will be coordinated with APA-IL, COGs, and other relevant groups. Each workshop will be hosted by a single municipal Planning Commission, with invitations to other nearby communities. The workshops will be targeted to communities recently completing CMAP-led technical assistance projects.

**Products and Key Dates:** Eight Planning Commissioner workshops, held throughout year (approximately two per quarter).

## **Bicycle and Pedestrian Transportation Planning**

**Project Manager:** John O'Neal

**Team:** TBD

**Description:** In cooperation with our partners, this project identifies, evaluates, and implements strategies to facilitate walking and bicycling in the region, including access to transit. The project also addresses public right-of-way accessibility for people with disabilities and the safety of walkers and cyclists. The project concentrates on providing technical information to partner agencies and local communities through such activities as our Soles and Spokes Workshops and our unique Soles and Spokes Blog.



**Products and Key Dates:** Address an expected forty requests by partner agencies for bicycle and pedestrian planning information. Additional products and key dates to be defined by June 2013.

## **AREA 2: LOCAL TECHNICAL ASSISTANCE**

**Program Manager:** Bob Dean

The Local Technical Assistance (LTA) program involves working directly with a community or group of communities on a product that is customized for their use. Projects in this area have a specific audience and are geographically limited. The work plan does not identify the specific projects being pursued, but breaks down the types of work involved in each one.

### **Program Development and Management**

**Project Manager:** Bob Dean

**Team:** Aleman, Dick, Navota, Olson, Ostrander, Pfingston, Williams-Clark

**Description:** This involves the management of the overall program of Local Technical Assistance projects, including both staff-led projects and those pursued through contracts or grants. This project includes assuring project timeliness and quality, assessing staff needs and allocating resources appropriately, and communicating the purpose and goals of the overall program. The preparation of monthly reports on project progress also falls under this project. Future calls for projects and project prioritization are included within this project as well.

**Products and Key Dates:** Review of applications submitted and project prioritization (October). Monthly reports on progress of ongoing and upcoming projects (ongoing). Call for projects for following year (May).

### **Management and Support of Staff-Led Projects**

**Project Manager:** Bob Dean

**Team:** entire Local Planning division, as well as Byrne, Hudson, Loftus, Schuh, Thompson

**Description:** Each Local Technical Assistance project will be assigned 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 (described in the following several work plan items). The staff listed for this project will serve as project managers for some projects and contribute as part of a project team in other cases. CMAP's various software and tools, such as MetroQuest, will be used as appropriate.

**Products and Key Dates:** Completion of approximately twenty LTA projects receiving direct staff assistance from CMAP and initiation of a similar number of additional projects (ongoing). The number of projects at various stages (initiated; 50% complete; 90% complete; 100% complete) will be tracked and reported quarterly.



## Management of Grants and Contracts

**Project Manager:** Jack Pfingston

**Team:** Bayley, Okoth, O'Neal, Robinson, Seid, Shenbaga, Simoncelli, K. Smith, Vallecillos, Williams-Clark

**Description:** This project will provide grants to local governments to support the preparation of comprehensive plans, sub-area plans and ordinance revisions to implement these plans, with a focus on linking land use and transportation. It will be highly coordinated with the RTA, which offers similar grant programs; coordination with IDOT and other state agencies will also be sought.

**Products and Key Dates:** Prequalification of consultants to assist with Community Planning program projects (June). Completion of approximately ten projects using grants or contracts and initiation of a similar number of additional projects (ongoing).

## Project Scoping

**Project Manager:** Bob Dean

**Team:** Aleman, Dick, Navota, Pfingston, Williams-Clark

**Description:** Many Local Technical Assistance projects require significant further scoping before the most appropriate CMAP role can be determined. This work plan item includes meetings with project sponsors and key local stakeholders, research on relevant past activities in each community, and preparation of a proposed scope of work for CMAP's involvement in each project.

**Products and Key Dates:** Ongoing scoping of projects as they are submitted through new calls for projects (ongoing).

## Outreach and Communications

**Project Manager:** Erin Aleman, Tom Garritano

**Team:** Green, Lopez, Reisinger, Robinson, Simoncelli, K. Smith, Vallecillos

**Description:** Inclusive public engagement processes will be part of each Local Technical Assistance project undertaken. This work plan item includes the development and implementation of a public engagement process as part of each project. This project also includes media outreach during and after each LTA project.

**Products and Key Dates:** Initial PROject OUTreach STRategy (PROUST) for each project (ongoing). Final report on public engagement results for each local project (ongoing). Communications strategy for each project (ongoing).

## Data and Mapping Support

**Project Manager:** Agata Dryla-Gaca



**Team:** Bayley, Drennan, Okoth, Panella, Pedersen, interns

**Description:** Provide customized data preparation, analysis and mapping support to Local Technical Assistance project managers. Data and analysis staff will be 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 will ensure uniform quality control and streamline preparation of data and map products.

**Products and Key Dates:** Data and map products for each LTA project (ongoing).

## Partner Coordination

**Project Manager:** Erin Aleman

**Team:** Robinson

**Description:** The involvement of partner organizations including government, nongovernmental, and philanthropic groups is a central part of CMAP's approach to Local Technical Assistance. This work plan item includes identification of appropriate organizations to participate in local projects and coordination of the project processes to involve these organizations, as well as convening partners through working committees, technical assistance providers group, and other formal and informal committees. This project also includes the incorporation of non-traditional topics within LTA projects, such as health, arts and culture, workforce development, and others.

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

## External Resource Development

**Project Manager:** Erin Aleman

**Team:** Olson, Williams-Clark, others as relevant to specific topics

**Description:** To cover a breadth of topics, CMAP will need to have access to funding resources beyond transportation sources. This project involves seeking external resources to support the LTA program and CMAP's work in general, either through competitive applications to public sector (most commonly federal or state) programs or philanthropic organizations, or through cultivation of relationships with potential funders.

**Products and Key Dates:** 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).



**TABLE 7: BUDGET DETAIL, LOCAL PLANNING PROGRAM**

	Local Planning Support	Community Planning Program	Sustainable Communities	Total
<b>PERSONNEL</b>				
Salaries	1,154,800		498,100	1,652,900
Retirement	172,500		74,100	246,600
FICA	72,200		31,100	103,300
Medicare	16,700		7,200	23,900
Health	130,400		50,700	181,100
Dental	8,700		3,900	12,600
Vision	2,100		1,000	3,100
Education Reimbursement	5,000			5,000
Interns	42,000			42,000
<b>Total, Personnel</b>	<b>1,604,400</b>	<b>0</b>	<b>666,100</b>	<b>2,270,500</b>
<b>Employee PY</b>	<b>16.3</b>		<b>7.9</b>	<b>24.2</b>
<b>Indirect Charge</b>	<b>606,000</b>	<b>0</b>	<b>259,200</b>	<b>865,200</b>
<b>COMMODITIES</b>				
Publications	3,000			3,000
Office Supplies	4,000		0	4,000
<b>Total, Commodities</b>	<b>7,000</b>	<b>0</b>	<b>0</b>	<b>7,000</b>
<b>OPERATING</b>				
Staff Assoc. Membership	4,000		0	4,000
Postage/Postal Services	1,500			1,500
Miscellaneous	2,000	0	0	2,000
Meeting Expenses	10,000		1,000	11,000
Printing Services	20,000			20,000
Conference Registrations	10,000			10,000
Training	10,000			10,000
Travel Expenses	20,000	0	13,000	33,000
<b>Total, Operating</b>	<b>77,500</b>	<b>0</b>	<b>14,000</b>	<b>91,500</b>
<b>CONTRACTUAL SERVICES</b>				
Consulting Services	100,000		57,000	157,000
<b>Total, Contractual Services</b>	<b>100,000</b>	<b>0</b>	<b>57,000</b>	<b>157,000</b>
<b>LOCAL PLANNING GRANTS</b>				
Community Planning Grants		1,440,000	0	1,440,000
<b>Total, Local Planning Grants</b>	<b>0</b>	<b>1,440,000</b>	<b>0</b>	<b>1,440,000</b>
<b>Total, Expenses</b>	<b>2,394,900</b>	<b>1,440,000</b>	<b>996,300</b>	<b>4,831,200</b>





	Local Planning Support	Community Planning Program	Sustainable Communities	Total
<b>REVENUE</b>				
UWP Operating - FY2014	1,835,920			1,835,920
UWP Contracts - FY 2014		120,000		120,000
Match - FY 2014	458,980	30,000		488,980
UWP Contracts - FY 2011		16,000		16,000
Match - FY 2011		4,000		4,000
UWP Contracts - FY 2013		1,016,000		1,016,000
Match - FY 2013		254,000		254,000
HUD			996,300	996,300
IDOT	100,000			100,000
<b>Total, Revenue</b>	<b>2,394,900</b>	<b>1,440,000</b>	<b>996,300</b>	<b>4,831,200</b>

**TABLE 8: CONSULTANT SERVICES DETAIL, LOCAL PLANNING PROGRAM**

PROPOSED SUBCONTRACTS	ESTIMATED AMOUNT	FUNDING SOURCE/STATUS
Community Planning Grant Program (Various)	1,440,000	UWP 2011, 2012, 2014 / Contract/ Competitive program conducted and Board approve awards.
LTA Assistance (Various)	100,000	IDOT 2014 / Assistance to participating municipalities and counties. RFP to be developed.
<b>TOTAL</b>	<b>1,540,000</b>	



# POLICY ANALYSIS AND DEVELOPMENT PROGRAM

**Program Oversight:** Matt Maloney

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 priorities through the agency's committee structure, legislative analysis, and coordination by CMAP staff with other organizations.

## AREA 1: Regional Mobility

### Performance Based Transportation Funding

**Project Manager:** Alex Beata

**Team:** Hollander, Schuh, with assistance from outreach and communications staff

**Description:** In the last fiscal year, staff worked to educate state and regional stakeholders about the virtues of moving to a more robust and transparent system of making transportation investment decisions. This work culminated in a web microsite and companion report describing CMAP's best thinking on how to implement performance-based funding for the state highway program. This fiscal year, staff will pursue additional opportunities to educate policymakers, transportation stakeholders, and the general public about advancing these issues, both for annual and more episodic highway and transit capital investments. Staff will also analyze other structural issues that affect the efficiency of transportation spending in our region, including the allocation of roadway maintenance responsibilities across jurisdictions and the complex system of formula-based funding allocations between the state and local governments. Lastly, staff will work to transition CMAP's programming via a new performance-based programming core program.

**Products and Key Dates:** This research will be delivered via the Policy Updates blog (ongoing).

### Congestion Pricing Analysis and Coordinated Outreach

**Project Manager:** Jesse Elam

**Team:** Aleman, Beata, Stratton, Schmidt

**Description:** The implementation of congestion pricing is a major recommendation of GO TO 2040. In FY 2013, staff pursued a wide-reaching campaign, based upon new analyses of five GO TO 2040 fiscally constrained highway projects (summarized in the report and Web site



**Congestion Pricing:** Express Lanes to the Region's Future.) This fiscal year, staff will focus efforts on analyzing some of the strategy's secondary benefits and impacts as well as system performance under a broader application of the strategy. In addition, staff will also analyze how the performance of existing managed facilities could be improved with congestion pricing. Staff will also continue to engage in coordinated outreach across the region, as needed, and particular attention will be paid to several near-term applications for congestion pricing (Elgin O'Hare Western Access, Central Lake County Corridor, Stevenson Expressway.)

**Products and Key Dates:** Analysis of benefits to transit, including express bus performance (September 2013); Analysis of benefits of pricing on existing managed facilities (April 2014); Outreach to corridor and regional stakeholders (ongoing); Analyses to support project studies for specific GO TO 2040 corridors (ongoing).

## **Regional Freight Leadership Task Force**

**Project Manager:** Randy Deshazo

**Team:** Ballard-Rosa, Beata, Simoncelli, Murtha, Wies

**Description:** GO TO 2040 supports increased investment in the region's freight system to improve the economic competitiveness of metropolitan Chicago, and the plan emphasizes organization and public policy as a specific area of focus for achieving this goal. Metropolitan Chicago has not traditionally had a champion to look out for the public interest regarding freight. To address the institutional and funding barriers of all freight modes, a self-financed Regional Freight Authority should be explored to establish a balance of interests and a mandate to address these needs and lower freight operating costs by upgrading regional infrastructure. Following Board approval of a Task Force to analyze these issues in June 2013, this group will meet monthly beginning in August 2013 and produce a report to the CMAP Board in June 2014.

