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**Quarterly Report**  
**State Fiscal Year 2012**  
**3<sup>rd</sup> 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)

#### **3<sup>rd</sup> Quarter Progress:**

- Developed draft application materials for use in next call for projects, scheduled for May 2012. Coordinated with RTA on their development.
- Continued coordination with DCEO on Ike Planning Program, and assisted three groups of communities to submit multi-jurisdictional applications.

#### **4<sup>th</sup> Quarter Objectives:**

- Hold one meeting of Technical Assistance Providers Committee.
- Launch call for projects for new LTA applications.
- Hold workshop in May to discuss past year’s LTA accomplishments and current year’s call for projects.

## **AREA 1: REGIONAL TECHNICAL ASSISTANCE**

Program Manager: Andrew Williams-Clark

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

## **Online Case Study Library**

Project Manager: Lindsay Banks

Team: Heringa, Okoth

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

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

Products and Key Dates:

- Continued improvements and additions to library. (ongoing)

### **3<sup>rd</sup> Quarter Progress:**

- Added 4 new case studies, several more underway.
- Developed sorting by topic area.
- Started pulling Implementation Report items and created a table with appropriate CMAP contacts to help write case studies.
- Started “Featured Case Study” in (bi-)weekly email to increase awareness of Case Study Library.
- Streamlined the way that case studies are put together .

### **4<sup>th</sup> Quarter Objectives:**

- Ask CMAP staff to help write case studies for local projects they worked on.
- Integrate communications in case study development process.
- Add approximately 15 case studies.

## **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)

**3<sup>rd</sup> Quarter Progress:**

- Completed the acquisition of plans.
- Summarized comprehensive plans based on date completed and/or adopted and geography.
- Drafting policy blog update based on above.
- Began to prepare for summer update of the municipal survey.

**4<sup>th</sup> Quarter Objectives:**

- Post compendium update policy blog.
- Revise and field 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)

**3<sup>rd</sup> Quarter Progress:**

- Parking Model Ordinance and Toolkit
  - Revised step-by-step guide, incorporating municipal feedback.
  - Developed resources section in paper for model ordinances such as shared parking, fees in-lieu, reduced minimums and others as suggested by advisory group.
  - Refined toolkit materials.
  - Held 3 advisory group meetings to focus on zoning, ordinances, and outreach.
  - Presented to Land Use Committee
- Model Form Based Code and Toolkit
  - Finalized detailed topic outline of toolkit content.

- Model Local Food Ordinance
  - Created county public health regulations narrative, ordinance component narratives, and implementation tools and resources.
- Model Arts and Culture Toolkit
  - Finalized scope of work with consultant.
  - Conducted initial research on potential members of project steering committee.
  - Project fully begins in 4<sup>th</sup> Quarter (April 2012).

#### **4<sup>th</sup> Quarter Objectives:**

- Parking Model Ordinance and Toolkit
  - Post document in new model plans, ordinances and codes section of the website.
  - Scope out existing LTA projects that address parking and support new LTA applications for parking strategies beginning in May.
  - Present to Transportation Committee
- Model Form Based Code and Toolkit
  - Draft main component of toolkit document.
  - Seek feedback from advisory group of municipal stakeholders.
  - Revise documents for posting early in Q1 FY13.
- Model Local Food Ordinance
  - Seek and incorporate feedback from stakeholders (municipalities and CMAP committees).
  - Finalize document for posting in Q4 FY12.
- Model Arts and Culture Toolkit
  - Form and hold first meeting of project steering committee.
  - Create toolkit outline.
  - Present outline to appropriate internal and external stakeholders for feedback.
- Model Climate Change Adaptation Toolkit
  - Scope project for start in 1<sup>st</sup> 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.

#### **3<sup>rd</sup> Quarter Progress:**

- Discussions were held with APA IL representatives resulting in tentative agreement to jointly conduct 8 planning commissioner workshops in the region by the end of FY13.

Workshop presentations will be revised to increase regional plan coordination among municipal plan commissions and support the GO TO 2040 plan in local contexts.

**4<sup>th</sup> Quarter Objectives:**

- Finalize an MOU with APA IL for carrying out municipal planning commissioner workshops throughout the CMAP region.
- CMAP staff will work with APA IL to co-brand the workshops and schedule tentative program dates and locations.

**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)

**3<sup>rd</sup> Quarter Progress:**

- Drafted communications plan for remainder of FY12 and FY 13.
- Planned/prioritized functional improvements for MetroPulse for the remainder of FY12 and FY13.
- Initiated municipal data portals project.

**4<sup>th</sup> Quarter Objectives:**

- Hire communications staff member (to begin work FY13).

- Roll out user accounts and bookmarking features in MetroPulse.
- Roll out MetroPulse homepage redesign.

## **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)

#### **3<sup>rd</sup> Quarter Progress:**

##### **2012 Program**

- Continued to engage with communities to offer assistance where and when needed and to insure that projects progress in a timely manner. Developed a tracking process for project progress.
- Several communities commenced projects and held steering committee kick-off meetings. Staff closely followed/attended these activities and continued to provide administrative and technical oversight as appropriate.

##### **2013 Program**

- Began preparations for 2013 Community Planning Program. This included applying for UWP funds and coordination with RTA on revised application material, timeline, application brochure, and outreach efforts.
- Began preparations for prequalification process to short-list consultants for new projects.
- Participated in program review with service boards (CTA, Metra, and Pace).

#### **4<sup>th</sup> Quarter Objectives:**

##### **2012 Program**

- Continue to engage with communities and to track project progress.

- Continue project administration.

### **2013 Program**

- Announce program Call for Project details at COG and Working Committee meetings
- Work with Communications to include announcements at CMAP outlets

## **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)

### **3<sup>rd</sup> Quarter Progress:**

- Continued preparation of monthly reports on project status. Created customized versions for federal legislators.
- Continued tracking and analysis of staff time expended. Approximately 7,500 hours of staff time was devoted to LTA projects in the 3<sup>rd</sup> quarter.
- Continued consultant procurement for LTA projects that received grants and completed one selection process. Received Board approval of additional grant. Continued to further prioritize projects within the LTA program for grants in FY 13.

### **4<sup>th</sup> Quarter Objectives:**

- Continue preparation of monthly reports on project status.
- Continue tracking and analysis of staff time expended, with the expectation of approximately 7,000 hours of staff time devoted to LTA projects.
- Complete consultant procurement for LTA projects that received grants.
- Continue to further prioritize projects within the LTA program for grants in anticipation of the start of FY 13. Begin development of prequalified contractor list (also to be used for Community Planning Program) to expedite future contracting processes.

## **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)

### **3<sup>rd</sup> Quarter Progress:**

- Continued to communicate with project sponsors to develop clear scopes of work and schedules. Currently, 11 projects have not yet begun detailed scoping (5 of these are the second half of two-stage projects).
- Prepared scopes of work and administrative documents and held kickoff discussions with sponsors of projects with later starts (generally, mid 2012).

### **4<sup>th</sup> Quarter Objectives:**

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

## **Local Technical Assistance: Project Management**

Project Manager: Pete Saunders

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

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

Products and Key Dates:

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

### **3<sup>rd</sup> Quarter Progress:**

- Continued to advance projects already begun, with preparation of 8 additional conditions reports (bringing the total to 22), 7 additional draft reports (bringing the total to 9), and one additional final report (bringing the total to 2).

- Initiated 8 additional projects, including Alsip comprehensive plan, Kane County local food project, Lake County sustainability plan, Morton Grove industrial areas plan, Northlake comprehensive plan, Northwest Suburban Housing Collaborative project, Riverside comprehensive plan, and phase 2 of the West Cook County Housing Collaborative project. A total of 39 projects had reached this stage by the end of the 3<sup>rd</sup> quarter, including 5 grants and 34 staff assistance projects.
- Began preparation of additional projects to get fully underway in 4<sup>th</sup> quarter FY 12.

**4<sup>th</sup> Quarter Objectives:**

- Continue to advance projects already begun, with preparation of several additional conditions reports, 11 additional draft reports, and 8 additional final reports.
- Initiate 5 additional projects (not counting grants funded through the Community Planning Program or other sources).
- Begin preparation of additional projects to get fully underway in 1<sup>st</sup> quarter FY 13.

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

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

**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)

**3<sup>rd</sup> Quarter Progress:**

- Developed PROUST-based public engagement appendix outline.
- Completed drafts of public engagement appendix for Park Forest and Carpentersville.
- Beginning to gather information for final PROUST documents for Addison, Blue Island, Campton Hills, Elmwood Park, Joliet, Norridge, and Will County.

#### **4<sup>th</sup> Quarter Objectives:**

- Continue to develop PROUSTs for upcoming projects: Alsip, Hanover Park, Lake County, Riverside, Round Lake Heights.
- Continue to gather information for public engagement appendix as projects are completed.
- Continue to write appendix for completed plans.

#### **Local Technical Assistance: Project Support**

Project Manager: Pete Saunders

Team: Banks, Beck, Dick, Dryla-Gaca, Elam, Heringa, Ihnchak, Navota, Okoth, Ortiz, Ostrander, Pedersen, Pflingston, 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)

#### **3<sup>rd</sup> Quarter Progress:**

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

#### **4<sup>th</sup> 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)

#### **3<sup>rd</sup> Quarter Objectives:**

- Continue to involve partner organizations in appropriate projects, with target of at least one partner involved in each LTA project. Of 32 underway non-grant projects at the end of the 3<sup>rd</sup> quarter, 26 had active involvement of at least one partner.
- Selected contractor for market analysis (Valerie S. Kretchmer and Associates) and continued providing assignments in Norridge, Blue Island, and Joliet to visualization contractor.

#### **4<sup>th</sup> Quarter Objectives:**

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

### **Plan and Ordinance Review**

Project Manager: Jack Pfingston

Team: Hallas, Heringa, Saunders

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

Products and Key Dates:

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

#### **3<sup>rd</sup> Quarter Objectives**

- Developed process for reviewing downtown plans and sub-area plans, emphasizing best practices and consistency with GO TO 2040.
- Prepared descriptive materials concerning CMAP comprehensive plan and sub-area plan review capability.
- Began use of plan review process to support an LTA project (phase 2 of the West Cook County Housing Collaborative).

#### **4<sup>th</sup> Quarter Objectives**

- Begin development of process to review ordinances.
- Continue plan review to support West Cook County Housing Collaborative project.
- Promote plan review capabilities as part of new call for LTA projects and grants.

### **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)

**3rd Quarter Progress:**

- Participated in administrative activities related to the program.
- Drafted close-out reports for four projects related to CPPW.

**4<sup>th</sup> Quarter Objectives:**

- Submit final close-out reports.

## **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

#### **3<sup>rd</sup> Quarter Progress:**

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

#### **4<sup>th</sup> 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.

### **3<sup>rd</sup> Quarter Progress:**

- The performance based evaluation criteria recommendations were presented to the CMAP Board and MPO Policy Committee. The Board agreed to submit a letter to IDOT and RTA recommending the path set forth in the staff memo.
- Staff applied for a US DOT peer exchange workshop on national best practices with performance based evaluation criteria.
- Staff developed an issue brief on performance based evaluation criteria and met with civic organizations, RTA, and IDOT about the topic. Staff is also in discussions with IDOT about including language to this effect in their state transportation plan, which is due in December.
- Four separate pieces on public private partnerships, all covering different dimensions of the issue, were posted on the Policy Updates blog.
- Draft report on the TIP's alignment with GO TO 2040 has been drafted for internal purposes.
- Staff continues to monitor federal reauthorization via the Policy Updates blog and continues to coordinate with national groups on the issue.

### **4<sup>th</sup> Quarter Objectives:**

- Present performance based evaluation criteria concept to civic groups and other state organizations.
- Continue discussions with IDOT about the viability of performance based evaluation criteria for their highway improvement program process.
- Finalize report on aligning TIP with GO TO 2040.
- Continue monitoring federal reauthorization issues and submitting pieces to the policy blog.

