

CMAP



Staff Progress Report

Fiscal Year 2015
Quarter Four

August 2015

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LOCAL PLANNING PROGRAM

Program Oversight: Bob Dean

GO TO 2040 supports the efforts of local governments to improve livability within their communities and to encourage a future pattern of more compact, mixed-use development that focuses growth where transportation infrastructure already exists. The plan recommends that local governments pursue opportunities for development of this type, while recognizing that the interpretation and application of these concepts will vary by community.

AREA 1: REGIONAL TECHNICAL ASSISTANCE

Program Manager: Andrew Williams-Clark

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

Online Case Study Library

Project Manager: Lindsay Bayley

Team: Project managers of completed LTA projects

Description: This project will collect positive case studies from around the region of local governments advancing GO TO 2040 through plans, ordinances, and other regulations. These are organized in a searchable online format. Work in FY15 will involve maintaining the library and promoting its use.

Products and Key Dates: Maintenance of existing case studies (ongoing).

4th Quarter Progress:

- Brownbag sessions held: Complete Streets Toolkit / Parking Toolkit Refresher, Procurements, Green Infrastructure Vision Ecosystem Valuation.
- Continued tracking of PDF downloads; the top recent downloads are: CB Burke's Bicycling Initiative, Calumet Green Manufacturing, Berwyn LTA, Blue Island LTA, West Cook Suburbs LTA, and Uncommon Ground Rooftop Garden.

1st Quarter Objectives:

- Work with LTA staff to provide better brownbags to facilitate information sharing and cross-department coordination.



- Check visitor hits/ interaction with case study library to assess use and promote the site.

Municipal Survey

Project Manager: Andrew Williams-Clark

Team: Interns

Description: This project will conduct a biennial survey of municipalities across the region to understand the degree to which policies recommended in GO TO 2040 are implemented at the local level. Survey analysis will also be used to determine local government demand for the development model plans, ordinances and codes as well as educational opportunities. The next survey will be conducted during spring-summer 2014, and the initiation of the survey was already begun in FY14. The FY15 work plan includes analysis and summary of the survey results.

Products and Key Dates: Summary of municipal survey results (fall 2014).

4th Quarter Progress:

- No new progress. Project management was transitioned to Patrick Day.

1st Quarter Objectives:

- No significant work expected.

Model Toolkits and Ordinances

Project Manager: Andrew Williams-Clark

Team: Beck, Ihnchak, Navota, O'Neal, K. Smith, Zwiebach

Description: This project will prepare model planning approaches on topics of interest to local communities and planners. These include ordinances, other regulations, or treatment of other planning issues. Topics addressed in FY15 were identified based on past municipal survey results and committee feedback, and include sustainability plans, conservation design, complete streets, and aging in place. Fair housing was also identified, but the ability to pursue this topic depends on securing outside funding. Four of these (all but fair housing) were initiated in FY14, with completion scheduled in FY15. Once models are produced, CMAP will work with several communities to implement the ordinance locally (covered in more detail in the LTA section). Also in FY15, topics for model toolkits in FY16 will be identified based on the municipal survey and stakeholder input.

Products and Key Dates: Completion of four toolkit or model ordinances on topics of interest. Identification of new model toolkits and ordinances for FY16 (spring 2015).



4th Quarter Progress:

- Completed sustainability planning white paper.
- Continued finalization of aging in place white paper.
- Received additional funding to support stormwater data and analytics project, and began work to both develop approach and incorporate it into several local projects.

1st Quarter Objectives:

- Select topics for new toolkits. (Project is retitled “Research and Development of New Approaches” in FY16 work plan.)

Planning Commissioner Workshops

Project Manager: Erin Aleman

Team: Ambriz, Olson

Description: A series of training workshops for Planning Commissioners will be provided, covering issues such as the importance of updating the comprehensive plan, consistency of local ordinances, legal issues in planning, and placing local land use decisions within a regional context. These will be coordinated with APA-IL, COGs, and other relevant groups. Each workshop will be hosted by a single municipal Planning Commission, with invitations to other nearby communities. The workshops will be targeted to communities recently completing CMAP-led technical assistance projects. In FY15, expansion of these types of trainings beyond Planning Commissions to include municipal elected officials or other community members will also be examined, and the effectiveness of the current workshop format will be evaluated.

Products and Key Dates: Eight Planning Commissioner workshops, held throughout year (approximately two per quarter). Evaluate current program effectiveness, and investigate and develop strategy for expanding training workshops beyond Planning Commissioners (fall 2014).

4th Quarter Progress:

- A plan commissioner workshop was held in Lake Zurich on May 20.

1st Quarter Objectives:

- Continue to schedule plan commissioner workshops. Staff is in discussion with the following communities / organizations about upcoming workshop dates:
 - Southwest Conference of Mayors
 - Oswego



- Carol Stream

AREA 2: LOCAL TECHNICAL ASSISTANCE

Program Manager: Bob Dean

The Local Technical Assistance (LTA) program involves working directly with a community or group of communities on a product that is customized for their use. Projects in this area have a specific audience and are geographically limited. New projects are added to the LTA program each October. The projects that were currently underway or committed (and the project manager for each) at the end of the 1st quarter of FY15 include:

- Algonquin-Carpentersville river corridor study (Daly)
- Arlington Heights bicycle and pedestrian plan (O'Neal)
- Barrington area bicycle and pedestrian plan (Pfingston)
- Bensenville comprehensive plan (Shenbaga)
- Berwyn capital improvements plan (Dean)
- Berwyn parking study (Bayley)
- Berwyn zoning ordinance update (Ihnchak)
- Campton Hills zoning ordinance update (Ihnchak)
- Carol Stream comprehensive plan (Woods)
- Chicago Heights comprehensive plan (Smith)
- Chinatown (Chicago) neighborhood plan (Ostrander)
- Cicero comprehensive plan (Burch)
- Cook County consolidated plan / CEDS (Burch)
- Crete comprehensive plan (Pfingston)
- Crystal Lake transportation plan (Beck)
- Dixmoor planning prioritization report (Gershman)
- DuPage County sustainability plan (Yeung)
- DuPage County/Addison Homes for a Changing Region study (Smith)
- DuPage County/Hanover Park Homes for a Changing Region study (Williams-Clark)
- Elmwood Park zoning ordinance analysis (Ihnchak)
- Franklin Park comprehensive plan (Woods)
- Franklin Park industrial areas plan (Woods)
- Glenview natural resources plan (Daly)
- Governors State University green infrastructure plan (Hudson)
- Harvard comprehensive plan (TBD)
- Joliet corridor study (Ostrander)
- Kane County health impact assessment (Ostrander)
- Kane County transit plan implementation (Dick)
- Lake County IL 53/120 corridor plan (Navota)
- Lake County sustainability plan (Ihnchak)



- Lake County/Round Lake Homes for a Changing Region study (Ostrander)
- Lan-Oak Park District master plan (Dick)
- Lyons comprehensive plan (Okoth)
- Morton Grove comprehensive plan (Woods)
- North Aurora comprehensive plan (Pfungston)
- North Chicago comprehensive plan (Seid)
- Olympia Fields subarea plan (Williams-Clark)
- Oswego-Montgomery-Yorkville shared services study (Yeung)
- Park Forest bicycle and pedestrian plan (Bayley)
- Park Forest zoning ordinance update (Ihnchak)
- Pilsen-Little Village (Chicago) neighborhood plan (Zwiebach)
- Pingree Grove comprehensive plan (Dick)
- Richton Park comprehensive plan (Smith)
- Richton Park zoning ordinance update (Seid)
- Rosemont comprehensive plan (Shenbaga)
- South Elgin zoning ordinance (Seid)
- SSMMA complete streets plan (O'Neal)
- SSMMA workforce development plan (TBD)
- Summit comprehensive plan (Beck)
- UIC multimodal transportation plan (Bayley)
- Waukegan corridor plan (Ostrander)
- West Pullman (Chicago) corridor plan (Panella)
- Westchester zoning ordinance (Ihnchak)
- Winthrop Harbor comprehensive plan (Shenbaga)
- Zion comprehensive plan (Beck)

Program Administration and Monitoring

Project Manager: Drew Williams-Clark

Team: Aleman, Navota, Olson

Description: This work plan item includes overall administration and tracking of progress of the LTA program. The preparation of monthly reports on project progress is a key outcome of this work plan item. It also involves regular updates on project status, quarterly reviews of staff time expectations and contract expenditures, and providing reports on program progress as necessary.

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



4th Quarter Progress:

- Continued to advance projects already begun, with preparation of 10 existing conditions reports (bringing the total to 143), 6 draft plans (bringing the total to 117), and 9 final plans (bringing the total to 108).
- Initiated 11 additional projects. A total of 159 projects had reached this stage by the end of the quarter, including 108 staff-led projects and 51 consultant-led projects.

1st Quarter Objectives:

- Continue to advance projects, with preparation of several existing conditions reports, development of 10 additional draft plans, and adoption/completion of 8 final plans.
- Initiate four additional staff-led projects, preparing other projects for kickoff later in 2015.

| Project stage | End FY 11 | End FY 12 | End FY 13 | End FY 14 | 1Q FY 15 | 2Q FY 15 | 3Q FY 15 | End FY 15 |
|---------------------------------------|-----------|-----------|-----------|-----------|----------|----------|----------|-----------|
| Completed and adopted (100% complete) | 0 | 10 | 42 | 78 | 87 | 94 | 99 | 108 |
| Final draft complete (90%) | 0 | 18 | 48 | 93 | 101 | 107 | 111 | 117 |
| Existing conditions complete (50%) | 0 | 29 | 62 | 106 | 111 | 123 | 133 | 143 |
| Fully initiated | 14 | 47 | 95 | 129 | 135 | 143 | 148 | 159 |

Project Development and Scoping

Project Manager: Erin Aleman

Team: Bayley, Beck, Burch, Dick, Ihnchak, Navota, Ostrander, Shenbaga, K. Smith, Williams-Clark

Description: This work plan item includes the annual call for projects, application review, and project selection for the LTA program. These activities include close coordination with the RTA, follow-ups with applicants, and review of project applications with stakeholders and partners. It also includes activities following project selection; many LTA projects require significant further scoping before the most appropriate CMAP role can be determined. This work plan item includes meetings with project sponsors and key local stakeholders, research on relevant past activities in each community, and preparation of a proposed scope of work for CMAP's involvement in each project.

Products and Key Dates: Review of applications submitted and project prioritization (October 2014). Call for projects for following year (May 2015). Ongoing scoping of projects as they are submitted through new calls for projects (ongoing).



4th Quarter Progress:

- Initiated 11 projects, including 5 staff-led and 6 consultant-led projects.
- Continued to work with other selected applicants on project start-up activities.

1st Quarter Objectives:

- Initiate four additional projects.
- Continue to work with other selected applicants on project start-up activities.

Management and Review of Staff-Led Projects

Project Manager: Jason Navota

Team: Entire Local Planning division, some involvement from other divisions

Description: Each LTA project is 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). This work plan item involves preparation and review of interim and final materials, including maintaining a high standard of quality for all documents produced.

Products and Key Dates: Completion of approximately twenty projects using direct staff assistance from CMAP and initiation of a similar number of additional projects (ongoing).

4th Quarter Progress:

- Completed eight staff-led projects: Chicago Heights comprehensive plan; Chicago Metro Metal Consortium infrastructure prioritization; Chinatown community plan; DuPage County / Addison Homes for a Changing Region; Lyons comprehensive plan; Summit comprehensive plan; UIC transportation plan; Waukegan Washington Street corridor plan.
- Tracked time spent on projects, with approximately 8,000 hours spent.

1st Quarter Objectives:

- Complete approximately six staff-led projects.
- Continue to track and manage workloads and adjust assignments and project schedules as necessary.



Management and Review of Consultant-Led Projects

Project Manager: Sam Shenbaga

Team: Olson, Pflingston, Williams-Clark, some involvement from other Local Planning staff

Description: This work plan item provides consultant assistance 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. Activities during the year include development of RFPs, selection of consulting firms for each project, management of contracts, and oversight and evaluation of consultant work.

Products and Key Dates: Completion of approximately ten projects using grants or contracts and initiation of a similar number of additional projects (ongoing).

4th Quarter Progress:

- Completed the North Aurora comprehensive plan.
- Selected consultant for six projects: Huntley zoning update, regional truck permitting plan, Elgin-O'Hare bicycle and pedestrian plan, Governors State University transportation and green infrastructure plan, Pullman transportation access plan, and Villa Park zoning update.
- Provided feedback to consultants at project midpoints for appropriate projects.

1st Quarter Objectives:

- Complete approximately two consultant-led projects.
- Release RFPs for approximately two additional consultant-led projects.
- Continue project administration, monitoring, reporting, and review of draft project documents.

Project Implementation

Project Manager: Trevor Dick

Team: Aleman, Daly, Gershman, Navota, Smith, Vallecillos, Williams-Clark, LTA project managers

Description: Following completion of LTA projects, CMAP remains involved for two years to track project implementation and assist in appropriate ways. Involvement includes discussing implementation progress with the project sponsor on a quarterly basis, identifying appropriate activities for CMAP (such as providing trainings, assisting with grant applications, or reaching out to partner organizations) in the upcoming quarter, and providing regular updates on



progress through the Board report. An implementation report on the LTA program which summarizes implementation progress and lessons learned to date will be released in fall 2014. Particular coordination with the Performance-Based Programming division will occur related to aligning infrastructure investment with LTA recommendations.

Products and Key Dates: Preparation and release of first formal LTA implementation report (fall 2014). Preparation of implementation updates for Board report (quarterly).

4th Quarter Progress:

- Prepared quarterly implementation updates for July Board.
- Assigned smaller group of staff to focus on implementation activities, and met biweekly to identify implementation priorities.

1st Quarter Objectives:

- Prepare quarterly implementation updates for October Board.
- Continue development of internal strategies to increase and systematize project implementation.

Outreach and Communications

Project Manager: Erin Aleman, Tom Garritano

Team: Gershman, Green, Lopez, Plagman, Reisinger, Robinson, K. Smith, Vallecillos

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

Products and Key Dates: Initial Project Outreach Strategy (PROUST) for each project (ongoing). Final report on public engagement results for each local project (ongoing). Communications strategy for each project (ongoing). Legislative outreach for each project (ongoing).

4th Quarter Progress:

- Developed project outreach strategy documents and completed project outreach appendices as needed. Working on a method to integrate public outreach results more fully into final plan documents. The team met to discuss how this could occur.
- Hosted an information session for the next LTA call for projects. Approximately 40 people attended the information session. Staff also presented at CoGs/CoMs about the call and at the request of Mayor Noak, CMAP hosted a special informational workshop



about LTA and other funding sources with the Will County Governmental League. Worked with communications to use social media, CMAP website, and weekly email to promote the call for projects.

1st Quarter Objectives:

- Work with project managers on a more integrated approach for public engagement results. Test this strategy on an upcoming plan document.
- Coordinate with legislative team on LTA projects of importance.
- Review LTA program applications and communicate with partners about the potential each project may have.

Data and Mapping Support

Project Manager: Agata Dryla-Gaca

Team: Bayley, Evasic, O'Neal, Pedersen, Prasse, interns

Description: Provide customized data preparation, analysis and mapping support to Local Technical Assistance project managers. Data and analysis staff will be assigned to projects several months before they are initiated based on availability and needed skills. A set of guidelines for preparing standardized LTA data and mapping products will ensure uniform quality control and streamline preparation of data and map products.

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

4th Quarter Progress:

- Spatial data, analysis and map products for 13 projects (Arlington Hts, Barrington Hills, UIC, Cook Co trails plan, Harvard, Winthrop Harbor, North Chicago, Crystal Lake, , Franklin Park, Steger, SSMMA complete streets plan, DuPage DOT bike/ped plan, Boone Creek watershed plan).
- No new bicycle recommendations data during this quarter.
- Land Use recommendations method tested and data location set up.
- Coordinated watershed plans recommendations' data archives.
- Winthrop Harbor land use data comparisons based on 2001, 2005, and 2010 inventory tested. The method has its limitations caused by different data formats and can only be replicated for smaller areas.



- Open data portals for City of Chicago and Cook County were revised. Missing information was downloaded by data management staff and is now available via Data Depot.
- Assisted planning staff and interns with spatial data and mapping questions when needed.
- Held monthly “GIS & Mapping for LTA” meetings.

1st Quarter Objectives:

- This project’s activities including standard spatial data used, already established and new approaches of the analysis, mapping support for LTA projects, completed projects’ recommendations’ data archives, and projects’ study areas and location file management will fall under Local Planning Program/Local Technical Assistance Program managed by Erin Aleman, Bob Dean, and Jason Navota and Research and Development of New Approaches (PM – tbd).

Research and Analysis Technique Development

Project Manager: Drew Williams-Clark

Team: Beck, Burch, Loftus, Navota, Vernon, Yeung, others TBD

Description: This project will explore the use of more advanced analytical techniques as part of LTA projects, both as a way to strengthen individual projects and to test the use of different data sources and techniques which ultimately could be used for other purposes. Initial areas of exploration may include housing demand forecasting, water supply analysis, community resilience in terms of climate change adaptation, and transportation analysis.

Products and Key Dates: Incorporation of new analytical methods into individual LTA projects (ongoing). Reports on successes, challenges, and lessons learned for extrapolation to larger geographies (quarterly).

4th Quarter Progress:

- Scoped changes to existing conditions reports to improve responsiveness to community priorities and reduce length.

1st Quarter Objectives:

- Continue work on existing conditions report improvements.
- Identify priorities for activity in FY16. (Project is retitled “Research and Development of New Approaches” in FY16 work plan.)



Partner Coordination

Project Manager: Erin Aleman

Team: Olson, Shenbaga

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

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

4th Quarter Progress:

- Scheduled an upcoming technical assistance providers meeting for August.
- Further refined project implementation assignments. Working with the team to identify opportunities for successful project implementation activities.

1st Quarter Objectives:

- Hold technical assistance providers meeting to discuss future participation and FY16 call for projects. Meet with committees and other partners (City, CDOT, PLs) to gather input on proposed program of projects.

External Resource Development

Project Manager: Erin Aleman

Team: Navota, Olson, K. Smith, Williams-Clark, others as relevant to specific topics

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



Products and Key Dates: Monitoring and evaluation of federal and state grant opportunities (ongoing). Periodic communication with philanthropic groups and other potential funders concerning the value of the LTA program (ongoing). Applications submitted in response to funding opportunities (as needed).

