

**CHICAGO METROPOLITAN AGENCY FOR PLANNING  
QUARTERLY PROGRESS REPORT- FY 2011 2ND QUARTER**

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# **GO TO 2040 DEVELOPMENT, VISUALIZATION, AND PUBLIC PARTICIPATION**

Program Oversight: Bob Dean

CMAP is leading the development of *GO TO 2040*, the comprehensive regional plan that will guide growth in Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will Counties for the rest of this century. This program implements our mission to integrate transportation and land-use planning. In addition to land use and transportation, *GO TO 2040* also addresses the full range of quality-of-life issues, including the natural environment, economic development, housing, and human services such as education, health care and other social services. This Plan is a result of more than a three year effort and is scheduled for adoption in October, 2010.

## **Strategy Analysis: Online Maintenance and Continued Improvement**

Project Manager: Bob Dean

Team: Banks, Ostrander

Description: Strategy reports are meant to define potential implementation strategies, analyze what would occur if these strategies were implemented, and provide case studies of their implementation in the region. Approximately 50 strategies have been analyzed through this process, with separate webpages created for each. During FY11, the strategy papers and their webpages should be continually improved and maintained by adding case studies and more recent information.

Products and Key Dates: The strategy papers and their webpages are already complete, but will be maintained and continually improved throughout FY 11.

### **2<sup>nd</sup> Quarter Progress:**

No progress- full plan was adopted.

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

None

## **Major Capital Projects**

Project Manager: Ross Patronsky

Team: Baden, Banks, Bozic, Dean, Heither, Kopec, Rodriguez, Stratton, Wies

Description: Per federal requirements, a fiscally constrained list of major transportation capital projects will be included in the *GO TO 2040* plan. A recommendation for these projects was developed during FY 10. In FY 11, public comment on the project categorizations will be concluded, the fiscally constrained projects will be tested to ensure that the region conforms to federal air quality standards, and a final recommendation will be developed for inclusion in the plan. The implementing agencies will be kept involved throughout this process.

Products and Key Dates: A fiscally constrained list of major capital projects will be included as part of *GO TO 2040*, scheduled for adoption in October 2010.

### **2<sup>nd</sup> Quarter Progress:**

- Sent out individual responses to commenters.
- Prepared final summary of all project proposals for appendices.

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

- Project completed.

## **Plan Preparation**

Project Manager: Bob Dean

Team: Ahmed, Aleman, Baden, Banks, Blankenhorn, Byrne, Deuben, Elam, Ferguson, Garritano, Leary, Maloney, Murtha, Ostrander, Reisinger, Sanders, Talbot, Weiskind, Wies, Williams-Clark

Description: This step involves preparing the final version of the *GO TO 2040* plan. An initial draft will be prepared and released for public comment in FY 10, and finalized based on public input collected during summer 2010.

Products and Key Dates: The final plan will be produced and adopted by October 2010, per federal and state law.

### **2<sup>nd</sup> Quarter Progress:**

- Plan was adopted by CMAP Board and MPO Policy Committee

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

- Implementation of *GO TO 2040* will occur via other program areas and projects in the work plan.

## **Plan Outreach**

Project Manager: Erin Aleman

Team: Local Planning staff, Blankenhorn

Description: Possibly the most important step in the entire *GO TO 2040* process, this item involves communicating the plan's contents to key stakeholders and implementing agencies. 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: This is an ongoing project and priority of the agency. Now that the plan is adopted, a new strategy needs to be developed and implemented to proactively promote the plan, to handle requests for information or presentations, and identify ways to keep our partners engaged. The immediate deliverables would be the strategy, the staffing responsibilities, and a method to track and organize this information (December 2010). Implementation of the strategy (key dates to be determined).

### **2<sup>nd</sup> Quarter Progress:**

- Developed an outreach strategy for GO TO 2040 outreach for this fiscal year. It includes activities for both Partners and for key GO TO 2040 implementers. The program focuses on:
  - Communication Tools
  - Implementer/Partner Outreach activities
  - Possible Events
  - Standards for dealing with external presentation requests

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

- To begin to implement this plan starting with the development of communication tools (PPT, GO TO 2040 action sheets, etc.)
- Coordinate outreach staff and planning staff on reaching implementers (local governments and civic groups)
  - Presenting on GO TO 2040
  - MetroPulse
  - Sustainable Communities Initiative
  - CR3 as this becomes necessary

## **Private Sector Outreach**

Project Manager: Bola Delano

Team: Rademacher, Blankenhorn

Description: This is a targeted outreach effort to encourage Chambers of Commerce, Economic Development Corporations, and Community Colleges to be involved in the implementation of *GO TO 2040*.

Products and Key Dates: Develop a strategy to engage this audience and determine the best course of action to work with them to implement the recommendations in *GO TO 2040* (December 2010). Implementation of the strategy (key dates to be determined). Provide immediate technical assistance and business services as required (ongoing).

### **2<sup>nd</sup> Quarter Progress:**

- Preparation of strategy to engage audience is now in its final stages of development.
- Coordinated a series of meetings to roll out strategy.
- Continue to provide technical assistance and support to business requests in McHenry, DuPage and Cook counties.
- Completed business questionnaire that will be used to promote the plan and its recommendations,

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

- Promote the Private sector outreach to various partners.
- Coordinate additional meetings to roll out the strategy and promote involvement.
- Coordinate and participate in business retention visits with 3 chambers and one EDC.

## **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 the long range plan. Federal, state, and local policies and regulations are analyzed to assure CMAP's TIP addresses regional priorities identified through existing plans and the forthcoming *GO TO 2040 Plan*. The region is required to develop and maintain a fiscally constrained TIP which, together with the region's Plan, is conformed to the State's Implementation Plan and air quality regulations to attain national ambient air quality standards. In addition to the regional priorities, fiscal issues, and air quality considerations; public involvement and regulatory elements must be addressed in the TIP. With the anticipated approval of the *GO TO 2040 Plan* in FY 2011, the TIP will be an implementation vehicle for the transportation recommendations of the Plan. Active program management will continue for STP and CMAQ funds and should be expanded to address all funding sources.

### **TIP Administration**

Project Manager: Teri Dixon

Team: Bright, Berry, Johnson, Kos, Ostdick, Patronskey, Pietrowiak, Schaad, *new TIP asst planner*

Description: Work with local, county, state and national partners to assure regional priorities are addressed, transportation projects are able to 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 and annual obligation report.

Products: TIP with updates or amendments (ongoing – approvals approximately nine times per year); active program management reports (ongoing); obligation report (February 2011); expenditure reports (ongoing); fiscal marks (as needed).

### **2<sup>nd</sup> Quarter Progress:**

- Held Coordination meetings at IDOT district 1 with PL's
- Wrote minutes of September IDOT coordination
- Worked with IDOT and FHWA to authorize projects not correctly identified in the TIP
- Continued day-to day activities for the TIP, including amendments and modifications
- Approval of the FY 10-15 TIP.
- Continued to assist programmers with issues involving the TIP.
- Continued monitoring of TIP projects, fund source, cost and progress
- Continuous update of programming marks and projects.
- Monitored and updated Marks Table
- Continued staffing of COG/COM and Technical and Transportation Committee meetings to clarify and explain TIP and regionwide expenditures.
- Continuing activities to attain a balance and understanding and implementing fiscally

responsible advanced funding by mayors/managers and leaders of the individual COM groups.

- Continue efforts to ensure that TIP change reports as well as other reports are able to be completed in the online interface.
- Held July, August and September Transportation Committee meetings which included preparing agenda, minutes, and associated memos
- Coordinated moving all FFY10 projects out of FFY10 by awarding them or moving them to a later year.
- Began work on FFY10 obligation report
- Held the November 19, 2010 transportation committee
- Held a November 18, 2010 Tier II Consultation meeting
- Collected conformity changes for approval at the March 2011 MPO Policy Committee
- Continued work on identifying major capital projects websites for inclusion on the TIP webpage

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

- Finalize Obligation report for 2010
- Continued training with staff and programmers on interface.
- Continue expenditure reports updates
- Continued STP funding review
- Updating TIP websites

## **TIP Database**

Project Manager: Ross Patronsky

Team: Berry, Dixon, Johnson, Kos, Krell, Ostidick, Sanders, Schaad

Description: Work to enhance usability and usefulness of the TIP data 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. Training to use the database must be accessible to implementing agencies and interested CMAP partners.

Products: TIP database enhancement to accommodate direct geospatial project entry ("Phase III") (June 2011); TIP database maintenance to improve data validation and ease of implementer use (ongoing); Active Program Management reports (ongoing).

### **2<sup>nd</sup> Quarter Progress:**

- Issued first PAO; initiated fiscal constraint validation checks, automatic approval of modifications, updates to project list for conformity, and improvements to the "all project" listing.
- Issued and completed PAO-011-B for miscellaneous work associated with the change from FFY 10 to FFY 11.

- Issued PAO-011-C to improve functionality of various reports and to simplify the project history listing.

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

- Discuss direct geospatial TIP project entry with Research and Analysis staff to determine whether to attempt it in-house or to contract it out.
- Complete work under PAO-011-C.

## **TIP Analysis**

Project Manager: Teri Dixon

Team: Berry, Bright, Johnson, Kos, Ostdick, Patronskey, Pietrowiak, Schaad, *new TIP asst planner*

Description: Work with implementers to ensure appropriate data is available to analyze programs for assessing whether and how they help move the region toward attaining the vision laid out in *GO TO 2040*. Continually analyze the capital and operational status of the transportation program to ensure its land use connection, preservation and improvement of our environmental resources, and the sustainability of economic prosperity. TIP changes, acted on at each meeting of the CMAP Transportation Committee, and semi-annual TIP amendments should be represented in an easy to understand manner to assist in ascertaining their impact on the overall mobility of the region.

Products: Analysis of TIP (ongoing); Analysis of TIP revisions (approximately nine times per year)

### **2<sup>nd</sup> Quarter Progress:**

- No progress

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

- Project scoping and project management will commence.

## **CMAQ Program Development**

Project Manager: Holly Ostdick

Team: Berry, Johnson, Kos, Ostdick, Patronskey, Schaad, *new TIP Asst Planner*

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. Using the proposals' cost/benefit rankings plus 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 projects are programmed, CMAP staff engages in active program management to ensure timely and efficient expenditure of funds. Both CMAQ programming and program management require extensive data management and communication with project

sponsors, Planning Liaisons and IDOT. To facilitate this, a specialized database has been developed and maintained over the years.

Beginning in 2008, a post-implementation evaluation of emission benefits was initiated. This effort involved development of data-collection methods, sample design and field 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 scheduled to obtain “after” data (for traffic flow improvement and signal interconnect projects) and additional data (from additional projects) for bicycle and pedestrian facilities. Federal regulations require that estimates of project benefits be verified.

Products and Key Dates: Update to CMAQ programming process, including revised forms and instructions (October 2010); FY 2012-13 call for CMAQ proposals (January 2011); FY 2012-13 Proposal Book (March 2011); FY 2012-13 Proposal Rankings (June 2011); report identifying CMAQ projects that should be removed from the program for lack of progress (October 2010); semi-annual review of project status (May 2011); completion of second round of data collection for post-implementation evaluation (June 2011); updates to database structure to handle program management data needs (June 2011).

#### **2<sup>nd</sup> Quarter Progress:**

- Held 4 CMAQ Project Selection Committee meetings
- Processed 25 CMAQ project change requests
- Conducted expenditure updates on all CMAQ obligated Transit projects that have not been closed out
- Conducted October Status Updates – 194 projects/work phases were tracked. 61 requested a schedule adjustment; 23 of those were a second adjustment. 18 projects were brought to the Committee for consideration for removal. 14 were retained in the program and 3 were removed from the program. A fourth project was deferred for more information.
- Updated program management policies
- Developed revised programming process for CMAQ to help implement GO TO 2040
- Met with CMAQ PSC members individually to discuss GO TO 2040 Focused Programming Approach
- Developed three online forms for submitting status updates, transit updates, and contact updates
- Reviewed TIP changes
- Continued to monitor CMAQ A list

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

- Develop call for projects materials including new GO TO 2040 Focused Programming Approach materials
- Lead Program Focus Groups for direct identification of projects
- Collect Call for Project information

- Assist project sponsors in understanding GO TO 2040 Focused Programming Approach
- Hold workshops for call for projects
- Approval of GO TO 2040 Focused Programming Approach
- Handle ongoing CMAQ project changes

## **Conformity of Plans and Program**

Project Manager: Ross Patronsky

Team: Berry, Bozic, Heither, Osttick, 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 August, 2010. 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 US 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: Complete the conformity analysis of the transportation element of *GO TO 2040* (August 2010); provide support to Illinois EPA as they develop and update various State Implementation Plans (as needed); semi-annual Conformity Determinations (October 2010 and March 2011); findings and interagency agreements from consultation meetings (as needed – typically four to six times per year); implementation of MOVES model (June 2011).

### **2<sup>nd</sup> Quarter Progress:**

- Posted final conformity document.
- Reviewed MOVES documentation on transferring MOBILE6 data to MOVES.
- Monitored developments regarding new ozone NAAQS (promulgation of standards moved back to June, 2011)
- Held consultation discussion regarding need to develop new SIP budgets in MOVES.
- Held consultation discussion regarding use of MOVES in fine particulate hot-spot analyses.
- Reviewed projects submitted for TIP conformity amendment (to be approved by Board and MPO Policy Committee in March, 2011).

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

- Transfer MOBILE6 data to MOVES

- Identify new data needed to use MOVES model
- Assist US EPA and IEPA in their effort to obtain information from CTA related to NO<sub>2</sub> monitor at 321 S. Franklin.
- Complete conformity analysis and public comment for TIP conformity amendment (March 2011 approval).

## **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. The *Regional Indicators Project* and other *GO TO 2040* initiatives will be key parts of addressing these responsibilities. The management and operational strategies developed will include the creation of a Regional Transportation Operations Coalition (RTOC), a new institutional forum to address regional multi-jurisdictional transportation operations. Specific strategies will focus on intelligent transportation systems, freight planning, and bicycle and pedestrian planning issues, some of which will be addressed cooperatively through RTOC. A key direction for the Congestion Management Process is to develop and provide data in support of regional programming decisions, providing data to support 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.

### **Performance Monitoring**

Project Manager: Tom Murtha

Team: Frank, Nicholas, Rice, Schmidt

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 the *Regional Indicators Project*. *Regional Indicators* are provided at least at the summary level. Congestion management performance monitoring also includes evaluations addressing particular performance problems in depth. The regional Data Warehouse will include both summary indicators and detailed Regional Transportation Data Archive data used in transportation systems operations. In addition, data in support of programming decisions by regional partners will also be compiled and maintained.

Products and Key Dates:

*Regional Indicators* to be provided at the summary level include freeway performance data for 2010 (Travel Time Index, Planning Time Index, Congested Hours, and Congestion Scans) in May, 2011; compilation of 2010 on-time performance (or the most recent year available) for various passenger transportation services in April, 2011; transit measures (trips per capita; passenger miles per revenue vehicle hour; transit connectivity; and transit oriented development; and percent of transit assets in good condition), March 2011.

*Regional Indicators* to be provided with in-depth evaluation include incident response (June, 2011); at-grade highway-rail crossing delay (April, 2011);

*Regional Indicators* for which detailed evaluations have been produced and for which updates will be prepared by June, 2011, include the following: vehicle miles traveled; mode share; and bridge condition. Updates to the report on the intermodal freight connector pavement conditions will take place by January, 2011.

Regional Field Data Collection will include Highway Performance Monitoring System data as part of the summer data collection program, on-street parking inventory and peak-period parking restrictions. The 2010 summer field data collection program finished in August, 2010. The 2011 summer data program will commence in May, 2011. Parking inventory and peak-period parking restrictions will be complete by June, 2011.

Staff will complete other congestion management performance measure work begun in FY 2010, including analyses of speed limit compliance with appendices (December 2010) and an analysis of mode share and trip purpose by time of day (August 2010).