## **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)

### **3<sup>rd</sup> Quarter Progress:**

- CMAP continues to be involved with efforts surrounding several GO TO 2040 major capital projects. Some of the highlights include:
  - 53/120: CMAP completed a series of major deliverables for the 53/120 advisory council, including work on finance (detailed value capture and sales tax projections), land use (analysis of future land use issues and recommended next steps), and environment and sustainability issues. Advisory Council plans to complete a final report in May.
  - I-90: The Interstate-90 Corridor Planning Council is continuing its work, under the leadership of CMAP and RMAP, to examine issues relevant to the establishment and use of congestion priced tolls, and the connection and continuation of improvements onto the Kennedy Expressway.

### **4<sup>th</sup> 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.
- Continue work on other councils and groups related to priority projects.

## **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.

### **3<sup>rd</sup> Quarter Progress:**

- Task Force completed final report and transmitted it to the CMAP Board. The CMAP Board received a presentation of the final report as well as a memo about suggested next steps from staff.

### **4<sup>th</sup> Quarter Objectives:**

- Begin more detailed scoping of continued staff work on State and Local Tax Policy. Major projects for FY 13 will include:
  - A report on regional revenue sources for financing capital infrastructure;
  - A report analyzing tax rebates and incentives across the region.
  - A report analyzing the fiscal and economic impacts of land use decisions.

## **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)

### **3<sup>rd</sup> Quarter Progress:**

- Scope and project timeline developed
- Drafts of first three chapters complete
- Interviewees identified and questions drafted

### **4<sup>th</sup> Quarter Objectives:**

- Complete report
- Complete Policy Blogs on the report
- Determine role of CMAP and engage partners in the implementation of the recommended strategies put forth in the report
- Scope the manufacturing report

## **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)
- WiserTrade data on exports summarized by CMAP and distributed on the I3 newsletter (April 2012)

#### 3<sup>rd</sup> Quarter Progress:

- Released three monthly newsletters: 1)New businesses and relocations (led by CMAP), 2)Private R&D spending, and 3) Patents
- Integrated data into MetroPulse

#### 4<sup>th</sup> Quarter Objectives:

- Release three monthly newsletters: Exports, Broadband deployment, Support services
- Integrate data into MetroPulse
- Develop plan for MetroPulse Innovation Dashboard
- Scope the annual innovation report

## **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).

### **3rd Quarter Progress:**

- Completed initial policy analysis of state conservation tax credit potential for Illinois
- Continued to support partner initiatives:
  - Participating in Forest Preserve District of Cook County's Land Acquisition Plan committee, sharing Green Infrastructure Vision data
  - Support letters, etc. for the Hackmatack refuge
- Gave presentations on LTA program to South Suburban Parks and Recreation Association, the Suburban Parks and Recreation Association, Illinois Parks and Recreation Association Environment Committee, and met with stakeholders individually to encourage LTA applications focusing on parks.

### **4th Quarter Objectives:**

- Another "innovative conservation finance " policy update, likely focusing on payments for ecosystem services or other ways of using project revenue to pay for conservation.

## **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)

### **3rd Quarter Progress:**

- Ongoing compilation of case study data for the Expressway BRT Land Use Analysis

### **4th Quarter Objectives:**

- Complete Expressway BRT analysis
  - Case Study Analysis
  - Partner with ULI to members of the Land Use Committee to interview developers and key municipalities about BRT-Supportive land use policies
  - Produce a toolkit and/or pamphlet for distribution
- Establish a schedule for regular Policy Updates related to regular releases of housing and development data (Case-Shiller, CoreLogic, Metrostudy, CoStar)

## **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)

### **3rd Quarter Progress:**

- Staff monitored activity in the General Assembly.
- Completed Board report including bills CMAP is tracking and supporting/opposing.

### **4th Quarter Objectives:**

- Continue to monitor activity.
- Complete a series of policy blogs about legislative activity and the relationship to GO TO 2040 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).

### **3rd Quarter Progress:**

- Finalized and presented the State Legislative framework document and State Agenda and presented to the RCC and CMAP Board.
- Presented the revised legislative framework document to various CMAP committies.
- Communicate agency priorities to the four legislative caucuses, Governor's office and key agency heads and staffs. Continued discussions internally and with partners and legislative sponsor toward developing comprehensive state water strategy including funding and structure
- Communicate agency priorities to the four legislative caucuses, Governor's office and key agency heads and staffs.

### **4th Quarter Objectives:**

- Continue communicating agency priorities to the four legislative caucuses, Governor's office and key agency heads and staffs.
- Monitor state budget process and communicate agency budget priorities to legislative leaders. Continue discussions for a state water strategy and begin discussions with appropriate legislators and 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.

### **3<sup>rd</sup> Quarter Progress:**

Posted many policy updates on a range of issues.

### **4<sup>th</sup> 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.

### **3<sup>rd</sup> 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 for the Aulo Sao Paulo event, a panel on freight in Toronto, a meeting with the Valley Industrial Association on tax policy, and a meeting with the Donors Forum on local environmental policy.
- Continued to assist with media outreach for LTA projects. We've seen good coverage for a range of projects, including those which have wrapped up like the Joliet prison redevelopment plan with ULI (Herald-News, TribLocal) and the South Cook Homes report (Southtown Star article, editorial).
- We have completed a revamp of our media database with more useful, up to date contacts, including specific information based on reporter concentration (for LTA projects) and any reporter who has written about us in the past.

### **4<sup>th</sup> Quarter Objectives:**

- Help develop print and electronic materials as needed for the LTA program and individual projects, including MetroPulse, FLIP, Energy Impact Illinois, and Water 2050.
- Continued emphasis on preparation of external talks, including new opportunities such as the Global Cities Forum, and Great Cities Institute Chicago Speakers series.

- Media outreach will emphasize LTA projects, specifically those wrapping up soon.
- Update the CMAP media contacts database as needed.

## **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.

### **3<sup>rd</sup> Quarter Progress:**

- Extensive coordination with and support for LTA projects nearing completion, including coordination of press outreach with partner organizations.
- Continued enhancements to web in support of GO TO 2040 implementation, including Moving Forward (see more under Web Content and Administration).
- Completed and distributed new video describing the importance of comprehensive local planning, using LTA-related communities as examples.
- Helped policy staff maintain schedule of two or more Policy Update blog posts per week.
- Began new "Data Depot" section of Weekly Updates.

### **4<sup>th</sup> Quarter Objectives:**

- Continued coordination with and support for LTA projects at all phases of start-up and completion. Assist in promotion of May 24 LTA Symposium.
- Increased emphasis on highlighting the importance and availability of CMAP data products, especially MetroPulse.
- Continued efforts to communicate via multiple channels, including blogs, web, and social media.
- Work with policy staff and design consultants to develop interactive information graphics in support of GO TO 2040 objectives (see more under Design Integration Services).

## **GO TO 2040 Outreach**

Project Manager: Erin Aleman

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

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

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

### **3rd Quarter Progress:**

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

- Communities: Mettawa, Grayslake, Chicago Heights, Summit
- Others: Chicago Urban Arts Society, New Partners for Smart Growth Conference

### **4th 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.

- Planning for Lake County Green Town conference and Lake Forest Open Lands annual meeting, looking for additional opportunities.

## **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.

### **3<sup>rd</sup> Quarter Progress:**

- Completion of layout and design of CMAP reports – Implementation, Tax Policy, Water plans and executive summaries (Blackberry Creek, Ferson Otter, Sleep Hollow/Silver Creek), ISAWWA
- Other deliverables completed for Quarter 2 included multilingual LTA promo materials (e.g., Fairmont, Carpentersville, Elmwood Park, Orland Park, Green Healthy Neighborhoods, Park Forest, Riverside), Lawn to Lakes
- Provided infographics for CMAP blog updates, partner projects (ULI), Water full-cost pricing, LTA
- Updates of TIP and FLIP informational and promotional materials

### **4<sup>th</sup> Quarter Objectives:**

- Design and completion of Homes For A Changing Region report
- Finalization of various LTA community plans/reports (Forest Park, Blue Island, West Cook, Orland Park)
- Design of report and promotional brochure for Workforce and Innovation Projects
- Design of document for SSMMA
- Design of reports for Oak Park and Evanston water conservation plans
- Development of informational graphics for congestion pricing materials/web presence
- 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.
- Hire a graphic design intern.

## **Web Content and Administration**

Project Manager: Tom Garritano

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

Description: Implementation of the GO TO 2040 regional plan and other core CMAP functions require a strategic approach to developing content that informs and prompts specific action by regional decision makers and the stakeholders who influence them. This project is to develop, organize, and present that content for the CMAP website. In addition to content development, it includes oversight of the web consultants responsible for programming, maintaining, and securely hosting the website. The new site -- including the Moving

Forward space devoted to implementing GO TO 2040 -- facilitates strategic communications. Individual non-communications staff should be responsible for “owning” specific areas of the new website, corresponding to his or her project duties and areas of expertise. For each major topic area, that person will be assisted by communications staff to continually develop and maintain content that brings people to the CMAP website and promotes implementation of GO TO 2040. Communications staff will work with other CMAP staff to produce web content necessary to promote implementation of GO TO 2040, e.g., with Planning Assistance staff responsible for subsections of Moving Forward. Promotion via social media (Facebook, Twitter) will drive visitors to highlighted content, including occasional “live Tweeting” from important events and meetings.

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

### **3<sup>rd</sup> Quarter Progress:**

- Began work on a new showcase slideshow widget to highlight important web content.
- Created 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>.
- Completed the Multimedia archive.
- Implemented improved blog navigability, commenting, and functionality.
- Continued to expand social media presence.
- Enhanced web functionality, including improved search and navigation.
- Coordinated web activities with media outreach for culminating LTA projects. Further enhanced the CMAP web news archive.
- Helped policy, planning, and programming staff to develop content, including blogs for bike-ped, transportation (“Green Signals”), Policy Updates, and Weekly Updates.

### **4<sup>th</sup> Quarter Objectives:**

- Roll out new showcase widget to highlight important web content.
- Begin upgrade of web content management system and implement document repository, linked to pending upgrade to Liferay version 6.1.
- 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, Water 2050 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.

### **3<sup>rd</sup> Quarter Progress:**

- Executed PAO with Thirst to develop printed poster/brochure to complement full Implementation Report, completed on-schedule for distribution at February board meeting.
- Rolled out webspace for Implementation Report in early March, requiring commencement of technical coordination between Thirst's web subcontractor and CMAP web contractor Thirdwave.
- Met with Thirst and CMAP staff involved in the Tax Reform report, resulting in a PAO for visualization work that commenced in March 2012 and will be completed in May.
- Began discussions of visualization needs for Congestion Pricing campaign.

### **4<sup>th</sup> Quarter Objectives:**

- Further refine mechanisms for collaboration between Workstate and Thirdwave, with requirements that will be more technical due to data aspects of tax, congestion, and future visualizations.
- Execute PAO for Congestion Pricing, with work to begin in Q3.
- Explore PAO for video to highlight importance of local food systems.
- Draft and post RFP for new Design Integration Services, with eventual contract to begin upon completion of current one that expires 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).

**3<sup>rd</sup> Quarter Progress:**

- Completed sessions 4, 5 & 6.
- Booked final presentation venue and sent save-the-date emails.
- Implementing recruitment plan for FY13.

**4<sup>th</sup> Quarter Objectives:**

- Complete session 7 and final presentation.
- Collect applications through priority deadline.

## **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).

### **3rd Quarter Progress:**

- Negotiated contract for transit modernization model and began work. Provided substantial start-up data support to consultant.
- Completed application of pricing model to Central Lake County study.
- Began in-house application of pricing model to regional highway pricing study as defined by Policy Development staff.
- Began data development of mesoscale freight model in-house.
- Also initiated a proposal with FHWA to collaborate with ATRI on data acquisition to support mesoscale freight model.

#### **4th Quarter Objectives:**

- Continue validation of highway pricing model in support of regional pricing policy study (in house).
- Continue to provide data support to transit modernization model consultant. Receive first major deliverable: calibrated tour mode choice model within current highway pricing model.
- Plan for Fall 2012 Advanced Modeling Symposium to be held at CMAP.
- Begin drafting scopes for FY13 Advanced Modeling projects: Dynamic Traffic Assignment and MacroScale Freight Model development.

