



Chicago Metropolitan
Agency for Planning

233 South Wacker Drive
Suite 800
Chicago, Illinois 60606

312 454 0400
www.cmap.illinois.gov

Quarterly Report
State Fiscal Year 2012
4th Quarter

Table of Contents

LOCAL PLANNING SUPPORT	3
POLICY ANALYSIS AND DEVELOPMENT	15
COMMUNICATIONS.....	25
REGIONAL INFORMATION AND DATA DEVELOPMENT	33
DATA SHARING AND WAREHOUSING.....	42
TRANSPORTATION IMPROVEMENT PROGRAM (TIP).....	47
CONGESTION MANAGEMENT PROCESS.....	54
WATER RESOURCE PLANNING	62
ENERGY IMPACT ILLINOIS (EI2) PROGRAM	75
INFORMATION TECHNOLOGY MANAGEMENT	83
FINANCE AND ADMINISTRATION.....	87

LOCAL PLANNING SUPPORT

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.

Technical Assistance Coordination

Project Manager: Bob Dean

Team: Aleman, Saunders, Williams-Clark

Description: Continually review and improve process to evaluate and respond to requests for assistance and to proactively identify opportunities for technical assistance. Determine opportunities to use the “toolbox” of technical assistance tools, including ROI, MetroQuest, Full Circle, FutureView, and others. Staff the Technical Assistance Providers (TAP) Committee, coordinate their activities, and maintain inventory of technical assistance work. Catalog all data requests and respond appropriately to requests for planning assistance. Continually review effectiveness of overall technical assistance program, and recommend changes as needed.

Products and Key Dates:

- Periodic meetings of TAP Committee. (ongoing)
- Updated descriptions of technical assistance options and written process for reactively and proactively providing technical assistance. (October)
- Catalog all technical assistance and data requests as they are received. (ongoing)

4th Quarter Progress:

- Released the 2012 Call for Projects in May. Coordinated with RTA on its development.
- Developed and conducted the LTA Ideas Exchange to publicize and promote technical assistance coordination activities.

1st Quarter Objectives:

- Begin evaluation of LTA applications received through the 2012 Call for Projects.
- Hold one meeting of Technical Assistance Providers Committee.

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 Banks

Team: Heringa, Okoth

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 added to with more case studies.

Products and Key Dates:

- Continued improvements and additions to library. (ongoing)

4th Quarter Progress:

- Added 15 case studies to the database (12 on map, 3 being processed).
- Worked with partner agencies and other CMAP staff to add their submissions.
- Started tracking downloads of case study PDFs (approximately 3,500 to date).

1st Quarter Objectives:

- Add filtering method to sort case studies by topic area.
- Add keyword search function.
- Continue to add case studies and request submissions.

Compendium of Plans and Ordinances

Project Manager: Andrew Williams-Clark

Team: Hallas, Heringa, interns

Description: This project will collect and analyze comprehensive plans and zoning ordinances from municipalities around the region. For ordinances, this project will not comprehensively collect every ordinance around the region, but will collect those of certain types (for example, form-based codes). It will review them for their inclusion of key planning issues and prepare standard metrics by which they can be summarized. From this, technical assistance from CMAP to local governments can be more effectively targeted. The municipal survey will also be used to supplement and confirm this information.

Products and Key Dates:

- Updated Compendium of Plans. (March)
- Proposal for types of ordinances to be included in initial Compendium. (September)
- Compendium of Ordinances for at least two ordinance types of interest. (June)
- Initiation of municipal survey. (March)

4th Quarter Progress:

- Posted compendium update policy blog.
- Revised and fielding municipal survey.

1st Quarter Objectives:

- Complete data collection (field) phase of the municipal survey.

- Prepare draft analysis of municipal survey.

Model Plans, Ordinances, and Codes

Project Manager: Andrew Williams-Clark

Team: Ahmed, Banks, Heringa, Ostrander, Saunders, Talbot, others to be determined

Description: This project will prepare model planning approaches on topics of interest to local communities and planners. These could include ordinances, other regulations, or treatment of other planning issues. The municipal survey and Compendium of Plans will be used to determine the focus of the model approaches. Based on initial review of responses to the municipal survey, requests for assistance through the LTA program, and other input, potential topics include: parking; treatment of local food in comprehensive plans and ordinances; treatment of arts and culture in local plans; performance-based codes; climate change adaptation; and sustainability plans. (Topics will be finalized before the start of FY 12.) Once models are produced, work with several communities to implement the ordinance locally (covered in more detail in the Community Technical Assistance section).

Products and Key Dates:

- Three model ordinances or other planning documents on topics of interest. (December, March, and June)

4th Quarter Progress:

- Parking Model Ordinance and Toolkit.
 - Scoped out existing LTA projects that address parking and supported new LTA applications for parking strategies and developed MPC partnership.
 - Presented to Transportation Committee and external stakeholder groups.
 - Wrote a policy update on the paper (most read policy update of June).
- Model Form Based Code and Toolkit
 - Created draft of toolkit contents.
- Model Local Food Ordinance
 - Drafted Model Ordinance contents.
- Model Arts and Culture Toolkit
 - Recruited and finalized steering committee membership and held first meeting.
 - Presented project overview to HCD Working Committee for feedback.
 - Created toolkit outline.

1st Quarter Objectives:

- Parking Model Ordinance and Toolkit
 - Encourage communities to apply for LTA parking assistance.
 - Work with MPC to draft LTA approach, select LTA community to work with
 - Disseminate and present to LTA communities or steering committees, as needed.
- Model Form Based Code and Toolkit
 - Organize visuals for final document.
 - Design final document.
 - Seek feedback from advisory group of municipal stakeholders.

- Revise documents for posting in Q1 FY13.
- Begin to design outreach strategy for targeted LTA projects as well as general dissemination to interested municipalities.
- Model Local Food Ordinance
 - Combine local food chapter outline with model food ordinance text.
 - Seek and incorporate feedback from stakeholders (municipalities and CMAP committees).
- Model Arts and Culture Toolkit
 - Refine toolkit outline, based upon feedback from steering committee.
 - Identify persons (beyond steering committee members) for stakeholder interview component.
 - Determine detailed scope and targets for best practices research to be conducted by Camiros, and oversee their progress in July/August, 2012 (culminating in 10-15 page report at end of August 2012).
 - Seek feedback from steering committee and appropriate CMAP committees.
- Model Climate Change Adaptation Toolkit
 - Initiate project.

Planning Commissioner Workshops

Project Manager: Jon Hallas

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.

Products and Key Dates:

- Three sets of Planning Commissioner workshops in fall 2011.
- Three sets of Planning Commissioner workshops in spring 2012.

4th Quarter Progress:

- Scope of work with APA was finalized and a Purchase Order was approved for the workshops with APA-IL

1st Quarter Objectives:

- Plan 8 workshops for FY13 to take place in LTA communities
- Implement 1-2 workshops.

Regional Data Sharing Technical Assistance

Project Manager: Andrew Williams-Clark

Team: Sanders, Wu, Zhang, interns as necessary

Brief Description: This project will train stakeholders in the use of CMAP data products, inform future improvements in these products and define regional best practices for data sharing

with the overall goal of advancing local governments toward more efficient data sharing. This will include training stakeholder groups to maximize impact of MetroPulse; producing a product backlog for municipal data portal development; and developing policy briefs, reports and analyses based on a continuous assessment of existing conditions in our own region and in comparison with best practices identified across regions; and conducting a pilot program to provide comprehensive technical assistance to one of the following government entities: the state, one county, one municipality or one regional transportation agency. CMAP will also engage with one or more local government partners to formalize data sharing arrangements. Other activities include participating in regional groups working to develop indicators in specific issue areas relevant to the CMAP's mission and convening a working group of local (county, municipal, and/or state departmental) government staff who work with data and are willing to share data with CMAP.

Products and Key Dates:

- Present MetroPulse webinars quarterly.
- Present 4-5 MetroPulse trainings/demonstrations to key stakeholder groups.
- Open CMAP data application program interface (API) to researchers, governments, non-profits and the general public (December 2011)
- Deliver data sharing best practices document (Spring 2012)
- Deliver Municipal Portal beta website as technical assistance pilot project (June 2012)

4th Quarter Progress:

- Continued Data Depot post in weekly update.
- Presented MetroPulse overview at Ideas Exchange.
- Continued outreach and brief demonstrations of MetroPulse through CMAP outreach staff.
- Completed design work on MetroPulse user accounts, homepage redesign and overhaul of drill deeper view.
- Hired communications staff member (to begin work FY13).

1st Quarter Objectives:

- Roll out user accounts and bookmarking features in MetroPulse.
- Roll out drill deeper re-tooling.

AREA 2: COMMUNITY TECHNICAL ASSISTANCE

Program Manager: Pete Saunders

“Community” technical assistance 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.

Local Grant Program—Community Planning Program

Project Manager: Hala Ahmed

Team: Banks, Ostrander, Saunders

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 RTA, who offers similar grant programs; coordination with IDOT will also be sought.

Products and Key Dates:

- Recommendation of projects to be funded. (August)
- Consultant selection and initiation of each local project. (December)
- Call for projects for following year. (May)

4th Quarter Progress:

2012 Program

- Continued to engage with communities to offer assistance where and when needed and to insure that projects progress in a timely manner. Continued to refine the tracking process for project progress. Added four grant-funded projects to the original eight for a total of twelve grant-funded local planning projects.
- Several communities commenced projects and held steering committee kick-off meetings. Staff closely followed these activities, attended steering committees, and continued to provide administrative and technical oversight as appropriate as well as review and comment on draft planning documents.
- Initiated grant-funded projects in Elgin, Fox Lake, Glen Ellyn, and New Lenox.
- Released the first quarterly update email, in May, to 2012 program participants highlighting project progress and media coverage. This will be a way for all communities receiving grant funds to become aware of other projects and share experiences where/when necessary.

2013 Program

- Working with RTA, refined the final 2013 application form and outreach materials. Call for Projects and application materials were released on May 9.
- Updated the Working and Advisory Committees on the 2013 Program Call for Projects (Environment and Natural Resources, Economic Development, Land Use, Housing, Human and Community Development, Transportation, Bicycle and Pedestrian, Council of Mayors, Citizen Advisory). Collaborated with RTA in making program announcements at the various Councils of Governments meetings.

1st Quarter Objectives:

2012 Program

- Continue to engage with communities and to track project progress.
- Continue project administration and review of draft planning documents.
- Initiate two remaining Community Planning program projects from the 2012 program, in Hillside and Plainfield.

- Send the second quarterly program update in August.

2013 Program

- Prepare for 2013 program by determining project selection team, selection criteria, and selection process.
- Following initial review of applications, prepare project summaries and supporting documentation for review with Working Committees.
- Recommend projects for selection and prepare for Board approval in October.

Local Technical Assistance: Program Development and Management

Project Manager: Bob Dean

Team: Aleman, Dick, Navota, Ortiz, Ostrander, Pfingston, Saunders

Description: This involves the management of the overall program of local technical assistance projects. This 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:

- Completed call for projects and project prioritization. (call for projects in May)
- Monthly reports on progress of ongoing and upcoming projects. (ongoing)

4th Quarter Progress:

- Continued preparation of monthly reports on project status. Created customized versions for County Board chairs.
- Continued tracking and analysis of staff time expended, with approximately 8,200 hours of staff time devoted to LTA projects.
- Continued to further prioritize projects within the LTA program for grants in anticipation of the start of FY 13. Developed prequalified contractor list (to be used for Community Planning program) to expedite future contracting processes. Released 3 projects to prequalified consultant list, sponsored by CHA, SSMMA, and Richton Park.

1st Quarter Objectives:

- Continue preparation of monthly reports on project status.
- Continue tracking and analysis of staff time expended, with the expectation of approximately 7,500 hours of staff time devoted to LTA projects.
- Continue to further prioritize projects within the LTA program for grants. Use prequalified contractor list to assign consultants to 5 projects, and release additional projects to prequalified list.

Local Technical Assistance: Project Scoping

Project Manager: Pete Saunders

Team: Dean, Lopez

Description: Many local technical assistance projects require significant further scoping before the most appropriate CMAP role can be determined. This work plan item includes scoping of all higher priority projects, involving 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:

- Completed scoping of all currently identified higher priority projects and determination of appropriate CMAP role and timeline to move forward. (December)
- Ongoing scoping of other projects as they are submitted through new calls for projects. (ongoing)

4th Quarter Progress:

- Continued to communicate with project sponsors to develop clear scopes of work and schedules. Currently, 5 projects have not yet begun detailed scoping (3 of these are the second half of two-stage projects.)
- Prepared scopes of work and administrative documents and held kickoff discussions with sponsors of projects with later starts (generally, late 2012).

1st Quarter Objectives:

- Continue to communicate with project sponsors to develop clear scopes of work and schedules.
- Prepare scopes of work and administrative documents and hold kickoff discussions with sponsors of projects with later starts (generally, late 2012).

Local Technical Assistance: Project Management

Project Manager: Pete Saunders

Team: Ahmed, Beck, Dick, Ihnchak, Navota, Okoth, Ortiz, Ostrander, Robinson, Shenbaga, Simoncelli, K. Smith, Talbot, Williams-Clark, Woods

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).

Products and Key Dates:

- Completion of approximately twenty local technical assistance projects receiving direct assistance from CMAP and initiation of a similar number of additional projects. Projects will be initiated and completed on an ongoing basis, with some projects being completed in December and more in early 2012.
- Products will vary based on specific projects, but will include comprehensive plans, subarea plans, zoning ordinances, sustainability plans, special projects on particular topics such as housing or water conservation, and others.

4th Quarter Progress:

- Continued to advance projects already begun, with preparation of 7 additional conditions reports (bringing the total to 29), 9 additional draft reports (bringing the total to 18), and 8 additional final reports (bringing the total to 10).
- Initiated 4 additional projects, including Antioch greenway plan, Niles sustainability plan, regional arts and culture toolkit, and Round Lake Heights comprehensive plan. Also initiated 4 grant-funded projects, as previously noted. A total of 47 projects had reached this stage by the end of FY 12, including 9 grants and 38 staff assistance projects.
- Began preparation of additional projects to get fully underway in 1st quarter FY 13.

1st Quarter Objectives:

- Continue to advance projects already begun, with preparation of several additional conditions reports, 8 additional draft reports, and 9 additional final reports.
- Initiate 4 additional staff assistance projects and 7 additional grant-funded or consultant assistance projects.
- Begin preparation of additional projects to get fully underway in 2nd quarter FY 13.

Project status by quarter (cumulative), including staff assistance and grants

Projects...	End FY 11	End 1Q FY 12	End 2Q FY 12	End 3Q FY 12	End 4Q FY 12
...completed and adopted	0	0	1	2	10
...with final draft complete	0	1	3	9	18
...with existing conditions complete	0	7	14	22	29
...fully initiated	14	19	27	39	47

Local Technical Assistance: Outreach and Communications

Project Manager: Erin Aleman, Tom Garritano

Team: Green, Hernandez, Lopez, Reisinger, Simoncelli, K. Smith

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. Also included here is the development of a standard template for products produced through the local technical assistance program, although details will vary by project.

Products and Key Dates:

- Final report on public engagement results for each local project. (ongoing)

4th Quarter Progress:

- Developed PROUSTs for Alsip, Hanover Park, Lake County, Riverside, and Round Lake Heights.
- Continue to gather information for public engagement appendix as projects are completed.
- Developed appendix for completed plans: Carpentersville and Park Forest.

1st Quarter Objectives:

- Continue to develop PROUSTs for upcoming projects.
- Continue to gather information for public engagement appendix as projects are completed.
- Work with project managers to make the outreach appendix a priority for project completion.

Local Technical Assistance: Project Support

Project Manager: Pete Saunders

Team: Banks, Beck, Dick, Dryla-Gaca, Elam, Heringa, Ihnchak, Navota, Okoth, Ortiz, Ostrander, Pedersen, Pfingston, Robinson, Shenbaga, Talbot, Woods

Description: Completion of local technical assistance projects will rely on successful management of these projects but also appropriate support from others at CMAP. This work plan item includes data collection and analysis, mapping, research, writing, and similar activities. These activities will be determined and assigned based on the needs identified by each project manager and coordinated through the program management work plan item.

Products and Key Dates:

- Participation in local technical assistance projects as identified above. (ongoing)

4th Quarter Progress:

- See LTA Project Management work plan item for summary of progress.

1st Quarter Objectives:

- Combined with LTA Project Management work plan item.

Local Technical Assistance: Partner Coordination

Project Manager: Bob Dean

Team: Aleman, Okoth, Ortiz, Ostrander

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, livability working group, and other formal and informal committees.

Products and Key Dates:

- Identification of appropriate partner organizations and roles for each local technical assistance project. (ongoing)

4th Quarter Progress:

- Continued to involve partner organizations in appropriate projects, with target of at least one partner involved in each LTA project. Of 28 underway non-grant projects at the end of FY 12, 23 had active involvement of at least one partner.
- Continued providing assignments to market analysis and visualization contractors.

1st Quarter Objectives:

- Continue to involve partner organizations in appropriate projects, with target of at least one partner involved in each LTA project.
- Continue providing assignments to market analysis and visualization contractors.
- Hold one meeting of the Technical Assistance Providers Committee.

Plan and Ordinance Review

Project Manager: Jack Pfingston

Team: Hallas, Heringa, Saunders

Description: CMAP will work with communities on the review of existing ordinances to understand their impacts and visualize results if they were fully implemented using tools such as FutureView. The bulk of time in this work item will involve responding to requests to review plans or ordinances. Much of this will not involve visualization, but will be simple review.

Products and Key Dates:

- Review of local plans and ordinances on request. (ongoing)
- Review of existing ordinances for at least two communities to calculate impacts and visualize results. (June)

4th Quarter Progress

- Developed process to review ordinances in regard to their consistency with existing or new (draft) comp plans. Used Downers Grove’s 2011 Comprehensive Plan for first run.
- Reviewed TOD and other plans of 5 west Cook County municipalities in support of Phase 2 of the West Cook County Housing Collaborative LTA project.

1st Quarter Objectives

- Begin initiation of a plan review program. Plan review program would include existing, new, or draft comprehensive plans and sub-area plans, and would be integrated into LTA projects and existing conditions reports.
- Review ordinances for municipalities whose recent comprehensive or sub-area plans recommend or note the need for ordinance revision.

Communities Putting Prevention to Work

Project Manager: Jon Hallas

Team: Heringa, Talbot

Description: CMAP will be assisting the Cook County Health Department in their Communities Putting Prevention to Work (CPPW) program, which is focused on planning for healthier communities in suburban Cook County. CMAP’s role will involve assisting with elements

related to comprehensive planning and local food promotion.

Products and Key Dates:

- Sample local food comprehensive plan chapter and incorporation of local food into ongoing comprehensive plan update projects. (March)
- Participation in administrative and communication activities related to grant. (March)

4th Quarter Progress:

- Final close-out reports and additional supporting documentation were provided as requested by CPPW. Project completed.

1st Quarter Objectives:

- None.

POLICY ANALYSIS AND DEVELOPMENT

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 compelling 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.

CMAP and MPO Committee Support

Team: Kopec, Leary (policy committees); Dean, Maloney (coordinating committees); Aleman, Berry, Capriccioso (advisory committees); Byrne, Dixon, Elam, Ostrander, Smith, Williams-Clark (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

4th Quarter Progress:

Committees met on relevant topics. All relevant materials can be found here: <http://www.cmap.illinois.gov/board-and-committees>

1st Quarter Objectives:

Committees will continue to meet on relevant topics.

Transportation Policy Analysis

Project Manager: Matt Maloney

Team: Beata

Description: CMAP will address emerging challenges and issues arising from transportation policies and planning on the national, state and local levels. Our region needs to help shape the policies and programs that will dictate the role transportation plays in our communities and seek to align our national, state, and local transportation policies with an array of issues including climate change, housing, health, economy and sustainability. GO TO 2040 calls for a range of policy changes to state transportation finance, including increasing and indexing the motor fuel tax, changing the 55/45 split, passing legislation authorizing public private partnerships, and reforming the state's capital program funding. On the federal side, the U.S. Congress will be working over the next year towards a new federal transportation authorization bill. It will be critical to the region that CMAP have a concise policy that can feed into the development of the new transportation bill.