**Products and Key Dates:** Task Force meetings, background analysis and staff reports (monthly); final report (June).

## **Freight Policy: National, State, and Regional Coordination**

**Project Manager:** Randy Deshazo

**Team:** Ballard-Rosa, Beata, Simoncelli

**Description:** As the nation's freight and transportation hub, metropolitan Chicago must play a greater leadership role in advocating for sound public policy and planning on freight movement. While MAP-21 included new freight provisions, more must be done to prioritize and target investments where they are most needed. The most visible of these investments is implementation of the CREATE program. CMAP will closely monitor actions at the federal and state level and assemble policy principles, issue briefs, and recommendations to articulate the importance of freight to metropolitan regions and especially northeastern Illinois. CMAP will also lead a collaborative effort with other major metro areas on these principles and the overall outreach campaign to influence the freight provisions of the next transportation reauthorization



bill. CMAP will first provide a working draft freight agenda to partner agencies and with their input develop a consensus Freight Agenda for reauthorization. With Board approval of the consensus Agenda, CMAP will recirculate the Agenda to partner agencies for adoption by their respective boards.

**Products and Key Dates:** Working Major Metro Area Freight Agenda Draft (June 2013), Major Metro Area Input on a Consensus Freight Agenda (August 2013), Draft Freight Agenda (February 2014), Letter to Congressional Representatives on Common Major Metro Area Agenda (February 2014), Meetings with elected officials and staff (February-June 2014)

## Regional Revenues

**Project Manager:** Matt Maloney

**Team:** Beata, Hollander, Schuh

**Description:** CMAP's Regional Tax Policy Task Force recommended that Northeastern Illinois should follow the lead of other regions around the country that are pursuing and utilizing regional revenue sources for regional needs, namely capital investments for transportation infrastructure projects. In FY 13, staff completed a draft detailed analysis of potential non-federal or state revenues to be derived from the imposition of new user fees or other efficient forms of taxation that capture the incremental value created by infrastructure improvements. In FY 14, staff will release this report and coordinate an outreach campaign to move the regional conversation forward on sustainable regional revenues.

**Products and Key Dates:** Release report (summer 2013).

## Major Capital Projects Implementation

**Project Manager:** Matt Maloney

**Team:** Beata, Bozic, Elam, Blankenhorn, Leary, Kopec, Schuh, Stratton, Wies

**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. In the last fiscal year, staff continued to follow an agency strategic plan for prioritizing opportunities for CMAP staff to add value to these regional planning processes. 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.

**Products and Key Dates:** Monthly internal meetings and project updates (ongoing); other technical assistance and involvement with project planning as stipulated in the strategic plan (ongoing)



## Green Infrastructure Vision

**Project Manager:** Jesse Elam

**Team:** Beck, Navota, consultant contract

**Description:** Last fiscal year, staff produced a report on recommended policy applications for the Green Infrastructure Vision (GIV), including its potential use for transportation project development, facility planning area review, municipal comprehensive plans, and land conservation. This year, staff will focus on applying the GIV for this type of work, including local planning and performance-based funding, and will support the effort of partners in Chicago Wilderness to apply the GIV to land conservation decisions and to prepare updates to the analysis behind the GIV. With consultant support, staff will also prepare a report estimating the economic value of protecting the landscapes identified in the GIV, which could be used to build support for conservation efforts.

**Products and Key Dates:** Chicago Wilderness policy regarding use of GIV in land conservation (expected by December 2014, but dependent on partners); economic valuation report (March 2014).

## AREA 2: Regional Economy

### Assessment of Economic Development Incentives

**Project Manager:** Lindsay Hollander

**Team:** Schuh

**Description:** CMAP's Regional Tax Policy Task Force recommended that CMAP analyze how sales tax rebates affect development and land use decisions, and support policies that enhance transparency in these rebate agreements. This recommendation emerged from the Task Force's lengthy discussion about the local incentives at play in the attraction of large tax generating establishments. While the Task Force focused specifically on sales tax rebates, the state and some local governments historically have utilized a range of other abatements and economic development incentives, including TIF and enterprise zones, to spur economic development. The CMAP Board has requested that CMAP conduct a detailed study on how and where these tools have been used and the impact of the tools on local and regional economic development.

**Products and Key Dates:** Final report (July 2013).

### Regional Tax Policy Analysis

**Project Manager:** Lindsay Hollander

**Description:** CMAP's Regional Tax Policy Task Force recommended that CMAP continue to play a leadership role in facilitating a regional perspective on tax policy. This project will focus on supporting CMAP's commitment to tax policy through a series of analyses on tax policy issues. Topics are likely to include: an analysis of the effect of property tax classification in Cook County on business location decisions, an analysis of northeastern Illinois' impact on state



revenues, research on the State's budget and state expenditures made within the region, an analysis of regional tax capacity and other tax policy indicators, and expansions on previous CMAP analyses of revenue sharing or sales tax rebates. Analyses may take the form of an issue brief or policy update.

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

## **Assessment of the Fiscal and Economic Impact of Land Use Decisions**

**Project Manager:** Elizabeth Schuh

**Team:** Hollander, Clark, consultant contract

**Description:** The Tax Policy Task Force report includes data and information about the fiscal impacts of different development decisions. During the GO TO 2040 plan process, CMAP also analyzed the regional economic and jobs impacts of these different development decisions. It is important for the region to have the best information possible about how our fiscal policies drive land use decisions as well as the resulting impacts on the regional economy, jobs, and principles of livability as addressed in GO TO 2040. The CMAP Board has requested that the local and regional impacts of these decisions should be analyzed in more detail. Analysis should be regional in scale and include specific information and cooperation from local municipalities.

**Products and Key Dates:** Initial analysis results (June 2013), final report to the CMAP Board (December 2013).

## **Regional Housing and Development Analysis**

**Project Manager:** Elizabeth Schuh

**Team:** Morck, D. Clark, Burch, K. Smith, Williams-Clark

**Description:** GO TO 2040's land use and housing section emphasizes the need to coordinate planning for transportation, land use, and housing. This project will focus on enhancing the agency's understanding of ongoing housing and land use change in the region and education on topics related to the interaction of land use and transportation. This project will both utilize and supplement the agency's existing land use data resources (land use inventory and development database). Topic areas are likely to include station area change, housing trends, commercial development trends, residential connectivity, and land use planning on transportation corridors. Final products will provide a resource for communities and stakeholders to better understand local and regional change and may also provide data tools for CMAP's Local Technical Assistance program.

**Products and Key Dates:** Analysis and policy blog updates on housing and commercial development change in the region (Quarterly); Ongoing educational blogs/handouts on demographic, transportation and land use topics (Quarterly)



## Industry Cluster Drill Downs

**Project Manager:** Garrett Ballard-Rosa

**Team:** Weil

**Description:** GO TO 2040's chapter on supporting economic innovation includes an implementation action to perform 'drill down' analyses into specific industry clusters. The purpose of these reports is to identify specific opportunities to support economic innovation within a strategic cluster. A thorough, comprehensive evaluation highlights opportunities to develop partnerships, strengthen programs, advocate for policy changes, align workforce training programs, and bolster other resources that will help the cluster thrive. In FY 13, staff completed two drill down reports on freight and manufacturing. In FY 14, staff will complete the third in this ongoing series.

**Products and Key Dates:** Full project scope and timeline for third drill down report (September 2013); final report (June 2014).

## Industry Cluster Sub-regional Analyses

**Project Manager:** Annie Byrne

**Team:** Ballard-Rosa, Weil, key staff from the Local Planning department

**Description:** CMAP's two cluster reports on freight and manufacturing include a number of recommendations on workforce, innovation, and infrastructure. Many of these recommendations are best implemented on the sub-regional level through targeted technical assistance. This project will conduct two analyses on sub-regions within the 7-county area to assess specific economic development and workforce challenges and opportunities related to freight and manufacturing. After this initial assessment, the goal is to transition toward an actionable projects or set of projects that can be undertaken at a later date via the LTA program.

**Products and Key Dates:** Two sub-regional analyses on freight/manufacturing (one in the second half of 2013, one in the first half of 2014).

## State and Regional Economic Development Policy: Best Practices, Challenges, and Opportunities

**Project Manager:** Simone Weil

**Team:** Ballard-Rosa, Byrne, Hollander

**Description:** CMAP's two industry cluster drill down reports include a number of recommendations encouraging the reorientation of economic development policies and practices both regionally and statewide. This project will focus on the role of state and regional governments in planning for economic development opportunities and providing direct funding to businesses in the form of financial incentives. This project will have two distinct phases. Phase 1 will focus on analyzing best practices in state and regional economic development from the U.S. and around the world. With these best practices in hand, Phase 2



will focus on the State of Illinois and metropolitan Chicago's economic development policies and procedures and analyze what lessons can be learned from other places.

**Products and Key Dates:** Project Scope (July 2013), Phase 1 report (November 2013), Phase 2 report (April 2014).

## **Regional Economic Indicators**

**Project Manager:** Garrett Ballard-Rosa

**Team:** Byrne, Weil, communications staff

**Description:** Over the last two years, CMAP has worked to improve data and information systems related to human capital, a key recommendation of GO TO 2040. Last year CMAP released *MetroPulse Jobs*, a new web portal illustrating data on workforce needs and gaps in key industry clusters of specialization (the first two portals have focused on freight and manufacturing.) CMAP has also contributed to the Illinois Innovation Index, a partnership with other entities which analyzes varying sets of metrics on economic innovation in northeastern Illinois and the State. Moving forward, CMAP intends to play a greater role in collecting and analyzing this data to keep our partners and the general public attuned the region's economic trends, especially as they relate to our major industry clusters and the workforce and innovation recommendations of GO TO 2040. This data and information will be housed at CMAP and disseminated via the CMAP Web site.

**Products and Key Dates:** Strategic Plan and Scope for Regional Economic Indicators project (July 2013); implement plan (ongoing).

## **AREA 3: CMAP/MPO Committee Support and Legislative Strategy**

### **CMAP and MPO Committee Support**

**Team:** Kopec, Leary (policy committees); Dean, Maloney (coordinating committees); Aleman, Berry, Capriccioso (advisory committees); Beck, Byrne, Dixon, Ostrander, Robinson, K. Smith (working committees)

**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 (policy, coordinating, advisory, working levels); implement mechanism to collect and share information on GO TO 2040 implementation activities occurring throughout the region (working committee level)- quarterly





## State Legislative Strategy

**Project Manager:** Gordon Smith

**Team:** Allen, Capriccioso, Maloney, Weil, other policy staff

**Description:** Under this project, staff will monitor legislative activities at the Illinois General Assembly during regular and veto session and actions taken by the Governor, such as vetoes, executive orders, or other relevant announcements that impact our region. Staff will maintain relationships with key staff in the House, Senate, Governor's Office, other constitutional offices and state departments 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 provide an analysis of 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, and the CAC. Staff will often submit Policy Updates on relevant topics of interest.

**Products and Key Dates:** State Agenda (October 2013); Monthly Board Report, Final Legislative Report (June 2014), Veto Session Report (TBD), Policy Updates on state legislative issues (ongoing), Factsheets on GO TO 2040 priorities (as needed); Outreach Strategy Outline (as needed); Regional Legislative Briefings (June-July); Congressional Staff Briefings (TBD)

## Federal Legislative Strategy

**Project Manager:** Randy Blankenhorn

**Team:** Beata, Kopec, Leary, Maloney, other relevant staff

**Description:** Under this project, staff will monitor actions in the U.S. Congress and other relevant federal announcements that impact our region. Specific continuing areas of focus include reauthorization of the transportation legislation as well as the Sustainable Communities Initiative.