### **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.

#### **3rd Quarter Progress:**

Consultant conducted focus groups on interview materials and trained volunteer CBO staff to conduct in-person interviews. Began fielding the survey in March. CBO recruitment and retrieval has been slow. Consultant is working with individual CBOs to step up productivity. Consultant will likely request a no-cost contract extension to prolong the data collection period.

#### **4th Quarter Objectives**

Continue to monitor response rate and consultant progress toward achieving desired number of completed surveys (400). Receive preliminary sample (15%) deliverable of responses and evaluate for QA/QC. Receive final deliverable survey dataset (unless contract extension is granted). Draft new multi-year strategic plan for travel and activity survey program.

### **Standard Travel and Emissions Modeling**

Project Manager: Craig Heither

Team: Wies, Bozic, Clark, Patronskey

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

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

### **3<sup>rd</sup> Quarter Progress:**

- Completed scenario modeling for biannual Air Quality Conformity Analysis (Spring 2012) and produced input files for vehicle emissions calculations. The analysis included base year socio-economic files updated with recently-released Census data and state employment data, and procedural improvements for assigning trucks to the highway network.
- Completed scripts and procedures to convert general transit feed data into useable base year bus and rail coding in the model networks. Developed procedures to convert individual transit line runs into time-of-day transit networks for modeling. Tested a model run using a transit skim network developed with the new procedures and verified it is consistent with agency modeling protocols.
- Awarded sole-source consultant contract for travel demand model maintenance and update, and held kick-off meeting to discuss tasks. Based on consultant suggestion, further investigated using an alternative highway assignment procedure available in the modeling software as part of CMAP's standard modeling procedures.
- Met with Illiana Corridor Study consultants and discussed their advanced methods for modeling trucks and long-distance travel to determine if CMAP's regional model could benefit from the procedures.

### **4<sup>th</sup> Quarter Objectives:**

- Complete update of CMAP travel demand model documentation discussing recent procedural improvements and post on agency website.
- Continue testing MOVES vehicle emission model and refining procedures in anticipation of implementing its use during the upcoming biannual Air Quality Conformity Analysis (Fall 2012). Refinement of the procedures will include replacing

various national default input parameters in the model with values specific to the CMAP region.

- Begin working on Task #2 items identified by travel demand model maintenance and update consultant. The task focuses on travel demand model modules that should be updated using new Census data. Receive deliverables for the remaining tasks in the contract.
- Continue validation analysis of modeled heavy commercial vehicle volumes started during the 2<sup>nd</sup> Quarter. Analysis will test using new/updated information on truck restrictions and low overhead clearances in the City of Chicago to revise highway assignment procedures and examine the results.

## **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.

### **3<sup>rd</sup> Quarter Progress:**

#### Transportation System:

- Continued implementing spatial and geometric improvements to expressway links and interchanges in the highway network database by incorporating sections of the Argonne National Laboratory TRANSIMS network. Over 50% of the expressway link and interchange mileage in the CMAP region has been updated (nearly 40% of the entire model highway network).
- Completed scripts to automate importing new expressway and interchange links into model highway network database. Developed initial scripts to automate QA/QC review of the new links and identify issues to be corrected.
- Updated highway network connectivity in the Central Business District to more accurately represent upper and lower street levels.

- Began updating link attributes, including the Strategic Regional Arterial system and specific City of Chicago data (boulevards, truck restrictions and low overhead clearances).
- Adapted model rail network database and processing scripts to accept transit coding developed from general transit feed data files. Finalized the procedures to: import the transit feed rail route coding into the database, create AM peak transit service for model transit skims, and create time-of-day transit networks for transit modernization model development.
- Processed additional commercial vehicle count location data from the Illinois Department of Transportation to augment our existing Annual Average Daily Traffic count file used for model validation. This added commercial vehicle counts to an additional 3,700 directional links in our model highway network.

#### Socio-Economic Data:

- Census:
  - Public Use Microdata Area (PUMA) boundary/name submissions were reviewed by the Census Bureau. The Bureau had loosened their guidelines and suggested revised names for some of the areas. While many of their suggestions were acceptable, we had to recommend alternate names in some cases which would conform to Census guidelines but still make sense to local users. The Bureau has indicated that they are accepting our recommendations.
- Employment:
  - Ongoing geo-refinement of 2010 IDES employer data; extract of 2010 data taken to generate new set of estimate files.

#### Land Use:

- Development Database:
  - Quarterly posting of complete geodatabase and abridged shapefile on the Data Depot.
  - Post-2000 review and update of: Riverside, Forest Park, Flossmoor, Franklin Park, Glencoe, Hazel Crest, Highwood, Homewood, Maywood (municipalities); and Hegewisch, Forest Glen, Portage Park and Bronzeville (Chicago Community Areas). Accompanying maps posted on CMAP Wiki
- Land Use Inventory:
  - McHenry and Kendall counties are now in production. DuPage and Kane are each about 90% complete.
  - Procurement request for \$50,000 submitted for FY12 contract with Northern Illinois University to work on the Cook County portion of the Inventory. Discussions are underway with the Cook County GIS Department, who are interested in matching that amount to ensure that the work will be completed in FY13.
  - Wiki-based Coding Guide updated with additional guidelines for Commercial, Agriculture and Vacant land uses.

- Aerial Photography: Region-wide aerial imagery collection is being managed by Cook County as part of a consortium with the other CMAP counties. Image acquisition is underway for 2012, although current weather conditions suggest that leaf-out will occur before the mission is completed.

#### **4<sup>th</sup> Quarter Objectives:**

##### Transportation System:

- Complete update of 75% of expressway link and interchange mileage in the model highway network. Perform QA/QC as new sections of roadway are integrated into the database. Begin revising highway project coding to work with the new expressway and interchange links.
- Develop data handling scripts to integrate transit feed-based route coding with future transit projects coded in the networks.

##### Socio-Economic Data:

- Census:
  - Census Bureau scheduled to release 2011 Population Estimates and 2010 County Business Patterns (used in our employment estimates) during Q4.
- Employment:
  - Ongoing geo-refinement of 2010 employer data. Generate updated 2010 control totals upon publication of 2010 County Business Patterns.
  - Generate Q4 employment estimates incorporating updated control totals for posting on Data Depot and C12Q3 Conformity Analysis.

##### Land Use:

- Development Database:
  - Continue update of post-2000 development. Updated geodatabase & shapefile versions for Data Depot in June.
  - Generate and update NDD files for suburban communities with Metra or CTA stations.
- Land Use Inventory:
  - Complete (pre-quality control) DuPage, Kane and Kendall counties.
  - Begin production on Will and Lake counties.
  - Finalize contract with Northern Illinois University for Cook County work; complete pre-processing of Cook parcel data.
  - Continue update of Coding Guide.
- Aerial Photography: Begin testing ArcGIS Image Server for eventual serving of 2010 high-resolution imagery in-house.

#### **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.

### **3rd Quarter Progress:**

- Responses were prepared for 91 requests
- A FOIA request was received from Mr. Wesley James, IL Dept. of Labor, asking information concerning compliance with the wage, notice and recordkeeping requirements of the Illinois Prevailing Wage Act (820 ILCS 130/1 –12), related to the Energy Savers Program, and the Energy Impact Illinois Program, and certain information about the project itself. Documents related to Davis-Bacon Act compliance, contracts and funding sources were also requested. CMAP explained that our involvement did not require compliance with the David Bacon Act and did not require providing additional specific information requested.
- A FOIA request was received from Ms. Paula Thibeault. She asked for proposals received and evaluations of proposals in response to CMAP RFP No. 015 for Representative Services Pertaining to Commercial Office Space Rental. Because the size of the requested files was too large to send by email, files were made available on our FTP (File Transfer Protocol) site.
- Shapefiles and data for 2010 Urbanized/Rural Area for Chicago IL-IN were downloaded.
- Final changes were made to the DRI website.
- The US Census Bureau redrew some 2010 census tract boundaries. As a result, some Chicago Community Area boundaries split census tracts. A project team is developing a methodology for reallocating 2010 census data for CCA's impacted by this change.
- Keywords are being included with request summaries making requests easier to search.

### **4<sup>th</sup> Quarter Objectives:**

- Develop and present a training workshop for staff using the Census Bureau's new American FactFinder.

- 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 entering Resource and Effort Ratings 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.

## **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.

### **3<sup>rd</sup> Quarter Progress:**

- Held final in-person work session March 6 at the Morton Arboretum to begin ranking/prioritization exercise
- Coordinated with NIRPC on expanding coverage area to northwest Indiana
- Developed outline for final report and draft website
- Held two webinars with Chicago Wilderness stakeholders to review project results

### **4<sup>th</sup> Quarter Objectives:**

- Hopefully internal agreement about the policy implications of the GIV
- Hold training session for Arc map package

## **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.

**3<sup>rd</sup> Quarter Progress:**

- Completed Plan Indicator Assessment Report Reference Document. Completed draft Plan Indicator Assessment Report Executive Summary and distributed to management team for comment.
- Supplied Data Sharing and Warehousing (DSAW) staff with updated data for several Indicators. Shared results of inventory of the Plan Indicators currently available on MetroPulse with DSAW staff.
- Developed prototype template for updating potential Transit Asset Condition Indicator.

**4<sup>th</sup> Quarter Objectives:**

- Discuss draft Plan Indicator Assessment Report Executive Summary results with management team.
- Finalize Plan Indicator Assessment documents.
- Organize FY13 work tasks of Northwestern University intern.

## **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).

### **3<sup>rd</sup> Quarter Progress:**

- Redesigned MetroPulse home page and indicators page
- Implement user account management app that will serve for several CMAP online data systems (HCIP, ADUS, Full Circle, etc.) – now in beta testing
- Added data from external partners and CMAP staff, including Innovation Index data

- Updated many longstanding Metropulse data sets including unemployment.
- Conducted interviews with Metropulse users from municipal governments and community-based organizations.
- Updated FY13 Metropulse work plan based on user interviews

#### **4<sup>th</sup> Quarter Objectives:**

- Deploy search functionality.
- Add geographic levels (school district, street segment 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).

#### **3<sup>rd</sup> Quarter Progress:**

##### Data Depot:

- Added over 36 new GIS datasets, mainly datasets from Cook County and City of Chicago to Data Depot.
- Given that Census 1990 data is no longer available via American Fact Finder, SF1 and SF3 data from Census 1990 has been downloaded, processed and converted to DBF format. Data has also been extracted to Census tract/block/block group/municipality and county levels (174 files total) for CMAP area.
- Aggregated the Census 2010 Block level of data to Chicago Community Areas and copied the data to Data Depot (195 tables in total).
- Updated the Municipal Data Tool by expanding the geographies from Region, County and Municipality to Census Tract, Census Block Group and CCA. Also updated the data source with the most recent data.
- Delivered the datasets requested by Housing Committee, which include demographic and housing data from Census 1990, Census 2000, Census 2010 and ACS2006-2010.

##### Aerial Collection

- Attended the webinar and training on ArcGIS Server. Started to process the aeriels using the new technologies.

#### MetroPulse Data

- Updated several transportation related indicators on Metropulse. Examples include Regional Trails Plan Completion, Passenger Trips per Capita and Transit Passenger Miles per Vehicle Revenue Hour.

#### Other Datasets

- Processed the January, February and March Innovation Index data and added the datasets to Metropulse.
- Finished processing the phase I data for Human Capital Portal Project.

#### **4<sup>th</sup> Quarter Objectives:**

- Continue the training on image server. Start to install the image server.
- Load more data to the Municipal Data Tool.
- 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.
- Load the Census 2010 and/or ACS2006-2010 data to Metropulse.

### **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).

### **3<sup>rd</sup> Quarter Progress:**

- A consultant was selected for “project 1” which involves developing automated procedures to retrieve, convert to a database, and store raw data.
- An intergovernmental agreement between University of Illinois in Chicago and CMAP is in process. This work will involve additional programming on the Illinois Tollway TIMS system, the Illinois Department of Transportation ATMS System, and the Illinois Gateway to facilitate transmission of 30 second sensor data, and ramp data which does not pass through the Gateway system now.

