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Agency for Planning

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Quarterly Report
State Fiscal Year 2012
1st Quarter

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LOCAL PLANNING SUPPORT

Program Oversight: Bob Dean

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

Technical Assistance Coordination

Project Manager: Bob Dean

Team: Aleman, Saunders, Williams-Clark

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

Products and Key Dates:

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

1st Quarter Progress:

- Developed schedule for future technical assistance opportunities.
- Developed strategy for use of grants to complement staff assistance projects.
- Postponed meetings of Technical Assistance Providers Committee due to active RFP process that many committee members participated in.

2nd Quarter Objectives:

- Hold two meetings of Technical Assistance Providers Committee.
- Develop more detailed strategy and schedule for new call for projects in spring, including grants, staff assistance, and small-scale requests (like plan and ordinance review).

AREA 1: REGIONAL TECHNICAL ASSISTANCE

Program Manager: Andrew Williams-Clark

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

Online Case Study Library

Project Manager: Lindsay Banks

Team: Heringa, Okoth, Ostrander

Description: This project will collect positive case studies from around the region of local governments advancing GO TO 2040 through plans, ordinances, and other regulations.

These will be organized clearly in a searchable online format. After the initial launch of the project, it will be continually added to with more case studies.

Products and Key Dates:

- Continued improvements and additions to library. (ongoing)

1st Quarter Progress:

- Refined functional online map with a total of 34 case studies (finished formatting 7, added 8 new ones).
- Created step-by-step guide for adding new case studies, streamlining the process.
- Contacted all municipalities in case study database and informed them of the new map, asking for feedback.

2nd Quarter Objectives:

- Add 7-10 case studies, uploading to the website quarterly.
- Finalize arrangement with an intern to assist in case study collection and writing.
- Improve marketing and outreach potential of case study library.

Compendium of Plans and Ordinances

Project Manager: Andrew Williams-Clark

Team: Hallas, Heringa, interns

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

Products and Key Dates:

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

1st Quarter Progress:

- Delivered 2010 Municipal Survey Executive Summary in the form of a policy update.
- Identified updated plans for inclusion in 2012 compendium.
- Downloaded or reached out to communities for updated plans.
- Identified parking, local foods and form based codes as ordinances to be included in the initial compendium of ordinances (see next initiative).
- Food, Parking and Form based codes will be completed as model ordinances in FY12.

2nd Quarter Objectives:

- Acquire and analyze new comprehensive plans.
- Create draft outline of compendium update.

Model Plans, Ordinances, and Codes

Project Manager: Andrew Williams-Clark

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

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

Products and Key Dates:

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

1st Quarter Progress:

- Parking Model Ordinance and Toolkit
 - Delivered scope and detailed project plan with interim deliverables.
 - Organized first focus group meeting.
- Model Form Based Code and Toolkit
 - Delivered scope and detailed project plan with interim deliverables.
 - Drafted initial research summary memorandum.
 - Completed municipal needs survey questionnaire. Identified municipalities to participate.
- Model Local Food Ordinance
 - Delivered scope and detailed project plan.

- Drafted introduction.
- Model Arts and Culture Toolkit
 - Developed and released RFP to seek consultant assistance in project.
- Model Climate Change Adaptation Toolkit
 - Hosted training by NOAA on climate change adaptation geared toward local governments.

2nd Quarter Objectives:

- Parking Model Ordinance and Toolkit
 - Hold three focus group meetings for input and document review.
 - Deliver outreach materials.
 - Complete step-by-step guide.
- Model Form Based Code and Toolkit
 - Conduct survey of munis interested in form based codes.
 - Revise initial research memo based on feedback from municipalities.
 - Present initial research summary to Land Use Committee.
 - Draft introduction component.
- Model Local Food Ordinance
 - Present introduction for feedback to working committees.
 - Draft a majority of model ordinance language.
- Model Arts and Culture Toolkit
 - Select consultant to assist with project.
- Model Climate Change Adaptation Toolkit
 - Develop general outline for conversion of NOAA materials into document that can be distributed to local governments.

Planning Commissioner Workshops

Project Manager: Jon Hallas

Description: A series of training workshops for Planning Commissioners will be provided, covering issues such as the importance of updating the comprehensive plan, consistency of local ordinances, legal issues in planning, and placing local land use decisions within a regional context. These will be coordinated with APA-IL, COGs, and other relevant groups.

Products and Key Dates:

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

1st Quarter Progress:

- Program was revised to include welcoming remarks from local officials and to include featured speakers on topics selected by participants.
- Program objectives, pre-test and post-tests were used as a beginning step toward measuring effectiveness of presentations.

- Scheduled two workshops each in three locations including Kane/Kendall Council of Mayors, West Central Municipal Conference and South Suburban Mayors and Managers Association. A tentative registration count stands at 47 persons from 16 municipalities.
- Continue working with IL APA to get involved in their planning commissioner workshop series.

2nd Quarter Objectives:

- Give remaining two CMAP Planning Commissioner Workshops, write final report and discuss options for future programs.
- Discuss details of involvement with IL APA planning workshops and develop expectations for involvement in the program.

Regional Data Sharing Technical Assistance

Project Manager: Andrew Williams-Clark

Team: Sanders, Wu, Zhang, interns as necessary

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

Products and Key Dates:

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

1st Quarter Progress:

- Presented 3 on-site MetroPulse demonstrations at Companeros en Salud, Active Transportation Alliance and Illinois APA.
- Released MetroPulse iPhone app.

- Drafted MetroPulse Communications RFP.
- CMAP data API has been opened and documentation is online.
- Participated in Apps for Metro Chicago Illinois contest as data provider.
- Took baseline web traffic measures on MetroPulse.

2nd Quarter Objectives:

- Deliver white paper on GIS consortia as regional best practice at two symposia with LISC, MacArthur and MCIC.
- Conduct user experience interviews with municipal and non-profit MetroPulse users.
- Seed GIS consortia of community-based organizations.
- Post MetroPulse communications RFP.
- Conduct one MetroPulse webinar for CMAP constituencies.
- Conduct on-site MetroPulse demonstrations on request.

AREA 2: COMMUNITY TECHNICAL ASSISTANCE

Program Manager: Pete Saunders

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

Local Grant Program—Community Planning Program

Project Manager: Hala Ahmed

Team: Banks, Ostrander, Saunders

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

Products and Key Dates:

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

1st Quarter Progress:

- Completed application review and applicant interviews/site visits.
- Incorporated review from Service Boards into project evaluation.
- Presented projects to working committees and incorporated feedback in review process
- Received approval of project selection recommendations by Transportation Committee (8/5), Local Coordinating Committee (8/10), and the Board (8/10).
- Commenced project development phase following Board approval of selected projects. Developed IGAs with more than half of project sponsors and began development of

RFPs for consultant procurement.

2nd Quarter Objectives:

- Complete contract execution with the remaining communities and complete RFP and consultant procurement processes.
- Serve on project steering committees for the selected communities, and provide administrative and technical oversight.
- Begin preparations for CPP 2012-13. This includes applying for UWP funds and coordination with RTA on application material, timeline, and future outreach efforts.

Local Technical Assistance: Program Development and Management

Project Manager: Bob Dean

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

Description: This involves the management of the overall program of local technical assistance projects. This includes assuring project timeliness and quality, assessing staff needs and allocating resources appropriately, and communicating the purpose and goals of the overall program. The preparation of monthly reports on project progress also falls under this project. Future calls for projects and project prioritization are included within this project as well.

Products and Key Dates:

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

1st Quarter Progress:

- Prepared monthly reports for Board and committees summarizing project status. Customized for different audiences (county leadership, legislators) on demand.
- Tracked and analyzed expenditure of staff time on each LTA project. Approximately 6,400 hours of staff time were spent on LTA projects in the 1st quarter, slightly exceeding work plan expectations of approximately 6,000 hours of time spent.
- Prioritized communities within the LTA program to receive grants instead of staff assistance.

2nd Quarter Objectives:

- Continue preparation of monthly reports on project status.
- Continue tracking and analysis of staff time expended, with the expectation of approximately 6,000 hours of staff time devoted to LTA projects.
- Received Board approval of grants to selected communities and began work on IGAs and consultant procurement.

Local Technical Assistance: Project Scoping

Project Manager: Pete Saunders

Team: Dean, Lopez

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

Products and Key Dates:

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

1st Quarter Progress:

- Periodically communicated with sponsors of LTA projects scheduled for a 2012 start to discuss project expectations. At 1st quarter's start in July, 33 LTA projects had yet to begin detailed scoping activities. By 1st quarter's end, this figure had been reduced to 16 projects.
- Prepared scopes of work and administrative documents and held kickoff discussions with sponsors of projects with later starts (generally, 3rd quarter FY 12 and later) to make project initiation easier.

2nd Quarter Objectives:

- Continue to communicate with project sponsors to develop clear scopes of work and schedules. Further reduce the number of projects that have not yet begun scoping.
- Prepare scopes of work and administrative documents and hold kickoff discussions with sponsors of projects with later starts (generally, 4th quarter FY 12 and later).

Local Technical Assistance: Project Management

Project Manager: Pete Saunders

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

Description: Each local technical assistance project will be assigned a project manager who is responsible for the timely completion of the project. This will sometimes, but not always, involve the project manager being based in the host community. Project managers are responsible for conducting a large portion of the work required on their projects, as well as identifying needs for additional project support, outreach assistance, and partner coordination (described in the following several work plan items).

Products and Key Dates:

- Completion of approximately twenty local technical assistance projects receiving direct assistance from CMAP and initiation of a similar number of additional projects. Projects will be initiated and completed on an ongoing basis, with some projects being completed in December and more in early 2012.

- Products will vary based on specific projects, but will include comprehensive plans, subarea plans, zoning ordinances, sustainability plans, special projects on particular topics such as housing or water conservation, and others.

1st Quarter Progress:

- Advanced projects which began in FY 2011, with preparation of 6 existing conditions reports (an interim product for most LTA projects) and one draft report.
- Initiated 9 new projects, including Addison comprehensive plan, Berwyn comprehensive plan, Carpentersville downtown plan, Elmwood Park comprehensive plan, Joliet “Old Prison” redevelopment, Liberty Prairie Conservancy local food study, Oak Park water conservation program, Park Forest sustainability plan, and SSMMA housing investment tool, with total of 18 projects fully underway at end of 1st quarter.
- Began preparation of additional projects to get fully underway in 2nd quarter.

2nd Quarter Objectives:

- Continue to advance projects already begun, with preparation of several additional existing conditions reports, two draft reports, and one final report.
- Initiate 5 additional projects (not counting grants funded through the Community Planning Program or other sources).
- Begin preparation of additional projects to get fully underway in 3rd quarter FY 11.

Local Technical Assistance: Outreach and Communications

Project Manager: Erin Aleman, Tom Garritano

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

Description: Inclusive public engagement processes will be part of each local technical assistance project undertaken. This work plan item includes the development and implementation of a public engagement process as part of each project. Also included here is the development of a standard template for products produced through the local technical assistance program, although details will vary by project.

Products and Key Dates:

- Written public engagement standards and templates to be used for technical assistance projects. (July)
- Final report on public engagement results for each local project. (ongoing)

1st Quarter Progress:

- Draft public engagement standards developed and presented to the Human and Community Development Committee.
- Developed 11 draft project outreach strategies (PROUST) for Addison, Berwyn, Blue Island, Bronzeville, Campton Hills, Carpentersville, Chicago Green and Healthy Neighborhoods, Developing Communities Project, Elmwood Park, Norridge, and Park Forest.
- Coordinated outreach efforts with project managers and assigned outreach staff.

- Coordinated with Communications team on developing templates for posters, postcards, press releases, CMAP/LTA web pages, and public project timeline graphics.

2nd Quarter Objectives:

- Continue to develop 6 additional PROUSTs for Hanover Park, Lakemoor, Morton Grove, Orland Park, Waukegan, and Westchester.
- Present to relevant committees as necessary.
- Continue to work with Communications on efforts to disseminate information on various LTA projects.
- Work with outreach staff and project managers to update PROUSTs with actual activities.
- Develop PROUSTs into a guide on how public participation was conducted in the community so that local planners can use this as a reference guide for outreach on future planning efforts.

Local Technical Assistance: Project Support

Project Manager: Pete Saunders

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

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

Products and Key Dates:

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

1st Quarter Progress:

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

2nd Quarter Objectives:

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

Local Technical Assistance: Partner Coordination

Project Manager: Bob Dean

Team: Aleman, Okoth, Ortiz, Ostrander

Description: The involvement of partner organizations including government, nongovernmental, and philanthropic groups is a central part of CMAP's approach to local technical assistance. This work plan item includes identification of appropriate organizations to participate in local projects and coordination of the project processes to involve these organizations, as well as convening partners through working committees,

technical assistance providers group, livability working group, and other formal and informal committees.

Products and Key Dates:

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

1st Quarter Progress:

- Developed and posted multi-part RFP to select partner organizations for small-scale assistance with ongoing or planned LTA projects.
- Continued to involve partners in ongoing projects; 13 underway projects (of 18 total) had active involvement of at least one partner at end of 1st quarter.

2nd Quarter Objectives:

- Select contractors to assist with ongoing or planned LTA projects through active RFP.
- Continue to involve partner organizations in appropriate projects, with target of at least one partner involved in each LTA project.
- Reconvene Technical Assistance Providers Committee and hold at least two meetings during the quarter.

