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Agency for Planning

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Quarterly Report
State Fiscal Year 2012
2nd 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)

2nd Quarter Progress:

- Held one meeting of Technical Assistance Providers Committee.
- Developed 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). Presented information on call for projects to Local Coordinating Committee in November.
- Discussed alignment of CMAP’s technical assistance with DCEO related to the proposed Ike Planning Program. Provided feedback on timing and administration of this program.

3rd Quarter Objectives:

- Hold one meeting of Technical Assistance Providers Committee.
- Develop draft application materials for use in next call for projects, scheduled for May 2012. Coordinate with RTA on their development.
- Continue coordination with DCEO on Ike Planning Program, and assist communities to submit multi-jurisdictional applications, as appropriate.

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)

2nd Quarter Progress:

- Added 6 new case studies, several more underway.
- Received approval to hire an intern to assist in case study collection and writing.
- Offered as a “model” for case study design in Livability Principals conference call with NARC; Atlanta Regional Commission requested the code used to build it.

3rd Quarter Objectives:

- Develop work plan for intern.
- Add sorting / search capability.
- Review GO TO 2040 Implementation Report for case studies.
- Add 7-10 case studies, uploading to the website quarterly.
- 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)

2nd Quarter Progress:

- Acquired new comprehensive plans.
- Created a system for receipt tracking.
- Determined that compendium would follow the same outline as policy update.

3rd Quarter Objectives:

- Complete the acquisition of plans still needed.
- Summarize comprehensive plans based on date completed and/or adopted.
- Analyze above against other relevant variables: population, geography, EAV.
- Draft policy blog update based on above.
- Begin to prepare for summer update of the municipal survey.

Model Plans, Ordinances, and Codes

Project Manager: Andrew Williams-Clark

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

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

Products and Key Dates:

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

2nd Quarter Progress:

- Parking Model Ordinance and Toolkit
 - Held three focus group meetings for input and document review.
 - Delivered outreach materials.
 - Completed first draft of step-by-step guide.
- Model Form Based Code and Toolkit
 - Conducted survey of municipalities interested in form based codes.
 - Revised initial research memo, shared with municipalities for feedback.

- Received feedback from CMAP Land Use Committee and selected CMAP staff.
- Conducted online meeting with advisory group of seven municipalities (some which have implemented FBCs) chosen to help guide project through end of FY2012.
- Drafted introduction component.
- Model Local Food Ordinance
 - Finalized, presented introduction for feedback to working committees.
 - Realigning deliverable to incorporate preexisting model ordinance.
- Model Arts and Culture Toolkit
 - Selected consultant to assist with project.
 - Drafted scope of work, including project timeline, for selected consultant.
- Model Climate Change Adaptation Toolkit
 - Hosted NOAA workshop and studied materials for adaptation into toolkit.

3rd Quarter Objectives:

- Parking Model Ordinance and Toolkit
 - Revise step-by-step guide, incorporating municipal feedback.
 - Develop model ordinances for shared parking, fees in-lieu, reduced minimums and others as suggested by advisory group.
 - Create video of business owners' experience with parking changes (Oak Park, maybe other munis with priced parking).
 - Refine toolkit materials.
 - Hold 3 advisory group meetings to focus on zoning, ordinances, and outreach.
- Model Form Based Code and Toolkit
 - Finalize detailed topic outline of toolkit content.
 - Draft content of main component.
 - Share draft content with advisory group of municipalities, and then revise content based on feedback.
- Model Local Food Ordinance
 - Create county public health regulations narrative and matrix, ordinance component narratives, and implementation tools and resources.
 - Seek and incorporate external input (municipalities, CMAP committee, and review group).
 - Finalize text.
- Model Arts and Culture Toolkit
 - Finalize scope of work with consultant.
 - Project doesn't fully begin until 4th Quarter (April 2012), but initial research on potential members of project steering committee is expected at end of 3rd Quarter.
- Model Climate Change Adaptation Toolkit
 - Scope project for start in 4th quarter of FY 12 or 1st quarter of FY 13.

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.

2nd Quarter Progress:

- Two remaining workshops and the final report were completed, finishing the three sets of workshops scheduled for fall 2011.
- Preliminary discussions were held on options for future programs.
- Initiated partnership with APA to increase regional plan coordination among municipal plan commissions.

3rd Quarter Objectives:

- Finalize CMAP's involvement with APA IL sponsored workshops.
- Finalize plans and discuss new potential topics for workshops sponsored by CMAP.

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)

2nd Quarter Progress:

- Delivered white paper on GIS consortia as regional best practice at two symposia with LISC, MacArthur and MCIC.
- Conducted user experience interviews with municipal and non-profit MetroPulse users.
- Conducted one detailed on-site MetroPulse demonstration; 13 brief demonstrations over the course of outreach activities.
- Drafted data sharing best practices report.

3rd Quarter Objectives:

- Draft communications plan for remainder of FY12 and FY 13.
- Plan/prioritize functional improvements for MetroPulse for the remainder of FY12 and FY13.
- Initiate municipal data portals project.

AREA 2: COMMUNITY TECHNICAL ASSISTANCE

Program Manager: Pete Saunders

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

Local Grant Program—Community Planning Program

Project Manager: Hala Ahmed

Team: Banks, Ostrander, Saunders

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

Products and Key Dates:

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

2nd Quarter Progress:

- Completed contract execution with all awarded communities. Of the eight, one community has completed the consultant selection process and the remaining seven are in various stages of consultant procurement.
- Continued to engage with communities to offer assistance with consultant procurement

and RFP review, as well as to insure that projects progress in a timely manner.

3rd Quarter Objectives:

- Continue to engage with communities to offer assistance where and when needed and to insure that projects progress in a timely manner.
- Project steering committee tasks will begin in the third quarter. 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, Pfingston, Saunders

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

Products and Key Dates:

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

2nd Quarter Progress:

- Continued preparation of monthly reports on project status. Created customized versions for County Board Chairs and other groups.
- Continued tracking and analysis of staff time expended. Approximately 5,800 hours of staff time were spent on staff time during the 2nd quarter.
- Received Board approval of grants to three communities. Entered into IGAs with each community and began work on consultant procurement.

3rd 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.
- Complete consultant procurement for LTA projects that received grants. Bring additional grant to Board for approval in February. Continue to further prioritize projects within the LTA program for grants in the event that additional funding becomes available.

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)

2nd Quarter Progress:

- Identified 6 current LTA projects that are multi-stage projects (e.g. comprehensive plan and then zoning ordinance updates) and separated these each into two projects for purposes of project tracking.
- Continued to communicate with project sponsors to develop clear scopes of work and schedules. Currently, 17 projects have not yet begun detailed scoping (5 of these are the second half of the two-stage projects described above).
- Prepared scopes of work and administrative documents and held kickoff discussions with sponsors of projects with later starts (generally, April-June 2012).

3rd Quarter Objectives:

- Continue to communicate with project sponsors to develop clear scopes of work and schedules. Begin detailed scoping activities for all remaining projects from initial project list.
- Prepare scopes of work and administrative documents and hold kickoff discussions with sponsors of projects with later starts (generally, July-September 2012).

Local Technical Assistance: Project Management

Project Manager: Pete Saunders

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

Description: Each local technical assistance project will be assigned a project manager who is responsible for the timely completion of the project. Project managers are responsible for conducting a large portion of the work required on their projects, as well as identifying needs for additional project support, outreach assistance, and partner coordination (described in the following several work plan items).

Products and Key Dates:

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

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

2nd Quarter Progress:

- Continued to advance projects already begun, with preparation of 8 existing conditions reports (bringing the total to 14), 2 draft reports, and one final report.
- Initiated 8 additional projects, including Bronzeville land use strategy, Developing Communities Project support for Red Line extension, Evanston water efficiency program, Hanover Park corridor study, Lakemoor comprehensive plan, Orland Park water conservation ordinance, Waukegan planning prioritization report, and Westchester comprehensive plan. A total of 28 projects had reached this stage by the end of the 2nd quarter (including 2 grants not listed above).
- Began preparation of additional projects to get fully underway in 3rd quarter.

3rd Quarter Objectives:

- Continue to advance projects already begun, with preparation of several additional conditions reports, 4 additional draft reports, and 2 additional final reports.
- Initiate 6 additional projects (not counting grants funded through the Community Planning Program or other sources).
- Begin preparation of additional projects to get fully underway in 4th 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)

2nd Quarter Progress:

- Developed additional Project Outreach Strategies (PROUSTs) for Lakemoor and Westchester; other projects are being managed by partners.
- Presented to relevant committees as necessary.
- Continued to work with Communications on efforts to disseminate information on various LTA projects.
- Worked with outreach staff and project managers to update PROUSTs with actual activities.

- Gathered information for final PROUST document.

3rd Quarter Objectives:

- 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. First completed communities will be Fairmont, Blue Island, and Carpentersville.
- Continue to develop PROUSTs for upcoming projects.

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)

2nd Quarter Progress:

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

3rd 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)

2nd Quarter Progress:

- Selected contractors to assist with ongoing or planned LTA projects through RFP 078. Selected seven contractors to assist on six projects, including four nonprofit organizations, two consulting firms, and a university.
- Continued to involve partner organizations in appropriate projects, with target of at least one partner involved in each LTA project; 17 underway projects (of 26 non-grant projects total) had active involvement of at least one partner at end of 2nd quarter.
- Reconvened Technical Assistance Providers Committee and held one meeting during the quarter.
- Selected contractor to provide visualizations for LTA projects and developed initial assignment related to Fairmont plan.
- Posted RFP for market analysis assistance to support LTA projects.

3rd Quarter Objectives:

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

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)

2nd Quarter Progress:

- Wrote summary review of Crystal Lake's draft Comp Plan and submitted to City.
- Completed follow-up test case with review of Wheaton 1999 comp plan. Consensus reached on process and review report template.
- Continued developing process for reviewing downtown plans and other sub-area plans, with concentration on downtown plans.