### **4<sup>th</sup> Quarter Objectives:**

- Get additional data flowing through the Gateway system as described in intergovernmental agreement.
- Complete automated data retrieval and archiving as described in contract for transportation data archive project 1.
- Start work on RFP for cleaning and aggregating archived data.

## **Human Capital Information Portal**

Project Manager: Byrne

Team: new analyst, consultant support

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

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

### **3<sup>rd</sup> Quarter Progress:**

- Completed data extraction, transforming, and loading (ETL) process for initial launch
- Finalized design for initial HCIP
- Finalize database organization and input of data
- Began developing web-services
- Began testing developed pages
- Conducted several planning meetings of the Workforce Data Partners and planned April meeting

### **4<sup>th</sup> Quarter Objectives:**

- Complete web-services
- Complete data dictionary and resources for HDIP
- Complete testing for initial launch of HCIP
- Develop marketing and outreach plan
- Launch first version of HCIP
- Hold two Workforce Data Partners meetings

## **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).

### **3<sup>rd</sup> Quarter Progress:**

- Completed all web services needed for the application.
- Implemented a beta version of municipal data portals (now known as “MetroPulse Local”)
- Conducted user interviews
- Added parcel-level and block-level data to the Metropulse database, for use in the Muni Portals.

### **4<sup>th</sup> Quarter Objectives:**

- Continue to 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)

### **3<sup>rd</sup> Quarter Progress:**

- Re-typed IDOT and other programmer information from For the Record for the annual obligation report.
- Worked with IDOT to receive electronic/editable obligation data for all fund sources from IDOT for the obligation report. Received editable version of For the Record for District 1 after majority data entry was complete. The data received is editable but does not lend itself to analysis without major re-working.
- Continued process of re-writing TIP Document for approval in October 2012.
- Updated TIP brochure for January and March TC meeting.
- Collected conformity amendments from programmers.
- Analyzed conformity amendments.
- Conducted first annual TIP Refresher class to provide programmers with information about changes to the database and to discuss frequent questions – coordinated with TIP database administration.
- Produced and distributed first TIP Programmer News newsletter for programmers to highlight database changes and upcoming programming deadlines – coordinated with TIP database administration.
- Continued work to ensure Major Capital projects are accurately represented in the TIP.
- Continued work to ensure discretionary, including but not limited to High Speed Rail – Hazard Elimination fund and Transit IL Jobs Now projects are included in the TIP.
- Assisted in outreach for new funding opportunities (ITEP, TIGER, Etc.)
- Posted Local/Federal coordination meeting agendas and IDOT form instructions on the programmer resources website. Continued to manage scanning historical Council of Mayors materials.
- Monitored and managed the regional STP Program to ensure project movement.
- Finalized advanced funding policies.
- Updated STP expenditure report after January and March letting.
- Processed advanced funding requests for COM Executive Committee.
- Worked with transit agencies to move line items in the TIP due to the end of FFY11.
- Continued to hold monthly debriefing meetings regarding external Council of Mayors meetings.
- Continued work on 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.
- Worked with communications to include TIP Map explanation in the media tip sheet.
- Continued work on evaluating STP methodologies
- Updated TIP map for January and March TC as well as conformity amendment
- Began drafting obligation data summaries for annual report.
- Began mapping obligation data for annual report.

### **4<sup>th</sup> Quarter Objectives:**

- Produce quarterly TIP programmer update.
- Finalize review of STP Methodologies and GO TO 2040 implementation.

- Finalize Obligation report and begin outreach
- Prepare Final Draft of TIP rewrite.
- Finalize project development materials for FHWA and FTA projects.

## **TIP Database Management**

Project Manager: Ross Patronsky

Team: Berry, Dixon, Dobbs, Kos, Ostlick, 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.

### **3<sup>rd</sup> Quarter Progress:**

- Ongoing work to remove inaccurate and out of date information from the SQL database, particularly legacy conformity data imported from Access.
- Continued update of conformity status and project type fields to better represent the type and disposition of projects.
- Continued investigation of TIP database enhancement to accommodate direct geospatial project entry – attended ArcGIS Server demonstration.
- Conducted first annual TIP Refresher class to provide programmers with information about changes to the database and to discuss frequent questions – coordinated with TIP administration project.
- Produced and distributed first TIP Programmer News newsletter for programmers to highlight database changes and upcoming programming deadlines – coordinated with TIP administration project.
- Added fields for “project website” and additional “project dates” to the database.

- Expanded functionality of fiscal constraint tables to allow for better representation of carryover funds and adjustments (such as swapping of STP-L between councils) to the marks.
- Improved several administrative functions to allow staff to make changes, such as the active years of the TIP, without consultant assistance.
- Improved messages to implementers upon making project changes. (e.g. "Your Amendment will be considered at the next Transportation Committee meeting.")
- Added a filter to an existing report to generate sub-reports for major capital, constrained or unconstrained projects
- Began development of new validation rules (e.g. total cost greater than the sum of all line items)
- Began to develop functions to allow for expanded ad hoc filtering of reports (all projects and line items in particular), including the ability to manually enter/select (by TIP ID) a set of projects to include in these reports.
- Began making changes to work-types table to allow for project characterization for use in TIP Analysis project.
- Began to develop expanded search capabilities (include additional fields, allow for multi-selections, etc.)
- Continued ongoing work to address minor programming bugs

#### **4<sup>th</sup> Quarter Objectives:**

- Ongoing staff work to remove inaccurate and out of date information from the TIP database.
- Ongoing consultant work to address minor programming bugs (the majority of remaining FY12 funds will be directed towards this task with other tasks undertaken if consultant hours are available).
- Improve date field organization as a first step toward using the TIP database for obligation reports.
- Add additional data fields, such as project website, to the TIP map application.
- Complete investigation of TIP database enhancement to accommodate direct geospatial project entry.
- Scoping of improvements to the project history report for FY 2013 work.
- Begin scoping of changes to the project input forms to decrease the processing time for new project records and project changes. If consultant time allows, begin implementation of these changes.
- Complete implementation of new validation rules (e.g. total cost greater than the sum of all line items), if consultant time allows.
- Continue to develop functions to allow for expanded ad hoc filtering of reports (all projects and line items in particular), including the ability to manually enter/select (by TIP ID) a set of projects to include in these reports.
- Continue to develop expanded search capabilities (include additional fields, allow for multi-selections, etc.).

- Continue to update work type, fund code and other tables and develop output functions to assist with project characterization for use in TIP Analysis project.

## **TIP Analysis**

Project Manager: Doug Ferguson

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

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

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

### **3<sup>rd</sup> Quarter Progress:**

- Launched TIP dashboard live on the CMAP website.
- Still no response to letter sent to IDOT requesting electronically accessible data from their multi-year and annual programs. Continuing to make assumptions on projects and the associated costs based upon known work type information. Did receive an editable version of For the Record only including projects in District 1 as part of annual obligation effort. The data received is editable but does not lend itself to analysis without major re-work.
- Continued developing the work type classification system. Unit costs cannot be readily applied to mixed-type projects; identifying projects as mixed type will be done initially.
- Reviewed all work types to remove obsolete ones and add ones that are not being captured now. Effort was coordinated with the TIP Administration project.
- Created classification of fund sources to facilitate analysis by financial resources.

### **4<sup>th</sup> 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.
- Discuss work type revisions with implementers.
- Finalize new fund source classification for addition to TIP database; timing of actual addition dependent on consultant availability.

## **CMAQ Program Development and Administration**

Project Manager: Doug Ferguson

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

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

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

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

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

### **3<sup>rd</sup> Quarter Progress:**

- Completed staff recommendations report for Updates to the Active Program Management Policies which was approved by the CMAQ Project Selection Committee.
- Completed report on CMAQ GO TO 2040 Focused Programming Lessons Learned.
  - Began discussions with Focused Programming Groups to start the process for the next call for proposals.
  - Began revision of forms and instructions for next call of proposals.
- Completed Transit Project Status (expenditures) reports for the 3<sup>rd</sup> and 4<sup>th</sup> Quarters of 2011.
- Processed cost and/or scope changes for 13 projects.
- Updated project tracking procedures and reporting documentation.
- Continued updating tracking database for clearer displays of information.

### **4<sup>th</sup> Quarter Objectives:**

- Process ongoing CMAQ project scope and cost changes.

- Continue tracking obligations and expenditures for projects.
- Finalize a CMAQ expenditure report.
- Conduct 1<sup>st</sup> Quarter Transit Status (expenditure) reports.
- Convene one meeting of the CMAQ Project Selection Committee.
- Update the posted active program management policies with the new policies and procedures as approved by the Project Selection Committee and facilitate the approval process through the Transportation Committee, the Regional Coordinating Committee, MPO Policy Committee and CMAP Board.
- Work with the Project Selection Committee and the Focus Programming Groups to prepare for the 2017-2018 Call for Proposals.

## **Conformity of Plans and Program**

Project Manager: Ross Patronsky

Team: Berry, Bozic, Heither, Rodriguez, Wies

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

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

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).

### **3<sup>rd</sup> Quarter Progress:**

- Continued participation in IDOT meetings regarding hot-spot analysis tool under development through UIC.
- Consideration of "urban" versus "rural" portions of the region for use in choosing AERMOD parameters for the hot-spot analysis tool was abandoned by IDOT.
- Held two consultation meetings in support of conformity amendment, new ozone standards, SIP development, and hot-spot analysis for CREATE and other projects.
- Tested MOVES model to determine ability to meet draft ozone budgets (budgets were met)

- Conformity determination and TIP amendment approved by MPO Policy Committee at their March, 2012 meeting.
- Received detailed vehicle registration data from the Secretary of State. Began analysis to determine utility for MOVES input
- Continued cross-training other CMAP staff in use of the MOVES model.
- Completed action with respect to 75 ppb ozone standard.
  - US EPA issued a revised 120-day letter proposing the region be found in nonattainment.

**4<sup>th</sup> Quarter Objectives:**

- Continue participation in IDOT meetings regarding hot-spot analysis tool under development through UIC.
- Complete review of detailed vehicle registration data to determine its value in developing more local input to MOVES model.
- Test MOVES model to determine ability to meet draft PM<sub>2.5</sub> budgets.
- 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.

### **3<sup>rd</sup> Quarter Progress:**

Performance monitoring staff completed updating regional indicators for *MetroPulse*. The indicators completed include: ADA transition plan compliance, [communities with Safe Routes to Schools plans and/or programs](#), [motor vehicle safety](#), [percent of regional trails plan completed](#), percent of trucks traveling during off-peak on the Tollway and regional arterials, unlinked passenger trips per capita – by agency, and [transit passenger miles traveled per vehicle revenue hour – by agency and mode](#). In addition to posting on the URLs above, the regional indicator data has been transmitted to web services staff in order to update MetroPulse.

Staff also completed the 2010 planning time index, travel time index, and congested hours for all expressways in the region. The data is posted at a recently improved highway performance measures page, <http://www.cmap.illinois.gov/cmp/scans>. Staff is currently analyzing 2011 sensor data.

Staff also continued CMP support for the transportation data archive, including sensor data analysis and the selection of a consultant to automate the process of obtaining data from IDOT. Three years of weather data was also collected for analysis in the animation demonstration. Two years of IDOT incident data was geocoded.

Work has begun work on the 2011 regional expressway atlas and VMT estimation. Staff is updating the regional expressway atlas process and has been in contact with IDOT and the Illinois Tollway regarding the update. IDOT supports the new process. Staff is in the process of creating a seamless way to extract and transform the data into a useable format. The balancing sheets are also being updated to keep track of unadjusted and adjusted counts to improve accountability. The mileposts included with the balancing sheets are also being revised.

Work continued on integrating available railroad crossing and active rail line inventory data to calculate rail crossing delay. This work is integrated with ICC efforts; an estimate consistent

with ICC's 2002 estimate was released in the second quarter, showing substantial declines in delay over the analysis period. A BlueTOAD data collection demonstration across a railroad crossing was initiated on March 12, 2012, after substantial coordination with CDOT and IDOT. The BlueTOAD devices were installed to measure delay on the Archer Avenue crossing of the Belt Railway of Chicago, the site of a planned CREATE highway-rail grade separation.

Work was initiated to begin the summer field data collection program. The processes to hire staff and to solicit local projects are under way.