Products and Key Dates: Monitoring of federal transportation policy including regular updates to the policy blog (ongoing); report on the 55/45 split for state transportation dollars and the utilization of performance measures (fall 2011) , report on public private partnerships (fall 2011), report on aligning the region's TIP with GO TO 2040 (spring 2012), other initial scoping or work on issues which may include: congestion pricing, parking pricing, motor fuel tax and MFT replacements, and other innovative financing mechanisms.

4th Quarter Progress:

- Staff analyzed the final MAP 21 reauthorization and posted two in depth analyses of the legislation on the policy blog [here](#) and [here](#).
- CMAP applied (and was approved) for a peer exchange workshop on the topic of performance based evaluation criteria and highway funding. Peers will be North Carolina, Minnesota, and Pennsylvania.
- Staff submitted several transportation-related pieces to the policy blog, including a multi-part series on measuring congestion.
- Internal policy report on TIP and connection to GO TO 2040 was drafted, and TIP and policy staff are coordinating on next steps.
- Staff began internal strategic planning exercise on freight policy and planning next steps.

1st Quarter Objectives:

- Hold peer exchange event in early July. Disseminate information about the event to partners. Form an internal strategy for next steps.
- Continue to analyze the impacts of reauthorization on northeastern Illinois.
- In FY 13, the work under this area will move into two distinct areas: performance-based evaluation criteria and transportation funding (which will lead to a culminating report on the subject in March 2013), and state and federal legislative strategy. The value pricing campaign and freight policy development are two other major areas of interest for FY 13 as well.

Major Capital Projects Implementation

Project Manager: Matt Maloney

Team: Beata, Bozic, Blankenhorn, Dean, Leary, Elam, Kopec, Schuh, 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. Five of these are new projects or extensions- the CTA Red Line South, West Loop Transportation Center, the Elgin O'Hare West Bypass, Central Lake County Corridor, and the I-294/I-57 interchange. Historically, CMAP has worked with transportation implementers to supply travel projections and other related data for making efficient planning decisions. This work will continue under the "External Data Requests" project in the Regional Information and Data Development core program. This purpose of the Major Capital Projects implementation project is for CMAP staff to coordinate with state, regional, and local agencies and groups on generating the data, information, policy analysis, and outreach to advance implementation. Level of effort for CMAP will differ across projects: some will require a supporting role, and some may require a leadership role.

Products and Key Dates: Policy Updates on projects (initial updates completed by July 2011, ongoing or as needed after that); Strategic planning document to help determine CMAP's level of involvement with major capital projects (October 2011); Internal wiki on project progress (ongoing); Active involvement on regional groups (as needed, ongoing)

4th Quarter Progress:

- Staff set up a system for monthly monitoring of major capital projects. Some highlights from the most recent report:
 - 53/120- scoping of next steps including a corridor land use plan continues.
 - I-90- CMAP and RMAP continue to chair the 90 corridor planning council. Staff has provided traffic projections and continues to work closely with the Tollway consultants.
 - Red Line Modernization- CMAP and CTA have met to discuss innovative financing opportunities for the project.
- Value pricing campaign- staff focused most energy on utilizing the pricing model to analyze the impacts of congestion pricing on select facilities. Policy and communications staff continued to coordinate on designing the microsite.

1st Quarter Objectives:

- Complete value pricing campaign.
- Continue to monitor MCP progress monthly, and follow the strategic plan.

Regional Tax Policy Task Force

Project Manager: Matt Maloney

Team: Hollander

Description: The Regional Tax Policy Task Force was created by the CMAP Board to make recommendations on state and local tax policy matters addressed in GO TO 2040. The task force is charged with advising the CMAP Board on issues central to state and local fiscal policy, viewed through the lens of the regional economy, sustainability, equity, and the connections between tax policies and development decisions. Areas of study will include

existing state and local sales tax revenue sharing, tax and land use distortions, the property tax structure, expansion of sales tax to services, and local tax capacity issues including analysis on equity.

Products and Key Dates: Task Force meets monthly through January 2012. Overall meeting schedule and scope will be reevaluated in the summer of 2011. Staff will produce products for the task force on an ongoing basis.

4th Quarter Progress:

- Task Force work is complete and staff has prepared detailed scopes for the follow-up projects: (1) Regional Revenues for Financing Capital Infrastructure; (2) Assessment of Economic Development Incentives; (3) Assessment of the Fiscal and Economic Impact of Land Use Decisions. The latter two projects are in the RFP interview stage.

1st Quarter Objectives:

- Consultants selected for economic development incentives and fiscal and economic impact of land use decisions.
- Follow through on detailed scopes of work for all three projects, which are listed as standalone items in the FY 13 work plan.

Industry Cluster Drill-Down Reports

Project Manager: Annie Byrne

Team: Weil, Barrett-Rosa, staff from Chicago Workforce Investment Council (CWIC)

Description: The GO TO 2040 recommendation on Innovation includes an implementation action to perform a 'drill down' analysis into specific industry clusters, including freight/logistics, biotech/biomed and energy, and/or advanced manufacturing. The purpose of these reports is to identify specific opportunities to support economic innovation within a strategic cluster. A thorough, comprehensive evaluation of an industry cluster will highlight opportunities to develop partnerships, strengthen programs, advocate for policy changes, align workforce training programs, and bolster other resources that will help the cluster thrive. Work on a drill down into the freight cluster began in FY2011. The freight and future drill down reports will be produced in partnership with the Chicago Workforce Investment Council (CWIC). CMAP will perform the economic and business analysis and CWIC will analyze the labor market and workforce development for each cluster.

Products and Key Dates:

Freight Drill Down

- Present preliminary results to CMAP Freight Committee and CMAP Economic Development Committees (May/June 2011)
- Complete Data Analysis including trends and forecasts (September 2011)
- Final Drill-Down Report (October 2011)

- Presentation of final report to CMAP Freight Committee and CMAP Economic Development Committees (November 2011)
- Development of freight drill down pamphlet and press release (November 2011)

Manufacturing Drill Down

- CMAP and CWIC begin drill down report on the manufacturing industry (September 2011)
- Presentation of preliminary results for manufacturing cluster drill down (November 2011)
- Complete Data Analysis including trends and forecasts (March 2012)
- Final Drill-Down Report (April 2012)
- Presentation of final report to CMAP Economic Development Committee (May 2012)
- Development of pamphlet and press release (June 2012)

4th Quarter Progress:

- Completed summary document
- Completed content of full length document
- Presented report to Economic Development Committee and begun discussions regarding the implementation of the report's recommendations
- Completed "preview" policy update on the freight drill-down
- Drafted preliminary timeline for Manufacturing drill-down
- Begun data collection and literature for Manufacturing drill-down

1st Quarter Objectives:

- Distribute freight report and present to interested groups
- Complete Policy Updates on the report
- Determine industry composition of manufacturing cluster
- Complete literature review, data collection, and preliminary data analysis
- Begin interviews
- Draft first two chapters of manufacturing drill-down

Innovation Data Scoping

Project Manager: Annie Byrne

Team: Weil, Barrett-Rosa, Chicagoland Chamber of Commerce, the Illinois Science and Technology Coalition, and World Business Chicago are also partners on this effort.

Description: The GO TO 2040 recommendation on Innovation includes two implementation actions to "collect data relative to innovative business starts and closures in the region," and to "collect and analyze data related to innovation outcomes." Collecting and analyzing business starts and innovation data will help CMAP fulfill GO TO 2040's vision of CMAP playing a "vital role as a central repository for the collection of data related to innovation." The generation of a business starts database will also provide essential information on small/starter firm business development policy. In FY2011

CMAP formed a coalition between CMAP, the Chicagoland Chamber of Commerce, the Illinois Science and Technology Coalition, and World Business Chicago to collect and develop innovation measures. In FY2012, CMAP will develop the business starts database and begin performing analyses of this data. CMAP will also work with its coalition partners to generate an “innovation index” of regional innovation statistics that can be included in the Human Capital Information Portal and/or on the MetroPulse website.

Products and Key Dates:

- Scoping memo for innovation data collection (June 2011)
- Schedule of innovation metrics to be produced for first year of I3 publication (June 2011)
- Release of the first Illinois Innovation Index monthly newsletter; data made available on Metropulse (September 15 2011)
- Moody’s cluster data to be summarized by CMAP and distributed in the I3 newsletter (November 15, 2011)
- Business Starts data to be summarized by CMAP and distributed on the I3 newsletter (January 15, 2012)
- WisierTrade data on exports summarized by CMAP and distributed on the I3 newsletter (April 2012)

4th Quarter Progress:

- Released three monthly newsletters: 1)Exports, 2) Broadband deployment, 3)STEM Education Attainment data (led by CMAP)
- Integrated data into MetroPulse
- Developed timeline for MetroPulse Innovation Dashboard
- Scoped the annual innovation report with the innovation team

1st Quarter Objectives:

- Draft year one annual report and plan release event
- Release first quarterly innovation index
- Identify innovation tracking metrics
- Develop beta site of innovation index dashboard on MetroPulse

Parks and Open Space Implementation

Project Manager: Jesse Elam

Team: Heringa, Banks

Description: The GO TO 2040 plan recommends conserving a considerable amount of additional land (150,000 acres), providing more recreational parks in park deficient areas, and doubling the mileage of greenway trails in the region. The major focus in FY12 is on cultivating relationships with partners, convening stakeholders, and supporting the activities of implementers in pursuit of these goals.

Products and Key Dates: Workshop for park districts on planning issues, including the management of “surplus properties” and land-cash donation ordinances (October 2011); small research projects not undertaken in LTA program including tree inventory data,

quantification of land held by homeowner's associations, and potential survey of park districts to collect data on cooperative agreements (December 2011); initial analysis of lands that could be converted to park use (further planning may require sub-regional work, especially collaboration between park districts (December 2011); workshop for regional green infrastructure planning (March 2012); best practices research (June 2012); four to five policy updates (ongoing).

4th Quarter Progress:

- Short policy updates on Hackmatack National Wildlife Refuge, Trust for Public Land's ParkScore, and green infrastructure
- Continued to support partner initiatives:
 - Participating in The Conservation Foundation's open space planning initiative in DuPage County in addition to the Forest Preserve District of Cook County's Land Acquisition Plan committee, sharing Green Infrastructure Vision data
 - Helping scope further collaboration with the land trust community with the Land Trust Alliance and Land Conservancy of McHenry County

1st Quarter Objectives:

- Transition to LTA program; potentially help manage parks project if selected.

Land Use and Housing Regional Analysis

Project Manager: Elizabeth Schuh

Team: other relevant staff

Description: GO TO 2040's land use and housing section primarily focuses on providing technical assistance to local governments. This will be a major effort for the agency in FY 12 and beyond—a full description of this work can be found in the local planning assistance core program. The purpose of this project, which is new to the work plan this year, is to expand the agency's capacity to provide compelling regional analyses on land use and housing issues with the goal of contributing to the regional discourse and influencing public policy. While the agency has a large repository of useful land use and development related data (land use inventory, development database, among others), it has not maximized the use of this data to analyze regional trends and present findings to partners. The initial deliverable of this project will be an internal strategic planning document which articulates agency priorities and future work. The target audience for this future work will include federal, state and local policymakers. Furthermore, analytic tools may assist CMAP staff in providing technical assistance to local governments. Future deliverables may include: further data collection and processing, the construction of analytic models that can analyze impacts of policy changes on land use, reports on regional land use and housing trends, issue briefs, and supplementing CMAP's state legislative agenda.

Products and Key Dates:

strategic planning report for CMAP's role in land use and housing/development policy (October 2011); report on land use supporting expressway-based BRT or express bus service (June 2012)

4th Quarter Progress:

- Supportive Land Use for Expressway BRT Analysis
 - Completed two documents
 - A Review of the Literature and its Applications for the Chicago Region
 - Land Use Policies and Strategies for Expressway-Based Bus Rapid Transit
 - Presented initial findings to Land Use Committee and Transportation Committee
 - Worked with RTA, Pace, Metra, and CTA to solicit comments and revise accordingly.
- Policy updates
 - Completed two policy updates
 - Compiled and evaluated data for upcoming housing and commercial property updates

1st Quarter Objectives:

- Finalize and publicize Expressway BRT analysis
 - Finalize document based on service board comments
 - Present to land use committee, I-90 corridor working group
 - Present to other bodies as appropriate
- Regional data compilation and analysis
 - Complete initial quarterly housing and commercial policy updates
 - Begin compilation of TOD data for December 2012 analysis
 - Policy update on annual IDES "where workers work" publication job locations in the region

Legislative Monitoring

Project Manager: Ylda Capriccioso

Team: Allen, Smith, Weil

Description: This project is responsible for monitoring 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.

Products and Key Dates: Monthly Board Report, Final Legislative Report (June), Veto Session Report (fall/winter)

4th Quarter Progress:

- Completed legislative recap for committees and board.
- Continued monitoring of Governor actions on passed bills.
- Completed IDNR funding policy update

1st Quarter Objectives:

- Continue to monitor activity by Governor on bills
- Complete a series of policy updates on bills that passed.

Policy & Legislative Strategy Outreach

Project Manager: Gordon Smith

Team: Allen, Capriccioso, and other relevant staff

Description: This project is responsible for strategic development and management of the CMAP's federal, state and local government relationship and educational efforts. It will consist of developing and implementing programs to enhance elected officials' understanding about CMAP, GO TO 2040, State and Federal priorities. The team will help facilitate effective communication between CMAP and state legislators with emphasis on legislators representing the region and will work with COGs, counties, municipalities and other partner organizations to promote CMAP priorities. Staff will provide up-to-date information concerning policy and proposed legislation. Staff will respond to inquiries by public officials and legislative members, prepare written materials, as needed, for one-on-one meetings, hearings, or briefings.

Products and Key Dates: State Agenda (November), Federal Agenda (January), Factsheets on GO TO 2040 priorities (as needed); Outreach Strategy Outline (as needed); Regional Legislative Briefings (June-July); Congressional Staff Briefings (TBD).

4th Quarter Progress:

- Communicated agency budget priorities to the four legislative caucuses, mainly with the appropriations staffs and Governor's office and key agency heads at IDOT and IDNR.
- Continued discussions internally and with partners and the legislative sponsor about developing comprehensive funding for IDNR and a state water strategy including funding and structure
- Monitored state budget process.

1st Quarter Objectives:

- Continue communicating agency priorities (value pricing) to the four legislative caucuses, Governor's office and key agency heads and staffs.
- Continue discussions for a state water strategy and begin discussions with appropriate partners including municipal leaders.

- Begin internal discussions for alternative funding strategy.
- Review and evaluation of implementation of the overall state legislative monitoring process and outreach strategy.

Policy Updates

Project Manager: Matt Maloney

Team: Reisinger, various staff writers

Description: The “policy updates” blog was introduced in FY 11 as a new feature of the CMAP Web site. The purpose of the blog is to use available data and research to generate brief entries which analyze federal, state, and local policy issues of the day. In large part, policy blog entries should reflect staff work which is already ongoing and in varying stages of development. The policy blog will strive for a mix of 1) data analysis and commentary on socioeconomic and other trends facing northeastern Illinois and 2) information and commentary on major legislative or regulatory issues at the federal, state, or local level. Focus areas for the blog will include the regional economy, transportation, environment, and local planning issues.

Products and Key Dates: Blog postings occur on an ongoing basis, typically several per week.

4th Quarter Progress:

Posted many policy updates on a range of issues.

1st Quarter Objectives:

Continue blogging.

COMMUNICATIONS

Program Oversight: Tom Garritano

Public Information

Project Manager: Justine Reisinger

Team: Garritano, Weiskind, Green, plus other relevant staff.

Description: CMAP must maintain a high standard of communication with stakeholders, the general public, and news media. Tools include prepared talks, story pitches, press releases, tip sheets, media advisories, and video. Outreach to external media will be coordinated internally and, whenever appropriate, externally with CMAP partners. Continual outreach will be conducted with print and electronic reporters, emphasizing regional, local, and to some extent state coverage. CMAP will routinely reach out to share content with blogs at our partner organizations or other independent sites. It is also important to emphasize minority print and electronic media. Communications staff will place special emphasis on working with Planning Assistance staff to build awareness of GO TO 2040 implementation activities (e.g., the Local Technical Assistance program).

Products: Various electronic and print materials, as needed throughout FY 2012.

4th Quarter Progress:

- Posted monthly tip sheets for news media.
- Assisted staff with public information needs related to MetroPulse, FLIP, Energy Impact Illinois, and Water 2050.
- Continued emphasis on development of talking points and external presentations, with communications staff vetting all requested speaking engagements of the executive director. Helped executive director to prepare public talks with Dundee Township Rotary, GSA, Florida Atlantic University, Lake Forest Open Lands Association, LTA Ideas Exchange, Cook County Sustainability Advisory Committee, and MPC Board of Governors, as well as a series of welcomes.
- Continued to assist with media outreach for LTA projects. We've seen good coverage for a range of projects, including a front page article on the Fairmont neighborhood plan's adoption in April, some coverage related to the LTA Ideas Exchange, and a multitude of stories on the Northwest Housing Collaborative Homes project. For details of media coverage, see the CMAP [news coverage archive](#).

1st Quarter Objectives:

- Help develop print and electronic materials as needed for the LTA program and individual projects, including MetroPulse, FLIP, Energy Impact Illinois, and Water 2050.
- Continued emphasis on preparation of external talks, including the kickoff of UIC's fall Real Time Chicago speaker series and a U of I panel on congestion pricing.
- Media outreach will emphasize LTA projects, specifically those wrapping up soon, as well as Thirst-developed tax modules and congestion pricing minisite.
- Prepare monthly tip sheets.

- Assist planning staff in joint CMAP-MPC-CNT-Trust award application from APA 2013 competition for GO TO 2040 implementation.
- Leading RFP/project management for video on Red Line (deliverable for an LTA project).

GO TO 2040 Communications

Project Manager: Tom Garritano

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

Description: CMAP's primary communications goal is to promote the broad implementation of GO TO 2040 regionally and locally. Our primary audiences are the local, regional, state, and federal implementers of GO TO 2040. When reaching out to a broader audience, it is generally for the purpose of raising awareness about the plan's implementation through local and regional examples of effective planning and policies that show the importance of CMAP's leadership. This includes reaching out to targeted audiences via external media, web, printed materials, infographics, and public talks. Primary topics will include the GO TO 2040 plan as a whole, implementation efforts such as the local technical assistance program, and information-sharing efforts such as MetroPulse. Communications staff will work with Local Planning Assistance and other CMAP staff to produce needed print materials, including reports, promotional documents, posters, and more.

Products: Various electronic and print materials, as needed throughout FY 2012.

4th Quarter Progress:

- Continued enhancements to web in support of GO TO 2040 implementation, including Policy Updates and Moving Forward (see more under Web Content and Administration).
- Worked closely with policy staff and design consultants to develop interactive information graphics in support of GO TO 2040 objectives (see more under Design Integration Services).
- As a group, continued to apply for various planning awards. CMAP and GO TO 2040 were selected to receive the Burnham Award for Planning Excellence from the Metropolitan Planning Council and the national [Transportation Planning Excellence Award](#) from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), in partnership with the Transportation Research Board (TRB). Both awards will be presented in July 2012.
- Helped policy staff maintain a schedule of two or more Policy Update blog posts per week.
- Assisted in completion of various planning and policy reports, including numerous local plans and freight drill-down.
- Arranged training and support for advent of planning staff's InDesign use.
- Continued coordination with and support for LTA projects at all phases of start-up and completion. Assisted in promotion of May 24 LTA Symposium and 2012 Call for Projects.

1st Quarter Objectives:

- Continue coordination with and support for LTA projects at all phases of start-up and completion. Assist in promotion of LTA 2012 Call for projects.
- Work with new MetroPulse outreach staff member to increase awareness of CMAP data products.
- Continue efforts to communicate via multiple channels, including blogs, web, and social media.
- Work with policy staff and design consultants to develop interactive information graphics in support of GO TO 2040 objectives (see more under Design Integration Services).