Plan and Ordinance Review

Project Manager: Jack Pfingston

Team: Hallas, Heringa, Saunders

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

Products and Key Dates:

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

1st Quarter Progress:

- Developed/refined process for reviewing draft comp plans and their consistency with GO TO 2040.
- Used Crystal Lake draft comp plan as a test case for the review process.

2nd Quarter Objectives:

- Write summary review of Crystal Lake's draft Comp Plan and submit to City.
- Complete follow-up test case with one other recently completed comp plan.
- Develop process for reviewing downtown plans and other sub-area plans.

Communities Putting Prevention to Work

Project Manager: Jon Hallas

Team: Heringa, Talbot

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

Products and Key Dates:

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

1st Quarter Progress:

- Participated in administrative activities related to grant.
- Continued to coordinate with organizations on contract with CPPW (namely, Delta and ATA) on LTA projects when appropriate.

2nd Quarter Objectives:

- Participate in administrative activities related to grant.
- Continue to coordinate with organizations on contract with CPPW (namely, Delta and ATA) on LTA projects when appropriate.

POLICY ANALYSIS AND DEVELOPMENT

Program Oversight: Matt Maloney

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

CMAP and MPO Committee Support

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

Description: CMAP has committees at the policy, coordinating, advisory, and working levels that play integral roles in the agency's planning processes. CMAP provides staff support to these committees. With the adoption of GO TO 2040, committee focus has shifted from the planning process to implementation. While many implementation areas of the plan are led by CMAP, other areas require leadership from other implementers. Moving forward, CMAP's committees, primarily at the working level, should be used to ensure that CMAP can measure progress toward plan implementation on both staff work and efforts by outside implementers.

Products: Agendas, meeting minutes, and supporting materials (policy, coordinating, advisory, working levels); implement mechanism to collect and share information on GO TO 2040 implementation activities occurring throughout the region (working committee level)-quarterly

1st Quarter Progress:

Committees met and staff worked internally on developing a process for completing a GO TO 2040 implementation report.

2nd Quarter Objectives:

Committees will continue to meet and more fully develop GO TO 2040 implementation report in conjunction with CMAP staff.

Transportation Policy Analysis

Project Manager: Matt Maloney

Team: Beata

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

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

1st Quarter Progress:

- Completed draft report on 55/45 issue with a focus on performance evaluation measures and a "way forward" for Illinois.
- Completed draft report on public private partnerships in Illinois including detailed work on pros and cons of transit privatization.
- Monitored action on federal transportation reauthorization, submitted many posts (10+) to the policy blog.

2nd Quarter Objectives:

- Present performance evaluation piece to regional coordinating committee and determine way forward for this report.
- Continue monitoring federal reauthorization issues and submitting pieces to the policy blog.
- Begin work on an analysis and a report on aligning TIP with principles of GO TO 2040.

Major Capital Projects Implementation

Project Manager: Matt Maloney

Team: Beata, Bozic, Blankenhorn, Dean, Leary, Elam, Kopec, Schuh, Wies

Description: While the primary transportation emphasis of GO TO 2040 is to maintain and modernize, the plan contains a handful of fiscally constrained major capital projects that will maximize regional benefits of mobility and economic development. Five of these are new projects or extensions- the CTA Red Line South, West Loop Transportation Center, the

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

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

1st Quarter Progress:

- Made significant progress in assembling an internal strategic planning matrix with near term objectives and goals for CMAP on major capital projects.
- CMAP has partnered with the Illinois Tollway and is playing a major role on the 53/120 Blue Ribbon Advisory Task Force. Staff is working with the Tollway, co-chairs Ranney and Stolman, and Tollway consultants in scoping out meetings, assembling materials for the full council presentations, and conducting initial analyses.
- CMAP staff are also involved on the following groups- Elgin O'Hare Financing Working Group (Schuh, Beata have been attending), Union Station/West Loop Technical Advisory Committee (Bozic or Beata have been attending), I-90 council (Kopec is co-chair), Illiana Expressway groups (Kopec and Elam), 290 group (Bozic)

2nd Quarter Objectives:

- Complete strategic planning matrix and begin implementing near term priorities.
- Continue work on 53/120 council with a focus on the council's subcommittee structure, which includes mobility and finance, design and land use, and environment and sustainability.
- Continue CMAP's involvement on other project groups, and focus on implementing the priorities laid out in the strategic plan.

Regional Tax Policy Task Force

Project Manager: Matt Maloney

Team: Hollander

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

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

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

1st Quarter Progress:

- Task Force held three meetings. Staff continues to manage this process and all of the analytical work and interim reports to the group.

2nd Quarter Objectives:

- Task Force will hold three more meetings and focus on recommendations and the completion of a final report (January).

Industry Cluster Drill-Down Reports

Project Manager: tba

Team: Byrne, Maloney, staff from Chicago Workforce Investment Council (CWIC)

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

Products and Key Dates:

Freight Drill Down

- Present preliminary results to CMAP Freight Committee and CMAP Economic Development Committees (May/June 2011)
- Complete Data Analysis including trends and forecasts (September 2011)
- Final Drill-Down Report (October 2011)
- Presentation of final report to CMAP Freight Committee and CMAP Economic Development Committees (November 2011)
- Development of freight drill down pamphlet and press release (November 2011)

Manufacturing Drill Down

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

1st Quarter Progress:

- Progress was made on a draft final report and executive summary, but project is delayed until new staff is hired.
- CWIC staff will move forward on a workforce segment of this report and plans to release this component separately. CMAP will re-engage with CWIC on this report upon the hiring of new staff.
- Manufacturing drill down has not begun and is unlikely to begin this fiscal year.

2nd Quarter Objectives:

- Hire new policy analyst and rescope project with goal of finalizing in spring 2012.
- Overall, the work done to date includes substantial economic analysis, but more work needs to be done to develop a better understanding of the future of the freight/logistics cluster especially in terms of new technology and innovation.

Parks and Open Space Implementation

Project Manager: Jesse Elam

Team: Heringa, Banks

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

Products and Key Dates: Workshop for park districts on planning issues, including the management of “surplus properties” and land-cash donation ordinances (October 2011); small research projects not undertaken in LTA program including tree inventory data, quantification of land held by homeowner’s associations, and potential survey of park districts to collect data on cooperative agreements (December 2011); initial analysis of lands that could be converted to park use (further planning may require sub-regional work, especially collaboration between park districts (December 2011); workshop for regional green infrastructure planning (March 2012); best practices research (June 2012); four to five policy updates (ongoing).

1st Quarter Progress:

- Project scoping and dialogue with regional partners on potential CMAP role.
- Completed one small research project (quantification of land held by homeowner's associations).

2nd Quarter Objectives:

- Hold initial workshop for green infrastructure planning (October)
- Brief policy update on OSLAD/PARC funding
- Have initial meeting with Chicago Wilderness Urban Forestry Task Force (originally November, now TBD); evaluate need for and ability to develop canopy coverage target (or another urban forestry metric) to supplement GO TO 2040 indicators.
- Establish group of partners and project concept for a parks planning project carried out in a subregion with several park districts. Briefly:
 - Identify subregion that:
 - Is large enough to matter but small enough for site specificity (~100 square miles)
 - Has low open space accessibility
 - Is outside the City of Chicago and is served by several park districts
 - Has an active professional association for the area or that has a concentration of members active in a professional association
 - Establish stronger relationship with the professional association or individual members and pitch participation in collaborative planning
 - Put together funding and partners – suggest:
 - Openlands
 - Trust for Public Land
 - Consulting landscape architect

Land Use and Housing Regional Analysis

Project Manager: Elizabeth Schuh

Team: other relevant staff

Description: GO TO 2040's land use and housing section primarily focuses on providing technical assistance to local governments. This will be a major effort for the agency in FY 12 and beyond—a full description of this work can be found in the local planning assistance core program. The purpose of this project, which is new to the work plan this year, is to expand the agency's capacity to provide compelling regional analyses on land use and housing issues with the goal of contributing to the regional discourse and influencing public policy. While the agency has a large repository of useful land use and development related data (land use inventory, development database, among others), it has not maximized the use of this data to analyze regional trends and present findings to partners. The initial

deliverable of this project will be an internal strategic planning document which articulates agency priorities and future work. The target audience for this future work will include federal, state and local policymakers. Furthermore, analytic tools may assist CMAP staff in providing technical assistance to local governments. Future deliverables may include: further data collection and processing, the construction of analytic models that can analyze impacts of policy changes on land use, reports on regional land use and housing trends, issue briefs, and supplementing CMAP's state legislative agenda.

Products and Key Dates:

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

1st Quarter Progress:

- Researched, proposed and finalized a set of tasks comprising the strategic plan for Land Use and Housing research and analysis initiatives.
- Wrote and presented memo regarding the proposed Land Use and Housing tasks to the Land Use committee.
- Wrote policy updates related to the 2010 census data release, HUD's H+T affordability initiative, and regional multifamily housing trends.

2nd Quarter Objectives:

- Establish monthly policy updates related to regional land use and development trends.
- Complete case study and literature review portion of BRT and Land Use analysis.

Legislative Monitoring

Project Manager: Ylda Capriccioso

Team: Allen, Smith, and other relevant staff

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

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

1st Quarter Progress:

Completed final report to the board on spring 2011 legislative activities; shared this with

working committees. Prepared many policy updates regarding signed legislation during summer months. Monitored all veto activity from June-Sept.

2nd Quarter Objectives:

Prepare preliminary list of bills for veto session, report veto session activities, and prepare bill tracker for spring 2012. Submit reports to board and working committees.

Policy & Legislative Strategy Outreach

Project Manager: Gordon Smith

Team: Allen, Capriccioso, and other relevant staff

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

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

1st Quarter Progress:

- Made progress toward development of legislative principles document and presented the first draft to the Regional Coordinating Committee.
- Developed funding alternatives for consideration and inclusion in document prepared for the CMAP Executive Committee
- Made progress toward developing comprehensive state water strategy including funding and structure

2nd Quarter Objectives:

- Continue discussions on state agenda for spring 2012 session.
- Continue discussions internally of state water strategy and begin discussions with appropriate external partners.
- Begin development for alternative funding strategy internally.
- Begin development of overall state legislative strategy.

Policy Updates

Project Manager: Matt Maloney

Team: Reisinger, various staff writers

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

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

1st Quarter Progress:

- Posted thirty-one (31) policy updates on a range of issues. Highlights include:
 - Start of state legislative updates
 - A few in-depth Census analysis pieces, some of which were used for media interviews
 - In-depth housing analysis pieces
 - Summary of municipal survey findings

2nd Quarter Objectives:

- Continue blogging.

COMMUNICATIONS

Program Oversight: Tom Garritano

Public Information

Project Manager: Justine Reisinger

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

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

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

1st Quarter Progress:

- Posted monthly tip sheets for news media.
- Assisted staff with public information needs related to MetroPulse, FLIP, Energy Impact Illinois, and Water 2050.
- Continued emphasis on development of talking points and external presentations, with communications staff vetting all requested speaking engagements of the executive director.
- Helped executive director to prepare public talks, including his presentation to the Illinois Tollway board in support of their capital plan.
- Assisted in coordination of National League of Cities infrastructure forum.

2nd Quarter Objectives:

- Help develop print and electronic materials as needed for the LTA program and individual projects, including MetroPulse, FLIP, Energy Impact Illinois, and Water 2050.
- Continued emphasis on preparation of external talks. Media outreach will emphasize the CMAQ FY2012-16 program and LTA projects.
- Update the CMAP media contacts database.

GO TO 2040 Communications

Project Manager: Tom Garritano

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

Description: CMAP's primary communications goal is to promote the broad implementation of GO TO 2040 regionally and locally. Our primary audiences are the local, regional, state, and

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

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

1st Quarter Progress:

- Continued enhancements to web in support of GO TO 2040 implementation, including Moving Forward.
- Guided development of a web interface for the GO TO 2040 Case Studies database. Completed and disseminated LTA overview video.
- Helped policy staff maintain schedule of two or more Policy Update blog posts per week.

2nd Quarter Objectives:

- Continued efforts to communicate via multiple channels, including web and social media.
- Work with policy staff and design consultants to develop interactive information graphics in support of GO TO 2040 objectives.
- Complete and distribute new video describing the importance of comprehensive local planning, using LTA-related communities as examples.

GO TO 2040 Outreach

Project Manager: Erin Aleman

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

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

Products and Key Dates: GO TO 2040 presentations to all of the local technical assistance

communities and 10 additional major implementers by end of FY 2012; CMAP participation in at least two high-profile conferences, panels, or events by the end of FY 2012; Continued partner outreach presentations at smaller events as appropriate.

1st Quarter Progress:

Continued stakeholder engagement surrounding GO TO 2040. Communications and Outreach teams worked to ensure that Randy's speaking engagements were reaching diverse stakeholder groups. A few highlights include: Hispanic American Construction Industry Association (HACIA), Bedford Park Clearing Industrial Association, Illinois Public Health Institute, and Green Economy Road Show (GEAR).

Additional GO TO 2040 presentations were given to: Chicago State University, Illinois Retail Merchants Association, Elgin Community College, Instituto Del Progreso Latino, Mexican American Legal Defense Fund, SEIU Local 1, and all of the active LTA project municipalities.

2nd Quarter Objectives:

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

Graphic Design

Project Manager: Adam Weiskind

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

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

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

1st Quarter Progress:

- Deliverables completed for Quarter 1 included development of new and recurring outreach materials for the Local Technical Assistance (LTA) program, including posters, postcards, one-pagers, and related publications. LTA planning materials included assistance on community-based existing conditions reports.
- Designed new CMAP tri-fold overview brochure.