4th Quarter Progress:

- Received confirmation from Cook County concerning CDBG-DR funding, which will support stormwater and resilience planning in suburban Cook.
- Received confirmation from HUD concerning Regional Housing Initiative funding, which will support housing work.
- All four applicants for National Disaster Resilience Competition were selected to continue into phase 2.

1st Quarter Objectives:

- Participate in phase 2 efforts for HUD's National Disaster Resilience Competition.
- Submit climate resilience application(s) to NOAA.
- Review NOFAs and other potential grant opportunities as they arise. Coordinate with other departments on opportunities of interest.

Program Coordination and Evaluation

Project Manager: Bob Dean

Team: Aleman, Dick, Dryla-Gaca, Green, Kotarac, Navota, Schuh, Williams-Clark

Description: This involves overall coordination and oversight of the LTA program, including both staff-led projects and those pursued through contracts or grants. This project includes internal coordination with other departments and alignment of the LTA program with agency priorities. In FY15, an element of this project is the preparation of a report evaluating the success of the LTA program to date and recommending program changes as necessary.

Products and Key Dates: Preparation of LTA evaluation report (fall 2014).

4th Quarter Progress:

- Incorporated local match requirements into next year's LTA call for projects.
- Continued to hold biweekly meetings with other departments to discuss individual projects and look for opportunities for internal and external coordination.



1st Quarter Objectives:

- Evaluate potential improvements in approach of LTA program to reinvestment and development.
- Continue to hold biweekly meetings with other departments.

POLICY ANALYSIS AND DEVELOPMENT PROGRAM

Program Oversight: Tom Kotarac

GO TO 2040 addresses broad issues of governance and policy, which are equally as important as physical infrastructure to our region's future. The plan's approach in this area is to support activities that create a favorable policy environment for sustainable prosperity and regional job growth. The primary goal of this core program is to use the agency's vast data resources to generate robust analyses in subject areas aligning with GO TO 2040. Dissemination of this analysis provides the context for strategic coordination on policy with other organizations, including administrative and/or legislative action. This core program reflects agency priorities, ranging from transportation finance to economic innovation to state and local taxation to broader land use issues including housing and natural resource policies. The main activities include research and analysis, steering GO TO 2040 priorities through the agency's committee structure, legislative analysis, and coordination by CMAP staff with other organizations.

AREA 1: Regional Mobility

Federal and State Transportation Policy Analysis

Project Manager: Alex Beata

Team: Hollander, Murdock

Description: The current federal transportation authorization, MAP-21, will expire in September 2014. Despite a number of positive reforms, MAP-21 has not addressed sustainable funding, the need for a robust, multimodal freight program, or a performance-based approach to investment decisions. The State of Illinois faces similar challenges, given declining state resources, episodic state bond programs, and unclear methodologies for project prioritization. This project will continue CMAP's leadership role on these key issues.

Products and Key Dates: CMAP reauthorization principles (fall 2014); Major Metro reauthorization principles (fall 2014); ongoing research on federal and state transportation finance issues via issue briefs and the Policy Updates blog (ongoing).



4th Quarter Progress:

- Policy Updates on the following topics: Senate Amtrak reauthorization bill, Senate EPW reauthorization bill, regional freight challenges (part of the Regional Economic Indicators series), and intermodalism (part of the Regional Economic Indicators series).
- Updated data cited in CMAP's state capital program principles.
- Discussed transportation policy issues with state legislators, and developed materials to support state legislative outreach.
- Continued consultation with LTA staff on counties truck permitting project, including review of RFPs.

1st Quarter Objectives:

- Continue monitoring federal and state legislative activity related to transportation.
- Continue consulting with LTA staff on counties truck permitting project.

Regional Freight Policy and Capital Prioritization

Project Manager: Alex Beata

Team: Murdock, Murtha

Description: The Regional Freight Leadership Task Force recommended to the CMAP Board that the agency include robust freight planning as an element of the next regional plan.

Working through the Freight Committee, this project will establish a framework for that regional freight planning process. More specifically, this framework will provide policy guidance, identifying the types of projects to be considered in the freight planning process, as well as preferred strategies and work types to be prioritized. This framework will not inventory data needs for the freight planning process, nor will it identify specific projects. This project team will work in close coordination with project managers from the performance-based programming area to align policy, planning, and programming approaches.

Products and Key Dates: Scope of work (July 2014), draft policy framework (September 2014), revised policy framework (November 2014), draft programming framework (January 2015), revised programming framework (March 2015), final policy and programming framework (May 2015).

4th Quarter Progress:

- CMAP Board authorized purchase of the ATRI truck origin and destination dataset. Purchase was executed and data reviewed by CMAP staff.



- Convened Freight Committee in June, discussing data sources for the upcoming “extent and use of the freight system” project, the recent intermodalism Policy Update, a review of various federal activities, and the proposed approach for technical feedback.
- Continued internal and external consultation on freight data sources, as well as collection of descriptive statistics for air, water, and rail freight from publicly available sources.

1st Quarter Objectives:

- Continue collecting and synthesizing descriptive statistics on the regional freight system, as well as recent trends.
- Review and analyze the recently purchased ATRI dataset.
- Convene Freight Committee in September, presenting initial findings on existing conditions.

Major Capital Projects Implementation

Project Manager: Tom Kotarac

Team: Berry, Bozic, Dean, Elam, Leary, Schmidt, 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. Staff continues to follow an agency strategic plan (FY14/15) for prioritizing opportunities to add value in project development. CMAP will deploy some resources, in coordination with state, regional, and local agencies and groups, to generate the data, information, policy analysis, and outreach to advance implementation of GO TO 2040’s fiscally constrained priority projects. The implementation of congestion pricing will continue to be a major priority of this work.

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

4th Quarter Objectives:

- Quarterly [project status](#) update completed.
- Continued staff work on a number of MCPs.

1st Quarter Objectives:

- Continue work and determine next steps for next fiscal year.



- Restart bi-monthly internal meetings and project updates.

Green Infrastructure Vision

Project Manager: Louise Yeung

Team: Beck, Navota, Elam, consultant contract

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

Products and Key Dates: Economic valuation report (January 2015).

4th Quarter Progress:

- CMAP staff has processed and packaged GIS data to be ready for public download on CMAP's Data Hub: <https://datahub.cmap.illinois.gov/group/green-infrastructure-vision>.

1st Quarter Objectives:

- Conduct internal CMAP staff training and Chicago Wilderness member trainings on how to use the ecosystem service valuation data in planning processes.

AREA 2: Regional Economy

Challenges and Opportunities in State and Regional Economic Development Policy

Project Manager: Lindsay Hollander

Team: Murdock, Peterson, Weil

Description: CMAP's two industry cluster drill down reports include a number of recommendations encouraging the reorientation of economic development policies and practices both regionally and statewide. A FY14 Phase 1 report focused on analyzing best practices in state and regional economic development in the United States. The report's summary of best practices include: strategic planning to establish investment priorities,



coordinated and streamlined programs, accessible information and evaluation of programs, and an outward facing metropolitan strategy. With these best practices in hand, Phase 2 now focuses on the challenges and opportunities of State of Illinois and metropolitan Chicago's economic development policies and procedures.

Products and Key Dates: Final report (November 2014).

4th Quarter Progress:

- Presented findings to interested stakeholders.

1st Quarter Objectives:

- Present or share report with other interested parties.

Regional Housing and Development Analysis

Project Manager: Elizabeth Schuh

Team: Burch, Morck, Murdock, Z. Vernon

Description: GO TO 2040 emphasizes the need to coordinate planning for transportation, land use, and housing. This project will focus on continuing to enhance the agency's understanding of ongoing housing and land use change in the region and education on topics related to the interaction of land use, transportation, and economic competitiveness. In FY15, staff will review prior analyses under this project and identify data to be updated annually as well as key topics for more in-depth analysis. Annual analyses will continue to cover trends such as building permits, housing diversity, housing tenure changes, and income trends. In-depth topic areas will build on recent policy analysis work and are likely to include demographics of differing housing types, regional industrial and commercial vacancy trends, and the relationship of housing diversity and economic competitiveness. In addition, there will be some integration of the analysis of regional development trends with work under the Regional Tax Policy Analysis project.

Products and Key Dates: Proposal of annual update datasets and expanded topic areas for FY15(August 2014); Analysis and policy blog updates on the impacts of housing and non-residential development change in the region (quarterly).

4th Quarter Progress:

- Published a policy update on housing diversity in the CMAP region.
- Published a policy update on components of population change in the CMAP region.



1st Quarter Objectives:

- Draft a follow-up industrial policy update on industrial land use trends.

Regional Tax Policy Analysis

Project Manager: Lindsay Hollander

Team: Murdock

Description: This project supports CMAP's commitment to state and local tax policy reform through a series of analyses on the key issues affecting transportation, land use, economic development, and equity in northeastern Illinois. This project will also include ongoing outreach to CMAP partners on tax policy issues. The analysis and outreach will be used to develop an approach for defining and contextualizing the region's tax policy reform priorities. Topics are likely to include updated analysis of the effect of property tax classification, exploratory analysis of local revenue reliance compared to tax rates, an integration of tax policy analysis with the land use and development analysis being undertaken in Regional Housing and Development Analysis, and potential replacements for the motor fuel tax.

Products and Key Dates: The project will be executed as a series of four issue briefs or policy updates to be published in October, January, April, and June. Scopes for each piece will be delivered one month in advance (September, December, March, and May).

4th Quarter Progress:

- Completed analysis of replacements to the motor fuel tax and published a policy brief and policy update.
- Presented to Regional Coordinating Committee and the MPO Policy Committee.

1st Quarter Objectives:

- Complete pamphlet on motor fuel tax replacements.
- Complete a policy update expanding current CMAP analysis of the property tax.

Freight and Manufacturing Clusters: Regional Policy Analysis

Project Manager: Elizabeth Schuh

Team: Morck, Murdock, B. Peterson, Vernon, Weil

Description: In this next fiscal year, CMAP will continue its focus on analyzing the specific infrastructure, workforce, and innovation challenges and opportunities in the freight and manufacturing clusters. Projects will include: 1) next steps on the implementation of the O'Hare



Subregional Drill-Down report; 2) analysis of spatial mismatch between jobs and housing, where workers live, and policy implications for infrastructure and operations, affordable housing, and workforce development; 3) supply-chain analysis of key innovative industries inside these clusters to further examine supplier, customer, and support industries; 4) assessments of the current state of “incubators” and “accelerators” in the region, and their relevance to the freight and manufacturing clusters.

Products and Key Dates: Implementation approach to O’Hare subregional drill-down (July 2015); Analysis of data resources for jobs-housing report or blogs (August 2014); Final Jobs-Housing report or blog (December 2014); Incubator Analysis report or blogs (March 2015); Supply-chain analysis (June 2015).

4th Quarter Progress:

- Supply-chain analysis project:
 - Continued to research supply chain trends nationally and in the CMAP region.
 - Drafted a substantial portion of the Supply Chain Trends document.
 - Scheduled and conducted interviews with relevant public and private stakeholders.

1st Quarter Objectives

- Supply chain analysis:
 - Complete research, interviews, and analysis work.
 - Develop a final draft of the supply chain trends document.

Regional Economic Indicators Analysis

Project Manager: Simone Weil

Team: B. Peterson

Description: CMAP intends to play a greater role in collecting and analyzing data on regional economic indicators to keep our partners and the general public aware of the region’s broad economic trends, especially related to our major industry clusters and the workforce and innovation recommendations of GO TO 2040. In FY14, a larger set of primary and kindred indicators were prioritized in the GO TO 2040 Plan Update process. Staff will now focus on updating the data and delivering a set of analyses on why these indicators are important, how they compare to other metro areas, and public/private solutions to reversing downward trends.

Products and Key Dates: The project will be executed as a series of ongoing issue briefs or policy blogs.



4th Quarter Progress:

- Continued outreach to potential microsite users.
- Scoped, researched, and posted two policy updates.
- Provided an update to the Economic Development committee.
- Analyzed potential alternative measures to inform next plan.
- Finalize scope FY16 Quarters 1&2 policy updates and modifications to indicator data sets.

1st Quarter Objectives:

- Scope, research, and draft two policy updates.
- Compile data to update indicators.
- Continue outreach to potential microsite users.

Regional Equity Analysis

Project Manager: Andrew Williams-Clark

Team: Murdock, K. Smith

Description: CMAP has addressed certain aspects of equity in GO TO 2040 and, more recently, through the LTA program's Fair Housing and Equity Assessment. In a long range comprehensive planning process, it is appropriate for CMAP to revisit equity and define its relevance within a number of focus areas. This project will work to define equity, scan how other regions have incorporated equity into their long range plans, create initial indicators that cut across multiple categories such as transportation, housing, economic development, environmental justice, and tax policy, and identify major policy challenges and opportunities.

Products and Key Dates: Final Report (December 2014).

4th Quarter Progress:

- Drafted memorandum for CMAP working committees describing project scope, MPO scan, and regulations.
- Discussed internal framing language with senior executive staff.

1st Quarter Objectives:

- Scope research agenda for FY16 project.



- Discuss alternative project approaches with other regional planning agencies.

AREA 3: CMAP/MPO Committee Support and Legislative Strategy

State Legislative Strategy

Project Manager: Gordon Smith

Team: Allen, Weil, other policy staff

Description: Under this project, staff will monitor legislative activities at the Illinois General Assembly during regular and veto session and actions taken by the Governor, such as vetoes, executive orders, or other relevant announcements that impact our region. Staff will maintain relationships with key staff in the House, Senate, Governor's Office, other constitutional offices and state departments to keep abreast of these activities. Staff will also maintain relationships with CMAP's partners and stakeholders to keep informed with their legislative concerns and initiatives. Staff will provide an analysis of bills of significant interest to CMAP and the status of these bills as they move through the legislative process. Staff will provide written and verbal reports on these activities regularly to executive staff, CMAP board, policy and working committees, and the CAC. Staff will often submit Policy Updates on relevant topics of interest.

Products and Key Dates: State Agenda (October 2014); Monthly Board Report, Final Legislative Report (June 2015), Veto Session Report (TBD), Policy Updates on state legislative issues (ongoing), Factsheets on GO TO 2040 priorities (as needed); Outreach Strategy Outline (as needed); Regional Legislative Briefings (June-July); Congressional Staff Briefings (TBD)

4th Quarter Progress:

- Met with eight legislators to discuss State Legislative Framework and Agenda, CMAP's transportation and tax policy initiatives, FUND 2040 and other GO TO 2040 implementation activities.
- Had a meeting with Brian Oszakiewski, Policy Adviser for Infrastructure and one meeting with Jim Kaitschuk, Legislative Director regarding CMAP State Agenda and status of the budget discussions ongoing at the Capitol.
- Hosted a meeting of the CMAP Legislative Working Group in April.
- Continue to refine outreach strategy for FUND 2040 campaign and review current legislative outreach activities with lobbyist.



1st Quarter Objectives:

- Continue to meet with legislators and staff to introduce Joe as new Executive Director of CMAP and to discuss 2015 State Legislative Principles and Agenda, CMAP policy initiatives, and other GO TO 2040 implementation activities.
- Continue legislative tracking activities.
- Convene a meeting of the CMAP legislative working group.
- Continue to review legislative outreach strategy for consistency with FUND 2040 campaign.
- Begin review and development of the 2016 State Legislative Principles and Agenda documents.

CMAP Operations Funding and Regional Infrastructure Fund

Project Manager: Jill Leary

Team: Dowdle, Dean, Garritano, Smith, Aleman, Weil

Description: Under this project, staff will develop a sustainable funding plan and implementation strategy that diversifies CMAP's resources for operating revenues that will match federal funds, allow some expansion of non-transportation activities, enhance the local technical assistance program and provide capital funding for infrastructure projects that have regional benefits. Staff will develop an action plan that leads to the development of legislation enabling these activities for the spring 2015 legislative session. Should support for this approach not be realized, staff will develop alternative means for diversifying CMAP revenues.

Products and Key Dates: Draft implementation strategy for Board review, build coalition of support, draft legislation (July through December 2014). Introduce legislation in the Illinois General Assembly (January-February 2015). Develop and present to Board alternative funding options should legislation not be successful (spring/summer 2015).

4th Quarter Progress:

- Recalibrate campaign/legislative strategies following staff turnover.
- Release "full" FUND 2040 website populated with content from the fund proposal.
- Continue work and legislative strategy development with TaylorUhe.

1st Quarter Objectives:

- Continue work and legislative strategy development with TaylorUhe.



Federal Legislative Strategy

Project Manager: Tom Kotarac

Team: Beata, Murdock, other relevant staff

Description: Under this project, staff will monitor actions in the U.S. Congress and other relevant federal announcements that impact our region. Specific continuing areas of focus include reauthorization of MAP-21, rail safety legislation, annual appropriations bills and Water Resources Development Acts.

Products and Key Dates: Federal Agenda (January 2015); Policy Updates on federal legislative issues (ongoing)

4th Quarter Progress:

- Wrote Policy Updates on Senate EPW transportation reauthorization proposal and the Senate Commerce Committee's Amtrak reauthorization bill.
- Continued monitoring of federal policy, including the PHMSA crude-by-rail rule, PTC implementation, and various bills related to freight topics.
- Worked with CAGTC to monitor freight bills in Congress and advocate on behalf of freight needs.
- Published letter to Senate EPW Committee signed by the seven county board chairs in the region, the CDOT commissioner, and the CMAP Board chair. Organized additional letters of support from regional stakeholders.
- Coordinated with Communications team to develop freight-related talking points for the CMAP executive director.

1st Quarter Objectives:

- Continue outreach to Illinois congressional delegation and administration officials.
- Continue monitoring federal policy via Policy Updates.
- Provide federal legislative strategy support to county board chairs group.

CMAP and MPO Committee Support

Team: Leary (policy committees); Dean, Kotarac (coordinating committees); Aleman, Berry, Weil (advisory committees); Beck, Dixon, Ostrander, Robinson, K. Smith, Weil (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:

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

1st Quarter Objectives:

- Ongoing committee work.

COMPREHENSIVE REGIONAL PLAN UPDATE & PLAN DEVELOPMENT

GO TO 2040 COMPREHENSIVE REGIONAL PLAN UPDATE PROGRAM

Program Management: Drew Williams-Clark

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

Major Capital Projects

Project Manager: Jesse Elam

Team: Beata, Bozic, Heither, Patronskey, Schmidt



Description: The GO TO 2040 update will include a fiscally constrained list of major capital projects, per federal requirements. The projects identified in GO TO 2040, as adopted in October 2010, will be used as a baseline. These projects, as well as projects that are currently considered fiscally unconstrained, will be re-evaluated in the context of the updated financial plan, socioeconomic forecasts, and the four main themes of GO TO 2040 (livability, human capital, efficient governance, and regional mobility). The objective of this project is the refinement of the Major Capital Projects appendix per public comment and the completion of the Air Quality Conformity Analysis appendix for final plan approval.