GO TO 2040 Outreach

Project Manager: Erin Aleman

Team: Blankenhorn, Lopez, Banks, other staff as needed

Description: Complementary to the GO TO 2040 Communications project, the primary objective of the GO TO 2040 Outreach project is to continue to engage key stakeholders and implementing agencies about GO TO 2040's policy recommendations; to ensure that these organizations are knowledgeable about the plan's recommendations; and to raise awareness and garner support for the implementation of GO TO 2040. Because CMAP has limited implementation authority, it is critical that local, state, and other decision-makers be supportive of the direction and specific recommendations of the GO TO 2040 plan. Building on a successful outreach approach that resulted in the plan's adoption, this task will continue extensive outreach to key stakeholders and a plan to sustain and increase our GO TO 2040 partners.

Products and Key Dates: GO TO 2040 presentations to all of the local technical assistance communities and 10 additional major implementers by end of FY 2012; CMAP participation in at least two high-profile conferences, panels, or events by the end of FY 2012; Continued partner outreach presentations at smaller events as appropriate.

4th Quarter Progress:

Continued stakeholder engagement surrounding GO TO 2040. Communications and Outreach teams worked to ensure that Randy's speaking engagements were reaching diverse stakeholder groups. A few highlights from staff presentations:

- Communities: River Grove, Lyons, Cicero, Worth
- Others: Cook County Forest Preserve, Cook County, Age Options with SWCOM

1st Quarter Objectives:

Continue to engage regional stakeholders on GO TO 2040 by identifying new opportunities and gaps in current outreach efforts. Work with Outreach and Communications staff to coordinate additional speaking engagements.

- Looking for additional opportunities, following up on Lake Forest Open Lands and Valley Industrial Association, also presenting to HDR Young Professionals group

- As new LTA program begins, we will once again reach out in advance to community's Boards, Councils, Planning and Zoning Boards.

Graphic Design

Project Manager: Adam Weiskind

Team: Garritano, Reisinger, Green, plus other relevant staff.

Description: CMAP staff have an on-going need for graphic design help in preparing their materials for publication on the web and in print to support on-going agency plans, programs, and other activities. Whenever feasible, design of print materials (reports, mailers, pamphlets, brochures), website elements and page layouts, logo and identity development, display items, and maps and informational graphics should be incorporated to make CMAP priorities easily comprehensible to broader audiences, including the general public and mainstream media. When targeted more specifically to expert audiences, the goal remains to communicate concisely and clearly, with that responsibility shared by non-communications and communications staff. Communications staff will place special emphasis on working with other staff to build awareness of GO TO 2040 implementation activities (e.g., the local technical assistance program).

Products: Various electronic and print materials, as needed throughout FY 2012.

4th Quarter Progress:

- Design and completion of Homes for a Changing Region report
- Finalization of various LTA community plans/reports (Fairmont, Blue Island, West Cook, Orland Park)
- Design of report and promotional brochure for Workforce and Innovation Projects
- Design of document for SSMMA
- Design and development of Local Food Brochure
- Design and development of LTA Ideas Exchange materials
- Design of various CMAP document covers
- Development of informational graphics for congestion pricing materials/web presence
- Worked with Thirst design consultants to develop policy-based information graphics for distribution by web, video, and print.
- Developed policy-based information graphics for distribution by web, video, and print. Project content will include video and data visualization emphasizing GO TO 2040 implementation activities, including LTA.
- Support LTA project staff and community partners in developing new content for print and web distribution.
- Other design and layout as needed, including for FLIP, MetroPulse, Water 2050, Lawn to Lake, TIP, CMAQ, and more.
- Hired a graphic design intern.
- Provided infographics for CMAP blog updates, partner projects (ULI), Water full-cost pricing, LTA, TIP
- Updated TIP and FLIP informational and promotional materials
- Held brownbag for CMAP staff for InDesign training, as well as attended training offsite

with CMAP staff

1st Quarter Objectives:

- Design of reports for Oak Park and Evanston water conservation plans
- Finalization of various LTA community plans/reports (Campton Hills, Norridge, Berwyn, Addison, Carpentersville)
- Development of informational graphics for BRT, as well as design and development of report.
- Complete infographics as well as design and development of Freight Drill executive summary.
- Develop policy-based information graphics for distribution by web, video, and print. Project content will include video and data visualization emphasizing GO TO 2040 implementation activities, including LTA.
- Support LTA project staff and community partners in developing new content for print and web distribution.
- Other design and layout as needed, including for FLIP, MetroPulse, Water 2050, Lawn to Lake, TIP, CMAQ, and more.
- Manage graphic design intern.

Web Content and Administration

Project Manager: Tom Garritano

Team: Green, Tiedemann, Reisinger, Weiskind, plus other relevant staff.

Description: Implementation of the GO TO 2040 regional plan and other core CMAP functions require a strategic approach to developing content that informs and prompts specific action by regional decision makers and the stakeholders who influence them. This project is to develop, organize, and present that content for the CMAP website. In addition to content development, it includes oversight of the web consultants responsible for programming, maintaining, and securely hosting the website. The new site -- including the Moving Forward space devoted to implementing GO TO 2040 -- facilitates strategic communications. Individual non-communications staff should be responsible for "owning" specific areas of the new website, corresponding to his or her project duties and areas of expertise. For each major topic area, that person will be assisted by communications staff to continually develop and maintain content that brings people to the CMAP website and promotes implementation of GO TO 2040. Communications staff will work with other CMAP staff to produce web content necessary to promote implementation of GO TO 2040, e.g., with Planning Assistance staff responsible for subsections of Moving Forward. Promotion via social media (Facebook, Twitter) will drive visitors to highlighted content, including occasional "live Tweeting" from important events and meetings.

Products: Various web materials, as needed throughout FY 2012.

4th Quarter Progress:

- Added blog-specific search capability to Policy Updates. Added "View by Topic"

navigation to Policy Updates.

- Rolled out new showcase widget to highlight important web content, customizable throughout the site.
- Improved functionality and flexibility of CMAP home page slideshow.
- Began first phase of Liferay version 6.1 upgrade of web content management system and implement document repository.
- Coordinated efforts of Thirdwave and Workstate consultants in support of Design Integration activities (see more below).
- Continued to expand social media presence, including live chats with CMAP staff.
- Produced training video for staff in editing and adding content to CMAP website.
- Coordinated web activities with media outreach for culminating LTA projects. Further enhanced the CMAP [news coverage archive](#).
- Help policy, planning, and programming staff to develop content, including blogs for bike-ped, transportation ("Green Signals"), Policy Updates, Water 2050 and Weekly Updates.
- Created monthly Google Analytics reports.
- Hired full-time web front-end developer, starting work July 9.

1st Quarter Objectives:

- Coordinate efforts of new web developer with external consultants (Thirdwave, Workstate).
- Continue to expand social media presence, including additional live chats with CMAP staff.
- Continue to enhance site's overall usability, particularly Policy Updates.
- Coordinate web activities with media outreach for culminating LTA projects. Further enhance the CMAP web news archive.
- Begin second phase of Liferay version 6.1 upgrade of web content management system and implement document repository.
- Help policy, planning, and programming staff to develop content, including blogs for bike-ped, transportation ("Green Signals"), Policy Updates, Water 2050 and Weekly Updates.
- Continue to create monthly Google Analytics reports, using data to guide web development and enhancements.

Design Integration Services

Project Manager: Tom Garritano

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

Description: With this project, CMAP is applying design principles to create and enhance content ranging from data visualization, web materials, video, and printed materials. Working with the Thirst design firm, we will bring a design perspective to developing and strategically integrating such content, making it more usable and impactful. Particular priorities are to increase the visibility of MetroPulse content within the CMAP web site, and to create interactive infographics (charts, maps, etc.) in support of Policy Updates and other

CMAP written material.

Products: Various electronic and print materials, as needed throughout FY 2012.

4th Quarter Progress:

- Working with policy staff, Thirst, and Workstate, completed development for first of two tax policy modules ([Decoding Property Taxes](#)).
- Defined visualization needs for Congestion Pricing campaign, web development of which will be complete early Q1.
- Working with policy staff, Thirst, and Mode Project, began preparation of video to highlight importance of local food systems.
- Successfully completed RFP for new Design Integration procurement, with new multi-year contract to begin in Q1.

1st Quarter Objectives:

- Launch the second tax module ([Cook County Property Tax Classification](#)).
- Launch the Congestion Pricing microsite.
- Integrate new web developer while further refining mechanisms for collaboration between Workstate and Thirdwave.
- Begin work under new Design Integration contract, emphasizing bus rapid transit and Metropulse content.

Future Leaders in Planning (FLIP)

Project Manager: Andrew Williams-Clark

Team: Aleman, Banks, Lopez

Description: This is a 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 September 2011 to March 2012 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 guide with application (March 2011); program curriculum (July 2011); student selection & notification (June 2011); site selection for Final Project (August 2011); secure partner commitments (September 2011); monthly meetings and activities (September 2011 – April 2012); Final Project (May 2012).

4th Quarter Progress:

- Completed session 7 and final presentation.
- Collected applications through priority deadline.

1st Quarter Objectives:

- Continue collecting applications for second deadline in the fall.
- Implement summer recruitment strategy.

REGIONAL INFORMATION AND DATA DEVELOPMENT

Program Oversight: Kermit Wies

This program is based on CMAP's Strategic Plan for Advanced Model Development and the agency's longstanding commitment to providing regional forecasts and planning evaluations for transportation, land use and environmental planning. The major tasks include: Advanced Urban Model Development, Travel and Activity Survey Work Program, Standard Travel and Emissions Modeling, Regional Analysis Inventories, External Data and Analysis Requests, Green Infrastructure Vision, Innovation Data Scoping and GO TO 2040 Indicator Tracking. These are data development and analysis projects that are consistent with CMAP's role as the authoritative source for data and methods used for regional analysis. The program provides data and technical support to several ongoing regional planning and policy initiatives and includes new projects to track Innovation data and GO TO 2040 Indicators. The program benefits CMAP staff and partners who rely on current and reliable data resources to conduct planning analyses.

Advanced Urban Model Development

Project Manager: Kermit Wies

Team: Heither, Bozic, Clark, Stratton, Peterson, consultant support.

Description: Development of modeling tools that analyze the expanded array of recommended policy and planning strategies included in GO TO 2040. These improved tools are described in the CMAP's Strategic Plan for Advanced Modeling (2010) which includes a schedule for pursuing development of stand-alone activity-based model components that can be put into immediate production and integrated over time. FY11 included development of a commodity based freight model and a personal value-of-time highway pricing model. FY12 will refine the pricing model to include transit. CMAP collaboration on related advanced modeling efforts underway at the Federal level is included here. A substantial hardware cluster is required to handle the computational demands of advanced models. This will require an initial focused effort on the part of IT staff to install and configure; afterward, the additional maintenance will be routine.

Products and Key Dates: Internal case studies analyzing selected Freight and Pricing strategies appearing in GO TO 2040 (January). Develop new Transit Pricing Analysis tool in order to analyze GO TO 2040 recommendations to modernize the transit system, (June).

4th Quarter Progress:

- Continued validation of highway pricing model in support of regional pricing policy study (in house).
- Continued to provide data support to transit modernization model consultant. Received first major deliverable: integrated tour mode choice model within current highway pricing model.
- Planned for August 2012 Advanced Modeling Symposium to be held at CMAP.
- Began drafting scopes for FY13 Advanced Modeling projects: Dynamic Traffic

Assignment and MacroScale Freight Model development.

1st Quarter Objectives:

- Complete validation of highway pricing model in support of regional pricing policy study (in house).
- Continue to provide data support to transit modernization model consultant.
- Host 2012 Advanced Modeling Symposium to be held at CMAP.
- Complete scopes for FY13 Advanced Modeling projects: Dynamic Traffic Assignment and MacroScale Freight Model development. Post two RFPs.

Travel and Activity Survey Program

Project Manager: Kermit Wies

Team: Lopez, Frank, new assistant analyst, consultant support

Description: Continue design and execution of surveys that retrieve information in response to the expanded array of recommended policy and planning strategies included in GO TO 2040. These surveys are described in the CMAP's Strategic Plan for Advanced Modeling (2010) and include surveys needed for advanced modeling practice but also have independent utility as stand-alone data resources. FY12 continues design and implementation of a Latino Household Travel Survey to supplement to 2007 Travel Tracker Survey. Three distinctive attributes of this effort require special attention to agency resource allocations. 1) a private survey research firm is needed to conduct the survey, 2) a customized outreach effort is required for active engagement in the Latino community 3) a special survey design is required both to control costs and to overcome low-response among hard-to-reach demographics.

Products and Key Dates: The Latino household survey is expected to be complete by July 2012.

4th Quarter Progress:

Continued to monitor response rate and consultant progress toward achieving desired number of completed surveys (400). Received preliminary sample (15%) deliverable of responses and evaluate for QA/QC. Achieved desired number of completed surveys (400). Contract was extended one month to permit efficient project close out.

1st Quarter Objectives

Receive final deliverable survey dataset (July 13). Arrange for thank-you letters and certificates of appreciation to accompany CBO incentives. Close out the project. Draft new multi-year strategic plan for travel and activity survey program.

Standard Travel and Emissions Modeling

Project Manager: Craig Heither

Team: Wies, Bozic, Clark, Patronskey

Description: Maintenance and enhancement of existing MPO travel demand models. Major tasks are to implement MOVES model for use in air quality conformity and update model parameters based on 2010 Census. Maintenance of standard-practice travel demand models is required to meet regulatory requirements associated with plan and program development and air quality conformity determination. Ongoing maintenance of regional travel demand models is a regular function of the MPO. The project benefits MPO partners seeking to implement major capital projects and the Transportation Improvement Program. IT resources being deployed under Advanced Urban Model Development will streamline and improve the standard travel model environment as well. Additional data and consultation resources will be required to ensure a smooth transition to the MOVES emission modeling environment.

Products and Key Dates: Relevant standard travel model updates should occur within 3 months following release of appropriate Census products. MOVES implementation should be prioritized for completion at least 6 months before regulatory deadlines requiring its use. Air Quality Conformity is typically performed twice per year in coordination with updates to the TIP.

4th Quarter Progress:

- Fully integrated future transit project coding with new time-of-day specific transit coding procedures. Completed QA/QC of future scenario model networks to verify procedures work as expected.
- Completed a backcasting exercise using the current travel demand model to estimate travel in the year 2000; validated against county-level vehicle-miles traveled for that year.
- Began testing a tour-based and supply chain freight model prototype as a method for improving the representation of freight flows within the regional travel demand model. Revised source code for construction of truck tours, developed methodology and data file needed to distribute mesozone-level trips to regional modeling zones, and began writing script to perform trip disaggregation.
- Received new model procedures code from consultant for travel demand model maintenance and update contract. Held a series of meetings with consultant discussing the new procedures and specific aspects of model updates.
- Continued testing MOVES vehicle emissions model by replacing various national default input parameters in the model with values specific to the CMAP region and testing travel demand model outputs reflecting new modeling procedures.
- Completed validation analysis of modeled heavy commercial vehicle volumes. Analysis tested new/updated information on truck restrictions and low overhead clearances in the City of Chicago to revise highway assignment procedures and examined the results.

1st Quarter Objectives:

- Complete scenario modeling for biannual Air Quality Conformity Analysis (Fall 2012) and produce input files for vehicle emissions calculations. The analysis will include: updated base year socio-economic files with the newest Census data releases,

refinements to determining employment values from State of Illinois data and updated employment figures for Indiana and Wisconsin; procedural improvements for assigning trucks to the highway network; and a new highway assignment methodology.

- Complete update of CMAP travel demand model documentation discussing recent procedural improvements and post on agency website.
- Continue testing MOVES vehicle emissions model and refining procedures by replacing various national default input parameters in the model with values specific to the CMAP region. Final implementation of MOVES for use in air quality conformity demonstration is expected to occur in March 2013.
- Continue testing the application of the tour-based and supply chain freight model trip tables within the regional travel demand model. Complete trip disaggregation procedures, perform some truck trip validation of the model and test the replacement of standard truck trip tables in the regional travel demand model with trip output from this model.
- Receive final documentation from consultant for all travel demand model maintenance and update procedures and scripts. Begin testing new model procedures and integrating them into the regional travel demand model stream. Develop work plan for updating travel demand model modules as relevant Census data are released, especially the 2006-2010 CTPP.

Regional Analysis Inventories

Project Manager: David Clark

Team: Heither, Bozic, Stratton, Morck, Pedersen, Dryla-Gaca, Drennan, Peterson

Description: Development and maintenance of specialized datasets used in CMAP technical analyses including socioeconomic, land-use and transportation inventories. These data resources originate with CMAP and are specially designed and maintained to support CMAP evaluations. Ongoing maintenance of regional data resources is a regular function of regional planning agencies. CMAP staff analysts and consultants charged with evaluating regional planning proposals benefit from this work. These data resources are also regularly supplied to academic researchers for case studies and methodological research. Acquisition of raw data resources remains a priority including county assessor, employment security and Census data as well as aerial photography.

Products and Key Dates: Ongoing work includes updating socioeconomic inventories based on 2010 Census results, maintaining the land use inventory, development database and transportation system inventory to support network standard and advanced modeling along with other regional analyses.

4th Quarter Progress:

Transportation System:

- Continued implementing spatial and geometric improvements to expressway links and interchanges in the highway network database by incorporating sections of the Argonne National Laboratory TRANSIMS network. Over 70% of the expressway link and

interchange mileage in the model highway network has been updated. Developed additional scripts to automate QA/QC review of the new links and identify issues to be corrected; performed QA/QC on new sections of roadway that were integrated into the database.

- Tested script to analyze and revise highway project coding to work on new expressway and interchange links.
- Revised templates for coding future rail and bus projects consistent with GTFS-based transit coding. Wrote scripts and finalized procedures to import future bus and rail project coding into their respective databases, and to create scenario transit networks for the regional travel demand model and CT-RAMP applications.
- Revised geographies for Trip Generation zones, modeling zones and Capacity zones to correct minor spatial inaccuracies.

Socio-Economic Data:

- Census:
 - 2011-Vintage population and demographic estimates at the county level were released this quarter. All data for Illinois, Indiana and Wisconsin processed and loaded into the Data Depot.
 - Finalized shapefiles depicting 2010 TAZ, TAD and PUMA boundaries were released; IL, IN & WI files loaded into the Depot.
- Employment:
 - Census Bureau released 2010 County Business Patterns in June, allowing for final control-total adjustments to CMAP employment estimates.
 - Ongoing geo-refinement of 2010 IDES employer data; extract of 2010 data taken to generate new set of estimate files.
 - 2011 IDES files acquired and stored on Data Depot.

Land Use:

- Development Database:
 - Quarterly posting of complete geodatabase and abridged shapefile on the Data Depot.
 - Post-2000 review and update of: Melrose Park, Midlothian, Oak Forest, Oak Lawn, Oak Park, Robbins, Rosemont, Schiller Park, Summit and Park Ridge. Accompanying maps posted on CMAP Wiki.
- Land Use Inventory:
 - Counties in production: Kane, DuPage, Lake & McHenry
 - Cook County parcel data pre-processing scripts have been finalized, with final production versions to be created on a per-township basis. Five of the 33 townships are now available for production.
 - Contract finalized for two half-time Graduate Research Assistants from Northern Illinois University, who will start on Cook County production in early July.
 - Proposal submitted to Cook County for additional funding to pay for two more NIU grad students to expedite work Cook work.

- Aerial Photography: Completed ESRI imagery management training, and with Xiaohong migrated the Agency's collection of aerial imagery into the mosaic dataset environment, improving the accessibility of these data sets to agency GIS users. Work plan posted on Regional Analysis Inventories SharePoint site.

1st Quarter Objectives:

Transportation System:

- Complete update of expressway and interchange links in model highway network and perform final QA/QC.
- Begin converting highway project coding to work on new expressway links.
- Develop procedures to automate applying geometric improvements to future facilities coded in network.
- Begin conversion of model highway network database from a coverage to a geodatabase.

Socio-Economic Data:

- Census:
 - Municipal and township-level 2001-vintage population estimates (released late June) to be added to the Depot.
- Employment:
 - Generate "final" 2010 estimate files based on new control totals. Begin processing 2011 data file for generation of 2011 estimates.
 - Obtain updated IDES files as available.