**Products and Key Dates:** Federal Agenda (January 2014); Policy Updates on federal legislative issues (ongoing)



**TABLE 9: BUDGET DETAIL, POLICY ANALYSIS AND DEVELOPMENT PROGRAM**

	<b>POLICY ANALYSIS</b>
<b>PERSONNEL</b>	
Salaries	1,281,404
Retirement	278,705
FICA	73,449
Medicare	18,621
Health	123,378
Dental	9,525
Vision	1,925
Education Reimbursement	5,000
Interns	20,000
<b>Total, Personnel</b>	<b>1,812,007</b>
<b>Employee PY</b>	<b>14.2</b>
<b>Indirect Charge</b>	<b>695,400</b>
<b>COMMODITIES</b>	
Publications	3,000
Office Supplies	1,000
<b>Total, Commodities</b>	<b>4,000</b>
<b>OPERATING</b>	
Staff Assoc. Membership	2,500
CMAA Assoc. Membership	25,000
Postage/Postal Services	4,000
Miscellaneous	500
Printing Services	5,000
Meeting Expenses	1,000
Conference Registrations	9,500
Training	4,500
Travel Expenses	47,000
<b>Total, Operating</b>	<b>99,000</b>
<b>CONTRACTUAL SERVICES</b>	
Consulting Services	370,000
<b>Total, Contractual Services</b>	<b>370,000</b>
<b>Total, Expenses</b>	<b>2,980,407</b>
<b>REVENUE</b>	
UWP Operating - FY2014	1,996,480
UWP Contracts - FY 2014	64,000
Match - FY 2014	515,120
UWP Contracts - FY 2013	200,000



	<b>POLICY ANALYSIS</b>
Match - FY 2013	50,000
General Fund	40,000
IDOT	114,807
<b>Total, Revenue</b>	<b>2,980,407</b>

**TABLE 10: CONSULTANT SERVICES DETAIL, POLICY ANALYSIS AND DEVELOPMENT PROGRAM**

<b>PROPOSED SUBCONTRACTS</b>	<b>ESTIMATED AMOUNT</b>	<b>FUNDING SOURCE/STATUS</b>
Federal Policy Analysis (Wilkison)	40,000	General Fund/Ongoing contract
Comprehensive Freight Asset and Financing	250,000	UWP 2012/ RFP to be developed, Board to approve contract
Human Capital Information Portal Maintenance, Ongoing Design and Development (Azavea)	40,000	UWP 2014 – Contract/Ongoing contract
Green Infrastructure Vision (TBD)	40,000	UWP 2014 – Contract/ RFP to be developed, Board to approve contract
<b>TOTAL</b>	<b>370,000</b>	



# 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. The recommendation is targeted toward multiple transportation implementers, but most specifically toward CMAP, which should make the best investment decisions possible with the dollars available. This new core program will coordinate staff efforts to optimize MPO programming functions (CMAQ, Transportation Alternatives) and to develop the region’s capacity to evaluate the larger universe of transportation expenditures and needs in northeastern Illinois. The intention is to target these process and evaluation improvements to achieve adopted regional mobility goals.

## CMAQ Program Process Evaluation and Transformation

**Project Manager:** Jesse Elam

**Team:** Beata, D. Ferguson, Murtha, Frank, Peterson

**Description:** CMAQ is directly programmed by CMAP, and it is crucial that the analysis supporting program development is effective. In FY 14, staff will perform a thorough review of the CMAQ program leading to recommendations to the Board and MPO Policy Committee on any changes needed to the CMAQ process, potentially including a set of clear performance measures for project identification and evaluation, regional indicators to enable an understanding of tradeoffs, and the methods most effective and efficient to manage this program. Any recommendations for changes to the CMAQ program would go into effect with the next funding cycle and would not be used in the development of the current (FY 14 – 18) program. The methods employed in CMAQ should also be effectively deployed for Transportation Alternatives, a new program under MAP-21. This project will include evaluation of infrastructure, technology and modernization, operating, and vehicle purchase projects, consistent with the mix of projects programmed by CMAQ.

**Products and Key Dates:** Conduct staff evaluation of internal process including assessment of qualitative and quantitative metrics, program resource needs, project performance and monitoring, etc. (December 2013); Begin committee and subcommittee process to prioritize list of comprehensive performance measure criteria, develop program indicators to track and communicate program outcomes, and provide feedback on other program changes (January 2014); present CMAQ programming process recommendations to Board/MPO Policy Committee for approval and begin using in next CMAQ call for projects (begins FY 15).



## Transportation Alternatives Program

**Project Manager:** Jesse Elam

**Team:** Beata, D. Ferguson, Murtha, O'Neal

**Description:** The Transportation Alternatives Program (TAP) is a new program under MAP-21, and a new source of programming authority for metropolitan regions. In concert with the CMAQ work, staff will develop a process to incorporate a set of clear performance measures for project evaluation, regional indicators to enable an understanding of tradeoffs, as well as define and implement the most effective and efficient methods to manage this program. Close coordination between CMAQ and TAP will be required. The first call for projects for TAP is anticipated to be in FY14.

**Products and Key Dates:** Develop list of comprehensive performance measure criteria in coordination with projects below (December 2013); Begin committee and subcommittee process to prioritize list of comprehensive performance measure criteria, develop program indicators to track and communicate program outcomes, and provide feedback on other TAP program elements (January 2014); Announce call for TAP projects (TBD). Develop final list of comprehensive performance measure criteria in coordination with projects below, for coordination with CMAQ programming (June 2014).

## Regional Transportation Performance Measures: Phase 1 Prioritization and Development

**Project Manager:** Tom Murtha

**Team:** Beata, Frank, Nicholas, Rice, Schmidt, Bozic

**Description:** A major component of CMAP's Congestion Management Process is to apply a set of regional performance measures (as initially developed during the GO TO 2040 process) for use in programming decisions. With dozens of potential performance measures in this universe, it is essential to prioritize and phase how these data will be deployed. The major thrust of this work will be to develop 1) criteria for identifying and evaluating projects and 2) the indicators to enable an understanding of tradeoffs, both for CMAP's programs (CMAQ and TAP) as well as for other state and regional transportation capital programs, with a focus on modernization and expansion projects. The focus of this project is on data prioritization, continued data acquisition and processing, and ongoing analysis of data gaps accompanied by a plan to fill them. This project will also coordinate the ITS, signal, and parking databases for the agency.

**Products and Key Dates:** Develop draft list of comprehensive performance measure criteria and indicators in coordination with the CMAQ team (December 2013); Develop prioritized Phase 1 and 2 list of comprehensive performance measures for highway modernization projects (January 2014) and expansion projects (February 2014); Develop plan for filling data gaps for Phase 2 measures (February 2014); Data acquisition (ongoing); Congestion Management Documentation as needed (ongoing). Coordinate various databases (ongoing).



## **Livability Performance Measures: Phase 1 Prioritization and Development**

**Project Manager:** Liz Schuh

**Team:** Beata, Frank, Rice

**Description:** The focus of this project will be to develop a prioritized set of non-transportation criteria and indicators (including land use and housing, socioeconomic, and environmental) for use in programming decisions. The products and key dates are identical to the project above, but this project will focus on non-transportation performance measures and regional indicators.

**Products and Key Dates:** Develop draft list of comprehensive performance measure criteria and indicators in coordination with the CMAQ team (December 2013); Develop prioritized Phase 1 and 2 list of comprehensive performance measures for highway modernization projects (January 2014) and expansion projects (February 2014); Develop plan for filling data gaps for Phase 2 measures (February 2014); Data acquisition (ongoing).

## **Modeling and Analytical Deployment for Programming Analysis**

**Project Manager:** Claire Bozic

**Team:** Heither, Stratton, N. Ferguson, Murtha, Rodriguez, Schmidt, Schuh, Stratton, Wies

**Description:** While the agency has already developed the capacity to model the impacts of major capital projects (both in long range planning processes and for major project development undertakings), it is necessary to understand the resources required to make these or similar analyses scalable to a performance-based programming process. The two projects above will prioritize a set of performance measures for programming decisions, but effective deployment of the agency's modeling and analytical tools is also necessary to equate changes in project attributes (project limits, geometrics, work type, cost, etc.) to the criteria selected. It will also be necessary to use selected regional indicators to measure different scenarios. The focus of this project is to create a plan for this deployment, including the necessary resource allocation, to ensure that by the end of the fiscal year the agency can efficiently and effectively analyze a large number of transportation projects.

**Products and Key Dates:** Modeling and Analytical Deployment Plan (December 2013); Staff resource allocation to support CMAQ, modernization, and expansion efforts (June 2014).

## **Capital Program Data Transformation**

**Project Manager:** Lindsay Hollander

**Team:** Beata, Dobbs, D. Ferguson, Frank, Nicholas

**Description:** The purpose of this project is to transform the way the agency collects the attributes of capital transportation projects and how it manages the data in order to implement a performance-based programming process. The initial focus will be on two major sets of capital projects- the IDOT Highway Improvement Program and the RTA and service board



transit capital programs. This project will transform the data infrastructure, acquire the necessary data, organize and prioritize the data attributes including geospatial data. Implementation of the recommended new system would occur starting in FY 15.

**Products and Key Dates:** Scope capital program data transformation (January 2014); Prepare recommendations on new databases, methods, and project attributes needed to support analysis of highway and transit capital programs (June 2014).

## Targeting Infrastructure Investment for Plan Implementation

**Project Manager:** Bob Dean

**Team:** Burch, Elam, Williams-Clark, Zwiebach

**Description:** GO TO 2040 calls for the development of implementation programs that link transportation, land use, and housing in support of plan goals, including a funding source to be used for infrastructure investments that support livability. This project will investigate the potential for focusing investments on particular places based on criteria such as job density, proximity to existing infrastructure, and other measures that represent livability. The research will investigate the applicability of other regional models to the CMAP region and research potential funding sources.

**Products and Key Dates:** Summary of focused programs in other regions (November 2013); summary of potential funding programs and administrative options (April 2014).

**TABLE 11: BUDGET DETAIL, PERFORMANCE-BASED PROGRAMMING**

	PERFORMANCE-BASED PROGRAMMING
<b>PERSONNEL</b>	
Salaries	487,100
Retirement	74,600
FICA	30,400
Medicare	7,100
Health	86,500
Dental	6,300
Vision	1,100
Interns	20,000
<b>Total, Personnel</b>	<i>713,100</i>
<b>Employee PY</b>	<b>6.3</b>
<b>Indirect Charge</b>	<b>269,700</b>
<b>COMMODITIES</b>	
Publications	500



	<b>PERFORMANCE-BASED PROGRAMMING</b>
Equipment - Small Value	500
Office Supplies	500
<b>Total, Commodities</b>	<b>1,500</b>
<b>OPERATING</b>	
Staff Assoc. Membership	1,500
Postage/Postal Services	200
Conference Registrations	3,000
Training	4,000
Travel Expenses	18,000
<b>Total, Operating</b>	<b>26,700</b>
<b>CONTRACTUAL SERVICES</b>	
Software Maintenance	11,000
<b>Total, Contractual Services</b>	<b>11,000</b>
<b>Total, Expenses</b>	<b>1,022,000</b>
<b>REVENUE</b>	
UWP Operating - FY2014	817,600
Match - FY 2014	204,400
<b>Total, Revenue</b>	<b>1,022,000</b>





# TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

**Program Oversight:** Don Kopec

This program develops the region's TIP. The CMAP Board and MPO Policy Committee track the use of local, state, and federal transportation funds through the Transportation Improvement Program (TIP). The purpose of the TIP is to establish a short-term transportation program implementing the long-range transportation goals identified in GO TO 2040. Federal, state, and local policies and regulations are analyzed to assure CMAP's TIP satisfies these requirements; in the fall of 2014, the quadrennial certification review will formally examine CMAP's compliance. 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) which demonstrates how the region will attain the national ambient air quality standards.

## Transportation Improvement Program (TIP) Development and Management

**Project Manager:** Patricia Berry

**Team:** Berry, Dixon, Kos, Ostidick, Patronsky, Pietrowiak, Schaad

**Description:** Work with local, state and national partners to assure a regional perspective is considered for transportation maintenance, modernization and expansion investments. Ensure all local, state and federal requirements are met including fiscal constraint, public involvement, data accuracy, documentation and reporting. Provide assistance and outreach to TIP programmers to improve the efficiency of the TIP amendment process. Maintain and enhance resources, including the TIP database, reports, analyses and visualization tools, for use by local elected officials, implementers, staff and the public. Maintain ongoing communication with state and federal agencies and ensure these agencies understand the programming priorities of the region. Provide data and analyses of TIP implementation of GO TO 2040.

**Products and Key Dates:** Successful completion of quadrennial certification review; undertake a process review (October 2013) and develop a strategic plan (January 2014) for how the TIP is developed and managed; TIP with updates and amendments (ongoing – committee approvals required approximately nine times per year); Comprehensive TIP document update (October 2014); TIP documentation including map, general public brochures, TIP dashboard, training materials/courses and web pages (ongoing); consultation with local, state and federal agencies (ongoing); TIP database maintenance to improve data quality and ease of implementer use (ongoing); exports of TIP data for use in public maps, analytic maps, dashboard presentations and other TIP analyses (ongoing); research and recommendation for comprehensive updates to TIP map and database.