## **2<sup>nd</sup> Quarter Progress:**

- Congestion management staff continued to provide *Regional Indicators* data in support of the November launch of the MetroPulse site. Detector-level data for the 2010 Travel Time Index, Planning Time Index, and Congested Hours *regional indicators* was acquired through the federal Mobility Monitoring Program in the 2<sup>nd</sup> Quarter of FY 2011. Staff is on-track to complete these performance measures in the May, 2011. However, owing to the judgment that 2009 congestion scans are still sufficient for highway planning purposes, and staff concentration on the Regional Transportation Data Archive that will automate congestion scan preparation, staff will defer congestion scans for 2010. Regional-scale congestion indicators through the 2<sup>nd</sup> quarter of calendar-year 2010 were acquired from FHWA and updated to the regional indicators site. Congestion management staff spent substantial time in support of the regional transportation data archive (described in detail elsewhere), which will be the key source of analysis for regional transportation data, including regional highway congestion indicators.
- Staff requested data to complete the two in-depth evaluations proposed above, on incident response and grade crossing delay. Staff received one of two anticipated data sets of highway incident response data. The second set of data has been promised to us. Staff also received information from the Illinois Commerce Commission staff about a suggested methodology to employ to estimate highway grade-crossing delay to complete that data analysis and report.
- Staff worked to acquire new *Regional Indicators* data. For example, staff received “state of good repair” data from the Regional Transit Authority, which data we will now be able to use to provide previously missing indicator data.
- Staff began work on the National Highway System intermodal connector pavement condition report. The VMT report update is also on-track; CMAP is processing the expressway atlas data is used by IDOT to report average daily traffic and to calculate vehicle miles travelled on the expressway system. As the third quarter began, IDOT provided data for ramp volumes, facilitating an improvement in the quality of our work.
- Staff completed field work in inventorying on-street parking, within the City of Chicago, and peak-period parking restrictions, region-wide. Staff also started preparations for

the summer field data collection process, which is expected to see increased automation, reduced staff, better data, and additional data for the 2011 summer season.

- Having wrapped up the Travel Tracker survey data report on mode share and trip purpose by time of day in August, staff completed an in-depth analysis of speed limit compliance in December, though most of the work was completed much earlier. Both of these reports were begun in FY 2010. See <http://www.cmap.illinois.gov/cmp/measurement>.

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

- Congestion management staff will continue to make substantial progress to the development of the regional data archive, as well as the continued updates of the Regional Indicators. Staff will also prepare for the summer data collection program, including staff recruitment. Staff may make a recommendation to the Board to purchase equipment and services to improve this year's program.
- Specific products expected in the 3<sup>rd</sup> Quarter of 2011 include *Regional Indicators* to be provided at the summary level include transit measures for calendar year 2010 or the most recent period available (some datasets provided by the federal government are one year behind). Staff will also complete the update the report on the intermodal freight connector pavement conditions. Staff will transmit updated expressway traffic data to IDOT.

## **Congestion Management Strategy**

Project Manager: Tom Murtha

Team: Frank, Nicholas, Rodriguez, Schmidt

Description: In cooperation with our partners, this project identifies, evaluates, and supports implementation strategies to address regional congestion consistent with the *GO TO 2040* Plan. The project provides primary input for the Congestion Management Process. To implement this strategy, the Regional Transportation Operations Coalition (RTOC) will be an institutional forum and structure where regional operations can be addressed across jurisdictional boundaries to improve transportation system performance. RTOC will encompass all the aspects of transportation management and operations in the northeastern Illinois region. The coalition would help advocate for the collaboration and coordination in: regional data archiving and system monitoring; traffic signalization improvement, including transit signal priority, as appropriate; freight/intermodal management; arterial and freeway management; cooperative funding; construction coordination; innovative operations project identification ; and bottleneck identification and elimination. Specific RTOC endeavors for 2011 include truck operations program planning and implementation, oversight of the regional transportation data archive, and working toward a regional or state-wide advanced traveler information system.

In addition, reports and briefing papers will be prepared to provide information on strategies useful to communities and partner agencies in their efforts to address congestion in northeastern Illinois.

Products and Key Dates: Quarterly RTOC Meetings (September, December, March, June); Updated Congestion Management Process Documentation (October, 2010); Regional Data Archive (Continuing Contract).

*Community Briefing Papers* on Strategies to Address Congestion: These papers will provide practical guidance for communities and partner agencies to work toward multi-jurisdictional solutions for congestion. Planned papers include Arterial Incident Management (December, 2010) and Integrated Corridor Management (June, 2011).

*Technical Paper* on congestion pricing. The study will expand upon the recent work of the Illinois Tollway and the Metropolitan Planning Council examining the potential for congestion pricing in northeastern Illinois. *GO TO 2040* has identified three facilities for the implementation of some form of congestion pricing: I-90 from I-294 to the Elgin Toll Plaza; I-55 from Weber road to I-90/94; and, I-290 from Mannheim to Central. Since the I-290 corridor is currently being studied by the Illinois Department of Transportation, the focus of this work will be on the I-90 corridor, the I-55 corridor and other facilities as appropriate. June 2011.

### **2<sup>nd</sup> Quarter Progress:**

Efforts in the second quarter focused on the development of the Regional Transportation Operations Coalition. Planning progressed for the annual construction coordination meeting, scheduled for implementing agencies in February. Work continued on promoting good transportation operations practice through the *Green Signals Blog*. RTOC met, reviewed agency activities, reviewed [Part 1 of the Congestion Management Process documentation](#), and discussed the recently adopted Real-Time System Management rules (discussed under the ITS project).

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

- Conduct February construction coordination meeting.
- Conduct January meeting for RTOC, focused on preparing to develop and prioritize operations improvements. Priority improvements that reduce congestion and improve air quality will be the subject to additional work to develop into CMAQ projects, in cooperation with implementing agencies.
- Continue work on Congestion Management Documentation and community briefing papers.
- Promote *Green Signals* blog.
- Staff will also seek information about the scoping of the proposed congestion pricing technical paper; this may be rescoped to provide more direct support for proposed congestion pricing projects, perhaps focused on providing information to communities.

## **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. Freight planning in FY 2011 will focus on two areas this year. First operations issues, such as truck routes, clearances, intermodal connectors, delivery times, and parking, and second begin to develop the recommendations and implementation actions for freight contained in *GO TO 2040* regarding organization and public policy and the integration of freight needs and financing into infrastructure prioritization.

Products and Key Dates: Regional Freight Snapshot (December, 2010); Locally Designated Truck Route Inventory Update (March 2011); Delivery Time and Truck Parking Report (June 2011).

Staff will also wrap up the 2009 project to develop Freight System Planning Recommendations to include in the *GO TO 2040* Comprehensive Regional Plan.

### **2<sup>nd</sup> Quarter Progress:**

- Largely completed the technical work for the Regional Freight Snapshot. Review is underway. This work is posted at <http://www.cmap.illinois.gov/freight-snapshot>.
- Work continued on truck-route identification and development, including the acquisition of substantial data from multiple sources. An ArcMap application was developed for this purpose, integrating a number of data elements for consideration together (land use, roadway jurisdiction, structure clearance issues, bridge weight postings, existing approved truck routes, interstate highway system interchanges, etc.). However, a detailed review of the data showed that even the best data we are using is not perfect, so it was determined that field checks will be necessary for the final recommendations for this project. In addition, it was determined that a sub-regional approach to inventorying and recommending improvements to the truck route system will be the best approach. Staff will concentrate on the areas with the highest truck volumes first.
- The final report for the Regional Freight Systems Planning Recommendations was posted at <http://www.cmap.illinois.gov/freight-system-planning>. The FY 2010 project had assisted CMAP in developing the freight chapter of *GO TO 2040*.

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

Continue truck route development, concentrating on subregions with the highest truck volumes. Develop snapshot glossy-document text for selected graphics for transmittal to communications staff.

## **Intelligent Transportation Systems (ITS)**

Project Manager: Claire Bozic

Description: This project supports regional Intelligent Transportation Systems (ITS) implementation within the metropolitan transportation planning process. ITS facilitates more efficient use of transportation resources by providing information on incidents, congestion, and other operations characteristics. ITS is used for both transportation planning and daily operations.

The staff will provide regional support for the development of ITS infrastructure initiatives expected to be developed by partner agencies.

Products and Key Dates: Regional ITS Architecture (continuous maintenance); Regional ITS support (continuous); staff support for the Advanced Technology Task Force.

### **2<sup>nd</sup> Quarter Progress:**

As part of the RTOC process, CMAP reviewed the Real-Time System Management Information Program. Stakeholders determined that the areas being required by the federal government to provide detailed real-time travel information extend far into rural areas surrounding core metropolitan counties. CMAP developed and submitted a comment, as did IDOT and the City of Chicago.

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

We will hold an Advanced Technology Task Force meeting, so agendas and materials will be developed and speakers will be invited.

## **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, 2010); provide technical planning information in support of walking and cycling through the *Soles and Spokes Blog* (2-3 blog entries per week); eight community *Soles and Spokes Safe Routes to School Workshops* and two regional process and procedure workshops on applying for funding (October, 2010); annual update of bike-ped crash data (January, 2011); community briefing papers and web-based resources providing technical information on technical aspects of bicycle and pedestrian planning, including safety, facility planning, and good design practices (5

briefing papers and 10 web resources by June, 2011); data and analysis in support of improved bike-ped project programming to support congestion mitigation, taking into account access to transit (January, 2011).

## 2<sup>nd</sup> Quarter Progress:

- (Ongoing) posts and maintenance of “*Soles and Spokes*, CMAP Bicycle and Pedestrian Planning Blog” (<http://cmap.illinois.gov/solesandspokes/>). The blog currently (1/6/2011) has approximately 160 posts. Feedback continues to be positive, and we have continued to match or exceed our goal of an average of 2-3 posts per week. We also continue outreach to bicycling and pedestrian planning partners and stakeholders to publicize raise awareness of the blog.
- Organized and oversaw the delivery of eight, one-day Safe Routes to School Community Workshops (CMAP *Soles and Spokes* workshops), based on the SRTS National Course as developed by the National Center for Safe Routes to School. Workshops were taught by instructors certified by the National Center. Participating communities were Elmhurst, Tinley Park, Lynwood, East Aurora, Winfield, Orland Park, Batavia, and Steger. Attendance was *per* our contract, except for two workshops (Elmhurst and Orland Park), which were under-attended. Overall attendance, however, for the eight workshops as a whole did exceed the contract goal of 96 individuals.
- Organized and oversaw delivery of two, half-day Safe Routes to School workshops, taught by IDOT SRTS program staff. The workshops focused on ‘how to apply’ for SRTS funding in Illinois, and were held in two locations: CMAP offices (October 8), and in Bolingbrook (October 7). The former was attended by approximately 15 individuals, including District 1 IDOT staff. The latter had approximately 12 attendees, including District 1 IDOT staff. *Importantly, the workshops provided the opportunity for applicants to discuss specific project ideas and applications directly with District 1 staff.*
- Assisted in planning and delivery of two, two-day FHWA/PBIC courses on “Designing for Pedestrian Safety,” co-sponsored by IDOT and CMAP. The workshops, held in two locations, were primarily intended for IDOT and County engineering and planning staff (Schaumburg) and local government and consulting engineers (Chicago). Attendance goals were fully achieved – *demonstrating the strong need and desire among engineers in our region for such training.*
- (Ongoing) Staff continues to provide bicycle and pedestrian planning information responses at the request of IDOT, county DOTs, municipalities, and consultants. These responses include maps highlighting land use, transportation, and safety information and data, and letters offering design, engineering, and policy guidance and recommendations. Staff coordinates responses with the League of Illinois Bicyclists and Active Transportation Alliance. This quarter, four requests were addressed. Work proceeds on a ‘priority ranking’ basis. Coordination and consultation with local/sub-regional stakeholders also takes place. *This work serves as the basis for implementation of Complete Streets in our region.*
- Reworked CMAQ analysis for project seeking a change to its project limits.

- Analyzed crash data and created maps for various stakeholders and partners, and provided BIS data/manual and maps, and Greenways and Trails Plan information to CMAP partners and groups working on bikeway and trail planning and projects.
- Provided regional perspective and information and technical planning assistance on the 2010 update of the Northwest Municipal Conference (Northwest and North Shore Council of Mayors).
- Organized and moderated Chicago Humanities Festival panel discussion – entitled *Bicycling and the Body (Politic)*. Event was attended by approximately 300 persons. Erin Aleman introduced the program.
- Attended kick-off meeting of Active Transportation Alliance/Cook County Communities Putting Prevention to Work (CPPW) grant program Transportation Steering Committee (part of non-motorized transportation component of). Committee will provide guidance and technical assistance for implementation the Cook County Complete Streets Policy.
- (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 -- meeting held October 18, 2010. Follow-up tasks included work on Eisenhower Expressway project letter; CMAQ 'focused programming' and the Task Force role and responsibilities; hosting APBP webinars

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

- Continue to improve the content of and to leverage opportunities to promote and create awareness of the CMAP Soles and Spokes Bike-Ped blog.
- Continue to address IDOT and other agency requests for bicycle and pedestrian planning information (high priority over the next two quarters).
- Obtain, analyze, map, and summarize 2009 pedestrian and bicycle crash data.
- Analyze CMAP Municipal Survey responses on non-motorized transportation questions.
- 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 facility and plan inventories – especially to incorporate the 2010 update of the NWMC Bike Plan into the BIS.

## **LOCAL PLANNING SUPPORT**

Program Oversight: Dean

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

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

“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.

#### **Technical Assistance Coordination**

Project Manager: Saunders

Team: Aleman, Dean, Hallas, Ostrander, Williams-Clark

Description: Develop process to evaluate and respond to requests for assistance. Develop process to proactively identify opportunities for technical assistance. Create a “menu” of technical assistance that can be provided by CMAP. Determine opportunities to use “toolbox” of technical assistance tools, including ROI, Centers Toolkit, MetroQuest, Full Circle, Future View, and others. Support collaborations between municipalities as requested by municipalities, COGs, or Counties. 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:

- Monthly meetings of TAP Committee. (beginning in October)
- Descriptive “menu” of technical assistance options. (January)
- Written process for reactively and proactively providing technical assistance. (January)
- Develop work plan for FY 12, including some activities not included in this year’s work plan, such as researching alternative regulatory systems like form-based codes. (April)
- Catalog all technical assistance and data requests as they are received. (ongoing)
- Other activities, such as reviewing the success of the program and recommending changes, will continue into FY 12.

#### **2<sup>nd</sup> Quarter Progress:**

- Developed overall approach to technical assistance, based partially on research of best practices at other regional agencies. Described approach in memos and presentations to committees and Board.
- Held two meetings of Technical Assistance Providers group and determined overall

mission of the group for the remainder of the year.

- Created initial inventory of technical assistance programs of CMAP and other core technical assistance providers.

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

- Describe overall technical assistance approach to MPO and other groups as appropriate.
- Convene two meetings of Technical Assistance Providers group to review applications for staff assistance and plan for future calls for projects.
- Expand inventory of technical assistance programs to be more specific regarding project phase and geography.

## **Online Case Study Library**

Project Manager: Banks

Team: Dean, Heringa, Okoth, Ostrander, Saunders

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. (The featured case studies can predate the plan.) These should be organized clearly in a searchable online format.

Products and Key Dates:

- Work plan for organizing library and making it useable and accessible. (January)
- Begin to populate library, starting with some topics that are the focus of the proactive technical assistance work. (April)

### **2<sup>nd</sup> Quarter Progress:**

- Work plan outline / Team meeting / task delegation
- Completed 4 case studies, 7 underway
- Analyzed potential online format, discussed with web communications staff, proposed formatted version

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

- Present initial case studies to Working Committees in late January / early February
- Formalize online format
- Continue with anticipated pace of 5 per month
- Integrate online library with new implementation-focused version of MetroQuest currently under development

## **Compendium of Plans and Ordinances**

Project Manager: Williams-Clark

Team: Hallas, new assistant planner, 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, ordinances to support Transit Oriented Development, or 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:

- Policy summary of initial Compendium of Plans and municipal survey analyzing how our technical assistance can best respond to identified gaps. (January)
- Completed Compendium of Ordinances for several ordinance types of interest. (June)

**2<sup>nd</sup> Quarter Progress:**

- Conducted initial review of municipal survey to identify topics of greatest interest.