Land Use:

- Development Database:
 - Continue update of post-2000 development. Updated geodatabase & shapefile versions for Data Depot in September.
 - Continue to generate and update NDD files for suburban communities with Metra or CTA stations.
- Land Use Inventory:
 - Train NIU grads on land use coding techniques and begin production with the goal of having four townships completed this quarter.
 - Begin production on Will County.
 - Generate production versions of the remaining Cook County townships.
 - Complete on-line coding manual on CMAP Wiki.
- Aerial Photography:
 - Receive and process region-wide 2011 hi-resolution aerials after the counties have finished their QC work.
 - Complete update of our high-resolution aerial imagery collection with processing of 2009 set.

External Data and Analysis Requests

Project Manager: Jon Hallas

Team: Bozic, Clark, Rodriguez other staff expertise as needed.

Description: Provide data support and conduct ad-hoc analyses and evaluations to CMAP Partners and the public. Major tasks are to respond to external information requests, prepare demand projections for project implementers, support major capital project evaluations and evaluate potential Developments of Regional Importance. CMAP is the authoritative source of regional planning data. In limited cases, staff expertise will be made available to conduct or assist with analysis and evaluation. CMAP staff, partners and the general public benefit from timely and consistent response to requests for urban planning information. In most cases, work is limited to processing information that is already available in the course of other CMAP programs such as travel demand modeling or socioeconomic forecasting. In limited cases, more sophisticated analyses are required to support GO TO 2040 Implementation or evaluate Developments of Regional Importance.

Products and Key Dates: Work will continue through FY12.

4th Quarter Progress:

- Responses were prepared for 8291 requests
- A presentation introducing American FactFinder was made at the June CATMUG meeting. CMAP staff was encouraged to attend and quite a few did attend.
- Keywords were added as documentation for requests, making the database searchable.
- A table for calculating Research and Effort ratings was used for requests.
- Key Performance Indicators were developed as a tool for management showing program's the level of performance.
- Wiki was updated to include all new features of the program and requests for this quarter. Information about processes of responding to requests and documenting responses was updated.
- Received and processed two FOIA requests.

1st Quarter Objectives:

- TBD

Green Infrastructure Vision

Project Manager: Jesse Elam

Team: consultant support

Description: Refine Green Infrastructure Vision (GIV) data resources to provide more detail to local development and infrastructure planning. Delineate GIV open space corridors and ground water protection areas. This work directly supports implementation of GO TO 2040 policy recommendations. CMAP partners and local agencies seeking to promote regional environmental sustainability will benefit from improved data resources.

Products and Key Dates: Tasks and final report to be completed by end of FY12.

4th Quarter Progress:

- Presented initial implementation ideas to Regional Coordinating Committee
- Received deliverables and closed out project with final invoice
- Posted data on CMAP website

1st Quarter Objectives:

- None officially as this phase of the project is complete, but several improvements/extensions are possible over the longer term, such as:
 - rerunning some of the analyses with better land cover data
 - developing a complementary regional land value dataset (at finer resolution than the LVI) to help determine the relative cost of conservation
- This work will live in the FY 13 work plan under Policy Development and Analysis. FY 13 work will focus on completing a report on recommended policy applications for the GIV.

GO TO 2040 Indicator Tracking

Project Manager: Craig Heither

Team: Bozic, Heither, Clark, Dryla-Gaca, Morck, Pedersen, Drennan, Peterson, DuBernat

Description: Content monitoring and quality control of MetroPulse Indicators specifically identified as indicators of progress toward achieving GO TO 2040 targets. Major tasks include identifying GO TO 2040 Indicators within MetroPulse, developing protocols for updating indicators, evaluating indicator quality, and analyzing implementation progress. A central function of the MetroPulse product is to track GO TO 2040 Indicator progress toward implementation. Partners and public seeking information specifically focused on GO TO 2040 indicators will benefit.

Products and Key Dates: Develop inventory and accounting procedures by January 2012 including an assessment of new data needs and availability. Remainder of FY12 devoted to updating affected MetroPulse Indicators and producing the MetroPulse biennial report called for in GO TO 2040.

4th Quarter Progress:

- Discussed draft Plan Indicator Assessment Report results with executive management team.
- Finalized Plan Indicator Assessment documents.
- Coordinated data updates with Data Sharing and Warehousing (DSAW) team.
- Organize FY13 work tasks of Northwestern University intern.

1st Quarter Objectives:

- Update supporting indicator datasets as information becomes available and update indicator values. Begin research efforts to expand GO TO 2040 Indicators with kindred indicators; coordinate with CMAP subject matter experts.
- Coordinate with DSAW staff on updating Indicator values on MetroPulse, and adding

Plan and kindred indicators to MetroPulse.

- Begin preparing analyses in support of GO TO 2040 2011-2012 Implementation Highlights.

DATA SHARING AND WAREHOUSING

Program Oversight: Greg Sanders

This program is based on CMAP's Implementation Strategy for Data Sharing and Warehousing that includes a five year plan developed following the successful launch of MetroPulseChicago.org. The MetroPulse website now serves as the anchor of a data sharing and warehousing program that will serve a wide variety of data needs for local and regional planners. CMAP's data sharing and warehousing program serves as a resource for transportation and land use planning in our region and underlies CMAP's role as the authoritative source for regional data and analysis. This program provides support to CMAP's ongoing data exchange and dissemination activities. An important goal of this program is to promote MetroPulse use in local and regional planning as an intuitive and easy-to-use data resource. It also reflects CMAP's longstanding commitment to data sharing as outlined in the GO TO 2040 plan. MetroPulse includes locally-specific data products for county and municipal planners, but is comprehensive and regional in its scope. CMAP staff, planners at the state, county and municipal levels, and other stakeholders will benefit from CMAP's comprehensive online data program. The products range from general-purpose resources such as the existing MetroPulse application, to more specific tools such as the Regional Transportation Archive, TIP visualization and Human Capital Information Portal.

MetroPulse Maintenance

Project Manager: Greg Sanders

Team: Zhang, Wu, Krell, new analyst, interns, contract support

Description: Maintain existing MetroPulse product consistent with Implementation Strategy for Data Sharing and Warehousing at CMAP. MetroPulse is the new hallmark of CMAP's commitment to serve as the authoritative source for urban planning data in the region. MetroPulse's multi-year development stage culminated with the November 2010 launch of the first such site in this region. CMAP staff, partners and public users of urban datasets will benefit.

Products and Key Dates: Major tasks are to improve usability (ongoing); establish failover for MetroPulse servers (February); enter into long-term contracts with crucial support vendors (October); strengthen CMAP's testing and error alert capacity; track system usage more closely (December); raise public awareness of Metropulse and better engage our existing users (ongoing); a add robust search capabilities in the website (March); create application for user accounts and profiles (March); add new geographic levels such as School Districts to the system (ongoing); and improve the management application that controls MetroPulse content (July).

4th Quarter Progress:

- Begun implementation of redesigned MetroPulse home page and indicators page
- Conducted testing of user account management app that could serve for several CMAP online data systems
- Added data from external partners and CMAP staff, including Innovation Index data

Updated many Metropulse data sets including American Community Survey data.

1st Quarter Objective

- Deploy search functionality.
- Finish implementation of new Metropulse home page
- Rebuild "Browse All Data" section for improved usability
- Add community profiles
- Add geographic levels
- Continue adding new data sets and updating existing ones.

Internal Data Library Management

Project Manager: Xiaohong Zhang

Team: Clark, new analyst, ETL interns

Description: Manage and maintain CMAP data library. This project relies heavily on the availability of public and proprietary datasets. Successful acquisition of many data sources requires special coordination with procurement staff.

Products and Key Dates: Acquire and catalog new data and archive obsolete datasets (ongoing) Establish protocols for meta-data and attribution (January). Enforce proprietary dissemination and license agreements (ongoing). Import and process newly-released Census data (December); establish data integration between CMAP web domain and internal data libraries (December); deploy data visualization server(s) in internal CMAP network and build staff capacity for data visualization (May) Documentation of data library management practices (June).

4th Quarter Progress:

Data Depot:

- Added new GIS datasets to Data Depot, examples include assessor data, GIS datasets from Cook County, Chicago Street Centerlines, Chicago Ward Map, NAVTEQ files, IDNR files, IRIS files, datasets from CTA, etc.
- Posted updated files from CMAP staff, including NDD database files from Dave Morck, Signal Inventory File as well as Signal interconnect from Dan Rice
- Updated the Municipal Data Tool to include more data
- Gave presentation on CCA aggregation work and the Census data available at CMAP
- Posted work plan for FY13

Aerial Collection

- With Zeaun migrated all aerials to central location
- Carried out a complete inventory check for all aerials. Inventory list was posted on sharepoint
- With David finished processing Aerial 2005, 2008, 2009, 2010 datasets and made most data available to CMAP staff

MetroPulse Data System

- Uploaded 3.6 mil records of ACS2006-2010 data to Metropulse
- Updated several indicators on Metropulse, including: crash casualty, vehicle classification, motor vehicle delayed, greenhouse gas emission, approved plan for safety routes to school, water usage, unemployment
- Processed the April, May and June Innovation Index data and added the datasets to Metropulse

1st Quarter Objectives:

- Create a list of CMAP datasets that could be shared on the regional data sharing hub
- Make the 2009 aerials available to our staff
- Start to create map services for the aerials that we could post on line and make them available to our staff and general public
- Continue the data support work for various projects, such as Human Capital Portal and Innovation Index, Municipal Portals, Local Technical Assistance and other projects.
- Add more datasets to Data Depot as needed.

Regional Transportation Data Archive

Project Manager: Bozic

Team: Sanders, Murtha, Frank, Schmidt, Wu, Zhang, contract support

Description: Design and implement a Web-based data exchange medium for road transportation data. (RTA is developing the transit component of the region's transportation data archiving system.) This project is intended to consolidate the archive-related objectives of our region's ITS program by beginning to archive road transportation data and offering partner agencies a Web-based tool to access the archived transportation data. A demonstration application developed during FY11 resulted in an animation of highway volume, speed and incident data fed by sample archived road sensor and incident data. Activities for continued development include: enlisting stakeholder group(s) to identify and prioritize data elements and reporting capabilities; in-house development of automated data acquisition methods, identification of features for version 2.0 (December); identify contractor(s) for version 2.0 (December); modify and develop API's as needed to meet support expanded user service capabilities. The staff will also provide support for other ITS infrastructure initiatives expected to be developed by partner agencies. Significant data storage space will be needed as the transportation archive grows with time and features.

Products and Key Dates: Develop scope of work and procure professional services for robust back end data foundation (March, 2012).

4th Quarter Progress:

- Project 1 which involves developing automated procedures to retrieve store raw data from the Gateway is 75% complete. Automated scripts have been installed on the CMAP system and are retrieving and storing raw data.
- An intergovernmental agreement between University of Illinois in Chicago and CMAP

is completing the signature process at the university. This work will involve additional programming on the Illinois Tollway TIMS system, the Illinois Department of Transportation ATMS System, and the Illinois Gateway to facilitate transmission of 30 second sensor data, and ramp data which does not pass through the Gateway system now. A multi-year implementation strategy for this project was developed and posted on SharePoint.

1st Quarter Objectives:

- The final step of Project 1, installing the retrieval system on the Arizona-based server and completing the program which will synchronize data between the two servers to maintain complete datasets will be completed.
- Work on the additional data items with UIC will commence.
- Start work on RFP for cleaning and aggregating archived data.

Human Capital Information Portal

Project Manager: Byrne

Team: new analyst, consultant support

Description: Both the innovation and workforce development chapters of GO TO 2040 include implementation for improving data and information systems. The Human Capital Information Portal (HCIP) will be an extension of the MetroPulse website and will provide detailed data and information to support economic development, education, and workforce development program administrators, researchers, policymakers, and policy advocates. The HCIP will also provide useful information to local governments and other human capital stakeholders. The HCIP will serve as a data clearinghouse, analytic tool, and as a platform for the dissemination of analysis of the region's workforce, industrial clusters, and innovation.

Products and Key Dates: Complete collection and processing of prioritized data and information for initial launch (March). Collect and process additional data and information for future integration (ongoing). Final design deliverables due (December). Final web development deliverable due (June)

4th Quarter Progress:

- Completed web-services
- Complete data dictionary and resources for HCIP
- Complete testing for initial launch of HCIP
- Developed marketing and outreach plan
- Held one Workforce Data Partners meetings and planned second meeting in July
- Developed FY2013 scope and budget
- Executed contract with Azavea for FY2013

1st Quarter Objectives:

- Launch beta-test group for MetroPulse Jobs
- Identify and address most pressing issues and needed enhancements

- Release site to public
- Post policy update on site
- Hold Workforce Data Partners meeting

Municipal and other Data Portals

Project Manager: Sanders

Team: Williams-Clark, new analyst, interns, LTA support,

Brief Description: Maintain and enhance Web and mobile data systems for dissemination and visualization of municipal, county, regional, state and federal data. This includes the effort to develop and implement Municipal Data Portals; maintain and improve the Metropulse website; and implement the WEAVE visualization engine.

Products and Key Dates: Identify contractor for Municipal Data Portals (October); modify the MetroPulse API to support sub-regional data outputs(limited to a single municipality or small groups of municipalities,for example, COGs) (December); meet with potential stakeholders to identify and prioritize features for Municipal Data Portals; create website design for the Municipal Data Portal site including basic work flow/navigation (December). WEAVE tool installed (December), Municipal data portal template (December); release Municipal Data Portals (June).

4th Quarter Progress:

- Added parcel maps to MP Local application
- Continued to add parcel-level and block-level data to the Metropulse database, for use in the Metropulse Local application

1st Quarter Objectives:

- Expand community profiles
- Continue to add parcel-level and block-level data to the Metropulse database, for use in the Metropulse Local application .
- Create beta version of “comparables report” to allow comparisons across municipalities, based on user-selected data fields

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Program Oversight: Patricia Berry

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 to reflect the long-range transportation goals identified in GO TO 2040. Federal, state, and local policies and regulations are analyzed to assure CMAP's TIP addresses regional priorities identified through GO TO 2040 and satisfies regulations. 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, is conformed to the State's Implementation Plan. That plan demonstrates how the region will attain the national ambient air quality standards. In addition to the regional priorities, fiscal issues, and air quality considerations, public involvement and other regulatory elements must be addressed in the TIP.

TIP Development and Administration

Project Manager: Holly Ostlick

Team: Berry, Dixon, Dobbs, Ferguson, Kos, Patronsky, Pietrowiak, Schaad, Wu

Description: Work with local, county, state and national partners to assure a regional perspective is considered for transportation maintenance, modernization and expansion investments. Use Active Program Management to ensure that transportation projects proceed in a timely manner, and all available funding is used efficiently. Ensure all federal requirements are met including fiscal constraint, public involvement, data accuracy, documentation and reporting. Provide management and guidance for the Council of Mayors (COM) and PL program. Ensure communication between CMAP and municipal officials. Maintain current resources, including summary, analysis and visualization tools, for use by local elected officials, staff and the public. Maintain ongoing communication with state and federal agencies to ensure that the region is in compliance with state and federal requirements, is aware of changes to requirements, and that these agencies understand the programming needs of the region. Address recommendations in federal quadrennial review.

Products and Key Dates: TIP with updates and amendments (ongoing – committee approvals required approximately nine times per year); TIP documentation including map, fiscal marks, general public brochures and web pages (ongoing); active program management reports and recommendations (ongoing); talking points for CMAP staff participating in COM/COG/TC meetings (ongoing); regional project award and obligation report (February 2012); expenditure reports (ongoing); fiscal marks (updated as needed); reports for use by local elected officials on CMAP activities (ongoing); consultation with state and federal agencies (ongoing – meetings approximately six times per year; in conjunction with conformity consultation)

4th Quarter Progress:

- Created and formatted summaries for the FFY 2011 annual obligation report.
- Developed comprehensive data memo and spreadsheet request for IDOT staff to work with CMAP staff. Received regular data in new format that lends itself to analysis and merging.
- Updated TIP brochure for April and June TC meeting.
- Prepared and distributed conformity amendments to programmers.
- Conducted CMAP/TIP training with IDOT District 3 in Ottawa. Numerous topics covered including conformity, traffic projects, and programming in the TIP.
- Produced and distributed TIP Programmer News on April 29, 2012. Items included are database changes, IL Transportation Enhancement Program call for projects, upcoming events and deadlines, data entry reminders, and fiscal constraint reminders. – coordinated with TIP database administration.
- Continued work to ensure Major Capital projects are accurately represented in the TIP.
- Ensured all new Safe Routes to Schools projects were included in the TIP. Assisted IDOT with identifying correct contacts.
- Posted Local/Federal coordination meeting agendas and IDOT
- Continued to manage scanning historical Council of Mayors materials.
- Monitored and managed the regional STP Program to ensure project movement.
- Continued to process advanced funding requests.
- Updated STP expenditure report after the April letting.
- Held May Council of Mayors Executive Committee meeting – included presentations from RTA on extra-territorial service and IDOT on a new pavement preservation policy, ADA transition plans, and LED traffic signals.
- Continued to hold monthly debriefing meetings regarding external Council of Mayors meetings.
- Continually updated “talking points” document for staff to use at COG and COM meetings
- Closely monitored RTA capital program and marks activities.
- Continued work on evaluating STP methodologies.
- Updated TIP map for April and June TC.
- Contacted implementers to make changes to non-exempt projects for conformity amendment.
- Presented at DMMC STP Workshop.
- Attended 12 Council of Mayors meetings.
- Assisted with administering Municipal Survey and coordination with Planning Liaisons.
- Prepared and presented TIP and other available resources to LTA staff.
- Attended National Transit Institute’s Air Quality Conformity Class.
- Met with IDOT Central Office to discuss various items including performance based programming, CMAQ programming changes, and appropriation.
- Reviewed Policy staff TIP Impact Analysis paper.
- Received Census Bureau’s 2010 Urbanized Area boundaries and developed map and new boundaries

- Met with Sandwich to discuss their inclusion in CMAP's urbanized area – coordinated with IDOT District 3 and DeKalb/Sycamore Area Transportation Study.
- Attended FHWA webinar on urbanized area and boundary requirements.
- Attended IDOT's Highway Program Finance class.
- Developed comprehensive list of local federal fund sources for PLs and compared them to the TIP and obligation report to notify the PLs the items should be awarded.
- Held coordination meetings with IDOT and the PLs to discuss local project movement and identify any possible issues.
- Obtained direct access to the FHWA Fiscal Management Information System (FMIS)

1st Quarter Objectives:

- Produce quarterly TIP programmer update.
- Finalize Obligation report and begin outreach
- Prepare Final Draft of TIP rewrite.
- Finalize project development materials for FHWA and FTA projects.
- Meet with IDOT Local Roads Acting Bureau Chief and new FHWA employees.
- Continue to educate staff on FMIS data.

TIP Database Management

Project Manager: Ross Patronsky

Team: Berry, Dixon, Dobbs, Kos, Ostdick, Pietrowiak

Description: Work to maintain and enhance the usability and usefulness of the TIP to implementers and the public. Implementers continually adjust their programs based on available funding, shifting priorities in response to economic development, environmental issues, housing and land use decisions. The database must be accessible to implementing agencies and interested CMAP partners.

The TIP must operate in a trouble-free manner since it is updated on a continual basis. It also must maintain a high degree of accuracy for the information it contains. There is a need to include appropriate data, which changes over time, to analyze projects in a manner useful to project programmers and staff. The TIP database needs to be capable of producing standard reports along with being able to generate custom reports, both tabular and graphic along with more in-depth analyses. As additional needs are identified the database will be modified.

Products: Investigation and recommendation on potential for TIP database enhancement to accommodate direct geospatial project entry (March 2012); TIP database maintenance and training materials to improve data validation and ease of implementer use (ongoing); Program Management reports (ongoing); Geocoding of TIP projects and associated outputs (shapefile and maps); Export of TIP data for use in public maps, analytic maps, dashboard presentations and other TIP analyses; visualization products; ongoing maintenance and enhancements in response to user needs.

4th Quarter Progress:

- Ongoing work to remove inaccurate and out of date information from the SQL database, particularly legacy data imported from Access.
- Produced and distributed one edition of TIP Programmer News newsletter for programmers to highlight database changes and upcoming programming deadlines – coordinated with TIP administration project.
- Improved date field organization as a first step toward using the TIP database for obligation reports.
- Added additional data fields, such as project website, to the view that serves the TIP map and dashboard applications.
- Completed implementation of new validation rules (e.g. total cost not less than the sum of all line items).
- Implemented changes to work-types table to allow for project characterization for use in TIP Analysis project.
- Continued ongoing work to address minor programming bugs
- Developed functions to allow for expanded ad hoc filtering of reports (all projects and line items in particular), including the ability to manually enter/select (by TIP ID) a set of projects to include in these reports.