Products and Key Dates: Major Capital Projects appendix for final plan update (September 2014). Air Quality Conformity Analysis appendix for final plan update (September 2014).

4th Quarter Progress:

- Used lessons learned from plan update outreach to help inform CMAP's strategy for treatment of major capital projects in the next plan.

1st Quarter Objectives:

- Continue to use lessons learned from plan update outreach to help inform CMAP's strategy for treatment of major capital projects in the next plan.

Plan Preparation

Project Manager: Justine Reisinger and other project managers as needed for final appendix revisions (Hollander, Clark, Elam, Beata, Heither).

Team: Garritano, Weiskind

Description: The GO TO 2040 update will consist of a brief summary narrative and a series of appendices. Appendices will include the Financial Plan for Transportation, constrained list of Major Capital Projects, Socioeconomic Validation and Forecasting Method, Implementation Action Areas, Indicator Methodology, Air Quality Conformity Analysis, and Public Engagement Summary. These updated materials will be revised, based on a public comment ending in August. This project involves the preparation and revision of the materials that will be approved by the CMAP Board and MPO Policy Committee in October.

Products and Key Dates: Revised plan update per public comment (August 2014). Final plan update (September 2014). Final plan update printing (October 2014).

4th Quarter Progress:

- Shared lessons learned summary with 2018 plan project managers.



1st Quarter Objectives:

- Review 2014 plan update with 2018 plan team as needed.

Public, Stakeholder, and Committee Engagement

Project Manager: Jessica Gershman

Team: Outreach staff and project managers as needed for summer outreach (Hollander, Clark, Elam, Beata, Heither, Ostdick).

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

Products and Key Dates: Public and stakeholder outreach (July 2014). Draft public engagement and plan update revision summary (August 2014). Public Engagement Summary appendix for the final plan update (September 2014).

4th Quarter Progress:

- Used lessons learned from plan update to help inform CMAP's outreach and engagement strategy for the next plan.

1st Quarter Objectives:

- Continue to use lessons learned from the 2014 plan update outreach to help inform CMAP's outreach strategy for the 2018 plan.

Plan Development Program

Program Management: Management staff

This program will lay the groundwork to develop the successor to GO TO 2040, which is due to be complete in 2018. Limited work on plan development will occur in FY15, but this program will scope priorities and needs to prepare CMAP to begin plan development in earnest in FY16.

AREA 1: Process and Tools Development

Communication Strategy

Project Manager: Tom Garritano

Description: While GO TO 2040 was a broad policy-based plan, its successor may sharpen the region's focus on core transportation investments and land use. This project will develop an initial series of short briefing documents and engage stakeholders to shape the focus of the next plan. This project will be completed early in FY15, and the results will be used to communicate the plan's purpose from that point on.



Products and Key Dates: Short description of intent for new plan and how it will differ from GO TO 2040 (November 2014). On-going refinements and additions to the description as needed.

4th Quarter Progress: Met several times with the comp plan leaders to discuss the anticipated communications needs and strategy, reflected in draft FY16 work plan.

1st Quarter Objectives: Complete FY16 work plan, work with comp plan leaders to articulate a clear overall statement of purpose, begin developing statements of purpose for the identified policy emphases and topic areas.

Review of National Best Practices

Project Manager: Alex Beata

Team: Daly, Murdock

Description: This project will research other major metropolitan areas that have completed plans since GO TO 2040, identifying best practices, particularly in addressing issues that are expected to be a focus in the new plan.

Products and Key Dates: Draft report (January 2015); final report (April 2015).

4th Quarter Progress:

- Completed draft of final report and submitted for review in March 2015.
 - Bulk of the report is made up of a series of MPO-specific reviews, organized around topic areas (e.g., transportation, economic development, land use, etc.).
 - Overall takeaways were categorized into the following four areas: importance of state and local context, planning process, emphasis areas, and agency structure.

1st Quarter Objectives:

- None anticipated.

Analytical Tools and Methods

Project Manager: Craig Heither

Team: Project managers and teams from AREA 2: Topical Planning and Policy Analysis

Description: This project will evaluate the ability of existing analytical tools and methods (including the regional transportation model, forecasting process, and similar methods) to answer research questions posed by new plan. The project will inventory available analysis tools and their strengths/weaknesses, identify methodological gaps and deficiencies, and



coordinate tool development and data collection needs. Staff will develop a prioritized list of analytical improvements needed and strategy for making these improvements in future fiscal years. The project will specifically scope new highway and transportation network coding needs.

Products and Key Dates: Multi-year work plan (June 2015).

4th Quarter Progress:

- In coordination with the Data Resources project, developed an initial multi-year work plan prioritizing agency data resource and analytical tool needs based on the current status of plan development work. This is a living document that will be updated as plan development tasks are completed.
- Completed auxiliary documents to guide advanced modeling tool development: an inventory of advanced model data and work needs, and an identification of highway and transit network coding needs.

1st Quarter Objectives:

- Work on analytical tools and methods related to the next comprehensive plan will continue in FY16 under the project Long Range Plan Data and Tool Development.

Data Resources

Project Manager: David Clark

Team: Project managers and teams from AREA 2: Topical Planning and Policy Analysis

Description: This project will prepare an assessment of data resources needed to support development of the next regional plan. It will inventory available data resources and their strengths/weaknesses, identify data gaps and deficiencies, and coordinate tool development and data collection needs. The project will also scope new forecast and base year estimate procedures.

Products and Key Dates: Multi-year work plan (June 2015).

4th Quarter Progress:

- In coordination with the Analytical Tools and Methods project, developed an initial multi-year work plan prioritizing agency data resource and analytical tool needs based on the current status of plan development work. This is a living document that will be updated as plan development tasks are completed.
- Developed timeline anticipating all base-year (2015) data needs to support the next socioeconomic forecast.



- Issued a Request for Informational Presentations (RFI) to learn more about potential approaches to socioeconomic forecasting. Draft RFPs for regional econometric forecast and small-area allocation methods written.

1st Quarter Objectives:

- Work on data resources related to the next comprehensive plan will continue in FY16 under the project Long Range Plan Data and Tool Development.
- Host informational presentations solicited through RFI. Finalize socioeconomic forecasting RFPs and post. FY16 work continues under the project Socioeconomic Forecast.

Outreach Tools and Methods

Project Manager: Erin Aleman

Team: Outreach staff

Description: The successor to GO TO 2040 will require a major communications and outreach strategy targeting stakeholders in CMAP’s committee structure, transportation implementers, the business community, civic organizations, underserved populations, and the public at large. This project will evaluate the ability of existing outreach tools and methods, such as MetroQuest, to meet the agency’s goals for outreach for the new plan.

Products and Key Dates: Multi-year work plan (June 2015).

4th Quarter Progress:

- Held bi-weekly team meetings to discuss effective outreach strategies and new ideas.
- Researched effective engagement efforts from other regional planning initiatives.
- Developed draft outline of proposed engagement process and tools for the next long range plan.

1st Quarter Objectives:

- Further develop white paper on outreach tools and methods.

Process Development

Project Manager: Management staff

Team: Burch, Elam, Ihnchak, Navota, Schuh, Shenbaga, Williams-Clark



Description: Plan development requires a structured, multi-phase process that involves the region directly in prioritizing policies and investment decisions. Some of these phases may include vision development, socioeconomic forecasting, policy and scenario development, and other interim deliverables. This project will develop the overall work plan and resource allocation for the next long range plan.

Products and Key Dates: Multi-year work plan (June 2015).

4th Quarter Progress:

- Finalized FY16 Work Plan.
- Developed long-term milestones for the plan process.
- Began scoping and analysis for the set of projects under the Next Comprehensive Regional Plan in the FY16 work plan.

1st Quarter Objectives:

- Adjust projects for staffing and capacity changes.
- See individual FY16 work plan projects for more detail.

Targeting Infrastructure Investment for Plan Implementation

Project Manager: Bob Dean

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

Description: GO TO 2040 calls for the development of implementation programs that link transportation, land use, and housing in support of plan goals. This project will investigate the potential for coordinating infrastructure investments from multiple sources to implement local plans that advance the goals of GO TO 2040. This project will be oriented in part toward making recommendations for including in the new plan, but may make shorter-term policy recommendations as well.

Products and Key Dates: Brief summary of approach (July 2014); report on similar programs in other regions (November 2014); summary of existing relevant programs (March 2015).

4th Quarter Progress:

- Scoped approach as part of next long-range plan.

1st Quarter Objectives:

- Continue to address through scoping of planning topics for next long-range plan.



AREA 2: Topical Planning and Policy Analysis

Transportation Strategy Development

Project Manager: Jesse Elam

Team: Beata, Bozic, Gershman, Murtha, Ostdick

Description: Examine expected approach to transportation planning and policy in the next long-range plan. Catalogue activities related to transportation that the agency has conducted since GO TO 2040, such as performance-based planning and programming, congestion pricing campaign, freight policy and funding, modeling advances, and the major capital projects amendment process, and generalize findings from these activities. Consider the next plan's potential approach to regional transportation policy and financial challenges, prioritization schemes, evaluation criteria, targeting infrastructure investment, cost/project type thresholds, and the alignment between planning and programming. Identify whether any transportation modes require special attention to prepare for new plan development. Determine whether current knowledge base and analytical tools are adequate, or whether additional research, analytical methods, or stakeholder discussions need to be conducted.

Products and Key Dates: White paper (January 2015).

4th Quarter Progress:

- Drafted initial concepts for a “medium-range investment plan” and utilizing performance measures to constrain a set of projects below the current major capital projects threshold.
- Researched other MPOs’ approaches to financial plan development (level of detail, matching sources to uses, etc.) and definitions of regional significant projects, and considered the role of developing more “visionary” system funding concepts.
- Developed initial list of strategy focus areas for next plan.

1st Quarter Objectives:

- Complete white paper and summarize main points in set of memos to Transportation Committee for consideration in spring.

Land Use Strategy Development

Project Manager: Sam Shenbaga

Team: Dick, Dryla-Gaca, Ihnchak, Ostrander, Schuh

Description: Examine expected approach to land use in the next long-range plan. Determine whether, and in what ways, the new plan should go beyond GO TO 2040. Catalogue activities



related to land use that the agency has conducted since GO TO 2040, primarily including comprehensive and corridor plans conducted through the LTA program, and generalize findings from these activities. Consider more “drilled down” and locally-specific approach versus giving general policy directions. Determine whether current knowledge base and analytical tools are adequate, or whether additional research, analytical methods, or stakeholder discussions need to be conducted.

Products and Key Dates: Memo of FY16 land use work plan items.

4th Quarter Progress:

- Project Manager met with Schuh and Ihnchak multiple times to review and refine work plan items.

1st Quarter Objectives:

- N/A

Housing Strategy Development

Project Manager: Jonathan Burch

Team: A. Brown, Murdock, K. Smith

Description: Examine expected approach to housing in long-range plan. Determine whether, and in what ways, new plan should go beyond GO TO 2040. Catalogue activities related to housing that the agency has conducted since GO TO 2040, such as Homes for a Changing Region and quarterly reports on housing conditions, and generalize findings from these activities. Consider whether more specific policy recommendations are appropriate versus broad support for housing choice. Determine whether current knowledge base and analytical tools are adequate, or whether additional research, analytical methods, or stakeholder discussions need to be conducted. Particularly examine housing finance and determine whether CMAP requires enhanced understanding of how this works.

Products and Key Dates: White paper (January 2015).

4th Quarter Progress:

- Worked with PMs to discuss approach to and role of housing market types in future work.

1st Quarter Objectives:

- N/A



Economic Strategy Development

Project Manager: Elizabeth Schuh

Team: Daly, Ferguson, Peterson

Description: Examine expected approach to economic development in long-range plan. Determine whether, and in what ways, the new plan should go beyond GO TO 2040. Catalogue activities related to economic development that the agency has conducted since GO TO 2040, such as the freight and manufacturing reports and follow-up activities, and generalize findings from these activities. Address how the findings of these activities can be best reflected in a long-range plan. Determine whether current knowledge base and analytical tools are adequate or whether additional research, analytical methods, or stakeholder discussions need to be conducted.

Products and Key Dates: White paper (January 2015).

4th Quarter Progress:

- Scoped analysis required to complete a new economic cluster analysis for the next plan as well as the related snapshot.
- Reviewed work plan items in Policy Analysis and Development as well as the Next Plan to move recommendations of white paper project forward.

1st Quarter Objectives:

- Begin cluster analysis work.

Environmental Strategy Development

Project Manager: Jason Navota

Team: Beck, Loftus, Vernon, Yeung

Description: Examine expected approach to natural environment in long-range plan. Determine whether, and in what ways, new plan should go beyond GO TO 2040. Catalogue activities related to the natural environment that the agency has conducted since GO TO 2040, including GIV improvements, LTA products, and toolkits, and generalize findings from these activities. Determine which issues require further attention and can be linked with other agency priorities (for example, linking transportation systems with resilience considerations). Determine whether current knowledge base and analytical tools are adequate, or whether additional research, analytical methods, or stakeholder discussions need to be conducted.

Products and Key Dates: White paper (February 2015).



4th Quarter Progress:

- Project Manager met with Schuh and Ihnchak multiple times to review and refine work plan items.

1st Quarter Objectives:

- Unknown at this time, but may involve additional meetings to refine work plan approach, data needs, etc. in preparation for start of FY16 work plan.

Human and Community Development Strategy Development

Project Manager: Drew Williams-Clark

Team: Cruise, Robinson, Weil, Zwiebach

Description: Examine expected approach to human and community development in long-range plan. Determine whether, and in what ways, new plan should go beyond GO TO 2040. Catalogue activities related to human and community development that the agency has conducted since GO TO 2040, including LTA products and toolkits, and generalize findings from these activities. Determine which issues require further attention and can be linked with other agency priorities. Determine whether current knowledge base and analytical tools are adequate, or whether additional research, analytical methods, or stakeholder discussions need to be conducted.

Products and Key Dates: White paper (January 2015).

4th Quarter Progress:

- Team members presented their findings by topic to the CMAP human and community development working committee as appropriate for discussion.
- Team drafted an annotated outline of findings and recommendations as to how to approach these topics in next regional comprehensive plan.

1st Quarter Objectives:

- Based on internal review, the team will meet several times to discuss revisions to the annotated outline.
- Team members will make at least one more presentation to the HCD working committee to discuss the proposed approach.
- Team will draft a white paper detailing findings and making recommendations as to how to approach these topics in the FY16 work plan and beyond as appropriate.



COMMUNICATIONS PROGRAM

Program Oversight: Tom Garritano

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

Local Planning Communications and Outreach Support

Project Manager: Hillary Green

Team: Aleman, Catalan, Garritano, Fassett Smith, Silberhorn, Weiskind, plus other relevant staff.

Description: Communications staff will work with outreach staff to build awareness of GO TO 2040 local implementation activities through the Local Planning Support group. Manage Local Technical Assistance (LTA) media outreach, including liaison with external partners as needed. Prepare communication strategies for individual projects as needed, with involvement of outreach and legislative staff. Oversee production and quality control of local planning print and web materials, including plans, guides, toolkits, and other documents developed through the group (e.g., model plans, ordinances, and codes). Provide general communications support for regional technical assistance products, which are also promoted through a quarterly Muni-Blast e-newsletter.

Products: Support for various planning projects, as needed throughout FY 2015. Quarterly Muni-Blast e-newsletter. Coordination of support for annual LTA call for projects.

4th Quarter Progress:

- Provided ongoing support for LTA promotional materials and final plans, as well as relevant media outreach.
- Coordinated support for annual LTA call for projects.
- Promoted various LTA projects through tip sheets.
- Staffed communications working group of the Regional Trees Initiative.

1st Quarter Objectives:

- Continue to provide ongoing support for LTA promotional materials and final plans, as well as relevant media outreach.



- Reassess release of Muni-Blast and/or other tool to promote various local planning resources.
- Staff the communications working group of the Regional Trees Initiative.

Policy Communications and Outreach Support

Project Manager: Tina Fassett Smith

Team: Aleman, Catalan, Garritano, Green, Silberhorn, Weiskind, plus other relevant staff.

Description: Communications staff will work with outreach staff to build awareness of GO TO 2040 policy activities at the regional, state, and federal levels. Manage policy-based media outreach, including liaison with external partners as needed. Prepare communication strategies for individual projects as needed, with involvement of outreach and legislative staff. Oversee production and quality control of policy-based print and web materials, including drill-down reports, issues-driven content, etc.

Products: Support for various policy projects, as needed throughout FY 2015.

4th Quarter Progress:

- Updated both the innovation and clusters regional economic indicators with accompanying policy updates and assisted with the publication of an issue brief and summary of motor fuel tax alternatives.
- Supported staff who wrote Policy Updates on various topics, including analyses of regional population change and geographic mobility, state revenue reforms, regional freight assets and challenges, housing stock diversity, and proposed federal transportation and Amtrak reauthorization bills.

1st Quarter Objectives:

- Work with policy staff to improve the placement of pertinent policy analyses on the website by making this content more prominent and permanent in the site's navigation.
- Continue with updates to the regional economic indicators microsite, including the possible inclusion of interactive maps.

Outreach and Communications Strategy Development and Implementation

Project Manager: Erin Aleman, Tom Garritano

Team: Dixon, Gershman, Green, Lopez, Ostdick, K. Smith, Vallecillos, Weil.



Description: The next comprehensive regional plan's requirements for outreach and communications will likely differ significantly from our GO TO 2040 processes for development and implementation. In preparation for the next full plan update, and in an effort to communicate comprehensively about agency projects and priorities, this team will work across departments to develop and implement an agency-wide outreach strategy. This will begin with the development of a coordinated strategy document for promoting ongoing projects, activities, and identified agency priorities. This strategy will include outreach activities and communication strategies focusing on broad stakeholder groups vital to CMAP's continued implementation of GO TO 2040 and to establishing broad support for the next plan. Targets will include elected officials and local governments, service providers, business community, nonprofit, and philanthropic stakeholders and others identified by the team. It is anticipated that this working group will develop a new or updated outreach and communications strategy document annually.

Products and Key Dates: The first half of the year will be devoted to developing a shared understanding of internal departments' activities and goals, culminating with a coordinated outreach and communications strategy document. The strategy document will include a timeline of activities and target audiences the team plans to engage during the remainder of the year. Upon completion of the strategy document, the final half of the year will be spent implementing the activities agreed upon.