- Prepared infographics in support of numerous Policy Updates.
- Designed promotional materials for FLIP.
- Designed TIP brochure and promotional flyer.
- Continued assistance in further developing bill inserts for the Water 2050 staff and partners.
- Designed Lawn-to-Lake informational and event materials. Updated CMAP kiosk graphics.

2nd Quarter Objectives:

- Work with Thirst design consultants to develop policy-based information graphics for distribution by web, video, and print. Project content will include video and data visualization emphasizing GO TO 2040 implementation activities, including LTA.
- Support LTA project staff and community partners in developing new content for print and web distribution.
- Other design and layout as needed, including for FLIP, MetroPulse, Water 2050, Lawn to Lake, and more.

Web Content and Administration

Project Manager: Tom Garritano

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

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

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

1st Quarter Progress:

- Significantly improved our social media content, in terms of both frequency and strategic value.
- Assisted LTA staff in tweeting from selected community meetings.

- Made enhancements to the Programs & Resources webspace, working with project staff for the transportation, energy, and water subpages.
- Improved overall website navigation.
- Helped promote MetroPulse content and activities, including the Apps for Chicago contest.
- Created a short video interview about the Chicago Water Taxi, which obtained equipment with CMAQ funds.
- Continued to post Weekly Updates for distribution by the web and e-blast -- our subscriber list has reached the 10,000 mark.
- Launched phase 2 of the Moving Forward webspace.

2nd Quarter Objectives:

- Continue to expand social media presence.
- Complete a video on comprehensive local planning.
- Enhance web functionality, including improved search and navigation.
- Improve password security of web content management.
- A high priority will be to build awareness of LTA program activities, including by working with the LTA staff to help develop descriptions of projects and best practices (for dissemination via the web).
- Update the CMAP web news archive.
- Help policy, planning, and programming staff to develop content, including blogs for bike-ped, transportation ("Green Signals"), Policy Updates, and Weekly Updates.

Design Integration Services

Project Manager: Tom Garritano

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

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

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

1st Quarter Progress:

- Selected and began to work with a consulting firm (Thirst) for the Design Integration Services project (RFP 069).
- Conducted two preparatory meetings to refine the scope of work.

2nd Quarter Objectives:

- Begin to execute the scope of work, which emphasizes creation of several data illustrations for distribution as on-line infographics, a printed brochure/poster, and web video.

Future Leaders in Planning (FLIP)

Project Manager: Andrew Williams-Clark

Team: Aleman, Banks, Lopez

Description: This is a development program for high school students. Selected participants will collaborate with and learn from elected officials and planners who are implementing the GO TO 2040 comprehensive regional plan. The program runs from September 2011 to March 2012 and provides ongoing leadership development, teaching them about past, present, and future regional planning issues from elected officials, community leaders and CMAP staff. Through multimedia tools, interactive activities and field trips, students go “behind the scenes” to explore our region’s communities. Topics include: transportation, housing, human services, land use, economic development and the environment. In addition to learning how local governments interact to address these important regional needs, students will have opportunities to engage with other students to think about the ways planning could be improved and/or changed. Students will present their resolutions at the end of the sessions to the CMAP Board.

Products and Key Dates: Recruitment guide with application (March 2011); program curriculum (July 2011); student selection & notification (June 2011); site selection for Final Project (August 2011); secure partner commitments (September 2011); monthly meetings and activities (September 2011 – April 2012); Final Project (May 2012).

1st Quarter Progress:

- Recruited 27 FLIP participants.
- Completed program outline.
- Completed family orientation session.

2nd Quarter Objectives:

- Complete retreat session.
- Complete sessions 1 & 2.

REGIONAL INFORMATION AND DATA DEVELOPMENT

Program Oversight: Kermit Wies

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

Advanced Urban Model Development

Project Manager: Kermit Wies

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

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

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

1st Quarter Progress:

Final deliverables received on new Freight and Pricing models. Scenarios developed and tested to demonstrate model sensitivities. Presentations made to various interested parties on new modeling capabilities. RFPs developed to continue work on development of a macroscale freight model and a transit modernization model.

2nd Quarter Objectives:

Continue developing scenarios and testing models on topics of internal interest to CMAP. Select consultants for macroscale freight model and transit modernization model. Negotiate contracts.

Begin work.

Travel and Activity Survey Program

Project Manager: Kermit Wies

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

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

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

1st Quarter Progress:

Consultant selected to conduct Latino Survey. Selection scheduled for Board approval in October.

2nd Quarter Objectives:

Negotiate contract. Begin work on Latino Travel Tracker Survey.

Standard Travel and Emissions Modeling

Project Manager: Craig Heither

Team: Wies, Bozic, Clark, Patronskey

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

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

1st Quarter Progress:

- Completed scenario modeling for biannual Air Quality Conformity Analysis and produced input files for vehicle emission calculations.
- Continued development work and tested procedures to process travel demand model output data to create the required input files for the MOVES vehicle emission model.
- Continued update of model base year socio-economic files using newly-released Census data and state employment data.
- Began updating documentation of CMAP travel demand models that is available to the public on the agency website to reflect recent modeling procedure improvements.
- Continued developing scripts and procedures to convert transit feed data files into useable model transit coding for bus and rail routes.

2nd Quarter Objectives:

- Finalize procedures to produce MOVES input data from travel demand model and implement MOVES for Spring 2012 Conformity Analysis.
- Complete update of CMAP travel demand model documentation posted on agency website.
- Finalize scripts and procedures to convert transit feed data into useable model transit coding and import into model network databases. Begin testing transit skim procedures using new data.
- Conduct model validation analysis of heavy commercial vehicles.
- Begin preparing model inputs for upcoming Conformity Analysis, including new base year socio-economic files.

Regional Analysis Inventories

Project Manager: David Clark

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

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

methodological research. Acquisition of raw data resources remains a priority including county assessor, employment security and Census data as well as aerial photography. Products and Key Dates: Ongoing work includes updating socioeconomic inventories based on 2010 Census results, maintaining the land use inventory, development database and transportation system inventory to support network standard and advanced modeling along with other regional analyses.

1st Quarter Progress:

Transportation System:

- Developed an updated data set of traffic counts and heavy commercial vehicle counts with more recent information and including many more locations, that can be used for model validation purposes.
- Completed the spatial and geometry updates, and performed QA/QC for the highway network arterial links in the following counties: northern Cook, DeKalb, Grundy, LaSalle, Lee, Ogle and three Wisconsin counties. Began implementing arterial updates in the three Indiana counties included in the network. More than 14,100 arterial links have been updated.
- Finalized scripts to identify potential arterial geometry errors that remain, as a final quality control measure.
- Completed edits to the rail network database to improve its accuracy and revised the network maintenance scripts to improve efficiency.

Socio-Economic Data:

- Census:
 - Summary File 1 data for IL/IN/WI released; all data loaded into Access databases and copied onto the Data Depot.
 - Begin Public Use Microdata Area (PUMA) delineation, at the request of the Illinois State Data Center. We are responsible for the CMAP region plus all of Grundy County. Modified GIS tool used for earlier TAZ/TAD project to speed up delineation work.
- Employment:
 - Ongoing geo-refinement of 2010 IDES employer data; September estimates by municipality, Chicago Community Area, census tract and subzone posted to the Data Depot.
 - A series of articles describing employment data sources were written & posted on the CMAP Wiki for staff reference.

Land Use:

- Development Database:
 - Quarterly posting of complete geodatabase and abridged shapefile on the Data Depot.

- Post-2000 review & update of 13 communities including: Berwyn, Blue Island, Elmwood Park and Morton Grove. Accompanying maps posted on the Wiki. Post-2010 data updated for Waukegan.
- NDD Wiki page updated to provide a more thorough description of components.
- Land Use Inventory:
 - Ongoing coding work in DuPage and Kane Counties.
 - Begin writing procedures documentation on Industrial categories.

2nd Quarter Objectives:

Transportation System:

- Complete all geometric updates for remaining highway network arterials and conclude arterial QA/QC.
- Develop procedures to implement spatial and geometric improvements to freeways and interchanges in highway network database, and test proof-of-concept. Begin implementing freeway and interchange improvements in the CMAP counties.
- Adapt model network databases and processing scripts to accept transit coding developed from transit feed data.

Socio-Economic Data:

- Census:
 - Format CMAP-region SF-1 data as .dbf tables to facilitate GIS display/analysis.
 - Complete PUMA delineation exercise, deliver to Illinois State Data Center.
- Employment:
 - Ongoing: refinement of 2010 employer data, with quarterly posting to Data Depot.
 - Develop GIS-based automated processes for producing quarterly updates of employment estimates.
 - Research sources for NW Indiana/SE Wisconsin employment data to inform Travel Demand Model.

Land Use:

- Development Database:
 - Continue update of post-2000 development. Updated geodatabase & shapefile versions for Data Depot in December.
- Land Use Inventory:
 - Develop additional automation tools to speed up parcel coding.
 - Complete procedures documentation on Industrial and Commercial land uses.
 - Complete Cook County pre-processing.

External Data and Analysis Requests

Project Manager: Jon Hallas

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

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

Products and Key Dates: Work will continue through FY12.

1st Quarter Progress:

- Responses were prepared for a total of 79 requests.
- Requests are now labeled by category or subject and will be available on the CMAP Wiki. Staff time can be saved by referring to existing responses as the basis for a new response. Previously, files were labeled by the requester's name, agency, or company, making it impossible to search by category or subject.
- Two FOIA requests were received this quarter. Mr. Dave Hulseberg's request relating to tax policy was rescinded. The second request, from Mr. Filippini, Holland & Knight, related to documents about water quality management plan amendments, amendment processes and procedures and review criteria for amendments.
- The project description for External Requests was revised to more accurately reflect roles of the project team, and to provide more detail about product scheduling and promotion.
- 2010 Census Summary File 1 for Illinois was published by the US Census Bureau in early August. Staff successfully processed this massive file for use at the regional and municipal levels. Examples of data analyses on our website include changes in total population, age characteristics, ethnicity and housing vacancy and tenure (housing owned or rented).
- The process of delineating geographic boundaries for Public Use Microdata Sample (PUMS) areas was started. Efforts are being coordinated with the Illinois State Data Center.
- We continue to track progress the US Census Bureau is making toward delineating boundaries of Urbanized and Rural areas. Urbanized areas and their populations and corresponding shapefiles are expected to be available during spring of 2012.

2nd Quarter Objectives:

- Respond to all external requests including those submitted under the FOIA. Catalog and add requests and responses to Wiki for staff reference.
- Finalize development of Resource and Effort Ratings metric for all external requests.
- Develop a quarterly external request report customized for management that portrays characteristics of requests such as volume, level of effort and resources required and value added.
- Coordinate downloading, processing and preliminary analyses of 2006-2010 American Community Survey 5-Year Estimates
- Complete delineation of PUMS area boundaries.
- Continue tracking progress on Census Bureau's delineation of Urban/Rural boundaries.
- Revise the DRI Process Document and FAQ sheet.

Green Infrastructure Vision

Project Manager: Jesse Elam

Team: consultant support

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

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

1st Quarter Progress:

- Project began July 1 with consulting support from The Conservation Fund (TCF), which was selected with input from Chicago Wilderness
- Staff assisted with collection of regional data for TCF, then the consultant held a "data discovery" webinar with Chicago Wilderness stakeholders to review the data to be used in the project

2nd Quarter Objectives:

- Hold first planned in-person "work session" for stakeholders to review assumptions being employed to define/delineate green infrastructure areas
- Receive and review green infrastructure "network design protocol"

Innovation Data Scoping

Project Manager: tba

Team: Byrne. Chicagoland Chamber of Commerce and World Business Chicago are also partners on this effort.

Description: The GO TO 2040 recommendation on Innovation includes two implementation actions to “collect data relative to innovative business starts and closures in the region,” and to “collect and analyze data related to innovation outcomes.” Collecting and analyzing business starts and innovation data will help CMAP fulfill GO TO 2040’s vision of CMAP playing a “vital role as a central repository for the collection of data related to innovation.” The generation of a business starts database will also provide essential information on small/starter firm business development policy. In FY2011 CMAP formed a coalition between CMAP, the Chicagoland Chamber of Commerce, and World Business Chicago to finance and develop innovation measures. CMAP also researched how to track business starts and closures as part of the freight drill down analysis. In FY2012, CMAP will develop the business starts database research in FY2011 and begin performing analyses of this data. CMAP will also work with its coalition partners to generate an “innovation index” of regional innovation statistics that can be included in the Human Capital Information Portal and/or on the MetroPulse website.

Products and Key Dates:

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

1st Quarter Progress:

First innovation index monthly newsletter was released by CMAP in conjunction with World Business Chicago, the Chicagoland Chamber of Commerce and the Illinois Science and Technology Coalition.

2nd Quarter Objectives:

Continue to release newsletters on a monthly basis and include data in MetroPulse.

GO TO 2040 Indicator Tracking

Project Manager: Craig Heither

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

Description: Content monitoring and quality control of MetroPulse Indicators specifically identified as indicators of progress toward achieving GO TO 2040 targets. Major tasks

include identifying GO TO 2040 Indicators within MetroPulse, developing protocols for updating indicators, evaluating indicator quality, and analyzing implementation progress. A central function of the MetroPulse product is to track GO TO 2040 Indicator progress toward implementation. Partners and public seeking information specifically focused on GO TO 2040 indicators will benefit.