## Conformity of Plans and Program

**Project Manager:** Ross Patronsky

**Team:** Berry, Bozic, Dobbs, Heither, Kos, Wies

**Description:** Northeastern Illinois has historically not attained national ambient air quality standards for certain pollutants. It is currently classified as a non-attainment area for the 8-hour ozone standard adopted in 2008. In addition, while the region meets prior ozone standards and the fine particulate matter (PM<sub>2.5</sub>) standards, federal regulations require steps to ensure that the standards continue to be met.

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 low levels. As part of the transportation planning and programming process, the impact of proposed transportation activities on the region's air quality is evaluated. This evaluation, called a conformity analysis, is submitted to the Illinois Environmental Protection Agency and U.S. Environmental Protection Agency for their review before a long-range regional transportation plan or Transportation Improvement Program (TIP) is approved or amended. The conformity analysis must demonstrate that the emissions resulting from the plan and TIP meet the requirements of ("conform with") the regulations governing air quality. 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: Conformity analyses (as needed, minimum of twice a year in October and March); documentation of conformity process (ongoing); updated data used in conformity analyses (ongoing); support for development of State Implementation Plans (as needed); findings and interagency agreements from consultation process (ongoing, four to six meetings per year); analyses of air quality issues for regional decision-makers (as needed); mobile source greenhouse gas emissions estimates to support other agency work (ongoing).

## CMAQ Program Development

**Project Manager:** Doug Ferguson

**Team:** Berry, Dobbs, Patronsky, Pietrowiak, Schaad, Kopec

**Description:** Based upon the current schedule for the development of the FY14-18 CMAQ Program, as FY14 begins, the proposed program will have been released for review by the CMAQ Project Selection Committee and the public. Work to be accomplished during FY14 includes securing recommendations for approval of the proposed program from the CMAQ Project Selection Committee, the Transportation Committee and the Regional Coordinating Committee. Public comments will also be sought during this approval process. Comments received will be addressed and presented to the committees involved in the process. The CMAP Board and MPO Policy Committee will be asked to approve the program at their joint October meeting. Finally, the program will be submitted to USDOT and USEPA for their concurrence that the projects proposed are eligible.



**Products and Key Dates:** Proposed program recommended by the CMAQ Project Selection Committee (July 2013); response to public comments (September 2013); final program (October 2013).

## Active Program Management

**Project Manager:** Holly Ostdick

**Team:** Berry, Dixon, Dobbs, Kos, Patronsky, Pietrowiak, Schaad

**Description:** Actively manage local programs to ensure that transportation projects proceed in a timely manner, and all available funding is used efficiently. Develop fiscal marks and maintain fiscal constraint in local programs and the TIP, Provide guidance and support for the Council of Mayors (COM) and Planning Liaison program. Ensure communication between CMAP and municipal officials. Manage the adopted CMAQ program as specified in the policies adopted by the CMAP Board and MPO Policy Committee. Prepare active program management reports to achieve regional expenditure targets.

**Products and Key Dates:** Fiscal marks (ongoing), program management reports and recommendations (ongoing); talking points for CMAP staff participating in COM/COG/TC meetings (ongoing); annual obligation analysis report (May 2014), review of CMAQ project status (November 2013 and May 2014); locally programmed project status assessments; accomplishment of CMAQ obligation goal for FFY 2014 (ongoing); CMAQ project cost/scope change request actions (ongoing); updated CMAQ management database (ongoing).

**TABLE 12: BUDGET DETAIL, TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

TIP	
<b>PERSONNEL</b>	
Salaries	772,600
Retirement	157,400
FICA	46,600
Medicare	11,200
Health	84,700
Dental	6,700
Vision	1,400
Education Reimbursement	15,000
<b>Total, Personnel</b>	<b>1,095,600</b>
<b>Employee PY</b>	<b>9.0</b>
Indirect Charge	420,500
<b>COMMODITIES</b>	
Publications	500
Office Supplies	500

<b>TIP</b>	
<b>Total, Commodities</b>	1,000
<b>OPERATING</b>	
Staff Assoc. Membership	700
Postage/Postal Services	100
Conference Registrations	1,000
Training	500
Travel Expenses	10,000
<b>Total, Operating</b>	<b>12,300</b>
<b>CONTRACTUAL SERVICES</b>	
Software Maintenance	25,000
<b>Total, Contractual Services</b>	<b>25,000</b>
<b>Total, Expenses</b>	<b>1,554,400</b>
<b>REVENUE</b>	
UWP Operating - FY2014	1,243,520
Match - FY 2014	310,880
<b>Total, Revenue</b>	<b>1,554,400</b>



# GO TO 2040 COMPREHENSIVE REGIONAL PLAN UPDATE PROGRAM

**Program Management:** Drew Williams-Clark

MAP-21 continues the federal requirement that the Metropolitan Transportation Plan must be prepared and updated every 4 years in nonattainment areas. CMAP's Comprehensive Regional Plan, GO TO 2040, serves as the region's metropolitan transportation plan. No new policy changes to the plan are anticipated. The update will include new elements required by MAP-21 and other necessary updates. The final update is due October 2014.

## AREA 1: Technical analysis and modeling

### Financial Plan

**Project Manager:** Lindsay Hollander

**Team:** Beata, Ostdick

**Description:** GO TO 2040 includes a fiscal constraint for transportation investments, totaling \$385B in core and reasonably expected revenues over the plan period. This project's objective is to update revenue and expenditure information and the overall fiscal constraint of the plan.

**Products and Key Dates:** Scope of work (September 2013); Confirm revenues (January 2014); Confirm safe & adequate expenditures (January 2014); Develop allocation of funding by project category (particularly focusing on major capital projects (April 2014).

### Socioeconomic Forecast Development

**Project Manager:** David Clark

**Team:** Wies, Morck, Peterson

**Description:** Review, correct and, if necessary, update GO TO 2040 preferred scenario socioeconomic forecasts. Major tasks include assessing the impact of the recent recession on long term regional household and job growth trends, and inventorying and correcting small-area forecasts to reflect new existing conditions. Improved techniques for modeling future retail employment will be implemented.

**Products and Key Dates:** Scope of Work (September 2013) Review and propose update and correction parameters (September, 2013). Execute agreed upon updates and corrections (December, 2013). Publish updated and corrected forecasts (March, 2014).

### Major Capital Projects

**Project Manager:** Todd Schmidt

**Team:** Beata, Patronskey, Bozic



**Description:** The GO TO 2040 update will include a fiscally constrained list of major capital projects, per federal requirements. The projects identified in GO TO 2040, as adopted in October 2010, will be used as a baseline. These projects, as well as projects that are currently considered fiscally unconstrained, will be re-evaluated in the context of the updated financial plan and socioeconomic forecasts described above. Implementing agencies will also have the ability to suggest new projects to be evaluated and considered.

**Products and Key Dates:** Scope of Work (September 2013); Identify “universe” of major capital projects (October 2013); Confirm evaluation measures to be used (January 2014); Evaluate projects against measures (April 14); Develop recommended list of projects (June 2014).

## **AREA 2: Writing, Policy Development, and Outreach**

### **Implementation Actions**

**Project Manager:** Alex Beata

**Team:** Schuh

**Description:** The update to GO TO 2040 will not involve rewriting the plan’s text. However, it will involve updating the implementation action area tables that describe how the recommendations of GO TO 2040 will be implemented. These tables will be updated to reflect current implementation status.

**Products and Key Dates:** Scope of Work (September 2013). Assess progress toward initial implementation actions and release results as part of Year 3 GO TO 2040 implementation report (December 2013). Recommend set of new implementation actions (June 2014).

### **Indicator Updates**

**Project Manager:** Craig Heither

**Team:** TBD

**Description:** GO TO 2040 includes a set of indicators to track the plan’s progress toward implementation. The Year 2 implementation report for GO TO 2040 included updates on several of these indicators, including modifying the way in which the indicator is measured to respond to data availability. This project will build upon that analysis to update the GO TO 2040 indicators, including modifying measures and future targets if appropriate.

**Products and Key Dates:** Scope of Work (September 2013). Prepare report on selection of new indicators in cases where necessary, or confirmation of use of initial indicators (December 2013). Develop updated set of indicators and long-term and short-term targets (June 2014).

### **Plan Preparation**

**Project Manager:** Justine Reisinger

**Team:** Garritano, Weiskind



**Description:** The GO TO 2040 update will consist primarily of updated indicators, updated implementation action area tables, and an updated list of fiscally constrained major capital projects. These updated materials will be released for public comment in June 2014. This project involves the preparation of the materials that will be released for public comment.

**Products and Key Dates:** Scope of Work (September 2013); Release draft plan update (June 2014); final plan update will be a deliverable in FY15.

## Public, Stakeholder, and Committee Engagement

**Project Manager:** Jessica Simoncelli

**Team:** Aleman, other outreach staff as necessary.

**Description:** This project will ensure adequate feedback from stakeholders and committees during the plan update process.

**Products and Key Dates:** Scope of Work (September 2013). Involvement of committees and stakeholders as appropriate (ongoing).

**TABLE 13: BUDGET DETAIL, GO TO 2040 COMPREHENSIVE REGIONAL PLAN UPDATE PROGRAM**

<b>GOTO 2040 PLAN UPDATE</b>	
<b>PERSONNEL</b>	
Salaries	70,400
Retirement	12,400
FICA	4,400
Medicare	1,000
Health	7,200
Dental	600
Vision	100
<b>Total, Personnel</b>	<b>96,100</b>
<b>Employee Months</b>	<b>1.00</b>
Indirect Charge	37,400
<b>Total, Expenses</b>	<b>133,500</b>
<b>REVENUE</b>	
UWP Operating - FY2014	106,800
Match - FY 2014	26,700
<b>Total, Revenue</b>	<b>133,500</b>



# WATER RESOURCE PLANNING PROGRAM

**Program Oversight:** Don Kopec

The Water Resource Planning program features the agency's water quality planning activities, guided by CMAP's role as the delegated authority for Areawide Water Quality Planning.

Water quality planning activities are informed by the Clean Water Act (CWA), related guidance documents including regional plans, and typically involve watershed plan development, some degree of post-plan support, and technical assistance or guidance provided to watershed groups as funding allows. Activities also include formal review of Facility Planning Area (FPA) amendment applications that lead to a CMAP staff recommendation made to the Illinois Environmental Protection Agency (IEPA). Facility Planning Area application review and recommendations are shared with the CMAP Wastewater Committee who also makes a recommendation to IEPA. The Volunteer Lake Monitoring Program is another water quality oriented program that has been carried out by CMAP and its predecessor agency for many years. Activities can also include administrative and technical support for CWA Section 319 funded implementation grants awarded to various "stakeholders" throughout the region. Such support can extend to application preparation.

## Facilities Planning Area (FPA) Review Process

**Project Manager:** Dawn Thompson

**Team:** Loftus, Hudson

**Description:** A facility planning area is defined as "a centralized sewer service area to be considered for possible wastewater treatment facilities within a 20-year planning period." CMAP is the state designated water-quality planning agency for the seven-county region, with responsibility for reviewing wastewater permits and facility plan amendment proposals to ensure consistency with the federally approved Illinois Water Quality Management Plan (of which the Areawide Water Quality Plan is a component). CMAP's Wastewater Committee considers the amendment application review conducted by staff and staff recommendation, and makes a recommendation to the Illinois EPA. Illinois EPA maintains final decision-making authority for amendments to the plan. Staff will also provide information, via an outreach and education effort, related to water quality plan implementation.

During FY13, Illinois EPA revised their position related to the types of facility changes that require a regional review and recommendation. As a result, CMAP is in the process of modifying their review procedures to align more closely with IEPA's criteria and the policies contained within GO TO 2040.

**Products and Key Dates:** Reviews as needed. Revised review procedures manual (December 2013).





## Watershed Planning

**Project Manager:** Tim Loftus

**Team:** Hudson, Thompson

**Description:** Staff will develop a watershed based plan and total maximum daily load (TMDL) implementation plan for three southwest Lake County watersheds. Following a watershed-based planning process, the plan will inventory the natural, human and man-made resources and finalize the development of a watershed-based plan covering the three watersheds. The plan will include pollutant load allocations identified in a TMDL report for nine impaired waterbodies (i.e., lakes). Among the nine lakes, eight have total phosphorus TMDL, two feature a fecal coliform TMDL, and one lake has a TMDL for dissolved oxygen. The lakes are grouped together in an approximately 25 square mile area covering three adjacent sub-watersheds within the Upper Fox River Basin: Cotton/Mutton Creek, Slocum Lake Drain, and Tower Lake.