3rd Quarter Objectives

- Complete process for reviewing downtown plans , emphasizing best practices and consistency with GO TO 2040.
- Develop review report template for sub-area plans.

- Develop and implement strategy for promoting CMAP comprehensive plan and sub-area plan review capability.

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)

2nd Quarter Progress:

- Participated in administrative activities related to the program.
- Discussed rationale for content of Blue Island comprehensive plan with CPPW regional manager.

3rd Quarter Objectives:

- Participate in administrative activities related to the program. Pay particular attention to specific actions needed as the program ends in February.
- Coordinate as needed with organizations on contract with CPPW (Delta and ATA) that provide input on LTA projects.

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

2nd Quarter Progress:

Committees met on relevant topics including working with staff on completing a GO TO 2040 implementation report.

3rd Quarter Objectives:

Committees will continue to meet on relevant topics.

Transportation Policy Analysis

Project Manager: Matt Maloney

Team: Beata

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

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

2nd Quarter Progress:

- Presented performance evaluation criteria piece to regional coordinating committee. The committee reached consensus on the approach laid out by staff. The committee's preference is to work directly with IDOT and RTA on implementation, rather than new legislation or a new oversight entity.
- Completed four-part series on public private partnerships and posted first part to the policy blog.
- Continued to monitor action on federal transportation reauthorization and submitted many posts to the policy blog, including detailed analysis on CMAP's position on MAP-21.

3rd Quarter Objectives:

- Present performance evaluation piece to CMAP Board and MPO Policy Committee.
- Submit final PPP pieces to the policy blog.
- 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)

2nd Quarter Progress:

- Completed strategic planning document.
- Continued extensive work with the 53/120 council. CMAP is leading various efforts, including traffic modeling and conducting a detailed analysis of future land use in the corridor.
- 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:

- Staff will continue to meet internally about priorities laid out in the strategic plan.
- Continue work on 53/120 council with a focus on traffic modeling, design and land use, and environmental analysis.

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.

2nd Quarter Progress:

- Task Force held three meetings. Staff presented a draft final report to the task force and began compiling comments.

3rd Quarter Objectives:

- Complete final report and forward to the CMAP Board.

Industry Cluster Drill-Down Reports

Project Manager: Annie Byrne

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

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

Products and Key Dates:

Freight Drill Down

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

Manufacturing Drill Down

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

- Development of pamphlet and press release (June 2012)

2nd Quarter Progress:

- No progress due to lack of staff.

3rd Quarter Objectives:

- Project will be rescoped given the hiring of new staff,

Innovation Data Scoping

Project Manager: Annie Byrne

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

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

Products and Key Dates:

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

2nd Quarter Progress:

- Three monthly newsletters released, with CMAP leading on the November issue on industry clusters.
- All data integrated into MetroPulse

3rd Quarter Objectives:

- Release three monthly newsletters and integrate data into Metropulse.
- Begin working on the innovation dashboard for MetroPulse

Parks and Open Space Implementation

Project Manager: Jesse Elam

Team: Heringa, Banks

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

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

2nd Quarter Progress:

- Held initial green infrastructure workshop with Chicago Wilderness at Forest Preserve District of DuPage headquarters in October
Outreach to park professional groups (Illinois Association of Park Districts, South Suburban Parks and Recreation Association, Midwest Institute of Park Executives, Illinois Parks and Recreation Association, etc.) began to stimulate interest in “collaborative park master plan” as part of LTA program

3rd Quarter Objectives:

- “Innovative conservation finance “ policy update
- Continue outreach to professional groups

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)

2nd Quarter Progress:

- Completed compilation of literature and case study data for Expressway BRT Land Use Analysis
- Provided 2010 update of the jobs-housing balance data and map for the OECD territorial review of the Tri-State Area

3rd Quarter Objectives:

- Continue Expressway BRT analysis
 - Complete Lit Review and Case Study Analysis
 - Begin land use analysis, including comparison of ART and Expressway BRT, assessment of development limitations and opportunities, assessment of differential strategies for within and off-highway stations.
- Complete at least one policy update on regional development trends

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)

2nd Quarter Progress:

Completed final report to the board on spring 2011 legislative activities; shared this with working committees. Prepared policy updates regarding signed legislation during summer months. Monitored all fall veto activity. Prepared regular bill report for fall veto session for Board.. Reached out to legislators and governor staff to communicate upcoming issues for CMAP, such as funding, budgeting for results, and water planning. Completed state principles and agenda document for review by the Regional Coordinating Committee.

3rd Quarter Objectives:

Prepare preliminary list of bills for 2012 session, report activities, and prepare bill tracker for spring 2012. Meet with partners to learn about legislative priorities.

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).

2nd Quarter Progress:

- Made revisions to the state legislative framework document and presented the first draft to the Council of County Board Chairs, Council of Mayors Executive committee and Transportation committee
- Presented the revised legislative framework document to the Regional Coordinating Committee for comments.
- **Developed and presented the draft state agenda to the RCC.**

- Continued discussions internally and with partners toward developing comprehensive state water strategy including funding and structure

3rd Quarter Objectives:

- Finalize the State Legislative Framework document and state agenda for spring 2012 session and circulate it to appropriate audiences.
- Continue discussions internally for a state water strategy and begin discussions with appropriate external partners.
- Begin development for alternative funding strategy internally.
- Continued development and evaluation of implementation of the overall state legislative strategy.
- Communicate agency priorities to the four legislative caucuses, Governor’s office and key agency heads and staffs.

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.

2nd Quarter Progress:

Posted many policy updates on a range of issues.

3rd 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.

2nd 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 economic forecast for the region presentation to the Chicago Hotel Owners Conference, as well as a talk with the Valley Industrial Association (VIA), followed by a private reception with select VIA board members and others that are highly involved in VIA and economically throughout the region.
- Developed media outreach strategy to follow for LTA projects, the first round of which will be completed in Quarter 3.
- Released video on LTA community planning projects, titled "Planning Locally for Livability."

3rd 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 LTA projects, specifically those wrapping up soon.
- 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.

2nd 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.

3rd 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.

2nd 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: Valley Industrial Association (Aurora), Rotary Club of Evanston Lighthouse, Chicago Hotel Owners Conference 2011

3rd 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.

2nd Quarter Progress:

- Worked with Thirst design consultants toward products that will emerge in Q3 (GO TO 2040 Implementation Report materials for print and web) and Q4 (Tax Reform report materials for web).
- Provided significant infographics assistance for three watershed reports completed in December and for draft Tax Reform report, along with continual Policy Updates.
- Other deliverables completed for Quarter 2 included multiple water bill inserts and multilingual LTA promo materials (e.g., Westchester, Green and Healthy

Neighborhoods, Lakemoor, Park Forest, Blue Island, Campton Hills, Berwyn, Carpentersville, Oak Park, Norridge, Addison).

3rd Quarter Objectives:

- Work with Thirst design consultants to develop policy-based information graphics for distribution by web, video, and print.
- 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.

2nd Quarter Progress:

- Instituted weekly meetings/con calls with Thirdwave web consultants, cleared up a significant number of technical issues to improve site performance and stability.
- Improved password security of web content management.
- Created auto-scroll feature for News and Fact widgets on main CMAP page.
- Maintained a weekly schedule of Twitter and Facebook content tied to CMAP and partner activities.
- Created LTA project web pages for Lakemoor, Lake County, Bronzeville, SSMMA,

Carpentersville, Addison.

- Updated the CMAP web news archive.
- Began creating a Multimedia archive dating to CMAP's inception, to be rolled out in Q3 with slight enhancements to main CMAP page (consolidating News and For Media into one section).
- Helped promote MetroPulse content and activities, including the Apps for Chicago contest.
- Created a short video interview about the Pace bus-on-shoulder, which obtained signage 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.

3rd Quarter Objectives:

- Determine whether to rebid the web consulting contract, which could instead be renewed July 1 if we prefer.
- Create an improved document repository for policy one-pagers and other frequently accessed materials, preferably in the right-hand nav area of <http://www.cmap.illinois.gov/policy-updates>.
- Complete the Multimedia archive.
- Improve blog navigability and functionality.
- Continue to expand social media presence.
- Enhance web functionality, including improved search and navigation.
- Coordinate web activities with media outreach for culminating LTA projects. Further enhance the CMAP web news archive.
- Help policy, planning, and programming staff to develop content, including 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.

2nd Quarter Progress:

- Met regularly with Thirst and CMAP staff involved in the Implementation Report and the Tax Reform report, resulting in two PAOs ready to commence work first week of January 2012.

3rd Quarter Objectives:

- Develop printed poster/brochure to complement full Implementation Report, for completion by February board meeting.
- Begin developing data visualization(s) to complement Tax Reform report, for completion in Q4.
- Identify additional targets for Thirst assistance prior to completion of overall project by August 31, 2012.

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).

2nd Quarter Progress:

- Completed retreat session.
- Completed sessions 1, 2 & 3.

3rd Quarter Objectives:

- Complete retreat sessions 4, 5 & 6.
- Book final presentation venue and send invitations.
- Implement recruitment plan for FY13.

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).

2nd Quarter Progress:

Continued developing scenarios and testing new models on topics of internal interest to CMAP. Continued presenting to interested parties. Incorporated pricing model into Central Lake County work. Selected consultant for transit modernization model. Recommended not awarding macroscale freight model contract, instead deferring work to next FY and continuing data development on mesoscale freight model in-house. .

3rd Quarter Objectives:

Negotiate contract for transit modernization model and begin work. Complete application of pricing model to Central Lake County study. Begin in-house application of pricing model to

topics of interest (as defined by Policy Development staff). Begin data development of mesoscale model in-house.

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.

2nd Quarter Progress:

Negotiated contract. Began work on Latino Travel Tracker Survey. Overall survey design finalized. Initial outreach materials prepared. Recruitment letter to 13 potential community-based organizations mailed under CMAP letterhead.