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

1st Quarter Progress:

- Substantially completed background research on Indicators in GO TO 2040.
- Began developing an inventory of the Plan Indicators currently available on MetroPulse, and the status of data availability.

2nd Quarter Objectives:

- Complete background research on Plan Indicators.
- Finalize inventory and status of Plan Indicators on MetroPulse.
- Complete assessment of Plan Indicators and their source data.

DATA SHARING AND WAREHOUSING

Program Oversight: Greg Sanders

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

MetroPulse Maintenance

Project Manager: Greg Sanders

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

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

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

1st Quarter Progress:

- Conducted an RFP for Metropulse maintenance and enhancements, selected Pathfinder, signed contract, agreed to work plan, started work.
- Added data from ACS 2005-2009 5-year estimates, including many calculated fields.

- Added data from external partners and CMAP staff, including Innovation Index and Municipal Tax Base data.
- Updated many longstanding Metropulse data sets including unemployment.
- Deployed Google Analytics for usage tracking.
- Added user bookmarking of Metropulse data visualizations.
- Released Metropulse iPhone app.
- Gathered feedback from users via webinars and meetings.
- Published Metropulse API documentation as part of the Apps for Metro Chicago contest.
- Drafted and RFP for a communications firm to increase awareness and usage of Metropulse

2nd Quarter Objectives:

- Conduct usability testing with Metropulse users from municipal governments and community-based organizations, and enhance the system accordingly.
- Deploy search functionality.
- Add geographic levels (school district, street segment etc.).
- Implement user login screen that will serve for several CMAP online data systems (HCIP, ADUS, Full Circle, etc.)
- Continue adding new data sets and updating existing ones.

Internal Data Library Management

Project Manager: Xiaohong Zhang

Team: Clark, new analyst, ETL interns

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

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

1st Quarter Progress:

Data Depot:

- Downloaded and processed over 50 datasets from various data sources and posted to Data Depot. Examples include IRIS/Bridges/Crossing data from IDOT, GIS data from Kane County, new data from the National Transportation Atlas Database.
- After reformatted the Census 2010 data, created a script to extract Census data for CMAP area at Census tract/block/blockgroup/municipality and county levels. Acquired some other products from Census's website.
- Acquired Census Historical data from 1960 to 1990 from National Historical Geography Information System Website.
- Several CMAP datasets, including employment estimates and NDD database updates, have been deposited to Data Depot.
- Compiled the Data Depot announcement.

SDE Database

- Migrated all vector data, user accounts, indexes, relationship classes and domains from the SDE database stored on SQL01 to SQL04.
- Created an instruction document on how to connect to the new databases on SQL04 and how to redirect data sources to the new server in the existing active .MXD files.
- Tested two new methodologies for loading 2009 aerials to the new database. Linked 16,000+ aerials to a newly created raster catalog.
- Fixed the missing tile issue for the 2005 aerial database on SQL04.

Other Data

- Acquired many new datasets for various projects, examples include: child support data, foreclosure data, section-8 project data, multi-family housing-units distribution data, 3rd quarter of Dun & Bradstreet data.
- Went through the regional indicators list and identified data sources needed to be renewed and sent the information to Penny.
- Generated an excel VBA application for some LTA staff to automate the data collecting process. Finished the housing and demographic sections.

2nd Quarter Objectives:

- Convert the raster catalog to raster dataset after finish loading all 18,000 tiles. Finish mosaicking all 2009 aerials on the SQL04.
- Continue the development of the excel VBA application.
- Continue adding more historical Census data to the Data Depot.
- Add more datasets to Data Depot as needed.

Regional Transportation Data Archive

Project Manager: Bozic

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

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

Products and Key Dates: Develop scope of work and procure professional services for version 2.0's expanded functionality (December, 2011). The version 1.0 animation will be released as a component of the expanded system.

1st Quarter Progress:

- Staff continued discussions with UIC (Dillenburg) and IDOT about archiving standard data which flows into the region's Gateway system. This is the best place to start with populating the archive with data. This data is good for many research purposes, but is available in 5-minute increments. The data flow does not include ramp sensors, but our understanding is that beginning to transmit this data may not be very difficult.
- Staff is continuing in talks with UIC, IDOT and Illinois Tollway about passing disaggregated data through the Gateway and on to us for archiving purposes. This data is in about 30 second increments for IDOT and 1 minute increments for the Tollway, approximately a terabyte annually. All agencies have been very cooperative. The issues are technical and contractual. The work can be done, but it requires writing code (and funding for the technical work) to proceed.
- Staff drafted an RFP for this year's data archive work, which would include improvements on the animation and the addition of more analytical/reporting capabilities. The RFP is currently on-hold.

2nd Quarter Objectives:

- Get 5-minute ramp sensor data flowing to the Gateway.
- Set up data feed from Gateway for standard data report subscription.
- Complete work on RFP with contracts department.

Human Capital Information Portal

Project Manager: Byrne

Team:, new analyst, consultant support

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

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

1st Quarter Progress:

- Web-design and development firm selected through RFP process and Board approval received
- Data collection and extraction, transforming, and loading (ETL) process occurring on an ongoing basis

2nd Quarter Objectives:

- Execute contract with selected web design and development firm, Azavea
- Hold two day kick-off meeting with Azavea to confirm project milestones and schedule
- Convene small group of end-users to review preliminary wireframe designs
- Hold Workforce Data Partners meeting
- Survey Workforce Data Partners and Steering committee
- Continue data extraction, transforming, and loading (ETL) process

Municipal and other Data Portals

Project Manager: Sanders

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

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

Products and Key Dates: Identify contractor for Municipal Data Portals (October); modify the MetroPulse API to support sub-regional data outputs(limited to a single municipality or small groups of municipalities,for example, COGs) (December); meet with potential stakeholders to identify and prioritize features for Municipal Data Portals; create

website design for the Municipal Data Portal site including basic work flow/navigation (December). WEAVE tool installed (December), Municipal data portal template (December); release Municipal Data Portals (June).

1st Quarter Progress:

- Conducted RFP to select web development firm, selected Pangaea.
- Began altering CMAP data API to support the Muni Data Portals.

2nd Quarter Objectives:

- Conduct user interviews (in conjunction with Metropulse interviews)
- Wireframe the application.
- Complete all web services needed for the application.
- Add parcel-level and block-level data to the Metropulse database, for use in the Muni Portals.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Program Oversight: Patricia Berry

This program develops the region's TIP. The CMAP Board and MPO Policy Committee track the use of local, state, and federal transportation funds through the Transportation Improvement Program (TIP). The purpose of the TIP is to establish a short-term transportation program to reflect the long-range transportation goals identified in GO TO 2040. Federal, state, and local policies and regulations are analyzed to assure CMAP's TIP addresses regional priorities identified through GO TO 2040 and satisfies regulations. The region is required by federal law to develop and maintain a fiscally constrained TIP which, together with the fiscally constrained major capital projects in GO TO 2040, is conformed to the State's Implementation Plan. That plan demonstrates how the region will attain the national ambient air quality standards. In addition to the regional priorities, fiscal issues, and air quality considerations, public involvement and other regulatory elements must be addressed in the TIP.

TIP Development and Administration

Project Manager: Holly Ostlick

Team: Berry, Dixon, Dobbs, Ferguson, Johnson, Kos, Patrosky, Pietrowiak, Schaad, Wu

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

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

1st Quarter Progress:

- Developed 2012 schedule of meetings and deadlines for TIP changes and conformity amendments, advanced funding requests from Councils of Mayors, CMAQ project changes, Transportation Committee, CMAQ Project Selection Committee, and Council of Mayors Executive Committee.
- Worked on updating fiscal plan (chapter 3) of TIP text.
- Began work on developing FFY 2012-2016 STP marks.
- Updated TIP brochure for August and September TC meetings.
- Developed meeting materials for August and September TC meetings.
- Developed meeting materials and prepared meeting summary and minutes for August Council of Mayors Executive Committee meeting.
- Updated table of regional STP projects undertaken by the City of Chicago (after June Exec Comm.) meeting
- Distributed CMAP federal principles on reauthorization and talking points for Mayors.
- Met with IDOT Central Office to discuss outstanding issues. Reviewed and developed amendment report for August and September TC meetings.
- Worked with other groups on developing talking points for external meetings.
- Attended subregional Council of Mayors technical committee meetings.
- Developed PowerPoint presentation for Regional Coordinating Committee on TIP and conformity amendments.
- Collected conformity amendments from programmers.
- Analyzed conformity amendments.
- Released conformity amendments for public comment.
- Developed informative and instructional e-mails to programmers and PLs regarding various CMAP activities.
- Analyzed IDOT program for consistency with the TIP and GO TO 2040.
- Analyzed IDOT program to develop summary data regarding 45/55.
- Worked to ensure Major Capital projects are accurately represented in the TIP and vice-versa: projects that are not considered major capital projects are not represented as such in the TIP.
- Continued to update cmap intranet to include most recent transportation policy publications.
- Continued to monitor reauthorization updates.
- Developed COM Exec Com summary for Mayors use in communicating with their local councils, emphasizing the need to implement programmed CMAQ projects.
- Worked to ensure discretionary, High Speed Rail – Hazard Elimination fund and Transit IL Jobs Now projects are included in the TIP.
- Worked with PLs to make local sponsors aware of their inclusion on the Recreational Trails Proposed Program.
- Posted Local/Federal coordination meeting agendas and IDOT form instructions on the programmer resources website.

- Analyzed 2010 census information and drafted letters to municipalities located on a county border requesting they inform CMAP if they wish to change Council of Mayors for STP participation. None requested changes.
- Collected responses from municipalities on county borders to verify Council of Mayors membership.
- Managed scanning historical Council of Mayors materials.
- Assisted in outreach for Planning Commissioner Workshops.
- Reviewed 2009 Federal Certification areas for improvements and how they have been addressed.
- Continued to update 2011 designations for MPO Policy Committee members.
- Assisted in development of Municipal Directory.
- Began creation of matrix of STP methodologies indicating how they implement GO TO 2040.
- Processed advanced funding requests.
- Worked with Planning Liaisons to develop advanced funding policies.
- Updated STP expenditure report after August letting.
- Participated in North Shore Council STP Methodologies taskforce
- Trained new DuPage Planning Liaison.

2nd Quarter Objectives:

- Collect 2012 designations for MPO Policy Committee members.
- Continue to participate in Council of Mayors meetings.
- Finalize 2012 schedule of meetings & deadlines.
- Hold November Council of Mayors Executive Committee meeting.
- Hold November Transportation Committee meeting.
- Finalize STP Methodologies and GO TO 2040 implementation.
- Collect Conformity Changes for March 2012 amendment.

TIP Database Management

Project Manager: Ross Patronsky

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

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

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

along with more in-depth analyses. As additional needs are identified the database will be modified.

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

1st Quarter Progress:

- Worked with implementers to clarify 2014 line items that were moved at the end of FFY 2010 and to remove or update inaccurate and out of date information from the TIP Database
- Maintained and clarified the fiscal constraint actions within the TIP Database.
- Updated Project Type and Conformity Status fields in the TIP database to indicate Major Capital, Constrained and Unconstrained projects, and added a field to track the date of Conformity determinations for individual projects.
- Answered numerous requests regarding TIP issues, projects, and data.
- Developed TIP postcard to distribute to external partners on TIP map and TIP online database.
- Developed procedure for removing 2011 non-transit line items from the TIP at the end of the federal fiscal year (9/30/11).
- Conducted training at IDOT district 1 for FHWA field engineers on TIP amendment process and how to use TIP tools (map and database) to find projects and pending changes.
- Participated in internal TIP Fact Finding project.

2nd Quarter Objectives:

- Conduct TIP map and database training for FHWA and IDOT Springfield.
- Continue working to remove inaccurate and out of date information from the TIP database.
- Move all 2011 line items out of the TIP.
- Finalize removal of non-transit line items from 2011 in the TIP.
- Finalize update of Conformity Status fields and Fiscal Constraint reports.

TIP Analysis

Project Manager: Doug Ferguson

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

Description: Work with implementers, CMAP policy analysts and interested external parties to

ensure appropriate data is available to analyze projects and the overall TIP to assess whether and how they help move the region toward the vision laid out in GO TO 2040. Analyze the transportation program to ensure its land use connection, preservation and improvement of environmental resources, and the sustainability of economic prosperity. TIP changes, acted on at each meeting of the CMAP Transportation Committee, and semi-annual TIP conformity amendments should be analyzed to assist the approving committees and the public in ascertaining their impact on the region's overall mobility.

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

1st Quarter Progress:

- Worked on a summary report of the initial discovery phase.
- Began conversion of TIP dashboard to format to display on CMAP web page – approximately 65% complete.

2nd Quarter Objectives:

- Identify GO TO 2040 action areas that can be tied to individual work types in the TIP.
- Create a hierarchy of TIP work types for the purpose of classification.
- Develop TIP dashboard using financial data.

CMAQ Program Development and Administration

Project Manager: Doug Ferguson

Team: Berry, Dobbs, Ostdick, Patronsky, Pietrowiak, Schaad

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

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

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

Products and Key Dates: Update to CMAQ programming process, including revised forms and instructions (as needed, ending December 2012); quarterly transit project status reports (ongoing); supplementary evaluations for cost/scope change requests (ongoing); FY 2012-2016 program development (November 2011) including post-award workshops (December 2011); semi-annual reviews of project status (November 2011 and May 2012); an evaluation of the GO TO 2040 focused programming approach (March 2012).