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

- Conduct more thorough review of municipal survey and compendium of comprehensive plans to determine local interest in different potential topics.
- Identify several ordinance types of interest that could be included in a Compendium of Ordinances.

## **Model Ordinances and Codes**

Project Manager: Saunders

Team: Heringa, new senior and associate planners; see Water Resource Planning work program for additional staff involvement

Description: This project will prepare model ordinances on topics of interest to local communities and planners. The municipal survey and Compendium of Plans will be used to determine the focus of the ordinances. Based on initial review of responses to the municipal survey, potential priorities could include performance based codes or smart codes, ordinances to address vacant or abandoned buildings, codes addressing energy and water conservation, ordinances addressing local food, and others.

Products and Key Dates:

- Develop schedule for model ordinances to be produced. (January)
- Produce two model ordinances on topics of interest (June).

**2<sup>nd</sup> Quarter Progress:**

- Conducted initial review of municipal survey to determine potential interest in model ordinances and codes.

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

- Identify communities to target adoption of the water conservation ordinance.
- Conduct more thorough review of municipal survey and compendium of comprehensive plans to determine local interest in different potential topics.

- Review existing model ordinances created by CMAP, its predecessors, or other organizations to ensure that work is not duplicated
- Identify two new model ordinances to be produced.

## **Planning Commissioner Workshops**

Project Manager: Hallas

Team: Aleman, Banks

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. Coordinate these with APA-IL, COGs, and other relevant groups.

Products and Key Dates:

- Hold at least two Planning Commissioner trainings, coordinating with APA-IL and COGs. (winter and spring)

### **2<sup>nd</sup> Quarter Progress:**

- The schedule of programs was changed to include training in three locations in April-May.
- Progress was made toward including updated and new reference materials. This included working closely with MPC to update the Planning 123 workbook to be used at upcoming workshops (also involving Saunders and Ostrander).

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

- Present workshops in coordination with the Lake COM, Southwest COM and DuPage Mayors and Managers Conference.
- Schedule autumn workshops at three different COM locations.
- Complete the Planning 123 workbook for use at the workshops.
- Investigate potential partnership with APA-IL in holding the workshops.

## **AREA 2: COMMUNITY TECHNICAL ASSISTANCE**

“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.

### **Livable Communities Grant Program**

Project Manager: Ahmed

Team: Aleman, Dean, Saunders

Description: This project will provide grants to local governments to support the preparation of comprehensive plans and ordinance revisions to implement these plans. It will be highly coordinated with RTA and IDOT, who may offer similar grant programs. Also, the project will conduct supporting research on application of transit-supportive land use outside of

traditional transit-oriented development locations and increased intergovernmental coordination.

**Products and Key Dates:**

- Develop application materials and requirements, coordinating closely with RTA. (January)
- Issue call for projects, in conjunction with RTA. (April)
- Other activities will continue into FY 12.

**2<sup>nd</sup> Quarter Progress:**

- Working with RTA: identified joint program details, developed draft evaluation criteria and joint application form and introduced a list of sample CMAP-eligible projects. Co-presented with RTA at an informational webinar on December 9, 2010.
- Introduced program to working committees (Land Use, Housing, ENR, and UWP) and continued to present program details.
- Developed an outreach plan to complement the RTA outreach activities.

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

- Continue refining application materials in preparation for Board review (Jan/Feb)
- Conduct outreach activities in advance of Call for Projects
- Develop a draft FY'12 work plan for the program

**Plan and Ordinance Review**

Project Manager: Saunders

Team: Hallas, Heringa, Pfingston, new assistant planner

Description: CMAP will work with communities on the review of existing ordinances to understand their impacts and visualize results if they were fully implemented. 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:**

- Work with at least two communities to review existing ordinances to calculate impacts and visualize results. (winter and spring)
- Review local plans and ordinances on request.

**2<sup>nd</sup> Quarter Progress:**

- No activity.

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

- Scope process for addressing short-term requests for plan and ordinance review.

**Future View**

Project Manager: Pfingston

Team: Dryla-Gaca, Morck, Pedersen

Description: CMAP's modeled forecasts are mathematical estimates of the effects of regional growth under the strategies articulated in *GO TO 2040*. Future View permits a systematic comparison of preferred regional outcomes and local development perspectives. Future View is a GIS-based application that permits interactive gathering and processing of local land use development information. CMAP staff prepares detailed development inventories using Future View and conducts in-person interviews with municipal officials to review the short and long-term development outlook from the perspective of local decision makers.

Resources: Future View software, Development database, Census, employment data, land use inventory, aerials, etc.

Products: Individual municipal population and employment projections based on local development outlook.

### **2<sup>nd</sup> Quarter Progress:**

- Conducted 19 Future View sessions with 16 municipalities.
- Provided 2040 land use and forecast data to consultants working on the Tier II study for the Elgin-O'Hare and West Bypass projects.
- Continued work on process to make FV session data available to agency staff.

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

- Conduct Future View sessions with approximately 20 municipalities, fulfilling prior commitments.
- Transition Future View to be used as a part of more comprehensive technical assistance activities, rather than as a stand-alone process.
- Identify opportunities to use Future View within several projects receiving staff assistance.

## **Technical Assistance to Communities**

Project Manager: Dean

Team: Aleman, Banks, Byrne, Deuben, Heringa, Lopez, Okoth, Ostrander, Pflingston, Saunders, Talbot, Williams-Clark, new outreach, new planners

Description: This project will be further defined once specific geographic areas of work are identified. At this point, it includes estimates of staff time and project activities, but no geographic detail; this will be added once specific projects are selected. The new staff hired through the recent Sustainable Communities Regional Planning grant will spend most of their time on this project. This project includes CMAP's technical assistance activities that involve working directly with local governments. A focus of CMAP's work on local issues will be ordinances and other development regulations. This project will provide technical assistance directly to local governments, with their full participation. CMAP will prepare model ordinances or codes that address various challenging planning issues. This project also involves working directly with communities as case studies for the implementation of these ordinances. One aspect of technical assistance involves software tools to assist in local planning. Software tools involve the Return on Investment (ROI) tool, which helps

municipalities to determine the financial feasibility of development projects; Future View, which can generate land use scenarios for various geographies with associated projections of population, households, and jobs; software such as MetroQuest or the Centers Toolkit; and expansion and enhancement of the Full Circle program to cover additional communities across the region. Topics covered are described further below (please note that these are examples and will be further defined after projects are selected):

- Housing (Deuben, Byrne, Okoth, Williams-Clark, new planners). Participate in Homes for a Changing Region studies, working directly with communities to identify locally-appropriate solutions. Support interjurisdictional collaborative groups that address housing. Encourage planning for affordable housing around transit. Prepare model ordinances for housing rehabilitation.
- Transit Oriented Development (Ostrander, Banks, Okoth, new planners). Work with communities where TOD plans have been developed to help implement them, including addressing financing needs. Encourage denser development around transit. Initiate TOD planning in areas where TOD is more difficult (bus-based TOD, difficult land assembly, etc). Encourage planning for affordable housing around transit.
- General land use (Ostrander, Byrne, Pfingston, new planners). Work with communities to update comprehensive plans and ordinances, either across an entire community or for a smaller area.
- Resource conservation (Elam/Loftus, Heringa, Talbot, new planners – also Ahmed, Elam, and Elberts through water activities). Offer conservation coordination technical assistance to interested communities. Help communities calculate water demand for projected population growth and determine if there is enough supply. Assist in preservation of SARAs. Include green infrastructure retrofits within watershed plans. Develop baseline analyses of energy and water use and identify potential efficiency and conservation measures. Include conservation design principles in local plans and ordinances. Specifically identify parks, greenways, and natural areas within local comprehensive plans, and reflect this in ordinances. Other “green initiatives” including energy and green building best practices. Coordinate with ongoing water supply activities.
- Local food (Talbot, Banks, Heringa). Incorporate local food into comprehensive plans and ordinances, including barriers to local food distribution or designating certain areas for small-scale production. Produce local food model ordinances. Simplify and incentivize conversion of land to agriculture. Create inventory of publicly owned land that could be appropriate for urban agriculture.
- Parking (Banks). Identify potential locations for study; incorporate as part of ongoing projects, when possible. Work with local governments to implement parking pricing.
- Community development (Byrne, Okoth, new planners). Work with community-based organizations in disinvested neighborhoods to pursue revitalization strategies.
- Other / misc assistance (Okoth, Ostrander, Pfingston, Williams-Clark, new planners). Involves use of Full Circle for community development, use of ROI and similar tools,

assistance regarding data sharing, and technical assistance on other topics beyond those identified above.

- Outreach support (Aleman, Lopez, new outreach). Provide support to above activities as needed. This will involve facilitating meetings related to technical assistance projects, or assisting with report preparation, for example. The ongoing promotion of *GO TO 2040* (see separate work program) will be linked with communication concerning technical assistance opportunities.
- Management support (Aleman, Dean, Saunders). Coordinate between community technical assistance projects, ensure quality of results, and assist with high-level management or communication issues.

#### Products and Key Dates:

- Determine process for creating geographically-specific work plan, in conjunction with other technical assistance providers including counties, RTA, and nonprofits. Remainder of FY 11 will likely build on ongoing work by others. (December)
- Create geographically-specific work plan for proactive technical assistance for remainder of fiscal year. (February)

#### 2<sup>nd</sup> Quarter Progress:

- Developed an application process for staff assistance, including determining project and sponsor eligibility, creating project selection criteria and schedules, and continuing to keep stakeholders informed.
- Launched a call for applications for staff assistance.
- Developed and implemented a communication strategy to spread the word about the staff assistance program to potential applicants.
- Begin process of hiring new staff.

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

- Respond to questions and requests for more information from potential applicants.
- Review applications (due January 28) and summarize for discussions and feedback from working committees and other stakeholders.
- Identify several projects to initiate immediately and others to be improved for resubmittal during the next call for applications. Involve other government or nongovernmental partners in participating in and improving projects to be resubmitted.
- Communicate selection process and results to Board and committees.
- Initiate selected projects.
- Complete process of hiring new staff.

## Midewin Alternative Transportation Study

Project Manager: John O'Neal

Team: T. Fifer, L. Heringa

Description: The Midewin Alternative Transportation project utilizes the FTA's Alternative

Transportation in the Parks and Public Lands program to create a plan for linking the Midewin National Tallgrass Prairie to the greater Chicago metropolitan region. The study will review and evaluate options for bringing residents from metropolitan Chicago to Midewin by means other than the private motor vehicle, and address the greater challenges of carrying metropolitan visitors from an urban context to a native prairie environment. Products and Key Dates: An Alternative Transportation study (ATS) for Midewin Tallgrass Prairie (September 2010).

**2<sup>nd</sup> Quarter Progress:**

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

**Communities Putting Prevention to Work**

Project Manager: Dean

Team: Hallas, 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 assist with elements related to comprehensive planning and local food promotion. Specific responsibilities will remain unclear until projects are selected in January.

Products and Key Dates: To be determined (after project selection occurs in January).

**2<sup>nd</sup> Quarter Progress:**

- Coordinated with Cook County Health Department to develop role for CMAP and prepare for project initiation in January.

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

- Identify specific CMAP role in selected projects; this will likely include general guidance on comprehensive planning as well as preparation of sample language for treatment of local food in comprehensive plans and zoning ordinances.
- Coordinate any assistance provided with the staff assistance provided to communities.
- Continue coordination with Cook County Health Department and the other organizations involved in the administration of this program.

# **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.

### **2<sup>nd</sup> Quarter Progress:**

- Completed the transition of the Metropolitan Mayors Caucus computer system within the CMAP offices
- Implemented new Virus protection system (Microsoft Forefront Security) on all PCs and laptops
- Continued implementing Windows 7 OS on General use laptops and staff PCs
- Continued implementing new PC hardware for replacement of retired equipment
- Continued implementing new hardware for server upgrades
- Implemented new hardware for network storage on both the H & S Drives
- Began implementing and reviewing all backup system strategies and equipment
- Contracted with new A/C maintenance vendor for server room A/C units
- Selected and contracted with Architect for Data Center expansion Phase 2
- Selected and contracted with MEPFP consultant for Data Center expansion Phase 2
- Began creating documents for implementation of RFP for General Contractor for Data Center expansion project Phase 2 Electrical Upgrade
- Continued working on colocation Business Continuity project; currently reviewing options for financial system
- Began to review needs for new computing solution for transportation modeling
- Continued working on Aerial imagery archive, this included reviewing scanned images and supervising H.S. interns, forty-nine (78) 1970 townships have been completed in Cook, DuPage, Kane, Lake, McHenry and Will Counties

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

- To continue scanning 1970 Aerial imagery for archive project
- To implement RFP for General Contractor for Data Center expansion project Phase 2 Electrical Upgrade
- To implement new Virus protection system (Microsoft Forefront Security) on CMAP servers in local environment
- To complete implementing Windows 7 OS on General use laptops and staff PCs
- To continue implementing new PC hardware for replacement of retired equipment
- To continue implementing new hardware for server upgrades
- To continue implementing new backup system strategies and equipment
- To test and recommend solution for integrating mobile LCD flat panel displays with main projector in Cook county meeting rooms
- To implement new A/C maintenance contract for server and conference room A/C units
- To select and contract with General Contractor for Data Center expansion Phase 2
- To begin construction of Data Center expansion project Phase 2
- To continue working on colocation Business Continuity project
- To continue researching Business Continuity options for IFAS system
- To develop plan for robust computing solution for transportation modeling

### **Web Environment Management**

Project Manager: Lance Tiedemann

Staffing: Holub, 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

### **2<sup>nd</sup> Quarter Progress:**

- Organized the DNS transition with the State of Illinois, Websolutions, and Thirdwave for the 10/13 roll out of the new CMAP website.
- Stabilized the SharePoint environment by resolving the server crash issue.
- Created training material for the SharePoint project sites.
- Setup the Communication document library in SharePoint.

- Created an implementation plan for SharePoint project sites roll out as well as for an RFP for technical support.
- Created archival backups of CMAP legacy sites (NIPC.ORG, CHICAGOAREAPLANNING.ORG, CMAP.ILLINOIS.GOV, and GOTO2040.ORG) before the expiration of the Websolutions hosting contract.
- Updated DNS records for CMAP domain names to reflect the transition from Websolutions to Thirdwave.
- Implemented PayPal functionality on the new CMAP website.
- Began refresh of web development team systems
- Implemented new hardware and software for WEAVE project
- Implemented hardware upgrade for ArcGIS server
- Implemented hardware upgrade for ArcSDE
- Implemented new hardware for upgraded web server for Indicators project
- Implemented interactive email system for web environment and Indicators project

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

- To train the Local Planning Support team as well as RFP creators in SharePoint project site use.
- To create and RFP for SharePoint technical support.
- To train select staff in using legacy web site archives.
- To complete outstanding DNS issues.
- To assist in transfer of ArcSDE data to new hardware
- To implement new Virus protection system (Microsoft Forefront Security) on CMAP servers in web environment

## **Office Systems Management**

Project Manager: Penny Dubernat

Description: Staff productivity depends on robust systems for managing office operations. This project includes technical support of office support systems including telephone, fax, copiers, etc.

Resources: Software applications, telephone system

Products: Telephones, computer peripherals.

### **2<sup>nd</sup> Quarter Progress:**

- Created and disabled conference call accounts as necessary
- Ported MMC phones to CMAP
- Met with copier service provider to discuss means of reducing copy costs
- Monitored telephone, teleconferencing and cell phone charges
- Obtained telephone service contract

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

- Conduct printing prior usage analysis in preparation for the release of an RFP to obtain new copier maintenance contract
- Create and disable conference call accounts as necessary
- Monitor telephone, teleconferencing and cell phone charges

## **User Support**

Project Manager: Ben Stromberg

Team: Brown, Kelley, Rivera

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.