#### **4<sup>th</sup> Quarter Objectives:**

- Performance monitoring staff will continue to work on updating the regional indicators. Of the 15 indicators to be updated this year, only 5 remain to be updated this quarter. The remaining indicators to be updated this quarter include: on-time data – by agency including Amtrak, intercity destination – by mode and distance, percent of work trips by mode, average vehicles per household, and highway-rail crossing delay. Staff will also finalize and post to the website 2011 regional freeway performance measures and congestion scans.
- The CMP will continue to support the Regional Data Archive project as needed. In particular, staff is geocoding 2008-2010 IDOT incident data and cleaning sensor data to be uploaded to the demonstration archive.
- Staff will provide a new expressway VMT summary reflecting the 2011 expressway atlas data. The new process used to create the expressway VMT for 2011 will be applied to 2009. Graphics will also be updated.
- Continue work on railroad crossing delay report.
- Prepare for summer field data collection, including reviewing local community requests and hiring staff.

### **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).

**3<sup>rd</sup> Quarter Progress:**

No progress was made on this project

**4<sup>th</sup> Quarter Objectives:**

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

**Congestion Management Strategy**

Project Manager: Tom Murtha

Team: Frank, Nicholas, Rodriguez, Schmidt, Rice

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

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

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

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

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

### **3<sup>rd</sup> Quarter Progress:**

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

Work also continued on general congestion management and ITS initiatives. CMAP continued 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.

### **4<sup>th</sup> 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.

### **3<sup>rd</sup> 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. The truck restriction and truck route data for Chicago has been transmitted to CDOT and to IDOT for review, and has been integrated into the CMAP highway networks for travel demand modeling. A new highway network has been produced, ready to code suburban restrictions and routes.

### **4<sup>th</sup> Quarter Objectives:**

Continue work on the truck route/restriction update. Complete freight system inventory work, including grade crossing delay. Initiate work on overnight delivery project in anticipation of an FY 2013 project.

Prepare an update on CREATE Program progress.

## **Bicycle and Pedestrian Transportation Planning**

Project Manager: John O'Neal

Team: Murtha

Description: In cooperation with our partners, this project identifies, evaluates, and implements strategies to facilitate walking and bicycling in the region, including access to transit.

The project also addresses public right-of-way accessibility for people with disabilities and the safety of walkers and cyclists. The project concentrates on providing technical information to partner agencies and local communities through such activities as our *Soles and Spokes Workshops* and our unique *Soles and Spokes Blog*.

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

### **3<sup>rd</sup> Quarter Progress:**

- Completed analysis for the two performance measures related to non-motorized transportation: existence of a SRTS School Travel Plan (for the region's communities) and existence of ADA Transition Plans (again, for region's communities). The data resulting from the analysis of the existence of SRTS School Travel Plans have been posted on MetroPulse. Information and results of SRTS analysis have also been posted on CMAP's Bike-Ped webpage (<http://www.cmap.illinois.gov/bike-ped>). Information and analysis of ADA Transition plans has been posted at <http://www.cmap.illinois.gov/bike-ped/accessibility>.
- Completed analysis of the SRTS 2011 Cycle funding levels by Region, City of Chicago, Suburban Cook, County, and State. This is posted on the CMAP Bike-Ped website. (<http://www.cmap.illinois.gov/bike-ped>)
- Completed statistical analysis and analytical maps of bicycle and pedestrian crashes incorporating 2010 crash data. (Maps now have 2005-2010 data.) Introduced and posted these analyses and maps on CMAP Bike-Ped website (<http://www.cmap.illinois.gov/bike-ped/pedestrian-and-bicycle-safety>).
- (Ongoing) posts and maintenance of "Soles and Spokes, CMAP Bicycle and Pedestrian Planning Blog" (<http://cmap.illinois.gov/solesandspokes/>). We continue to match or exceed our goal of an average of 2-3 posts per week, and continue outreach to bicycling and pedestrian planning partners and stakeholders to raise awareness and use of the blog. Feedback continues to be positive.
- Completed rough draft (content) of Community Briefing paper on ADA Transition Plans.
- (Ongoing) Staff made substantial progress this quarter providing bicycle and pedestrian planning information in response to requests from IDOT, county DOTs, municipalities, and consultants. This quarter, nine requests were addressed, reducing the number of outstanding requests to three, and making a total of 40 completed so far (which was the goal for the FY). These 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 increase with excellent results. We continue to coordinate our responses with the League of Illinois Bicyclists and Active Transportation Alliance. Given the small backlog, work proceeds on a chronological basis (i.e. we address oldest requests first). *This work serves as the basis for implementation of IDOT's Complete Streets policy in our region.*
- Review and follow-up meetings on walkability report (lead by RTA) for the Village of La Grange focused on identifying problems and developing solutions to improve pedestrian access and safety at the Stone Avenue Metra Station. Participants included RTA, ICC, BNSF, Metra, Active Transportation Alliance, and Village of La Grange planning and engineering staff.

- Continued participation as CMAP liaison on Communities Putting Prevention to Work (CPPW) Transportation Steering Committee, organized by Active Transportation Alliance. This quarter, staff participated in review of final draft versions of two Council of Mayors bicycle plans – the Southwest and the West Central Municipal Conference plans. We had one meeting at which discussion focused on strategies and actions for implementation of the Cook County Complete Streets ordinance by Cook County Highway Department.
- (Ongoing) Updates to Bicycle Inventory System (BIS) data.
- (Ongoing) Updates to bicycle and pedestrian program website.
- Provided BIS, crash, and Greenways and Trails Plan data and maps to communities, partnering agencies, and stakeholder groups working on bikeway and trail planning and projects.
- (Ongoing) Represented regional interests in non-motorized transportation at various meetings, conferences, and with partner organizations (FHWA Pedestrian Safety Focus States, SRTS State Network and Northeastern Illinois Task Forces, IDOT IBCWG, INDR IGTC and GIT Executive Committee, City of Chicago MBAC and MPAC; NWMC and other COMs, etc.)
- Bicycle and Pedestrian Task Force. The Task Force met on March 14, 2012. Next meeting is scheduled for June, 2012.

#### **4<sup>th</sup> Quarter Objectives:**

- Upload to MetroPulse and update website with results of the analysis of the performance measure that indicates whether a municipality has completed an ADA Transition Plan or not.
- Complete Community Briefing paper on ADA Transition Plans – background and requirements. Outline idea for second paper.
- Organize and host Soles and Spokes workshop on bikeways.
- Continue to address IDOT and other agency requests for bicycle and pedestrian planning information.
- Continue to improve the content, and increase awareness of the CMAP Soles and Spokes Bike-Ped Planning blog.
- Continue work with IDOT, Council of Mayors, and 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 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).

### **3rd Quarter Progress:**

- Updated the FPA website on CMAP's webpage with the following: a revised Wastewater Committee schedule, Level II public notices, an up-to-date FPA regional boundaries map, meeting materials for the Wastewater Committee Meeting, IDOA links, and the Areawide Water Quality Management Plan (Volumes 1 and 2).
- Conducted a pre-application meeting with representatives from the City of Chicago. The FPA request will include the transfer of 330 acres of land from the Bensenville FPA to the MWRDGC FPA. Also discussed a proposed amendment request with representatives from the Lakes Region Sanitary District. The request includes the transfer of 28+ acres from the Northern Moraine FPA to the Lakes Region Sanitary District FPA.
- Developed a public notice and signoff letters for several Level III amendment requests and one Level II amendment request. The Level III requests included reissuance of NPDES Permits and SRF Loans. The Level II request included a new wastewater treatment facility from the Village of Lisbon.
- Developed minutes, an agenda, and staff review and write up of an amendment application for the Wastewater Committee.
- A presentation was made regarding water conservation at the March Wastewater Committee Meeting.
- Revised the FPA review signoff letter to clearly state that CMAP informed an applicant of the IEPA's new policy. The letter was forwarded to the IEPA for feedback.
- Provided guidance, as part of the Local Technical Assistance (LTA) Program, on the Village of Lakemoor's past request to construct a new wastewater treatment facility. The discussion will help guide future (LTA) discussions with the Village.
- Completed a comparison of CMAP's nonpoint source ordinances against County ordinances as part of the FPA application and procedures booklet revision.
- Initiated an analysis to determine how many applicants (within the past 5 years) have acted on staff's recommendation and actually adopted new or revised ordinances that are comparable to CMAP's model ordinances.
- Began updating the Level I and Level II status table. The table will be included in future updates to CMAP's FPA webpage.
- Revisited the 1<sup>st</sup> update of the WQMP Amendment Process and Procedures document for purpose of updating and revision. Submitted a revised document to Tim L. for review.
- Discussed the methodology for CMAP's forecasts. Received direction on how to utilize the forecasts during staff's review of FPA amendment requests. The methodology will be included in the updated procedures booklet and application.
- Participated in the EPA Webinar: "21<sup>st</sup> Century Perspectives on Wastewater Treatment Ponds."

#### **4th Quarter Objectives:**

- To develop necessary documentation for FPA amendment requests including reviews, additional needs letters, maps, and technical support as needed.
- To develop meeting materials for upcoming Wastewater Committee meetings.
- To continue the process of reviewing FPA Review Criteria, the WQMP Amendment Application for purposes of updating and revision.
- Complete revision of FPA Policy and Procedures document.
- To work with staff, in consultation with others, to develop a more nuanced understanding of CMAP's Areawide Planning obligations and opportunities.
- To complete updates to the Level I and Level II amendment table.
- To complete an analysis to determine how many applicants (within the past 5 years) have acted on staff's recommendation and actually adopted ordinances that are comparable to CMAP's model ordinances.

### **Regional Support for Partner-led Watershed Planning and Management**

Project Manager: Tim Loftus

Team: Hudson, Thompson, Talbot

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

#### **3rd Quarter Progress:**

- Participated in the Fox River – Jelkes Creek Watershed Planning stakeholders meeting on February 2<sup>nd</sup>
- Assisted with a brochure and gave an invited presentation on the Section 319 grant application process, as well as noted DCEO's IKE grant program and CMAP's upcoming Local Technical Assistance Program (LTAP) call for proposals, at the FREP Noon Network meeting on February 15<sup>th</sup>.
- Participated in the Tyler Creek Watershed Coalition meeting on February 15<sup>th</sup> and provided information regarding the 319 grant application process, DCEO's IKE grant program, and CMAP's upcoming LTAP call for proposals.
- Gave an invited presentation on watershed planning and the recent completion of the Silver Creek / Sleepy Hollow plan at the 42<sup>nd</sup> Annual Meeting of the Environmental Defenders of McHenry County.
- Responded to a consultant's request for water quality data available for the Woods Creek Watershed.
- Assisted CMAP staff members working on the Village of Lakemoor's comprehensive plan update regarding the types of soil classifications important for planning purposes, information on watershed plans available in the upper Fox River Basin,

subwatershed boundaries, and contact information for the Illinois Nature Preserves Commission and IDNR Natural Heritage biologist.