1st Quarter Objectives:

- Ongoing staff work to remove inaccurate and out of date information from the TIP database.
- With assistance from Research & Analysis staff, add additional data fields, such as project website, to the TIP map and dashboard applications.
- Begin implementing changes to project input forms to decrease the processing time for new project records and project changes and to facilitate improvements to the project history report.
- Continue to develop expanded search and filter capabilities (include additional fields, allow for multi-selections, etc.).
- Continue to update work type, fund code and other tables and develop output functions to assist with project characterization for use in TIP Analysis project.
- Continue to update work type, fund code and other tables and develop output functions

TIP Analysis

Project Manager: Doug Ferguson

Team: Berry, Bozic, Dobbs, Kos, Maloney, Murtha, Patrosky

Description: Work with implementers, CMAP policy analysts and interested external parties to ensure appropriate data is available to analyze projects and the overall TIP to assess whether and how they help move the region toward the vision laid out in GO TO 2040. Analyze the transportation program to ensure its land use connection, preservation and improvement of environmental resources, and the sustainability of economic prosperity. TIP changes, acted on at each meeting of the CMAP Transportation Committee, and semi-

annual TIP conformity amendments should be analyzed to assist the approving committees and the public in ascertaining their impact on the region's overall mobility.

Products: Analytic tools (January 2012, ongoing improvements after that); Analysis of overall TIP (ongoing); Analysis of TIP revisions (approximately nine times per year); development of data needs to tie TIP projects to GO TO 2040 action areas and recommendations (ongoing).

4th Quarter Progress:

- Adjusted TIP dashboard to exclude MYB/illustrative projects.
- Posted revised work type classification for implementers to use.
- Reviewed TIP Impact Analysis and discussed the best way to proceed with Policy Analysis staff. Considered options for ensuring that GO TO 2040 action areas are taken into account when programming and project implementation decisions are made.

1st Quarter Objectives:

- Continue to work with IDOT and other programming partners to gather project programming and expenditure data for the purpose of developing regional analysis methods.
- Implement new fund source classification in TIP database and develop dashboard.
- Develop prototype analysis of TIP changes.

CMAQ Program Development and Administration

Project Manager: Doug Ferguson

Team: Berry, Dobbs, Ostidick, Patronskey, Pietrowiak, Schaad

Description: The CMAQ Program involves the solicitation and selection of surface transportation projects for the Congestion Mitigation and Air Quality Improvement (CMAQ) Program for northeastern Illinois. Once CMAQ project proposals have been submitted they are evaluated for potential air quality and congestion reduction benefits. Four focus groups provide input relating projects and systems of project proposals to the recommendations of GO TO 2040 and local plans. Using the proposals' cost/benefit rankings, focus group input and other factors such as project readiness and sponsor capacity, a proposed program is vetted through the committee structure for approval by the MPO Policy Committee and CMAP Board.

Once programmed, CMAP staff manages the program to ensure timely and efficient expenditure of funds. To facilitate this, a specialized database has been developed and maintained over the years.

In response to federal guidance, beginning in 2008, a post-implementation evaluation of emission benefits was initiated. This effort involved data collection for four types of CMAQ projects – traffic flow improvement, signal interconnect, bicycle facility and pedestrian facility. A second round of data collection is obtaining “after” data for traffic flow improvement and signal interconnect projects.

Products and Key Dates: Update to CMAQ programming process, including revised forms and instructions (as needed, ending December 2012); quarterly transit project status reports

(ongoing); supplementary evaluations for cost/scope change requests (ongoing); FY 2012-2016 program development (November 2011) including post-award workshops (December 2011); semi-annual reviews of project status (November 2011 and May 2012); an evaluation of the GO TO 2040 focused programming approach (March 2012).

4th Quarter Progress:

- Revised Programming and Management Policies received approval from the Board and MPO Policy Committee.
- Began the implementation process of the new Policies
 - Identified accomplishment sunset for all projects with outstanding funding.
 - Modified the CMAQ database for the tracking of sunset years and improved detail on individual project phases.
 - Notified PLs and project sponsors of new policies including 8 projects that have been placed on the deferral list and had their funding returned to be programmed on other projects.
- Participated in coordination meetings with IDOT and the PLs.
- Completed a reconciliation of the CMAQ obligations reported by IDOT and the CMAQ database.
- Developed a system with regional programmers for the removal of programmed funds from the unobligated balances of completed projects and processed those changes.
- Completed Transit Project Status (expenditures) reports for the 1st Quarter of 2012.
- Processed cost and/or scope changes for 30 projects.
- Created and published CMAQ Expenditure Report for the Council of Mayors.
- Coordinated with FTA, IDOT, the service Boards and the RTA on the flexing of CMAQ funds to FTA grants and their obligation.
- Began work with the Focused Programming groups on planned call for projects in December 2012.

1st Quarter Objectives:

- Process ongoing CMAQ project scope and cost changes.
- Continue tracking obligations and expenditures for projects.
- Update and refine CMAQ expenditure report.
- Conduct 2nd Quarter Transit Status (expenditure) reports.
- Convene one meeting of the CMAQ Project Selection Committee.
- Continue to work with the Project Selection Committee and the Focus Programming Groups to prepare for the 2017-2018 Call for Proposals.

Conformity of Plans and Program

Project Manager: Ross Patronsky

Team: Berry, Bozic, Heither, Rodriguez, Wies

Description: Northeastern Illinois has historically not attained national ambient air quality standards for certain pollutants. It is anticipated that it will be classified as a non-attainment area for the 8-hour ozone standard to be adopted in June, 2011. In addition, while the

region meets prior ozone standards and the fine particulate matter (PM_{2.5}) 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.

Products: Provide support to Illinois EPA as they develop and update various State Implementation Plans (as needed); semi-annual Conformity Determinations and documentation (October 2011 and March 2012); findings and interagency agreements from consultation meetings (as needed – typically four to six times per year); implementation of MOVES model (June 2012).

4th Quarter Progress:

- Continued participation in IDOT meetings regarding hot-spot analysis tool under development through UIC.
- Began testing MOVES model to determine ability to meet draft fine particulate matter budgets
- Analyzed vehicle registration data for utility for MOVES input. Number of registered vehicles is too high for immediate direct use.
- Completed cross-training other CMAP staff in use of the MOVES model.
- Monitored US EPA actions on 75 ppb ozone standard – region is in nonattainment, with attainment deadline of December 31, 2015.

1st Quarter Objectives:

- Continue participation in IDOT meetings regarding hot-spot analysis tool under development through UIC.
- Complete testing MOVES model to determine ability to meet draft PM_{2.5} budgets.
- Analyze IDOT traffic count data for use in MOVES input.
- Conduct conformity analysis for TIP amendment to be approved in October.

CONGESTION MANAGEMENT PROCESS

Program Oversight: Don Kopec

This program addresses both the best practices and regulatory requirements for effective management of the region's transportation system. Core CMAP responsibilities for the Congestion Management Process include monitoring and evaluating the performance of the multi-modal transportation system; identifying the causes of congestion; identifying and evaluating congestion management strategies, and providing information supporting action to relieve congestion. *MetroPulse* and other regional resources will be relied upon to provide information to carry out the elements of the process. A key element of the Congestion Management Process is to develop and provide data in support of regional programming decisions, and transparency for those seeking to understand the programming process. The intent is to provide information in support of our partner agencies and for public information. The management and operational strategies developed will utilize the Regional Transportation Operations Coalition (RTOC), an institutional forum to address regional multi-jurisdictional transportation operations. Specific strategies for managing congestion will focus on intelligent transportation systems, congestion pricing, freight planning, and bicycle and pedestrian planning issues, some of which will be addressed cooperatively through RTOC.

Performance Monitoring

Project Manager: Todd Schmidt

Team: Frank, Nicholas, Rice, Murtha

Description: This project supports regional transportation system data collection and analysis in support of the Congestion Management Process. The project also provides data input for regional transportation indicators included in *MetroPulse* along with additional summary indicators and Regional Transportation Archive Data used in transportation systems operations. In addition, data in support of programming decisions by regional partners will also be compiled and maintained. Congestion management performance monitoring also includes evaluations utilizing the accumulated information to address particular performance problems in depth.

Products and Key Dates:

Regional Indicators data will be updated. Data will be collected, compiled and analyzed to prepare updated regional indicators for *MetroPulse*. There are over two dozen transportation indicators, about half of which are appropriate for annual updates. The transportation indicators to be updated this year are: 1) planning time index; 2) travel time index; 3) congested hours; 4) congestion scans of 2011 conditions; 5) transit passenger miles traveled per vehicle revenue hour – by agency and mode; 6) unlinked passenger trips per capita – by agency; 7) on-time data – by agency including Amtrak; 8) intercity destinations – by mode and distance; 9) ADA transition plan compliance; 10) average number of vehicles per household; 11) communities with Safe Routes to Schools plans and/or programs; 12) motor vehicle safety; 13) percent of work trips by mode; 14) percent of regional trails plan completed (throughout the year); and 15) highway-rail grade crossing delay (continuing on-going 2011 work).

In addition, this project will support the Regional Transportation Data Archive project through the acquisition of transportation data in support of the archive. This will involve the acquisition, cleaning, and analysis of traffic volume and speed data, incident data, crash data, and weather data. Brief technical reports of the procedures employed will be prepared, including a report on incident data analysis.

This project also provides data analysis for partner agencies. For 2012, this will include annual updates of the regional expressway atlas data with estimates of 2010 mainline and ramp traffic volumes. CMAP will also continue the summer data collection program in summer 2012, which collects a variety of transportation data for partner agencies and communities, and for CMAP's congestion management purposes as needed. Field data collected in FY 2012 includes intersection turning vehicle counts and various freight-related counts.

4th Quarter Progress:

- Performance monitoring staff completed updating regional indicators for *MetroPulse*. The indicators completed include: on-time data – by agency including Amtrak, [average number of vehicles by household size](#), [percent of work trips by mode](#), highway rail crossing delay and [intercity destinations – by mode and distance](#). In addition to posting on the URLs above, the regional indicator data has been transmitted to web services staff in order to update MetroPulse.
- Staff also completed the 2011 planning time index, travel time index, congested hours and congestion scans for all expressways in the region. The data is posted at a recently improved highway performance measures page, <http://www.cmap.illinois.gov/cmp/scans>.
- Staff continued CMP support for the transportation data archive, attending weekly meetings with the consultant (Pangea) developing the automation of obtaining data from IDOT and weather data. Geocoded IDOT incident data.
- Work continued on the 2011 regional expressway atlas and VMT estimation. Staff created a process to extract and transform the data into a useable format. The balancing sheets are being updated to keep track of unadjusted and adjusted counts to improve accountability. The mileposts included with the balancing sheets are also being revised.
- Work continued on integrating available railroad crossing and active rail line inventory data to calculate rail crossing delay. This work is integrated with ICC efforts; an estimate consistent with ICC's 2002 estimate was released in the second quarter, showing substantial declines in delay over the analysis period. The BlueTOAD data collection demonstration across a railroad crossing was unsuccessful due to the close proximity of the two BlueTOAD devices. More study is required for successful implementation of BlueTOAD to calculate railroad crossing delay.
- The summer field data collection program is under way. From May 21 to July 1, 2012, a total of 24 intersection traffic counts and 6 pedestrian/bicycle counts were conducted for Lake County DOT (8), Mount Prospect (4), Schaumburg (1), Huntley (5), Berwyn (2), Lemont (3), Clarendon Hills (2) and Des Plaines (6). Assisted in street feature inventory

activities for Palos Heights and Palos Park and conducted 4 camera counts in Lake County.

1st Quarter Objectives:

- Performance monitoring staff will continue to work on updating the regional indicators. Staff will update the pavement conditions and percent of transit rolling stock and stations that are ADA compliant indicators this quarter.
- The CMP will continue to support the Regional Data Archive project as needed. In particular, staff is geocoding 2008-2010 IDOT incident data and cleaning Lake County Arterial sensor data to be uploaded to the demonstration archive.
- Staff will provide a new expressway VMT summary reflecting the 2011 expressway atlas data. The new process used to create the expressway VMT for 2011 will be applied to 2009. Graphics will also be updated.
- Continue work on railroad crossing delay report.
- Continue summer field data collection program.

Data for Programming Decisions

Project Manager: Tom Murtha

Team: Frank, Nicholas, Rice, Schmidt, Patronsky, Ferguson

Description: GO TO 2040 calls for improved decision making models for evaluating potential transportation investments. A key feature of the Congestion Management Process is a data collection and monitoring system. In the past few years there have been significant advancements in the acquisition and manipulation of data. The Regional Data Archive and the participation of the region's transportation operations decision makers in the Regional Transportation Operations Coalition highlight this change. This change calls for a re-examination of what data is actually available and how it may be utilized in support of programming decisions. This analysis will be conducted in conjunction with the input of both the TIP and Technical Analysis personnel.

Products and Key Dates: An interim report detailing the scope of the project (August 2011). A preliminary list of data items covering desired information (October 2011). A report detailing what information is ideally desired to support programming decisions; what information is currently available; and, how this information should be collected and made available to transportation project programmers (June 2012).

4th Quarter Progress:

A second revised draft project scope was completed for this project. This included a list of potential datasets and performance measures. A key element of this project, arterial speed data, was reviewed for an FY 2013 purchase.

1st Quarter Objectives:

Complete list of inventory datasets and performance measures datasets. Prepare preliminary report showing desirable information, information availability, and options for improving data collection and availability.

Congestion Management Strategy

Project Manager: Tom Murtha

Team: Frank, Nicholas, Rodriguez, Schmidt, Rice

Description: The project provides the primary management of the Congestion Management Process. The Congestion Management Process will identify and evaluate appropriate implementation strategies to address regional congestion. The administration of the Regional Transportation Operations Coalition (RTOC), an institutional forum and structure where regional operations personnel confer across jurisdictional boundaries to improve transportation system performance is included as part of the process.

Products and Key Dates: RTOC Meetings or teleconferences, at least quarterly (September, December, March, June); CMAP will continue to work on operational studies of potential congestion pricing studies, leading toward congestion management pilot projects. During FY11, support was provided for the Tollway's investigation of implementing congestion pricing on I-90. Assuming the Tollway continues in this effort, additional support will be provided. CMAP will also work to provide data and information to local, regional, and state agencies and elected officials to help them in the evaluation of such regional congestion pricing projects. In the event that the Tollway defers work toward the implementation of congestion pricing on I-90, a comprehensive, system-wide evaluation of the potential for congestion pricing will be conducted (June 2012). The report will address where congestion pricing could effectively implemented; the type of congestion pricing most appropriate; technical and administrative and corollary issues to be addressed; and, others as identified.

- The Regional Intelligent Transportation System (ITS) Architecture will be maintained and updated as needed (June 2012). Work will begin on an update to the Regional Intelligent Transportation System (ITS) Deployment Plan, with an expected completion data in FY2013. This update will include new strategies for using technology to reduce congestion for traffic operations under regular and incident conditions.
- Also as part of this project, certain regional databases supporting adopted GO TO 2040 strategies, including parking and highway traffic signals, will be maintained and updated on an on-going basis.
- Lastly, documentation of the overall congestion management process will be maintained and updated on an on-going basis.

4th Quarter Progress:

Work was completed on an update to the highway traffic signal inventory, concentrating on signal interconnects. Owing to the time involved in this update, future plans for a new geodatabase format discussed in the last quarterly report are taking on new urgency. A new format will reduce continued CMAP editing of the signal database. Instead, each agency's database will be a part of a larger database, without CMAP work to compile multiple overlapping files into a single regional file.

Work also continued on general congestion management and ITS initiatives. The Advanced Technology Task Force met and reviewed recent ITS Architecture implementation and updates. Project reports were prepared for the meeting and served as the basis for discussions. The ITS plan and architecture update is focusing on new capabilities to identify and address highway incidents, including integration of PSAP (911 call center) data. The update is specifically required by federal regulations to address how the region will implement real-time travel information requirements in 23 CFR 511 (the status of this will need to be reviewed for MAP-21 implementation).

Work continued on the update of congestion management process documentation, consistent with new federal guidance about the process issued in the final quarter of FY 2011. The document was edited to include an extensive and detailed review of performance metrics, in preparation for RTOC focused program activities and the implementation of MAP-21, which will include substantial performance management for the transportation system.

CMP staff worked with environment, policy, and communications staff on a draft website reviewing the benefits and challenges of congestion pricing.

1st Quarter Objectives:

Continue to work with the Illinois Tollway and other agencies on managed lane projects. Continue update of parking inventories. Continue ITS project updated, and prepare for a second Advanced Technology Task Force presentation. Complete update of congestion management documentation. Go live with the congestion pricing mini-website.

Freight Planning

Project Manager: Tom Murtha (interim)

Team: Senior Freight Planner, Murtha, Rice, Nicholas, Rodriguez

Description: In cooperation with our partners, this project identifies, evaluates, and implements, as appropriate, strategies to address regional freight needs. The project also addresses the impact of freight on regional communities. Issues addressed include both rail freight issues, including the CREATE program, and trucking operations issues. These activities are conducted with the support of a stakeholder group, the CMAP Freight Committee.

Products and Key Dates: A report identifying what CMAP's role should be regarding planning for Freight. Support of CREATE through our involvement with the project programming process, and working with implementing agencies to identify funding sources. A report on implementation of CREATE will be updated on an on-going basis. CMAP will also monitor implementation of the program to determine appropriate development and implementation of the next phase of rail improvements identified in the 2010 Freight System Planning Recommendations Project, as appropriate. CMAP will continue its work to catalog and update the region's truck routes and intermodal connectors. CMAP will also continue to address delivery times and parking restrictions, all to reduce peak-period truck movements. CMAP staff will provide quarterly updates of these activities to the Freight Committee.

4th Quarter Progress:

Staff continued with updates to the rail and grade crossing inventories. This data was sent for review to rail stakeholder companies and agencies. A few comments were returned, which staff is now addressing. Staff also completed identifying ordinances with truck restrictions and truck route designations. Staff continued to monitor truck route designation reports to IDOT, which continued in the quarter. Staff met with CDOT and CDOT consultants to coordinate data sharing and policy development for the upcoming project to improve the CDOT truck route system.

Staff reviewed crash data for overnight truck operations. Staff concluded that the data does not argue against increased off-period truck operations. The data will be shared with the Regional Transportation Operations Coalition at its July meeting.

1st Quarter Objectives:

Continue work on the truck route/restriction update. Complete freight system inventory work, including grade crossing delay. Continue work on the overnight delivery project.

Prepare an update on CREATE Program progress.

Bicycle and Pedestrian Transportation Planning

Project Manager: John O'Neal

Team: Murtha

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 (thirty reports per year plus ten additional low-level responses); update bikeway information system (June, 2012); provide technical planning information in support of walking and cycling through the *Soles and Spokes Blog* (2-3 blog entries per week); One to two *Soles and Spokes Workshops* focusing on issues such as opportunities for transit oriented development, accessibility for people with disabilities and bikeway design (by June, 2012); annual update of bike-ped crash data (March, 2012); community briefing papers and web-based resources providing information on technical aspects of bicycle and pedestrian planning. Focus for 2012 for such information will be on the walkability and transit aspects of Transit Oriented Development (by January, 2012); data and analysis in support of improved bike-ped project programming to support congestion mitigation.