3rd Quarter Objectives:

Consultatng will conduct focus groups on interview materials and train volunteer CBO staff to conduct in-person interviews. Begin fielding the survey in April,

Standard Travel and Emissions Modeling

Project Manager: Craig Heither

Team: Wies, Bozic, Clark, Patronsky

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.

2nd Quarter Progress:

- Completed scenario modeling for IL 47 Special Air Quality Conformity Analysis and produced input files for vehicle emission calculations.
- Finalized procedures to produce MOVES vehicle emission model input files from travel demand model output data.
- Nearly completed update of model base year socio-economic files using newly-released Census data and state employment data. Began preparing other model inputs for upcoming Conformity Analysis, including procedural improvements for assigning trucks to the highway network.
- Continued updating CMAP travel demand model documentation, which will be posted to the agency website upon completion. Documentation is approximately two-thirds finished.
- Finalized scripts and procedures to convert general transit feed data into useable model bus route coding and imported coding into model network database.
- Completed initial validation analysis of modeled heavy commercial vehicle volumes.

3rd Quarter Objectives:

- Complete scenario modeling for biannual Air Quality Conformity Analysis (Spring 2012) and produce input files for vehicle emission calculations.
- Complete update of CMAP travel demand model documentation and post on agency website in conjunction with Conformity Analysis approval.
- Finalize scripts and procedures to convert transit feed data into useable model rail transit coding and import into model network database. Complete scripts to convert transit run data into time-of-day transit networks for modeling. Begin testing transit skim procedures using new data.
- Award sole-source consultant contract for travel demand model maintenance and update, and begin work.

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.

2nd Quarter Progress:

Transportation System:

- Completed all geometric updates for the remaining model highway network arterial links (located outside of the CMAP region) and concluded arterial QA/QC. Nearly 15,500 links have been updated. The base year attributes of the model highway network were also updated from 2005 to 2009.
- Developed procedures to implement spatial and geometric improvements to expressway links and interchanges in the highway network database by incorporating sections of the Argonne National Laboratory TRANSIMS network, which was developed from CMAP's model highway network. Began implementing the updates and completed approximately 15% of the expressway and interchange mileage in the CMAP region.
- Adapted model highway network database and processing scripts to accept transit coding developed from general transit feed data files. Revised the scripts to process the transit feed data more efficiently. Finalized the procedures to import the transit feed bus route coding and create AM peak bus service for transit skims.
- Updated the model rail network to include the Ravinia Park and South Bend, IN stops to take advantage of the detailed train run information provided by the transit feed data and in anticipation of expanding the modeling zone system.
- Developed an updated data set of daily traffic counts and heavy commercial vehicle counts that can be used for model validation purposes. The file includes the newest 2009 count data available for Indiana, and has more than doubled the number of model highway network links with traffic count data to over 29,000 directional links.

Socio-Economic Data:

- Census:
 - Public Use Microdata Area (PUMA) delineation completed, with file submitted to the Illinois State Data Center in early November. SDC submitted final, state-wide file to the Census Bureau on December 16. These will serve as the

geographic boundaries of Public Use Microdata Sample (PUMS) data for the next decade.

- American Community Survey (ACS) 5-year (2006-2010) data released on December 6. Data for CMAP region by county, municipality, tract and block group formatted & loaded onto the data depot, as well as statewide tract and block group data for Illinois, Indiana and Wisconsin. This release is significant because it is the first set of ACS 5-year data using 2010 TIGER geography.
- Employment:
 - Ongoing geo-refinement of 2010 IDES employer data; extract of 2010 data taken to generate new set of estimate files.
 - Wrote and tested GIS-based automation routine to more efficiently prepare quarterly employment estimates.

Land Use:

- Development Database:
 - Quarterly posting of complete geodatabase and abridged shapefile on the Data Depot.
 - Post-2000 review & update of 19 communities including Burbank, Calumet City, Carpentersville, Chicago Heights and Cicero. Accompanying maps posted on the Wiki. Data review started for Elk Grove Village.
 - Revised NDD wiki page for improved readability.
- Land Use Inventory:
 - Automated routine developed to identify & code agricultural parcels in active use using USDA cropland data.
 - Ongoing coding work in DuPage and Kane Counties as a means of testing methodology.
 - McHenry County ready for production, with automated coding of over 50% of parcels (agriculture & single-family residential).
 - Land use coding guide established on the CMAP wiki. Structure completely in place, with about 50% of categories described with photographic examples and question/answer sections which can be added to by staff.
- Aerial Photography: High-resolution imagery from the 2010 flight delivered to CMAP in November. Images have been copied onto the network.

3rd Quarter Objectives:

Transportation System:

- Complete model highway network update of 75% of expressway and interchange mileage in the CMAP region.
- Adapt model rail network database and processing scripts to accept transit coding developed from general transit feed data files. Finalize the procedures to import the

transit feed rail route coding and create AM peak rail service for transit skims. Finalize the procedures to create time-of-day transit networks.

- Develop data handling scripts to integrate transit feed data coding with existing coded routes and future transit projects.

Socio-Economic Data:

- Census:
 - No significant releases anticipated for this quarter.
- Employment:
 - Ongoing: refinement of 2010 employer data, with quarterly posting to Data Depot.
 - 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:
 - Assign McHenry production work to R&A staff.
 - Complete examples & descriptions for remaining land uses on the Coding Guide Wiki.
 - Draft scope of work for out-sourcing Cook County production work.

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.

2nd Quarter Progress:

- Responses were prepared for a total of 136 requests.
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- Three FOIA requests were processed. Mr. Tim Pinner requested payroll records for the firm “All Thermal Insulation”, for projects done through the Energy Savers Program. CMAP is not required to collect the requested information. Ms. Paula Thibeault requested and received a copy of our current lease contract for CMAP’s office here at the Willis Tower. Ms. Kathleen Salvador requested access to and copies of any paper maps, Arcview, Adobe or AutoCAD files or any other files detailing legal and restricted truck routes in the City of Chicago. The requested data were made available through our FTP server.
- 2006-2010 American Community Survey (ACS) 5-year estimates were published in December. During the embargo period all data for the region were successfully downloaded and reformatted. CMAP analyzed a selected number of data categories used as GO TO 2040 indicators. New ACS data were compared to Census 2000, showing the magnitude and direction of change. Portions of GO TO 2040 referencing the indicators were identified. Finally, discussed turned toward whether the data suggested the region is taking steps toward or away from achieving the vision of the GO TO 2040 plan.
- The process of delineating geographic boundaries for Public Use Microdata Sample (PUMS) areas was completed in November. The DRI page was updated to include references to the extension of the trial period to July 2013.

3rd Quarter Objectives:

- Continue to respond to all external requests including those submitted under the FOIA. Continue to make progress cataloging and add requests and responses to Wiki for staff reference.
- Continue development of Resource and Effort Ratings metric for all external requests.
- Continue to 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.
- Continue tracking progress on Census Bureau’s delineation of Urban/Rural boundaries.
- Make final changes to DRI 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.

2nd Quarter Progress:

- Continued to collect or secure permission to use regional data for TCF
- Held two webinars with Chicago Wilderness stakeholders to review project results
- Held first in-person work session with Chicago Wilderness members

3rd Quarter Objectives:

- Complete green infrastructure network delineation
- Hold final in-person work session (March) and begin ranking/prioritization exercise

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.

2nd Quarter Progress:

- Completed background research and assessment of Indicators in GO TO 2040 and their source data. Began compiling Plan Indicator Assessment Report.
- Developed an inventory of the Plan Indicators currently available on MetroPulse, and the status of data availability. Discussed preliminary results with Data Sharing and Warehousing staff member.

3rd Quarter Objectives:

- Complete Plan Indicator Assessment Report and distribute internally for discussion.
- Begin updating Plan Indicator analyses as appropriate. Develop/update Indicator analysis documentation as necessary.

- Coordinate with Data Sharing and Warehousing staff on transmitting updates to Plan Indicators to MetroPulse.
- Begin work on MetroPulse biennial report.

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).

2nd Quarter Progress:

- Added several hundred arts and culture data fields from Arts Alliance and Chicago Community Trust
- Added data from external partners and CMAP staff, including Innovation Index data Updated many longstanding Metropulse data sets including unemployment.

- Gathered feedback from users via webinars and meetings.
- Conducted interviews with Metropulse users from municipal governments and community-based organizations.
- Drafted communications plan to increase awareness and usage of Metropulse and related web applications
- Updated MetroPulse API to support data comparisons to higher geographies (e.g., when displaying data for municipalities, also display data for the county and state level so that users can compare local data to broader trends.
- Launched beta version of app-specific MetroPulse “views” – display selected MetroPulse data sets specifically focused on arts/culture, economic innovation, etc.

3rd Quarter Objectives:

- Analyze results of MetroPulse user interviews and define FY13 work plan based on those interviews
- Deploy search functionality.
- Add geographic levels (school district, street segment etc.).
- Implement user account management app 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).

2nd Quarter Progress:

Data Depot:

- Added over 60 new datasets, mainly Assessor Data, GIS datasets from Will County, Lake County, Dupage, Kendall and McHenry County, to Data Depot.
- Downloaded and processed the ACS2006-2010 data, converted the data to DBF and csv formats. Data has also been extracted to Census tract/block/blockgroup/municipality and county levels (118 files for each geography level) for both CMAP area and Indiana, Wisconsin CMAP modeling areas.

- Several CMAP generated datasets, including traffic signal data, VMT and NDD data, have been deposited to Data Depot.
- Received the 2010 Aerials and copied the images to the central repository. Attended the webinar on Image Server and the decision of whether to continue the process of loading all images to SDE or on to Image Server is on hold pending the decision of whether to get the Image Server.
- Extracted the D&B data and developed a script to compare the D&B data against ES202 data

SDE Database

- Installed SDE and created SDE databases on Warren server (the new dedicated spatial engine server for web environment), migrated spatial data from Dupage Server to Warren Server.
- Reconfigured the Knox Server(the new web server) to ensure that the server can read the native SQL geometry data.
- Converted some SDE datasets to SQL geometry data and copied the data over to Knox server.