**Products and Key Dates:** Near-monthly stakeholder meetings, development of a problem statement, goals, and objectives and quarterly progress reports due to Illinois EPA. A draft executive summary will be due April 1, 2014. The final draft plan with the executive summary, a self-assessment of the plan and data entry into the Resource Management Mapping Service RMMS is due June 1, 2014.

## Watershed Management Coordination

**Project Manager:** Tim Loftus

**Team:** Hudson, Thompson

**Description:** Staff will provide technical assistance, guidance, and/or regional coordination to water quality related planning and management activities led by others in the region. As funding allows, and consistent with the water quality management planning work approved by Illinois EPA, staff will direct efforts at those entities either undertaking watershed planning initiatives or implementation of an Illinois EPA approved plan. Such entities include those funded through the Clean Water Act or those focused on addressing CWA Section 303(d) listed (i.e., impaired) waters.

**Products and Key Dates:** Activities will be enumerated in the annual Water Quality Activities Report submitted to Illinois EPA at the end of each calendar year.

## Volunteer Lake Monitoring Program (VLMP)

**Project Manager:** Holly Hudson

**Description:** The Volunteer Lake Monitoring Program (VLMP) was established by Illinois EPA in 1981. Additional program guidance was developed in 1992 pursuant to the Illinois Lake Management Program Act (P.A. 86-939) and is found in the Illinois Lake Management Program Act Administrative Framework Plan, a report made to the Illinois General Assembly by the Illinois EPA in cooperation with other state agencies. CMAP staff coordinates Illinois EPA's VLMP for the seven county region (excluding Lake County since 2010), typically involving



more than 50 volunteer monitors at 30 to 40 lakes. Staff provides additional lake management planning technical assistance to support the core program activities.

**Products and Key Dates:** Quarterly progress reports due to Illinois EPA, data review and management (ongoing), technical assistance (ongoing), audits of Tier 3 volunteers (July-August 2013), lake maps and monitoring site coordinates for new lakes in the program (November 2013), monitoring data QA/QC and editing in Illinois EPA's lakes database (December 2013), assistance with annual report preparation (as requested by Illinois EPA), distribution of Secchi monitoring forms to continuing volunteers (April 2014), volunteer training (May 2014) and follow up visits (as needed).

## **Thorn Creek Total Maximum Daily Loads (TMDL) Implementation Plan and Watershed Plan Update**

**Project Manager:** Dawn Thompson

**Team:** Loftus, Hudson

**Description:** This project will produce a table documenting, watershed-wide, a summary of the BMPs recommended for implementation in the Thorn Creek Watershed Based Plan (December 2005) and the Thorn Creek Implementation Plan which is currently under development.

**Products and Key Dates:** Quarterly progress reports due to Illinois EPA. A draft table submitted to Illinois EPA by June 1, 2014 and final table by December 1, 2014.

## **National Resources Conservation Service (NRCS) Best Management Practices (BMP) Inventory for Select Watersheds**

**Project Manager:** Dawn Thompson

**Team:** Loftus, Hudson

**Description:** This project will attempt to obtain an inventory through local NRCS representatives, of the BMPs that have been implemented in the areas covered by nine completed watershed plans. The plans are: the Upper Kishwaukee River Watershed Plan, the Lawrence Creek Watershed Plan, the Beaver Creek Watershed Action Plan, the Poplar Creek Watershed Action Plan, the Hickory Creek Watershed Plan, the Silver Creek and Sleepy Hollow Watershed Action Plan, the Ferson-Otter Creek Watershed Plan, the Blackberry Creek Watershed Action Plan, and the Jackson Creek Watershed Plan Technical Report.

The project will also attempt to obtain an inventory of the BMPs that have been implemented through six programs in association with the associated NRCS and Farm Service Agency funding programs. The programs are: the Wetlands Reserve Program (WRP), the Grasslands Reserve Program (GRP), the Wildlife Habitat Incentives Program (WHIP), the Environmental Quality Incentives program (EQIP), the Conservation Reserve Enhancement Program (CREP), and the Conservation Reserve Program (CRP).

**Products and Key Dates:** Quarterly progress reports due to Illinois EPA.



**TABLE 14: BUDGET DETAIL, WATER RESOURCE PLANNING PROGRAM**

	VLMP	Water Quality	Watershed Planning	Total
<b>Personnel</b>				
Salaries	17,800	68,700	63,000	149,500
Retirement	2,700	10,300	9,500	22,500
FICA	1,100	4,300	3,900	9,300
Medicare	300	1,000	900	2,200
Health	2,600	10,300	6,200	19,100
Dental	300	1,200	600	2,100
Vision	100	200	100	400
Education Reimbursement		2,000		2,000
Interns			3,000	3,000
<b>Total, Personnel</b>	<b>24,900</b>	<b>98,000</b>	<b>87,200</b>	<b>210,100</b>
<b>Employee PY</b>	<b>0.2</b>	<b>1.1</b>	<b>0.7</b>	<b>2.0</b>
<b>Indirect Charge</b>	<b>9,700</b>	<b>37,400</b>	<b>32,800</b>	<b>79,900</b>
<b>COMMODITIES</b>				
Office Supplies	300	100	100	500
<b>Total, Commodities</b>	<b>300</b>	<b>100</b>	<b>100</b>	<b>500</b>
<b>OPERATING</b>				
Staff Assoc. Membership	200	200	500	900
Postage/Postal Services	100	0	0	100
Miscellaneous	1,500	300		1,800
Meeting Expenses	0	200	200	400
Conference Registrations	0	400	0	400
Training	100	100	0	200
Travel Expenses	1,200	700	1,500	3,400
<b>Total, Operating</b>	<b>3,100</b>	<b>1,900</b>	<b>2,200</b>	<b>7,200</b>
<b>CONTRACTUAL SERVICES</b>				
Contractual Services				
FREP			2,500	2,500
Engineering support		5,000	0	5,000
<b>Total, Contractual Services</b>	<b>0</b>	<b>5,000</b>	<b>2,500</b>	<b>7,500</b>
<b>TOTAL GRANT</b>	<b>38,000</b>	<b>142,400</b>	<b>124,800</b>	<b>305,200</b>
<b>REVENUE</b>				
IEPA Projects	38,000	142,400	124,800	305,200
<b>Total, Revenue</b>	<b>38,000</b>	<b>142,400</b>	<b>124,800</b>	<b>305,200</b>



# ENERGY IMPACT ILLINOIS (EI2) PROGRAM

**Program Oversight:** Daniel Olson

On April 21, 2010, the U.S. Department of Energy (DOE) announced that CMAP would be awarded a Retrofit Ramp-Up stimulus initiative grant for \$25 million to initiate a three-year energy retrofit program. This program was a competitive solicitation process that is part of the American Recovery and Reinvestment Act (ARRA) through the Energy Efficiency and Community Block Grant (EECBG) program administered by DOE. This project is a regional collaboration led by the Chicago Metropolitan Agency for Planning (CMAP) -- in partnership with the City of Chicago and the City of Rockford, and support from suburban and regional stakeholders. Energy Impact Illinois (EI2), formerly known as the Chicago Region Initiative for Better Buildings (CRIBB) or the Chicago Region Retrofit Ramp-Up (CR3), is working to transform the market to carry out energy-efficient retrofits across the residential, commercial, and industrial building sectors in northeastern Illinois. The project is significant in its potential to reduce the region's large energy footprint, incorporate private investment, and serve as a model for inter-jurisdictional collaboration. On February 27, 2013, a no-cost extension of the period of performance for the program was extended from its original end date of May 18, 2013 until September 30, 2013.

Energy Impact Illinois is centered on addressing three key barriers to energy efficiency (EE) market transformation: access to information, access to finance, and access to a skilled workforce.

## EI2 Program Implementation

**Team:** Olson, Plagman, Silberhorn, Tiedemann, CNT Energy

### **Description:**

All \$25 million of the EI2 grant funds were considered fully obligated as of November 18, 2011. By the beginning of Q2 of FY13 EI2 will have expended close to \$21.3 million of grant funds. The majority of the drawn-down funds are in place as credit enhancements (Loan Loss Reserves) for financial institutions, and in doing so, the EI2 program has acquired approximately \$114.5 million in committed private investment capital from the various financial institutions which is available specifically for retrofitting work. At the end of Q1 2013, approximately \$4.4 million of this private investment commitment has completed or is in the process of completing retrofit construction. EI2 administration will continue to expend funds at a rate of approximately \$400,000 a month.

**Products and Key Dates:** EI2 website maintenance and transfer to CNT Energy (May 2013), community outreach activities and continued use of "Two Energy Bills" marketing campaign, (ongoing); quarterly retrofit and spending targets associated with financing programs (ongoing, through FY13 and first quarter FY14); and, workforce intermediary (ending May 2013).



## EI2 Program Management

**Team:** Olson, Plagman, Silberhorn, Tiedemann, CNT Energy

**Description:** CMAP serves as the lead agency managing the EI2 grant. CMAP continues to have ultimate responsibility for tasks including, but not limited to: grant execution, reporting and compliance to DOE, draw downs, payouts & finances, program development and strategic planning, competitive procurement processes, marketing efforts, management of the EI2 Retrofit Steering Committee and CNT Energy, and compliance with all federal regulations in accordance with the ARRA EECBG program. As the implementation agency, CNT Energy is assigned many of the above tasks and has developed an automated, computer-based protocol for many of the activities. The CMAP Project Manager has final responsibility for review and submission to DOE.

The original implementation plan developed by CNT Energy in FY11 was followed and minimally adjusted during FY12. In FY13, adjustment to existing finance programs was necessary in order to accommodate limited demand in some building sectors. EI2 updated the plan throughout FY13 with these changes and will carry through with implementation and management in FY14. CNT Energy will also be responsible for daily management of EI2 program implementation. They will continue to report directly to CMAP, and, under the advisement of the Steering Committee, be responsible for tasks including but not limited to: maintaining program development and strategic planning, continuing project management and oversight of all grant sub-recipients, project reporting, compliance and monitoring of sub-recipients, and compliance with all federal regulations in accordance with the ARRA EECBG program.

EI2 grant funds were set to expire on May 18, 2013, however EI2 submitted and received approval for a no-cost grant extension request from DOE that will effectively extend the grant's performance period to September 30, 2013. During this process, EI2 staff will continue to incorporate best practices and lessons learned into its programs in order to provide the best program opportunities possible to the program's target audience.

**Products and Key Dates:** ARRA and DOE monthly (retrofit count) and quarterly (detailed financial and job reports) reporting due (4/2013, 7/2013); Additional grant-related documentation related to NEPA, the National Historic Preservation Act, and Davis-Bacon compliance (annually, or semi-annually); Timely receipt and payment on sub-recipient invoices (monthly); Sub-recipient site visits (semiannually); and grant closeout documentation (within 90 days of 9/30/2013).

## EI2 Program Evaluation

**Team:** Olson, Plagman, Silberhorn, Dowdle

**Description:** EI2 will regularly evaluate program progress in coordination with CNT Energy and the EI2 Retrofit Steering Committee. Evaluation will be based primarily off the established set of metrics for the program that has been developed through DOE.



During FY14, monthly evaluation reports containing these progress numbers will be prepared by CMAP as obtained from sub-grantees and shared with the Retrofit Steering Committee. All reports will be aligned and in compliance with ARRA reporting requirements.

**Products and Key Dates:** Reporting to DOE (monthly and quarterly; 2013), progress reports from CMAP to EI2 Retrofit Steering Committee (bimonthly). Final report (October 2013).