### **2<sup>nd</sup> Quarter Progress:**

- Help Desk software introduced to about 25% of staff
- Upgraded a majority of CMAP staff to Windows 7
- Completed Viewsonic monitor recall
- Resolved PC/Blackberry problems on an as-needed basis
- Upgraded user software on an as-needed basis

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

- Complete Help Desk software implementation
- Complete Windows 7 rollout

## **REGIONAL INFORMATION AND DATA DEVELOPMENT**

Program Oversight: Kermit Wies

Our region relies on a strong infrastructure system for its future prosperity and livability. *GO TO 2040*'s overall approach in this area is to prioritize infrastructure investments, including both "gray" and "green" infrastructure, to gain the most long-term benefit. Prioritization requires building CMAP's modeling capacity to respond to an expanded array of recommended policy and planning strategies under consideration. This program also includes tasks needed to prepare primary datasets that originate with CMAP as well as those developed by other sources. Data collection is an important aspect of CMAP's expanded planning responsibilities. It permits the integration of environmental, transportation, housing, economic development, socio-economic and land use planning data. These efforts will be critical to establishing base datasets for evaluating projects of regional significance.

### **Advanced Urban Model Development**

Project Manager: Kermit Wies

Team: Baden, Stratton, contracted consulting support.

Description: The *GO TO 2040* scenario evaluation revealed limitations in the capacity of the current travel models to respond to the expanded array of recommended policy and planning strategies under consideration. Our understanding of many of these can be improved by pursuing an *activity-based modeling* paradigm. This new approach to modeling has been gaining support as the new "state-of-the-art" over the past 10 years and has been embraced as a model development goal among most large MPOs. This plan includes a schedule for pursuing development of stand-alone activity-based travel model components that can be put into immediate production as part of the implementation of the multi-year strategic plan for advanced modeling at CMAP. Priorities for the first year include a commodity based freight model and a personal value-of-time transportation pricing model.

Resources: Additional computing resources (possibly off-site), new commercial data requirements, resume travel survey. Implementing advanced travel model practice will likely exceed \$1.5M (including data collection) in contracts over a 5-7 year period.

Products: Supplemental Travel Survey including datasets and full documentation, June 2011. Activity-Based Model components for Freight and Pricing including functional computer code and full documentation, June 2011.

### **2<sup>nd</sup> Quarter Progress:**

Advanced Modeling Contracts: The consulting teams have drafted their project designs and made initial data requests from CMAP. The initial data requests have been completed by CMAP staff. Computer hardware specifications for a new Modeling Cluster have been forwarded to IT. Initial cost estimate is about \$100k. In support of re-issuing an RFP for a Freight Macro model, CMAP staff completed a White Paper on the subject of Chicago's position in the national and international goods movement economy.

Resume Travel Survey: Travel Tracker materials have been reconstructed to support an ongoing program managed by CMAP staff. Survey questionnaires were simplified and travel diaries have been replaced by GPS prompted recall tools. CMAP purchased several GPS test units and has selected one as the preferred alternative. Staff will continue to recruit additional volunteers to practice upon.

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

Advanced Modeling Contracts: A joint peer exchange on both modeling contracts has been scheduled for February 11, 2011. An independent panel of advanced modeling experts has been recruited to provide critique and commentary. Also during 3<sup>rd</sup> quarter, planning and budgeting for FY12's Advanced Modeling project will be finalized. This will include identification of CMAP policy priorities needing attention and securing sufficient IT resources to deploy existing modules.

Resume Travel Survey: A Symposium titled Surveying Hard-To-Reach Populations: Latino Households has been scheduled for February 18, 2011. With the assistance of CMAP's outreach staff, a panel of travel survey and Latino outreach experts will provide critique and commentary on CMAP's proposed design for overcoming low Latino response. The Symposium's intended audience is firms interested in assisting CMAP to conduct the survey. Following the Symposium a new RFP will be drafted. Also during 3<sup>rd</sup> quarter, planning and budgeting for FY12's Ongoing Survey Work Program will be finalized. This will include identification of new data needs arising from Advanced Model development and estimating resources needed to design and deploy new survey instruments.

## **Travel and Emissions Model Update**

Project Manager: Craig Heither

Team: Bozic, Patronsky, Wies

Description: The MPO is required to find transportation plans and programs in conformity with the State Implementation Plan (SIP). The method by which this is done is prescribed by Federal regulation. The current trip-based travel models are also the primary source of forecast travel demand estimates for major capital project implementation. For over ten years, CMAP's four-step travel model and the MOBILE emissions model provided by USEPA have been used to determine conformity of the region's transportation plans and programs with the SIP for air quality. The CMAP Travel Tracker Survey is currently being applied to update several model parameters. With the adoption of the 2040 planning horizon year, the CMAP travel models should be updated and revalidated using current observed data. USEPA has recently completed development of the MOVES (Motor Vehicle Emission Simulator) emissions model and will soon require its use for conformity determinations. Because CMAP and the Northwest Indiana Regional Planning Commission (NIRPC) jointly conducted our recent travel surveys, it is our intent to proceed with fully

integrating Northwest Indiana into the validated part of the CMAP model structure so that both agencies can benefit from a consistent modeling framework.

Resources: Existing survey and transportation datasets. May require new data resources.

Products: MOVES implementation, June 2011. Computer code, methods and documentation in compliance with Federal regulation, June 2011.

### **2<sup>nd</sup> Quarter Progress:**

- Completed the validation analyses of the updated travel demand models, including the development of new datasets and processing scripts.
- Implemented several modeling procedure improvements: the full model setup now retains data for a sixth vehicle class (work trip HOV) and performs separate skims for HOVs; revised transit skim procedures were developed to run in a fraction of the time; Trip Distribution parameter adjustments were completed for two of the trip purposes and a set of parameters to perform a validated transit assignment was developed.
- Continued updating model documentation and began writing model validation report.
- Standardized and prepared *GO TO 2040* model forecast datasets for external distribution.

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

- Complete model validation report and revised model documentation.
- Begin updating Trip Generation input files using newly-released Census data.
- Continue testing timetable-based transit assignment procedures and examining the potential for using electronic transit schedules to automate transit coding updates.
- Begin process of familiarizing NIRPC staff with CMAP modeling procedures.

## **Green Infrastructure Vision Refinement**

Project Manager: Jesse Elam

Team: Ahmed, Clark, Heringa, Loftus, contracted consulting support

Description: Chicago Wilderness Green Infrastructure Vision (GIV) currently provides a broad identification of the lands in the region that are most important to protect and restore. In this project, open space corridors identified in the GIV will be delineated at a finer scale so that it can guide local development and infrastructure planning, in particular by clarifying optimal areas for environmental mitigation/enhancement during transportation project delivery and describing resources that should be taken into account in local comprehensive land use and facility planning. In addition, ground and surface water protection is a known deficiency in current land use planning, which the present project would help rectify by identifying groundwater protection areas. This work will be coordinated with land management organizations such as land trusts and the forest preserve and conservation districts as well as Chicago Wilderness. Consultants would be used to carry out part of the work.

Products and Key Dates: Scope of work finalized fall 2010, initial results June 2011.

### **2<sup>nd</sup> Quarter Progress:**

- Developed a scope of work and secured interest by Fish and Wildlife Service in helping complete project. Met several times with researchers and land managers associated with Chicago Wilderness to complete scope.

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

- Try to ensure cooperation by Illinois Natural History Survey; also meet with land managers at forest preserve and conservation districts to ensure their objectives are met.
- Develop RFP for portions of scope; RFP likely would not go out until 4<sup>th</sup> quarter of FY 2011.

## **Internal Forecasting Data**

Project Manager: David Clark

Staffing: Bozic, Clark, Drennan, Fifer, Heither, Morck, Pflingston, Perpignani, Stratton, Wies

Description: The credibility of CMAP forecast analyses depends significantly on our demonstration that we maintain current high-quality datasets for this purpose. These datasets are prepared internally and there is no outside data source suited to this purpose. This is formerly three projects: Socioeconomic data inventory, Transportation System Inventory, and Land Use Inventory. Now that CMAP's data environment has stabilized, some efficiencies and economies can be gained by consolidating the separate efforts. The principal elements are maintaining CMAP's planning assets as they relate to preparing population and employment forecasts for transportation and land use modeling.

Resources: Existing data sources, some new data resources likely as land use inventory and advanced models evolve.

Products: Internally developed planning datasets for modeling and analysis; documentation for developers and users, June 2011.

### **2<sup>nd</sup> Quarter Progress:**

#### Land Use Inventory:

- Parcel file pre-processing is now complete for five counties. Remaining: Lake (95% completed) and Cook (file for processing will be issued this spring).
- Production underway on Kane & DuPage Counties.
- Draft procedures document for the coding of Exempt parcels 75% complete.

#### Transportation System Inventory:

- Reviewed/corrected the spatial accuracy of over 1,200 arterial intersections in the CMAP region, more than half of which could not be resolved using our automated procedures. The arterial intersection spatial improvement task is 95% completed.
- Continued the refinement and development of several scripts to process the data and automate revisions.

#### Socio-Economic Data Inventory:

- Employment:

- Received 4<sup>th</sup> Quarter 2009 and 1<sup>st</sup> Quarter 2010 ES-202 files from IDES; loaded into the Data Depot.
- Q1 2010 data matched up with 2007 file to generate location (GIS) info for 2010 employers; point location updated for those businesses that moved in the intervening years.
- Q1 2010 employment estimates generated: total employment at the quarter-section level; employment at the subzone level broken out into 2-digit (non-manufacturing) and 4-digit (manufacturing) NAICS categories; for use in advanced travel model development.
- Census: 2010 Census geography files for Illinois & Indiana downloaded to Data Depot.

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

#### Land Use Inventory:

- Complete pre-processing of Lake data
- Receive Cook parcel/assessor data (year-end '09 file) and begin pre-processing.
- Complete procedures documentation for Exempt properties, write draft procedures docs for Industrial and Commercial properties.

#### Transportation System Inventory:

- Finish updating remaining arterial intersection locations in the CMAP region.
- Finalize scripts to automate updating link geometry for the arterial links in the CMAP region. Complete the geometry updates for a majority of the arterial links in the region.
- Begin reviewing/updating the spatial accuracy of arterial intersections in the three Indiana counties in the model highway network.

#### Socio-Economic Data Inventory:

- Employment:
  - Continue receiving quarterly ES-202 files; obtain back-dated files not received earlier.
  - Generate 2010 Q1 employment estimates by county, municipality, and Chicago Community Area.
  - Continue address correction/refinement for mid-size businesses for 2010 Q1 spatial file.
- Census:
  - Download Wisconsin Census geography files.
  - Download block-level redistricting data (population & housing unit counts).
  - Begin Block, Block Group, and Tract – to Subzone assignments for preparation of new socio-economic file.

## **Major Capital Project Study Assistance**

Project Manager: Claire Bozic

Team: Dean, Patronsky, Rodriguez

Description: Active CMAP participation in these project studies provides an opportunity for CMAP to ensure that projects are refined in a manner consistent with long-range plan objectives. Following adoption of a *GO TO 2040*, implementing agencies typically embark

on multi-year alternatives analyses and environmental studies. These studies are often heavily reliant on data and methods used to evaluate them for inclusion in the regional plan.

Products: Analysis results; documentation of methods and analyses(as needed).

## **2<sup>nd</sup> Quarter Progress:**

- Eldamain Road - We provided build and no build 2040 traffic projections for the Eldamain Road Extension.
- Weber Road Improvements/Interchange Expansion - we provided 2040 traffic projections for 5 alternatives, no-build and 4 combinations of adding capacity at the Weber interchange and along Weber and adding interchanges at IL 126 and Airport Road.
- Central Narragansett Corridor - we provided 2040 traffic projections for 7 alternatives which have been under consideration for this corridor.
- MPC BRT System – we directed 4 MPC interns in coding networks for a BRT study of 10 BRT routes.
- Willow Road - we attended a number of meetings to answer questions regarding traffic forecasting. We prepared a number of memos regarding the regional modeling and traffic projections.
- Pace I-355 Corridor Planning Assistance - we completed approximately forty individual class assignments for groups of zones representing origin and destination municipalities. Data was generated in a GIS format and provided to the consultants under contract for this study.
- Providing 2040 Data – the data resulting from each of the five 2040 analysis years was exported, formatted and posted to the FTP site with updated documentation. This includes most of the inputs and outputs, as well as a special request for the trip tables in Excel format. Some recipients of the new data include:
  - \* Nelson Nygaard (working for Pace on I-355 study),
  - \* Kenig, Lindgren, O'Hara, Aboona, Inc. / KLOA, Inc. (Working for IDOT on a TOD Study at 79th street Metra station),
  - \* Steer Davies Gleave (Working with PB for IDOT on High Speed Rail study),
  - \* Wilbur Smith (Working for the Tollway),
  - \* Transystems (Working for IDOT on Willow Road and Lake County on their transportation study),
  - \* Parsons Brinckerhoff (Working on I-290 study),
  - \* Jacobs Engineering (working for IDOT on Central Narragansett Corridor study),
  - \* CH2M Hill (Working for IDOT on Elgin/O'Hare study)
  - \* Cambridge Systematics (Working for CDOT on South Lakefront Corridor Transit Study)

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

We will continue to provide technical support for studies on an as-needed basis. We will complete the modeling for the MPC BRT study and provide results that can be used in the report they are developing. We are also expecting to complete modeling for a feasibility study of converting the US20 Bypass in Elgin to an arterial type roadway.

### **Traffic Projections**

Project Manager: Claire Bozic

Team: Rodriguez

Description: Preliminary engineering for highway improvement projects often requires an estimate of “design year” traffic volumes. These estimates are derived from travel model results that incorporate future growth projections and the traffic effects of all planned and programmed transportation improvements.

Products: Refined future year traffic projections for use in preliminary engineering studies. As needed.

### **2<sup>nd</sup> Quarter Progress:**

The changeover to a 2040 horizon year required developing the databases necessary for generating traffic projections. GIS files and automated spreadsheets were created using the inputs and results of the Go To 2040 regional model data.

In addition, and for the same reason, we received an unusually large number of traffic projection requests as implementers sought to update projections for projects that were already underway. Sixty-seven requests for traffic projections were received; twelve of them required network modeling of one or more additional scenarios. Some notable projects were Woodstock (IL47) Bypass, Willow Road between IL43 and I-94, IL-394 from I-80 to Exchange Street, I-57 at proposed Stuenkel Road Interchange, US 45 Millburn Bypass, IL53 and IL56 add-lanes, US30 between IL59 and I-55, IL31 between IL 176 and IL120, IL22 between Quentin Road to IL83, Burley Avenue Extension, Caton Farm Rd/Bruce Rd between US30 and IL7, I-80 between Ridge Road and US45.

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

We will continue to provide traffic projections in a timely and professional manner, answer questions and provide support at meetings when needed. The automated process for generating letters will be updated because it no longer works with Office 2010. We will collect the TIP project IDs for traffic projections and add them to the GIS database of projection locations. When this is completed, we will develop a map to display locations of traffic projections. This will show progress in implementing Go To 2040.

## **Commercial Datasets Management**

Project Manager: Penny Dubernat

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.

### **2<sup>nd</sup> Quarter Progress:**

- A SharePoint Commercial Dataset site to organize all data related to this project was created
- An Access database was created to organized commercial dataset procurements and renewals
- Began an attribute inventory of MetroPulse to determine what variables are currently being served, data sources and age of information
- A data agreement compliance audit was conducted on MetroPulse

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

- A FY12 procurement budget will be prepared
- Completion of the MetroPulse attribute data inventory
- Design a metadata mapping process whereby attribute information for current holdings will be organized into a searchable repository
- Begin designing a process to systematically reduce or eliminate the dependence on commercial datasets by acquiring data directly from the primary/secondary source when possible
- Begin a data acquisition update schedule to “refresh” current holdings

## **External Data Request Coordination**

Project Manager: Jon Hallas

Team: Clark, Okoth, Perpignani, Rademacher, other relevant staff from other administrative groups

Description: This project will document all external technical assistance and data requests to the agency. Staff members regularly receive requests from local/county governments and a

wider audience. Responses provide municipalities with information and research assistance in areas such as demographics, socioeconomics and economic data.