Other Datasets

- Processed many new datasets for various projects, examples include: processing the 790 EMSI spreadsheets, processed and generated metadata for the Arts data as well as Innovation Index data.
- Worked on updating the excel VBA application for some LTA staff to include the most recent 2006-2010 ACS data

3rd Quarter Objectives:

- Once know if we are going get the Image Server or not, either continue the data conversion work to finish loading all 2009, 2010 aerials or create mosaic datasets on Image Server and serve the images on the fly.
- Finish the development work for VBA application.
- Aggregate the ACS2006-2010 data to CCA level for some identified variables.
- Continue the data support work for various projects, such as, Human Capital Portal and Innovation Index, Municipal Portals, Local Technical Assistance and other projects.
- Add more datasets to Data Depot as needed.

Regional Transportation Data Archive

Project Manager: Bozic

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

Description: Design and implement a Web-based data exchange medium for road transportation data. (RTA is developing the transit component of the region's transportation data archiving system.) This project is intended to consolidate the archive-related objectives of our region's ITS program by beginning to archive road

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

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

2nd Quarter Progress:

- Staff drafted an RFP for this year's data archive work, however further discussion with stakeholders including the CMAP IT department changed the strategy from working on a user interface and data archiving concurrently to focusing on the data aspects first with the user interface work following afterward.

3rd 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)

2nd Quarter Progress:

- 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
- Reviewed and provided feedback on revised wireframe designs
- Hold Workforce Data Partners meeting
- Surveyed Workforce Data Partners on 2012 priorities
- Continued data extraction, transforming, and loading (ETL) process

3rd Quarter Objectives:

- Complete data extraction, transforming, and loading (ETL) process for initial launch
- Finalize design for initial HCIP
- Finalize database organization and input of data
- Develop web-services
- Begin testing beta HCIP and provide user-feedback to Azavea
- Hold Workforce Data Partners meeting
- Draft future data inputs with agreement from data providers on the Workforce Data Partners Steering Committee

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).

2nd Quarter Progress:

- Completed all but one web service needed for the application.
- Wireframed the Muni Data Portals application.
- Implement an alpha version of municipal data portals (now known as “MetroPulse Local”)
- Conducted benchmark testing on various data transport mechanisms (XML, JSON and AMF)

3rd Quarter Objectives:

- Conduct user interviews (in conjunction with Metropulse interviews)
- Add parcel-level and block-level data to the Metropulse database, for use in the Muni Portals.
- Add parcel maps to Muni Data 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, Kos, Patronsky, Pietrowiak, Schaad, Wu

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

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

2nd Quarter Progress:

- Began process of re-writing TIP Document for approval in October 2012.
- Finalized FFY 2012-2016 STP marks.
- Updated TIP brochure for November TC meeting.
- Developed meeting materials for November TC meetings.
- Distributed CMAP federal principles on reauthorization and talking points for Mayors.
- Worked with other groups on developing talking points for external meetings.
- Attended sub regional Council of Mayors technical committee meetings.
- Collected conformity amendments from programmers.
- Analyzed conformity amendments.
- Released first TIP Programmer Update.
- Continued work to ensure Major Capital projects are accurately represented in the TIP.
- Continued to update CMAP intranet to include most recent transportation policy publications.
- Continued to monitor reauthorization updates.
- Continued work to ensure discretionary, High Speed Rail – Hazard Elimination fund and Transit IL Jobs Now projects are included in the TIP.
- Posted Local/Federal coordination meeting agendas and IDOT form instructions on the programmer resources website.
- Managed scanning historical Council of Mayors materials.
- Continued work to review 2009 Federal Certification areas for improvements and how they have been addressed.
- Began collecting 2012 designations for MPO Policy Committee members.
- Monitored and managed the regional STP Program to ensure project movement.
- Worked with Planning Liaisons and FHWA to develop advanced funding policies.
- Updated STP expenditure report after November letting.
- Continued participation in North Shore Council STP Methodologies taskforce – approval anticipated 12/21/11
- Finalized 2012 schedule of meetings and deadlines.
- Prepared materials for November Council of Mayors Executive Committee meeting.
- Processed advanced funding requests for COM Executive Committee.
- Finalized and confirmed carryover amounts for FFY 11 with IDOT.
- Worked with 30 plus implementers to move 1,140 line items in the TIP due to the end of FFY11.
- Revised training materials and publications to include the updated TIP database URL.
- Presented to Florida MPOs.
- Conformity Analysis for the TIP and GO TO 2040 and TIP amendment approval.
- Held special MPO Policy Committee and Transportation Committee meeting in December.
- Conducted special conformity analysis of GO TO 2040 and the TIP and processed a TIP amendment for IDOT.

- Held coordination meeting with IDOT District 1/CMAP/PLs to discuss progress on all local fund sources, CMAQ, STP, HPP, STP-E, etc.
- Continued to hold monthly debriefing meetings regarding external Council of Mayors meetings.
- Worked with IDOT on electronic/editable obligation data for all fund sources.
- Began development of a comprehensive flow chart for state, federal, and regional deadlines and milestones for federally funded highway and transit projects.
- Closely monitored RTA capital program and marks activities.
- Developed and scheduled annual TIP refresher.
- Began scoping obligations database.
- Worked with communications to include TIP Map explanation in the media tip sheet.
- Provided TIP database training to FHWA Field Engineers and IDOT Central Office Staff

3rd Quarter Objectives:

- Produce quarterly TIP programmer update.
- Finalize STP Methodologies and GO TO 2040 implementation.
- Analyze TIP and GO TO 204 conformity analysis and TIP amendments.
- Prepare Final Draft of TIP rewrite.
- Conduct TIP refresher.
- Finalize project development materials for FHWA and FTA projects.
- Finalize and begin work on obligations database.

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.

2nd Quarter Progress:

- Conducted TIP map and database training for FHWA and IDOT Springfield staff.
- Moved all 2011 line items out of the TIP.
- Finalized removal of non-transit line items from 2011 in the TIP.
- Revised project information for unconstrained projects.
- Updated logic and consolidated project change reports.
- Moved database to new server, which provides several benefits:
 - Location of development database in the same environment as the production database, allowing robust testing of code and script changes with real data, prior to uploading into production environment
 - Allowing server-level settings to be optimized for the TIP database, reducing timeout messages when executing complex database procedures, without affecting other SQL applications
- Ongoing work to remove inaccurate and out of date information from the SQL database, particularly legacy conformity data imported from Access.
- Finalized update of conformity status and project type fields to better represent the type and disposition of projects; updated “network export” list of projects requiring conformity.
- Initiated investigation of TIP database enhancement to accommodate direct geospatial project entry.

3rd Quarter Objectives:

- Finalize update to fiscal constraint reports.
- Recommend adjustments to database consultant contract – determine need for additional funding to implement enhancements.
- Ongoing work to remove inaccurate and out of date information from the TIP database.
- Improve messages to implementers upon making project changes. (e.g. “Your Amendment will be considered at the next Transportation Committee meeting.”)
- Improve date field organization as a first step toward using the TIP database for obligation reports.
- Collect project website information, and add to the TIP map application
- Add a filter to an existing report to generate sub-reports for major capital, constrained or unconstrained projects
- Complete investigation of TIP database enhancement to accommodate direct geospatial project entry.

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).

2nd Quarter Progress:

- Completed work on the TIP dashboard format to display on CMAP web page; updated web page text.
- Composed a letter to IDOT making a formal request to IDOT for electronically assessable data from their multi-year and annual programs along with their annual expenditure report (For the Record) for the purposes of analysis. No response has been received. Assumptions are being made on projects and the association of costs based upon known work type information.
- Developed a classification system for projects in the TIP based upon work type that will allow for a summary of the TIP by grouping projects by expansion, maintenance and/or modernization.

3rd Quarter Objectives:

- Identify GO TO 2040 action areas that can be tied to individual work types in the TIP.
- Continue to work with IDOT and other programming partners to gather project programming and expenditure data for the purpose of developing regional analysis methods.
- Continue to develop the work type classification system for TIP analysis; investigate the use of unit costs to divide overall costs of projects that are of more than one type – e.g., maintenance and expansion.
- Develop new version of the TIP dashboard using financial data exports.

CMAQ Program Development and Administration

Project Manager: Doug Ferguson

Team: Berry, Dobbs, Ostlick, 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).

2nd Quarter Progress:

- Achieved approval of the proposed FFY 2012-2016 Program at the Regional Coordinating Committee, CMAP Board and MPO Policy Committee.
- Received FHWA and FTA eligibility determination on the projects included in the FFY 2012-2016 Program and notified project sponsors of approved projects to proceed with implementation.
- Held three mandatory initiation meetings with the sponsors of project included in the FFY 2012-2016 Program.
- Began the process of assessing the GO TO 2040 focused programming approach in the development of the FY 2012 – 2016 CMAQ program which will lay the ground work for the focus groups’ future role in programming.
- Educated all participants on the urgent need to accomplish CMAQ projects as programmed.
- Processed 11 CMAQ project change requests.
- Conducted the semi-annual October Status Update and presented the status of projects including reasons for delay to the CMAQ Project Selection Committee.
- Reported the status of the October Status Update to the Transportation Committee and at their request provided program monitoring and accomplishment data along with a white paper giving background information on program management efforts and recommending additional steps that could be taken to speed up the obligation of CMAQ projects and address languishing projects.
- Conducted quarterly transit project expenditure updates for CMAQ Project Selection Committee review.

- Continued tracking obligations and expenditures of CMAQ funds.
- Began development of a CMAQ expenditure report and local outreach to council of mayors for projects specific to each council.
- Continue to maintain and enhance the CMAQ database.