**TABLE 15: BUDGET DETAIL, ENERGY IMPACT ILLINOIS (EI2) PROGRAM**

<b>Energy Retrofits</b>	
<b>PERSONNEL</b>	
Salaries	76,500
Retirement	11,500
FICA	4,800
Medicare	1,100
Health	6,500
Dental	600
Vision	100
<b>Total, Personnel</b>	<b>101,100</b>
<b>Employee PY</b>	
	<b>1.1</b>
Indirect Charge	39,300
<b>COMMODITIES</b>	
Publications	100
Office Supplies	100
<b>Total, Commodities</b>	<b>200</b>
<b>OPERATING</b>	
Postage/Postal Services	200
Printing Services	200
Conference Registrations	2,000
Training	1,000
Travel Expenses	3,000
<b>Total, Operating</b>	<b>6,400</b>
<b>CONTRACTUAL SERVICES</b>	
Consulting Services	
Implementation	400,000
<b>Total, Contractual Services</b>	<b>400,000</b>
<b>Total, Expenses</b>	<b>547,000</b>
<b>Pass Thru</b>	<b>1,000,000</b>



Energy Retrofits	
<b>REVENUE</b>	
DOE	1,547,000
<b>Total, Revenue</b>	<b>1,547,000</b>



# RESEARCH AND ANALYSIS PROGRAM

**Program Oversight:** Kermit Wies

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.

## AREA 1: Regional Information and Data Development

**Program Manager:** David Clark

This program serves as a primary data resource for regional land use and transportation planning in our region and supports CMAP's ongoing data exchange and dissemination activities. It provides data and technical support to several ongoing regional planning and policy initiatives including implementation of GO TO 2040. The program benefits CMAP staff and partners who rely on current and reliable data resources to conduct planning analyses.

### Regional Inventories

**Project Manager:** David Clark

**Team:** Rice, Morck, Drennan, Pedersen, Hallas, Peterson, N. Ferguson, Chau, Vernon

**Description:** Development and maintenance of specialized datasets used in regional planning and policy analysis. Many of these datasets originate with CMAP and are specially designed to support such evaluations. Major tasks include maintaining and updating spatial and tabular datasets that serve Agency needs including land use inventory, development database, employment and population data from Census, aerial imagery and other sources, as well as content monitoring and quality control of indicators appearing in GO TO 2040.

**Products and Key Dates:** Land Use Inventory (March, 2014). Employment data (updated quarterly). Development data (updated quarterly). Census updates (per release schedule), aerial imagery (per County Consortium schedule). Update and document datasets per maintenance schedule and coordinate with Data Library Management and Data Sharing Hub for internal and external access (ongoing).

### Data Library Management

**Project Manager:** Jessica Matthews

**Team:** Dubernat, Clark, Vernon, Interns

**Description:** Acquire and catalog new data and archive obsolete datasets. Monitor procurement and licensing of proprietary datasets. Establish protocols for metadata and attribution. Enforce proprietary dissemination and license agreements. Import and catalog





newly-released Census and other public data products. Maintain data integration between CMAP web-domain and internal data libraries. Document data library practices on CMAP Wiki and ensure that datasets forwarded to the Data-Sharing Hub include sufficient metadata.

**Products and Key Dates:** Data library architecture and content, procurement documentation, metadata, user documentation, management documentation (ongoing). Inventory datasets that require maintenance and set update schedule (September, 2013).

## Data Sharing Hub

**Project Manager:** Claire Bozic

**Team:** Matthews, Vernon

**Description:** Maintain CMAP's public data-sharing hub. Major tasks include ensuring that CMAP data products are made available and properly documented for public download. Suggest and test improvements to the current product and assess its potential for continued use. Promote use of the data-sharing hub over use of conventional file transfer protocols for disseminating large data resources.

**Products and Key Dates:** Assessment of current data-sharing hub product and recommendations for proceeding (September, 2013). Promotion of data-sharing hub for disseminating CMAP data products (March, 2014).

## External Data Requests

**Project Manager:** Jon Hallas

**Team:** Other staff as needed.

**Description:** Respond to public requests for static data and information. Major tasks are to respond external requests for data housed at CMAP and to assist in directing requestors to appropriate sources of information such as Census or other agencies. Included are responding to Freedom of Information Act (FOIA) and Developments of Regional Importance (DRI) requests.

**Products and Key Dates:** Accessible documentation of external data requests, record of responses and inventory of personnel and level-of-effort required to complete (ongoing).

## MetroPulse

**Project Manager:** TBD

**Team:** Matthews, Vernon, Interns

**Description:** Maintain selected web-based data sharing products. Major tasks are to provide data collection and sharing application development and computer programming support consistent with agency priorities. Coordinate closely with IT Security and Public Data Systems



support managers, adhering closely to agency standards and protocols for developing and deploying web-based data products.

**Products and Key Dates:** list of MetroPulse FY14 deliverables pending management team consultation.

## **AREA 2: Regional Forecasting and Modeling**

**Program Manager:** Craig Heither

This program 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.

### **Advanced Urban Model Development**

**Project Manager:** Matt Stratton

**Team:** Heither, Bozic, Wies, Rice

**Description:** Implement strategic plan for advanced modeling at CMAP. This plan establishes guidelines and priorities for improving the policy responsiveness of CMAP's forecasting, evaluation and analysis tools over a ten year period. Many of the improvements incorporate advanced agent-based and microsimulation techniques that provide more robust sensitivity to the policy objectives of GO TO 2040. Major tasks in this FY are to provide support to consulting teams developing 1) Network Microsimulation Extension to Activity-Based Travel Model and 2) Agent-Based Economic Extension to Mesoscale Freight Model as well as promote and support use of existing advanced modeling products among partners and GO TO 2040 implementation efforts.

**Products and Key Dates:** Support congestion pricing, transit modernization and major capital project implementation efforts at CMAP and among partners (ongoing), Demonstrate application and sensitivity of Transit Modernization Model (December, 2013). Phase 2 deliverable of advanced modeling contracts (June, 2014).

### **Survey Research**

**Project Manager:** Matt Stratton

**Team:** N. Ferguson, Wies, graphics and outreach support as needed.

**Description:** Implement strategic plan for survey research at CMAP. This plan establishes a strategy and management concept for conducting survey research at CMAP. It recommends that CMAP develop sufficient professional in-house capacity for survey design, sampling, materials preparation, communications, outreach and data management. Major tasks are to



continue populating the Travel Tracker Survey with additional observations and to identify and scope at least two needed survey research efforts from among agency's current policy priorities (e.g. congestion pricing and freight). Conduct pilot tests among staff and partners.

**Products and Key Dates:** Scopes for Travel Tracker and at least two needed survey research efforts (September, 2013). Survey design and sampling plan (December, 2013). Evaluation of pilot tests (June, 2014).

## Travel and Emissions Modeling

**Project Manager:** Craig Heither

**Team:** Bozic, Stratton, Rodriguez, Peterson, N. Ferguson, Chau

**Description:** Maintenance and enhancement of existing MPO travel demand models. Major tasks are to provide travel demand forecasts for major capital project evaluations and conformity analyses. Included this year will be to review and incorporate socioeconomic forecasts associated with the GO TO 2040 update. Continue evaluating improved methods for representing commercial vehicle movements within the travel demand models.

**Products and Key Dates:** Conformity analyses and major capital project evaluations (as prescribed), socioeconomic forecast review (March, 2014).

## Transportation Data Analysis

**Project Manager:** Kermit Wies

**Team:** Bozic, Murtha, Heither, Clark, Hollander

**Description:** Scope the need and describe the content and organization of a central data resource of empirical transportation data for planning and policy analysis within CMAP. The major task is to design and illustrate the value of a data resource that permits systematic access to data used for TIP and CMP development in support of transportation finance and performance analyses. This project also absorbs further development of the Transportation Data Archive and incorporates the catalog of CMAP-prepared traffic projections.

**Products and Key Dates:** Product design report (December, 2013).

**TABLE 16: BUDGET DETAIL, RESEARCH AND ANALYSIS PROGRAM**

Regional Information and Data Development	
<b>PERSONNEL</b>	
Salaries	1,342,000
Retirement	275,000
FICA	83,500
Medicare	19,500
Health	185,500



<b>Regional Information and Data Development</b>	
Dental	14,500
Vision	2,900
Interns	70,000
<b>Total, Personnel</b>	<b>1,992,900</b>
<b>Employee PY</b>	<b>19.4</b>
<b>Indirect Charge</b>	<b>748,200</b>
<b>COMMODITIES</b>	
Publications	1,000
Data Acquisition	340,000
Office Supplies	500
<b>Total, Commodities</b>	<b>341,500</b>
<b>OPERATING</b>	
Staff Assoc. Membership	1,000
CMAA Assoc. Membership	5,000
Postage/Postal Services	200
Miscellaneous	1,500
Meeting Expenses	500
Conference Registrations	3,000
Training	10,000
Travel Expenses	10,000
<b>Total, Operating</b>	<b>31,200</b>
<b>CONTRACTUAL SERVICES</b>	
Consulting Services	700,000
<b>Total, Contractual Services</b>	<b>700,000</b>
<b>Total, Expenses</b>	<b>3,813,800</b>
<b>REVENUE</b>	
UWP Operating - FY2014	2,491,040
UWP Contracts - FY 2014	160,000
Match - FY 2014	662,760
UWP Contracts - FY 2013	400,000
Match - FY 2013	100,000
<b>Total, Revenue</b>	<b>3,813,800</b>



**TABLE 17: CONSULTANT SERVICES DETAIL, RESEARCH AND ANALYSIS PROGRAM**

<b>PROPOSED SUBCONTRACTS</b>	<b>ESTIMATED AMOUNT</b>	<b>FUNDING SOURCE/STATUS</b>
Regional Network Microsimulation Model (Parsons Brinckerhoff, Inc.)	200,000	UWP 2013 – Contracts/Ongoing contract
Macroscale Freight Model (Resource Systems Group, Inc)	100,000	UWP 2013 – Contracts/Ongoing contract
Advanced Model (TBD)	100,000	UWP 2014 – Contracts/ RFP to be developed, Board to approve contract
Regional Data Archive (Pangaea)	50,000	UWP 2012 – Contract/ Ongoing contract
Database Development (various, TBD)	250,000	UWP 2013, 2014 – Contracts/ RFP to be developed. Board to approve contracts
<b>TOTAL</b>	<b>700,000</b>	



# COMMUNICATIONS PROGRAM

**Program Oversight:** Tom Garritano

CMAP must maintain a high standard of communication with stakeholders, the general public, and news media. Outreach to external media will be coordinated internally and, whenever appropriate, externally with CMAP partners. Communications staff will place special emphasis on building awareness of and support for GO TO 2040 implementation activities.

## Local Planning Communications and Outreach Support

**Project Manager:** Justine Reisinger

**Team:** Aleman, Garritano, Weiskind, Green, Nguyen plus other relevant staff.

**Description:** Communications staff will work with outreach staff to build awareness of GO TO 2040 local implementation activities through the Local Planning Support group. Manage Local Technical Assistance (LTA) 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 local planning print and web materials, including plans, guides, toolkits, and other documents developed through the group (e.g., model plans, ordinances, and codes).

**Products:** Support for various planning projects, as needed throughout FY 2014. GO TO 2040 presentations to all of the Local Technical Assistance communities, including coordination on annual LTA call for projects.

## Policy Communications and Outreach Support

**Project Manager:** Tom Garritano

**Team:** Aleman, Reisinger, Weiskind, Green, plus other relevant staff.

**Description:** Communications staff will work with outreach staff to build awareness of GO TO 2040 policy activities at the regional, state, and federal levels. Manage 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 policy-based print and web materials, including drill-down reports, issues-driven content, etc.

**Products:** Support for various policy projects, as needed throughout FY 2014.

## Partnerships and External Talks

**Project Manager:** Erin Aleman

**Team:** Reisinger, Kane, Garritano, plus other relevant staff.



**Description:** GO TO 2040 implementation depends on a continually expanding base of engaged stakeholders, including governments, businesses, non-profits, and residents. To identify and engage such targets, the outreach staff will lead these efforts with support from the communications and executive staff, who can help with coordination, scheduling, preparation of talking points and other materials, etc. Outreach staff should take the lead, with help from communications, in finding opportunities for Randy and other staff to give public talks, especially to audiences targeted strategically for timely CMAP products and priorities.

**Products:** Various outreach activities and related communications support, as needed throughout FY 2014.

## Media Relations

**Project Manager:** Tom Garritano

**Team:** Green, Reisinger.

**Description:** Communications staff will proactively identify opportunities for coverage by traditional and new media, while also responding to media requests. The emphasis is on transparency, including advocacy when appropriate. Monthly tip sheets will be sent to keep reporters apprised of CMAP activities. Press releases and advisories are sent as needed. Maintain a current database of media contacts. Manage staff interactions with media. Maintain up-to-date web archives of news products and media coverage at <http://www.cmap.illinois.gov/news>.