4th Quarter Progress:

- Worked with both the planning and policy team to support outreach and engagement activities.
- Encouraged the CoG/CoMs and other stakeholders to send letters of support for the inclusion of freight in the next federal transportation bill.
- Continued to meet with interested parties on FUND 2040 as requested (KKCOM, Elgin Chamber of Commerce's Transportation Committee).
- Attended a number of IDOT Listening Sessions and coordinated CMAP's official response to IDOT.
- Met with a number of south suburban mayors and Cook County about CMAP and LTA (Richton Park, Tinley Park, Romeoville, Blue Island, Lansing, Chicago Heights, Markham, Riverdale, and met with south suburban Cook African American Mayor's group), in advance of the 2016 LTA Call for Projects.
- Began planning the Thirst-facilitated charrette for executive staff to strategize about the next comprehensive regional plan.
- Created engagement checklist for next-plan project managers to plan their goals for communications and outreach.



1st Quarter Objectives:

- Execute the next-plan charrette in mid-August, with follow-up materials by October.
- Continue to work with policy and planning on relevant engagement opportunities as they arise -- including IDOT Fall Planning Conference.
- Continue to engage with south suburban communities on CMAP and LTA.
- Work with new plan managers on next plan engagement objectives.

External Talks and Partnerships

Project Manager: Erin Aleman, Tom Garritano

Team: Kane, Fassett Smith, Green, Silberhorn, plus other relevant staff.

Description: GO TO 2040 implementation depends on a continually expanding base of engaged stakeholders, including governments, businesses, non-profits, and residents. To identify and engage such targets, communications staff will work with staff in policy and outreach. The executive staff can help with coordination, scheduling, preparation of talking points and other materials, etc. Tasks include finding opportunities for the executive director and other staff to give public talks, especially to audiences that include potential partners targeted strategically for timely CMAP products and priorities. Outreach and policy staff should work together with communications to identify and take on-going advantage of these opportunities.

Products: Various support for external talks and partnering activities, as needed throughout FY 2015.

4th Quarter Progress:

- Presented to the Elgin Chamber's Transportation on CMAP and planning in April.
- Coordinated with the Chicago Council on Global Affairs' Chicago Forum event.
- Developed an activity with CMAP's Citizens' Advisory Committee to support the Chicago Community Trust's On the Table initiative in early May.
- Coordinated a peer exchange with SACOG.
- Attended the WTS annual luncheon with Joe Szabo and assisted with vetting a variety of speaking requests.



1st Quarter Objectives:

- Continue to vet and assist with speaking requests and activities for executive director, Joe Szabo.
- Develop a list of organizations to target for upcoming talks and introductory meetings for Joe Szabo.

Media Relations

Project Manager: Tom Garritano

Team: Fassett Smith, Green, Silberhorn

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

Products: Various electronic and print materials, as needed throughout FY 2015.

4th Quarter Progress:

- Regional Economic Indicators featured as lead story in Daily Herald Book of Lists magazine.
- Drafted and placed op-eds in targeted newspapers nationally to support dedicated freight funding in bill to replace MAP-21.
- Conducted media outreach in support of Joe Szabo's selection as Executive Director.
- Arranged coverage in Crain's of CMAP letter with County chairs and CDOT expressing unity on the need for national freight funding and policies.
- Facilitated WCYU-TV story about region's infrastructure needs, with clip of Joe Szabo interview.
- Facilitated discussions with reporters regarding local ramifications of new federal transportation legislation, with coverage in Daily Herald.
- Managed media inquiries related to Illiana, intermodal freight, immigration, population growth, the 606 and Cal Sag bike trails, Homes for a Changing Region, and more. See archive at <http://www.cmap.illinois.gov/about/for-media/news-coverage-archive>.



1st Quarter Objectives:

- Schedule meetings/briefings for Joe Szabo with selected reporters and editors.
- Continue to educate and inform media about CMAP policies and priorities, including but not limited to federal transportation legislation.
- Support activities of IL 53/120 corridor plan as needed.

Moving Forward, 2014: Implementation Report

Project Manager: Tom Garritano

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

Description: The annual GO TO 2040 implementation report describes progress qualitatively and quantitatively stakeholders' implementation successes. Precise format is subject to internal discussion but should be graphically consistent with prior posters. This report may serve as a summary of the GO TO 2040 update. Approximately 4,000 units of the report poster should be printed commercially.

Products and Key Dates: Draft for executive review before Thanksgiving, with final to the printer by mid-December. Print copies for the January board meeting.

4th Quarter Progress: N/A

1st Quarter Objectives: Determine whether there should be a 2015 Implementation Report. Work would need to begin in the 2nd Quarter, with a draft for executive review in November.

Graphic Design and Publication Management

Project Manager: Adam Weiskind

Team: Catalan, Fassett Smith, Garritano, Green, Silberhorn, plus other relevant staff.

Description: Communications staff will provide graphic design and related publications assistance to CMAP staff when materials meet that threshold as identified by deputies and CMAP executive leadership. This project entails creating information graphics and laying out most primary CMAP documents with InDesign. Also includes overseeing the efforts of non-communications staff who are using InDesign for their own documents where CMAP is in a support role (e.g., for local comprehensive plans and related outreach). Whenever feasible, these materials should be printed in-house, and this project's manager is responsible for determining whether a larger job might require off-site commercial printing.



Products and Key Dates: Various electronic and print materials, as needed throughout FY 2015. Continuously pursue improvements in standardizing CMAP materials, including publications and infographics.

4th Quarter Progress:

- Completed design of LTA Plans -- Lyons, UIC Multimodal Transportation, Kane County, Lan Oak Park, Summit, Chinatown.
- Completed design for Illinois Motor Fuel Tax guide.
- Completed design of Sustainability Indicators Guide and White Paper.
- Began layout and design of CMAP Personnel Handbook.
- Continued design of promotional materials for LTA events.
- Continued graphic support for CMAP website and microsites.
- Continued development of information graphics for distribution by web and print (i.e., policy blog updates, regional economic indicators).
- Continued design support for LTA project staff and community partners in developing new content for print and web distribution.
- Continued design of CMAP publication covers -- quarterly staff reports, budget work plans, etc.
- Continue design and updates of program materials for FLIP (application, event posters and yearbook), Water planning, TIP/CMAQ/STP-L updates, and more.
- Management/art direction of assistant graphic designer.
- Continued oversight of LTA staff using CMAP plan and poster/postcard templates in creation of CMAP documents, as well as CMAP template updates.
- Mentoring CMAP LTA staff through Adobe Creative Suite training.
- Continued collaboration with external consultants in developing CMAP identity elements for web and print materials -- new CMAP artwork/elements.
- Assisted CMAP IT Department in search for new printers and copiers.
- Assist new CMAP print associate in transitioning into new role.

1st Quarter Objectives:

- Complete layout and design of LTA Plans -- DuPage Homes, Waukegan, Chicago Heights.



- Complete Layout and design of CMAP Personnel Handbook.
- Begin design of GIV report and User Guide.
- Begin design of CMAP Annual Report.
- Begin design of Strategy Papers and Snapshot reports.
- Begin design of template(s) for quarterly congestion reports.
- Begin design of MFT pamphlet/booklet.
- Assist with finalizing IL 53/120 Corridor Plan (if necessary).
- Design assistance with Kane County Health Impact Assistance.
- Continued design of promotional materials for LTA events.
- Continued graphic support for CMAP website and microsites.
- Continued development of CMAP infographics for web and print.
- Management/art direction of assistant graphic designer.
- Continued oversight of LTA staff using CMAP plan and poster/postcard templates in creation of CMAP documents, as well as ongoing template updates.
- Mentoring CMAP LTA staff through Adobe Creative Suite training.
- Continued collaboration with external consultants in developing CMAP identity elements for web and print materials -- new CMAP artwork/elements.

Web Content Management

Project Manager: Hillary Green

Team: Fassett Smith, Garritano, Silberhorn, Weiskind, plus other relevant staff.

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

Products and Key Dates: Work with the CMAP staff to keep their web content current, complete, and engaging. Provide tutorial materials for Liferay and Google Analytics, both via written documentation and video.



4th Quarter Progress:

- Launched new Sustainability section.
- Continue to update web content management training materials.
- Continue to develop Google Analytics reports on a monthly and quarterly basis and implement changes to improve SEO and user experience.
- Coordinate web activities with media outreach for culminating LTA projects. Further enhance the CMAP web news archive.
- Continued to expand social media presence, including targeted social media campaigns for FLIP Summer Program and LTA-related projects.
- Helped policy, planning, and programming staff to develop content.

1st Quarter Objectives:

- Create a usability reference guide for web development.
- Continue to update web content management training materials.
- Continue to develop Google Analytics reports on a monthly and quarterly basis and implement changes to improve SEO and user experience.
- Coordinate web activities with media outreach for culminating LTA projects. Further enhance the CMAP web news archive.
- Help policy, planning, and programming staff to develop content, including creating a new section for more-in depth policy analysis called Research Briefs.

Web Development and Administration

Project Manager: Hillary Green

Team: Catalan, Fassett Smith, Garritano, Silberhorn, plus other relevant staff.

Description: CMAP communications staff is responsible for developing -- and overseeing the development of -- web content using the Liferay content management system and related technologies (java, SQL, etc.). This project also includes (with the Web Content Management project) co-management of CMAP's web consultants, especially pertaining to technical tasks of development, maintenance, and security of the agency's main site. With IT and data staff, help to make technical decisions about and to oversee successful development of any public-facing CMAP systems that are not part of the main agency website (i.e., hosted on data.cmap.illinois.gov or elsewhere). For all web development projects, ensure that they have the ability to extend for mobility, that they follow CMAP's style guides, and that they work



continually to improve accessibility and usability. Help the CMAP web communications specialist and other staff with Google Analytics.

Products and Key Dates: TBD, pending hire of new front-end developer.

4th Quarter Progress:

- Continued to provide supplementary support for the data hub project and TIP database development.
- Continued to coordinate with consultants for design tweaks, development debugging, and hosting optimizations, including front-end enhancement work for the home page and other areas of the website.

1st Quarter Objectives:

- Launch enhancements to the mobile version of the website.
- Continue to provide supplementary support for the data hub project and help populate with CMAP publications and infographics.
- Continue to coordinate with consultants for design tweaks, development debugging, and hosting optimizations.

Public Data Systems Support

Project Manager: Tom Garritano

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

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

Products and Key Dates: Support the established [process](#) for facilitating decisions and for making high-priority content available through the main CMAP website. Facilitate usability design at earliest stage of all projects, before development begins. Convene Google Analytics training for selected CMAP staff. Identify opportunities to improve public access to CMAP data via www.cmap.illinois.gov. Develop a series of data-driven web narratives using GO TO 2040 indicators to reinforce CMAP priorities, starting with Mobility (for completion in December 2014), followed by Livability (June 2015) and Economy (December 2015).



4th Quarter Progress:

- Launched the aerial imagery web tool.
- Continued assistance to TIP database project.
- Updated the Community Snapshots data site.

1st Quarter Objectives:

- Assess whether to update the Mobility visualizations site in late 2015.
- Assess whether to create visualizations in support of the new comprehensive plan launch.

Future Leaders in Planning (FLIP)

Project Manager: Ricardo Lopez

Team: Aleman, Daly, Johnson, Prasse, Rivera, Yeung

Description: This is a leadership development program for high school students. Selected participants will collaborate with and learn from elected officials and planners who are implementing the GO TO 2040 comprehensive regional plan. The program runs from October 2014 to May 2015 and provides ongoing leadership development, teaching them about past, present, and future regional planning issues from elected officials, community leaders and CMAP staff. Through multimedia tools, interactive activities and field trips, students go “behind the scenes” to explore our region’s communities. Topics include: transportation, housing, human services, land use, economic development and the environment. In addition to learning how local governments interact to address these important regional needs, students will have opportunities to engage with other students to think about the ways planning could be improved and/or changed. Students will present their resolutions at the end of the sessions to the CMAP Board.

Products and Key Dates: Recruitment strategy with application (March 2014); program curriculum (August 2014); student selection and notification (September 2014); site selection for Final Project (March 2015); monthly meetings and activities (September 2014 – April 2015); Final Project (May 2015).

4th Quarter Progress:

- On April 4, Session 6 focused on finalizing students’ final projects. Session ended with a farewell visit to the Willis Tower Skydeck.



- The FLIP Final presentation was held on Saturday, May 9 at CMAP. Students presented recommendations for improving public and commercial areas as well as access and mobility in and around the Little Village neighborhood. Family and friends attended.
- Revamped FLIP to a week-long summer program.
- Executed an outreach strategy to promote the 2015 FLIP Summer program. Approach included social media outreach, e-blast to FLIP contacts, CMAP's weekly, mailer to select schools, targeted phone calls, and announcements at CMAP's Board and working committee meetings.
- Briefed Board members on program progress and new summer session.
- A total of 49 applications received.
- Held FLIP information session to recruit staff -- 23 staff recruited.
- Developed summer program curriculum with a focus on how to build resilient communities.
- Planned and coordinated Retreat, Session 1, 2, 3, 4, & 5.
- Acceptance notification letters were sent. A final total of 45 students accepted the invitation to participate in the program.
- Held parent orientation on June 27 at CMAP.
- Worked with communications to develop message and ideas for the 2015 promotional video.

1st Quarter Objectives:

- Hold Retreat on July 10, 2015.
- Hold Session 1 on July 13, 2015.
- Hold Session 2 on July 14, 2015.
- Hold Session 3 on July 15, 2015.
- Hold Session 4 on July 16, 2015.
- Hold Session 5 on July 17, 2015.
- Hold FLIP final project presentation at the August 12 Board meeting (tentative).



PERFORMANCE-BASED PROGRAMMING PROGRAM

Program Oversight: Jesse Elam

Performance-based funding is a major transportation policy priority of GO TO 2040, and the “Invest Strategically in Transportation” chapter devotes an implementation action area section to “Finding Cost and Investment Efficiencies.” While the Plan also recommends new or innovative revenue sources, the larger emphasis is on making more cooperative, transparent, and prioritized decisions, using the best evaluation criteria possible. This core program carries out MPO programming functions (CMAQ, Transportation Alternatives) and refines the region’s capacity to evaluate the larger universe of transportation expenditures and needs in northeastern Illinois. It also carries out federal requirements related to performance measurement and the Congestion Management Process.

CMAQ and TAP Program Development

Project Manager: Doug Ferguson

Team: Schmidt, Murtha, Bozic, Patronsky, Frank, Elam

Description: The Congestion Mitigation and Air Quality Improvement program and Transportation Alternatives program are federal fund sources programmed by CMAP. A joint call for projects will be held for these two programs, following the new project scoring processes developed during the FY14 work plan.

Products and Key Dates: Finalize project prioritization methodology (fall 2014); call for projects (January 2015); committee engagement (spring 2015); staff program released for public comment (July 2015); MPO approval (October 2015).

4th Quarter Progress:

- Completed the analysis of FFY 2016-2020 CMAQ and the FFY2015-2017 TAP applications for the evaluation criteria.
- Sought feedback on the analysis results and evaluation criteria from the Bicycle and Pedestrian Task Force, the Regional Transportation Operations Coalition, the transit agencies and parties interested in direct emissions.
- Developed staff-recommended CMAQ and TAP programs based upon the evaluation criteria and input from focus groups.
- Presented the FFY 2016-2020 CMAQ staff recommended program to the CMAQ Project Selection Committee for consideration. The Committee recommended the draft program to the Transportation Committee for release for public comment.



1st Quarter Objectives:

- Present the FFY 2015-2017 TAP staff recommended program to the Transportation Committee for their consideration and release for public comment.
- Present the CMAQ Project Selection Committee recommended FFY 2016-2020 CMAQ program to the Transportation Committee for release for public comment.
- Hold a public comment period on the proposed programs and suggest amendments to the programs based upon the comments received to the CMAQ Project Selection Committee and Transportation Committee.

Local Surface Transportation Program: a Summary of Programming Methods

Project Manager: Doug Ferguson

Team: Menninger, Elam

Description: In the Chicago region, CMAP suballocates federal Surface Transportation Program (STP) funding through subregional councils of mayors (CoMs). CMAP passes STP funding through to the councils on the basis of total population and tracks their expenditures. Each council handles project selection and tracking differently. This project will catalog the methods used by each council and identify any areas where information resources developed by CMAP could be provided to the councils to aid their programming decisions. This project will also explore performance-based criteria by which to distribute federal funds from a future reauthorization.

Products and Key Dates: Report on STP-L programming methods (September 2014); presentation to councils and CoM Executive Committee (late fall 2014).

4th Quarter Progress:

- A complete draft report has been prepared for internal review.

1st Quarter Objectives:

- Project is not in FY16 work plan.

Summary of Transportation Agency Programming Methods

Project Manager: Holly Ostdick, Alex Beata

Team: Menninger, Schmidt, Ferguson, Murtha, Berry, Elam



Description: One critical part of a shift toward performance-based programming is to fully understand the current basis of decision-making by transportation agencies that are part of the MPO. This project will use meetings with stakeholders and other methods to help document the approaches taken by the counties, transit agencies, IDOT, and CDOT to prioritizing transportation projects.

Products and Key Dates: Finalize scope (August 2014); Stakeholder focus group meetings and key person interviews (fall 2014); design and administration of survey (winter 2015); report to CMAP committees on results (June 2015).

4th Quarter Progress:

- Conducted background research and held interviews for the City of Aurora, City of Elgin, City of Naperville, Village of Schaumburg, and CDOT.
- Drafted final report, including summaries of interviews and reflections on various ways for the MPO to be more engaged in implementers' program development.

1st Quarter Objectives:

- Circulate draft report among interviewees for feedback.
- Publish final report.

Sketch Model Development for Programming Analysis

Project Manager: Kermit Wies

Team: Bozic, Frank, Murtha, N. Peterson, Menninger, etc.

Description: The analytical deployment plan and CMAQ process review undertaken in FY14 identified several enhancements needed to adequately analyze projects submitted for CMAP's grant programs. The focus of this work plan item is (1) development of an improved method for estimating bicycle travel demand for the CMAQ air quality analysis, (2) development of a general sketch model for estimating ridership from transit improvements, (3) development of a sketch model for estimating ridership response to vehicle and station improvements in particular, (4) development of a sketch technique for analyzing intersection performance, and (5) development of an approach to predict the change in travel time reliability from highway projects. These sketch models will likely have utility for CMAP's planning work beyond the CMAQ and TAP programs.