4th Quarter Progress:

- Presented on “Complete Streets Implementation in Chicagoland” at the American Planning Association (APA) National Conference in Los Angeles (April, 2012). Session [link here](#).
- Completed and released Community Briefing Paper on ADA Transition Plans, including sample plans and field survey forms, technical documents and resources. These materials have been posted on Bike-Ped Accessibility [webpage](#).
- Organized a lunchtime Soles and Spokes [event](#) with Jeffrey Tumlin, consultant, author, and expert on sustainable transportation. Attendance was approximately 35 persons, including Bicycle and Pedestrian Task Force members.
- Assisted in analytical comparison of CMAP Municipal Survey to from 2002 Soles and Spokes Survey of 2002 to the 2010 Municipal Survey (posted on main Bike-Ped program [webpage](#)).
- Participating on LTA team for greenway planning in Antioch. Kick-off meeting and scoping meetings.
- Organized bikeways workshop (scheduled for August 24). This workshop will provide an overview of the new AASHTO Guide for the Development of Bicycle Facilities, with an emphasis on the safe and effective design of on-road bikeways.
- (Ongoing) posts and maintenance of “Soles and Spokes, CMAP Bicycle and Pedestrian Planning Blog” (<http://cmap.illinois.gov/solesandspokes/>). We continue to match or exceed our goal of an average of 2-3 posts per week, and continue outreach to bicycling and pedestrian planning partners and stakeholders to raise awareness and use of the blog. Feedback continues to be positive.
- (Ongoing) Staff made substantial progress this quarter providing bicycle and pedestrian planning information in response to requests from IDOT, county DOTs, municipalities, and consultants. This quarter, twelve (12) requests were addressed, reducing the number of outstanding requests to two (one is substantially underway), making a total of 52 completed in FY12. (This work was directed to be my highest priority for FY12 and, with the goal of 40 responses total for the year). Coordination and consultation with local/sub-regional stakeholders has continued to increase and involves more time than anticipated. We also continue to coordinate our responses with the League of Illinois Bicyclists and Active Transportation Alliance. *This work serves as the basis for implementation of IDOT’s Complete Streets policy in our region.*
- (Ongoing) Updates to Bicycle Inventory System (BIS) data, including major updates on Regional Greenways & Trails Plan, NWMC Bicycle Plan, West Central Municipal Conference, and smaller edits to Lake and Kane Counties. Local plans edited include Channahon, Barrington, Long Grove, and Rolling Meadows, and others.
- (Ongoing) Updates to bicycle and pedestrian program website, including additions mentioned above (under Accessibility, Greenways and Trails Plan, and Main Bike-Ped webpage.)
- Provided BIS, crash, and Greenways and Trails Plan data and maps to communities, partnering agencies, and stakeholder groups working on bikeway and trail planning and projects.

- (Ongoing) Represented regional interests in non-motorized transportation at various meetings, conferences, and with partner organizations (FHWA Pedestrian Safety Focus States, SRTS State Network and Northeastern Illinois Task Forces, IDOT IBCWG, INDR IGTC and GIT Executive Committee, City of Chicago MBAC and MPAC; NWMC and other COMs, etc.)
- Bicycle and Pedestrian Task Force. The Task Force met on June 13, 2012. Next meeting is scheduled for September 19, 2012.
- Organized CMAP's participation in Bike to Work Week's Bike Commuter Challenge: 1st place with 45% participation rate.

1st Quarter Objectives:

- Organize and host Soles and Spokes full-day workshop on bikeways – scheduled for August 24.
- Begin planning for workshop on pedestrian accessibility (planned for October).
- Develop idea for a second Community Briefing paper, perhaps on bikeway design (as follow up to workshop).
- Continue to address IDOT and other agency requests for bicycle and pedestrian planning information.
- Continue to improve the content, and increase awareness of the CMAP Soles and Spokes Bike-Ped Planning blog.
- Continue work with IDOT, Council of Mayors, and other stakeholders and groups to develop effective implementation policy and procedures for non-motorized transportation and Complete Streets.
- Publicize and promote the Community Briefing Paper on transition plans and, generally, improvements to public right-of-way accessibility.
- Maintain and improve bicycle facility and plan inventories in BIS.

WATER RESOURCE PLANNING

Program Oversight: Tim Loftus

The Water Resource Planning program features two areas of emphasis: 1) the agency's water quality planning activities, directed by CMAP's role as the delegated authority for Areawide Water Quality Planning, and 2) regional water supply planning activities that support implementation of *Water 2050* / GO TO 2040 recommendations.

Water quality planning activities are informed by the Clean Water Act (CWA) and derived guidance documents and typically involve watershed plan development and some degree of post-plan support. 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.

With the publication of *Water 2050* in March 2010, CMAP continues its role as the lead agency and regional voice for water supply planning issues and thus, agency activity follows through on the state and regional investment in planning for a growing population faced with constrained water supplies. Both *Water 2050* and the Areawide Water Quality Management Plan serve as functional elements of the regional comprehensive plan, GO TO 2040.

AREA 1: WATER QUALITY MANAGEMENT PLANNING

Facilities Planning Area (FPA) Review Process

Project Manager: Dawn Thompson

Team: Loftus

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. CMAP will also provide coordination and technical assistance, as funds allow, to entities undertaking comprehensive watershed planning initiatives as well as those working towards IEPA-approved plan implementation.

Products and Key Dates: Reviews as needed; outreach/education presentations to regional stakeholders (e.g. COGs, counties, sanitary districts).

4th Quarter Progress:

- In support of CMAP's Local Technical Assistance (LTA) Program, provided guidance and mapping assistance regarding a previous FPA amendment request from the Village of Lakemoor. Findings from these discussions will help guide future LTA dialogue with the Village.
- Completed a second draft of the WQMP Amendment Process and Procedures document for purposes of updating and revision.
- Developed minutes and an agenda for the Wastewater Committee Meeting. Also, spoke with the Wastewater Committee Chairman, prior to the agenda's completion, to discuss the agenda items.
- Updated CMAP's Environment and Natural Resources Committee on actions undertaken by CMAP and the IEPA regarding IEPA's new policy on FPA's. The Committee was also informed of watershed work undertaken by CMAP and steps currently underway to revise the FPA procedures manual. The group asked to provide comments on the procedures manual before it is finalized.
- Scoped out the potential possibility of sponsoring a workshop to provide technical assistance and guidance regarding the positive benefits of a regional approach to wastewater investment decisions. The workshop would provide communities with the tools to make decision in line with Go to 2040. Possible topics to include: innovative/environmental friendly solutions to treat wastewater, nutrient removal systems for small communities with potential growth, the state revolving loan fund, update on nutrient standards, steps to update nonpoint source model ordinances (a possible tool for communities that were not selected through the LTA program).
- Prepared several documents for a number of FPA amendment requests including: 1) the City of Chicago's FPA amendment request to transfer 330 acres from the Bensenville FPA to the MWRDGC FPA, 2) the Lakes Region Sanitary District's request transfer 28+ acres from the Northern Moraine FPA to the Lakes Region Sanitary District FPA, and 3) the Willow Creek Community Church's request to transfer 9.9 acres of land from the Barrington FPA to the Metropolitan Water Reclamation District of Greater Chicago (MWRDGC) FPA. A staff review and summary, an additional needs letter requesting supplemental information, and a signoff letter was developed for each application.
- Developed and forwarded a signoff letter to the IEPA for the Village of Lisbon's amendment request. The Village requested to construct a new wastewater treatment facility to eliminate domestic, untreated wastewater discharges to surface water via failing septic systems. Both CMAP Staff and members of the Wastewater Committee raised concern since the facility had no provisions for nutrient removal. The letter addressed this concern.
- Developed public notices and signoff letters for several Level III amendment requests. The Level III requests included reissuance of NPDES Permits and approval of several SRF Loans. Also, worked with the high school student to record and file several Level III applications and signoffs.
- Renewed CMAP's Engineering Contract with Chris Burke Engineering Engineers to perform water related work activities.
- Drafted a FY 13 workplan in line with CMAP's 2013 workplan.

1st Quarter Objectives:

- To develop necessary documentation for FPA amendment requests including reviews, additional needs letters, maps, and technical support as needed.
- To develop meeting materials for upcoming Wastewater Committee meetings.
- To continue the process of reviewing FPA Review Criteria, the WQMP Amendment Application for purposes of updating and revision.
- To complete updates to the Level I and Level II amendment table.
- To continue an analysis to determine how many applicants (within the past 5 years) have acted on staff's recommendation and actually adopted ordinances that are comparable to CMAP's model ordinances.
- To update FPA maps based on IEPA decision letters.
- To continue internal discussions regarding the revised WQMP Procedures Manual.

Regional Support for Partner-led Watershed Planning and Management

Project Manager: Tim Loftus

Team: Hudson, Thompson, Talbot

Description: Staff will share data and information, provide technical assistance and/or regional coordination, as funds allow, to groups and organizations that are either undertaking watershed planning initiatives or implementation of Illinois EPA approved plans. Such groups and organizations include those funded through Illinois EPA and those representing Clean Water Act 303(d) listed waters.

4th Quarter Progress:

- Presented, along with members of the IEPA, MWRDGC, and the LCSMC, at the first meeting of the Buffalo Creek Clean Water Partnership. Also led stakeholder group discussions to record watershed related issues and concerns.
- Presented to the Silver/Sleepy Coalition to encourage watershed plan implementation. The presentation was then tailored to each municipality, for future presentations by Coalition members, at various board meetings within the watershed.
- Finalized an implementation schedule with members of the Coalition, Nunda Township, the City of McHenry, and the Village of Cary.
- Presented the Silver & Sleepy Creeks Watershed Action Plan at the Village of Cary's evening board meeting and at the McHenry County Environment and Natural Resources Committee. To date, McHenry County adopted the plan. Adoption by the Village of Cary is anticipated at a future date.
- Developed a first draft of CMAP's 319 website. The webpage will give an overview of the program and summarize 319 projects managed by CMAP.
- Provided details about 319 related work undertaken in Dundee Township for presentation at the Township's rotary club.
- Developed several maps for the TMDL Implementation Planning process.

- Made a presentation to the Village of South Elgin, Planning and Zoning Commission on behalf of the Ferson-Otter Creek Watershed Plan.
- Delivered a presentation to the Village of South Elgin, Board of Trustees on behalf of the Ferson-Otter Creek Watershed Plan. The Board adopted a resolution of support.
- Delivered a presentation to the Village of Elburn, Board of Trustees on behalf of the Blackberry Creek Watershed Plan. The Board adopted a resolution of support.
- Continued with watershed plan distribution to several partners.
- Presented to the Jelkes Creek-Fox River Watershed Planning stakeholder group an overview of Illinois EPA's Section 319 Nonpoint Source Pollution Control Program grant application requirements and several examples of projects funded in the past within the Fox River Watershed;
- Assisted judges at the 2012 Northeastern Illinois Envirothon during the "current topic" presentations on "Nonpoint Source Pollution/Low Impact Development";
- Prepared an example "resolution of support" for the Blackberry Creek (BBC) Watershed Action Plan, and provided examples to Kendall County, Village of Montgomery, Village of Elburn, Kane County, Blackberry Township, Fox River Ecosystem Partnership, and United City of Yorkville;
- Tailored PowerPoint presentations and presented to the boards of Kendall County, Village of Elburn, and Village of Montgomery overviewing the BBC Watershed Action Plan and example resolution of support; resolutions were adopted by each of these jurisdictions;
- Prepared field maps and assisted Illinois DNR streams biologist Bob Rung with reconnaissance of potential fish survey sites in Sleepy Hollow, Silver, and Fel-Pro Creeks, to be conducted in late summer 2012 in support of implementation of the Silver and Sleepy Hollow Creek Watershed Action Plan;
- Participated in the monthly Tyler Creek Watershed Coalition meetings;
- In support of the Hickory Creek Watershed Planning Group (HCWPG), reviewed and provided comments on a draft stream monitoring QAPP (quality assurance project plan); discussed with Illinois EPA field staff their stream monitoring procedures and received a copy of their draft SOP; researched costs for multi-parameter meters and churn splitters; along with Jesse Elam, met with Joliet, Mokena, and New Lenox staff to learn more about their laboratory capabilities, and visited potential stream sampling sites; attended the May meeting of the HCWPG; and met with Illinois EPA field staff at Hickory Creek site GG-22 to observe sampling procedures;
- Gave a presentation highlighting watershed planning in the Fox River Watershed at the Elgin Green Expo/Watershed Wanderings Symposium on May 4;
- Provided information (including the agreement documents, project maps, and operation and maintenance plan) to the new Prestbury Citizen's Association president on the 319-funded Prestbury Lake Shoreline Stabilization Project, and met with the president and board members to answer questions, view shoreline conditions, and offer recommendations;
- Worked to provide the Village of Elburn's comprehensive plan development consultant various Blackberry Creek Watershed shapefiles or directions for obtaining such data layers for their planning purposes.

1st Quarter Objectives:

- Respond to a new Illinois EPA request to contact local NRCS (Natural Resource Conservation Service) and FSA (Farm Service Agency) representatives to request an inventory of BMPs that have been implemented under several NRCS and FSA programs within the areas covered by nine watershed-based plans where CMAP was the lead planning agency;
- present an overview of the Blackberry Creek Watershed Action Plan and an example resolution of support to the United City of Yorkville Committee of the Whole on July 10;
- Offer guidance and assistance as needs arise.

Watershed Planning

Project Manager: Tim Loftus

Team: Hudson, Thompson

New watershed planning activity will commence in the 4th quarter, 2012, with Clean Water Act, Section 604(b), funding issued through Illinois EPA and associated with federal fiscal year 2012. One planning process will get underway that is designed to implement several Total Maximum Daily Loads (TMDLs) under development for nine lakes in southwestern Lake County. Eight of the nine lakes will have a total phosphorus TMDL, two of which also have a fecal coliform TMDL. One lake will have a dissolved oxygen TMDL. The project will take place through July 2014.

Products and Key Dates: To be determined during the 4th quarter of calendar year 2012.

4th Quarter Progress:

The first stakeholder meeting of the 9 Lakes TMDL Implementation Planning project was held on June 20th. Prior to this meeting, a database of potential stakeholders was developed for purposes of meeting invitations, announcements, and other communication related needs. The database will grow over time as other people and organizations are discovered. Other work, including preparation of a TMDL fact sheet, meeting agenda, PowerPoint presentation, goal structure guidance document, and watershed maps, was done in preparation of the kick-off meeting. Also, the subcontract with the Fox River Ecosystem Partnership was executed on June 28th. Illinois EPA informed staff that the Stage 3 TMDL final report expected in the fall, 2012 will now be delayed one year due to problems with their contractor. Staff arranged for a demo of a GIS-based model developed by Northwater Consulting in response to Illinois EPA expectations of watershed-wide BMP identification. Staff also began researching the potential applicability of U.S. EPA's SUSTAIN (System for Urban Stormwater Treatment and Analysis Integration) Model, notably for BMP cost-effectiveness analysis.

1st Quarter Objectives:

Stakeholder meetings are scheduled for July 25th and September. A problem statement, goals, and objectives are expected to be drafted. The process of selecting a landscape analysis/pollutant load model will get underway. Staff will begin to refresh GIS skills by taking an in-house Intro to GIS class. Separate meetings with local stakeholder groups will

take place to develop collaborative strategies.

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 six counties in the region (excluding Lake County since 2010), including over 50 volunteers at approximately 30 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 2011), lake maps and monitoring site coordinates for new lakes in the program (November 2011), 2011 monitoring data QA/QC and editing in Illinois EPA's lakes database (December 2011), assistance with annual report preparation (as requested by Illinois EPA), distribution of Secchi monitoring forms to continuing volunteers (April 2012), volunteer training (May 2012) and follow up visits (as needed).

4th Quarter Progress:

Project administration, coordination, and management:

- Reviewed and approved the VLMP portion of the monthly Water Quality Management Planning project invoices to Illinois EPA prepared by CMAP's accounting group;
- Prepared a 3rd quarter FY12 progress report for CMAP and Illinois EPA;
- As requested by Illinois EPA for their database, reviewed and edited ownership information for numerous lakes in the CMAP region;
- For the Training Manual, revised the contacts information page, Table 1 (VLMP Tiered Approach), and Table 2 (Volunteer Qualifications for Tier Placement) and provided PDFs to the Statewide Coordinator for distribution to the volunteer monitors statewide with this year's supply of monitoring forms ;
- Contacted past volunteers not yet registered for the 2012 season to find out if they would be continuing in 2012;
- Finalized the selection of Tier 2 and Tier 3 lakes in consultation with Illinois EPA;
- Updated the VLMP paragraph for CMAP's FY13 work program description;
- Prepared an inventory of chlorophyll equipment in the CMAP region (including Lake Co.) and provided a list to the Statewide Coordinator at Illinois EPA and the Lake County Coordinator at the Lake County Health Department;
- Requested and received a supply of the two new/revised AIS (aquatic invasive species) Watch cards (New Zealand mudsnail and Asian carp) from Illinois-Indiana Sea Grant, and mailed a supply to the Statewide, Lake County, and Southern (GERPDC) Coordinators;

- Met with the Statewide and Lake County Coordinators to receive this year's water sampling supplies and review procedures, and transferred a few chlorophyll kits to the Lake County Coordinator for use in Lake County;
- Prepared a transmittal letter and mailed this season's supply of Secchi Monitoring forms, postage-paid return envelopes, Personal Record of Observations form, AIS Watch cards, and revised Training Manual pages to all continuing volunteers;
- Repaired the cable connection on one of the VanDorn samplers needed for a Tier 3 lake;
- Reviewed and provided edits/comments on the 2012 VLMP registration list received in mid-June from the Statewide Coordinator at Illinois EPA;
- Provided the the Statewide Coordinator the information for contacting the USACE representative for granting access to the Lucas Berg Lakes for the purpose of VLMP training; and
- Reviewed and provided comments to the Statewide Coordinator regarding proposed revisions to the Secchi Monitoring form for next season.

Data management:

- Provided user name and password information as requested by several volunteers so they could enter their Secchi monitoring data on-line; and
- Reviewed Secchi Monitoring forms received from volunteers to date, compared the data and information on the forms to the on-line data entries, and wrote notes on each form regarding corrections needed.

Technical assistance:

- Continued to prepare a summary of historical and current VLMP data for Lake Killarney and Silver Lake in McHenry County for the volunteer monitors and their associated lake management committees (Lake Killarney Homeowners Association (HOA) and Village of Oakwood Hills, respectively);
- Attended the Lake Killarney HOA annual meeting on May 1 and presented an overview of the VLMP Secchi, dissolved oxygen/temperature, and water chemistry data; and discussed management options and potential BMP opportunities with the Board and residents;
- Met with several Lake Killarney HOA residents and the Lake Committee Chair at their aeration system pump house to overview the system and its operation, and answer any questions (Note: the volunteers have been utilizing the dissolved oxygen/temperature profile data collected in 2011 and 2012 through the VLMP Tier 2 program to make more informed decisions on when to start up and turn off the system each of these two seasons);
- Met with the Village of Oakwood Hills Lake, Park, and Fen Committee on June 4 to discuss lake management options and investigate potential BMP opportunities around the lake;
- Delivered one of the large, metal VLMP signs to the volunteer at Lake Killarney which will be installed at the lake's east beach;
- Updated the the Sanctuary Pond monitoring site location-aerial photo map and provided this to Illinois EPA for their files;
- Updated and provided a list of fish suppliers, as well as the IDNR fisheries biologist's contact information, to the volunteer monitor at the City of Country Club Hills;

- Searched for information on the efficacy of various bacterial products advertised for use in lakes, and got one volunteer in touch with another who has been using such products in some ponds;
- Talked with and e-mailed VLMP information to a potential new volunteer with a pond in DuPage Co.;
- Reviewed and provided comments and considerations on a proposed aquatic herbicide application for a portion of Silver Lake/McHenry Co.; and
- Began to draft a PLWIP (Priority Lake and Watershed Implementation Program) application for the Village of Oakwood Hills for an infiltration basin upgradient from Silver Lake/McHenry Co. in case some Partners for Conservation grant funds become available.

Volunteer Training:

- Scheduled, prepared for, and conducted training/refresher training and stocking/restocking of water sampling supplies for the Tier 2 volunteers at 8 lakes and the Tier 3 volunteers at 3 lakes; and
- Prepared materials for Tier 1 Secchi training at Lucas Berg Lake North and South but had to postpone training due to waiting for access permissions from the USACE.

1st Quarter Objectives:

Continue to review Secchi Monitoring forms received from volunteers, compare the data and information on the forms to the on-line data entries, write notes on each form regarding corrections needed, and mail copies to the Statewide Coordinator at Illinois EPA; conduct audits of the Tier 3 volunteers; provide technical assistance to volunteers as requested.

Maple Lake Phase 2 Rehabilitation and Protection Program

Project Manager: Holly Hudson

Description: Technical advisor to the Forest Preserve District of Cook County for an Illinois Clean Lakes Program Phase 2 rehabilitation and protection program at Maple Lake.