3rd Quarter Objectives:

- Process ongoing CMAQ project changes.
- Continue tracking obligations and expenditures for projects.
- Finalize a CMAQ expenditure report.
- Conduct transit quarterly expenditure updates.
- Convene one meeting of the CMAQ Project Selection Committee.
- Maintain and make continual upgrades to the CMAQ database.
- Develop a report to the CMAQ Project Selection Committee that evaluates 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.
- Work with the Transportation Committee and the CMAQ Project Selection Committee to make changes to the policies and procedures which direct the active program management of the CMAQ program.
- 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 Patronsky

Team: Berry, Bozic, Heither, Rodriguez, Wies

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

region meets prior ozone standards and the fine particulate matter (PM_{2.5}) standards, federal regulations require steps to ensure that the standards continue to be met.

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

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

2nd Quarter Progress:

- Continued participation in IDOT meetings regarding hot-spot analysis tool under development through UIC.
- Developed preliminary analysis of "urban" versus "rural" portions of the region for use in choosing AERMOD parameters for the hot-spot analysis tool.
- Completed development of processes to produce MOVES input data directly from the travel demand model.
- Updated MOVES model inputs to:
 - Produce source population (vehicle fleet size) that reflects travel demand model and vehicle registration data.
 - Annualize average weekday VMT, using IDOT traffic count data.
- Began conformity analysis for TIP amendment to be approved in March, 2012.
- Requested detailed vehicle registration data from the Secretary of State.
- Began cross-training other CMAP staff in use of the MOVES model.
- Continued investigating the impact of the 75 ppb ozone standard on the region.
 - Prepared a letter to the state to urge certification of 2011 air monitoring data.
 - Prepared issues summary for management consideration
 - Drafted a letter for CMAP stakeholders to use in commenting on the proposed designation

3rd Quarter Objectives:

- Continue participation in IDOT meetings regarding hot-spot analysis tool under development through UIC.
- Finalize analysis of "urban" versus "rural" portions of the region for use in choosing AERMOD parameters for the hot-spot analysis tool.

- Completed development of processes to produce MOVES input data directly from the travel demand model.
- Continue monitoring issues surrounding the 75 ppb ozone standard and attainment designations on the region.
- Review detailed vehicle registration data to determine its value in developing more local input to MOVES model.
- Complete TIP amendment for approval at the March, 2012 MPO Policy Committee and CMAP Board meetings.
- Complete cross-training CMAP staff in use of the MOVES model.

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.

2nd Quarter Progress:

Performance monitoring staff completed work on the regional expressway atlas and sent the results to IDOT. This data is used by IDOT to provide AADTs on the IRIS system, and is used by CMAP in its annual expressway VMT reporting. Daily mainline and ramp traffic volumes were processed to create the annual average daily traffic counts for the IDOT freeway and ramp system. This included staff reviewing the counts on the entire system and identifying invalid or questionable counts to be left out of the analysis. Many of these invalid records were due to construction along I-290, IL-53, the Kennedy Expressway, and I-57. Staff also worked on a new method to analyze the daily traffic counts which will be used in future regional expressway atlases. The new method will follow the FHWA's traffic monitoring guide. Technical challenges in accomplishing this work emphasized the need for a fully functioning regional data archive.

Staff also added the 2010 hourly 2010 mainline and ramp traffic volumes to the IDOT annual ramp count database. This database will be added to the regional transportation data archive when it is completed.

Staff also continued CMP support for the transportation data archive, including sensor data analysis.

Processing for the 2010 freeway performance measures is nearly complete. Freeway performance measures for 2010 include travel time index, planning time index, and congested hours. The measures are currently being updated on the website.

Work continued on integrating available railroad crossing and active rail line inventory data to calculate rail crossing delay. This work is integrated with ICC efforts; an estimate consistent with ICC's 2002 estimate was released, showing substantial declines in delay over the analysis period. A BlueTOAD data collection demonstration across a railroad site was delayed awaiting Chicago and IDOT permit processes.

3rd Quarter Objectives:

Performance monitoring staff will continue to work on updating the regional indicators. Staff will finalize 2010 regional freeway performance measures. Other performance measures will also be updated, including transit data and highway safety data.

The CMP will continue to support the Regional Data Archive project as needed. In particular, a full three years of data will be available for analysis and within the animation demonstration.

Staff will provide a new expressway VMT summary reflecting the new expressway atlas data.

Update regional expressway atlas process. This will include balancing sheets, data we provide to IDOT, graphics, and web documents. The updated balancing sheets will show the user both unadjusted and adjusted counts along with other useful information. Seasonal, monthly, and daily traffic variation will be included in the atlas. Graphics will include known construction on the system and other important information.

Continue work on railroad crossing delay report.

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).

2nd Quarter Progress:

No progress was made on this project

3rd 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 be 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 date 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.

2nd Quarter Progress:

Work continued on regional highway traffic signal and parking inventory updates. The parking inventory update was concentrated in Lake County. Traffic signal updates are largely complete for signal interconnects within the City of Chicago. For future updates, CMAP discussed a new geodatabase format at the quarterly RTOC meeting. A new format will obviate

continued CMAP editing of the signal database. Instead, each agency's database will be a part of a larger database, without CMAP work to compile multiple overlapping files into a single regional file.

Work also continued on general congestion management and ITS initiatives. CMAP began discussions of an ITS architecture and plan update at a joint meeting of RTOC and the Advanced Technology Task Force. This update is focusing on new capabilities to identify and address highway incidents, including integration of PSAP (911 call center) data. The update is specifically required by federal regulations to address how the region will implement real-time travel information requirements in 23 CFR 511. 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.

3rd 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. Complete update of congestion management documentation.

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.

2nd Quarter Progress:

Staff made major progress in updating regional inventories of truck restrictions and truck routes, the rail inventory and crossing inventory for the indicators and freight snapshot.

Requested review of intermodal connector recommendations by local communities and freight

stakeholders.

3rd Quarter Objectives:

Continue intermodal connector analyses, completing a draft recommendation for the April Freight Committee meeting after a review by local communities and freight stakeholders. Continue work on the truck route update. Initiate work on overnight delivery project in anticipation of an FY 2013 project.

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

2nd Quarter Progress:

- (Ongoing) posts and maintenance of “*Soles and Spokes*, CMAP Bicycle and Pedestrian Planning Blog” (<http://cmap.illinois.gov/solesandspokes/>). We continue to match or exceed our goal of an average of 2-3 posts per week, and continue outreach to bicycling and pedestrian planning partners and stakeholders to raise awareness and use of the blog. Feedback has been positive.
- (Ongoing) Staff again this quarter made significant progress providing bicycle and pedestrian planning information in response to requests from IDOT, county DOTs, municipalities, and consultants. This quarter, fifteen requests were addressed, with three more substantially underway. The responses include maps highlighting existing and planned bikeway facilities, land use, transit and other transportation infrastructure, safety and journey-to-work travel information and data, as well as letters providing detailed design, engineering, and policy guidance and recommendations. Staff requests

review of and feedback from local officials and CoM planning liaisons before submitting our responses to the requesting agencies. This coordination and consultation with local/sub-regional stakeholders has continued to be heightened and intensified over the last year with excellent results. We also continue to coordinate our responses with the League of Illinois Bicyclists and Active Transportation Alliance. The backlog of bicycle and pedestrian planning requests has been reduced to the extent that work now proceeds on a chronological rather than 'priority' basis (i.e. we address oldest requests first). *This work continues to serve as the basis for implementation of IDOT's Complete Streets policy in our region.*

- Prepared materials for and participated in meeting/charette organized by the RTA for the Village of La Grange in order to help the Village identify solutions to improve pedestrian access and safety at the Stone Avenue Metra Station. This effort is funded by various grants to improve the station and station area. Participants included ICC, BNSF representatives, Metra, Active Trans staff, and Village staff.
- Organized and hosted meetings at CMAP offices with two high school student groups from McHenry County. Students are participating in the development of the County's [2040 Long Range Transportation Plan](#) in order to learn about transportation planning issues and processes and to give feedback and insight into their transportation needs to the County planners and officials. Staff presented on CMAP, our youth outreach efforts, and our transportation planning and programming work. At organizer's request, we focused on Complete Streets approach to roadway design.
- Continued participation as liaison to Active Transportation Alliance / Cook County Communities Putting Prevention to Work (CPPW) grant program Transportation Steering Committee. This group has been provided guidance and technical assistance on the development of a Cook County Complete Streets ordinance. The County Board approved the ordinance on December 14, 2011. Focus is now shifting to implementation, primarily through the development of a Complete Streets Design Manual (in final draft), recommendations on project programming and funding, and review of internal planning and engineering staffing and work processes.
- Updated Bicycle Inventory System data.
- Updated bicycle and pedestrian program website.
- 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.
- (Ongoing) Represented regional interests in non-motorized transportation at various meetings, conferences, and with partner organizations (FHWA Pedestrian Safety Focus States, SRTS State Network and Northeastern Illinois Task Forces, IDOT IBCWG, INDR IGTC and GIT Executive Committee, City of Chicago MBAC and MPAC; NWMC and other COMs, etc.)
- Bicycle and Pedestrian Task Force. The Task Force did not meet this quarter. Next meeting is scheduled for March, 2012.

3rd Quarter Objectives:

- Continue to address IDOT and other agency requests for bicycle and pedestrian planning information.
- Complete bicyclist and pedestrian crash maps and statistical analysis for 2010 crash data. (Data became available in December 2011.)
- Continue to improve the content, and increase awareness of the CMAP Soles and Spokes Bike-Ped Planning blog.
- Continue work with IDOT, Council of Mayors, and 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).