Products and Key Dates: Complete scope for transit sketch model (July 2014); Develop scope for bicycle analysis tool (September 2014); develop scope for sketch intersection performance tool (September 2014); complete prototype transit modernization sketch tool (October 2014); complete intersection performance sketch model (December 2014); develop bicycle analysis tool



prototype (January 2015); develop general transit sketch tool prototype (February 2015); develop method for estimating change in highway travel time reliability (April 2015).

4th Quarter Progress:

- Bicycles: Used test application on all CMAQ bike proposals.
- Transit Ridership: Continued to use resources developed so far to compare to benefits appearing implementer's program submittals.
- Station and Vehicle Improvement: Used test application on all CMAQ transit modernization proposals.
- Intersections: Completed development of regional model extension to evaluate intersection improvement proposals and strategies. Documented procedure for use in future evaluations
- Travel Time Reliability: Completed development of develop a new congestion metric for use in evaluating major capital proposals. Documented procedure for use in future evaluations

1st Quarter Objectives:

- Project discontinued in FY16. Maintenance of products will continue under Research and Analysis: Transportation Data Analysis

Performance Monitoring

Project Manager: Tom Murtha

Team: Schmidt, Nicholas, Frank, Rodriguez

Description: This project oversees the diverse efforts undertaken at CMAP to monitor the performance of the transportation system, including ongoing data acquisition, processing, visualization, and updating of the performance measurement pages on the CMAP website. One purpose is for basic performance tracking through a selection of transportation indicators (e.g., carpooling frequency, incident response time, etc.), while another is the continued refinement of the information used to guide project programming (e.g., transit asset condition, speed probe data for congestion, etc.). This project will also coordinate the ITS, signal, and parking databases for the agency as well as the summer data collection program.

Products and Key Dates: Draft list of indicators and measures intended for acquisition and processing in FY14 (July 2014); finalize list (September 2014); carry out data acquisition and processing (ongoing).



4th Quarter Progress:

- Staff acquired, checked, and began processing a new truck probe dataset from the American Transportation Research Institute. The data will provide CMAP a resource of truck spot speeds, stops locations, and origin-destination data. The dataset will require substantial processing, but will be a resource for CMAP freight transportation planning for several years.
- Staff continued acquisition and processing of highway speed data from Midwest Software Solutions and HERE, including the processing of truck speeds. Work continued on applying performance measure data to such projects as the HERS-ST capital investment forecasts and CMAQ performance-based programming.
- Staff continued acquisition and processing highway, bridge performance, safety, and regional trails completion data, compiled performance measures, and transmitted the indicator results and the compiled datasets to the research and analysis division. These will be posted to the CMAP web site in the first quarter of FY 2016.

1st Quarter Objectives:

- Continue performance measure data collection and analysis. Continue preparation of additional datasets for inclusion in the agency's data sharing hub so they are publicly available. Post summaries to the Congestion Management web page as appropriate. Continue processing of freight origin-destination data.

Highway Needs Analysis and Improvement of Project Evaluation Methods

Project Manager: Claire Bozic

Team: Brown, Elam, Heither, Murtha, Schmidt, Berry

Description: This project will continue FY14 work done under Modeling and Analytical Deployment for Programming Analysis to develop (a) scoring procedures for a highway deficiency analysis and (b) methods for predicting the benefits of smaller scale highway projects. In addition, this project will also develop a detailed outline for a highway deficiency analysis to begin in FY16, including resolution of the categories of deficiencies to consider, normal maintenance needs versus modernization/expansion, project types and cost thresholds for highway improvements to consider, and contracting needs. It will include an engagement process with highway agencies along with any alterations needed to the UWP process to accommodate closer cooperation with CMAP staff in planning. A proof of concept analysis will be carried out for an example area, likely a county.



Products and Key Dates: Draft outline of highway needs analysis (October 2014); selection of partner county (December 2014); complete proof of concept of highway needs analysis with recommendations on full implementation (June 2015).

4th Quarter Progress:

- Developed an initial set of planning factors.
- Developed method for the modeled highway network to be evaluated in relation to how well individual links served “planning priority factor” trips. This included environmental justice areas, areas with low accessibility, and infill and redevelopment areas.
- Drafted a method to estimate the change in number of crashes caused by implementing a project. This required crash rates for highway network links developed from observed data.

1st Quarter Objectives:

- Develop a reliable way to append data from the modeled highway network to the scored IRIS file.
- Refine the crash estimation methodology to calculate estimated crash rates on the modeled network on the fly instead of importing them from a file.
- Test method on IDOT multiyear program and communicate results to IDOT

Transit Needs Analysis and Improvement of Project Evaluation Methods

Project Manager: Jesse Elam

Team: Menninger, Bozic, Heither, Murtha, Patronsky

Description: This project will continue FY14 work done under Modeling and Analytical Deployment for Programming Analysis to develop scoring procedures for a transit deficiency analysis and methods of evaluating project benefits. This project will also develop a detailed scope of work for a transit deficiency analysis to begin in FY16, including resolution of the categories of needs to consider, normal maintenance needs versus modernization/ expansion, project types and cost thresholds for improvements to consider, and an engagement process with the RTA/service boards.

Products and Key Dates: Draft outline of transit needs analysis (June 2015); complete proof of concept of transit needs analysis with recommendations on full implementation (FY 2016).



4th Quarter Progress:

- Discussed scope of services for transit capacity study in coordination with RTA and with CTA, but project is on hold as commitment from service boards is sought.

1st Quarter Objectives:

- Continue to discuss scope and options for conducting study.

Linking Roadway and Transit Asset Condition to Expenditures

Project Manager: Lindsay Hollander

Team: Schmidt, Murtha, Ostlick, Dobbs, Menninger

Description: A major policy issue for the region is the amount and type of expenditure needed to achieve acceptable roadway and transit asset conditions. This information is critical to help allocate the proper amount of capital funding to each program area (maintenance, modernization, and enhancement) and will help enable connecting the financial plan to the long-range plan's indicators for system condition. Software expected to be available from FHWA (Highway Economic Requirements System – State Version) and from the RTA (Capital Optimization Support Tool, a customized version of the Transit Economic Requirements Model) should enable CMAP to do this. Close collaboration with regional partners is expected in this effort.

Products and Key Dates: COST and HERS model fully operational (September 2014); Report on amount of funding required to meet pavement condition targets established in GO TO 2040 (March 2015); report on whether HERS can be used to estimate costs to achieve other highway GO TO 2040 indicators (March 2015); initial draft of transit infrastructure condition targets and financial requirements to meet them (June 2015).

4th Quarter Progress:

- Completed initial memorandum outlining methodology as well as cost estimates for different pavement condition scenarios.
- RTA continues to promise to provide estimates of cost to meet transit infrastructure targets but has yet to do so.

1st Quarter Objectives:

- Present work in forum following September Transportation Committee.



RESEARCH AND ANALYSIS PROGRAM

Program Oversight: Kermit Wies

GO TO 2040 calls for improved access to information and development of advanced modeling and forecasting tools. This core program's primary mission is to ensure that CMAP staff and planning partners have access to quality data resources and state-of-the-art analysis tools supported by a well-trained research team that is fully engaged in the technical implementation challenges of the plan.

AREA 1: Regional Information and Data Development

Program Manager: David Clark

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

Regional Inventories

Project Manager: David Clark

Team: A. Brown, Dryla-Gaca, Morck, Drennan, Pedersen, N. Peterson, Chau, Vernon, Interns

Description: Development and maintenance of specialized datasets used in policy analysis, programming decisions and modeling activities. Ongoing tasks include maintaining and updating regional datasets such as: land use inventory, development database, and employment estimates. New in FY15 are maintenance of the bikeways inventory (BIS), Facilities Planning Area (FPA) geography, and development of a searchable archive of Local Technical Assistance data for staff access.

Products and Key Dates: Land Use Inventory (October, 2014). Employment data (updated 2x/year). Development data (updated quarterly). Bikeways Inventory (updated quarterly beginning September, 2014). Aerial imagery scanning project: (1970 set completed September, 2014; Webmap launch December 2014). Local Technical Assistance Archive (ongoing after January, 2015). Update and document datasets per maintenance schedule and coordinate with Data Library Management and Data Sharing Hub for internal and external access (ongoing).

4th Quarter Progress:

- Land Use Inventory: Pre-processing of all counties completed. Production for Kane County completed. Two additional analysts trained for production work. Currently in



production: McHenry (75% complete), DuPage (40%), Kendall (10%) and Will (just started).

- Development Database: 22 municipalities systematically reviewed for updated information. Updates to over 100 existing developments and recording of an additional 115 developments in the database. Work flow established for field data collection interns; data collection underway.
- Employment: Final control totals established for 2010 – 2013 estimates. Final estimates for all geographies completed and posted on the Data Depot. Estimates documentation on wiki updated to reflect current procedures. 2015 Local Government Employment Survey sent out to all counties and municipalities with over 100 employees. Over 30% of recipients have submitted a response.
- Bikeways Inventory: 34 new or updated bikeway plan layers have been added to the BIS. Updated version posted internally on Data Depot and externally on the CMAP Data Hub.
- LTA Archive: Initial planning stage for archiving land use recommendations underway, with discussions with LTA staff for strategies to store data and testing of methodology.
- Historic Aerials Archive: Imagery Explorer website opened for external access; webpage describing the project finalized. Project publicized in CMAP Weekly Update and home page. Scanning/georeferencing of 1980 set currently underway.

1st Quarter Objectives:

- Land Use Inventory: 2013 update: completion of McHenry and DuPage, ongoing work on Kendall and Will, begin work on Cook. Identify additional datasets to serve as reference for 2015 update.
- Development Database: Incorporate field-collected data into database; continue review of un-reviewed municipalities. Final testing and implementation of data update tool so additional staff can update tables. Systematic review of 17 municipalities.
- Employment: Non-response follow-up for Local Government Employment Survey; begin to geocode responses. Post 2012 initial estimates. Complete revised 2000 NAICS-based estimates.
- Bikeways Inventory: Acquire or digitize data from additional bike plans identified in previous inventory of uncollected plans. Incorporate new LTA plan recommendation layers. Status updates for numerous facilities in the Regional Greenways and Trails layer.
- Facility Planning Areas: Boundary updates as they arise (ongoing).



- LTA Archive: Finalize methodology, begin transferring data from completed projects. Post documentation on wiki.
- Historic Aerials Archive: Finalize scanning/georeferencing of 1980 aerials. Research options for enhancing webmap with regional mosaics and year-comparison capabilities.

Data Library Management

Project Manager: Jessica Matthews

Team: Dubernat, Clark, Vernon, Hallas, N. Ferguson

Description: Acquire and catalog new data and archive obsolete datasets. Monitor procurement and licensing of proprietary datasets. Maintain agreement for regional aerial imagery acquisition efforts. Establish protocols for metadata and attribution. Enforce proprietary dissemination and license agreements. Import and catalog Census and other public data products upon release. Document data library practices on SharePoint and ensure that datasets forwarded to the data-sharing hub include sufficient metadata.

Products and Key Dates: Data library architecture and content, procurement documentation, metadata, user documentation, management documentation (ongoing).

4th Quarter Progress:

- Share acquired data with staff.
- Update over 50 entries in the Data Library Catalog (eLibrary).
- Wrote a Python script to identify modified files on data depot.
- Handled four internal data request : 75% - collaborative and 25%- informational.

1st Quarter Objectives:

- Project combined with External Data Request and Data Sharing Hub to form Data and Information Services Project.

Data Sharing Hub

Project Manager: Claire Bozic

Team: Matthews, Vernon, Clark, Rogus, Garritano

Description: Maintain CMAP's public data-sharing hub. Major tasks include ensuring that CMAP data products are made available and properly documented for public download. Suggest and test improvements to the current product. Promote use of the data-sharing hub



over use of conventional file transfer protocols for disseminating large data resources. Coordinate promotion and maintenance activities with communications and information technology teams.

Products and Key Dates: Internal testing of data-sharing hub and loading of inaugural datasets (September, 2014). Promotion of data-sharing hub for disseminating CMAP data products (November, 2014).

4th Quarter Progress:

- Uploaded more data to the production site.
- Directed data requestors to retrieve the data from the DSH.
- Link to the hub from the data section of the CMAP website was established.

1st Quarter Objectives:

- IT to continue with hardware and software support.
- Communications to continue assisting with developing graphics as needed – mainly icons.
- Continue adding datasets and resources (for example historic traffic maps, TIP data).
- Locate and eliminate data associated with the original data sharing hub. Data files and URLs still exist, and are active. Some are linked to our CMAP website.

External Data Requests

Project Manager: Jon Hallas

Team: Matthews, other staff as needed.

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

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



4th Quarter Progress:

- Responded to 97 external requests. The first annual report of external requests was prepared documenting 598 requests. One FOIA request was received and processed. A guide with basic steps for processing FOIA requests was completed.
- Summaries for external requests from FY12 – FY14 are being copied to SharePoint. Only summaries for FY12 Quarter 2 remain to be copied for this three-year period.
- R and A Staff were invited to the webcast of the 2015 Annual State Data Center Conference. Videos, slideshows, and notes on presentations were saved to SharePoint and Wiki.
- A summary was completed listing information and data requests originated by Metra, CTA or their consultants for FY2013 through FY2015.
- SharePoint queries were developed to retrieve external requests by project name (topic or subject), keywords, date request received, and CMAP staff receiving requests.
-

1st Quarter Objectives

- Continue responding to ongoing External Requests.
- Upload remaining FY12 Quarter 2 External Request summaries and all FY2015 External Request summaries to SharePoint.
- Update the External Request Summary template to include the End User of information or data included in the response. This additional information will help us more precisely understand who is using our data and how it is used.
- Develop SharePoint queries that identify the name of CMAP staff responding to the request and the date the response was completed. Also, consider queries for FOIA requests.

AREA 2: Regional Forecasting and Modeling

Program Manager: Craig Heither

This program serves CMAP's longstanding commitment to preparing regional forecasts and modeling analyses to support transportation, land use, and environmental planning. In addition to maintaining standard modeling procedures essential to regional program and plan evaluations, this program implements CMAP's strategic plan for advanced model development in response to priority policy analyses and comprehensive regional planning questions established by GO TO 2040.



Advanced Urban Model Development

Project Manager: Kermit Wies

Team: Heither, Bozic, Rice

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

Products and Key Dates: Support congestion pricing, transit modernization and major capital project implementation efforts at CMAP and among partners (ongoing); demonstrate application and sensitivity of Transit Modernization Model (December 2014). Phase 3 deliverables of advanced modeling contracts (June, 2015).

4th Quarter Progress

- Advanced modeling contracts: For network microsimulation: consultant continued development of sub-area demonstration of integrated ABM-DTA and progress was presented at TRB Applications conference in May. Consultant contract was extended to August 30, 2015. Consultant was directed to begin preparing final documentation consistent with original project scope.
- Freight forecasting: Consultant delivered a working demonstration of freight forecasting tool and user documentation. Contract ended on June 30, 2015.

1st Quarter Objectives

- Advanced modeling contracts: RFP issued for estimation and calibration of Activity-Based Model. Proposal review and selection will occur in August. Board is scheduled to vote on consultant selection in September.

Survey Research

Project Manager: Kermit Wies

Team: N. Ferguson, Matthews, Vernon, Frank, graphics and outreach support as needed.

Description: Implement strategic plan for survey research at CMAP, which establishes a strategy and management concept for conducting on-going survey research at the agency. Major tasks are to continue populating the Travel Tracker Survey with additional observations.



The focus this fiscal year is to enrich the survey database with more responses about nonmotorized travel, which will be used to inform CMAP's performance-based programming evaluation methods. Conduct pilot test among staff and partners.

Products and Key Dates: Scope for Non-Motorized Travel Tracker survey (July, 2014). Retain survey consultant (September, 2014). Survey design and sampling plan (October, 2014). Evaluation of pilot test (January, 2015). Launch full survey (March, 2015).

4th Quarter Progress:

- Staff continued to build professional capacity in survey research development, administration and management. Recruitment survey and GPS-Smartphone application data recorded by staff volunteers were processed using GIS tools.

1st Quarter Objective:

- Staff will continue to build professional capacity in survey research development, administration and management.

Travel and Emissions Modeling

Project Manager: Craig Heither

Team: Bozic, Rodriguez, N. Peterson, N. Ferguson, A. Brown, Chau, Cruise, Clark

Description: Maintenance and enhancement of existing MPO travel demand models, including incorporation of procedural improvements into production models as well as continuous updates to regional highway and transit network databases. Major tasks are to provide travel demand forecasts for major capital project evaluations and conformity analyses, and on-going small-area traffic forecast assistance to regional partners. Continue evaluating improved methods for representing commercial vehicle movements within the travel demand models.

Products and Key Dates: Validated regional travel demand model and documentation (ongoing). Air Quality Conformity analyses (scheduled twice annually). Support major capital project evaluations and other GO TO 2040 initiatives (as prescribed).

4th Quarter Progress:

- Completed scenario modeling for biannual Air Quality Conformity Analysis (Fall 2015) and generated vehicle emissions input files for MOVES model.
- Finished integrating travel model improvements into production model: Mode Choice model toll/non-toll vehicle estimation procedures; revised time-of-day factors and vehicle occupancy rates; and regional truck restrictions.
- Completed testing of freight network and analysis of commodity flows in version 2 of the Meso freight model.



- Completed approximately forty Small Area Traffic Forecast requests.

1st Quarter Objectives:

- Continue testing and evaluation of refined methods of measuring project-level impacts: link-level highway congestion function to better represent level-of-service impacts; modified procedures to measure the impact of single transit projects; and initiate testing of intersection-specific turn data.
- Begin initial data development for updated travel demand model validation report.
- Continue evaluating improved methods for representing commercial vehicles in regional travel demand model.

Transportation Data Analysis

Project Manager: Craig Heither

Team: Wies, Bozic, Rice, Rodriguez, Clark, A. Brown

Description: Develop and maintain transportation data and analysis methods for planning and policy analysis within CMAP. Major tasks are to support transportation program development and performance analyses. Specific tasks are to develop a tool to analyze bicycle level-of-service metrics and estimate facility demand for the CMAQ project evaluation process. This project also includes development and support of the Transportation Data Archive, incorporates the catalog of CMAP-prepared traffic projections and houses CMAP's annual traffic count data collection activities.

Products and Key Dates: Scope CMAQ bicycle analysis tool (September, 2014). Develop bicycle analysis tool prototype (January, 2015). Develop and introduce new applications for Transportation Data Archive (June, 2015). Populate central data resource and maintain resource documentation (on-going).