- Met with the president and coordinator of the Upper Des Plaines River Ecosystem Partnership to discuss potential opportunities for collaboration and technical assistance.
- Toward assisting the Silver and Sleepy Hollow Creeks Watershed Coalition, corresponded with an IDNR Streams Biologist regarding conducting a fish population survey in one or both of these creeks this year.
- As requested by an IDNR Streams Biologist, identified several potential access locations along Blackberry Creek in Kendall County for conducting a detailed fish survey following this year's removal of the Blackberry Creek dam in Yorkville, and provided maps and landowner contact information.
- Met with and provided guidance to a potential leader for the nascent Buffalo Creek Clean Water Partnership.
- Worked with Silver Creek and Sleepy Hollow Creek stakeholders to develop an implementation schedule for adoption of the watershed plan.
- Developed a PowerPoint presentation that will be used to encourage local officials to adopt the Silver Creek and Sleepy Hollow Creek watershed plan.
- Met with the 4 Lakes Initiative group in southwestern Lake County on February 20<sup>th</sup> to provide an overview of the upcoming TMDL Implementation Planning process and answer questions.
- Provided suggestions and contact information for several watershed groups to the Kane-DuPage SWCD as they prepare the program for a "Watershed Wanderings" symposium to be held on May 4<sup>th</sup> in association with Elgin's Green Expo.
- Began discussions with coworker Jesse Elam regarding assisting with QAPP development for the Hickory Creek Watershed group's stream monitoring project.
- Accepted an invitation to serve on the Advisory Group for the Lincoln Park North Pond Nature Sanctuary Master Plan, scanned the Phase 1 Diagnostic/Feasibility Study that included Lincoln Park North Pond (Hudson et. al., 1993) and provided the PDF to the Lincoln Park Conservancy, and participated in the first meeting of the Advisory Group on March 27<sup>th</sup>.
- Organized and facilitated, along with The Conservation Foundation, a first Blackberry Creek Watershed Coalition meeting (3/20/12) following publication of the new plan; implementation and organizational issues were discussed.
- Organized and facilitated, along with The Conservation Foundation, a first Ferson-Otter Creek Watershed Coalition meeting (3/27/12) following publication of the new plan; implementation and organizational issues were discussed.
- Provided the Westchester LTAP project with support: watershed information and map
- Established dates for discussion with / presentation to City of Elgin and Village of South Elgin regarding a resolution to support the Ferson-Otter Creek Watershed Plan and distributed model resolution.

#### **4<sup>th</sup> Quarter Objectives:**

- Meet with the Silver Creek / Sleepy Hollow Watershed Coalition, distribute the new watershed plan, and discuss implementation support needs and efforts.
- Participate in municipal meetings – City of Elgin, Village of South Elgin, Village of Elburn, others – for purposes of seeking a resolution of support for the recently completed Ferson-Otter Creek, Blackberry Creek, and Silver Creek & Sleepy Hollow Creek Watershed Action Plans.
- Support the Section 319 grant application process through the Fox River Ecosystem Partnership (FREP) and other ecosystem partnerships as requested.
- Participate in the Fox River – Jelkes Creek Watershed stakeholder planning meeting on April 2<sup>nd</sup>, and present an overview of the 319 grant program including examples of recent 319 projects completed throughout the Fox River Basin.
- Attend the initial April 25<sup>th</sup> meeting, provide guidance, and provide municipal/watershed resource thematic maps to the fledgling Buffalo Creek Clean Water Partnership.
- Complete a draft QAPP for water quality monitoring in Hickory Creek and submit to Illinois EPA.
- Approach and/or respond to other local governments for purposes of passing a resolution of support for watershed plans; continue to distribute and promote the three recently completed Fox River Basin plans.

#### **Watershed Planning**

Project Manager: Tim Loftus

Team: Ahmed, Hudson, Talbot, Thompson

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 the 4<sup>th</sup> quarter, 2012, with

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

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

### **3rd Quarter Progress:**

Watershed plans were finalized, printed, delivered to Illinois EPA, and distributed to stakeholders in the Lower Fox River planning areas. New report requirements were made of staff – self surveys and Resource Management Mapping Service data input – which were addressed as requested.

### **4th Quarter Objectives:**

This project is now complete. Any further involvement with the three watershed coalitions will be take place within the Water Quality Management Planning project.

A new TMDL implementation planning project scope-of-work is being developed and 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 six counties in the region (excluding Lake County since 2010), including over 50 volunteers at approximately 30 lakes. Staff provides additional lake management planning technical assistance to support the core program activities.

Products and Key Dates: Quarterly progress reports due to Illinois EPA, data review and management (ongoing), technical assistance (ongoing), audits of Tier 3 volunteers (July-August 2011), lake maps and monitoring site coordinates for new lakes in the program (November 2011), 2011 monitoring data QA/QC and editing in Illinois EPA's lakes database (December 2011), assistance with annual report preparation (as requested by Illinois EPA), distribution of Secchi monitoring forms to continuing volunteers (April 2012), volunteer training (May 2012) and follow up visits (as needed).

### **3rd 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 2<sup>nd</sup> quarter FY12 progress report for CMAP and Illinois EPA;
- prepared monitoring site coordinate, aerial photo maps using CMAP's GIS for Three Oaks Lake North and Three Oaks Lake South/McHenry Co., and provided PDFs to Illinois EPA;
- scanned and e-mailed the audits of the volunteers at the two 2010 Tier 3 lakes to Illinois EPA as requested;
- reviewed and provided comments/corrections to Illinois EPA on the volunteer list and acknowledgements section in the draft 2011 VLMP annual report;
- determined milestone awards earned by the volunteers following the 2011 monitoring season and provided the list to Illinois EPA;
- provided morphometric data for Sanctuary Pond/DuPage Co. to Illinois EPA;
- organized and labeled digital photos of volunteers in action from the 2011 season and e-mailed them to the Statewide VLMP Coordinator at Illinois EPA;
- wrote an overview of the VLMP for use on CMAP's website;
- retrieved the dissolved oxygen/temperature meter for testing and the VanDorn sampler for repair from the volunteer at Wonder Lake/McHenry Co.;
- attended the annual Illinois Lake Management Association conference and VLMP session, moderated two sessions regarding green infrastructure for water resource protection, and took an algae identification workshop, in early March held at Northern Illinois University in DeKalb;
- reviewed 2012 VLMP registration forms received to date from Illinois EPA, provided additional e-mail addresses for Illinois EPA staff to contact past and potentially new volunteers, and followed up with 2011 volunteers who had not yet registered for the 2012 season.

#### Data management:

- completed review of late season Secchi Monitoring forms received from volunteers, wrote notes on each form regarding corrections needed; and mailed copies to Illinois EPA.

#### Technical assistance:

- continued to prepare a summary of historical and current VLMP data for Lake Killarney and Silver Lake in McHenry County for the volunteer monitors and their associated lake management committees (Lake Killarney Homeowners Association and Village of Oakwood Hills, respectively);
- requested from Illinois EPA the 2011 water sample analysis results for Sanctuary Pond/DuPage Co. and provided them to the Forest Preserve District (FPD) of DuPage Co. as requested for use in an annual monitoring report, and provided interpretive guidance;
- prepared a monitoring site map for Deep Quarry Lake/DuPage Co. and e-mailed a PDF to the volunteer monitor at the FPD of DuPage Co., as well as to Illinois EPA;
- discussed various lake management approaches with the volunteer at Longmeadow Lake/Cook Co.;

- researched and provided lake ownership information for Lost Island Lake/ Cook-DuPage Co. to Illinois EPA and Sunset Lake Outdoor Education Center;
- discussed aquatic plant management options and provided a list of firms that offer mechanical harvesting to the Village of Oakwood Hills' (Silver Lake/McHenry Co.) lake management committee;
- prepared a monitoring site and "location notes" map for Lily Lake/McHenry Co. and provided a PDFs of this and other Lily Lake maps to Illinois EPA-Des Plaines staff for their use in Ambient Lake Monitoring Program (ALMP) sampling this year.

Volunteer Training:

- none.

**4<sup>th</sup> Quarter Objectives:**

In consultation with Illinois EPA, finalize Tier 2 and Tier 3 "water sampling" lakes; update the "contacts" page in the VLMP Training Manual and provide a PDF to Illinois EPA; test the dissolved oxygen/temperature meter and repair the VanDorn sampler retrieved from the volunteer at Wonder Lake; mail this year's supply of Secchi monitoring forms and postage-paid return envelopes to continuing volunteers; participate in a "Train the Trainer" session with the Statewide and Lake County VLMP Coordinators; prepare for and conduct Tier 1 Secchi training for new volunteers and Tier 2 and Tier 3 training/retraining for continuing volunteers; provide technical assistance to volunteers as requested.

**Maple Lake Phase 2 Rehabilitation and Protection Program**

Project Manager: Holly Hudson

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

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

**3<sup>rd</sup> Quarter Progress:**

- prepared a 2<sup>nd</sup> quarter FY12 progress report for CMAP and the Forest Preserve District of Cook Co. (District);
- reviewed and approved the 2<sup>nd</sup> quarter FY12 invoice to the District prepared by CMAP's accounting group;
- prepared a project authorization order for CMAP's primary water resources technical assistance firm, Hey and Associates, to prepare estimates of nonpoint source source pollutant loadings from roads and parking areas adjacent to Maple Lake as well as from eroding drainageways within the watershed, and to provide conceptual level engineering cost estimates for recommended best management practices;

- prepared maps for and conducted watershed reconnaissance on January 26 with a Hey and Associates' water resources engineer in support of the above-listed task;
- scanned various historical engineering plan sheets from the District and provided the PDFs to Hey and Associates for their reference;
- received the 2011 phytoplankton data and most of the 2011 water quality data from Illinois EPA;
- corresponded with the shoreline stabilization construction contractor regarding unclear or missing information in the the weekly status meeting notes;
- prepared maps displaying the 2011 aquatic plant community survey results as well as the crayfish survey sampling locations;
- completed a final draft of the project report and provided a copy to Illinois EPA's Clean Lakes Program Coordinator on March 1 for review and comment.

#### **4<sup>th</sup> Quarter Objectives:**

Incorporating the remaining 2011 water quality data recently received from Illinois EPA into the project report; incorporate fisheries survey data and assessment recently received from the Forest Preserve District's fisheries staff; incorporate the bird count data recently received from the District's education staff; address any comments received from Illinois EPA; and finalize the project report.

### **Fox River Watershed Restoration and Education (Phase 4)**

Project Manager: Dawn Thompson

Team: Hudson

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

The project is as follows:

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

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

#### **3<sup>rd</sup> Quarter Objectives:**

The Project is complete

## **AREA 2: REGIONAL WATER SUPPLY PLANNING**

### ***Water 2050: Implementation***

Project Manager: Tim Loftus

Team: Ahmed, Capriccioso, Schneemann, Talbot

Description: Having established a leadership role during the past five years in regional water supply planning, CMAP has a vested interest in ensuring that regional activity remains coordinated, collaborative, and productive. *Water 2050* features over 240 recommendations with 50 recommendations aimed at CMAP for implementation. Project activity will seize CMAP's opportunities to implement plan recommendations while supporting several counties and public water suppliers in their efforts to implement the plan. CMAP will also serve as the regional conservation coordinator to support county government and public water suppliers as they move to implement recommendations designed for them. A CMAP staff person will be identified to participate in and support the Northwest Water Planning Alliance (NWP). The NWP 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.

**3<sup>rd</sup> Quarter Progress:**

- Staff provided support to the Northwest Water Planning Alliance (NWP) by participating in three monthly meetings of the Technical Advisory Committee (TAC). Contributions of note include:
  1. delivering a draft WaterSense Partnership resolution, developed with USEPA

Region 5 staff, for member communities to adopt. To date 20 communities have adopted the resolution to become WaterSense partners.

2. worked on 2012 schedule for water-bill insert usage
  3. working with MPC to guide the TAC on choosing among outdoor lawn water restriction programs.
- staff are redesigning the CMAP water resources website
  - partnered with Illinois-Indiana Sea Grant to acquire outreach/education materials including shower timers, leak detection tablets, and rain gauges.
  - staff continued to chair the Illinois AWWA Water Efficiency Committee. Duties involve conducting / hosting monthly meetings and contributing to the monthly printed publication, SPLASH. One major project, collecting data from water utilities regarding the relationship between water production and energy used in the process, has resulted in a final report that is being widely distributed.
  - Staff prepared and delivered presentations to:
    1. Braun 2012 Memorial Lecture, The John Marshall Law School - The Good, the Bad, and the Ugly: Implementation of the Great Lakes Compact
    2. UIC, Environmental Planning and Policy (graduate level) class – on water resources in NE Illinois
    3. Current Events Group at the Indian Prairie Library – on water resources in NE Illinois
    4. Environment and Natural Resource Committee – on CMAP’s water resource related projects and activities
    5. NWPA – on bill-insert program
    6. NWPA – on water-energy nexus survey results
    7. Illinois AWWA WaterCon 2012 conference – on water-energy nexus survey results
    8. Illinois AWWA WaterCon 2012 conference – on CMAP Water 2050 projects and programs
    9. Evanston Garden Club – Lawn to Lake:
  - Staff spent considerable time working with IDNR and others to develop a strategy for generating new revenue in order that IDNR can create a program for state/regional water supply planning. A \$0.02/1k gallons of billed water use was proposed and is under consideration for new legislation that will feature a number of new fee proposals to fund IDNR.
  - Work on the draft full-cost pricing paper is nearing completion as the advisory committee approved the latest draft. CMAP review has resulted in the need for additional editing. Graphics have been developed to support the paper.
  - The bimonthly Water 2050 e-newsletter went out in February.
  - Water related Local Technical Assistance:
    1. worked with City of Evanston staff on developing a water efficiency plan. Public meetings were held in addition to meetings with city staff.