2nd Quarter Progress:

- Conducted a pre-application meeting with the Willow Creek Community Church for an FPA amendment. The request includes the transfer of less than 20 acres of land into the MWRDGC FPA.
- Met with staff from the Hinsdale Sanitary District to discuss the current FPA process and possible expansion of the District's wastewater treatment plant.
- Met for a second time with CMAP Research staff to discuss the methodology for CMAP's population forecasts. Results from this discussion will be used to revisit and update existing FPA forecast review procedures. The meeting also included an assessment of population forecasts for two amendment applications.
- Developed a public notice and map for the Hoffman Estates FPA amendment application. The notice was placed on CMAP's website.
- Developed a public notice and signoff letters for several Level III amendment requests. The requests included reissuance of NPDES Permits.
- Provide minutes, an agenda, and staff review and write up of several amendment applications for the Wastewater Committee. Worked closely with the Committee Chairman to address any outstanding issues.
- Developed and forwarded FPA maps for two potential applicants.
- Received, reviewed, and approved invoicing for the project. Also received, reviewed, and approved invoicing from Esrock for a newspaper notice for a Level I application.

3rd 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: New watershed planning activity will commence in January, 2012, with Clean Water Act, Section 604(b), funding issued through Illinois EPA and associated with federal fiscal year 2012. One planning process will get underway that is designed to implement several Total Maximum Daily Loads (TMDLs) under development for nine lakes in southwestern Lake County. Eight of the nine lakes will have a total phosphorus TMDL, two of which also have a fecal coliform TMDL. One lake will have a dissolved oxygen TMDL. The project will take place through December 2013.

Products and Key Dates: To be determined during the 1st quarter of calendar year 2012.

2nd Quarter Progress:

Monthly stakeholder meetings were conducted in all three watersheds. Drafts of the watershed plans were circulated, discussed, and revised to reflect stakeholder input. Draft executive summary documents were submitted to IEPA on December 1st, approved shortly thereafter, and revised further as necessary.

Hey and Associates prepared load-reduction calculations and cost estimates associated with the fifty-seven project recommendations across the three plans. Subcontracts with The Environmental Defenders of McHenry County and The Conservation Foundation ended on 12/31/11 with both parties successfully fulfilling their scope-of-work commitments as local watershed coordinators and outreach and education managers. The three watershed plans were submitted to IEPA either on or before December 30th.

3rd Quarter Objectives:

Once IEPA issues final approval of the plans submitted in December, multiple copies of the both the full plan and executive summary will be printed and distributed. Both documents, for all three watersheds, will be posted to CMAP's watershed planning webpage. Planning leads will meet with newly formed watershed coalitions or previously organized stakeholder groups to distribute plans and contribute to an ongoing discussion of next steps, including pathways for CMAP support going forward. Local governments, primarily municipal, will be approached and solicited for plan approval via a resolution to be passed by city councils and village boards. CMAP's subcontract with FREP will be renewed for one year with a mostly similar scope-of-

work, but one that is also revised to reflect new opportunities for website communication now that the watershed plans have been developed and activities switch into an implementation mode.

A new TMDL implementation planning project will get underway in southwestern Lake County (Upper Fox River Basin). A new FAA will be executed with Illinois EPA and decisions made regarding a local lead and partnerships in the two-year planning process. The project will follow a watershed-based planning process.

Volunteer Lake Monitoring Program (VLMP)

Project Manager: Holly Hudson

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

2nd 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 1st quarter FY12 progress report for CMAP and Illinois EPA;
- participated in an end-of-season conference call on Nov. 17th with Lakes Unit staff from Illinois EPA and the other VLMP regional coordinators at Lake County Health Department and Greater Egypt Regional Planning & Development Commission;

Data management:

- continued to review completed Secchi Monitoring forms received from volunteers;
- responded to questions from IEPA staff regarding missing or unclear information on VLMP laboratory forms.

Technical assistance:

- provided written descriptions of the VLMP to co-worker Erin Aleman that she planned to share with the Field Museum for their consideration in including in a community action guide;
- prepared a data entry spreadsheet template and entered presence/absence data from an aquatic plant community survey at Silver Lake/McHenry Co;
- completed a review of historical and current VLMP data and information for Lake Campton in Kane Co. and prepared a summary for the volunteer monitors and the Lake Campton Property Owners Association board;
- began to review historical and current VLMP data for Lake Killarney and Silver Lake in McHenry County toward preparing a summary for the volunteer monitors and their associated lake management committees (Lake Killarney Homeowners Association, Village of Oakwood Hills).

Volunteer Training:

- prepared for and conducted an audit of the Tier 3 volunteer at Silver Lake/ McHenry Co. on October 19th.

3rd Quarter Objectives:

Complete the review of Secchi Monitoring Forms received for the 2011 season, check data entry in the VLMP on-line database, and enter data as necessary; mail copies of the Secchi Monitoring forms to Illinois EPA; assist Illinois EPA as requested in preparations for and attend the VLMP session at the Illinois Lake Management Association conference to be held in early March; 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 March 1, 2012 .

2nd Quarter Progress:

- prepared a 1st quarter FY12 progress report for CMAP and the Forest Preserve District of Cook Co. (District);
- reviewed and approved the 1st quarter FY12 invoice to the District prepared by CMAP's accounting group;
- prepared for and conducted water sampling at Maple Lake Sites 1 & 2 on October 31 and shipped the water samples to Illinois EPA's Springfield lab;

- shipped the six phytoplankton samples collected at Site 1 this year (monthly May-October) to Dr. Larry O'Flaherty (professor emeritus at Western Illinois University) for identification and enumeration;
- discussed and corresponded with District staff and received approval for a 60 day extension (through March 1, 2012) of the CMAP-District intergovernmental agreement in order to accommodate assessment of all the post-implementation water quality and phytoplankton sample data collected this year and incorporation of CMAP's analysis in the final project report.

3rd Quarter Objectives:

Complete an inventory of water quality data results on file and request missing data from Illinois EPA; assess feasibility of rerouting or otherwise pretreating stormwater runoff from roads and parking lots before it enters Maple Lake as well as opportunities for reducing soil erosion and nutrient export from forested and turf watershed areas; 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 –

2nd Quarter Progress:

- Reviewed and provided comments on the St. Charles revised draft final report. The document incorporated CMAP's previous comments.
- Received and forwarded final photographic documentation of the St. Charles construction site to the IEPA.
- Reviewed, corrected, and approved a final invoice for the St. Charles Park District. Also reviewed and approved a final invoice from Hey and Associates.
- The St. Charles Park District site was visited and inspected by Holly Hudson.
- Completed CMAP's draft final project report and the final project report. The report summarizes all of the work done by CMAP and the 4 subgrantees (St. Charles Park District, Dundee Township, Village of Streamwood, Village of West Dundee).
- Reviewed and approved the St. Charles Park District progress report.
- Developed a quarterly report and forwarded the document to the IEPA for review and approval.

3rd Quarter Objectives:
The Project is complete.

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.

2nd Quarter Progress:

- Staff provided support to the Northwest Water Planning Alliance (NWPA) by participating in two 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: Illinois Section American Planning Association conference; “The Future of the Water Supply in Will County: A Water Supply Summit” hosted by Will County Executive Larry Walsh and the Will County Land Use Department; and FREP member meeting. Greentown Conference in Oak Park;
- On October and November 2011, as part of the Planning Commissioners’ Training, Staff delivered presentations on the intersection of land use planning and water resources to the Kane-Kendall County Council of Governments and the West Central Municipal Conference.
- As part of CMAP’s technical assistance program, the water-bill inserts webpage went up on the Water 2050 website featuring 5 inserts with more scheduled to be completed throughout the fiscal year. 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.
- Work on the draft full-cost pricing paper is ongoing. Another meeting of the Full Cost Advisory Committee was convened for final input. A draft fact sheet was produced and the paper itself was revised to reflect input to date.
- The bimonthly Water 2050 e-newsletter went out in October and December
- Water related Local Technical Assistance:
 - Village of Lake Zurich via MPC’s Community Building Initiative, project is nearing completion, draft report being drafted. Staff provided survey analysis direction and writing contributions to draft. Public meeting held (Fall 2011) in Lake Zurich to present project and receive feedback, both public and village officials attended.
 - Oak Park draft plan is underway with utility profile complete. Water use survey was distributed to residents for gather input for the plan. One public meeting was hosted at Oak Park Village Hall. Staff assisted Oak Park with AWWA Water Audit process.
 - Evanston. Meet with Evanston staff to scope out LTA project to begin in January. Research topics and data needs were identified for follow through by Evanston before project begins.
 - Orland Park: the Steering Committee met and developed draft goals and objectives for the project.

- 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. Thus far the data collected covers half of the state's population and is one of the only statewide efforts to collect such data in the country. Staff has also served as a liaison between IDNR and water utilities to solicit additional comments on potential changes to Lake Michigan's conditions of permit. Organized full cost pricing webinar with Wisconsin Section Water Efficiency Committee, over 60 attendees.
- Staff regularly attends seminars, webinars, and other activities centered on an ongoing water resource discussion within the region. This includes attending both formal and informal meetings to discuss green infrastructure, stormwater management, state agency initiatives (or need for state agency activity) and other water-related issues.
- A natural lawn care workshop was conducted as part of the Great Lakes Retoration Initiative (GLRI) grant that is administered by staff. Staff presented at the workshop.

3rd Quarter Objectives:

- Activity and technical assistance such as that accomplished last quarter will continue during the 2nd quarter.
- Presentations are scheduled for
 - Current Events Group at the Indian Prairie Public Library
 - Environmental Planning and Policy graduate class, University of Illinois Chicago
 - Environmental Defenders of McHenry County, annual meeting
 - John Marshall Law School, Braun Lecture: Implementation of the Great Lakes Compact
 - April Lawn Care Workshop with McHenry County
 - Joliet Junior College, Celebrating Sustainability
 - WaterCon Conference, Springfield.
 - .
- Water related Local Technical Assistance:
 - Lk. Zurich Report to be complete in the 3rd quarter with final presentation to officials.
 - Oak Park Staff will develop draft plan, hold 2 focus groups (business and resident), analysis survey data, work with village to incorporate model ordinance language as part of plan.
 - Evanston Staff will develop draft program, hold public meetings to gather stakeholder support and feedback, distribute and analysis survey data, and work with village to incorporate model ordinance language as part of plan.
 - Orland Park: Staff will develop a draft water conservation plan for the highest water consumers following analysis of data provided by the Village. Draft ordinance language will be distributed to the Steering Committee. Two outreach and public participation events are scheduled for this quarter.