1st Quarter Progress:

- Processed 20 CMAQ project change requests.
- Followed up on projects from the May status updates, including contacting IDOT and sponsors about if they in fact completed what was stated.
- Removed one project from the program as result of the May Status Updates.
- Conducted quarterly transit project expenditure updates for CMAQ Project Selection Committee review.
- Continued tracking obligations and expenditures for non-transit projects.
- Convened three meetings of the CMAQ Project Selection Committee.
- Guided the GO TO 2040 program focus groups in the development of priorities and a series of recommendations to the CMAQ Project Selection Committee.
- Finalized the evaluation and analysis of proposed programs for emissions and congestion reduction benefits.
- Developed a staff recommended FFY 2012-2016 Proposed Program for CMAQ Project Selection Committee consideration.
- Released the Proposed Program for a 30 day public review and committee period.
- Developed a staff response to the comments received on the Proposed Program and received CMAQ Project Selection Committee approval.
- Achieved Transportation Committee approval of the Proposed Program and concurrence on the response to public comments received.
- Held a contingency projects forum to provide the CMAQ Project Selection Committee possible programming solutions to the CMAQ lapse potential at the end of FY 2013.
- Educated all participants on the urgent need to accomplish CMAQ projects as programmed.

2nd Quarter Objectives:

- Process ongoing CMAQ project changes.
- Continue tracking obligations and expenditures for projects.
- Conduct transit quarterly expenditure updates.
- Convene one meeting of the CMAQ Project Selection Committee.
- Maintain the CMAQ database.
- Assess the GO TO 2040 program focus groups and their work to suggest refinements that will lay the ground work for the groups' future and the role focused programming fulfills in the development of CMAQ programs and use by implementers as they develop programs from other funding sources.

- Facilitate the approval process of the FFY 2012-2016 Proposed Program at the Regional Coordinating Committee, CMAP Board and MPO Policy Committee.
- Obtain FHWA and FTA eligibility determination of projects included in the FY 2012-2016 Program.
- Notify sponsors on the status of their proposals.
- Hold initiation meetings with the sponsors of projects included in the FFY 2012-2016 Program.
- Conduct October status update and review delayed projects for potential removal from the program.

Conformity of Plans and Program

Project Manager: Ross Patronskey

Team: Berry, Bozic, Heither, Rodriguez, Wies

Description: Northeastern Illinois has historically not attained national ambient air quality standards for certain pollutants. It is anticipated that it will be classified as a non-attainment area for the 8-hour ozone standard to be adopted in June, 2011. In addition, while the region meets prior ozone standards and the fine particulate matter (PM_{2.5}) standards, federal regulations require steps to ensure that the standards continue to be met.

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

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

1st Quarter Progress:

- Prepared conformity analysis for TIP amendment to be approved in October, 2011.
- Met with consultation team to review conformity amendment, SIP actions and major capital projects
- Discussed source of VMT data with IEPA; obtained copies of the files they received from IDOT.
- Discussed "source population" (fleet inventory) with CMAP modeling staff. Began investigation of possibility of using model data to estimate source population.

- Monitored ozone standards review – review was withdrawn. Investigating whether the region is likely to be a non-attainment area under the existing 75 ppb standard.
- Sat in on IDOT meetings regarding hot-spot analysis tool under development through UIC.

2nd Quarter Objectives:

- Work with modeling staff to better align model VMT output with MOVES input requirements.
- Determine monthly and data travel percentages from IDOT data to use as MOVES input.
- Identify an acceptable source population input for MOVES.
- Begin conformity analysis for TIP amendment to be approved in March, 2012.
- Continue investigating the impact of the 75 ppb ozone standard on the region.

CONGESTION MANAGEMENT PROCESS

Program Oversight: Don Kopec

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

Performance Monitoring

Project Manager: Todd Schmidt

Team: Frank, Nicholas, Rice, Murtha

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

Products and Key Dates:

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

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

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

1st Quarter Progress:

Performance monitoring staff adjusted IDOT traffic sensor data that is required to create the regional freeway performance measures including planning time index, travel time index, and congested hours for 2010. Staff had to adjust the data because IDOT changed the format of its live traffic data feed. In March 2010, IDOT started to send flow rate, number of vehicles per lane per hour for each five minute period, instead of straight five minute volumes. This caused the volumes to appear to be consistently flagged as erroneous data. Traffic.com was aware of the change in data format and is in the process of fixing its algorithm.

Staff obtained and processed 2009 and 2010 IDOT road data. The data includes 24 hour volume, classification, and speed information from a sample of IDOT roads. The speed and volume data was used to create the travel time index for the roads monitored in the region in 2009 and 2010. The average travel time index weighted by vehicle miles traveled on arterials was created by township and county for the region. The arterial performance measures will be posted on the Congestion Management Process performance measurement webpage (<http://www.cmap.illinois.gov/cmp/measurement>).

Staff acquired the hourly and monthly 2010 mainline and ramp traffic volumes. Staff has begun processing the volume data to create the Annual Average Daily Traffic counts for IDOT mainline and ramp count stations which will be used for the annual update of the regional expressway atlas.

Staff also completed the 2011 summer field data collection program. This program provides information for location agencies and internal studies.

Work on the highway-rail grade crossing delay report continues. Substantial field data collection was undertaken to validate various delay estimate methodologies. Work is focused on building on the Illinois Commerce Commission methodology to take time of day and traffic flow principles into account. Staff worked to reconcile various disparate inventories of highway-rail crossings kept by IDOT, the Federal Railroad Administration, and the Illinois

Commerce Commission. Staff worked with the Freight Committee to get feedback regarding the data used in the grade crossing study.

2nd Quarter Objectives:

Performance monitoring staff will continue to work on updating the regional indicators such as the 2010 regional freeway performance measures. Obtain and start processing 2011 freeway data from Traffic.com. Staff will also complete the annual update of the regional expressway atlas. Continue to support the Regional Data Archive project as needed.

Field data collection for the highway-rail grade crossing delay study will be completed in the second quarter. This is expected to include a demonstration of automated BlueTOAD travel time data collection for a crossing. Going full-tilt toward completing this study, staff will complete reconciling various databases, compile final calculations, and prepare a draft report for review.

Data for Programming Decisions

Project Manager: Tom Murtha

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

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

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

1st Quarter Progress:

Initial discussions of this work took place, focusing on the applicability of methods employed for FY12-16 CMAQ programming processes more broadly in the region. The project was discussed at the Regional Transportation Operations Coalition and at the Freight Committee. Discussions also were begun regarding the applicability of issues like functional classification and access management in

2nd Quarter Objectives:

Staff will prepare the scope of the project and a preliminary list of regional programming data items.

Congestion Management Strategy

Project Manager: Tom Murtha

Team: Frank, Nicholas, Rodriguez, Schmidt, Rice

Description: The project provides the primary management of the Congestion Management Process. The Congestion Management Process will identify and evaluate appropriate implementation strategies to address regional congestion.

The administration of the Regional Transportation Operations Coalition (RTOC), an institutional forum and structure where regional operations personnel confer across jurisdictional boundaries to improve transportation system performance is included as part of the process.

Products and Key Dates: RTOC Meetings or teleconferences, at least quarterly (September, December, March, June);

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

The Regional Intelligent Transportation System (ITS) Architecture will be maintained and updated as needed (June 2012). Work will begin on an update to the Regional Intelligent Transportation System (ITS) Deployment Plan, with an expected completion data in FY2013. This update will include new strategies for using technology to reduce congestion for traffic operations under regular and incident conditions.

Also as part of this project, certain regional databases supporting adopted GO TO 2040 strategies, including parking and highway traffic signals, will be maintained and updated on an on-going basis.

Lastly, documentation of the overall congestion management process will be maintained and updated on an on-going basis.

1st Quarter Progress:

Staff continued to work with the Illinois Tollway and other partner agencies on a managed lane concept for the Jane Addams Memorial Tollway that alleviates congestion, provides short-term

express bus transit options in the corridor, and maintains a long-term rail option. This included fine-tuning of the transit proposals identified during the GO TO 2040-focused programming approach for the FY 2012-2016 CMAQ Program.

Work continued on regional highway traffic signal and parking inventory updates.

Work also continued on general congestion management and ITS initiatives. Work continued on the update of congestion management process documentation, consistent with new federal guidance about the process issued in the final quarter of FY 2011. Lastly, the scope of the ITS plan and architecture update was discussed with the Regional Transportation Operations Coalition. An Advanced Technology Task Force meeting was scheduled for December to work on this update, which will focus on new capabilities to identify and address highway incidents, including integration of PSAP (911 call center) data.

2nd Quarter Objectives:

Continue to work with the Illinois Tollway and other agencies on managed lane projects. Continue update of highway traffic signal and parking inventories. Prepare first draft of the ITS Plan update, and prepare for an initial Advanced Technology Task Force presentation.

Freight Planning

Project Manager: Tom Murtha (interim)

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

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

Products and Key Dates: A report identifying what CMAP's role should be regarding planning for Freight. Support of CREATE through our involvement with the project programming process, and working with implementing agencies to identify funding sources. A report on implementation of CREATE will be updated on an on-going basis. CMAP will also monitor implementation of the program to determine appropriate development and implementation of the next phase of rail improvements identified in the 2010 ,Freight System Planning Recommendations Project, as appropriate.

CMAP will continue its work to catalog and update the region's truck routes and intermodal connectors. CMAP will also continue to address delivery times and parking restrictions, all to reduce peak-period truck movements. CMAP staff will provide quarterly updates of these activities to the Freight Committee.

1st Quarter Progress:

Staff conducted extensive field data collection and analysis in support of the next update for intermodal connectors. Discussed recent changes in truck route identification with the Freight

Committee and IDOT.

2nd Quarter Objectives:

Continue intermodal connector analyses, completing a draft recommendation for the November Freight Committee meeting after a review by local communities and freight stakeholders. Return to work on the truck route update.

Bicycle and Pedestrian Transportation Planning

Project Manager: John O'Neal

Team: Murtha

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

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

1st Quarter Progress:

- (Ongoing) posts and maintenance of “*Soles and Spokes, CMAP Bicycle and Pedestrian Planning Blog*” (<http://cmap.illinois.gov/solesandspokes/>). We have continued to match or exceed our goal of an average of 2-3 posts per week, and continue outreach to bicycling and pedestrian planning partners and stakeholders to raise awareness and use of the blog.
- (Ongoing) Staff made significant progress providing bicycle and pedestrian planning information in response to the requests of IDOT, county DOTs, municipalities, and consultants. These responses include maps highlighting land use, transportation (transit), and safety information and data, and letters providing detailed design, engineering, and policy guidance and recommendations. Staff continues to coordinate responses with local officials, CoM planning liaisons, the League of Illinois Bicyclists

and Active Transportation Alliance. This quarter, sixteen requests were addressed, with five more substantially underway. Work proceeds on a 'priority ranking' basis, in conjunction with the need to address the oldest requests first. Heightened coordination and consultation with local/sub-regional stakeholders continues. *This work continues to serve as the basis for implementation of IDOT's Complete Streets policy in our region.*

- Completed socio-economic (population and employment data) and transportation (journey-to-work data) analyses and maps for the six DuPage County's FY2011 STP TCM program bicycle and pedestrian projects.
- Completed bicycle and pedestrian analysis of additional (unanalyzed) CMAQ projects (Hillside and Northlake), and additional work (map) for the DuPage County Forest Preserve Winfield project.
- Created maps and statistical analysis of crash data for 26 "Model Communities," and the remainder of suburban Cook County, for the Cook County Department of Public Health Communities Putting Prevention to Work (CPPW) program. (This work was done for the CCDPH public relations firm, Porter-Novelli, to assist in a Chicago Tribune story on the active transportation efforts under the CPPW initiative.)
- Updated bicycle and pedestrian program website with new crash maps and data.
- Provided crash data and maps for communities and partners in the region; provided BIS data/manual and map; and Greenways and Trails Plan information to CMAP partners and groups working on bikeway and trail planning and projects.
- Continued participation as liaison to Active Transportation Alliance / Cook County Communities Putting Prevention to Work (CPPW) grant program Transportation Steering Committee, which is providing guidance and technical assistance for implementation the Cook County Complete Streets Policy. Work this quarter included participation in day-long Cook County Highway Department Complete Streets Implementation Workshop, held at DePaul University; and hosting the Technical Committee engaged to review draft of Complete Streets Design Manual.
- (Ongoing) Represented regional interests in non-motorized transportation at various meetings, conferences, and with partner organizations (FHWA Pedestrian Safety Focus States, SRTS State Network and Northeastern Illinois Task Forces, IDOT IBCWG, INDR IGTC and GIT Executive Committee, City of Chicago MBAC and MPAC; NWMC and other COMs, etc.) Work this quarter included:
 - Interview with FHWA, Illinois Division, for their Process Review of the Safe Routes to School program in Illinois.
 - Technical expert / table leader at CDOT Pedestrian Plan public meeting
- Bicycle and Pedestrian Task Force. This quarter, the Task Force met once, on September 28. Meeting agenda and minutes are posted at <http://www.cmap.illinois.gov/bicycle-and-pedestrian-task-force/minutes>. Next meeting is scheduled for December.

2nd Quarter Objectives:

- Continue to address IDOT and other agency requests for bicycle and pedestrian planning information.
- Develop bike and ped crash maps and statistical analysis for 2010 crash data (which should be available in October). *This is a high priority task for next quarter.*
- Continue to improve the content of and to leverage opportunities to promote and create awareness of the CMAP Soles and Spokes Bike-Ped blog.
- Continue work with IDOT, Council of Mayors, and the Cook County CPPW Transportation Committee and other stakeholders and groups to develop effective implementation policy and procedures for non-motorized transportation (especially Illinois' and Cook County's Complete Streets policies).
- Promote public right-of-way accessibility.
- Maintain bicycle (and, when possible, pedestrian) facility and plan inventories.