4th Quarter Progress:

- Completed evaluation of CMAQ bicycle project submittals using new bicycle demand analysis tool in coordination with CMAQ staff.
- Continued development of data visualization prototypes for examining DTA model output focusing on methods to display individual vehicle trajectories in GIS and reformatting individual transit trip output datasets into user-friendly .csv files for further analysis.

1st Quarter Objectives:

- Assess bicycle demand analysis tool performance and begin testing refinements to tools.



- Complete Summer Data Collection field activities.
- Incorporate IDOT intersection count data into SATF Map Finder tool and compile into useable database.
- Continue to complete Small Area Traffic Forecasts in a timely manner.

GO TO 2040 Indicator Tracking

Project Manager: Craig Heither

Team: N. Ferguson, Chau, Cruise

Description: The GO TO 2040 plan update includes an expanded set of indicators to track the plan's progress toward implementation. The major task for the fiscal year is collection and analysis of indicator data in order to update CMAP's database of current plan indicator values. This will support continued analysis of plan implementation progress and development of the Year 4 implementation report.

Products and Key Dates: Indicator data maintenance plan and schedule (September 2014). Maintenance and update of plan indicator values (on-going). Data analysis and support for Year 4 implementation report (November 2014).

4th Quarter Progress:

- Assembled updated indicator data as releases became available, including percentage of transit assets in a state of good repair, number of patents issues annually and the share of new development occurring within the existing municipal envelope.

1st Quarter Objectives:

- Continue collection and analysis of indicator information as data releases become available.
- Coordinate with Performance-Based Programming staff on impact of MAP-21 requirements on indicators.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Program Oversight: Management staff

This program develops and actively manages the region's TIP. The CMAP Board and MPO



Policy Committee program, track and actively manage the use of local, state, and federal transportation funds through the Transportation Improvement Program (TIP). The purpose of the TIP is to establish and implement a short-range transportation program implementing the long-range transportation goals identified in GO TO 2040. Products developed under this work program also assess accomplishment of the TIP, evaluate how it meets the goals of GO TO 2040, and move the region toward performance-based programming.

Federal, state, and local policies and regulations are analyzed to assure CMAP's TIP satisfies these requirements. The region is required by federal law to develop and maintain a fiscally constrained TIP which, together with the fiscally constrained major capital projects in GO TO 2040, conforms to the State Implementation Plan (SIP) demonstrating how the region will attain national ambient air quality standards.

Transportation Improvement Program (TIP) Development and Management

Project Manager: Teri Dixon

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

Description: Work with stakeholders in the region to align the TIP with GO TO 2040. Use robust reporting to influence implementers' project choices and move the region toward performance-based programming. Ensure all local, state and federal requirements are met including fiscal constraint, public involvement, data accuracy, documentation and reporting. Maintain ongoing communication with state and federal agencies to ensure that the region is aware of changes to state and federal requirements and that these agencies understand the programming needs of the region. Manage TIP line item project entry and changes; process TIP change approvals through the Transportation Committee and MPO Policy Committee. Develop an annual obligation report, documenting accomplishment of capital projects in the region.

Products and Key Dates: TIP with updates and amendments (as needed); consultation with local, state and federal agencies (ongoing); analyses of TIP performance with respect to indicators (June 2015); TIP documentation including map, fiscal marks, general public brochures, training materials/courses and web pages (ongoing); comprehensive TIP document update (October 2014); annual obligation analysis report (July 2014, December 2014); fiscal marks (October 2014); update to TIP procedures (March 2015).

4th Quarter Progress:

- Quadrennial Certification Review:
 - Dialog will continue with U.S. DOT regarding remaining recommendations that will be completed during the long range plan development.
- TIP with Updates and Amendments:



- Staff reviewed TIP updates and amendment requests from programmers and assisted programmers with TIP changes. Three TIP amendments were prepared (4/17/15 and 5/15/15).
- Comprehensive TIP Document Update:
 - Task accomplished.
- TIP Documentation:
 - The TIP summary brochure was updated to reflect the recently approved TIP. The interactive TIP map was updated to reflect TIP amendments made this quarter. The website was updated with an improved map of the MPA boundary and an explanation of the MPA. The Title VI section of the UWP appendix was updated to reflect the improved, draft Title VI program. Limited English proficiency data were incorporated into a shapefile to make it easier to identify communities which might need additional language support during CMAP outreach efforts.
- Analysis of TIP performance with respect to indicators
 - Received excel version of the IDOT multi-year program and completed a preliminary analysis tying IDOT projects to TIP projects and in turn to shapefiles for use by the Performance Based Programming group. General comments were drafted on the completeness of the data, its organization, and how it compares in the information in the region's TIP. TIP performance with respect to indicators is still being discussed as to how this product can be addressed in next work plan.
- Annual Obligation Analysis Report
 - Data has been collected throughout the fiscal year on FFY14 and FFY15 obligations. Staff reformatted past annual obligation reports to complete trend analyses.
- Consultation with local, state and federal agencies
 - Staff worked with stakeholders to receive input into proposed programs and policies through frequent communication, participated in the IDOT/FHWA PHI process review close-out meeting, and participated in the statewide MPO council and worked on sections of creating a statewide MPO Cooperative Manual.
- Update to TIP procedures
 - No activity.
- Human Resources



- Interviewed TIP intern candidates and recommended a candidate who started early in the 4th quarter.

1st Quarter Objectives:

- TIP with Updates and Amendments:
 - Regular review of TIP updates and amendment requests from programmers and programmer assistance will continue.
- TIP Documentation:
 - The TIP summary brochure and interactive TIP map will continue be updated to reflect TIP amendments made this quarter. Updates to fiscal marks, training materials, the TIP data, and TIP Programmer Resources will be prepared and updated as needed. The GIS-based analysis of limited English proficiency data and will be refined and discussed with outreach staff.
- Annual Obligation Analysis Report
 - The FFY14 obligation analysis report will be finalized and trend analyses for will be completed for the snapshot report.
- Fiscal Marks
 - New product in FY16 work plan – activity is expected in the second quarter.
- Consultation with local, state and federal agencies
 - Staff will continue work with stakeholders to receive input into proposed programs and policies through frequent communication.
- Human Resources
 - The intern, Jen Maddux has been assigned various projects in database management and active program management.

Conformity of Plans and Program

Project Manager: Ross Patronsky

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

Description: Northeastern Illinois has historically not attained national ambient air quality standards for certain pollutants. It is currently classified as a non-attainment area for the 8-hour ozone standard adopted in 2008, and is recommended for non-attainment status for the 2012



fine particulate matter (PM_{2.5}) standard. In addition, federal regulations require the region take steps to continue meeting prior ozone and PM_{2.5} standards.

To meet the air quality requirements, the region must implement a transportation program which will help reduce levels of these pollutants or maintain the existing low levels. As part of the transportation planning and programming process, the impact of proposed transportation activities on the region's air quality is evaluated. This evaluation, called a conformity analysis, is submitted to the Illinois Environmental Protection Agency and U.S. Environmental Protection Agency for their review before a long-range regional transportation plan or Transportation Improvement Program (TIP) is approved or amended. The conformity analysis must demonstrate that the emissions resulting from the plan and TIP meet the requirements of ("conform with") the regulations governing air quality. To ensure the flow of federal transportation funds to the region, state and federal legislative and regulatory changes are tracked and appropriate changes made, informed by the Tier II consultation process.

Products: GO TO 2040/TIP Conformity analyses (as needed, minimum of twice a year in October and March); documentation of conformity process (ongoing); updated data used in conformity analyses (ongoing); support for development of State Implementation Plans (as needed); findings and interagency agreements from consultation process (ongoing, four to six meetings per year); analyses of air quality issues for regional decision-makers (as needed); mobile source greenhouse gas emissions estimates to support other agency work (ongoing); Agendas, meeting minutes, and supporting materials for the Tier II Consultation Team (as needed).

4th Quarter Progress:

- GO TO 2040/TIP conformity analyses
 - Updated network data for conformity amendment to be considered in October, 2015.
 - Began emissions model runs to create emissions inventories.
- Documentation of conformity process
 - No action required.
- Updated data used in conformity analyses
 - Created monthly and daily VMT distributions to update MOVES inputs; requested IDOT review of analysis of continuous count data.
 - Ran MOVES2014 model on years requested by LADCO.
- Support for development of State Implementation Plans
 - MOVES runs for LADCO are in part to support potential SIP development.



- Discussed SIP memorandum of understanding with IEPA staff newly assigned to conformity issues. This is a document US EPA has requested from IEPA.
- Findings and interagency agreements from consultation process
 - Met with IDOT and FHWA to discuss PM_{2.5} hot spot analysis documentation – FHWA not responsive.
- Analyses of air quality issues for regional decision-makers
 - Attended AMPO Air Quality Work Group meeting – discussions included pending ozone standard, nonattainment status of other regions, hot spot analyses, climate change, the MOVES2014 model, and MAP-21 provisions affecting conformity.
- Mobile source greenhouse gas emissions estimates to support other agency work
 - No action required.
- Agendas, meeting minutes, and supporting materials for the Tier II Consultation Team
 - No action required.

1st Quarter Objectives:

- GO TO 2040/TIP conformity analyses
 - Complete emissions inventories.
 - Release conformity analysis for public comment.
- Documentation of conformity process
 - No action anticipated.
- Updated data used in conformity analyses
 - Test emissions inventories using updated monthly and daily VMT data.
 - Test emissions inventories using MOVES2014 model.
 - Discuss updated inputs with Consultation team.
- Support for development of State Implementation Plans
 - No action anticipated.
- Findings and interagency agreements from consultation process
 - Approval of updated monthly and daily VMT input data.



- Concurrence in conformity analysis following close of public comment period.
- Analyses of air quality issues for regional decision-makers
 - Discuss failure to attain 2008 ozone standard with Consultation team.
- Mobile source greenhouse gas emissions estimates to support other agency work
 - Test application of greenhouse gas emissions on municipal-level VMT.
- Agendas, meeting minutes, and supporting materials for the Tier II Consultation Team
 - Prepare for meeting in September.

CMAQ and TAP-L Active Program Development

Project Manager: Kama Dobbs

Team: Berry, Dixon, Ostdick, Patronsky, Pietrowiak

Description: Actively manage programs developed by CMAP to ensure that transportation projects proceed in a timely manner and all available funding is used efficiently. Manage the adopted CMAQ and TAP-L programs as specified in the policies adopted by the CMAP Board and MPO Policy Committee. Prepare active program management reports to achieve regional expenditure targets.

Products and Key Dates: Review of CMAQ project status (November 2014 and May 2015); accomplishment of CMAQ obligation goal for FFY 2015 (ongoing); CMAQ project cost/scope change request actions (ongoing); updated CMAQ management database (ongoing); review of TAP-L project status (ongoing); TAP project cost/scope change request actions (ongoing); Agendas, meeting minutes, and supporting materials for the CMAQ Project Selection Committee (as needed – typically eight meetings per year).

4th Quarter Progress:

- Review of CMAQ project status
 - Staff monitored individual project status throughout the quarter via correspondence from sponsors, Planning Liaisons, and IDOT. Semi-annual updates were conducted in May for line items programmed in FFY 2015, 2016 and 2017, all line items that were authorized in past years, but not accomplished, and all deferred line items. The CMAQ program and database were updated based on status update responses. Staff help arrange for a CMAP presence at two high-profile ceremonies inaugurating the Cal-Sag trail and the Bloomingdale Trail; additional opportunities for CMAP recognition were identified through the semi-annual updates.



- Accomplishment of CMAQ obligation goal for FFY 2015
 - Obligations were monitored through regular obligation tracking. Through June 2015, \$92.1 million (57 percent of the goal) in CMAQ funds had been obligated. The overall unobligated balance is \$81 million, down from as much as \$300 million in 2012. New reports have been developed to identify target authorization and lettings, to improve CMAP's ability to manage the program with the reduced balance. Over-authorizations of several million dollars of CMAQ funds have been identified and brought to the attention of IDOT and FHWA. CMAP staff is working to close this loophole.
- CMAQ Project Cost/Scope Change Request Actions:
 - Staff evaluated and analyzed fifteen project change requests. Staff continually receives phone calls and emails regarding possible schedule, scope, and cost change requests and advises appropriately. Additionally, staff reviewed TIP changes to CMAQ projects to ensure accurate reflection of programming status and funding.
- Updated CMAQ management database
 - There was no action this quarter.
- Review of TAP-L project status
 - Sponsors of projects requiring right of way were contacted to determine if they met the March 2015 milestone for concluding right of way negotiations. Tracked obligations for mark development for the 2015-2017 proposed program.
- TAP project cost/scope change request actions
 - One project requested withdrawal from the TAP program; federal de-authorization of the funds was coordinated. Continued monitoring TIP changes to ensure no changes were made to the TIP that were not pre-approved for TAP-L projects.
- CMAQ Project Selection Committee support
 - Prepared agendas and supporting materials for a June committee meeting.

1st Quarter Objectives:

- Review of CMAQ project status
 - Staff will continue closely monitoring project progress this quarter and working with sponsors to balance programming with available federal funds in the CMAP TIP.



- Accomplishment of CMAQ obligation goal for FFY 2015
 - Tracking of FFY 2015 obligations relative to the obligation goal will continue. Staff will continue working with transit agencies, CDOT, IDOT, FHWA, and FTA to enhance the FTA transfer and grant approval process to speed up federal authorizations.
- Review of TAP-L project status
 - Check on status of non-ROW projects as pre-final plans were due to IDOT in June.
- TAP project cost/scope change request actions
 - Continue monitoring TIP changes to ensure no changes were made to the TIP that were not pre-approved for TAP-L projects.
- CMAQ Project Selection Committee support
 - Prepare agenda and supporting materials and staff September committee meeting.
- Initiation Meeting for new project sponsors
 - Begin reviewing past initiation meetings to determine course for 2nd quarter initiation meeting.

Local STP Active Program Management and Council of Mayors Support

Project Manager: Holly Ostdick

Team: Berry, Dixon, Dobbs, Pietrowiak

Description: Develop fiscal marks and maintain fiscal constraint in local programs in the TIP. Provide guidance and support for the Council of Mayors (COM) and Planning Liaison program. Ensure communication between CMAP and municipal officials. Staff the Council of Mayors Executive Committee.

Products and Key Dates: Fiscal marks (ongoing), program management reports and recommendations (ongoing); locally programmed project status assessments; talking points for CMAP staff participating in COM/COG/TC meetings (ongoing); agendas, meeting minutes, and supporting materials for the Council of Mayors Executive Committee (September 2014, November 2014, January 2015, May 2015).

4th Quarter Progress:



- Fiscal Marks:
 - Worked with IDOT and CDOT to better understand discrepancies between Council of Mayors Executive Committee approved STP-L marks and the amount available for programming in IDOT's program.
- Program Management Reports and Recommendations:
 - Staff continued to track obligations and prepared the second quarter of FFY15 STP-L expenditure report.
- Talking Points for CMAP Staff Participating in COM/COG/TC Meetings:
 - Talking points are updated after every weekly email, if relevant. Talking points are also updated as staff makes requests to inform local municipalities of reports, classes or any other relevant information at the agency.
- Locally Programmed Project Status Assessments:
 - Continued to provide assistance to programmers on accomplishing local projects.
- Outreach with Councils and Local Municipalities:
 - Staff continues to participate in sub-regional Council of Mayors transportation technical meetings to supply technical support to the PLs and municipal engineers and managers. Attended and presented at the DuPage Council of Mayors STP workshop. Staff attended the Will County Governmental League workshop during the Local Technical Assistance/Community Planning Program call for projects.
- Council of Mayors Executive Committee:
 - Staff prepared materials, collected RSVP's, and staffed one Council of Mayors Executive Committee. The agenda included information on the region's next long range plan, the economic valuation of the Green Infrastructure Vision, a State legislative update, and local technical assistance/community planning program call for projects. The committee also approved two projects for advance funding. Staff facilitated two advance funding approvals requested between meetings of the Council of Mayors Executive Committee.

1st Quarter Objectives:

- Fiscal Marks
 - Set a meeting with IDOT central office to further discuss discrepancy issue.
- Program Management reports and recommendations



- Create an STP-L expenditure report for the third quarter of FFY 2015.
- Locally programmed project status assessments
 - Continue to provide assistance to programmers on accomplishing local projects.
- Talking points for COM/COG/TC meetings
 - Continue to update the talking points. Begin working with outreach staff on enhancements. Prepare or consider alternatives for preparing written reports for technical meetings.
- Council of Mayors Executive Committee support
 - Prepare agenda and materials for a September 1, 2015 meeting.

TIP Database Management

Project Manager: Kama Dobbs

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

Description: Maintain and enhance the TIP database for use by local elected officials, implementers, staff and the public. Maintain and enhance reports, analyses and visualization tools for use by local elected officials, implementers, staff and the public. Provide data on how the project developers in the region invest capital transportation funds and ensure that fiscal constraint requirements are met.

Products and Key Dates: TIP database maintenance to improve data validation and ease of implementer, staff and public use (ongoing); regularly updated documentation and training materials to keep internal and external users, partners and the public informed of the use of the TIP (ongoing); geocoding of TIP projects and associated outputs (shapefile and maps); exports 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; review and recommendation for updates to existing database in coordination with following project (April 2015).

4th Quarter Progress:

- TIP Database maintenance
 - Minor bug resolution for recent improvements to the database function and user interface continued.
- Documentation and training materials
 - There was no action this quarter.



- Geocoding of TIP projects
 - Developed KML files for mapping of TIP projects to reflect TIP amendments made this quarter.
- Exports of TIP data
 - Regular data exports occurred under the Transportation Improvement Program (TIP) Development and Management project.
- Visualization products
 - Regular data updates for the TIP map occurred under the Transportation Improvement Program (TIP) Development and Management project. No programming or structural changes that can produce visualization products were made this quarter.
- Updates to existing database in coordination with Integrated Transportation Planning, Programming and Tracking Database
 - No activity this quarter.

1st Quarter Objectives:

- TIP Database maintenance
 - Maintenance for minor bugs will continue as needed until the roll-out of the integrated database.
- Documentation and training materials
 - Revisions to documentation for TIP programmers, partner agency users, public users, and staff will continue as needed.
- Exports of TIP data
 - Regular data exports will occur under the Transportation Improvement Program (TIP) Development and Management project. Programming and structural changes that can enhance data exports will be conducted as needed.

Integrated Transportation Planning, Programming and Tracking Database Development

Project Manager: Kama Dobbs

Team: Beata, Berry, Bozic, Clark, Dixon, Dubernat, Elam, Green, Hollander, Kos, Leary, Murtha, Ostlick, Patronsky, Peterson, Pietrowiak, Tiedemann, Williams-Clark



Description: The TIP database must have the capacity to interact with other agency tools and products, such as the Congestion Management Process, the Regional ITS infrastructure and the Regional Transportation Data Archive to meet the agency's needs for performance-based programming. Significant extensions of the data structure and backend logic will be required to incorporate new data and analyze it for project programming. Active program management of the TIP must also be enhanced, in particular increasing the scope and timeliness of reporting on accomplishments.