- Bill inserts, continue to encourage communities to utilize technical assistance program. In January, Batavia and McHenry County included inserts in their enewsletters/publications. Additionally Illinois American Water has contacted CMAP to set up another round of bill inserts for summer 2012.
 - Chicago Heights is interested in ordinance revisions using the model ordinance.
- Discussions that are designed to strengthen the CMAP / NWPA collaborative effort will continue in order to help the NWPA make progress towards substantive change in the way public water supplies are managed and used. Meeting schedule in January for executive council to consider WaterSense Partnership
- The Water 2050 website will continue to evolve.
- One new e-newsletter 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, Emily Plagman is Energy Efficiency Project Coordinator, and Joey-Lin Silberhorn was brought on this quarter as the Energy Efficiency Program Assistant. 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, Silberhorn

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

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

2st Quarter Progress:

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

3rd Quarter Objectives:

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

EI2 Program Development and Implementation

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

Description of General Project Approach:

The majority of effort during our 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. The end of Q2 of FY12 has EI2 reaching a substantial milestone, with the program having fully obligated the \$25 million grant on November 18, 2011, and expended close to \$18.9 million of grant funds. The majority of the drawn-down funds are in place as credit enhancements (Loan Loss Reserves) for financial institutions, and in doing so, the EI2 program has acquired approximately \$128.5 million in committed private investment capital from the various financial institutions to be made available specifically for retrofitting work. For the remainder of the grant, EI2 will expend funds at a rate of approximately \$400,000 a month.

EI2 is guided by the following three principles:

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

Q2 of FY12 marks the program's first quarter of full-scale implementation, which was highlighted in our October 31st Fall Marketing Push of the "Two Bills" Marketing campaign. The primary EI2 initiatives as well as their associated program objectives include:

1. Increasing Access to Information

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

- Building recognition around a strategic Chicago region energy efficiency brand (Energy Impact Illinois). 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 retrofit sector.

Products and Key Dates: Improved EI2 IS functionality (ongoing), marketing and outreach campaigns, with planned fall marketing push in Q2 FY12, followed by sustained community outreach for the program (ongoing); quarterly retrofit and spending targets associated with

financing programs (ongoing, through FY12); and, workforce intermediary (ongoing, launched 7/2011 and continuing through duration of the grant)

2nd Quarter Progress:

- Worked with Fleischman Hillard, CNT Energy, the City of Chicago, and other partners to launch the “Two Bills” marketing campaign on October 31st.
- Worked with Fleischman Hillard to focus on longer-term shared, earned, and owned communication strategies that support all the financing programs that are in place.
- Continued development of EI2 website and released updated version of website in time for October 31st marketing push.
- Worked with MyHomeEQ and PositivEnergy Practice to create and integrate both a residential and commercial building energy tool into the larger EI2 Information System.
- Worked with Delta Institute and selected lending institutions to develop and implement the Residential Retrofit Fund.
- Worked with Priority Energy to develop and implement the Home Performance Retrofit Rebate program.
- Continued audits, finalized applications, and completed retrofits for the Multifamily Loan Loss Reserve (Energy Savers) program.
- Worked with the Village of Oak Park to complete audits, finalize applications, and conduct retrofit work through the Multi-Unit Retrofit Improvement Loan Program.
- Worked with the City of Chicago to finalize loan closings and begin construction on work through the Multi-Unit Retrofit Improvement Loan Program.
- Worked 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; continued to market and reach out to prospective employers.
- Worked 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 - designed and developed the Workforce Intermediary.
- Worked with Transcend Equity Development Corporation to develop and implement the Commercial/Industrial Retrofit program. Continued outreach to secure first key projects for this program and provide monthly status updates to the Department of Energy on progress.

3rd Quarter Objectives:

- Work with Fleischman Hillard, CNT Energy, the City of Chicago, and other partners to maintain awareness of the “Two Bills” marketing campaign and transition approach to marketing and outreach to be more community-focused.
- Finalize development of EI2 website and begin transitioning ownership to CMAP/CNT staff.
- Work with PositivEnergy Practice and MyHomeEQ to finalize and integrate the residential and commercial building energy tool into the larger EI2 Information System.

- Work with Delta Institute and selected lending institutions to drive demand and retrofit activity in the Residential Retrofit Fund.
- Work with Priority Energy to drive demand and retrofit activity in the Home Performance Retrofit Rebate program.
- Continue to increase outreach and drive demand toward audits, applications, and completed retrofits for the Multifamily Loan Loss Reserve (Energy Savers) program.
- Work with the Village of Oak Park to drive demand toward audits, finalize applications, and conduct retrofit work through the Multi-Unit Retrofit Improvement Loan Program.
- Work with the City of Chicago to finalize loan closings and oversee construction on work through the Multi-Unit Retrofit Improvement Loan Program; including weekly review of all Davis-Bacon documentation.
- 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 drive demand and retrofit activity in the Commercial Nonprofit Retrofit program and continue tracking audits, loans closed, and completed retrofits.
- With CNT Energy, the Chicago Jobs Council, and the Centers for New Horizons – continue research and workforce alignment through the Workforce Intermediary.
- Work with Transcend Equity Development Corporation to drive demand and retrofit activity within the Commercial/Industrial Retrofit program. Finalize contracts on first key projects for this program and provide monthly status updates to the Department of Energy on progress.

EI2 Program Management

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

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

The implementation plan developed by CNT Energy in FY11 will continue to be followed and updated throughout 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: maintaining program development and strategic planning, continuing project management and oversight of all grant sub-recipients, project reporting, compliance and

monitoring of sub-recipients, and compliance with all federal regulations in accordance with the ARRA EECBG program.

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

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

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

2nd Quarter Progress:

- Finalized development and initiated EI2 grant reporting through automated reporting system (www.energyimpactillinoistools.org) to comply with all ARRA and DOE reporting requirements in future quarters. (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 final sub-grantees on reporting requirements for both ARRA and DOE.
- Traveled to Better Buildings Neighborhood Program National Conference in Burlington, Vermont October 24-26th – focusing on grant sustainability.
- Conducted offsite visit with two subgrantees (Transcend/Forsythe and Efficiency 2.0) in New York City – October 27th.
- Utilized new hire (Joey-Lin Silberhorn) to develop and institutionalize improved

administrative practices for EI2 grant program.

- Presented an update of the EI2 program to the CMAP Board included a high-level overview of the Residential Retrofit program and the public-facing EI2 website.

3rd Quarter Objectives:

- Complete all quarterly and monthly ARRA and DOE reporting requirements (1/2012).
- Continue working with DOE, CNT and Shaw Group (through CNT's implementation contract) to maintain compliance of all sub-grantees with reporting requirements for both ARRA and DOE.
- Begin extensive outreach to local Councils of Government (COGs) about the EI2 program and begin identifying other key stakeholders at a community level to disseminate information and gain participation by consumers in the CMAP region
- Review contractual goals of financial subgrantees to determine whether programs are meeting their targets. Develop remedial plans as necessary to ensure that target retrofit goals are met.
- Attend relevant conferences and thought-leader sessions within the Chicago area promoting energy efficiency. (January-February)
- Continue to improve and institutionalize standard administrative practices for EI2 grant program and make all subgrantees aware of these best practices.

EI2 Program Evaluation

Team: Olson, Plagman, Silberhorn, Dowdle

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

- Number of customers assisted by the information system call center.
- Number of audits conducted to measure pre and post-retrofit energy consumption, including by sector.
- Total retrofits in process and completed, and financing tools utilized, in total and by sector.
- Total number of workers trained and number of workers employed.
- Total amount of contractors 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 CMAP to EI2 Retrofit Steering Committee (quarterly).

2nd Quarter Progress:

- Continued work with CNT Energy and DOE on data collection, monitoring and evaluation needs, and completed first round of DOE reporting using the online automated tool (www.energyimpactillinoistools.org).
- Completed all quarterly and monthly ARRA and DOE reporting requirements.
- Developed interim metrics (number of buildings owners contacted, number of commercial/industrial audits completed, etc.) to provide DOE for monthly progress reports for the Transcend Commercial / Industrial program.

3rd Quarter Objectives:

- Review preliminary thresholds for finance program efficacy and institute remedial actions necessary to allow financial subgrantees to ensure progress on their retrofit totals.
- 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.

2nd Quarter Progress:

- Implemented phase 1 of IFAS system BC plan, VM hosting and Test Server
- Continued mapping out strategies for Phase 2 of Business Continuity project
- Implemented phase 1 of plan for improved networking backbone design
- Implemented Phase 2 of APC UPS implementation – Central Monitoring System
- Implemented new video editing software and workstations for Communications
- Began reviewing ESRI ArcGIS Image server for CMAP aerial imagery

3rd Quarter Objectives:

- To implement phase 2 of plan for improved networking backbone design
- To implement phase 2 of IFAS system BC plan, VM hosting at remote data center
- To begin implementing new web filtering protection solution
- To continue with APC UPS implementation Phase 3 – Central Monitoring System
- To implement new wireless VLAN for CMAP network
- To implement new remote video displays
- To begin testing 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, 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

2nd Quarter Progress:

- Performed SharePoint intranet audit and implemented recommended fixes, updates, and optimization procedures
- Upgraded database cluster used by SharePoint
- Built two new production servers and a new database cluster for a SharePoint 2010 upgrade
- Built a new development environment for a SharePoint 2010 upgrade
- Training Administration staff in updating SharePoint content
- Implemented a new security certificate for the CMAP web environment
- Developed an RFP for a network security audit
- Strengthened the password policy for the Liferay environment
- Provided account management support for Liferay users
- Assisted Communications staff in development on new PAO

3rd Quarter Objectives:

- Migrate SharePoint intranet content to new SharePoint 2010 environment
- Upgrade current SharePoint functionality and look-and-feel in new SharePoint 2010 environment
- Begin EnergyImpactIllinois.org CMS management

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.