WATER RESOURCE PLANNING

Program Oversight: Tim Loftus

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

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

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

AREA 1: WATER QUALITY MANAGEMENT PLANNING

Facilities Planning Area (FPA) Review Process

Project Manager: Dawn Thompson

Team: Loftus

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

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

1st Quarter Progress:

- Revisited the 1st update of the WQMP Amendment Application and the WQMP Amendment Process and Procedures document for purposes of updating and revision.
- Met with CMAP Research staff to discuss the methodology for CMAP's population forecasts. Results from this discussion and any future discussions will be used to revisit and update existing FPA forecast review procedures.
- Developed and completed the quarterly Wastewater Committee Report for the IEPA.
- Met with staff to discuss Engineering Enterprises, Inc.'s proposal to develop a land application of treated wastewater analysis framework for inclusion in the WQMP amendment application and procedures book.
- Conducted a pre-application meeting with Village of Grayslake representatives for an FPA amendment request. The request includes the transfer of 585 acres of land from the Northwest Lake FPA to the Northeast Central Lake FPA. The request is part of a 641 acre development site called Cornerstone and is owned by Lake County Land Holdings, LLC. The North Shore Sanitary District will service the amendment request.
- Met internally to discuss the next steps in developing an FPA mapping webpage.
- Initiated contact with members of the Wastewater Committee about the potential for future FPA submittals and the possibility of holding a Wastewater Committee Meeting.

2nd Quarter Objectives:

- To develop necessary documentation for FPA amendment requests including reviews, additional needs letters, maps, and technical support as needed.
- To develop meeting materials for upcoming Wastewater Committee meetings.
- To continue the process of reviewing FPA Review Criteria, the WQMP Amendment Application, and the FPA Procedures Booklet for purposes of updating and revision.
- To work with staff, in consultation with others, to develop a more nuanced understanding of CMAP's Areawide Planning obligations and opportunities.

Watershed Planning

Project Manager: Tim Loftus

Team: Ahmed, Hudson, Talbot, Thompson, and Bowen

Description A: Three watershed plans are under development within the Fox River Basin:

Sleepy Hollow / Silver Creek Watershed in the Upper Fox River Basin and Blackberry Creek and Ferson-Otter Creek Watershed in the Lower Fox River Basin. In addition to addressing the components of a watershed-based plan as outlined by USEPA, new plans will consider lakes management and newer regional planning criteria that includes groundwater protection, projecting a 'vision' for watershed land use, setting target pollution-load reductions for the watershed, and assessing municipal/county ordinances for water quality

protection using a 'yardstick' such as the Water Quality Score Card developed by the USEPA or a similar guidance document. The three planning processes include a local lead (i.e. a local stakeholder with watershed-wide legitimacy) to co-facilitate planning, provide a local voice for stakeholder meeting organization, and conduct outreach using a variety of media. Planning also involves coordination with the Fox River Study Group, Fox River Ecosystem Partnership (FREP), and Illinois State Water Survey.

Products and Key Dates: Near-monthly stakeholder meetings, quarterly progress reports due to Illinois EPA, pollutant-load model output, watershed specific outreach products, upgraded FREP website for Fox River subwatersheds, watershed resource inventories and final draft plans produced by December 31, 2011.

Description **B**: Additional watershed planning activity is anticipated to commence January 1, 2012, contingent on new CWA funding issued through Illinois EPA and associated with federal fiscal year 2012. Funding is estimated to be sufficient for two or three new plans with their location to be determined.

Products and Key Dates: To be determined in late 2011.

1st Quarter Progress:

Near monthly stakeholder meetings were conducted in all three watersheds as plans progressed to include an emerging list of recommendations. Among other topics discussed were those centered on 'critical areas', current and projected impervious surface, and their relationships to water quality. IEPA was also engaged to develop clarity on differentiating between short-term and long-term project recommendations and associated expectations where pollutant-load calculations and cost estimates are concerned. A first draft plan was shared with the Ferson-Otter Creek Coalition. Due to the loss of our water-resource engineer, Hey and Associates was approached to begin discussion aimed at executing a Project Authorization Order (PAO). The PAO scope will include calculation of pollutant loads and cost estimates for the short-term plan recommendations. Additional work involved creating of thematic maps for resource inventories, summary of agricultural practices/BMPs and characteristics, groundwater data analysis, other geospatial data analysis, and development of the F-O water quality chapter that will serve as a template for the other plans. Other work continued to fill in resource inventory needs.

Staff spent considerable time in special one-on-one meetings with individual stakeholder constituents regarding plan recommendations. Other meetings took place such as one with the Army Corps of Engineers who wish to align their regional permit requirements and guidance for permittees with locally developed watershed plans.

CMAQ's planning partners each executed their scope-of-work as scheduled. For example, FREP continually updated their website to better disseminate information about the three watersheds and their planning processes; coordinated a Noon Network for Sleepy Hollow / Silver Creek and coordinated with CMAQ staff and local outreach managers (The Conservation Foundation and The Defenders of McHenry County) as necessary; and featured news about planning

processes in the monthly Downstream e-newsletter.

2nd Quarter Objectives:

Stakeholder meetings are scheduled for each of the final three months in all three watersheds. First draft plans will be shared with Blackberry Creek and Sleepy Hollow / Silver Creek stakeholders. Further edits will be made to all three plans prior to submission of first drafts to IEPA on November 1st. Subsequent drafts will be circulated at November and December meetings. Final drafts are to be submitted to IEPA on Dec. 31st. The PAO with Hey will be executed and work will be returned to CMAP one watershed at a time. All work by Hey is expected to be complete by Thanksgiving; a schedule that is acceptable to IEPA. another Noon Network is being coordinated with FREP for Ferson-Otter Creek. CMAP staff will present at the FREP Membership meeting in November. Local outreach managers will produce the second and final brochures that feature plan recommendations in addition to organizing meetings and communicating regularly with a variety of interested parties.

Volunteer Lake Monitoring Program (VLMP)

Project Manager: Holly Hudson

Description: The Illinois Lake Management Program Act (P.A. 86-939) gave rise to the Volunteer Lake Monitoring Program (VLMP). Additional guidance was developed in 1992 pursuant to 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 Environmental Protection Agency in cooperation with other state agencies. CMAP staff coordinates Illinois EPA's VLMP for the seven county region (excluding Lake County since 2010), including over 50 volunteers at approximately 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 2011), lake maps and monitoring site coordinates for new lakes in the program (November 2011), 2011 monitoring data QA/QC and editing in Illinois EPA's lakes database (December 2011), assistance with annual report preparation (as requested by Illinois EPA), distribution of Secchi monitoring forms to continuing volunteers (April 2012), volunteer training (May 2012) and follow up visits (as needed).

1st Quarter Progress:

Project administration, coordination, and management:

- reviewed and approved the VLMP portion of the monthly Water Quality Management Planning project invoices to Illinois EPA prepared by CMAP's accounting group;
- prepared a 4th quarter FY11 progress report for CMAP and Illinois EPA;
- discussed Tier 3 audit forms with Illinois EPA Lakes Unit staff;

- discussed QA/QC samples/deionized water sources with Illinois EPA Quality Assurance and Lakes Unit staff.

Data management:

- reviewed completed Secchi Monitoring forms received from volunteers.

Technical assistance:

- assessed the aquatic plant population in the south basin of Silver Lake/McHenry Co. and provided input to the volunteer and Lakes Committee regarding their questions and concerns;
- provided available VLMP data for the lakes within the Spring Creek Watershed as requested by the consultant working on that watershed-based plans's resource inventory;
- updated my fish suppliers list and provided this to the Lakes Committee at Silver Lake/McHenry Co. per their request;
- discussed bacteria sampling and testing with a volunteer at Virginia Lake/Cook Co., and provided a list of laboratories as well as Web links for more information on fecal coliform vs. E. coli;
- sampled and identified aquatic plants with the volunteers and other community members at Virginia Lake/Cook Co., and provided recommendations for ongoing monitoring and management.

Volunteer Training:

- met with the Statewide and Lake Co. VLMP Coordinators on April 27 at Bangs Lake in Lake
- recruited a new volunteer for Griswold Lake/McHenry Co., and prepared materials for and conducted Tier 1 Secchi training on July 7;
- prepared for and conducted an audit of the Tier 3 volunteer at Wonder Lake/ McHenry Co. on Sept. 20th.

2nd Quarter Objectives:

Conduct Tier 3 audit of the volunteer at Silver Lake/McHenry Co.; continue reviewing Secchi Monitoring Forms received to date, and check data entry in the VLMP on-line database and enter data as necessary; mail copies of the Secchi Monitoring forms to Illinois EPA; prepare quarterly project reports for CMAP and Illinois EPA; provide technical assistance to volunteers as requested.

Maple Lake Phase 2 Rehabilitation and Protection Program

Project Manager: Holly Hudson

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

Products and Key Dates: Quarterly progress reports due to FPD of Cook County and Illinois EPA, technical assistance regarding, a) aquatic plant community rehabilitation, b) nuisance aquatic plant management plan implementation (ongoing as needed), c) water

quality monitoring (monthly through October 2011). Data management is ongoing. The project ends with a final report due to the FPD of Cook County by December 31, 2011.

1st Quarter Progress:

- prepared a 4th quarter FY11 progress report for CMAP and the Forest Preserve District of Cook Co. (District);
- reviewed and approved the 4th quarter FY11 invoice to the District prepared by CMAP's accounting group;
- prepared for and conducted water sampling at Maple Lake Sites 1 & 2 on July 13 , August 24, and September 21 and shipped the water samples to Illinois EPA's Springfield lab;
- also on July 13 and August 24, surveyed the status of the Eurasian water milfoil (EWM) and curly leaf pondweed (CLP) populations and collected three samples for herbicide residue analysis, which were shipped to the laboratory;
- after receiving the residue analyses results, corresponded with the aquatic herbicide specialist, District staff, and the District's vegetation management consultant;
- reviewed and approved invoices for the herbicide residue analyses;
- researched crayfish monitoring protocols, determined a protocol to follow at Maple Lake based in part on the number of minnow and crayfish traps available, prepared trap placement maps, and conducted a crayfish survey with District Fisheries staff over parts of three days, August 31 – September 2;
- e-mailed several crayfish specimen photos to Chris Taylor at the Illinois Natural History Survey for identification confirmation;
- prepared field data sheets and conducted a point-intercept aquatic plant community survey between August 24 and September 12;
- determined the height at which the new staff gage should be installed and assisted the District Fisheries Biologist with its installation on September 12.

2nd Quarter Objectives:

Conduct regular water sampling in October and observe aquatic plant community conditions; ship this season's phytoplankton samples to Larry O'Flaherty for analysis; inventory water quality data results on file and request missing data from Illinois EPA; prepare project report.

Fox River Watershed Restoration and Education (Phase 4)

Project Manager: Dawn Thompson

Team: Hudson

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

The project is as follows:

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

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

1st Quarter Progress:

- Updated the budget outlining staff time, consultant time, and travel expenditures for the project.
- Reviewed and provided comments on the St. Charles Park District's draft final report. Received and forwarded photographic documentation of the St. Charles construction site to the IEPA.
- Reviewed and approved Dundee Township's final project report and project signage. Signs were installed and photographic documentation of sign installation and design implementation were provided and forwarded to the IEPA.
- Reviewed, corrected, and approved final invoices from Dundee Township and the Village of Streamwood. Also reviewed and approved an invoice from Hey and Associates.
- Completed the first draft of the 319 Final Report. The report was forwarded to the IEPA for comments.

2nd Quarter Objectives:

- To review, provide comments, and approval submittals from 319 subgrantees.
- To complete a progress report summarizing CMAP's activities and 319 subgrantee's activities for the IEPA.
- To complete the 319 Draft Report for IEPA review and approval.
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AREA 2: REGIONAL WATER SUPPLY PLANNING

Water 2050: Implementation

Project Manager: Tim Loftus

Team: Ahmed, Capriccioso, Schneemann, Talbot, Bowen

Description: Having established a leadership role during the past five years in regional water supply planning, CMAP has a vested interest in ensuring that regional activity remains coordinated, collaborative, and productive. *Water 2050* features over 240 recommendations with 50 recommendations aimed at CMAP for implementation. Project activity will seize CMAP's opportunities to implement plan recommendations while supporting several counties and public water suppliers in their efforts to implement the plan. CMAP will also serve as the regional conservation coordinator to support county government and public water suppliers as they move to implement recommendations designed for them. A CMAP staff person will be identified to participate in and support the Northwest Water Planning Alliance (NWWPA). The NWWPA is a new subregional group constituted by Intergovernmental Agreement, an outcome of *Water 2050*, and has requested CMAP's participation. CMAP will also support IDNR's Lake Michigan Management Section in their efforts to meet the conservation program provisions of the Great Lakes Compact. Additionally, the diverse needs associated with maintaining water demand/supply balance require an active forum for discussion and

iterative planning. CMAP will facilitate these discussions with an advisory council, track plan implementation progress, and prepare for an updated plan in 2015.