Products and Key Dates: Responses to requests and quarterly reports on staff activity (ongoing and quarterly); Census data reports on Web site (ongoing); responses to FOIA requests (as needed)

### **2<sup>nd</sup> Quarter Progress:**

- Freedom of Information Act (FOIA) – Responses were processed for five requests
- General Data/Information Requests – Responses were processed for sixty-four requests. Note that data resulting from each of the five 2040 analysis years was exported, formatted and posted to the FTP site with updated documentation. This includes most of the inputs and outputs, as well as a special request for the trip tables in Excel format. These data were provided for no less than nine requests.
- 2005-2009 American Community Survey (ACS) 5-year estimates were published by the Census Bureau for the first time. Data have been downloaded for the seven counties in our region and analysis has begun on demographic, social, economic and housing data categories.
- Census 2010 Apportionment Data were downloaded and provided to the media with results showing distribution of seats by state to the US House of Representatives. Although Illinois gained population since year 2000, the rate of growth did not keep pace with states in the south and southwest. As a result Illinois will have one less representative, decreasing from nineteen to eighteen congressional seats.

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

- Respond to FOIA requests and external requests for data/information (ongoing)
- 2005-2009 ACS analyses will be provided at the county level.
- Census 2010 – Explanations and data will be provided about the apportionment and redistricting processes.

## **Developments of Regional Importance (DRI)**

Project Manager: Kermit Wies

Team: Blankenhorn, Leary, internal subject matter experts.

Description: CMAP's DRI process provides an opportunity for regional partners to comprehensively assess the implications of large-scale development proposals, reconcile priorities associated with these proposals and coordinate independent actions in support of regional goals. A process to review potential DRIs was adopted by the Board in 2009. Toward the end of FY2011, it will be time to assess the program's successes and/or failures and provide the Board with guidance on how to proceed with the DRI requirement.

Products: DRI application processing, mid-term report, end-of-trial report and recommendations, June 2011.

### **2<sup>nd</sup> Quarter Progress:**

No activity

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

Await DRI applications.

**Crash Database Assistance**

Project Manager: Jan Drennan

Team: Brown

Description: This is work in support of IDOT's development and management of a regional database of highway crashes. Originally a contract with IDOT to geocode crash reports that pre-dated automatic reporting software, CMAP benefits from involvement in maintenance of this data to support its analysis and evaluation of highway safety programs.

Products: Geocoded crash records are returned to IDOT for processing, June 2011.

**2<sup>nd</sup> Quarter Progress:**

Work continues on reading the 3,858 scanned police reports for Cook2001 and entering location information into a database form along with quality checking the database table after groups of entries are made. About 450 reports remain to be read and data entered.

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

The last 450 reports will be read and data entered and then work will begin on geocoding all the locations.

## **DATA SHARING AND WAREHOUSING**

Program Oversight: Greg Sanders

Data sharing should enable easy access to real-time, up-to-date public information, defined as any government data that does not jeopardize personal privacy or public safety. CMAP is committed to leading this regional effort based on the principle that governments operate most effectively when they have and provide access to complete, accurate, and timely information.

### **Data Sharing and Warehousing Implementation Strategy**

Project Manager: Greg Sanders

Team: Wies

Description: Upon its creation, CMAP committed to providing the latest, most thorough information to the public and decision makers across the region. This is a major agency effort, involving aggressive data acquisition, state of the art data systems, and the provision of technical assistance for government units and other organizations across the region. As the region adopts *GO TO 2040* and the Regional Indicators project MetroPulse, the agency requires an implementation strategy for its related data sharing and warehousing efforts, including future data portals, the regional transportation data archive, and technical assistance efforts. Using *GO TO 2040* as a guide, this brief strategic plan should set priorities for the agency's ongoing data sharing and warehousing projects, identify key project milestones given existing staff capacity, and set agency policy on these efforts.

Products and Key Dates: Implementation strategy report to enable FY 2012 project planning (January 2011); Final report (March 2011)

#### **2<sup>nd</sup> Quarter Progress:**

A review of the GoTo2040 plan is being conducted with a view towards implementation of specific GoTo2040 Action Items. A Sharepoint project portal has been opened and 11 documents have been uploaded to the portal.

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

First draft of the Data Sharing and Warehousing Implementation Strategy will be available for staff comments.

### **Regional Indicator Design (MetroPulse)**

Project Manager: Andrew Williams-Clark

Team: Dean, Sanders, Wu, Zhang

Description: Indicators will be used to assess the effectiveness of potential strategy recommendations and to track progress toward plan accomplishment in future years. This activity is being undertaken in partnership with the Chicago Community Trust. Collection of data to establish a baseline, which will be used to compare future scenarios against, will be completed, and the indicators website will be designed and launched. Future

improvements to the website are covered as another item in the work plan (*GO TO 2040* Implementation: Policy Environment).

Products and Key Dates: The indicators website is scheduled to be launched shortly after the adoption of *GO TO 2040*.

#### **2<sup>nd</sup> Quarter Progress:**

- Rolled out MetroPulse website
- Conducted webinar training with media and partners
- Developed a plan for MetroPulse evolution
- Initiated agreement for multi-partner Census/ACS roll out, but is on hold due to loss of Trust funding
- Initiated Municipal Data Portal pilot project via MetroPulse demonstrations to COGs, COMs and PLs
- Initiated Human Capital Information portal project

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

- Initiate online prioritization website for data updates, additional data and new functions on MetroPulse (between CMAP and the Trust)
- Update prioritized MetroPulse data
- Add prioritized functions to MetroPulse
- Add prioritized data to MetroPulse
- Conduct one large-scale in-depth training on MetroPulse at CMAP
- Demo MetroPulse at several COG, COM and PL meetings to train staff
- Collect feedback from COGs, COMs and municipalities to inform municipal portal development

## **Internal Data Library Management**

Project Manager: Xiaohong Zhang

Team: D. Clark, Fifer, Sanders, ETL interns

Description: Manage and maintain CMAP data library. Acquire and catalog new data.

Retire obsolete datasets. Establish protocols for meta-data and attribution. Enforce proprietary dissemination and license agreements.

Products and Key Dates: Documentation of data library management practices; a well organized and easy-to-use catalog of CMAP data assets for internal use and public review; implementation documentation (ongoing).

#### **2<sup>nd</sup> Quarter Progress:**

##### **Data Depot:**

- Acquired over 30 datasets for Data Depot. Working on the announcement.
- Migrated 2005 aerial photos (4300+ tiles) to the NAS and developed a script to test run generating raster dataset, loading and mosaicking aeriels programmatically.
- Delivered 16,300 tiles of 2009 aerial photos. There were still 2500 tiles missing.

- Connected the 2008 aerials photos to the NAS.

**Indicators Project:**

- Completed majority of the data extracting/transforming/loading and metadata work.
- Added/changed the descriptions for several hundred data tables before the rollout of the website.

**Census Data Release:**

- Acquired the ACS data profiles (housing, social, demographic and economic) immediately after the release. Integrated the 2005-2009 data with the Census 2000 and 1990 tables. Aggregated the data to the 7-county area and calculated the percentage and change.
- Acquired Census 2010 state level apportionment data immediately after the release and submitted the result to the media.

**Proprietary Data:**

- Convened a meeting with Penny on the propriety data usage and needs.
- Proprietary data extract/backup: quarterly extract for the D&B data has been done.

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

**Data Depot:**

- Continue updating the Data Depot as new datasets come in.
- Continue loading/mosaicking 2005 aerials, then generate pyramids and calculate statistics
- Move on to the 2008/2009 aerials(approx. 18,000 tiles each year).

**Indicators Project:**

- Continue adding new datasets to the MetroPulse website
- Continue processing school district level of data and adding the data to the web

**Census Data Release:**

- Continue the preparation work for the Census 2010 release.

**Proprietary Data:**

- Continue the quarterly data extract process

**Regional Transportation Data Archive**

Project Manager: Claire Bozic

Team: Schmidt, Dubernat, Wu, Zhang

Description: The project will be to design and implement a Web-based data exchange medium for archived transportation data. This is intended to consolidate the archive objectives of the region's ITS program with the objective to offer partner agencies a Web-based data exchange medium for archived transportation data. A demonstration application will include highway volumes and speeds as well as incident data. By compiling these together, the data archive will be able to answer system operators' questions like "what happens when...," and "what can I expect now?"

The staff will also provide regional support for the development of a real-time traveler information system and other ITS infrastructure initiatives expected to be developed by partner agencies.

#### Products and Key Dates:

- Project Plan: Oct 1, 2010
- Requirements Specification: Dec 3, 2010
- Design Specification: Feb 17, 2011
- Develop Web Services Interface: Jan 4, 2011
- Develop Draft Visualizations: Mar 2, 2011
- Perform Acceptance Testing: Mar 31, 2011
- Develop Final Visualizations: May 31, 2011
- Develop Documentation: June 30, 2011
- Perform Training: June 30, 2011

#### **2<sup>nd</sup> Quarter Progress:**

Three years of expressway, tollway, and Lake County arterial sensor data acquired. Three years of expressway, tollway and Lake County arterial incident data acquired. Kickoff meeting was held with a long discussion of desired functions. Requirement meeting was held to discuss reasonable expectations for functionality as well as data quality. Project plan completed. Draft requirements completed.

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

Requirements finalized, design specifications completed, web services completed, visualizations completed.

### **Human Capital Information Portal**

Project Manager: Annie Byrne

Team: Baden, A. Williams-Clark

Description: Both the innovation and workforce development chapters of *GO TO 2040* include implementation actions (to be led by CMAP) 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:

- Finalize contract for design/web development (February 2011)

- Develop and confirm questions, visuals, and data priorities to be included in the HCIP, in consultation with existing working group (March 2011)
- Complete collection and processing of prioritized data and information for initial launch (July 2011)
- Collect and process additional data and information for future integration (ongoing)
- Final design deliverables due (August 2011)
- Final web development deliverable due (January 2012)

### **2<sup>nd</sup> Quarter Progress:**

- Convened first Workforce Data Partners meeting with around 30 human capital data users. Conducted user survey for discussion at the meeting. (October 6)
- Convened second Workforce Data Partners meeting with around 30 human capital data users. (December 9)
- Working group met several times
- Convened key State data providers to discuss portal
- Completed documents outlining key themes, questions, and data availability as part of development process.
- Drafted RFP and decided to contract designer separately so web developer can provide a more accurate cost estimate.

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

- Contract with web-designer for wireframes
- Conduct 6-10 user group meetings to assist in the development of user-stories to be provided to the web-designer

## **TIP Visualization Tools**

Project Manager: Ross Patronskey

Team: Berry, Bozic, Dixon, Kos, Krell, Ostidick, Sanders, Wu, *new TIP asst planner*

Description: The integration of the data available through the TIP, the Regional Indicators and the increasing use of web-based communication is essential to make TIP database information accessible and communicate it effectively to the public. Training to use the database and visualization tools must be accessible to implementing agencies and interested CMAP partners.

Products: Public Interface using Flex (October 2011, ongoing improvements after that); TIP map (ongoing)

### **2<sup>nd</sup> Quarter Progress:**

- Developed TIP summary chart and table following prototype previously developed, but using live TIP data.
- Developed prototype of TIP public interface home page with links to summary charts, maps, and advanced search in TIP database.

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

- Determine whether TIP map under development can meet requirements. If so, complete final features to enable it to be released for public use.
- Meet with Communications staff to discuss look and feel of public interface. Begin implementing their recommendations.

## **Regional Data Sharing Technical Assistance**

Project Manager: Andrew Williams-Clark

Team: Sanders, Wu, Zhang, interns as necessary

**Brief Description:** The undertaking of this project will be to 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 along a continuum toward more efficient data sharing. This will include training stakeholder groups to maximize impact of Regional Indicators website; producing a product backlog for municipal data portal development; 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 department from each of the following government entities: the state, one county, one municipality and one regional transportation agency. Other activities include participating in regional groups working to develop indicators in specific issue areas relevant to the CMAP's mission and convening 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:** Roll out indicators website (November); produce training workshop format and materials (November); provide first indicators training at CMAP (December); post and update product backlog for municipal data portal (ongoing, beginning in February); provide technical assistance pilot to local governments (winter); produce report analyzing existing conditions and identifying best practices for data sharing (spring).

### **2<sup>nd</sup> Quarter Progress:**

- Rolled out MetroPulse website to public
- Produced training workshop and materials
- Conducted first training workshop (webinar held November 15)

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

- Produce analysis of alignment between municipal survey, compendium of plans and compendium of ordinance to help inform TA project selection (January)
- Deliver strategy document to guide data sharing technical assistance
- Begin implementation of said strategy

## **Municipal and other Data Portals**

Project Manager: Greg Sanders

Team: R. Krell, A. Williams-Clark, Wu, Zhang. External Relations and C and TA staff should also help to promote applications associated with this effort.

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 Regional Indicators website; and implement the WEAVE visualization engine.

Products and Key Dates: WEAVE tool installed (fall), Municipal data portal template (December 2010); at least 6 municipal data portals (June 2011); comprehensive data portal based on, but significantly broader than, the Regional Indicators portal (June 2011).

**2<sup>nd</sup> Quarter Progress:**

The core Metropulse data engine, stabilized for the November 2010 website launch, is being modified incrementally so that its scope can be narrowed geographically (for municipal and county portals) and topically (for issue-specific portals) as needed.

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

Publish a proof-of-concept municipal portal based on the Metropulse code base.

## **POLICY ENVIRONMENT**

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. Some of the major policy areas to be addressed in this program include transportation finance and tax policy, innovation and workforce development, data sharing, and intergovernmental coordination. An important role for CMAP is to address these broader policy issues by providing data and tracking key indicators, to be used to measure how well the plan is meeting its goals. This work area will also include activities related to staffing CMAP's working committee structure, legislative analysis, and coordinating short term responses to state and federal policy issues across the range of CMAP's regional focus areas, including transportation, housing, economic development, and human services.

### **CMAP and MPO Committee Support**

Team: Berry, Bright, Capriccioso, Dean, Deuben, Dixon, Elam, Leary, Maloney, Ostrander, Pietrowiak, Rademacher, Torres.

Description: Provides staff support to the CMAP Board, the MPO and the committees that report to both policy boards.

#### **2<sup>nd</sup> Quarter Progress:**

- Staff presented a memo to the Board (January) about committee reorganization.

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

- Coordinating committees and several working committees will be restaffed and rescoped.

### **State and Local Tax Policy Task Force**

Project Manager: Matt Maloney

Team: Hollander

Description: *GO TO 2040* recommends the creation of a Regional Tax Policy Task Force, to recommend specific changes to state and local fiscal matters that prove to have a major impact on the economic vitality of the region. Creation of this task force will be a major activity in FY 2011, and this group will direct further staff activity in tax policy areas aligned with CMAP's mission. Areas of study will include state and local sales tax revenue sharing, the fiscalization of land use, the property tax structure, expansion of sales tax to services, and local tax capacity issues including analysis on equity.

Products and Key Dates: Creation of Regional Tax Policy Task Force (February 2011); other deliverables as directed by the task force (ongoing)

#### **2<sup>nd</sup> Quarter Progress:**

- Staff presented to the CMAP Board on a recommended process for selecting membership. The Board generally supported the direction.
- Staff began to engage candidates for task force membership.
- Staff collected a wide array of data in preparation for the task force, including equalized assessed value (by class of property) and property tax rates for all northeastern Illinois units of government, 1999-2009.
- Staff also continued to collect and manage nearly 10 years of Illinois Department of Revenue data sets as well as collect and analyze Dun and Bradstreet data on regional businesses and their attributes. Staff concluded an internal analysis on the effect of extending sales tax to the service sector.

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

- Continue process of engaging potential task force members.
- Recommend members to the CMAP Board in February.
- Hold first meeting of tax policy task force in March or April.