**Products:** Various electronic and print materials, as needed throughout FY 2014.

## Moving Forward, 2013: Implementation Report

**Project Manager:** Garritano

**Team:** Weiskind, Green, Nguyen, Reisinger, plus other relevant staff.

**Description:** The 2012 annual GO TO 2400 implementation report (<http://www.cmap.illinois.gov/moving-forward/2012>) expanded on the first report, taking a quantitative approach. In FY14, we plan to return to a qualitative description of partners' and stakeholders' implementation successes. Precise format is subject to internal discussion but should be graphically consistent with the first two reports. This report will also be used as part of the GO TO 2040 update, which will involve the preparation of updated implementation action area tables. Approximately 4,000 units of the summary should be printed commercially, and the longer report can be printed internally in smaller quantities as needed.

**Products and Key Dates:** Full report for distribution at January board meeting, with the summary printed and website launched by the February board meeting. If the report doesn't require board approval, we could have all three ready by the January board meeting.



## Graphic Design and Publication Management

**Project Manager:** Adam Weiskind

**Team:** Garritano, Green, Nguyen, Reisinger, 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 with InDesign. Also includes overseeing the efforts of non-communications staff who are using InDesign for their own documents where CMAP is in a support role (e.g., for local comprehensive plans and related outreach). 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 FY 2014.

## Website Redesign and Rollout

**Project Manager:** Tom Garritano

**Team:** Green, Nguyen, Reisinger, Weiskind, plus other relevant staff.

**Description:** CMAP communications staff is working with web design and development consultants to create a new website that is more responsive to the needs of our agency and the region. In spring 2013, staff conducted an inventory of the current site to prioritize content conversion to the new format.

**Products and Key Dates:** The redesign effort began in FY 2013 and will culminate in relaunch of the main CMAP site on October 13, 2013.

## Web Content Management

**Project Manager:** Hillary Green

**Team:** Garritano, Nguyen, Reisinger, Weiskind, plus other relevant staff.

**Description:** CMAP communications staff is responsible for helping others at the agency to prepare, post, and maintain their web-based content. Encourage and coordinate efforts of staff to communicate via the web. As part of the responsibility, this project also includes (with the Web Development and Administration project) co-management of CMAP's web consultants. Includes management of social media, including Twitter, Facebook, Google Plus, Pinterest, and YouTube.

**Products and Key Dates:** Work with the CMAP web front-end developer to prepare Google Analytics reports on all public-facing web content.





## Web Development and Administration

**Project Manager:** John Nguyen

**Team:** Garritano, Green, Reisinger, Weiskind, 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 (java, SQL, etc.). This project also includes (with the Web Content Management project) co-management of CMAP's web consultants, especially pertaining to technical tasks of development, maintenance, and security of the agency's main site. With IT and data staff, help to make technical decisions about and to oversee successful development of any public-facing CMAP systems that are not part of the main agency website (i.e., hosted on [data.cmap.illinois.gov](http://data.cmap.illinois.gov) or elsewhere). For all web development projects, ensure that they have the ability to extend for mobility, that they follow CMAP's style guides, and that they work continually to improve accessibility and usability. Help the CMAP web communications specialist and other staff with Google Analytics.

**Products and Key Dates:** Provide CMAP staff with an integrated, standardized workflow for all web development projects. Make all of CMAP's interactive maps on the web cross-browser compatible.

## Public Data Systems Support

**Project Manager:** Tom Garritano

**Team:** Nguyen, Green, Weiskind, Heither, Clark, Rogus, Tiedemann, plus other relevant staff.

**Description:** Communications staff will work with staff from Research and Analysis, IT, and other groups to help make technical decisions about and to oversee successful development of any public-facing CMAP systems that are not part of the main agency website (i.e., hosted on [data.cmap.illinois.gov](http://data.cmap.illinois.gov) or elsewhere). Initially, emphasis should be on making data available through simple web pages (browse, search, download) rather than development of new interfaces.

**Products and Key Dates:** Q1: Describe a clear process for facilitating decisions and for making high-priority content available through the main CMAP website. Consult with Thirst on facilitating usability design at earliest stage of all projects, before development begins. Convene Google Analytics training for selected CMAP staff. Identify potential new public systems for development. Explore possible transition of CMAP Data Sharing Hub to [www.cmap.illinois.gov](http://www.cmap.illinois.gov). Q2: Begin to address potential development of new public systems.

## Future Leaders in Planning (FLIP)

**Project Manager:** Ricardo Lopez

**Team:** Aleman, Vallecillos, Bayley, Green



**Description:** This is a leadership development program for high school students. Selected participants will collaborate with and learn from elected officials and planners who are implementing the GO TO 2040 comprehensive regional plan. The program runs from October 2013 to May 2014 and provides ongoing leadership development, teaching them about past, present, and future regional planning issues from elected officials, community leaders and CMAP staff. Through multimedia tools, interactive activities and field trips, students go “behind the scenes” to explore our region’s communities. Topics include: transportation, housing, human services, land use, economic development and the environment. In addition to learning how local governments interact to address these important regional needs, students will have opportunities to engage with other students to think about the ways planning could be improved and/or changed. Students will present their resolutions at the end of the sessions to the CMAP Board.

**Products and Key Dates:** recruitment strategy with application (March 2013); program curriculum (August 2013); student selection and notification (September 2013); site selection for Final Project (March 2014); monthly meetings and activities (September 2013 – April 2014); Final Project (May 2014).

**TABLE 18: BUDGET DETAIL, COMMUNICATIONS PROGRAM**

	Communications	FLIP	Total
<b>PERSONNEL</b>			
Salaries	548,300		548,300
Retirement	82,400		82,400
FICA	33,000		33,000
Medicare	8,000		8,000
Health	74,200		74,200
Dental	6,400		6,400
Vision	1,100		1,100
Education Reimbursement	10,000		10,000
Interns	15,000		15,000
<b>Total, Personnel</b>	<b>778,400</b>	<b>0</b>	<b>778,400</b>
<b>Employee PY</b>	<b>7.8</b>		<b>7.8</b>
<b>Indirect Charge</b>	<b>293,200</b>		<b>293,200</b>
<b>COMMODITIES</b>			
Publications	1,000		1,000
Office Supplies	1,000	-	1,000
<b>Total, Commodities</b>	<b>2,000</b>	<b>-</b>	<b>2,000</b>
<b>OPERATING</b>			



	Communications	FLIP	Total
Staff Assoc. Membership	1,000		1,000
Postage/Postal Services	1,000	200	1,200
Miscellaneous	1,000	2,400	3,400
Meeting Expenses	1,000	5,000	6,000
Printing Services	20,000	200	20,200
Conference Registrations	1,000		1,000
Training	5,000	1,000	6,000
Travel Expenses	10,000	3,000	13,000
<b>Total, Operating</b>	<b>40,000</b>	<b>11,800</b>	<b>51,800</b>
<b>CONTRACTUAL SERVICES</b>			
Professional Services	25,000		25,000
Consulting Services	250,000		250,000
<b>Total, Contractual Services</b>	<b>275,000</b>	<b>0</b>	<b>275,000</b>
<b>Total, Expenses</b>	<b>1,388,600</b>	<b>11,800</b>	<b>1,400,400</b>
<b>REVENUE</b>			
UWP Operating - FY2014	922,880	3,520	926,400
UWP Contracts - FY 2014	188,000		188,000
Match - FY 2014	277,720	880	278,600
General Fund		7,400	7,400
<b>Total, Revenue</b>	<b>1,388,600</b>	<b>11,800</b>	<b>1,400,400</b>

**TABLE 19: CONSULTANT SERVICES DETAIL, COMMUNICATIONS PROGRAM**

PROPOSED SUBCONTRACTS	ESTIMATED AMOUNT	FUNDING SOURCE/STATUS
Web Development and Maintenance (Workstate)	170,000	UWP 2014– Contracts/Ongoing contract
Design Integration Services (Thirst)	65,000	UWP 2014 – Contracts/Ongoing contract
Video (TBD)	15,000	UWP 2014 – Operating/ RFP to be developed
<b>TOTAL</b>	<b>250,000</b>	



# INFORMATION TECHNOLOGY MANAGEMENT PROGRAM

**Program Oversight:** Matt Rogus

This program provides for the design, acquisition, deployment and management of computing and telecommunications resources at CMAP. This program also facilitates the electronic exchange of raw data within and between CMAP and other agencies and organizations.

## Internal Hardware and Software Management

**Project Manager:** Matt Rogus

**Team:** Stromberg, Tiedemann, contract support

**Description:** CMAP's daily operation depends on a robust and functional computer network for data analysis, work program documentation and employee communications. This project consists of daily management and monitoring of internal computer network performance. It includes the acquisition, licensing, installation and maintenance of all software applications, as well as server hardware systems and other related equipment. It also provides limited user-support to CMAP employees.

**Resources:** Server and workstation hardware, data storage, desktop software applications.

**Products:** Agency data products, documentation, and employee communications.

## Web Infrastructure Management

**Project Manager:** Lance Tiedemann

**Team:** Garritano, Reisinger, Sanders, Stromberg, Rogus, contracted support

**Description:** CMAP currently relies heavily on Web-based communication to carry its planning and policy messages. Internally, document management has reached critical mass requiring a structured content management system. Web-based data services are still in the development stages, but will become increasingly central to agency deployment of technical analysis content. This project consists of daily management and monitoring of internet and Web services at CMAP. It includes technical administration of CMAP's production Web services including the main Web site and the agency SharePoint intranet.

**Resources:** Web servers and software applications

**Products:** CMAP Website, SharePoint Intranet, Web data servers

## Information Security

**Project Manager:** Lance Tiedemann

**Team:** Rogus, contracted support



**Description:** Enhance network assessment processes with invasive testing, automated assessment of local environments, Develop additional plans, policies and standards, continue training and education for staff, and recommend improvements for increased network and data protection, Implement new tools or services to aid in identifying and reacting to critical conditions (e.g., cyber-attacks, malicious traffic, etc.) Enhance website assessment processes with invasive testing, automated assessments of code, Develop additional plans, policies and standards, continue training and education for staff. 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.

## Office Systems Management

**Project Manager:** Ben Stromberg

**Team:** IT Intern

**Description:** Staff productivity depends on robust systems for managing office operations. This project includes technical support of office support systems including telephone, mobile communication, fax, copiers, web conferencing, audio-visual, etc.

**Resources:** Software applications, telephone system, copiers and printers

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

## User Support

**Project Manager:** Ben Stromberg

**Team:** Brown, Kelley, Rivera, intern

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

**Products:** Documentation of training and instructional resources. Documentation of IT related problems encountered by CMAP staff.

**TABLE 20: BUDGET DETAIL, INFORMATION TECHNOLOGY MANAGEMENT PROGRAM**

Information Technology Management	
<b>PERSONNEL</b>	
Salaries	221,500
Retirement	60,600
FICA	13,800
Medicare	3,200
Health	19,400
Dental	1,900



<b>Information Technology Management</b>	
Vision	400
Interns	30,000
<b>Total, Personnel</b>	<b>350,800</b>
<b>Employee PY</b>	<b>3.0</b>
<b>Indirect Charge</b>	<b>124,800</b>
<b>COMMODITIES</b>	
Publications	500
Software-Small Value	20,000
Equipment - Small Value	25,000
Office Supplies	4,000
<b>Total, Commodities</b>	<b>49,500</b>
<b>OPERATING</b>	
Postage/Postal Services	1,000
Conference Registrations	2,000
Training	4,200
Travel Expenses	1,000
<b>Total, Operating</b>	<b>8,200</b>
<b>CONTRACTUAL SERVICES</b>	
Software Maintenance/Licenses	307,000
Professional Services	500,000
Contractual Services	267,000
Co-Location Hosting Services	7,000
Office Equipment Maintenance	30,000
<b>Total, Contractual Services</b>	<b>1,111,000</b>
<b>CAPITAL OUTLAY</b>	
Equipment - Capital	120,000
Office Construction - Capital	100,000
Software - Capital	50,000
<b>Total, Capital Outlay</b>	<b>270,000</b>
<b>Total, Expenses</b>	<b>1,914,300</b>
<b>REVENUE</b>	
UWP Operating - FY2014	1,411,440
Match - FY 2014	352,860
UWP Contracts - FY2011	120,000
Match - FY 2011	30,000
<b>Total, Revenue</b>	<b>1,914,300</b>



**TABLE 21: CONSULTANT SERVICES DETAIL, INFORMATION TECHNOLOGY  
MANAGEMENT PROGRAM**

<b>PROPOSED SUBCONTRACTS</b>	<b>ESTIMATED AMOUNT</b>	<b>FUNDING SOURCE/STATUS</b>
IT Consulting Service Support (SLG)	567,000	UWP 2014– Operating/Ongoing contract
SharePoint Support (Tahoe Partners)	50,000	UWP 2014 – Operating/Ongoing contract
Web Server Support (TBD)	150,000	UWP 2011 – Contracts/RFP to be developed, Board to approve contract
<b>TOTAL</b>	<b>767,000</b>	



# FINANCE AND ADMINISTRATION PROGRAM

**Program Oversight:** Dolores Dowdle

This program provides for the design, implementation and management of finance, procurement, and human resources at CMAP. This program also provides the administrative support to the CMAP operations. Activities will continue to fully implement and improve the financial software system (IFAS). The costs for administration are distributed to the projects based on a percentage of direct personnel costs. The projected indirect cost for FY 2013 is 35.60% and for FY 2014 is 38.91%.