2. worked with Village of Oak Park staff on developing a water conservation and efficiency plan. Public meetings were held in addition to meetings with village staff.
  3. worked with the Village of Orland Park on developing a water-use conservation ordinance as part of a new water resource chapter to appear in the village unified development code.
  4. worked with the Village of Lake Zurich in collaboration with MPC and others, on evaluating their various water resource circumstances to help inform village decisionmaking.
- Staff provided review comments on the draft Kane County 2040 Plan, Planning Issues – Water Resources, and Open Space and Green Infrastructure
  - Staff regularly attends seminars, webinars, and other activities centered on an ongoing water resource discussion within the region. This includes attending both formal and informal meetings to discuss green infrastructure, stormwater management, federal and state agency initiatives (or need for state agency activity) and other water-related issues.
  - Nine (9) Lawn-to-Lake workshops, conducted as part of the Great Lakes Restoration Initiative (GLRI) grant administered by staff, involving various levels of staff participation.
  - An advisory committee meeting was held to discuss the current and FY '13 work plans for M. Schneemann, water resource economist.
  - staff was interviewed by 1) the Urban Land Institute for the water resources component one of their pending reports, and 2) by one UIC DUPP graduate student as part of their program requirements.
  - staff worked with regional partners to deliver decision criteria to Illinois EPA, Bureau of Water regarding evaluation of State Revolving Loan Fund applications and scoring for “water-friendly” performance.
  - Staff studied SB 3573 – Amends the Public Utilities Act – for judgment delivered internally and to external partners (upon request).
  - Staff collaborated with the Metropolitan Mayors Caucus (MMC) in reviewing and scoring applications to the MMC’s Emerald Ash Borer grant program.

#### **4<sup>th</sup> Quarter Objectives:**

- Presentations are scheduled for:
  - Village of Oak Park: Green Tuesdays in the Village
  - Water/Climate workshop sponsored by Illinois State Water Survey, University of Leeds, Prairie Research Institute, Midwestern Regional Climate Center, and the U. of I. Office of Sustainability
  - the Illinois Sustainable Technology Center: “Reducing Water Supply Vulnerability in the Chicago Metro Region: Water Pricing as an Adaptive Climate Change Policy”

- Joliet Junior College, Celebrating Sustainability: “Water Conservation and Efficiency for Northeastern Illinois”
- Illinois Water Laws and Regulations seminar (tentative)
- Water related Local Technical Assistance: all four projects – Lake Zurich, Orland Park, Evanston, and Oak Park will conclude with delivery of a final report.
- Support of the NWPA will continue with discussion centering on a water-use conservation ordinance and water loss reporting. A first iteration Water 2050 tracking system will be produced
- The full-cost pricing paper will be finalized, printed, and distributed. An executive summary will be developed.
- Several water pricing factsheets will be finalized for distribution.
- Develop and begin to pilot a suite of workshops for water utilities to build/enhance capacity for sustainable finance. The first workshop, Project Development, is scheduled for June. Workshop cosponsors will include Illinois Rural Community Assistance Program (RCAP), US EPA Region 5, and others.
- Four new water-bill inserts will be developed for use in two different formats.
- The revised Water Resources website will go live .
- Two new e-newsletters will be prepared and distributed: April and June.
- 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 is the Energy Efficiency Program Assistant. In addition, Margaret McGrath and Dolores Dowdle continue to be involved with any residual procurement and contracting aspects of the grant (e.g. contract adjustments or amendments), and Lance Tiedemann provides IT assistance for the programs access to information component, particularly with the website. All staff will continue to provide assistance towards the final objectives for EI2 as needed for the foreseeable future.

## **EI2 Retrofit Steering Committee Support**

Team: Olson, Plagman, Silberhorn

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

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

### **3rd Quarter Progress:**

- Scheduled and coordinated bimonthly Steering Committee meetings and included key CMAP staff (Randy Blankenhorn, Jill Leary, Dan Olson, Emily Plagman, Joey-Lin Silberhorn)
- Provided bimonthly EI2 progress reports to Steering Committee members
- Involved Steering Committee with longer-term planning and decisions (up to 6-months in advance) surrounding relevant issues.
- 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.

### **4th Quarter Objectives:**

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

## **EI2 Program Development and Implementation**

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

Description of General Project Approach:

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

EI2 is guided by the following three principles:

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

Q3 of FY12 marks the program's second quarter of full-scale implementation. The quarter was marked by aggressive expansion of community-level outreach activities as well as close monitoring of the first full quarter of finance program availability across all market sectors. The primary EI2 initiatives as well as their associated program objectives include:

### **1. Increasing Access to Information**

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

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

## 2. Increasing Access to Capital

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

## 3. Increasing Access to Workforce

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

Products and Key Dates: 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)

### **3rd Quarter Progress:**

- Worked with Fleischman Hillard, CNT Energy, the City of Chicago, and other partners to maintain awareness of the “Two Bills” marketing campaign and transition campaign into more community-focused outreach.
- Substantially increased activities and focus on community-based outreach, including bringing EI2 to present to various COGs and municipalities throughout the quarter.
- Finalized development of EI2 website and continued transition planning of website ownership to CMAP/CNT staff.
- Worked with PositivEnergy Practice and MyHomeEQ to finalize and integrate the residential and commercial building energy tool into the larger EI2 Information System.
- Worked with Delta Institute and selected lending institutions to drive demand and retrofit activity in the Residential Retrofit Fund, as well as increase contractor awareness and participation in the program.
- Worked with Priority Energy to drive demand and retrofit activity in the Home Performance Retrofit Rebate program.
- Continued to increase outreach and drive demand toward audits, applications, and completed retrofits for the Energy Savers (Multifamily Loan Loss Reserve) program.
- Worked with the Village of Oak Park to drive demand toward audits, finalize applications, and conduct retrofit work through the Multi-Unit Retrofit Improvement Loan Program. Held first community outreach event on March 21<sup>st</sup> which will serve as a model for future community presentations.
- Worked with the City of Chicago to finalize loan closings and oversee construction on work through the Multi-Unit Retrofit Improvement Loan Program. First weekly review of all Davis-Bacon documentation began the week of March 26.
- Worked with the Metropolitan Planning Council to begin administering retrofit activities with selected employers and initiate associated loans for the Home Energy Renovations for Employees (HERE) program (formerly Employer-Assisted Housing Retrofit (EAHR)) Program; continued to market and reach out to prospective employers.
- Worked with IFF to drive demand and retrofit activity in the Commercial Nonprofit Retrofit program and continue tracking audits, loans closed, and completed retrofits.
- With CNT Energy, the Chicago Jobs Council, and the Centers for New Horizons – continued research and workforce alignment through the Workforce Intermediary.
- Worked with Transcend Equity Development Corporation to drive demand and retrofit activity within the Commercial/Industrial Retrofit program. Continued to drive demand and finalize contracts on first key projects for this program and provided monthly status updates to the Department of Energy on progress. Transcend Equity was acquired by another company, SCIEnergy, this quarter.

#### **4th Quarter Objectives:**

- Continuing with Fleischman Hillard, CNT Energy, the City of Chicago, and other partners to maintain awareness of the “Two Bills” marketing campaign and increased visibility of EI2 brand in the region. Continue to focus on community-based efforts to bring program to the region’s consumers.
- Finalize development of EI2 website and continue transitioning ownership to CMAP/CNT staff.
- Finalize PositivEnergy Practice’s EnCompass tool and determine next steps.
- Continue to refine MyHomeEQ residential building energy tool into the larger EI2 Information System and improve user interface.
- Work with Delta Institute and selected lending institutions to modify REEL program offerings to include deeper incentives and loan terms in order to increase demand and retrofit activity.
- Work with Priority Energy to drive demand and retrofit activity in the Home Performance Retrofit Rebate program.
- Continue to increase outreach and drive demand toward audits, applications, and completed retrofits for the Energy Savers (Multifamily Loan Loss Reserve) program.
- Work with the Village of Oak Park to continue driving audits, finalize applications, and conduct retrofit work through the Multi-Unit Retrofit Improvement Loan Program.
- Work with the City of Chicago to finalize loan closings and oversee construction on first couple buildings through the Multi-Unit Retrofit Improvement Loan Program; begin weekly review of all Davis-Bacon documentation.
- Work with the Metropolitan Planning Council to increase retrofit activity with selected employers and initiate associated loans for the Home Energy Renovations for Employees (HERE). Continue to market and reach out to prospective employers.
- Work with IFF to increase demand and retrofit activity in the Commercial Nonprofit Retrofit program and continue tracking audits, loans closed, and completed retrofits.
- With CNT Energy, the Chicago Jobs Council, and the Centers for New Horizons – continue research and workforce alignment through the Workforce Intermediary.
- Work with SCIEnergy (formerly Transcend Equity Development Corporation) to drive demand and retrofit activity within the Commercial/Industrial Retrofit program. Develop contract modifications to adjust for acquisition as well as incorporate a “First-Five” Buildings deal into the program offering. Finalize contracts on first key projects for this program and provide monthly status updates to the Department of Energy on progress.

#### **EI2 Program Management**

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

Description: CMAP serves as the lead agency managing the EI2 grant. CMAP continues to have ultimate responsibility for tasks including, but not limited to: grant execution, reporting and compliance to DOE, draw downs, payouts & finances, program development and strategic planning, competitive procurement processes, development of project selection criteria for high impact marketing efforts, management of the EI2 Retrofit Steering Committee and

CNT Energy, and compliance with all federal regulations in accordance with the ARRA EECBG program. CNT Energy as the implementation agency is assigned many of the above tasks and continues to refine automated, computer-based procedures for many of the activities. The CMAP Project Manager has final responsibility for review and submission to DOE.

The implementation plan developed by CNT Energy in FY11 will continue to be followed and updated throughout 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 (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).

### **3<sup>rd</sup> Quarter Progress:**

- Completed all quarterly and monthly ARRA and DOE reporting requirements (1/2012).
- Continued working with DOE, CNT and Shaw Environmental (through CNT's implementation contract) to maintain compliance of all sub-grantees with reporting requirements for both ARRA and DOE.
- Began 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
- Reviewed contractual goals of financial subgrantees to determine whether programs are meeting their targets. Developed remedial plans as necessary to ensure that target retrofit goals are met.
- Attended relevant conferences and thought-leader sessions within the Chicago area promoting energy efficiency. (January-February)
- Continued to improve and institutionalize standard administrative practices for EI2 grant program and made all subgrantees aware of these best practices.

### **4<sup>rd</sup> 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.
- Continue extensive outreach to local Councils of Government (COGs) and other municipalities about the EI2 program and begin identifying other key stakeholders at a community level to disseminate information and gain participation by consumers in the CMAP region
- Continue extensive community-based outreach directly with homeowners through various community events and workshops (e.g. Earth Day)
- Review contractual goals of financial subgrantees to determine whether programs are meeting their targets. Develop revised incentives, particularly with the REEL and SCIEnergy programs, to drive increased demand for financing. Develop remedial plans as necessary to ensure that target retrofit goals are met.
- Continue to improve and institutionalize standard administrative practices for EI2 grant program and make all subgrantees aware of these best practices.
- Put forth a EI2 Strategic Plan that incorporates the sustainability plans of all EI2 financing programs by June 1<sup>st</sup>.

## **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).

### **3rd Quarter Progress:**

- Continued work with CNT Energy and DOE on data collection, monitoring and evaluation needs, and completed second round of DOE reporting using the online automated tool ([www.energyimpactillinoistools.org](http://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 SCIEnergy (formerly Transcend) Commercial / Industrial program.