2nd Quarter Progress:

- Approved invoices for Verizon cell phone service, First Communications landline service and GlobalCrossing teleconferencing service.
- Renewed CCC Technologies contract
- Renewed GoToMeeting web meeting software subscription
- Completed the quarterly budget review for this project

- Installed additional telephone module to expand service
- Completed telephone system replacement draft report

3rd Quarter Objectives:

- Review invoices for Verizon cell phone service, First Communications land line service and GlobalCrossing teleconferencing service.
- Complete Print Shop Annual and Long Term Recommendations Report
- To begin development of scope of services for upgraded telephone system project

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.

2nd Quarter Progress:

- Introduced Lync to CMAP staff
- Completed 136 help desk tickets and requests for CMAP staff
- Continued to work with Kevin and HR in setting up workstations for new CMAP staff and interns

3rd Quarter Objectives:

- To continue to update user documents for staff as needed
- To continue to assist staff with PC/Blackberry/phone problems as needed
- Work with Kevin to update inventory for monitors, desktops, and laptops

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.

2nd Quarter Progress:

- Expand the Dun & Bradstreet data contract offerings to additional CMAP partner agencies, specifically the DuPage County Department of Planning and Economic Development and Metra
- Renewed RIS dataset for 1-year
- Acquired Patent Data for MetroPulse Project
- Acquired Reed Construction Database subscription for MetroPulse, TIP & GoTo 2040 Tracking Status Project
- 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
- Cancelled Moody's Data Buffet and Dismal Scientist – saving \$11,250.00
- Began negotiations with EMSI to secure a new user agreement to allow the Human Capital Portal Project to post EMSI data online
- Secured with Counties permission to share parcel data with The Conservation Fund for the Regional Green Infrastructure Project
- Advise/negotiated use of datasets created by various land conservation groups permission to share data for the Liberty Prairie Reserve Update LTA project
- Renewed C2ER subscription and transferred user license to Jessica Blake
- Began negotiations with IL Secretary of State for Vehicle Fleet Data
- Obtained data from the Lake County Assessor for the IL53/IL120 corridor project
- Obtained permission to share Lake County Assessor data for the IL53/IL120 with the ISTHWA for the IL53/IL120 Blue Ribbon Panel Project
- Renewed Woods & Pool Economic data
- Acquired SNAP/WIC Farmers Market participants for GoTo 2040 Tracking Status Project

3rd Quarter Objectives:

- Secure EMSI data access agreement-Currently being drafted by EMSI legal
- Renew EMSI database subscription pending agreement
- Completion of the Proprietary Dataset User's Manual
- Expand the Dun & Bradstreet data contract offerings to additional CMAP partner agencies
- Acquire WIC participant data for region
- Acquire list of grocery stores from county health departments for region
- Acquire agricultural and soils data for region
- Begin D&B renewal process
- Secure IL Secretary of State Vehicle Fleet data-currently with Corporate Council
- Obtain County Treasurer/County Clerk Tax data as companion to County Assessor's databases
- Acquire assessor's data from DuPage, Kendall, Will, Cook & Kane counties
- Obtain Trade data for MetroPulse
- Renew CoStar Subscription

- Begin renegotiating Dun & Bradstreet contract
- Finalize FY13 Budget

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.

2nd Quarter Progress:

The outside auditors were here at the beginning of October to complete the annual fiscal year audit. The audit went very well and was completed in a timely fashion. The completed report was presented to the Executive Committee of the Board at their November meeting and the report will be presented to the full Board at the January meeting. There were no audit findings other than the one stating that they prepared the financial report.

This quarter, 4 budget transfers were processed in IFAS. Three in October to move money around in the 716 IDOT UWP Contracts grant and in the IDOT State Grant to move funds from one object code to another. The remaining budget transfer was made in December and included all of the changes made for the midyear budget adjustment.

Payroll - We processed 14 payrolls during this quarter, 7 regular and 7 special payrolls. The Federal and State 941 reports and the Unemployment Compensation report for the 3rd quarter of the calendar year were filed on a timely basis. W2 totals were reconciled as of the end of the calendar year.

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 December is higher due to payments made for the DOE grant and due to the third payroll in the month.

Month	Checks	ACH	INV	WT	Total Paid
Oct	64	41	179	15	\$1,708,068.85
Nov	63	51	232	13	\$1,675,782.11
Dec	58	53	227	16	\$2,310,451.20
2nd Qtr	185	145	638	44	\$5,694,302.16

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. December picked up due to increased costs in the IDOT Grant and the DOE grant, some of which were the result of the extra payroll.

October	18	\$1,701,154.67
November	20	\$1,495,741.72
December	20	\$2,434,862.46
2nd Qtr	58	\$5,631,758.85

Journal Entries - We processed between 22 and 26 journal entries each month.

Bank Reconciliations – these are performed during the first week of each month. There were no problems with the reconciliations. As of the end of December we have one outstanding check from the month of November and nothing from earlier in the year.

3rd Quarter Objectives:

Continue to process claims, payroll and invoicing on a timely basis. File the required 941 and unemployment compensation reports on a timely basis. Issue W-2's before the end of January.

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)

2nd Quarter Progress:

Reviewed status of expenditures and contracts and identified mid-year budget adjustments.

Developed schedule for development of FY 2013 budget

3rd Quarter Objectives:

Monitor expenditures and revenues.

Develop proposals for UWP FY 2013. Develop draft of FY 2013 budget.

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.

2nd Quarter Progress:

- 1 new grant amendment was received and processed
- 2 grants that had ended had close outs initiated by grant originators.
- 19 new contracts were written, negotiated and executed.
- 6 amendments to existing contracts were written and 4 were executed.
- 5 PAOs and 2 amendments to existing PAOs were written and executed.
- 5 RFPs and 1 RFQ were developed and issued, received and reviewed.
- 5 Pre-bid meetings were held.
- 20 interviews were conducted from the RFP submissions.

Of special note in this quarter, all DOE funds that were to be obligated through procurements were completed by the November 18th date in order to be in full compliance with the ARRA requirements. 12 RFPs were issued that resulted in 15 separate contracts totaling \$19,125,280.00 in the 18 month timeframe.

LTA related procurements are more interactive with our partners than our usual procurements. We posted 4 different RFPs from our partners during this quarter; two were for projects we are directly funding. These also required concurrence with their selections of subcontractors.

Worked with Auditors to complete FY 11 audit related to procurements and grants. There were no questions regarding the grants or procurements selected for review.

At the end of the quarter reviewed all open contracts for expiring agreements for next 6 months. Because so many agreements were executed in 2007 and 2008 as CMAP was first forming, many multiple year contracts are in the final option year. Dolores and I have begun discussions of how these previously issued RFPs need to be updated in the next fiscal year to reflect CMAPs current needs.

3rd Quarter Objectives:

- 3 RFPs are currently pending in IFAS; 2 to be written, one ready to post and 1 currently posted.
- 7 contracts are currently pending in IFAS to be written as soon as Board approval and/or final scopes are received.
- 3 contracts sent out in second quarter are expected back and to be executed.
- 3 procurements have been identified to be completed in the 3rd quarter.
- Write amendments to contracts expiring this quarter.
- Continue discussions of how previous RFPs can be improved prior to next year's

issuance. Project managers will be involved in these discussions.

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

2nd Quarter Progress:

Benefits

- Provided benefits overview for 6 new employees;
- Coordinated "Healthy Eating" brown bag, held on October 11.
- Worked with brokers to negotiate benefit renewals and coordinated and implemented "Open Enrollment" process.
- Coordinated update on Deferred Compensation for staff with individual meetings.
- Updated benefits information in IFAS for new benefits effective January, 2012.
- Make payroll changes to IFAS for calendar year 2012.

Ergonomics

- 4 staff consultations, evaluations and personal ergo chair adjustments and one chair purchase.

Performance

- Processed promotions (10).

Peters Fellowship

- Coordinated and prepared recruitment packet for Spring 2012 Fellowship recruitment.
- Coordinated December 16, 2011 meeting.

Recruitment

- Interviewed approximately 25 candidates and hired 3 full-time employees and 4 interns.
- LTA Associate Planner posted but interviews have not started.

Terminations/Exit Interviews

- Met with and processed terminal paperwork and payroll for 4 full-time and 2 intern staff.

Training

- Coordinated and implemented annual Sexual Harassment Training for staff.
- Coordinated and implemented "Coping with Stress" workshop.

Workers Compensation

- No incidents.

3rd Quarter (2012) Objectives:

- Currently working on the recruitment of full-time positions in Local Planning, Research, and freight specialist.
- Anticipate recruitment to be initiated for a web specialist and for TIP.
- Complete first 2012 “Wellness” program, TBD.
- Coordinate Principal 457 Retirement Educational Meeting
- Produce and distribute W-2’s.
- Resolve any outstanding IFAS matters (tickets).

Administration/Administrative Support

Project Managers: Doriene Preer

Team: Ambriz, Brown, Kelley, Witherspoon, Rivera

Description: Provide administrative support for CMAP

2nd Quarter Progress:

Facility /Office Management

- Maintained facility addressing needs routinely.
- Received new CMAP mugs in November.
- Updated door lock schedule for holidays.
- Assisted with various staff with office relocations.
- Update and maintain CMAP intranet as needed.

Safety

- Revised Emergency manual and coordinated one safety drill on 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.

Unified Work Program (UWP)

- Functioned as liaison between CMAP and counties.
- Sent out and received quarterly report forms for eight counties.
- Drafted minutes and prepared packets for quarterly meetings.

3rd Quarter Objectives:

- Will schedule first aid and evacuation chair utilization in January.
- 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.