Products and Key Dates: Quarterly progress reports due to FPD of Cook County and Illinois EPA, technical assistance regarding, a) aquatic plant community rehabilitation, b) nuisance aquatic plant management plan implementation (ongoing as needed), c) water quality monitoring (monthly through October 2011). Data management is ongoing. The project ends with a final report due to the FPD of Cook County by March 1, 2012.

4th Quarter Progress:

- prepared a 3rd quarter FY12 progress report for CMAP and the Forest Preserve District of Cook Co. (District);
- reviewed and approved the 3rd quarter FY12 invoice to the District prepared by CMAP's accounting group;
- revised the the final draft of the project report, including incorporating phytoplankton data received from Illinois EPA, fisheries related data and information received from the District's fisheries staff, and bird count data and educational activities information received

from the District's education staff, and e-mailed the report to Illinois EPA's Clean Lakes Program Coordinator and the District's Maple Lake project manager for review and comment.

1st Quarter Objectives:

Address any comments received from Illinois EPA and the District, and finalize the project report.

Fox River Watershed Restoration and Education (Phase 4)

Project Manager: Dawn Thompson

Team: Hudson

Description: Serve as the grant administrator and technical advisor through a Clean Water Act Section 319 Nonpoint Source Pollution Control Program grant from Illinois EPA for four implementation projects within the Fox River watershed.

The project is as follows:

- St. Charles Park District: The park district is implementing streambank and streambed stabilization on Norris Woods Creek, a tributary of the Fox River, located in the Norris Woods Nature Preserve.

Products and Key Dates: Quarterly Progress Reports due to the Illinois EPA; Draft Operation and Maintenance Plan –

4th Quarter Progress:

The project was completed during the 2nd quarter FY12.

AREA 2: REGIONAL WATER SUPPLY PLANNING

Water 2050: Implementation

Project Manager: Tim Loftus

Team: Ahmed, Capriccioso, Schneemann, Talbot

Description: Having established a leadership role during the past five years in regional water supply planning, CMAP has a vested interest in ensuring that regional activity remains coordinated, collaborative, and productive. *Water 2050* features over 240 recommendations with 50 recommendations aimed at CMAP for implementation.

Project activity will seize CMAP's opportunities to implement plan recommendations while supporting several counties and public water suppliers in their efforts to implement the plan. CMAP will also serve as the regional conservation coordinator to support county government and public water suppliers as they move to implement recommendations designed for them. A CMAP staff person will be identified to participate in and support the Northwest Water Planning Alliance (NWPAA). The NWPAA is a new subregional group constituted by Intergovernmental Agreement, an outcome of

Water 2050, and has requested CMAP's participation. CMAP will also support IDNR's Lake Michigan Management Section in their efforts to meet the conservation program provisions of the Great Lakes Compact. Additionally, the diverse needs associated with maintaining water demand/supply balance require an active forum for discussion and iterative planning. CMAP will facilitate these discussions with an advisory council, track plan implementation progress, and prepare for an updated plan in 2015.

Products and Key Dates:

- As the regional conservation and efficiency coordinator, provide technical assistance, outreach, education, training, and program integration along with Illinois-Indiana Sea Grant and University of Illinois – Extension. Staff will engage the region's 300 plus municipal/public water suppliers through a variety of means:
 - Website development as primary source of information, with a focus on CMAP offerings related to education, outreach, training, technical assistance, and program integration with Illinois-Indiana Sea Grant and the University of Illinois – Extension.
 - Host a water-rate setting workshop and other workshops related to the Great Lakes Restoration Initiative grant being managed by staff.
 - Prepare and deliver presentations / discussions for elected officials and others.
 - Develop a *Water 2050* plan implementation tracking system.
 - Product deliverables (e.g. a library of water-bill inserts, policy updates).
 - WaterSense program promotion/support.
 - Participate as Chairperson of the Illinois Section American Water Works Association, Water Conservation Committee.

4th Quarter Progress:

- Staff provided support to the Northwest Water Planning Alliance (NWPAA) by participating in two monthly meetings of the Technical Advisory Committee (TAC). Contributions of note include:
 1. working with MPC to guide the TAC on choosing among outdoor lawn water restriction programs. A program recommendation was selected and will now go before the Executive Committee for approval in July.
 2. discussions leading to development of an LTAP application
 3. As the result of coordination with NWPAA, the region has 25 new WaterSense promotional partners. Staff also created a sample WaterSense municipal resolution to support Board or Council approval if needed.
 4. The NWPAA participates in the CMAP bill insert program reaching at least 15,000 residents in this last quarter. CMAP bill inserts are figured on South Elgin's website.
- staff completed a redesign of the CMAP water resources website.
- staff continued to chair the Illinois AWWA Water Efficiency Committee. Duties involve conducting / hosting monthly meetings and contributing to the monthly printed publication, SPLASH. Water-Energy Nexus Survey Report was published and widely distributed statewide. Staff presented Water-Energy Nexus project at the

- ISAWWA WaterCon conference in April 2012. Staff is currently planning a joint webinar with the Wisconsin Water Efficiency Committee on irrigation/outdoor water use. Staff is continuing to collect data and has reached out to planning liaisons to help solicit additional survey responses.
- Participated in an IDNR Lake Michigan water-use rules discussion with Openlands, MPC, and the Alliance for the Great Lakes.
 - Staff provided water related support to other CMAP LTAP projects (e.g., Alsip, Bronzeville, Northlake) and reviewed new MetroPulse mapping functions related to water supply.
 - Staff worked with the IDNR, OWR, Lake Michigan Management Section on potential LTAP projects.
 - Staff prepared and delivered water-resource presentations to:
 1. Village of Oak Park, annual Green Tuesdays in the Village program held in April (two presentations given by different staff members.)
 2. Water in a Changing World: A Comparison of Midwest and European Approaches conference in Champaign, IL.
 3. Natural Lawn Care and Sustainable Landscape workshop on April 13th on model water-use ordinance.
 - Staff spent time working with IDNR, regional partners, and a member of the General Assembly to secure support and adoption of a strategy for generating new revenue in order that IDNR can create a program for state/regional water supply planning. This initiative neither succeeded nor failed during the GA session and will be discussed further in the new fiscal year. Work continued on refining the the draft full-cost pricing paper.
 - The bimonthly Water 2050 e-newsletter went out in April and June.
 - Attended a listening session with other regional entities held by MWRDGC Commissioner, Debra Shore.
 - Attended another Illinois Plumbing Code revisions discussion hosted by MPC and attended by numerous interests from throughout the state.
 - Water related Local Technical Assistance:
 1. worked with City of Evanston staff on developing a water efficiency plan. Public meetings were held in addition to meetings with city staff. The final report was issued and awaits city council approval.
 2. worked with Village of Oak Park staff on developing a water conservation and efficiency plan. Public meetings were held in addition to meetings with village staff. The final report is undergoing internal (CMAP) review prior to delivery next quarter.
 3. worked with Village of Orland Park on developing final-draft language for their water resource chapter of revised Village code. Activities include:
 1. Following internal and Steering Committee review of the draft report, staff presented a second draft report to the Plan Commission on May 8 and to the Development Services Committee on May 21, 2012.
 2. The final report was issued. CMAP is currently working with Village

Staff to begin regionalizing the initiative to the other communities of the Oak Lawn Water Supply system.

4. worked with the Village of Lake Zurich in collaboration with MPC and others, on evaluating their various water resource circumstances to help inform village decisionmaking. The final report was issued.
- Staff regularly attends seminars, webinars, and other activities centered on an ongoing water resource discussion within the region. This includes attending both formal and informal meetings to discuss green infrastructure, stormwater management, federal and state agency initiatives (or need for state agency activity) and other water-related issues.
 - Two Lawn-to-Lake workshops, conducted as part of the Great Lakes Restoration Initiative (GLRI) grant administered by staff, were organized and held .
 - staff was interviewed by a UIC DUPP graduate student as part of their program requirements.
 - Staff served as an advisor on water use in restaurants for a Green Restaurant research team and student project at the University of Chicago.
 - Presented the Orland Park project to the membership of the Prairie State Sustainability Network at their April meeting.
 - Staff served as a panelist in an Earth Day event held in Winthrop Harbor focusing on Illinois' Lake Michigan shore.
 - Presented the Orland Park project to the Environment and Natural Resources Working Committee.
 - Presented the Orland Park project in the context of *Water 2050 implementation* to the DePaul Urban and Environmental Economics undergraduate students upon the request of Deb Stone.

1st Quarter Objectives:

Water 2050 related work will carry on under the Local Technical Assistance Program with details to be determined. Ongoing advisory committee participation is also scheduled.

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, formerly known as the Chicago Region Initiative for Better Buildings (EI2) 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 and serves as a model for inter-jurisdictional collaboration.

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 skilled workforce. To address these barriers, EI2 has committed the grant funds to the following activities:

- **Access to comprehensive information (\$6,550,000)**
 - Communications Strategy Development
 - Information System Development; including
 - Building Energy Tools – Residential and Commercial

- **Access to functional finance tools (\$15,750,000)**
 - Multifamily Loan Loss Reserve Program (Energy Savers)
 - Multiunit Retrofit Improvement Loan Program
 - Employer-Assisted Housing Retrofit (EAHR) Program
 - Residential Retrofit Fund
 - Commercial/Industrial Retrofit Fund
 - Commercial Nonprofit Retrofit Fund
 - Home Performance Retrofit Rebate Program

- **Access to a trained workforce (\$400,000)**
 - Energy Efficiency Workforce Intermediary

Daniel Olson is the Senior Energy Efficiency Planner and Project Manager for EI2, Emily Plagman is Energy Efficiency Project Coordinator, and Joey-Lin Silberhorn is the Energy Efficiency Program Assistant. In addition, Margaret McGrath and Dolores Dowdle continue to be involved with any residual procurement and contracting aspects of the grant (e.g. contract adjustments or amendments), and Lance Tiedemann provides IT assistance for the programs access to information component, particularly with the website. All staff will continue to provide assistance towards the final objectives for EI2 as needed for the foreseeable future.

EI2 Retrofit Steering Committee Support

Team: Olson, Plagman, Silberhorn

Description: Provides staff support to EI2 Retrofit Steering Committee, which includes CMAP and other stakeholders including the City of Chicago, utility companies and representatives from the private and non-profit sectors working within the energy efficiency sector.

Products and Key Dates: Represent CMAP and provide program updates at EI2 Retrofit Steering Committee; solicit policy guidance on key EI2 decisions; schedule ongoing monthly meetings.

4th Quarter Progress:

- Scheduled and coordinated bimonthly Steering Committee meetings and included key CMAP staff (Randy Blankenhorn, Jill Leary, Dan Olson, Emily Plagman, Joey-Lin Silberhorn)
- Provided bimonthly EI2 progress reports to Steering Committee members
- Involved Steering Committee with longer-term planning and decisions (up to 6-months in advance) surrounding relevant issues as well as programmatic changes involving EI2 financing programs.
- Involved Steering Committee, particularly the utility representatives, in implementation discussions for EI2 to minimize program delivery overlap between EI2 and utility/DCEO-sponsored efficiency programs.

1st Quarter Objectives:

- Continue to schedule and coordinate bimonthly Steering Committee meetings (August and October 2012) and include key CMAP staff (Randy Blankenhorn, Jill Leary, Dan Olson, Emily Plagman, Joey-Lin Silberhorn)
- Provide bimonthly EI2 progress reports to Steering Committee members
- Involve Steering Committee with longer-term planning and decisions (up to 6-months in advance) surrounding relevant issues.
- Involve Steering Committee, particularly the utility representatives, in implementation discussions for EI2 to minimize program delivery overlap between EI2 and utility/DCEO sponsored efficiency programs.

EI2 Program Development and Implementation

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

Description of General Project Approach:

The majority of effort during the first year (FY11) of EI2 involved strategic planning and competitive procurement activities (through RFP development, issuance, and bid selection) administered by CMAP. The EI2 Retrofit Steering Committee provided strategic guidance in this process and helped set goals and objectives, define methods, create objective deliverables, and set milestones within the context of each specific procurement process. In October 2010, CMAP contracted with CNT Energy to serve as the implementation agency and continue program development, develop a comprehensive implementation plan, and facilitate oversight and reporting requirements of present and future sub-recipients of EI2 grant funds. In Q2 of FY12, EI2 reached a substantial milestone, with the program having fully obligated the \$25 million grant on November 18, 2011, and expended close to \$18.9 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 \$94.5 million in committed private investment capital from the various financial institutions to be made available specifically for retrofitting work. For the duration of the grant, EI2 will expend funds at a rate of approximately \$400,000 a month.

EI2 is guided by the following three principles:

- Plan programs in collaboration with other Retrofit Steering Committee members' efforts, particularly those being implemented through the electric / gas utilities' Energy Efficiency Portfolio Standards (EEPS), where possible to maximize the impact of all programs and funding dollars.
- Invest in efforts to transform the market and provide enabling infrastructure.
- Balance overall program efficacy (as measured by number of retrofits, kilowatt hours (KwH) or Therms saved) against other goals, including serving the full income spectrum of Chicago-area residents and creating jobs.

Q4 of FY12 marks the program's third quarter of full-scale implementation. The quarter was again marked by aggressive expansion of community-level outreach activities as well as close monitoring of the first and second quarter of finance program availability across all market sectors. The primary EI2 initiatives as well as their associated program objectives include:

1. Increasing Access to Information

- Maintaining and improving the Information System (EI2 IS)
<http://www.energyimpactillinois.org> and the vanity URL www.TheEnergyBills.org will both educate consumers and facilitate retrofitting transactions by creating a comprehensive web-based portal to connect consumers with energy efficiency suppliers.

- Building recognition around a strategic Chicago region energy efficiency brand (Energy Impact Illinois) and its supporting marketing campaign (The Two Energy Bills). This exercise will work through a comprehensive Communications Strategy to educate consumers on the energy efficiency opportunities that are available to them.
- Developing and maintaining two separate Building Energy Tools – MyHomeEQ for residential single-family homes and Encompass for the large commercial – to allow consumers to achieve greater understanding of energy efficiency retrofit potential in their buildings.

2. Increasing Access to Capital

- Energy Savers (Multifamily Loan Loss Reserve Program) - Provides technical assistance, financing, and retrofit work to interested multifamily building owners in the seven-county CMAP region, including Rockford.
- Multiunit Retrofit Improvement Loan Program - Targets low-to-moderate income residential building units and aligns energy efficiency retrofit activities with existing housing rehabilitation projects being administered with Community Development Block Grant (CDBG) and/or HOME funds through the Department of Housing and Development (HUD).
- Home Energy Renovations for Employees (HERE) Pilot Program - Provides a maximum \$3,000 energy efficiency retrofit incentive to participating employees of an employer-assisted housing program, which works with participating employers to provide down payment or rental assistance (a \$3,000 match) to employees who seek to live within a certain proximity to their place of employment (e.g. schools, colleges, hospitals). Employer tax credits will also be leveraged to bring additional funds back into program.
- Residential Energy Efficiency Loan (REEL) Fund – Designed to be both a secured and unsecured loan program structured for single-family, moderate to high-income borrowers to conduct energy efficiency retrofits on their homes. As of Q1 2013, Delta REEL program will be offering \$1,750 rebate incentives in addition to loans, as well as adjusting the loan offering to be 0% for the first 12 months.
- Rockford Home Performance Retrofit Rebate Pilot – A single-family residential rebate pilot program based off the Home Performance with Energy Star model and located within the City of Rockford.
- Transcend Commercial/Industrial Retrofit Fund – Financing program aimed at serving mid-to-large commercial and industrial properties in the Chicago region.
- IFF Commercial Nonprofit Retrofit Fund – Financing program aimed at regional nonprofit facilities looking to conduct energy efficiency upgrades.

3. Increasing Access to Workforce

- Creating a workforce intermediary that will connect trained workers with contractors in the energy efficiency retrofitting sector.

Products and Key Dates: Continued EI2 IS functionality (ongoing), marketing and outreach campaigns, with planned fall marketing push in Q2 FY12, followed by sustained community outreach for the program (ongoing); quarterly retrofit and spending targets associated with financing programs (ongoing, through FY12); and, workforce intermediary (ongoing, launched 7/2011 and continuing through duration of the grant)

4rd Quarter Progress:

- Continued with Fleischman Hillard, CNT Energy, the City of Chicago, and other partners to maintain awareness of the “Two Bills” marketing campaign and increased visibility of EI2 brand in the region. Continued to focus on community-based efforts to bring program to the region’s consumers.
- Increased number and scope of EI2 “houseparty” outreach – in which EI2 contractors help homeowners, their friends, and neighbors understand the benefits of a home energy audit as well as sign up for low-cost audits on the spot.
- Maintained EI2 website and continued transition planning of website ownership to CMAP/CNT staff.
- Worked with PositivEnergy Practice and MyHomeEQ to finalize and integrate the residential and commercial building energy tool into the larger EI2 Information System.
- Worked with Delta Institute, NICOR and Peoples/Northshore gas, to modify REEL program offerings to include deeper incentives and loan terms in order to increase demand and retrofit activity.
- Worked with Priority Energy to drive demand and retrofit activity in the Home Performance Retrofit Rebate program.
- Continued to increase outreach and drive demand toward audits, applications, and completed retrofits for the Energy Savers (Multifamily Loan Loss Reserve) program.
- Worked with the Village of Oak Park to drive demand toward audits, finalize applications, and conduct retrofit work through the Multi-Unit Retrofit Improvement Loan Program.
- Worked with the City of Chicago to finalize loan closings and oversee construction on work through the Multi-Unit Retrofit Improvement Loan Program. All Davis-Bacon documentation reviewed and archived with EI2 program, and first drawdown of \$292,500 was completed for 117 multifamily units.
- Worked with the Metropolitan Planning Council to begin administering retrofit activities with selected employers and initiate associated loans for the Home Energy Renovations for Employees (HERE) program (formerly Employer-Assisted Housing Retrofit (EAHR)) Program; continued to market and reach out to prospective employers.
- Worked with IFF to drive demand and retrofit activity in the Commercial Nonprofit Retrofit program and continue tracking audits, loans closed, and completed retrofits.
- With CNT Energy, the Chicago Jobs Council, and the Centers for New Horizons – continued research and workforce alignment through the Workforce Intermediary.
- Worked with SCIEnergy (formerly Transcend Equity Development Corporation) to drive demand and retrofit activity within the Commercial/Industrial Retrofit program.

Developed contract modifications to adjust for acquisition as well as incorporate a “First-Five” Buildings deal into the program offerings. Finalized contracts on first key projects for this program and provided monthly status updates to the Department of Energy on progress. First verbal commitment (Avon) in Morton Grove looking to move forward in a predevelopment study for MESA.

1st Quarter Objectives:

- Continuing with Fleischman Hillard, CNT Energy, the City of Chicago, and other partners to maintain awareness of the “Two Bills” marketing campaign and increased visibility of EI2 brand in the region. Continue to focus on community-based efforts and the EI2 “houseparty” model to foster consumer demand. Couple these effort with the “Dollars for Doing” EE campaign.
- Maintain development of EI2 website and continue transitioning ownership to CMAP/CNT staff.
- Maintain PositivEnergy Practice’s EnCompass tool.
- Maintain MyHomeEQ residential building energy tool as part of the larger EI2 Information System and continue to improve user interface and data validation.
- Work with Delta Institute, utilities, and various lending institutions to implement REEL retrofit rebate program offerings to increase demand and retrofit activity.
- Work with Priority Energy to drive demand and retrofit activity in the Home Performance Retrofit Rebate program.
- Continue to increase outreach and drive demand toward audits, applications, and completed retrofits for the Energy Savers (Multifamily Loan Loss Reserve) program.
- Work with the Village of Oak Park to continue driving audits, finalize applications, and conduct retrofit work through the Multi-Unit Retrofit Improvement Loan Program.
- Work with the City of Chicago to finalize additional loan closings and oversee construction on first couple buildings through the Multi-Unit Retrofit Improvement Loan Program; begin weekly review of all Davis-Bacon documentation.
- Reduce funding for the Metropolitan Planning Council to adjust for lack of uptake in retrofit activity with selected employers and initiate associated loans for the Home Energy Renovations for Employees (HERE). Maintain funding at levels that accommodate employers that have signed up for this program, and appropriate remainder of funds to other areas.
- Work with IFF to increase demand and retrofit activity in the Commercial Nonprofit Retrofit program and continue tracking audits, loans closed, and completed retrofits.
- With CNT Energy, the Chicago Jobs Council, and the Centers for New Horizons – continue research and workforce alignment through the Workforce Intermediary.
- Continue work with SCIEnergy (formerly Transcend Equity Development Corporation) to drive demand and retrofit activity within the Commercial/Industrial Retrofit program. Finalize contracts on first key projects for this program and provide monthly status updates to the Department of Energy on progress.