## **Transportation Policy Analysis**

Project Manager: Doug Ferguson

Team: Maloney, Hollander

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: State transportation policy white paper (December 2010); Inventory and assessment of current transportation data sources for selection criteria (June 2010); Policy briefs on national, state, and local transportation policy matters (ongoing)

### **2<sup>nd</sup> Quarter Progress:**

- Completed drafts of two "issue briefs" (staff made a decision to produce shorter briefs rather than a technical white paper) targeted toward state legislators and policy makers regarding the state MFT and PPP. Work on these drafts is not finalized but should be completed in January. Staff also engaged in policy and legislative strategy meetings with MPC and CM2020 related to these topics.
- Finalized report on value capture for transit and scheduled presentations by the consultant (S.B. Freidman) with the transportation and land use committees.
- Staff remained active in various capital project implementation efforts with various

partners and groups, including the Governor's task force on the Elgin O'Hare, Rt 53, Union Station/West Loop Transportation Center, and the Urban Land Institute's infrastructure work.

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

- Finalize state policy issue briefs on state MFT, PPP, and the 55/45 split (needs-based criteria). Work internally and with partners (MPC, CM 2020) at state legislative strategy regarding these issues.
- Organize available information on ongoing regional policy initiatives related to GO TO 2040 major capital projects and in some cases deploy certain staff to these efforts.
- Select consultant for phase 2 of value capture work, which will select 2-3 areas to analyze for the financial implications of implementing various value capture strategies. Begin work on this project, which is on a short (June) time frame.

### **Industry Cluster Drill-Down Reports**

Project Manager: Baden

Team: Byrne, Maloney

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.

### **Products and Key Dates:**

- Prepare overview of cluster methodologies, based on literature and stakeholder interviews (February 2011)
- Prepare methodological guidebook that can be used by CMAP and other stakeholders to provide comparable analyses of the region's economic sectors (March 2011)
- Prepare description of the chosen cluster components, including industries, occupations, infrastructure, and policy (April 2011)
- Prepare assessment of coordination among education, workforce development, and economic development for the particular cluster (June 2011)
- Prepare section discussing available qualitative and quantitative data, recommendations on additional data to pursue, gaps, and next steps (May 2011)
- Data Analysis including trends and forecasts (September 2011)
- Final Drill-Down Report (October 2011)

### **2<sup>nd</sup> Quarter Progress:**

- Presented and discussed drill down analysis plan with CMAP Economic and Community Development Committee.
- Made final decision to focus on freight for the drill down analysis. Prepared methodology overview/cluster selection document. Continued literature review on cluster drill down methodology analysis.
- Began conducting stakeholders methodology meetings/interviews
- Developed draft methodology chapter, which will be a standardized guidance chapter for all drill-down reports. This may also be developed as a separate “guidebook.”
- Integrated WBC/CMAP/Chicagoland Chamber joint business start/innovation data collection project into drill down report as a potential analytic tool.
- Discussed how to make CMAP drill down reports parallel to Chicago Workforce Information Council (CWIC) reports, and how to implement similar methodologies.

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

- Integrate human capital / workforce analysis into methodology
- Continue working to integrate CWIC methods into drill down methodology
- Present freight-choice justification and draft cluster drill down methodology to Freight Committee, January 24
- Present initial findings on business starts data collection feasibility to CMAP partners (WBC and the Chamber), January 28.
- Complete preliminary data analysis draft; show preliminary results and discuss viability / degree of difficulty of data collection and analysis
- Complete literature review on cluster drill down methodology analysis, and continue conducting interviews to discuss cluster methodology and content.
- Complete draft overview of cluster methodologies based on literature and stakeholder interviews (February 2011)
- Prepare methodological chapter/guidebook that can be used by CMAP and other stakeholders to provide comparable analyses of the region’s economic sectors (March 2011)

## **Housing Policy Analysis**

Project Manager: Lee Deuben

Description: CMAP's initiatives seek to implement housing recommendation of the *GO TO 2040* plan as well as to be responsive to current housing market conditions. The CMAP Board calls for the agency to address housing issues as part of the overall comprehensive plan, particularly addressing housing conditions, type, affordability, and location. To meet regional priorities, the location, availability, and affordability of housing needs to balance with that of jobs, access to transportation, and protection of open space and natural resources. CMAP seeks to explore sound policy decisions that assure residents of northeastern Illinois safe, decent and affordable places to live.

Products and Key Dates: Products and Key Dates: Furthering the vacant and foreclosed property initiatives of the RHOPI action plan (ongoing); proposing new and timely solutions to jobs/transportation/housing mismatch as part of the Illinois Governor's Housing Task Force - Housing / Transportation / Employment Linkages Working Group; Facilitate information sharing among communities with similar housing challenges; convene information sessions (ongoing); provide best practice information (ongoing).

### **2<sup>nd</sup> Quarter Progress:**

- The Housing Committee has facilitated several conversations regarding the rise in condo foreclosures and assessed responses by partner organizations; the committee has had presentations by the Woodstock Institute, Community Investment Corporation, Urban Land Institute and others
- Continue to represent Regional Homeownership Preservation Initiative vacant buildings task force including attending monthly meetings and development of a joint work plan with partner agencies on foreclosure initiatives
- Collaborated with the Metropolitan Mayors Caucus on the revisions of the Housing Endorsement criteria ensuring that it aligns with *GO TO 2040* recommendations
- Worked with CNT on analysis of IHDA investments and the related cost to Housing and Transportation
- Continued to serve on the Illinois Linkages Working Group – an initiative led by the Illinois Housing and Development Authority (IHDA) on developing a set of recommendation for the state on better coordination of housing, transportation, economic dollars. This group is a collaborative of federal, state, regional and local representatives.

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

- Continue to serve on Regional Homeownership Preservation Initiative vacant buildings task force
- Continue to serve on Lake County's Housing Preservation Initiative task force
- Develop housing- related legislative priorities
- Continue condo foreclosure regional dialogue

## **Legislative Outreach and Monitoring**

Project Manager: Ylda Capriccioso

Team: Allen, Smith, and other relevant staff

Description: This project is responsible for identify emerging intergovernmental issues, developing legislative priorities, and monitoring proposed legislation affecting the CMAP region. Staff will work with COGs, counties, municipalities and other partner organizations to promote CMAP legislative priorities aligned with *GO TO 2040*. Staff will serve as CMAP representatives at legislative meetings hosted by partner organizations, committee hearings and legislative meetings. Staff will prepare written materials, as needed, for one-on-one

meetings, hearings, or briefings. 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 update board, policy and working committees on legislative activities during regular and special sessions.

Products and Key Dates: Legislative Agenda (Dec/Jan 2010), Regional Legislative Briefings (Nov/Dec 10/Jan 11), 2010 Legislative Mid-Session Report (Mar/Apr 2011), Final Legislative Report (June 2011).

### **2<sup>nd</sup> Quarter Progress:**

- Provided regular reports to Board and Working committees.
- Tracked Veto Session activities and provided reports.
- Drafted legislative priorities.
- Meet with key legislative members for GO TO2040 briefings and made requests for FY12 funding.
- Established key partners for legislative monitoring and support for GO TO 2040 plan recommendations.

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

- Finalized legislative priorities.
- Plan and host MPO day in Springfield with ILMPO.
- Educate and inform legislators on legislative priorities.
- Create fact sheets and talk points for legislators on main recommendations.
- Provide board and working committees mid-session report.

## **Policy Blog**

Project Manager: Maloney

Team: Byrne, Capriccioso, Elam, Ferguson, Hollander, Reisinger, and other relevant staff with specific policy area expertise

Description: The “policy blog” will be introduced as a new feature of the CMAP Web site in this fiscal year. 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: Scoping and calendar (December 2010); Blog postings (ongoing, likely weekly).

### **2<sup>nd</sup> Quarter Progress:**

The policy blog has been launched on the CMAP website. Longer blogs with staff analysis (on the income/property tax swap and water nutrient standards) have been posted. Shorter blogs, which link to other articles or reports, are also being considered on a daily basis.

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

Continue posting blogs and extend the opportunity to other staff to blog on diverse topics. Staff is still working on logistical issues and timing with updating the blog.

## **Short Range Policy Analysis**

Team: Byrne, Deuben, Elam, Ferguson, Hollander, Leary, Maloney

Description: The purpose of this task is for the deployment of communication tools, policy principles and/or initiatives which can be undertaken by staff in FY 11 to respond rapidly to a range of federal and state policy issues.

Products and Key Dates: Deliverables are as-needed and typically take the form of policy briefs or press releases to the CMAP Board or other committees, regional media outlets, or other regional stakeholders.

### **2<sup>nd</sup> Quarter Progress:**

- No deliverables were produced outside the scope of other projects in the work plan.

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

- As needed.

## **Regional Opportunity Coordinating Council**

Project Manager: Annie Byrne

Team: Deuben

Description: Recognizing the opportunities presented for the region through the stimulus funds made available through the American Recovery and Reinvestment Act (ARRA), CMAP launched the Regional ARRA Coordinating Council in 2009. As most ARRA funds have been spent, the Council has broadened its focus to include opportunities beyond the ARRA and to include implementation of the GO TO 2040 plan and the Sustainable Communities Initiative. The Council's primary focus is on energy, housing, and workforce development. CMAP and the council will help coordinate efforts that will strengthen the region's competitive advantage and support efficient use of limited resources. The council is made up of the Center for Neighborhood Technology (CNT), Chicago Community Trust (CCT), Chicago Jobs Council (CJC), Community and Economic Development Association (CEDA), Grand Victoria Foundation, Housing Action Illinois (HAI), Metropolitan Mayors Caucus (MMC), the Metropolitan Planning Council (MPC) and the Recovery Partnership. The council's goals include: (1) The smart application of resources, this will include leveraging public and private resources ; (2) to participate in an effective communication platform and mechanism to engage the necessary organizations and local

governments that will help maximize resources throughout the region; (3) to identify linkages and opportunities between different programs and existing resources; (4) to identify innovations and transformative practices and integration where possible; (5) to identify challenges in the implementation of workforce, housing, and energy related programs and develop recommendations to address challenges; and (6) to support opportunities for collaboration and coordinated efforts, including the Sustainable Communities Initiative.

Products and Key Dates: Identify areas for coordination of competitive applications (ongoing); pursue linkages between programs and resources (ongoing); identify models and best practices (ongoing); develop and distribute report analyzing ARRA data with recommendations for building on successes and addressing challenges (December 2010).

### **2<sup>nd</sup> Quarter Progress:**

- Released the second and final ARRA report. Reporting data is summarized and a narrative on the key accomplishments, lessons learned, and conclusions on how to build on the successes are provided. The group's December meeting was cancelled.

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

- The group will meet in the third quarter and decide if they should continue to meet and if so, with what purpose.

## **Future Leaders in Planning (FLIP)**

Project Manager: Andrew Williams-Clark

Team: Aleman, Banks, Lopez, Reisinger

Description: This is a development program for high school students. Selected participants will collaborate with and learn from elected officials and planners who are developing the new *GO TO 2040* comprehensive regional plan. The program runs from September 2010 to March 2011 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 2010); program curriculum (July 2010); student selection & notification (June 2010); site selection for Final Project (August 2010); secure partner commitments (September 2010); Final Project (April 2011).

### **2<sup>nd</sup> Quarter Progress:**

- Completed first three sessions

- Completed data collection on proposed SRTS sidewalk site

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

- Complete final three sessions
- Complete final recommendations for Fairmont site plan project
- Complete planning for final presentation

**CMAP Annual Report**

Team: Leary, Garritano, Reisinger

Description: Annual report describing overall CMAP progress toward key milestones.

Product and Key Dates: FY '10 CMAP Annual Report

**2<sup>nd</sup> Quarter Progress:**

- Project completed.

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

- None.

## **ENERGY RETROFIT RAMP-UP**

Program Oversight: Lee Deuben

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, with support from suburban and regional stakeholders. The Chicago Region Retrofit Ramp-Up (CR3) will transform the market for carrying out energy-efficient retrofits to commercial and residential buildings in northeastern Illinois. The project is significant for its potential to reduce a large region's energy footprint and as a model for inter-jurisdictional collaboration.

CR3 will provide a web based information portal so building owners can get the data they need to understand the benefits of a retrofit and to access information on the financial resources available to complete a retrofit. A major component of CR3 will be partnering with financial institutions to develop and support a range of financial products, including low interest loans and provide the guarantees banks need to lend in this emerging market.

### **Regional Retrofit Steering Committee Support**

Team: Byrne, Deuben, Olson

Description: Provides staff support to CR3 Chicago Strategy Steering Committee, which will include CMAP and other stakeholders including the City of Chicago, utility companies and representatives from the private and non-profit sectors.

Products and Key Dates: Incorporate CMAP into retrofit steering committee; ongoing monthly meetings.

#### **2<sup>nd</sup> Quarter Progress:**

- Attended monthly steering committee meetings (Randy Blankenhorn, Lee Deuben, Dan Olson)
- Provided monthly CR3 progress reports to steering committee members
- Included steering committee members in RFP development, including draft proposal review and sub-recipient proposal review / selection.

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

- Continue with consultation by Committee members in RFP development, proposal review, and sub-recipient selection.
- Provide Committee with monthly program updates and seek strategic Committee guidance on potential decision points.

## **CR3 Program Development**

Team: Byrne, Deuben, Dowdle, Olson

Description of the General Project Approach: Program development and operation of each aspect of CR3 will be developed by CMAP and partners and specific functions will be competitively bid based on an RFP process administered by CMAP. Program development, the implementation plan and oversight will be conducted by an oversight organization, either within CMAP or a separate implementation agency. Strategic guidance will originate from the CR3 Steering Committee based on the CR3 goals and objectives, which rely on well-defined methods, objective deliverables, and realistic milestones.

CR3 will be guided by the following three principles:

- Plan programs in collaboration with other Steering Committee members where possible to maximize the impact of all programs and funding dollars (i.e., a portfolio-based approach).
- Balance overall program efficiency (as measured by dollars per metric ton of carbon dioxide reduced) against other goals, including serving low-income residents and creating jobs.
- Invest in efforts to transform the market and provide enabling infrastructure.

The primary CR3 initiatives include:

1. Increasing access to information, which will be accomplished by:
  - Developing a comprehensive information system that will both educate consumers and facilitate transactions by creating a forum to connect consumers with suppliers.
  - Launching a broad-based marketing campaign to educate consumers on the impact that buildings have, and the energy efficiency opportunities that are available to them.
  - Leveraging the Energy Action Network (EAN) model being piloted in Chicago and the Rockford Neighborhood Network to increase penetration in selected target areas.
2. Increasing access to capital, which will be accomplished by:
  - Providing more funding to early-stage pilot programs that have shown strong results.
  - Investing in infrastructure to support innovative new delivery options.
  - Increasing capital in specific sectors to help improve energy efficiency investment models.

3. Increasing access to a trained workforce, which will be accomplished by:
  - Agreeing to a common, consistent certification for standard contractors.
  - Leveraging the existing green workforce development collaboration to train people on the common certification standard.
  - Creating a workforce intermediary that will connect trained workers with contractors.

*Geographic Target.* While activities and products will be implemented across the entire seven-county region and Rockford, CR3 will also carry out in-depth activities in six neighborhoods such as leveraging community based organizations, intensive marketing and awareness campaigns, and implementing local workforce development strategies. Three of these neighborhoods will be within Chicago, one in Rockford, and two in Chicago suburbs. Pilot areas will be determined using specific selection criteria aimed at identifying geographies that have the greatest expected impact while at the same time looking to diversify the types of communities to obtain the best data set for future replication. Possible criteria include diverse income and population demographics, energy consumption, transit accessibility, energy efficiency infrastructure, diversity and age of building stock.

Products and Key Dates: Refine budget, scope of work and final negotiations with partners and DOE (May 2010); sign contract with DOE (July 2010); identify and procurement process for sub-recipients (Summer/Fall 2010); Procurement processed and contracting for all CR3 components (Winter/Spring 2010/11); Launch key program components (Spring/Summer 2011).