Products and Key Dates:

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

1st Quarter Progress:

- Staff provided support to the Northwest Water Planning Alliance (NWPA) by participating in three monthly meetings of the Technical Advisory Committee (TAC). Staff also served on the “Envisioning a 21st Century Chicago Area Waterways System” project advisory committee.
- Staff prepared and delivered presentations to: the Chicago Bar Association, Energy, Telecommunications, and Water Law committee; National League of Cities, Building Cities, Building Futures forum; and the NWPA.
- As part of CMAP’s technical assistance program, the water-bill inserts webpage went up on the Water 2050 website. Staff coordinated with Illinois American Water to produce two water-bill inserts that were mailed to approximately 290,000 households over the summer. Work is ongoing with the NWPA in making water-bill insert messages available via other formats (e.g. newsletter) in order for the insert messages to be more readily used by municipalities.
- Considerable work was done in the area of water pricing. The draft full-cost pricing paper evolved with input from the Full Cost Advisory Committee. Research was conducted via a literature review on full-cost pricing issues including rate structures and pricing legislation as well as case studies that demonstrate conservation and/or sustainability principles that can inform local implementation. much of this information

has been summarized for Water 2050 website content for the benefit of water utilities and policymakers.

- The bimonthly Water 2050 e-newsletter went out in August and the distribution database was expanded with new contacts. staff contributed a variety of newsworthy stories and links surrounding CMAP and other's activities.
- Technical assistance was ongoing with the Village of Lake Zurich via MPC's Community Building Initiative. Other assistance is underway with Oak Park, Orland Park, and Evanston.
- Staff continues to chair the Illinois Section AWWA Water Efficiency Committee where one of their notable projects has been collecting utility-level data regarding the relationship between water production and energy use.
- Staff regularly attends seminars and other activities centered on a continually growing water resource discussion within the region. This includes attending both formal and informal meetings to discuss green infrastructure, stormwater management, state agency initiatives (or need for state agency activity) and other water-related issues. Along these lines, staff met with Lt. Governor Sheila Simon and her staff to discuss state/regional water supply planning. MPC and Openlands arranged the meeting and invited Loftus to participate. Also, in a meeting with Todd Main, Deputy Director, IDNR, OWR has requested CMAP-staff ideas for their pending fee package proposal to the General Assembly, to include funding ideas for an agency program to guide state/regional water supply planning.
- Considerable staff time, including several meetings, was invested in developing a vision/work plan for the Environment and Natural Resources staff (and others) that looks forward five years.

2nd Quarter Objectives:

- Activity and technical assistance such as that accomplished last quarter will continue during the 2nd quarter.
- Presentations are scheduled for the Illinois Section American Planning Association conference, GreenTown Oak Park, as well as two planning commissioner training sessions held on Saturdays.
- Technical assistance work will carry forward with Lk. Zurich, Oak Park, Evanston, and Orland Park.
- Discussions will take place to strengthen the CMAP / NWPA collaborative effort in order to help the NWPA make progress.
- The Water 2050 website will continue to evolve.
- A natural lawn care workshop will be conducted as part of the GLRI grant that is administered by staff.
- Two new e-newsletters will be prepared and distributed.
- A convening of a new Water 2050 Advisory Council will take place with an initial focus given to refining the draft state framework for water supply planning (produced by IDNR in 2009).

- Staff involvement with a number of advisory committees will continue.

ENERGY IMPACT ILLINOIS (EI2) PROGRAM

Program Oversight: Daniel Olson

On April 21, 2010, the U.S. Department of Energy (DOE) announced that CMAP would be awarded a Retrofit Ramp-Up stimulus initiative grant for \$25 million to initiate a three-year energy retrofit program. This program was a competitive solicitation process that is part of the American Recovery and Reinvestment Act (ARRA) through the Energy Efficiency and Community Block Grant (EECBG) program administered by DOE. This project is a regional collaboration led by the Chicago Metropolitan Agency for Planning (CMAP) -- in partnership with the City of Chicago and the City of Rockford, and support from suburban and regional stakeholders. Energy Impact Illinois, formerly known as the Chicago Region Initiative for Better Buildings (EI2) or the Chicago Region Retrofit Ramp-Up (CR3), is working to transform the market to carry out energy-efficient retrofits across the residential, commercial, and industrial building sectors in northeastern Illinois. The project is significant in its potential to reduce the region's large energy footprint and serves as a model for inter-jurisdictional collaboration.

Energy Impact Illinois is centered on addressing three key barriers to energy efficiency (EE) market transformation: access to information, access to finance, and access to skilled workforce. To address these barriers, EI2 has committed the grant funds to the following activities:

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

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

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

Daniel Olson is the Senior Energy Efficiency Planner and Project Manager for EI2 and Emily Plagman is Energy Efficiency Project Coordinator. In addition, Margaret McGrath and Dolores Dowdle are involved with the procurement and contracting aspects of the grant, and Lance Tiedemann provides IT assistance for the programs access to information component. All staff will continue to provide assistance towards the final objectives for EI2 for the foreseeable future.

EI2 Retrofit Steering Committee Support

Team: Olson, Plagman

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

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

1st Quarter Objectives:

- Attended monthly steering committee meetings (Randy Blankenhorn, Jill Leary, Dan Olson, Emily Plagman)
- Provided monthly EI2 progress reports to steering committee members
- Included steering committee members in RFP development and review, including draft proposal review and sub-recipient proposal review / selection.
- Involved steering committee with longer-term planning and decisions (up to 6-months in advance) surrounding relevant issues.

2nd Quarter Objectives:

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

EI2 Program Development and Implementation

Team: Olson, Plagman, Dowdle, McGrath

Description of General Project Approach:

The majority of effort during the first year (FY11) of EI2 involved strategic planning and competitive procurement activities (through RFP development, issuance, and bid selection)

administered by CMAP. The EI2 Retrofit Steering Committee provided strategic guidance in this process and helped set goals and objectives, define methods, create objective deliverables, and set milestones within the context of each specific procurement process. In October 2010, CMAP contracted with CNT Energy to serve as the implementation agency and continue program development, develop a comprehensive implementation plan, and facilitate oversight and reporting requirements of present and future sub-recipients of EI2 grant funds. At the end of Q1 of FY12, EI2 has obligated \$24.4 million, and expended close to \$17.1 million in grant funds. EI2 is set to reach the goal of having the full \$25 million of the grant obligated by the DOE-imposed deadline of November 18, 2011, and seeks to, on average, expend funds at a rate of approximately \$400,000 a month thereafter.

EI2 is guided by the following three principles:

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

Q1 of FY12 saw the completion of EI2 program development, and Q2 will mark the program's entry into full-scale implementation. The primary EI2 initiatives as well as their associated program objectives include:

1. Increasing Access to Information

- Maintaining and improving the Information System (EI2 IS) <http://www.energyimpactillinois.org> that will both educate consumers and facilitate retrofitting transactions by creating a comprehensive web-based portal to connect consumers with energy efficiency suppliers.
- Building recognition around a strategic Chicago region energy efficiency brand (Energy Impact Illinois). This exercise will work through a comprehensive Communications Strategy to educate consumers on the energy efficiency opportunities that are available to them.
- Developing and implementing two separate Building Energy Tools - one for the residential and one for the commercial sector – to allow consumers to achieve greater understanding of energy efficiency retrofit potential in their buildings.

2. Increasing Access to Capital

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

3. Increasing Access to Workforce

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

Products and Key Dates: Improved EI2 IS functionality (ongoing), marketing and outreach campaigns finalized, with planned public release in Q2 FY12; quarterly retrofit and spending targets associated with financing programs (ongoing, through FY12); and, workforce intermediary (ongoing, launched 7/2011 and continuing through duration of the grant)

1st Quarter Progress:

- Worked with Fleishman Hillard, CNT Energy, the City of Chicago, and other partners to develop and comprehensive Communications Strategy, include the “Two Bills” marketing campaign for EI2 grant.
- Worked with Fleishman Hillard to plan a larger marketing planned for October 31 (Q2)

- Continued to develop and refine the EI2 website.
- Worked with the selected bidders of the Building Energy Tools RFP (PositivEnergy Practice and MyHomeEQ) to create and integrate both a residential and commercial building energy tool into the larger EI2 Information System.
- Worked with selected bidders (Delta Institute) to develop and implement the Residential Retrofit Fund.
- Worked with selected bidder (Priority Energy) to develop and implement the Home Performance Retrofit Rebate program.
- Continued audits and completed EI2 programs first retrofits (23) for the Multifamily Loan Loss Reserve (Energy Savers) program.
- Worked with the Village of Oak Park to complete audits, close first loan, and begin retrofit work through the Multi-Unit Retrofit Improvement Loan Program.
- Worked with the City of Chicago to finalize audits and retrofit work plans through the Multi-Unit Retrofit Improvement Loan Program.
- Worked with the Metropolitan Planning Council to identify prospective employers and to begin administering retrofit activity and associated loans for the Employer-Assisted Housing Retrofit (EAHR) Program.
- Worked with IFF to develop and implement the Commercial Nonprofit Retrofit program and began tracking audits and enrolling projects. First \$1,000,000 loan closed in Q1 for the LEARN Charter School – Hunter Perkins campus; approximately 32,000 SF of commercial space.
- With CNT Energy, the Chicago Jobs Council, and the Centers for New Horizons, designed and developed the Workforce Intermediary.
- Worked with Transcend Equity Development Corporation to develop and implement the Commercial/Industrial Retrofit program. Identified first key projects for this program and provided monthly status updates to the Department of Energy on progress.

2nd Quarter Objectives:

- Work with Fleishman Hillard, CNT Energy, the City of Chicago, and other partners to launch the “Two Bills” marketing campaign on October 31 in Q2.
- Work with Fleishman Hillard to focus on longer-term shared, earned, and owned communication strategies after all the financing programs are in place.
- Finalize development of EI2 website and begin transitioning ownership to CMAP/CNT staff.
- Work with PositivEnergy Practice and MyHomeEQ to create and integrate both a residential and commercial building energy tool into the larger EI2 Information System.
- Work with Delta Institute and selected lending institutions to develop and implement the Residential Retrofit Fund.
- Work with Priority Energy to develop and implement the Home Performance Retrofit Rebate program.
- Continue audits, finalize applications, and complete retrofits for the Multifamily Loan

Loss Reserve (Energy Savers) program.

- Work with the Village of Oak Park to complete audits, finalize applications, and conduct retrofit work through the Multi-Unit Retrofit Improvement Loan Program.
- Work with the City of Chicago to finalize loan closings and begin construction on work through the Multi-Unit Retrofit Improvement Loan Program.
- Work with the Metropolitan Planning Council to begin administering retrofit activity with selected employers and initiate associated loans for the Employer-Assisted Housing Retrofit (EAHR) Program; continue to market and reach out to prospective employers.
- Work with IFF to continue to developing the Commercial Nonprofit Retrofit program and begin tracking audits, loans closed, and completed retrofits.
- With CNT Energy, the Chicago Jobs Council, and the Centers for New Horizons - design and develop the Workforce Intermediary.
- Work with Transcend Equity Development Corporation to develop and implement the Commercial/Industrial Retrofit program. Finalize contracts on first key projects for this program and provide monthly status updates to the Department of Energy on progress.

EI2 Program Management

Team: Olson, Plagman, Dowdle, McGrath

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

A majority of the EI2 objectives have had organizations procured through a competitive RFP process (with strategic guidance from the EI2 Retrofit Steering Committee) to carry out and deliver associated tasks. In Q1 2012, the final sub-recipient procurements for the EI2 program's objectives were put into place. The last sub-recipients to be procured included: Priority Energy to conduct the Home Performance Retrofit Rebate Pilot Program in Rockford, IL and the Delta Institute to administer the Residential Retrofit Program that was re-bid in Q4 2011 due to lack of financial commitments from banks.

The implementation plan developed by CNT Energy in FY11 will continue to be followed and updated throughout FY12. CNT Energy will also be responsible for daily management of EI2 program implementation. They will continue to report directly to CMAP and under the advisement of the Steering Committee, be responsible for tasks including but not limited

to: finalizing program development and strategic planning, continuing project management and oversight of all grant sub-recipients, project reporting, compliance and monitoring of sub-recipients, and compliance with all federal regulations in accordance with the ARRA EECBG program.

EI2 currently maintains compliance with EECBG regulations and the Federal Terms and Conditions set forth in the grant award. ARRA and DOE-specific reporting requirements will be on a monthly and quarterly basis, depending on the report. To organize around this, CNT Energy has put forth a compliance manual for all sub-grantees that clearly defines the expectations and flow-down requirements associated with their sub-award. This manual will closely tie in to a monitoring plan that ensures all sub-grantees are:

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

Products and Key Dates: ARRA and DOE monthly (retrofit count) and quarterly (detailed financial and job reports) reporting due (10/2011, 1/2012, 4/2012, 7/2012); Additional grant-related documentation related to NEPA, the National Historic Preservation Act, and David Bacon compliance (annually, or semi-annually); Timely receipt and payment on sub-recipient invoices (monthly); Sub-recipient site visits (semiannually).

1st Quarter Progress:

- Finalized development of an automated reporting system to comply with all ARRA and DOE reporting requirements in future quarters. First attempt to use this system will commence with the Q3 2011 (DOE quarters) reporting period (10/2011)
- Completed all quarterly and monthly ARRA and DOE reporting requirements.
- Continued working with DOE, CNT and Shaw Group (through CNT's implementation contract) to understand and educate sub-grantees on reporting requirements for both ARRA and DOE.
- Requested and hired an additional CMAP staff member to serve as Energy Efficiency Program Assistant for EI2 program (Joey-Lin Silberhorn).
- Organized and improved program Grant File, both electronically and in hard copy.