Specific database requirements will be developed in late FY 2014, in coordination with the results of Regional Transportation Performance Measures: Phase 1 Prioritization and Development, Capital Program Data Transformation, and Transportation Data Analysis projects to be completed in FY 2014. The requirements are anticipated to include capabilities to support more robust project descriptions and cost breakdowns, more detailed obligation and expenditure data, and project-level performance measures. Performance measure data will also be needed for the entire transportation network to support predictive analyses and deficiency analyses.

Products and Key Dates: RFP for consultant services (December 2014); Database schema, including the data to be stored, the relationships between the data, the structure of the user interface and the desired output reports (May 2015). Design and implementation plan (June 2015). Actual database design and implementation will begin in FY 2016.

4th Quarter Progress:

EcoInteractive, Inc. was selected to provide Software as a Service (SaaS) in response to the RFP issued in February. The project kicked-off on June 1. A unique URL (etip.cmap.illinois.gov) was established and web security certificates were obtained. Existing TIP data was transferred to EcoInteractive to begin transitioning that data into the new software. Customization of the "look and feel" of the public and secure sites began. Staff also began data cleaning within the existing TIP database, creating new data fields and adding missing information that will be used within the integrated database.

1st Quarter Objectives:

- Customize the proposed SaaS with CMAP styles
 - Customization of public and secure website styles, in coordination with CMAP Communications and IT staff will continue.
- Implement CMAP TIP business rules and processes
 - Validation of transferred data from the existing TIP database will begin. Fields that need to be changed or added will be identified. Staff work to add new or missing data will continue. When data validation is complete, customizations of the software to address CMAP's business rules and amendment procedures will begin.



- Implement obligation tracking
 - Early coordination with IDOT, FHWA, and FTA to establish the direct transfer of obligation data from state and federal databases to the integrated database will begin.
- Implement document tracking
 - The types of documents that will be managed within the database will be identified, and the structure for document management will be created. Existing project documents will be transferred to the database.
- Implement public web site
 - Implementation of the public site, including the identification of data and reports, will begin.
- Implement GIS module
 - Identification of the GIS layers to be used within the integrated database will begin. Development of the GIS module will begin.
- Training, documentation, and rollout
 - No activity anticipated this quarter.
- Ongoing maintenance and enhancements
 - No activity anticipated this quarter.

WATER RESOURCE PLANNING PROGRAM

Program Oversight: Management staff

The Water Resource Planning program features the agency's water quality planning activities and water supply activities, guided by CMAP's role as the delegated authority for Areawide Water Quality Planning; GO TO 2040 and Water 2050.

Water quality planning activities are informed by the Clean Water Act (CWA), related guidance documents including regional plans, and typically involve watershed plan development, some degree of post-plan support, and technical assistance or guidance provided to watershed groups as funding allows. Activities also include formal review of Facility Planning Area (FPA) amendment applications that lead to a CMAP staff recommendation made to the Illinois Environmental Protection Agency (IEPA). Facility Planning Area application review and recommendations are shared with the CMAP Wastewater Committee who also makes a



recommendation to IEPA. The Volunteer Lake Monitoring Program (VLMP) 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. The Financial Assistance Agreement 604121 with IEPA ended on December 31, 2014, and the new FAA 604141 (CMAP’s S-769) begins on January 1, 2015, and continues through December 31, 2016. This agreement covers the FPA, VLMP, and several other activities, and this year has been expanded to include a broader range of water quality activities such as complementary efforts to projects undertaken via the Local Technical Assistance program.

Funding from Illinois Department of Natural Resources to support water supply planning work of the Northwest Water Planning Alliance and users of Lake Michigan water to assist them as they respond to new rules and regulations was suspended by IDNR due to “insufficient appropriation of funds” on March 16. No work was completed subsequent to that time (essentially all of FY15 Q4) on water supply issues, other than notification of partners of the status of the grant.

Facilities Planning Area (FPA) Review Process

Project Manager: Dawn Thompson

Team: Loftus, Hudson

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

During FY14, CMAP developed a proposal for revised criteria with which to evaluate FPA amendment applications. The revised criteria eliminated a number of criteria which dealt primarily with analyses requiring specific engineering type assessments. Instead, the emphasis of the proposed criteria will focus on the examination of planning factors and consistency with GO TO 2040. In addition to conducting amendment reviews, the revised evaluation methodology will be finalized.

Products and Key Dates: Reviews as needed. Revised review procedures manual (June 2015).

4th Quarter Progress:



- Revised the WQMP Procedures Manual based on comments from CMAP's Communications Group. Similarly, worked with Communications Staff to develop a cover for the manual.
- Completed a first draft of the WQMP Application to accompany the WQMP Procedures Manual.
- Met with new Wastewater Committee member John Noak to give an overview of the FPA process and outline meeting logistics. In a separate meeting, discussed the FPA process with CMAP's Tom Kotarac, Jason Navota and Jill Leary.
- Participated in check-in meetings with management regarding the FPA process.
- Participated in conference calls with Illinois American Water Works Association's Young Professionals Committee and the American Water Works Association's Education Committee on current wastewater issues.
- Updated CMAP's Water Webpage to include quad maps displaying FPA boundaries.
- Developed public notices and signoff letters for Level III NPDES Permits including: Villages of Mundelein, Hinsdale, Huntley and East Dundee; Cities of Joliet and Chicago; Wasco Sanitary District; North Shore Water Reclamation District; Lake County Department of Public Works; North Shore Water Reclamation District; Lindenhurst Sanitary District; Illinois American Water Company; and, the Wadsworth Marathon STP. NPDES Permits also included: Camp Henry Horney; Foulds Ins.; MWRDGC; BP Products North America Inc. AbbVie Inc.; and, Mid-West Manufacturing LLC.
- Participated in a webinar featuring EPA's new environmental justice screening tool. The tool offers powerful data and mapping capabilities that display environmental and demographic information at a high geographic resolution across the entire country.
- Attended a summit sponsored by the Central States Water Environmental Association titled, "Solar Energy for Publically Owned Treatment Works."
- Worked with Lake County to obtain a sewer service atlas map for its service area.
- Prepared an IEPA quarterly report.

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 update the FPA Application based on comments from CMAP's Communications Group and Jason Navota.



Watershed Planning

Project Manager: Holly Hudson

Team: Loftus, Thompson

Description: Staff will begin the development of a watershed-based plan for the Boone and Dutch Creek Watersheds, located in eastern McHenry County. Following a watershed-based planning process, the plan will inventory the natural, human and man-made resources and finalize the development of a watershed-based plan covering both watersheds. The project will produce a watershed resources inventory and a final plan which will include site-specific best management practices (BMP) recommendations.

While the 9 Lakes Watershed-based Plan will be submitted during FY14, the project does not close out until August 1, 2014. Project closeout activities not completed during FY14 may include data entry to Illinois' RMMS (Resource Management Mapping Service) and a self-assessment of the plan using USEPA Region 5's checklist.

Products and Key Dates: Quarterly stakeholder meetings, development of a problem statement, goals, and objectives and quarterly progress reports due to Illinois EPA. A draft watershed resources inventory was submitted on December 1, 2014 with the final inventory due at the end of FY15Q4. An executive summary and plan document will be due during FY 2016.

4th Quarter Progress:

- 9 Lakes: This project is complete.
- Boone-Dutch Creek:

The fifth and sixth stakeholder meetings were held on April 9 and June 11, 2015, respectively. At the April 9 meeting, held at McHenry County College's Shah Center, CMAP staff presented an update on the watershed resource inventory and overviewed a variety of best management practices (BMPs) that can be implemented to help protect and improve water quality and overall watershed health. Stakeholders presented local examples of best management practices, including McHenry County College's sustainability practices and environmentally focused class offerings, Boone Creek chloride data and potential source management, and a Lake County golf course's numerous best practices implemented through Audubon's Cooperative Sanctuary Program for Golf Courses. Staff reminded the group to submit site-specific pollution prevention project ideas, including BMP type, location, dimensions/size/number, landowner(s)/ responsible party, and potential partners.

The June 11 meeting was held at the Village of Johnsburg. After CMAP staff presented a few updated or new maps for the watershed resource inventory, discussion again focused on watershed protection and restoration practices. Staff overviewed several potential site-specific BMP projects submitted by local stakeholders, addressing



streambank stabilization and channel restoration, riparian buffer establishment, and wetland restoration. Staff themselves has identified numerous detention basin retrofit opportunities. In terms of watershed-wide BMP scenarios, the group discussed which BMPs to include, among them bioretention facilities, vegetated swales, permeable pavement, green roofs, field borders, and stream buffers. Next steps, working with CMAP's project consultant Geosyntec, will be to estimate pollutant load reductions and implementation costs for the site-specific and watershed-wide BMP scenarios. The topic of information and education activities, another required element of EPA-compliant watershed-based plans, was also begun. To address issues of concern, stakeholders were encouraged to submit specific education and outreach needs and ideas to CMAP.

Also during this quarter, CMAP staff met onsite with several local stakeholders to discuss BMP project ideas at the Loyola University Retreat and Ecology Campus, within the City of McHenry, and McHenry County Club. Additionally, staff completed the detention basin field assessments and prepared forms and maps for conducting streambank and shoreline erosion and riparian area assessments which will be conducted during July. Other staff activities involved project management and administration, including discussions with Illinois EPA to modify interim deadlines due to limitations and loss of key agency staff.

Geosyntec prepared a BMP opportunity identification worksheet to help in the discussion of stakeholder-identified BMPs.

The Fox River Ecosystem Partnership (FREP) regularly updated the project webpage (<http://foxriverecosystem.org/Boone-Dutch.htm>) with meeting announcements, agendas, presentations, and notes provided by CMAP staff. FREP also included project updates, written by CMAP staff, in their monthly e-Downstream newsletter.

1st Quarter Objectives:

- 9 Lakes: Staff will provide guidance and technical assistance to the Tower Lake Drain Partnership and other stakeholders to help implement plan recommendations under the Watershed Management Coordination program. Of note, the Fox River Watershed is an Illinois EPA priority watershed for nonpoint source pollution control implementation activities in the coming Federal fiscal year (FFY2016); several 9 Lakes stakeholders are likely to submit a grant application, due by July 31 to Illinois EPA.
- Boone-Dutch Creek: The next stakeholder meeting is scheduled for September 17, 2015. Field work to assess streambank and lake shore erosion and riparian condition will be completed and incorporated with a final watershed resource inventory submittal. Estimation of pollutant load reductions and implementation costs for the site-specific and watershed-wide BMP scenarios will begin. Staff will continue to provide project news and documents to FREP to post on the project webpage and include in their



monthly e-newsletter.

Watershed Management Coordination

Project Manager: Hudson

Team: Loftus, Thompson

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

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

4th Quarter Progress:

- Attended and provided input – including watershed planning and LTA project updates – at the May meetings of the Fox River Ecosystem Partnership (FREP) and the Tyler Creek Watershed Coalition.
- Stayed abreast of other FREP, Tyler Creek Watershed Coalition, Silver and Sleepy Hollow Creeks Watershed Coalition, and Tower Lakes Drain Partnership activities via e-mail correspondence and monthly meeting notes.
- Reviewed the Regional Stormwater Data and Analysis Project scope of work and participated in discussions with other CMAP staff.
- Completed a Conservation Opportunity Areas survey for The Conservation Foundation.
- Attended the April and May Environment and Natural Resource Committee meetings; topics included the Illinois 53/120 Corridor Land Use Plan, Fox River Corridor Plan, and CNT's RainReady program.
- Attended the webinar "A Watershed Conservation Approach to Securing Clean Drinking Water."
- Continued discussions internally and with Illinois EPA, DuPage County Stormwater Management, and DuPage River Salt Creek Workgroup regarding conducting a watershed-based planning process for the Lower Salt Creek Watershed.
- Discussed detention basin inventory and assessment methodologies with Stephen McCracken, DuPage River Salt Creek Workgroup (DRSCW), and sent him some



different methodologies and field forms. Attended the June DRSCW meeting and gave a brief overview of the watershed-based planning process and detention basin inventory requirements.

- Prepared for and met with Elgin’s Parks and Recreation Department director to further discuss potential BMPs and funding opportunities for the Jack Cook Regional Park, located within the Tyler Creek Watershed.
- Participated in discussions with Illinois Department of Natural Resources Staff and the Silver Creek and Sleepy Hollow Creek Watershed Coalition’s chairperson in anticipation of hosting an education workshop for business leaders. Also, drafted minutes and forwarded perspective grant opportunities to Coalition members.

1st Quarter Objectives:

- Continue to attend monthly meetings and provide technical support to the following watershed organizations as resources allow: Fox River Ecosystem Partnership, Tyler Creek Watershed Coalition, Silver and Sleepy Hollow Creeks Watershed Coalition, and Tower Lakes Drain Partnership.
- Provide technical assistance to other watershed groups as time and resources allow, including the Blackberry Creek Watershed Coalition, Ferson-Otter Creek Watershed Coalition, Hickory Creek Watershed Planning Group, Buffalo Creek Clean Water Partnership, Thorn Creek Watershed stakeholders, and Chicago Wilderness.

Volunteer Lake Monitoring Program (VLMP)

Project Manager: Holly Hudson

Description: The Volunteer Lake Monitoring Program (VLMP) was established by Illinois EPA in 1981. Additional program guidance was developed in 1992 pursuant to the Illinois Lake Management Program Act (P.A. 86-939) and is found in the Illinois Lake Management Program Act Administrative Framework Plan, a report made to the Illinois General Assembly by the Illinois EPA in cooperation with other state agencies. CMAP staff coordinates Illinois EPA’s VLMP for the seven county region (excluding Lake County since 2010), typically involving more than 50 volunteer monitors at 30 to 40 lakes. Staff provides additional lake management planning technical assistance to support the core program activities.

Products and Key Dates: Quarterly progress reports due to Illinois EPA, data review and management (ongoing), technical assistance (ongoing), audits of Tier 3 volunteers (July-August 2014), lake maps and monitoring site coordinates for new lakes in the program (November 2014), VLMP workshop (November 2014), monitoring data QA/QC and editing in Illinois EPA’s lakes database (December 2014), assistance with annual report preparation (as requested by Illinois EPA), distribution of Secchi monitoring forms to continuing volunteers (April 2015), volunteer training (May 2015) and follow up visits (as needed).



4th Quarter Progress:

Project administration, coordination, and management:

- Contacted past volunteers not yet registered to find out their plans for the 2015 season.
- Forwarded registration forms received to the Statewide VLMP Coordinator at Illinois EPA.
- Revised the VLMP Training Manual's contacts page and emailed a PDF to the Statewide VLMP Coordinator and other Lakes Unit staff at Illinois EPA and to the other regional VLMP coordinators at Lake Co. Health Department and Greater Egypt Regional Planning Commission for printing and distribution to their volunteers; also provided the PDF of the complete Training Manual with this revised page incorporated.
- Had CMAP's print shop print several copies of the Training Manual for distribution to new volunteers.
- Modified the Secchi Disk Loan Form and shared it with the Statewide and regional VLMP coordinators.
- Wrote a "call for Crystal Lake volunteers" which was included on the Fox River Ecosystem Partnership website and in their April and May e-newsletter, in two of CMAP's weekly emails during April, and in a May 6 Crystal Lake Park District news release which was picked up by the Northwest Herald newspaper; the newspaper article prompted several inquiries.
- Prepared a transmittal letter and mailed this season's supply of Secchi Monitoring forms, postage-paid return envelopes, and Personal Record of Observations form to all continuing volunteers.
- Sent a reminder letter to each volunteer with the VLMP database website address and their user ID and password.
- Prepared a 3rd quarter FY15 progress report for CMAP and Illinois EPA.
- Reviewed and approved the VLMP portion of the monthly Water Quality Management Planning project invoices to Illinois EPA prepared by CMAP's accounting group.
- Discussed with Illinois-Indiana Sea Grant the possibility of cooperating with them to incorporate targeted aquatic invasive plant identification and monitoring in the VLMP beginning next year.

Data management:

- Calculated average annual Secchi transparency for the 2014 VLMP lakes with at least four periods monitored, prepared a chart, and shared it with the Statewide and other regional VLMP coordinators.



- Formatted the 2014 Tier 3 (Sites 1, 2, and 3) water chemistry and chlorophyll data for Virginia Lake/Cook Co. into a summary table and calculated means; prepared dissolved oxygen/temperature profile charts for the Site 1 data.
- Began reviewing Secchi monitoring forms received from the volunteers to date.

Technical assistance:

- Provided information and web links regarding cormorants' impact on a lake's fish population and management options to the volunteers and fish committee at Virginia Lake/Cook Co.
- Tested a couple GPS smartphone apps while out training volunteers for marking monitoring site locations, and shared my findings with the Lake Co. VLMP Coordinator.
- Prepared for and presented an overview of Virginia Lake's 2014 water chemistry, chlorophyll, and dissolved oxygen/temperature data at the Virginia Lake Estates Property Owners Association annual meeting on June 8.
- Researched potential effects of and inquired with Illinois DNR and Illinois EPA whether any state regulations existed regarding using old tires for fish cribs; provided the information received to Crystal Lake Park District.
- Reviewed the 2013 Secchi transparency data for Crystal Lake/McHenry Co. and provided my calculations of median and mean transparency along with web links to the VLMP database and 2013 VLMP summary report to a consultant working for the Crystal Lake Park District.

Volunteer Training:

- During May, scheduled, prepared materials and equipment for, and conducted training/refresher training and stocking/restocking of water sampling supplies for the Tier 2 volunteers at fourteen lakes, retrieved Tier 1 equipment at one lake and Tier 2 equipment at one lake, and prepared for and conducted Tier 1 Secchi training/retraining at three lakes.
- Held a VLMP overview training session on the evening of May 26 at the Crystal Lake Park District office for all potential new Crystal Lake volunteers who responded to the "call for volunteers."
- Conducted on-lake, Tier 1 training of two new Crystal Lake volunteers on June 23.

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; provide



technical assistance to volunteers as requested.

Thorn Creek Total Maximum Daily Load (TMDL) Implementation Plan and Watershed Plan Update

Project Manager: Holly Hudson

Team: Thompson

Description: This project will produce a table documenting a watershed-wide summary of the BMPs recommended for implementation within the Thorn Creek Watershed, located in southern Cook and eastern Will Counties, to update and supplement the recommendations of the Thorn Creek Watershed Based Plan (CMAP, December 2005) and the Thorn Creek TMDL Implementation Plan (under development by Illinois EPA).