#### **2<sup>nd</sup> Quarter Progress:**

- Developed and released communications, marketing & outreach RFP in coordination with project partners and steering committee. Winning bid was awarded to team consisting of Fleishman Hillard, Booz & Co., Fathom, and the Field Museum.
- Developed and entered into sole-source contract with the Metropolitan Planning Council, who administers the Regional Employer Assisted Housing Program (REACH), to coordinate and implement an Employer-Assisted Housing Retrofit Program.
- Developed and released the CR3 Information System RFP in coordination with project partners and steering committee.
- Developed and released Multi-Unit Retrofit Improvement Loan Program Invitation to Participate (ITP) in coordination with project partners and steering committee.
- Developed and released Multi-Unit Loan Loss Reserve program RFP in coordination with project partners and steering committee.

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

- Select and contract with an organization to develop and implement the CR3 Information System.
- Select and contract with organization(s) to administer the Multi-Unit Retrofit Improvement Loan Program.
- Select and contract with an organization to administer the Multi-Unit Loan Loss Reserve program.
- Develop and release the web-based, Building Energy Tool RFP in coordination with project partners and steering committee.
- Develop and release the single-family, Green Loan RFP in coordination with project partners and steering committee.
- Develop and release the Commercial/Industrial Loan Loss Reserve RFP in coordination with project partners and steering committee.
- Develop and release the Energy Efficiency Rating Incentive Financing RFP in coordination with project partners and steering committee.
- Develop and release the Workforce Intermediary RFP in coordination with project partners and steering committee.
- Engage with Fleischman Hillard to determine scope, timeline, and deliverables of CR3 Communications Strategy and begin work.
- Engage with the Metropolitan Planning Council to determine scope, timeline, and deliverables for the Employer-Assisted Housing Retrofit Program and begin work.

### **CR3 Program Management**

Team: Byrne, Deuben, Dowdle, Olson

Description: CMAP will serve as the lead agency for the deployment of CR3. CMAP will be responsible 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 steering committee and the program implementation agency, and compliance with all federal regulations in accordance with the ARRA EECBG program.

CMAP will oversee the funding structure for this grant. This proposal offers a multi-dimensional monitoring plan to ensure compliance with the program goals, EECBG regulations and other federal laws and requirements. Direct project compliance monitoring will be carried out by CMAP and its administering entities, under the advisement of the steering committee. The objective of the CR3 monitoring plan will be to ensure that 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.

The CR3 objectives will be met by selecting organizations through a competitive RFP process (with strategic guidance from the CR3 Steering Committee) and by partnering with recognized leaders in the energy efficiency sector. The implementation plan will be carried out by a dedicated implementation Agency that will report to CMAP. The implementation agency will be selected for daily management of program implementation. This agency will be a sub-grantee from CMAP, selected through a competitive bid process or may be staffed within CMAP. This entity, reporting directly to CMAP and under the advisement of the Steering Committee, will be responsible for tasks including but not limited to: program development and strategic planning, 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. CMAP will sub-contract with sub-recipients for other program implementation and deployment as needed. Sub-recipients may include: technical assistance providers, trade groups, businesses, workforce and residential associations, community-based organizations, educational institutions, local government, web developers, customer service experts, marketing and communications specialists, contractor training organizations, weatherization providers, financial intermediaries and institutions.

Products and Key Dates: Hire project manager and financial staff (internal to CMAP) (spring/summer 2010); competitive bid process for administrative agency (summer/fall 2010); develop reporting mechanisms, sub-recipient agreements, accounting standards (summer/fall 2010); identify implementation scope of work, reporting requirements and compliance standards (summer 2010- ongoing); support implementation and strategic policy decision (ongoing).

#### **2<sup>nd</sup> Quarter Progress:**

- Selected and contracted with CNT Energy, a division of the Center for Neighborhood Technology, to act as the CR3 implementation agency responsible for program development, oversight and implementation of CR3 in partnership with CMAP.
- Worked with DOE, CNT and Shaw Group (through CNT's implementation contract) to analyze and understand upcoming reporting requirements for both ARRA and DOE. Initial steps taken to develop an automated reporting system for future ARRA and DOE reports.
- Completed all quarterly ARRA and DOE reporting requirements.

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

- Develop and implement an automated reporting system to comply with all ARRA and DOE reporting requirements in future quarters.
- Develop reporting mechanisms, sub-recipient agreements, accounting standards, and grant compliance standards
- Develop assistant planner job description and begin recruitment process
- Complete all quarterly and monthly ARRA and DOE reporting requirements.

### **CR3 Program Evaluation**

Team: Olson, Deuben

Description: CR3 will regularly evaluate program progress in coordination with the Implementation Agency and the CR3 steering committee. Evaluation will examine project impact in the region on a regular basis. The objective of the CR3 evaluation plan will be to document:

- Number of customers assisted by the information 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 contractors network.

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

Products and Key Dates: Develop reporting mechanisms and requirements (spring 2011), reporting to DOE (monthly and quarterly), progress reports from Implementation Agency to CMAP and CR3 steering committee (quarterly).

#### **2<sup>nd</sup> Quarter Progress:**

- Selected and contracted with CNT Energy, to act as the CR3 implementation agency responsible for program development, oversight and implementation of CR3 in partnership with CMAP.
- In cooperation with CNT Energy/Shaw Group, assessed and worked with DOE to understand and refine their data collection, monitoring and evaluation needs.
- Developed project implementation timeline that include key performance indicators with CNT Energy.

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

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

- Complete all quarterly and monthly ARRA and DOE reporting requirements.

## **WATER RESOURCE PLANNING**

Program Oversight: Tim Loftus

This program covers the agency's areawide water quality planning activities as directed by the Clean Water Act and CMAP's role as the Areawide Water Quality Planning agency and regional water supply planning activities initiated by Executive Order 2006-1. The *Areawide Water Quality Plan* is amended by incorporating new watershed plans that achieve regional criteria and widespread endorsement, and by analyzing and making recommendations on proposed amendments to facility planning areas. Additional work involves providing technical assistance and project oversight to various USEPA and IEPA grant programs and participating in various stakeholder groups throughout northeastern Illinois. Regional water supply planning follows through on the state and regional investment in planning for a growing population faced with constrained water supplies. Support for implementation of *Water 2050: Northeastern Illinois Regional Water Supply/Demand Plan* aims to avoid water demand and supply imbalances within the region. Both plans serve as functional elements of the regional comprehensive plan, *GO TO 2040*.

### **Water Quality Management Planning: Facilities Planning Area (FPA) Process**

Project Manager: Dawn Thompson

Team: Elberts, Loftus

Description: FPA 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 designated water-quality planning agency for the seven-county region, with responsibility for reviewing wastewater permits and facility plans 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 conducts reviews of requested changes to the plan's current water-treatment boundaries and makes recommendations to the Illinois EPA, which maintains 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.

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

#### **2<sup>nd</sup> Quarter Progress:**

- Reviewed, drafted additional needs letters, and provided signoffs for the Village of Carpentersville's and the City of St. Charles' FPA amendment requests.
- Conducted two preapplication meetings for upcoming requests, including a 400 acre transfer from the Fox River WRD FPA to the MWRDGC FPA.
- Provided background information and an introductory paragraph on the FPA process for CMAP's webpage.
- Developed and provided suggested amendments to the WQMP Process and Procedures Booklet. Also discussed such changes with Tim and Megan.

- Developed a document outlining pros and cons of the FPA process. The document was developed in an effort to assist management in developing a better understanding of CMAP's areawide planning obligations and the pros and cons of this regional role.
- Completed the draft Water Quality Activities Report and forwarded this to Illinois EPA for review and approval. We are still awaiting IEPA's response.
- Developed a quarterly progress report per the IEPA/CMAP agreement detailing activities undertaken by the Wastewater Committee.
- Worked to develop a new FPA mapping webpage. To date, a header for the webpage is being reviewed.
- Met with external partners to discuss issues related to the Wastewater Committee including scheduling and IEPA's recent decision for the process.
- Fulfilled a FOIA request.
- Provided ideas, links and information for the water newsletter.
- Reviewed and approved invoices for the project.

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

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

## **Fox River Basin Watershed Planning**

Project Manager: Tim Loftus

Team: Ahmed, Elam, Elberts, Hudson, Talbot, Thompson

Description: Four new watershed planning processes for 1) Blackberry Creek, 2) Ferson-Otter Creek, 3) Silver Creek, and 4) Sleepy Hollow Creek will launch and provide forums for integrated water resource planning discussions. In addition to addressing the minimum components of a watershed-based plan as outlined by USEPA, new plans will consider lakes management and newer regional criteria that includes groundwater protection, projecting a 'vision' for the watershed, setting target pollution-load reductions for the watershed, and assessing municipal/county ordinances using the Water Quality Score Card developed by the US EPA. Planning processes will feature local leads (i.e. a local stakeholder with watershed-wide legitimacy) to co-facilitate planning and provide a local voice for stakeholder meeting(s) organization, additional water quality monitoring, and coordination with both 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, outreach products including some that are specific to each watershed; upgraded FREP website for Fox River subwatersheds; water-quality data; and resource inventories and draft introductory chapters for four watershed plans.

### **2<sup>nd</sup> Quarter Progress:**

Stakeholder meetings were conducted monthly in all four watersheds except Silver Creek and Sleepy Hollow which did not hold a November meeting. Progress was made in establishing working goals, assembling data for the resource inventories, and discussing topics such as groundwater protection. Drafts of the first brochures were developed and submitted to IEPA for review as well as the MS-PowerPoint presentations. These outreach products were developed by the local watershed coordinators with considerable CMAP staff input.

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

Stakeholder meetings will be conducted each month. Discussions will center on local ordinance review, green infrastructure, and preparation of draft Introduction and Inventory and Assessment chapters.

## **Volunteer Lake Monitoring Program (VLMP)**

Project Manager: Holly Hudson

Description: Coordinate Illinois EPA's VLMP for the seven county region (excluding Lake County), including over 50 volunteers at approximately 40 lakes. Provide 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 2010); lake maps and monitoring site coordinates for new lakes in the program (October 2010); 2010 monitoring data QA/QC and editing in Illinois EPA's lakes database (December 2010); assistance with annual report preparation (as requested by Illinois EPA); distribution of Secchi monitoring forms to continuing volunteers (April 2011); volunteer training (May 2011); and follow up visits (as needed).

### **2<sup>nd</sup> 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;
- updated my invoice tracking spreadsheet;
- prepared monthly progress reports for CMAP and a 1st quarter FY11 progress report for CMAP and IEPA;
- signed the Secchi disk and card received from IEPA for Ike Kirkikis at GERPDC and shipped them back to IEPA;

- provided recommendation to IEPA regarding the proper/historical name for Huntley Lake/Lake County in their database;
- corresponded with the volunteer monitor at Indian Lake/Cook Co. regarding his diurnal dissolved oxygen/temperature data and got him connected with the Statewide VLMP Coordinator at IEPA who wanted to use an example in the VLMP annual report
- talked with the volunteer at Wonder Lake/McHenry Co. regarding missing sampling times on his October water quality lab forms, and informed the Statewide VLMP Coordinator at Illinois EPA;
- contacted several volunteers who I know have monitored but have not mailed in their Secchi Monitoring Forms yet;
- asked the Statewide Coordinator at IEPA what their plan was for the regional coordinators to do a final review and QA/QC on all their region's volunteer data and edit data as necessary;
- mailed copies of the Secchi Monitoring Forms and D.O./Temperature Profile forms to IEPA;
- updated my volunteer participation tally spreadsheet;
- wrote an article on the VLMP, including a summary of the 2009 season, for CMAP's annual Water Quality Activities Report;
- again contacted a few volunteers who I know have monitored but have not mailed in their Secchi Monitoring Forms yet.

#### Data management:

- reviewed Secchi Monitoring Forms, contacted volunteers regarding missing or unclear information, checked the Secchi Monitoring Form data vs. what the volunteers had entered online, and entered Secchi and D.O./Temperature Profile data for those volunteers who had not entered their data online;
- calculated mean and median transparencies for the 2009 VLMP lakes and created a chart for use in CMAP's annual Water Quality Activities Report.

#### Technical assistance:

- provided guidance to a consultant, citizen, and education administrator on how to access VLMP data on-line.
- requested the 2009 water quality data results for the five City of Country Club Hills lakes from Illinois EPA, added qualifier information to the data tables, and e-mailed PDFs of the data tables, along with a few guidance documents regarding understanding lake data, to the volunteers and City Public Works official;
- mailed copies of the 2010 Secchi Monitoring Forms (5 dates) and dissolved oxygen/temperature profile data (1 date) for Lake Atwood/McHenry Co. to the McHenry Co. Conservation District.

#### Volunteer Training:

- spoke with the volunteer interested in monitoring the Vulcan Lakes/McHenry Co., noting that I'd contact City of Crystal Lake staff over the winter to work to arrange for his use of a rental boat free of charge for VLMP monitoring next season.

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

Update volunteer participation tally spreadsheet; conduct QA/QC review of 2010 data if/when provided by IEPA; provide technical assistance to volunteers as time and budget allows; assist IEPA with tasks associated with 2010 season completion and 2011 season preparation as requested, including attendance at the Illinois Lake Management Society annual conference and VLMP session in March.

## **ARRA Watershed Project Assistance**

Project Manager: Jesse Elam

Team: Loftus

Description: Using funding from Illinois EPA under Clean Water Act Section 604(b), as authorized by the American Recovery and Reinvestment Act of 2009, CMAP is providing assistance for four watershed planning or monitoring projects in northeastern Illinois: (1) watershed planning in Hickory Creek, (2) watershed planning in the Lower DuPage River, (3) monitoring in the Fox River, conducted by the Fox River Study Group, and (4) monitoring on the Kishwaukee River, carried out by a consultant to CMAP. Almost all of the funding passes through to other organizations. CMAP's responsibilities include guiding plan development by advising the project teams, helping develop consultant scopes of work, attending stakeholder meetings, reviewing plan documents, and administering the grant.

Products and Key Dates: Quarterly Progress Reports due to the Illinois EPA; two watershed plans due June 1, 2011.

### **2<sup>nd</sup> Quarter Progress:**

- Hickory Creek: completed analysis of local ordinances and developed draft water resources "policy" recommendations for local governments; established draft set of nonpoint source control projects for implementation.
- Lower DuPage: Two stakeholder meetings were held, and portions of the draft watershed plan were completed.
- Kishwaukee monitoring: storm and regular monthly samples, drain tile flow, surface flow, and wastewater effluent samples were collected on eight dates and analyzed.
- Fox monitoring: routine samples were collected on eight dates and analyzed.

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

- Watershed plans: complete draft plans and send to Illinois EPA
- Monitoring projects: continue data collection

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

Project Manager: Holly Hudson

Team: Elberts

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

Products and Key Dates: Quarterly progress reports due to FPD of Cook County (cc: Illinois EPA); nuisance aquatic plant management plan (August 2010); technical assistance regarding nearshore sediment removal project and nuisance aquatic plant management plan implementation (ongoing as needed); water quality monitoring (monthly); data management (ongoing).

### **2<sup>nd</sup> Quarter Progress:**

- reviewed and approved the July-September 2010 invoice to the FPD of Cook County prepared by CMAP's accounting group;
- prepared monthly progress reports for CMAP, and a 1st quarter FY11 progress report for CMAP and the District;
- prepared for and conducted water sampling at Maple Lake Sites 1 & 2, and shipped the water samples to the Illinois EPA's Springfield lab, on Nov. 3;
- prepared for and lead a meeting of District, Illinois EPA, and CMAP staff on Nov. 15 to discuss project status, next steps, and action items for each individual;
- wrote up the outcome notes from the Nov. 15 meeting, sent them to all meeting attendees for review and input;
- wrote an article for CMAP's annual Water Quality Activities Report.

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

Conduct water sampling monthly as long as ice cover conditions are safe; follow up with District staff on their review and submission of comments and replies to questions on the Nov. 15<sup>th</sup> meeting notes, and the status of their action items; prepare cost estimates for the District's preferred nuisance aquatic plant management scenarios.