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, development of project selection criteria for high impact 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. CNT Energy as the implementation agency is assigned many of the above tasks and continues to refine automated, computer-based procedures for many of the activities. The CMAP Project Manager has final responsibility for review and submission to DOE.

The implementation plan developed by CNT Energy in FY11 will continue to be followed and updated throughout FY13. 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 currently maintains compliance with EECBG regulations and the Federal Terms and Conditions set forth in the grant award. ARRA and DOE-specific reporting requirements will be on a monthly and quarterly basis, depending on the report. To organize around this, CNT Energy has put forth a compliance manual for all sub-grantees that clearly defines the expectations and flow-down requirements associated with their sub-award. This manual will closely tie in to a monitoring plan that ensures all sub-grantees are:

- Achieving the work plan milestones and deliverables for each of the program goals and objectives as per the program's work plan.
- Carrying out projects as described within the EECBG application and any sub-grantee agreement.
- Carrying out the EECBG activities in a timely manner sufficient to meet all expenditure requirements.
- Charging costs to the activities which are eligible under the EECBG regulations.
- Complying with other applicable laws, regulations, and terms of all EECBG agreements.
- Maintaining proper record keeping practices to allow full review of all activities by CMAP and DOE.
- Conducting the program to minimize the opportunity for fraud, waste, and mismanagement.

Products and Key Dates: ARRA and DOE monthly (retrofit count) and quarterly (detailed

financial and job reports) reporting due (7/2012, and quarterly for the remainder of grant); 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).

4th Quarter Progress:

- Completed all quarterly and monthly ARRA and DOE reporting requirements (4/2012).
- Continued working with DOE, CNT and Shaw Group (through CNT's implementation contract) to maintain compliance of all sub-grantees with reporting requirements for both ARRA and DOE.
- Continued extensive outreach to local Councils of Government (COGs) and other municipalities about the EI2 program and begin identifying other key stakeholders at a community level to disseminate information and gain participation by consumers in the CMAP region
- Continued extensive community-based outreach directly with homeowners through various community events and workshops (e.g. Earth Day)
- Review contractual goals of financial subgrantees to determine whether programs are meeting their targets. Develop revised incentives, particularly with the REEL and SCIEnergy programs, to drive increased demand for financing. Develop remedial plans as necessary to ensure that target retrofit goals are met.
- Continued to improve and institutionalize standard administrative practices for EI2 grant program and make all subgrantees aware of these best practices.
- Hosted DOE site visit with DOE program staff and reviewed and implemented

1st Quarter Objectives:

- Complete all quarterly and monthly ARRA and DOE reporting requirements (7/2012).
- Continue working with DOE, CNT and Shaw Group (through CNT's implementation contract) to maintain compliance of all sub-grantees with reporting requirements for both ARRA and DOE.
- Continue extensive outreach to local Councils of Government (COGs) and other municipalities about the EI2 program and begin identifying other key stakeholders at a community level to disseminate information and gain participation by consumers in the CMAP region
- Continue extensive community-based outreach directly with homeowners through various community events and workshops (e.g. Earth Day, Labor Day)
- Focus outreach efforts on community "houseparty" model.
- Review contractual goals of financial subgrantees to determine whether programs are meeting their targets. Develop revised incentives, particularly with the REEL and SCIEnergy programs, to drive increased demand for financing. Develop remedial plans as necessary to ensure that target retrofit goals are met.
- Continue to improve and institutionalize standard administrative practices for EI2 grant program and make all subgrantees aware of these best practices.

- Put forth an EI2 Strategic Plan that incorporates the sustainability plans of all EI2 financing programs by September 15th.

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 examine project impact in the region on a regular basis. The objective of the EI2 evaluation plan will be to document:

- Number of customers assisted by the information system call center.
- Number of audits conducted to measure pre and post-retrofit energy consumption, including by sector.
- Total retrofits in process and completed, and financing tools utilized, in total and by sector.
- Total number of workers trained and number of workers employed.
- Total amount of contractors enrolled with EI2 and working with Workforce Intermediary.

During FY13, monthly evaluation reports containing these progress numbers will continue to 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; 2012-2013), progress reports from CMAP to EI2 Retrofit Steering Committee (quarterly).

4th Quarter Progress:

- Reviewed thresholds for finance program efficacy and institute remedial actions necessary to allow financial subgrantees to ensure progress on their retrofit totals.
- Developed contingency plans for programs that are failing to meet their stated goals and begin implementation of these plans in Q1 FY13.
- Initiated clawback provision with underperforming program (SCIenergy) and reallocated funds to more successful programs (Energy Savers).
- Complete all quarterly and monthly ARRA and DOE reporting requirements.

1st Quarter Objectives:

- Continue review finance program efficacy and institute remedial actions necessary to allow financial subgrantees to ensure progress on their retrofit totals.
- Develop contingency plans for programs that are failing to meet their stated goals and begin implementation of these plans in by September 15th Board Meeting.
- Complete all quarterly and monthly ARRA and DOE reporting requirements.

INFORMATION TECHNOLOGY MANAGEMENT

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: DuBernat, 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.

4th Quarter Progress:

- Implemented ESRI ArcGIS Image server and developed implementation strategy for CMAP aerial imagery
- Acquired and implemented IT infrastructure for Regional Data Archive project
- Acquired and implemented IT infrastructure for Regional Data Sharing Hub project
- Acquired and implemented IT infrastructure for Phase 2 of Modeling Cluster project
- Acquired and began implement new IT equipment from FY12 procurement plan
- Completed testing of web filtering protection solution on guest network
- Completed testing and design for Microsoft Exchange database distribution
- Completed wireless network upgrade for guest network

1st Quarter Objectives:

- To implement upgrade to H & S drives with mirrored file distribution
- To implement upgrade to Microsoft Exchange database distribution
- To implement software upgrades of ESRI products to 10.1
- To implement upgrade of INRO transportation modeling software
- To complete Phase 3 of plan for improved networking backbone design
- To complete Phase 2 of IFAS system BC plan, VM failover and remote data center
- To implement network failover for CMAP domains
- To continue testing of web filtering protection solution on local network
- To continue with APC UPS implementation Phase 3 – Central Monitoring System
- To complete wireless network upgrade for CMAP network
- To continue implementing new IT equipment from FY12 procurement plan

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

4th Quarter Progress:

- Migrated all project site and resource site content to the new SharePoint 2010 environment
- Performed QA/QC reviews on the new SharePoint environment and made modifications as needed
- Went live with the new SharePoint 2010 intranet on 6/18
- Performed a two-round security audit on CMAP's external facing web surfaces and performed remediation for all identified issues
- Implemented DNS failover for several CMAP domain names
- Re-keyed and implemented the email unified communication certificate and in order to conform to our new Exchange server configuration
- Provided admin support for Liferay users

1st Quarter Objectives:

- Archive SharePoint 2007 intranet
- Setup proactive maintenance for SharePoint 2010 intranet
- Upgrade SharePoint 2010 development environment
- Enhance SharePoint 2010 page design
- Provide CMAP staff with introduction/training for SharePoint 2010 project sites

Office Systems Management

Project Manager: Penny Dubernat

Team: Brown, Kelley, Rivera

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.

4th Quarter Progress:

- Approved invoices for Verizon cell phone service, First Communications landline service and GlobalCrossing teleconferencing service.
- Secured contract with vendor to implement new VoIP telephone system
- Completed the quarterly budget review for this project
- Replaced existing Blackberry Phones with Razr Maxx phones for staff. This will eventually lead to the retirement of the Blackberry server
- Replaced existing Avaya phone system with Cisco VoIP phone system, verified E911 system with the City of Chicago Department of Emergency Services

1st Quarter Objectives:

- Review invoices for Verizon cell phone service, First Communications land line service and GlobalCrossing teleconferencing service.
- Complete Print Shop Annual and Long Term Recommendations Report

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.

4th Quarter Progress:

- Completed 164 help desk tickets and requests for CMAP staff.
- Updated the CMAP wireless brochure on the Intranet to reflect the new guest wireless name and password.
- Went to the kiosk in Cottage Grove to troubleshoot the wireless connectivity with the kiosk. A new UBS wireless card was installed.
- Implemented the new GoTo meeting install update.
- Trained Rob on the ticketing system and how to reimage PC's and laptops.
- Working with Rob to upgrade staff PC's and laptops.
- Ordered wireless keyboard/mouse and monitor cables for the receptionist area.

1st Quarter Objectives:

- Develop a plan for users to access the CMAP domain through the wireless network.
- Continue to upgrading staff PC's and laptops.
- Continue to update user documents for staff as needed.
- Continue to assist staff with PC/Blackberry/phone problems as needed.

Commercial Datasets Management

Project Manager: Penny Dubernat

Team: Zhang, D. Clark, Rogus

Description: Many CMAP projects (e.g. land use inventory, regional indicators, freight planning, economic development) rely on proprietary data sources that CMAP purchases. In many cases, these data are compiled from public sources and the proprietary value-added is in their ease of use and quality control. The primary purpose of managing commercial dataset acquisition under a single project is to monitor and document the current use, ongoing need, and contractual obligations of proprietary datasets. While most commercial datasets are associated with a particular staff member who possesses appropriate subject matter expertise, the commercial dataset project manager is responsible for compiling usage statistics, managing procurement and renewals, and monitoring expenditures.

Products: Documentation of commercial data set use and procurement.

4th Quarter Progress:

- Obtained new Dun and Bradstreet Contract
- Advise/negotiated use of datasets created by various land conservation groups permission to share data for the Liberty Prairie Reserve Update LTA project
- Received the renewal of agreement with IL Department of Employment Security
- Renewed CoStar contract
- Renewed TREDIS contract

1st Quarter Objectives:

- Begin QC protocol for all commercial datasets
- Begin process of obtaining data and data agreement with power suppliers in northeastern Illinois for policy analysis
- Completion of the Proprietary Dataset User's Manual
- Acquire WIC participant data for region
- Acquire list of grocery stores from still outstanding county health departments for region
- Acquire agricultural and soils data for region-budget permitting
- Obtain County Treasurer/County Clerk Tax data as companion to County Assessor's databases
- Conduct annual review of all usage agreements with data partners and commercial vendors
- Renew special terms of use agreement with EMSI for the human capital portal
- Transition remaining data download processes to Jessica Blake
- Develop work plan for other staff who will be assisting me with project in the future

FINANCE AND ADMINISTRATION

Program Oversight: Dolores Dowdle

This program provides for the design, implementation and management of finance, grants and contracts, 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 2011 is 40.73% and for FY 2012 is 36.41%.

Finance and Accounting

Project Manager: Lorrie Kovac

Team: Becerra, Doan, Sears, Preer

Description: Support for accounts payable, accounts receivable, payroll, 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.

4th Quarter Progress:

- Meet with the new auditors, Sikich LLP, to discuss what they would need for their preliminary work and final audit work. Set up the dates for these sessions.
- With the adoption of the Fiscal Year 2013 budget by the CMAP Board, the new keys and budget amounts were entered into IFAS for use starting on July 1st.
- This quarter, only one budget transfer was processed in IFAS. This was done in June to establish the IEPA Watershed Plan TMDL Implementation grant so that a contract could be issued to FREP. The contract was never entered into IFAS and was not processed in FY12.
- **Payroll** - We processed 9 payrolls during this quarter, 7 regular and 2 special payrolls. The Federal and State 941 reports and the Unemployment Compensation report for the 1st quarter of the calendar year were filed on a timely basis. W2's amounts were reconciled to IFAS information for the 1st quarter payroll totals.
- **Accounts Payable** - The table below provides information regarding the number of invoices processed, number of checks, ACH payments and wire transfers processed along with the dollar amount paid each month in the quarter. Again in this quarter the number of checks issued was less than the ACH payments made. June amounts are higher as we have started processing the final invoices for FY12 and we received a number of invoices from the Council of Mayors.

Month	Checks	ACH	INV	WT	Total Paid
April	56	89	293	14	\$1,592,511.54
May	59	81	289	13	\$1,552,798.05
June	69	121	422	18	\$2,267,102.74

4th Qtr	184	291	1004	45	\$5,412,412.33
---------	-----	-----	------	----	----------------

- **Accounts Receivable** – Billing invoices have continued to be processed at the beginning of each month and are normally out by the end of the first week. The table below shows the number of invoices processed each month and the dollar amount billed in each month.

April	20	\$1,463,918.66
May	21	\$1,671,517.98
June	20	\$1,746,857.71
4th Qtr	61	\$4,882,294.35

Journal Entries - We processed approximately 25 journal entries in April and May. Most of these are related to normal payroll processing entries made each payroll and to move postage and printing charges from the Overhead key various grants and the Metropolitan Mayors Caucus based on usage. In June we processed 39 journal entries, many for the normal entries described above and then the remainder to reconcile the liability accounts and zero them out as of the end of the fiscal year. Also, with the 3 payrolls in June there were additional journal entries required.

Bank Reconciliations – these are performed during the first week of each month. There were no problems with the reconciliations. The June reconciliation showed we have only outstanding checks from the month of June and nothing from earlier in the year.

1st Quarter Objectives:

Continue to process claims, payroll and invoicing on a timely basis. File the required 941 and unemployment compensation reports on a timely basis. Close out the fiscal year by processing all FY12 invoices in IFAS in Period 13. Once the final amounts have been entered into IFAS and the fiscal year is closed the final monthly report for the CMAP Board will be prepared with final expenditure numbers. We will also do final FY12 billing amounts for all the grants through the end of the fiscal year. Prepare the documents needed by the outside auditors for the completion of the annual audit. Set up and start billing all the new grants for FY13. We are still planning on upgrading our software to a newer version this should happen in September, we are having a problem with the HR/PY information transferring into the new version and will not upgrade until we are certain everything is complete.

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.

Products: Annual CMAP budget (May); semiannual revisions of budget (January)

4th Quarter Progress:

- Reviewed status of expenditures, contracts and revenue.
- Completed FY 2013 budget, prepared budget allocations, employee allocations and submitted for processing
- Recommended funding for the UWP FY 2013 program and presented to Board and Policy Committee
- Completed FY 2013 UWP report and distributed.
- Oversaw contract execution with IDOT and with the UWP agencies.

1st Quarter Objectives:

Monitor expenditures and revenues.

Grant and Contracts

Project Manager: Margaret McGrath

Description: Manage all procurements; assuring Request for Proposals comply with policy and are clear and consistent; participate in procurement selection; prepare contracts; oversee grants to CMAP.

4th Quarter Progress:

- 4 new grants and 4 grant amendments were received and processed.
- 23 new contracts were written, negotiated and 17 were executed.
- 21 amendments to existing contracts were written and executed.
- 6 PAOs and 2 amendments to existing PAOs were written and executed.
- 6 RFPs developed and issued, 4 were received and reviewed.
- 3 Pre-bid meetings were held.
- 12 interviews were conducted from the RFP submissions.
- 1 FOIA request completed.
- 4 procurement quotes project managers were working on required extensive assistance.
- LTA related procurements still continued to be very active this quarter. This quarter one of the RFPs issued was for pre-qualified firms only. This will have 6 vendors and this prequalification procurement required creation of new contract template, PAO template, and new accounting processes. In addition to our procurements we continue to post 3 RFPs from our partners for projects we are directly funding and provide concurrence for selection of 3 vendors as subcontractors.
- UWP contracts for FY 13 were prepared. This year CMAP is taking on the management of all the region's UWP contracts so 19 contracts were prepared. A new contract template was created and then this template for expanded to a University template and a non-RFP template.
- The number of amendments to existing contracts prepared this quarter was very high. Some were multiple year contracts in the final option year; others were projects not completed on time. There were also changes to several DOE contracts that weren't anticipated at the start of the quarter.

- Procurement requests through quotes are currently prepared by project managers. There were 3 this quarter where assistance was needed in preparation. There were also several MOUs written this quarter as well as procurements that are a PO, but contain a signed agreement that required time, attention, and documentation.

1st Quarter Objectives:

- Execute the 19 UWP projects and the 6 LTA pre-qualified firm contracts in the first week of July. The first 3 PAOs from the prequalified list will be reviewed, scored, interviewed and selected.
- 2 RFPs are currently up and one has been identified to be written and posted in July although it is not in IFAS yet. 2 RFPs are scheduled for August and 1 RFP for September.
- 3 DOE contracts are pending for amendment and one for execution of separate contract. Waiting on information from the project manager.

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

4th Quarter Progress:

Benefits

- Provided benefits overview for 3 new employees;
- Coordinated 2nd annual Health Challenge Week which included a 5K walking challenge.
- Coordinated Principal 457 Retirement Educational Meeting.
- Processed 45 changes in IFAS.

EAP

- There were six referrals.

Ergonomics

- Provided orientation to 10 new employees and 7 physical changes to chairs and/or added ergonomic accessories.

FMLA

- 3 new requests/applications.

Performance

- Processed 1 demotion.

Recruitment

- Interviewed approximately 41 candidates and hired 3 full-time employees and 9 interns.
- Web developer position posted. 6 interviews.

Resume Receipt and Distribution

- Received a total of 519 resumes for previously posted positions.
- Received 36 resumes for position currently posted.

Terminations/Exit Interviews

- Met with and processed terminal paperwork and payroll for 4 employees.

Training

- Coordinated InDesign training for staff.

Workers Compensation

- No incidents.

1st Quarter Objectives:

- Currently working on the recruitment of 2 full-time positions, Communications and Web Data.
- Coordinate launch of EAP Website link on CMAP Intranet.
- Coordinate In-Service training for staff interviewers, as well as training on various policies for management staff.
- Coordinate revised, fresh/new/innovative approach for next required Sexual Harassment, Religious Tolerance and LGBT Sensitivity classes.
- Resolve any outstanding IFAS matters (tickets) and participate in upgrade to system.
- Coordinate Presentation Skills Training for 12 new staff.
- Coordinate EEO and Performance Evaluation training for 16 management staff.
- Process performance evaluations and appropriate adjustments.
- Update EEO Report.
- Coordinate next “wellness” event to be scheduled in September.

Administration/Administrative Support

Project Managers: Doriene Preer

Team: Ambriz, Brown, Kelley, Witherspoon, Rivera

Description: Provide administrative support for CMAP

4th Quarter Progress:

Facility /Office Management

- Maintained facility addressing needs routinely.
- Assisted various staff with office and phone relocations.
- Update and maintain CMAP intranet as needed.

Grants/Contracts

- Posted 6 RFP/RFQ's.
- Received 20 proposal submissions.

- Scheduled approximately 11 interviews and notified all submitters of outcome.
- Coordinated approval and distribution of 6 RFP/RFQ's granted.

Local Technical Assistance

- Assisted with the coordination of the 1st Annual Ideas Exchange Event (250 Attendees).
- Updated workshop attendee information.
- Sent out constant contact emails for upcoming workshops.

Safety

- Updated Emergency manual and provided an overview to new staff.

Storage

- Reorganized some of the storage to accommodate internal room changes.
- Working with various staff to clean up office area and move files off-site as necessary.

Unified Work Program (UWP)

- Functioned as liaison between CMAP and counties.
- Collated all Core and Competitive report submissions to create report.
- Sent out and received quarterly report forms for all eight partners.
- Drafted minutes and prepared packets for quarterly meetings. There were 3 meetings.
- Posted all UWP material on CMAP website.

1st Quarter Objectives:

- Will schedule first aid and evacuation chair utilization in July.
- Ongoing organization and maintenance of storage rooms ensuring that only necessary items are stored.
- Assess retention/discarding needs.
- Continue work on re-organization of library.
- Compile 4th quarter reports.
- Update new fiscal year contracts, distribute and file. (Approx. 10)
- Complete process for RFP's (currently 2 to be posted in the next quarter)
- On-going administrative support for CMAP needs.