Products and Key Dates: Consultant services have been secured to produce the required table identifying best management practices and estimated load reductions. A final table is due by December 1, 2014. Quarterly progress reports are also due to Illinois EPA.

4th Quarter Progress:

This project is complete.

1st Quarter Objectives:

Staff will continue to provide guidance and technical assistance to stakeholders to help implement plan recommendations under the Watershed Management Coordination program.

Water Supply Planning

Project Manager: Tim Loftus

Team: Beck

Description: Through a two-year grant agreement, the Illinois Department of Natural Resources (IDNR) is providing funding in support of Water 2050 implementation efforts. Specific efforts for FY 2015 will include support for the Northwest Water Planning Alliance (NWPA), support for users of Lake Michigan water, data collection and analysis and other activities in support of Water 2050. Support for the NWPA will focus on the implementation of their strategic plan; begin the implementation of annual water-loss reporting; serve on a Technical Advisory Committee; and, assist communities in the development of and updates to comprehensive plans and zoning ordinances. Support for the users of Lake Michigan water will take the form of introducing the industry standard M36 water loss audit tool to permittees for improving water-loss control and annual reporting; various data collection efforts; and, assistance with adoption of full cost of service water use.



Products and Key Dates: A comprehensive plan for the City of Harvard (June 2015); updated zoning ordinances for the Village of Campton Hills (June 2015).

4th Quarter Progress:

Funding was suspended by IDNR due to “insufficient appropriation of funds” on March 16. No work was completed subsequent to that time, other than notification of partners of the status of the grant.

1st Quarter Objectives:

All work has been suspended along with funding per IDNR’s directive. Should the suspension of funding be lifted, the following tasks may resume:

- Finalize the draft Water System Improvement Plan content and work on presentation/use format with IDNR and CMAP staff, unless others choose to complete this work.
- Finalize the draft Nonrevenue Water Policy for internal review/approval, unless others choose to complete this work. Work on presentation/use format.
- Continue work as a member of the Illinois Water Loss Accounting Program Steering Committee.
- Attend NWPA TAC meetings.
- Begin or assist with preparing the NWPA Annual Report.
- Continue working with 2013 water use data provided by IWIP.
- Support (IDNR funded) LTA / consultant-led water work in Campton Hills and Pingree Grove as needed.
- Support (IDNR funded) LTA water work in Harvard.

INFORMATION TECHNOLOGY MANAGEMENT PROGRAM

Program Oversight: Matt Rogus

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

Internal Hardware and Software Management



Project Manager: Matt Rogus

Team: Stromberg, Tiedemann, contract support, intern

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

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

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

4th Quarter Progress:

- Implemented and upgraded VM hosts in Chicago data center.
- Implemented additional storage devices for backup systems in Chicago data center.
- Procured and implemented SketchUp Pro 2015 software upgrade for LTA program.
- Procured and implemented new servers for modeling environment.
- Renewed annual support contracts for ESRI, INRO, VMware, SnagIT, Microsoft and Cisco.

1st Quarter Objectives:

- To upgrade and implement new VM hosts at remote data center.
- To implement additional storage devices for remote data center.
- To implement new 10gb switch at remote data center.
- To implement additional storage devices for backup systems at remote data center.
- To implement new server for Regional Transportation Data Archive (RTDA).
- To continue refreshing Transportation modeling server environment.
- To continue researching ArcGIS Pro.
- To implement ArcGIS Business Analyst for staff.

Web Infrastructure Management

Project Manager: Lance Tiedemann



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

Description: Web infrastructure management consists of procuring, deploying, and administering the hardware, software, and network infrastructure used by web applications and data services hosted at CMAP. Internally, project collaboration and project management have been augmented by several specialized content management systems. Externally, web applications and data services have become critical to the ongoing agency mission of deploying technical analysis content to a broader audience. The web infrastructure management defined by this project supports web applications and data services, such as SharePoint (collaboration), CKAN (data sharing web application), MediaWiki (collaboration), the TIP Website (web application), the TIP Map (data service), GO TO 2040 Case Studies (data service), GIS web mapping, Imagery Explorer (web application) and several others. In addition, this project includes management of web-specific network infrastructure, such as domain name registration and DNS record management.

Resources: Hardware, software, and network infrastructure used by web applications and data services hosted at CMAP.

Products: Web applications, data services, collaboration portals, and project management applications.

4th Quarter Progress:

- Implemented Google Analytics for Aerial Imagery site.
- Implemented site mapping for Datahub/CKAN site.
- Incorporated new icons for organizations and groups on the Datahub/CKAN site.
- Implemented minor enhancements to Aerial imagery application.
- Procured and began implementing HR Applicant Tracking System.
- Provided ongoing user support for SharePoint intranet.

1st Quarter Objectives:

- To continue assisting with HR Applicant Tracking System implementation.
- To enhance Google search optimization (SEO) for CKAN and Aerial sites with new tools.
- To continue working with team to implement graphical enhancements for Datahub.
- To continue maintenance of Aerial imagery application and add 1980 data layer.
- To continue implementing ArcGIS Online site.



- To implement new cable internet service for guest network.

Information Security

Project Manager: Lance Tiedemann

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

Description: Information security consists of proactively planning, implementing, and verifying the various tools used to protect CMAP infrastructure and data as well as reactively responding to existing threats. This project fulfills these network roles: enhance network assessment processes with invasive testing, automate assessment of local environments, develop additional plans, policies and standards, continue training staff, recommend improvements for increased network and data protection, and implement new tools or services to aid in identifying and reacting to critical conditions (e.g., cyber-attacks, malicious traffic, etc.) This project fulfills these web sites and services roles: enhance website assessment processes with invasive testing, automate assessments of code, develop additional plans, policies and standards, and continue training staff. In addition, this project fulfills the data management role to develop policies and process improvements to ensure that sensitive data is processed and stored under appropriate access controls in compliance with program and regulatory requirements. These roles are fulfilled through the management of security tools, such as SSL certificates, firewall and IPS policies, VPN access, security scanning applications, and monitoring services.

4th Quarter Progress:

- Performed network security audit and implemented recommended security enhancements.
- Implemented a new wireless controller for the wireless CMAP public network.
- Tested a new security platform for CMAP IT devices.
- Provided ongoing support for VPN.

1st Quarter Objectives:

- To implement a new security platform for CMAP IT devices.
- To integrate the new wireless controller into the CMAP public network.

Office Systems Management

Project Manager: Ben Stromberg

Team: Brown, Kelley, Rivera, intern, plus other relevant staff



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

Resources: Software applications, telephone system, copiers and printers

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

4th Quarter Progress:

- Implemented new color laser printer for graphic designers.
- Implemented new office Xerox copiers.
- Implemented new print management software.
- Developed detailed system design plan for main conference room AV upgrade project.
- Developed RFP and procured electrical contractor services for main conference room AV upgrade project.
- Developed RFP and procured AV integrator services for main conference room AV upgrade project.
- Procured and implemented new AV equipment for main conference room.

1st Quarter Objectives:

- To continue enhancing features of new print management software.
- To document and train staff on new AV equipment for main conference room.
- To begin researching webcasting options for main conference room.

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:

- Continued participating in OneSolution financial software training, implementation, and troubleshooting.
- Completed 103 helpdesk tickets.
- Implemented cell phone refresh for CMAP staff.
- Implemented One Solution rollout for CMAP staff.
- Began implementing new desktop computers for staff.
- Began working with building on office refresh planning.

1st Quarter Objectives

- To continue implementing new desktop computers for staff.
- To continue assisting in OneSolution financial software training and implementation.
- Continue to update user documents for staff as needed.
- Implement new laptops for the Cook and DuPage conference rooms.
- Continue to assist staff with PC/phone problems as needed.
- To continue working with building on office refresh planning.
- To assist with computer & telephone moves for office suite refresh.

FINANCE AND ADMINISTRATION PROGRAM

Program Oversight: Dolores Dowdle

This program provides for the design, implementation and management of finance, procurement, and human resources at CMAP. This program also provides the administrative support to the CMAP operations. Activities will continue to fully implement and improve the financial software system (IFAS). The costs for administration are distributed to the projects based on a percentage of direct personnel costs. The projected indirect cost for FY 2014 is 38.91% and for FY 2015 is 40.70%.



Finance and Accounting

Project Manager: Lorrie Kovac

Team: Becerra, Doan, Sears, Preer

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

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:

Budget Transfers: There were six budget transfers completed during the 4th quarter. They were to reallocate budgets to spend the remaining grant funds during the fiscal year

Payroll: During the 4th quarter of the fiscal year we processed a total of 10 payrolls, seven regular and three supplemental. Of the supplemental, two were for vacation payouts to terminated employees; and the other was for an employee who had not completed his time document in a timely manner. The State and Federal 941 reports for the 3rd quarter of the previous fiscal year were completed and filed in a timely manner. The monthly and quarterly unemployment compensation reports were also filed with the State of Illinois on a timely basis.

Accounts Payable: The table below provides information on the number of invoices processed, checks issued and ACH payments paid. Approximately 59% of payments were made via ACH during the 4th quarter of the fiscal year. The wire transfer activity shown in the fourth column is for all payments made directly from our checking account and processed with journal entries such as payments for the employee transit passes, IMRF, state and federal payroll taxes, etc.

| Month | Checks | ACH | INV | WT | Total Paid |
|---------------------|--------|-----|-----|----|----------------|
| April | 57 | 85 | 306 | 15 | \$1,975,985.32 |
| May | 45 | 67 | 201 | 21 | \$1,767,536.90 |
| June | 48 | 63 | 226 | 21 | \$1,531,752.66 |
| 4 th Qtr | 150 | 215 | 733 | 57 | \$5,275,274.88 |

Accounts Receivable: Billing of invoices continues to be done within the first few days of each month. The table below shows the number and dollar amount of invoices processed each month. The June billings only include invoices to IDOT; all other invoices will be done after the final fiscal year-end figures are known. Both IDOT and IEPA are current in their payments.



| Month | Invoices | Amount |
|---------------------|----------|----------------|
| April | 19 | \$1,898,519.33 |
| May | 19 | \$1,976,166.55 |
| June | 18 | \$1,873,309.11 |
| 4 th Qtr | 56 | \$5,747,994.99 |

Journal Entries: We had approximately 31 journal entries in each month of this quarter which is about normal. These journal entries are normally to process payroll related payments for state and federal taxes, deferred compensation payments, and employee transit payments. Additionally, each month we process journal entries to move postage and printing costs from the Overhead key into the appropriate grant keys based on usage reports. We also process journal entries to move revenue earned each month into the grant from the grant advance liability object code this allows us to tie revenues earned to expenditures incurred.

Bank reconciliations: Our bank reconciliations are done within the first few days of each month. We have not had any problems with the reconciliations and we have very few outstanding checks each month due to the reduced number of actual checks issued.

IFAS: The upgraded OneSolution version of our software was installed on the live production server in the middle of May 2015. While all testing is complete and we have been live on the new version of the software since the middle of May we are still dealing with issues that have come up since we went live.

1st Quarter Objectives:

- Process payroll and accounts payable in a timely manner.
- Send out invoices for work performed during the first week of each month.
- Continue to perform all financial related activity in an accurate and timely manner.
- We will also be continuing the training on the OneSolution software so that all staff members are comfortable using the new version of the software.

Budget

Project Manager: Dolores Dowdle

Team: Management

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



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

4th Quarter Progress:

- Reviewed status of expenditures, contracts and revenue.
- Finalized UWP FY16 CMAP budget.
- Develop recommendation for UWP committee for UWP FY16 program.
- Continue preliminary work on FY16 budget.
- Assist with recruitment for Executive Director and Deputy Director positions.

1st Quarter Objectives:

- Monitor expenditures and revenues.
- Complete FY16 UWP proposal for CMAP.
- Complete FY16 CMAP budget.
- Prepare transition for new Deputy.
- Staff search committee for Executive Director.
- Participate in interviews for Deputy position.

Procurements, Contracts and Commercial Datasets

Project Manager: Penny DuBernat

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

4th Quarter Progress:

Commercial Datasets

- Reviewed and renewed/purchased three commercial dataset subscriptions.
- Responded to questions from staff regarding agreements.
- Continued negotiations for ComEd data for Elizabeth Schuh.
- Applied for augmented IDES data for Jesse Elam.



Procurements

- Reviewed, processed and approved 91 procurements.

Contracts/Amendments

- Prepared two PAO's under current contracts.
- Prepared 13 new contracts.
- Prepared 30 amendments to current contracts or PAOs.
- Prepared 10 RFPs.
- Attended nine interview sessions.
- Attended 10 pre-bid meetings.
- Secured 13 concurrences from IDOT.
- Processed one agreements.
- Reviewed and processed Conflict of Interest Forms.
- Prepared one Request for Information.
- Conducted Brown Bag Presentation for LTA group on Procurements.
- Designed and build the Contracts Database and began populating it with data.
- Revised Procurement Policy, drafted DBE and Contract Award Protest Policy.
- Drafted Performance Report Forms.
- Prepared three Executive Committee Reports

1st Quarter Objectives:

Commercial Datasets

- Review and possible renew two commercial dataset subscriptions.

Procurements

- Review and process any new procurements originated by staff.

Contracts/Amendments

- Prepare at least three RFPs.
- Prepare and process any new contracts, PAOs, amendments and agreements as necessary.



- Continue to populate Contracts Database.
- Prepare written procedure for vendor selection methodology.

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

- Processed 116 payroll related changes in IFAS/online.
- Processed three tuition reimbursement applications.
- Prepared two employment verification letters.
- Organized the 5th year anniversary of Health Week.
- Assisted in updating the Personalized Benefits Statements.
- Assisted in updating the New Employee Benefit Binder.
- Assisted in preparing a visually appealing Benefits Summary.
- Mailed out the Annual Women's Cancer Rights Letter.

EAP

- Posted EAP information in office and on intranet weekly.
- Distributed EAP publications to staff.

EEOC

- No new business.

Ergonomics

- 11 staff consultations, evaluations and personal ergo chair adjustments; distributed two foot stools, four keyboard, four mouse pads, and one back pad.
- Replaced three broken chairs and purchased chair for Executive Director.



FMLA/Leaves

- Maintaining data for a total of 10 staff:
 - Six approved – intermittent.
 - One approved – continuous- active.
 - One approved continuous – pending.
 - Two applications pending.

New Hire Orientations

- 14 Interns

Performance

- Processed one promotion.

OneSolution

- Participated on project team performing various tasks, tests and training sessions for transition to OneSolution from IFAS.

Recruitment

- Four full time Positions – active postings.
- 14 Intern positions – active postings (three additional non-paid).

Resume Receipt and Distribution

- Received a total of 609 resumes for posted positions.

Terminations/Exit Interviews

- Five FT and one Intern.

Workers Compensation

- No new business.

Work Station maintenance / Office moves

- Coordinated three staff moves/Assigned nine new employee workstations.
- Directed HR Intern to clean and organize cubicles for all new staff.
- Clean and maintain empty cubicles.



- Worked with Drennan and Hallas to set-up class rooms.
- Preparing class work books.
- Preparing HR New Employee Orientation Book.
- Assisting all staff as requested.

1st Quarter Objectives:

- Distribute Personalized Benefits Statements to All Staff after increases are processed.
- Finalize new Benefit Summary.
- EAP Orientation for All Staff.
- Input annual increases/promotions into OneSolution.
- Ergonomic Chair Fundamentals Brown bag – (BYOC Bring your own chair).
- Finalize One Solution Applicant Tracker.
- Process NUIIP Fellow and payment to NW.
- Organize annual summer meeting for Peters Board.
- Terminate interns.
- Process new hires from posted positions.
- Continue work with Hyrell on Applicant Tracking System Interface.

Administration/Administrative Support

Project Managers: Doriennne Preer

Team: Ambriz, Brown, Kelley, Witherspoon, Rivera

Description: Provide administrative support for CMAP

4th Quarter Progress:

Facility /Office Management

- Worked with building electricians to repair malfunctioning light fixtures.
- Collaboratively worked with outside contractors on various matters.
- Rented 53 cars for staff for work related business.



- Reserved rooms for 20 external partners totaling approx. 519 guests with an average of 26 guests.
- Used 557 (232 Seattles Best @ \$3.66 ea. and 325 Starbucks at \$3.78) for a total of \$2,077.62 which does not include the other kitchen areas.

FLIP

- Worked with Outreach on FLIP orientation and meetings.

Photocopy/Printing/Copiers

- New data will be provided next quarter.
- Secured new copiers and facilitated training on equipment.

Mail Machine/Equipment

- Secured new mail machine/equipment.

Grants & Contracts

- Posted five RFP/RFQs to CMAP website.
- Scheduled eight interviews.
- Received nine proposal submissions.
- Continue to keep grants/contract original files up to date.
- Setup and sit in on interviews including webinar.
- Update master grant/contract calendar.
- Upload all submissions to S: drive.
- Send out constant contact notices for all new proposals.
- Open proposals on due date (four this quarter).
- Send out contracts to vendors and accounting.
- Moved all electronic submission from SharePoint to S drive.
- Attend weekly meetings.

Safety

- Revised Emergency manual.



- Scheduled one fire and evaluation drills.
- Provided life safety tours for new staff and interns.

Storage

- Worked with staff to clean up office area and move files off-site.
- Updated latest version of on-site storage room inventory.
- Finishing up process for records disposal.

Local Technical Assistance

- Sent out constant contact emails for three upcoming workshops.

1st Quarter Objectives:

- Coordinate first aid and defibrillator training (waiting for availability from the bldg.).
- Work on project team to finalize upgrade to conference room audio equipment.
- Follow up with building on plan to replace carpet and paint the facility.
- Process upcoming gym subsidies.
- Ongoing organization and maintenance of storage rooms ensuring that only necessary items are stored. Send more boxes to off-site facility.
- Continue work on off-site inventory records for CMAP needs.
- Attend One Solution meetings to become more familiar with program.
- Attend Pre-bid meetings and interviews in place of Penny.
- Continue to strategize to make contract/grant process run smooth with Penny Dubernat and Dan Olson.
- Continue to post all RFP related information on CMAP website.





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The Chicago Metropolitan Agency for Planning (CMAP) is the region's official comprehensive planning organization. Its GO TO 2040 plan is helping the seven counties and 284 communities of northeastern Illinois to implement strategies that address transportation, housing, economic development, open space, the environment, and other quality-of-life issues.