## Finance and Accounting

**Project Manager:** Lorrie Kovac

**Team:** Becerra, Doan, Sears, Preer

**Description:** Support for accounts payable, accounts receivable, payroll, oversee grants to CMAP, and other required activities for financial management of CMAP. Responsible for annual audit of financial records.

**Resources:** IFAS financial software system

**Products:** Issuance of payroll and vendor checks; monthly expenditure reports; monthly revenue reports; monthly reimbursement requests of funders; annual financial statement.

## Budget

**Project Manager:** Dolores Dowdle

**Team:** Management

**Description:** Preparation of annual CMAP budget. Monitor expenditures and revenues during the fiscal year to determine if any revisions are required. Coordinate UWP Committee review and approval of annual UWP program requests.

**Products and Key Dates:** Annual CMAP budget (May); semiannual revisions of budget (January); UWP Annual report (June).

## Procurement

### Consultants

**Project Manager:** Margaret McGrath

**Description:** Manage all procurements for professional consulting services; assure Request for Proposals comply with policy and are clear and consistent; participate in procurement selection; and prepare contracts.





## Commercial Datasets and Other Purchases

**Project Manager:** DuBernat

**Description:** Manage procurement and licensing of proprietary datasets. Enforce proprietary dissemination and license agreements. Manage procurements for all items other than professional consulting services, assure Request for Proposals comply with policy and are clear and consistent; participate in procurement selection; and prepare contracts.

## Human Resources

**Project Manager:** Doriene Preer

**Team:** Holland-Hatcher, King

**Description:** Responsible for human resource activities for CMAP; includes recruitment, benefit management, salary administration, performance program and policy development

## Administration/Administrative Support

**Project Manager:** Doriene Preer

**Team:** Ambriz, Brown, Kelley, Witherspoon, Rivera

**Description:** Provide administrative support for CMAP

**TABLE 21: BUDGET DETAIL, FINANCE AND ADMINISTRATION PROGRAM**

Finance and Administration	
<b>PERSONNEL</b>	
Salaries	1,065,600
Retirement	204,000
FICA	64,300
Medicare	15,500
Health	112,600
Dental	9,800
Vision	2,200
Life	45,000
Other Benefits	25,000
Interns	15,000
<b>Total, Personnel</b>	<b>1,559,000</b>
<b>Employee PY</b>	<b>15.5</b>
<b>COMMODITIES</b>	
General Supplies	20,000
Publications	500
Equipment - small value	3,000



Finance and Administration	
Furniture - small value	3,000
Office Supplies	20,000
Copy Room Supplies	20,000
<b>Total, Commodities</b>	<b>66,500</b>
<b>OPERATING EXPENSES</b>	
Workers' Compensation Insurance	25,000
Unemployment Compensation	25,000
Staff Assoc. Membership	500
CMAP Assoc. Membership	500
Postage/Postal Services	20,000
Storage	5,000
Miscellaneous	5,000
Meeting Expenses	1,000
Recruitment Expenses	4,000
General Insurance	35,000
Legal Services	15,000
Printing Services	1,000
Bank Service Fees	3,000
Conference Registrations	1,000
Training	2,000
Travel Expenses	3,000
<b>Total, Operating Expenses</b>	<b>146,000</b>
<b>OCCUPANCY EXPENSES</b>	
Office Maintenance	12,000
Rent	1,476,000
Telecommunications	53,000
Utilities	60,000
Sears Tower Parking	10,000
<b>Total, Occupancy Expenses</b>	<b>1,611,000</b>
<b>CONTRACTUAL SERVICES</b>	
Professional Services (Sungard)	17,000
Audit Services	37,000
Office Equipment Leases	2,000
Fiscal Mgt. Maintenance/Licenses	40,000
Office Equipment Maintenance	95,000
<b>Total, Contractual Services</b>	<b>191,000</b>
<b>Total, Expenses</b>	<b>3,573,500</b>



# APPENDIX: Category and Line Item Definitions

## Personnel Object Codes

Regular Salaries – includes expenditures to all permanent CMAP employees paid on a bi-weekly basis for the entire budget year. This includes both full time and permanent part time employees.

Medicare – ER Contribution – includes all payments made to the IRS by CMAP for the employer share of Medicare taxes related to payroll costs paid.

FICA – ER Contribution – includes all payments made to the IRS by CMAP for the employer share of FICA taxes related to payroll costs paid.

Retirement – ER Contribution – includes all payments made to the Illinois Municipal Retirement System Fund (IMRF) and the State Employee Retirement System Fund (SERS) for the employer share of pension costs. These payments are a percentage of salary costs for all regular employees covered under the pension plan.

Life Insurance – ER Contribution – includes the employer share of life insurance benefits paid for all regular employees.

Medical/Dental/Vision – ER Contribution – includes the employer share of medical, dental and vision insurance benefits paid for all regular employees.

Other Benefits – ER Contribution – includes any other miscellaneous employer paid costs related to employee benefits provided. An example of this type of costs would be administrative fees paid to the financial services company that monitors the ICMA accounts or the firm that process the employee flexible spending accounts.

## Commodities Object Codes

Commodities are supplies, materials and articles which are consumed during their use or are materially altered when used. These items have a unit cost under \$3,000.00, a limited life and are not subject to depreciation. Commodities are materials and supplies purchased by CMAP for use by CMAP employees.

General Supplies – includes supplies used in the break room and at various coffee stations throughout the CMAP office. This includes coffee, tea, soda, sugar/sugar substitutes, paper supplies, and cleaning supplies.

Publications – includes the costs of books, subscriptions, journals, newspapers, etc.

Software – Small Value – purchase of computer software that has a unit cost of under \$3,000 in value.

Equipment – Small Value – includes office machines, furnishings and equipment with a unit cost under \$3,000; such as, adding machines, printers, calculators, computers, etc.

Data Acquisition – this object code is used for the acquisition of data sets used by CMAP staff in the completion of the work.



Office Supplies – includes supplies and materials necessary for the general operation of the CMAP office; such as, pens, pencils, folders, files, adding machine paper and ribbons. These would be items ordered by the Administrative Assistance from the office supply catalogs.

Copy Room Supplies – includes the purchase of paper, toner, ink used in the operations of the copy room and the related copy machines.

### **Professional Services Object Codes**

Contractual services are expenditures for services performed by non-employees which are required by a division or the board in the execution of its assigned function. Contractual services are further broken down into three sections: Professional Services; General Operating; and Rent/Utilities. These are described below in detail

Professional services are expenditures for services performed by non-employees which are required by CMAP to carry out its function. Included under this category of object codes will be consulting contracts, professional services, audit services, etc.

Office Equipment Maintenance object code refers to those contractual services which tend to preserve or restore the original value of real or personal property, but which do not increase the original value. This includes any parts or materials used by the vendor in the course of the repair or maintenance activity.

Audit Services – includes charges for the performance of the annual CMAP audit.

Office Equipment Leases – includes the rental of office and data processing equipment used in the CMAP offices.

Software Maintenance/Licenses – includes payments for software maintenance and the purchase of licenses for software used by CMAP.

Fiscal Management Maintenance/Licenses – includes payments for the maintenance and licenses related to the use of the fiscal management software used by CMAP.

Professional Services – this object code will be used for contracts with various vendors who provide professional services to CMAP and are located in the CMAP offices

Consulting Services – this object code will be used for contracts entered into with vendors to provide consulting services to CMAP staff.

Office Equipment Maintenance – includes service charges associated with the repair and maintenance of office equipment and machinery used by CMAP.

Web-based Software Licenses – this object code is used for the purchases and renewal of licenses of web-based software used by CMAP staff.



## General Operating Object Codes

General operating expenses include payments for services provided to CMAP in the normal operations of a business. These include postage, meeting expenses, memberships, conferences, etc. Employee travel reimbursements are also under this category of expenditure including both in-region and out-of-region travel and related training expenses. These object codes are not to be used for the purchase of tangible items. Direct purchases of tangible items should be charged to the proper commodity or capital object code.

Workers' Compensation Insurance – this object code is for premiums and/or related workers' compensation expenses..

Unemployment Compensation – this object code is for premiums and/or claims for the payment of unemployment related costs as billed by the State of Illinois.

Staff Association Memberships – includes payments for dues and memberships to professional organizations by individual CMAP staff members. This is limited to a maximum of \$250 per year at the discretion of the employee's deputy executive director.

CMAP Association Memberships – includes the payment of dues and memberships to professional organizations for the agency, these are not individual memberships.

Postage/Postal Services – includes stamps, stamped envelopes, stamped postal cards, postage meter settings, postal permit deposits, and charges for couriers such as FedEx, UPS, etc.

Storage – includes payment of monthly fees for the use of off-site facilities for the storage of CMAP materials and documents and remote IT servers.

Moving Expenses – includes the payment of fees incurred for the moving of CMAP materials and equipment from one location to another.

Legal/Bid Notices – include costs related to the posting of required legal and/or bid notices.

Miscellaneous – this object code will be used for various operating costs incurred that do not meet the definition of any other operating cost object code. .

Meeting Expenses – this object code will be used for expenses incurred to conduct various meeting held by CMAP.

Recruitment Expenses – includes the costs related to the recruitment of CMAP staff; such as, posting of employment ads, job fair costs, etc.

General Insurance – this object code is for premiums and/or related liability insurance expenses paid by CMAP.

Legal Services – includes payments to attorneys or law firms for legal services rendered to CMAP.

Printing Services – includes printing services, microfilm services, photographic services and survey maps prepared by non-employees.



Bank Service Fees – this object code will be used to record service fees paid related to CMAP’s checking accounts and merchant service fees charged by credit card companies for the collection of payments made to CMAP.

Conference Registrations – this object code will be used for the payment of registration fees for attendance at conferences by CMAP staff and board members.

Training and Education Reimbursement – this includes payments made to employees for tuition reimbursement or non-credit classes taken at the direction of their deputy director. Related covered expenses such as books and/or fees would also be paid from this object code.

Travel Expenses – includes all expenses related to both in and out of region travel by CMAP staff and board members; such as, hotel, mileage, car rental, per diem, gas, tolls, parking, etc. Amounts requested for reimbursement must be in compliance with the CMAP travel policy.

### **Rent/Office Maintenance Object Codes**

Rent/office maintenance expenses include payment of utility costs, office lease, telephone charges, monthly parking fees related to the leases and office maintenance provided by the building operations. This would include all costs paid by CMAP to occupy the physical office space.

Office Maintenance – includes all office maintenance costs billed to CMAP by the landlord. This would include replacement of light bulbs, repair work completed, employee access cards, office construction/remodeling performed by the landlord, etc.

Rent – includes the monthly rental fee for the office space occupied in the Sears Tower.

Telecommunications – includes all payments made to vendors for telecommunication monthly charges; such as payments made to Version, A T & T, etc.

Utilities – includes all payments made to vendors for the various utility costs; such as, electricity, heat, water, etc.

### **Capital Object Codes**

Capital expenses include payments for the acquisition, replacement or substantial increase in value of assets which are not expendable in first use, with a life expectancy exceeding one year, subject to depreciation and with a unit cost greater than \$3,000.00. Capital object codes should be charged with any freight or delivery costs incidental to delivering these items to CMAP.