- Organized and improved program's share-drive location to be more intuitive and user-friendly.

2nd Quarter Objectives:

- Finalize development and initiate EI2 grant reporting through automated reporting system to comply with all ARRA and DOE reporting requirements in future quarters. (10/2011)
- Complete all quarterly and monthly ARRA and DOE reporting requirements.
- Continue working with DOE, CNT and Shaw Group (through CNT's implementation contract) to understand and educate final sub-grantees on reporting requirements for both ARRA and DOE.
- Travel to Better Buildings Neighborhood Program National Conference in Burlington, Vermont October 24-26th – focusing on grant sustainability.
- Conduct offsite visit with two subgrantees (Transcend and Efficiency 2.0) in New York City – October 27th.
- Utilize new hire (Joey-Lin Silberhorn) to develop and institutionalize improved administrative practices for EI2 grant program.

EI2 Program Evaluation

Team: Olson, Plagman, Dowdle

Description: EI2 will regularly evaluate program progress in coordination with CNT Energy and the EI2 Retrofit Steering Committee. Evaluation will examine project impact in the region on a regular basis. The objective of the EI2 evaluation plan will be to document:

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

During FY12, monthly evaluation reports containing these progress numbers will be prepared by CMAP as obtained from sub-grantees and shared with the Retrofit Steering Committee. All reports will be aligned and in compliance with ARRA reporting requirements.

Products and Key Dates: Reporting to DOE (monthly and quarterly; 2012), progress reports from CNT Energy to CMAP and EI2 Retrofit Steering Committee (quarterly).

1st Quarter Progress:

- Continued work with CNT Energy and DOE on data collection, monitoring and evaluation needs, and worked to incorporate these into the automated tool concurrently in development.

- Due to the extended lag-time in setting up and completing retrofits for the Commercial/Industrial Retrofit Program, developed interim metrics (number of buildings owners contacted, number of commercial/industrial audits completed, etc.) to provide DOE for monthly progress reports.
- Completed all quarterly and monthly ARRA and DOE reporting requirements.

2nd Quarter Objectives:

- Determine preliminary thresholds for finance program efficacy to be reviewed in Q3 2012.
- Complete all quarterly and monthly ARRA and DOE reporting requirements.

INFORMATION TECHNOLOGY MANAGEMENT

Program Oversight: Matt Rogus

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

Internal Hardware and Software Management

Project Manager: Matt Rogus

Team: DuBernat, Stromberg, Tiedemann, contract support

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

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

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

1st Quarter Progress:

- Implemented new data racks and installation of related hardware in Data Center
- Tested fail over scenarios as part of Phase 1 of colocation Business Continuity project
- Implemented upgrade of Terminal Services system
- Implemented new Android Tablet for AD
- Upgraded CMAP wireless service to 4G
- Implemented ESRI Business Analyst for LTA program
- Began mapping out strategies for Phase 2 of Business Continuity project
- Implemented new email archiving solution
- Continued implementing new PC hardware for replacement of retired equipment
- Continued implementing new hardware for server upgrades
- Developed plan for improved networking backbone design
- Implemented new NAS and Backup system for new transportation modeling environment

2nd Quarter Objectives:

- To implement plan for improved networking backbone design
- To begin implementing new web filtering protection solution
- To continue with APC UPS implementation phase 2 – Central Monitoring System
- To implement new MFP for receptionist area
- To implement new video editing software and workstations for Communications
- To review ESRI ArcGIS Image server for CMAP aerial imagery
- To obtain budget quotes for Life Safety electrical work

Web Infrastructure Management

Project Manager: Lance Tiedemann

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

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

Resources: Web servers and software applications

Products: CMAP Website, SharePoint Intranet, Web data servers

1st Quarter Progress:

- Developed plan for Web Environment Virtualization Upgrade
- Completed SharePoint Support Services selection process and finalized contract
- Setup all network and SharePoint settings for new contractor and organized initial audit and proactive support for intranet environment
- Commenced planning for SharePoint 2010 upgrade
- Setup new Project Sites and Document libraries for administration staff for new RFP workflows
- Provided SharePoint project site training for Communications staff
- Implemented a new security certificate (UCC) for a large portion of our network infrastructure
- Provided admin support for Liferay users

2nd Quarter Objectives:

- To implement plan for Web Environment Virtualization Upgrade
- To implement new FTP file sharing system
- To develop BC and disaster recovery plans for Web Env
- Develop RFP for Network Security Evaluation
- Work through checklist of support issues in SharePoint with new contractor
- Plan SharePoint 2010 upgrade with new roll out strategy

Office Systems Management

Project Manager: Penny Dubernat

Team: Brown, Kelley, Rivera

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

Resources: Software applications, telephone system, copiers and printers

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

1st Quarter Progress:

- Reviewed options for IFAS system related to Business Continuity
- Reviewed invoices for Verizon cell phone service, First Communications landline service and GlobalCrossing teleconferencing service.
- Deactivated/Activated cell phone service as required
- Renegotiated First Communications landline service contract
- Created the New Employee and Employee Separation InfoPath forms for HR
- Resolved technical issues with the RedBeam fixed asset application, updated the fixed asset inventory and completed the annual auditor's report
- Tagged all new telephones and phones identified needing asset tags
- Completed the quarterly budget review for this project

2nd Quarter Objectives:

- To develop plan for IFAS system related to Business Continuity
- Review invoices for Verizon cell phone service, First Communications land line service and GlobalCrossing teleconferencing service.
- Deactivated/Activated cell phone service as required
- Re-install all fixed asset software and equipment on George Rivera's PC
- Have an additional telephone module installed to expand service

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.

1st Quarter Progress:

- Updated various user IT documents for staff including Remote Access, help desk creation, Outlook through the web, and the Guest network publication
- Implemented new camera monitoring system for the receptionist
- Introduced and implemented Microsoft Lync to F&A and R&A
- Completed 143 help desk tickets for CMAP staff
- Continued to work with HR in setting up workstations for new CMAP staff

2nd Quarter Objectives:

- Introduce Microsoft Lync to all CMAP staff
- To continue to update user documents for staff as needed
- To continue to assist staff with PC/Blackberry/phone problems as needed

Commercial Datasets Management

Project Manager: Penny Dubernat

Team: Zhang, D. Clark, Rogus

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

Products: Documentation of commercial data set use and procurement.

1st Quarter Progress:

- Renewed MetroStudy software and added 4 additional users
- Replaced the NCCS dataset with IRS Master Data file for an annual cost savings of \$200.00.
- Renewed RIS dataset for 1-year
- Replaced the CampaignMoney.com dataset with the FEC dataset for an annual cost savings of \$49.95.
- Replaced the NAHB dataset with HUD dataset for an annual cost savings of \$1,095.00.
- Purchased an additional CoStar seat for Elizabeth Schuh
- Purchase two additional D&B seats for Pete Saunders and Nicole Woods
- Complete a 1% representative sample of D&B data as part of the commercial dataset quality control program
- Worked with Dolores Dowdle and David Clark to establish a Proprietary Dataset Policy
- Worked with Dolores Dowdle and David Clark to establish a terms of use state for CMAP data
- Worked with Dun & Bradstreet to secure contracts for the Lake County Department of Transportation, the Lake County Department of Workforce Development and the Lake County Planning Departments

2nd Quarter Objectives:

- EMSI data access agreement will be considered
- Completion of the Proprietary Dataset User's Manual

- Expand the Dun & Bradstreet data contract offerings to additional CMAP partner agencies

FINANCE AND ADMINISTRATION

Program Oversight: Dolores Dowdle

This program provides for the design, implementation and management of finance, grants and contracts, and human resources at CMAP. This program also provides the administrative support to the CMAP operations. Activities will continue to fully implement and improve the financial software system (IFAS). The costs for administration are distributed to the projects based on a percentage of direct personnel costs. The projected indirect cost for FY 2011 is 40.73% and for FY 2012 is 36.41%.

Finance and Accounting

Project Manager: Lorrie Kovac

Team: Becerra, Doan, Sears, Preer

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

Resources: IFAS financial software system

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

1st Quarter Progress:

The new budget keys were established in IFAS for FY12 and the budget was uploaded into IFAS. Closed the previous year by the 3rd week of July and prepared all the necessary documents requested by the Auditors. All FY11 billing invoices were paid in this quarter and all FY11 final checks have cleared the bank.

This quarter, 13 budget transfers were processed in IFAS.

Payroll - We processed 12 payrolls during this quarter, 7 regular and 5 special payrolls. The Federal and State 941 reports and the Unemployment Compensation report for the 2nd quarter of the calendar year were filed. Reconciled W2 information as of June.

Accounts Payable - The table below provides information regarding the number of invoices processed, number of checks, ACH payments and wire transfers processed along with the dollar amount paid each month in the quarter. The number of checks issued and ACH payments is getting close to being almost even. The dollar amount paid in August is much higher due to a \$9,000,000 payment made on a contract for the DOE grant.

Month	Checks	ACH	INV	WT	Total Paid
July	118	84	533	15	\$2,937,917.12
August	53	42	161	15	\$10,613,577.25
Sept	68	60	253	13	\$2,478,068.16

1st Qtr	239	186	947	43	\$16,029,562.53
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Accounts Receivable – Billing invoices have continued to be processed at the beginning of each month and are normally out by the end of the first week. The table below shows the number of invoices processed each month and the dollar amount billed in each month. The month of July shows twice as many invoices as normal because we billed twice in the month for all grants, the June expenditures were one set of invoices and then in the final week we billed again for the final FY11 costs.

Month	Invoices	Amount
July	45	\$3,811,233.90
August	16	\$2,035,054.39
September	20	\$4,147,370.30
1st Qtr	81	\$9,993,658.59

Journal Entries - We are processing between 26 and 30 journal entries each month.

Bank Reconciliations – these are performed during the first week of each month.

2nd Quarter Objectives:

Work with the auditor’s to complete the FY11 audit; the audit field work should be done by the 12th of October. Continue to process claims, payroll and invoicing on a timely basis. File the required 941 and unemployment compensation reports on a timely basis.

Budget

Project Manager: Dolores Dowdle

Team: Management

Description: Preparation of annual CMAP budget. Monitor expenditures and revenues during the fiscal year to determine if any revisions are required.

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

1st Quarter Progress:

Final budgets were transferred to IFAS for implementation. Assisted Water Resource manager in preparing revised budgets with reduced funding.

2nd Quarter Objectives:

Monitor expenditures and revenues. Prepare budget revisions as required.

Grant and Contracts

Project Manager: Margaret McGrath

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

grants to CMAP.

1st Quarter Progress:

- 6 new grants and 1 new grant amendment were received and processed.
- 20 new contracts were written, negotiated and executed.
- 5 amendments to existing contracts were written and executed.
- 5 PAOs and 1 amendment to existing PAOs were written and executed.
- 5 RFPs were developed and issued and in total 7 RFPs were received and reviewed.
- 5 Pre-bid meetings were held.
- 19 interviews were conducted from the RFP submissions.

2nd Quarter Objectives:

- Complete DOE procurements.
- 7 RFPs are currently pending in IFAS; 4 to be written and 2 are currently posted, 1 is in interview stage. This RFP will result in 6 different contracts.
- 7 contracts are currently pending in IFAS to be written as soon as Board approval and/or final scopes are received.
- 9 contracts send out in first quarter are expected back and to executed.
- Other procurements identified in FY 12 Contract Schedule are assumed to be moving forward.
- Work with Auditors to complete FY 11 audit related to procurements.

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

1st Quarter Progress:

Benefits

- Provided benefits overview for 6 new employees;
- Coordinated "Walking Challenge" held on July 14.
- Coordinated update on Deferred Compensation for staff with individual meetings.

Ergonomics

- 10 staff consultations, evaluations and personal ergo chair adjustments.

Performance

- Processed merit increases (76 total), promotions (4) and one demotion.

Recruitment

- Interviewed approximately 25 candidates and hired 6 full-time employees and 4 external (Non-CMAP paid) interns.

Terminations/Exit Interviews

- Met with and processed terminal paperwork and payroll for 4 full-time and 5 intern staff.

Workers Compensation

- 1 occurrence with visitor.

2nd Quarter (2012) Objectives:

- Currently working on the recruitment of one full-time position.
- Complete third “Wellness” program, “Nutrition – Healthy Eating” to be held October 11.
- Work with brokers to negotiate benefit renewals and coordinate and implement “Open Enrollment” process.
- Update benefits information in IFAS for new benefits effective January, 2012.
- Make payroll changes to IFAS for calendar year 2012.
- Meet and work with Peters Committee to prepare paperwork for fellowship recruitment in January.
- Coordinate and implement annual Sexual Harassment Training for staff.
- Coordinate and implement “Coping with Stress” workshop.

Administration

Project Manager: Doriene Preer

Team: Ambriz, Brown, Kelley, J. Krell, Silberhorn, Rivera

Description: Provide administrative support for CMAP

1st Quarter Progress:

Facility /Office Management

- Maintained facility addressing needs routinely.
- Created “Dressing/Nursing” room for staff/guest use.
- Ordered new CMAP mugs expected to arrive mid-October.
- Update and maintain CMAP intranet as needed.

Safety

- Revised Emergency manual and coordinated one safety drill scheduled for Nov. 1st.

Storage

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

2nd Quarter Objectives:

- Ongoing organization and maintenance of storage rooms ensuring that only necessary items are stored.
- Continue work on re-organization of library.
- On-going administrative support for CMAP needs.