### **4th Quarter Objectives:**

- Review thresholds for finance program efficacy and institute remedial actions necessary to allow financial subgrantees to ensure progress on their retrofit totals.
- Develop contingency plans for programs that are failing to meet their stated goals and begin implementation of these plans in Q1 FY13.
- 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.

#### **3<sup>rd</sup> Quarter Progress:**

- Continued with IFAS system BC planning, VM hosting and Test Server
- Continued mapping out strategies for Phase 2 of Business Continuity project
- Assisted with RFP and infrastructure design for Regional Data Archive project
- Developed FY12 procurement plan
- Implemented Phase 2 of APC UPS implementation – Central Monitoring System
- Implemented new web filtering protection solution on guest network
- Acquired ESRI ArcGIS Image server and developed implementation strategy for CMAP aerial imagery

#### **4<sup>th</sup> Quarter Objectives:**

- To complete Phase 3 of plan for improved networking backbone design
- To complete Phase 2 of IFAS system BC plan, VM failover and remote data center
- To continue testing of web filtering protection solution on guest network
- To continue with APC UPS implementation Phase 3 – Central Monitoring System
- To complete wireless network upgrade for both guest and CMAP networks
- To implement new remote video displays
- To begin implementing ESRI ArcGIS Image server for CMAP aerial imagery
- To acquire and implement IT infrastructure for Regional Data Archive project
- To acquire and implement IT infrastructure for Regional Data Sharing Hub project
- To acquire and implement new IT equipment from FY12 procurement plan

## **Web Infrastructure Management**

Project Manager: Lance Tiedemann

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

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

Resources: Web servers and software applications

Products: CMAP Website, SharePoint Intranet, Web data servers

### **3<sup>rd</sup> Quarter Progress:**

- Two SharePoint 2010 production servers were brought online.
- One SharePoint 2010 development server was brought online, with a content database installed.
- SharePoint 2010 Migration Planning:
  - A URL was chosen.
  - A data migration schedule was set.
- Advised GIS data team on improving SharePoint project site collaboration.
- Completed the evaluation of proposals in response to RFP 087 (Security Audit of Internet-facing Surfaces) and finalized a contract with the selected bidder.
- Provided account management support for Liferay users
- Reviewed Expression Engine documentation relating to general CMS administration and specific administration of E2.0 custom functionality

### **4<sup>th</sup> Quarter Objectives:**

- Finalize migration to SharePoint 2010 intranet.
- Provide CMAP staff with introduction/training for the new SharePoint 2010 intranet.
- Produce a business continuity plan for the new SharePoint 2010 intranet.
- Continue to assist with EnergyImpactIllinois.org CMS management.
- To complete Security Audit and any recommended improvements

## **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.

### **3<sup>rd</sup> Quarter Progress:**

- Approved invoices for Verizon cell phone service, First Communications landline service and GlobalCrossing teleconferencing service.
- Secured contract with vendor to implement new VoIP telephone system
- Completed the quarterly budget review for this project

### **4<sup>th</sup> 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
- Implement new VoIP phone system
- Replace existing Blackberry phones with Razr Maxx Phones-budget permitting

## **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.

### **3<sup>rd</sup> Quarter Progress:**

- Completed 148 help desk tickets and requests for CMAP staff
- Upgraded computer images to reflect recent software changes
- Continued to work with Kevin and HR in setting up workstations for new CMAP staff and interns

### **4<sup>th</sup> Quarter Objectives:**

- Implement a user solution for GoToMeeting software
- To train staff on using new wireless access points throughout the office
- To assist staff with training on new phone system
- Continue to update user documents for staff as needed
- 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.

### **3rd 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
- Advise/negotiated use of datasets created by various land conservation groups permission to share data for the Liberty Prairie Reserve Update LTA project
- Applied for renewal of agreement with IL Department of Employment Security
- Renewed EMSI database subscription and new User Agreement
- Obtained trade data for MetroPulse update
- Obtained Grocery Store data for DuPage, McHenry and Kendall counties for the Go To 2040 Indicators project
- Obtained Kane county assessor's data

### **4rd Quarter Objectives:**

- Renew Dun and Bradstreet
- Begin QC protocol for all commercial datasets
- 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 still outstanding county health departments for region
- Acquire agricultural and soils data for region-budget permitting
- Renew Dun & Bradstreet subscription
- Secure new agreement with IL Department of Employment Security
- 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-budget permitting
- Renew CoStar Subscription
- Renew TREDIS Subscription
- Renew Reed Construction Subscription
- Renew agreement with Cook County to purchase aerial photography
- Renew Woods & Poole

## **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.

### **3rd Quarter Progress:**

The outside auditors presented the completed annual fiscal year audit to the Board at the January meeting. There were no audit findings other than the one stating that they prepared the financial report. An RFP for audit services for the current and next two fiscal years was issued and the RFP was awarded to Sikich LLP.

This quarter, 7 budget transfers were processed in IFAS. One in January to move budgeted funds in the 726 IDOT UWP Contracts grant from one object code to another. The six remaining budget transfers were made in March to move money between keys in the FY11 and FY12 State IDOT grants these were necessary to be able to spend the entire amount of the FY11 grant.

**Payroll** - We processed 9 payrolls during this quarter, 6 regular and 3 special payrolls. The Federal and State 941 reports and the Unemployment Compensation report for the 4th quarter of the calendar year were filed on a timely basis. W2's and 1099's were issued in January.

**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. This was the first quarter where the number of checks issued was less than the ACH payments made. March has a few more payments processed because there were 5 Fridays in the month.

Month	Checks	ACH	INV	WT	Total Paid
Jan	51	66	238	13	\$1,523,098.51
Feb	58	82	259	14	\$2,004,036.25
March	65	83	321	13	\$1,870,701.17
3rd Qtr	174	231	818	40	\$5,397,835.93

**Accounts Receivable** – Billing invoices have continued to be processed at the beginning of each month and are normally out by the end of the first week. The table below shows the number of invoices processed each month and the dollar amount billed in each month. The final invoice for the Cook County FPD Maple Lake grant was completed, grant ended on March 1<sup>st</sup>. Also, the only outstanding receivables at the end of March was the billing for February IEPA grants.

January	16	\$1,689,240.21
February	20	\$1,433,884.48
March	21	\$1,675,254.28
3rd Qtr	57	\$4,798,378.97

**Journal Entries** - We processed approximately 28 journal entries each month. Most of these are related to normal payroll processing entries made each payroll and to move postage and printing charges from the Overhead key various grants and the Metropolitan Mayors Caucus based on usage. Additionally, there were several to move expenditures between the FY11 and FY12 State IDOT grants which corresponds to the budget transfers mentioned above.

**Bank Reconciliations** – these are performed during the first week of each month. There were no problems with the reconciliations. As of the end of March we have only outstanding checks from the month of March and nothing from earlier in the year.

#### **4th 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. Start to prepare for the end of the fiscal year, make staff aware of grants that are ending and invoices that need to be obtained. Once the FY13 budget is approved by the CMAP Board get it loaded into IFAS so it's ready on July 1<sup>st</sup>. We are also planning on upgrading our software to a newer version this should happen at the end of April beginning of May.

#### **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)

#### **3rd Quarter Progress:**

Reviewed status of expenditures, contracts and revenue.  
Developed proposals for UWP FY 2013  
Recommended funding for the UWP FY 2013 program and presented to committee.  
Developed draft of FY 2013 budget

#### **4th Quarter Objectives:**

Monitor expenditures and revenues.  
Complete FY 2013 budget and present to Board.  
Complete recommendation on UWP FY 2013 program for Board and Policy Committee.  
Prepare final report of the program for approval and publication. Oversee contract preparation by IDOT to CMAP and then CMAP to the receiving agencies.

#### **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.

#### **3rd Quarter Progress:**

3 grant amendments were received and processed. 1 has been executed; 2 are pending.  
19 new contracts were written, negotiated and 17 were executed.  
10 amendments to existing contracts were written and 5 were executed.  
12 PAOs and 2 amendments to existing PAOs were written and executed.  
5 RFPs and 1 RFQ were developed and issued, received and reviewed.  
2 Pre-bid meetings were held.  
12 interviews were conducted from the RFP/RFQ submissions.  
1 FOIA request completed.  
4 procurement quotes project managers were working on required assistance.

LTA related procurements continued to be very active this quarter. In addition to our procurements we continue to post RFPs from our partners both for projects we are directly funding and others of related interest to the work we do.

The number of amendments to existing contracts prepared this quarter is much higher than normal. As previously reported, many agreements were executed in 2007 and 2008 as CMAP was first forming; many multiple year contracts are in the final option year.

Procurement requests through quotes are currently prepared by project managers. Assistance is often needed in this area.

#### **4rd Quarter Objectives:**

- 4 RFPs are currently identified for the LTA projects and will be written and posted soon.  
6 other RFPs have been discussed as also ready for the 4<sup>th</sup> quarter posting but none are

in IFAS yet.

- 2 DOE contracts are pending for amendment and execution of separate contract. Waiting on information from the two vendors.
- 2 intergovernmental agreements are currently pending to be written as soon as May Board approval and final scopes are received.
- 5 amendments send out in third quarter are expected back and to be executed.
- 10 amendments have been identified to be completed in the 4th quarter.
- 24 UWP contracts for FY 13 have been identified to be completed in the 4th 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

### **3rd Quarter Progress:**

#### Benefits

- Provided benefits overview for 7 new employees;
- Coordinated "Lunch -n-Learn" on Health and Exercise.
- Coordinated Principal 457 Retirement Educational Meeting.
- Processed 197 (67/monthly avg.) changes in IFAS.

#### EAP

- EAP Brown Bag – February 6, 2012

#### Ergonomics

- Updated ergonomic information.

#### FMLA

- 3 new requests/applications; 2 staff on active LOA.

#### Performance

- Processed promotions (11).

#### Peters Fellowship

- Updated College and University mailing lists.
- Received and reviewed 51 applications for the fellowship.
- Coordinated and sent out applications electronically to committee interview panel.
- Created schedule for the interview of five applicants. Final candidate to be selected by March 30, 2012.

### Recruitment

- Interviewed approximately 28 candidates and hired 5 full-time employees and 4 interns.
- Web developer position posted. 4 interviews to be scheduled.
- 6 intern positions posted (Data collectors, IT, Comm., and Policy)

### Resume Receipt and Distribution

- Received a total of 905 resumes for previously posted positions.
- Received 51 resumes for positions currently posted.

### Terminations/Exit Interviews

- Met with and processed terminal paperwork and payroll for 1 full-time staff.

### Workers Compensation

- No incidents.

### **4th Quarter Objectives:**

- Currently working on the recruitment of 1 full-time position in Communications and 4 intern positions.
- Complete Peters Fellowship interview/selection process.
- Coordinate 2<sup>nd</sup> Annual "Walking Challenge".
- Resolve any outstanding IFAS matters (tickets).

### **Administration/Administrative Support**

Project Managers: Doriennne Preer

Team: Ambriz, Brown, Kelley, Witherspoon, Rivera

Description: Provide administrative support for CMAP

### **3rd Quarter Progress:**

#### Facility /Office Management

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

### Grants/Contracts

- Posted 7 RFP/RFQ's.
- Received 41 proposal submissions.
- Scheduled approximately 17 interviews and notified all submitters of outcome.
- Coordinated approval and distribution of 6 RFP/RFQ's granted.

### Local Technical Assistance

- Secured location for 1<sup>st</sup> Annual LTA Symposium (250 Attendees).
- Updated workshop attendee information.

### Safety

- Updated Emergency manual and coordinated one safety drill on March 13<sup>th</sup>.

### Storage

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

### Unified Work Program (UWP)

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

### **4th Quarter Objectives:**

- Schedule first aid and evacuation chair utilization in April.
- Ongoing organization and maintenance of storage rooms ensuring that only necessary items are stored.
- Review materials in all self-standing file cabinets and assess retention/discarding needs.
- Continue work on re-organization of library.
- Coordinate 2 UWP meetings and send out 3<sup>rd</sup> quarter reports.
- Research catering for LTA Symposium and assist with coordination and rsvp's.
- Complete process for 1 outstanding RFQ.
- On-going administrative support for CMAP needs.