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

Project Manager: Dawn Thompson

Team: Elberts, 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 four projects are as follows:

- Village of Streamwood: The Village is stabilizing an eroding streambank of the South Branch of Poplar Creek located between the Streamwood Oaks Golf Course and Whispering Drive in Streamwood.
- Dundee Township: The township is conducting reclamation and restoration of a 160-acre site on Jelkes Creek, a tributary of the Fox River.
- Village of West Dundee: The village is constructing two bioretention facilities near the Fox River in northeastern Kane County.
- 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 – February 1, 2011

### **2<sup>nd</sup> Quarter Progress:**

- Reviewed, provided comments and forwarded the following to the IEPA: St. Charles O&M Plan; Dundee Township draft brochure design and educational sign; Streamwood's photographic documentation of its site; Jelkes Creek draft O&M Plan; and Streamwood's draft final report.
- Reviewed and approved invoices for the grant.
- Developed a quarterly report for the project and forwarded this to IEPA.
- Worked with the St. Charles Park District who finally received its Corps of Engineer's permit to move forward with work on the project.

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

- To review, provide comments, and approval submittals from 319 subgrantees.
- To complete a progress report summarizing CMAP's activities and 319 subgrantee's activities for the IEPA.
- To modify the 319 budget if necessary.

## **Regional Water Supply Planning**

Project Manager: Tim Loftus

Team: Ahmed, Elberts, Schneemann, Talbot

Description: Having established a leadership role over the past four years in water supply planning, CMAP has a vested interest in ensuring that regional activity remains at a productive level. *Water 2050* features over 50 recommendations aimed at CMAP for implementation. Project activity will seize CMAP's opportunities to implement plan recommendations while supporting several of *GO TO 2040* recommendations at the same time. 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. 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, track plan implementation progress, and prepare for an updated plan in 2015.

Products and Key Dates:

- As the regional conservation coordinator, provide introductory technical support on water conservation tracking tool to public water suppliers.
- Engage the region's 300 plus public water suppliers to communicate the opportunities and benefits of water conservation and efficiency.
- Support existing conservation efforts in the region and be informed about related initiatives at all levels.

- Conduct quarterly forums to engage the region’s decision makers and other stakeholders on issues of importance to regional water supply planning and management. Forums will be held in September, December, March, and June .
- Presentations, participation on panels, etc. to promote *Water 2050*.

## **2<sup>nd</sup> Quarter Progress:**

The first water resource forum was successfully held in October and titled, “New Challenges Facing Public Water Suppliers.” A total of eleven speakers and moderators provided a provocative program for a diverse audience. Wildman Harrold co-hosted the forum and provided the venue and hospitality. Plans for the next forum, scheduled for January 27<sup>th</sup>, also got underway.

Several staff made numerous presentations throughout the region and state (and in Virginia at the first annual American Water Summit 2010: New Environment, New Directions) related to the promotion of *Water 2050* and the new Model Water-Use Conservation Ordinance as part of CMAP’s outreach activity. Additional outreach and work with community officials was done with regards to the model water-use conservation ordinance.

Staff served on two IEPA, Bureau of Water Advisory Committees, one each for the two revolving loan fund programs. This entailed participating in conference calls, reviewing documents and providing feedback, and collaborative discussion. Some of the input staff provided entailed designing metrics and means for IEPA to evaluate grant applications based on new sustainability criteria, including interest to support improved water supply/demand management. Other related meetings took place within the region to develop consensus on ideas for needed change and recommendations.

Staff creates the bimonthly e-newsletter with the assistance of J. Reisinger and has implemented changes to the water resources webpages. Staff has also worked with communication staff for purposes of developing the *Water 2050* brand under which a new outreach/tech. assistance campaign can roll out in 2011.

Staff (A. Talbot) continues to chair the Water Efficiency Committee of the Illinois Section AWWA and develop ties between the committee’s mission and that of CMAP and *Water 2050*. Work is also ongoing developing the technical assistance program with products for public water suppliers (e.g. bill inserts, one-page conservation-strategy descriptions)

Our staff water-resource economist secured a Great Lake Restoration Initiative grant worth \$674,993 as principal investigator. Titled, “Healthy Landscapes, Healthy Lawns,” the 3-year grant will, among other goals, support *Water 2050*’s conservation and water quality protection agendas.

Other technical assistance, not directly related to *Water 2050*, was carried out in a variety ways in support of municipalities and other forms of local government, ngo’s, and Illinois EPA.

Upon invitation, staff (Loftus) was invited by Tom Weisner, Mayor of the City of Aurora and Chairman, Executive Committee, of the new Northwest Water Planning Alliance (NWPAA), to begin discussion of how staff can support this new subregional initiative.

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

Work will progress with ongoing promotion of *Water 2050* and support for implementation efforts throughout the region.

Outreach / Tech. Assistance products will begin to emerge in final form as demand for the Regional Conservation Coordinator (Talbot) continues to grow. The first few of a planned library of bill inserts will emerge with their debut scheduled for the February 10<sup>th</sup> Northwest Water Planning Alliance Executive Committee meeting in Elgin. Additionally, efficiency strategies for public water suppliers will be developed and described in one- or two-page summary documents. These products will be featured on a webpages that link off of the *Water 2050* webpage.

Staff will work closely with the NWPA as the primary target for support. Loftus has been invited to make a presentation at the February Executive Committee meeting and begin a discussion of a new collaborative effort in support of the NWPA.

Staff will participate in MPC's Community Building Initiative (CBI) that seeks to develop a needs assessment and set of recommendations to address water supply and demand-side management, wastewater treatment, stormwater management, green infrastructure, financial capacity, and public information for the Village of Lake Zurich. The project will commence on March 1<sup>st</sup> and run through the end of the calendar year.

Staff also sits on a number of advisory committees related to water resource issues that were either addressed in *Water 2050* or are important to the region. For example, the second advisory committee for the Great Lakes Commission, Envisioning a Chicago Area Waterway System for the 21<sup>st</sup> Century will be held in February. Staff will also participate in an advisory committee for the Alliance for Water Efficiency's Industrial Water Reuse project funded by the Great Lakes Protection Fund. Staff serves on the Lake County Stormwater Management Commission's Technical Advisory Committee which meets monthly. Finally, staff will attend an MPC "What's Our Water's Worth" advisory committee meeting in March in an effort to provide input on their public-information campaign.

While not an advisory committee per se, staff also chairs the Water Efficiency Committee of the Illinois Section American Water Works Association. Staff will also continue to serve on the Elgin Sustainability Master Plan, Water Resource Committee. A public presentation of committee goals and objectives is scheduled in February. Involvement with this activity has assured a correspondence between the recommendations of *Water 2050* and Elgin's water-related goals that would have not occurred without CMAP staff involvement. Staff will also provide review comments to DuPage County as they have drafted a revised stormwater management ordinance.

Other outreach includes a February presentation to the Northern Groundwater Protection Planning Region Committee in Belvidere. This committee, one of four in the state and one of two in the CMAP region, includes McHenry, Boone, and Winnebago counties. This is a program established by Illinois EPA in cooperation with Illinois DNR.

The second water-resource forum, titled, "The Problem with Water: Regional Flooding and Stormwater Management" will be held on January 27<sup>th</sup>. A third water-resource forum, tentatively scheduled for April, is under development as is the fourth forum that will take place in May or June. Staff provided input and guidance and CMAP will host a forum produced by the Center for Neighborhood Technology in February. The forum is titled, "Navigating the Infrastructure Replacement Era."

Staff will continue to coordinate with Government Affairs staff to provide input on federal and state legislative initiatives that are relevant to regional water resource issues.

## **FINANCE AND ADMINISTRATION**

Program Oversight: Dolores Dowdle

This program provides for the design, implementation and management of finance 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). Systems and procedures will be implemented to comply with the new Department of Energy grant. The costs for administration are distributed to the projects based on a percentage of direct personnel costs. The projected indirect cost for FY 2010 is 36.29% and for FY 2011 is 40.73%.

### **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.

#### **1<sup>st</sup> Half Progress:**

During the 1<sup>st</sup> half of the year, the new budget keys were established in IFAS and the budget input into the financial software system. Closed the previous fiscal year by the end of July and prepared all necessary documents for the Auditors. Baker Tilly staff was here for 9 days in September and everything went smoothly, no problems were encountered.

From July through December 13 budget adjustments were processed, reviewed and approved by Randy and Dolores. Seven of these were to set up new keys not included in the original budget document, such as the Communities Putting Prevention to Work Grant, the others were to move funds into object codes from other object codes.

We have processed 18 payrolls, 7 regular and 1 special in the 1<sup>st</sup> quarter and 7 regular and 3 special in the 2<sup>nd</sup> quarter. The special payrolls are for final payments of vacation time to employees who have terminated. These are run separately because we have to turn off benefits for the employee being paid during that payroll. The Federal 941 withholding reports and the IL 941 withholding reports were filled during the 1<sup>st</sup> week of each quarter. These are reports required showing total payroll amounts and reporting total taxes paid during the quarter.

Accounts payable are processed throughout the week with payments usually made on Friday of each week. The table below presents the total number of checks, ACH payments and wire

transfers processed along with total dollars expended each month. The wire transfer and total dollars include payroll and related payroll taxes. At the beginning of September we sent a letter to all our vendors providing them the opportunity to receive payment by ACH directly into their bank accounts. In September we also started depositing employee payments directly into their bank accounts. We are starting to get more vendors providing us with their bank information, this is also included as part of the contract process now. As the totals below show ACH payments have started to increase. Wire transfer numbers are for payments of payroll taxes, IMRF payments, bank fees and payroll. The December checks (66) and ACH payments (60) represented 209 invoice entries into the IFAS system.

Month	Checks	ACH	WT	Total Paid
July	195	0	15	\$2,476,678.85
August	110	0	14	\$1,895,773.31
Sept	76	23	9	\$1,163,589.02
1st Qtr	381	23	38	\$5,536,041.18
Oct	79	61	8	\$1,251,278.79
Nov	59	49	8	\$1,362,826.33
Dec	66	60	7	\$1,458,057.73
2nd Qtr	204	170	23	\$4,072,162.85

Accounts receivable – billing invoices are processed at the beginning of each month to bill for the previous months activity. Currently about 10 bills are processed each month, several of these bills have multiple invoices for each bill, for example the UWP bill includes 4 separate invoices as required by the state. There are also two grants that we invoice on a quarterly basis as required by the grant. Monthly billings are for about \$1.1 million, we don't have to bill for all expenditures as some grants have been paid in advance. Currently other than IEPA we have received payment on everything we billed through December. Two of the December IEPA grant billings are still outstanding.

Journal entries are required for all activity that is not directly reported in IFAS through the Accounts Payable and Cash Receipts modules. These entries are basically done for IMRF, payroll taxes – federal and state, money transfers between our bank accounts, bank fees, to make corrections to previous charges ie., change object codes and to move postage and printing charges from overhead into grants based on actual usage.

Bank reconciliations are performed on a monthly basis with all cancelled checks cleared in the IFAS system. The bank reconciliations are usually completed within the 1<sup>st</sup> week of the month now that we can obtain the statements on line. Outstanding checks are monitored and through the December reconciliation we only had 10 outstanding checks, 1 issued 11/29, with the remaining 9 issued in December.

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

File the required Federal and IL 941 reports and the annual Michigan tax withholding report. Update IFAS for the January budget revisions. Reconcile W2 information to payroll spreadsheets and have W2 information available for Dorienne to generate W2's for issuance to the staff. Continue to process payables, receivables and bank reconciliations. Possibly upgrade IFAS to OneSolutions but this might not happen until the 4<sup>th</sup> quarter.

## **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)

### **1<sup>st</sup> Half Progress:**

- Implemented approved budget for fiscal year. Assured that transfer to IFAS reflected the approved budget.
- Monthly review expenditures, discuss with project managers planned expenditures and consistency with budget
- Monthly review revenue and identify any areas of concern
- Developed new grant budgets for the new HUD grant, the Community Health budget.
- Provide staff with time allocation to the various projects
- Develop proposed mid-year revisions to the budget
- Work with Mayor's Caucus to develop sublease

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

- Complete proposed mid-year revisions to the budget. Present to Executive Committee, implement in IFAS
- Develop UWP proposals for FY 12
- Begin full development of FY 12 budget
- Develop HUD budget for the remainder of the FY.

## **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.

### **1<sup>st</sup> Half Progress:**

In the first two quarters of FY11:

6 new grants and 1 new grant amendment were received and processed.  
32 new contracts were written, negotiated and executed.

16 amendments to existing contracts were written and executed.  
8 PAOs were written and executed.  
12 RFPs and RFP were developed, issued and received.  
5 Pre-bid meetings were held.  
30 interviews were conducted from the RFP submissions.  
1 FOIA request related to procurement was prepared.

As is done at the start of each fiscal year, Dolores and I reviewed our various contract and RFP templates for consistency with grants we have received, current Federal procurement requirements, and internal changes we desired. Of note, added new ACH language to documents and Dolores prepared and I reviewed Federal Assurances language for upcoming DOE procurements.

All of the contracts and RFPs enumerated above require direct work with the project managers assigned to each procurement, but again, of note, was that there was special emphasis spent working with project managers who have had little procurement experience. Extra time was spent with 5 project managers in all their preparations.

The auditors requested review of 10 different procurement processes and were satisfied with the documentation of the processes. The auditors were also helpful in alerting us to a new ARRA requirement for adding subrecipients to a national database. This has been done in this FY.

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

9 pending procurements, mostly RFPs, are currently on hold with me in IFAS and at least 4 others are identified. Procurements for the DOE grant will continue to predominate, as they have the first half of this FY. 3<sup>rd</sup> quarter also brings push from project managers who have funds that must be spent by June.

If time allows, a brown bag meeting on procurements will occur. Also continue working on document started this quarter that defines roles and responsibilities in the procurement process.

## **Human Resources**

Project Manager: Dorianne Preer

Team: Holland-Hatcher, King

Description: Responsible for human resource activities for CMAP; includes recruitment, benefit management, salary administration, performance program and policy development

### **1<sup>st</sup> Half Progress:**

#### Benefits

- Met with all new employees (six) and provided an overview of CMAP's benefits enrolling them into elected benefit plans;
- Processed employee changes with vendors;
- Researched and processed relevant COBRA changes for current COBRA participants ;

- Reconciled benefit invoices monthly and processed payment through IFAS;
- Created RFP and completed process to obtain new brokers for insurance benefits and deferred compensation plan;
- Worked with Mesirow financial consultants to review and develop plan to replace existing deferred compensation vendor and worked with new vendor to develop and set-up new plan.

#### EAP

- Responded to several inquiries and provided EAP contact information.

#### Ergonomics

- Assisted multiple employees with work station concerns.
- Maintain ergonomic supplies and distributes as needed.
- Coordinate special orders with IT.

#### FMLA

- Explained FMLA process to four employees anticipating extended leave and went over paperwork.

#### IFAS

- Processed all employee information through IFAS making appropriate changes, created new employee files and scanned paperwork into IFAS;
- Programmed necessary changes to IFAS to ensure proper functionality;
- Input promotions and annual salary adjustment into IFAS;
- Change account distributions in IFAS based on approved grants;
- Processed changes in IFAS affecting payroll, resolving problems as they occurred.

#### Immigration- Visas

- Monitored and facilitated appropriate action to ensure work Visas are in place and active for three existing employees, consulting with visa attorney as necessary.

#### Intern – School Programs

- Coordinated process and recruited nine students from various school programs for internships.

#### Peters Fellowship

- Coordinated and set-up meetings, updating materials and creating agenda and various documentation for meetings.

#### Open Enrollment

- Schedule open enrollment meeting; prepare open enrollment materials for employees and coordinated and processed benefit changes to existing staff and retirees as necessary.

#### Payroll

- Processed payroll on a bi-weekly basis inputting changes and resolving problems as necessary.

#### Performance Management

- Monitored employee performance plans and collected all evaluations and performances plans and for inclusion into personnel files.

#### Orientation for New Hires

- Coordinated and facilitated new hire orientation for six new employees (four full-time

and two part-time students).

#### Recruitment

- Discussed process with hiring manager/team; posted positions, distributed resumes; scheduled interviews and met with each candidate to provide an overview of CMAP.
- Completed all necessary paperwork to recruit six new positions, four full-time and two part-time and completed the applicant tracking process in IFAS for each position filled for each applicant interviewed.
- Verified references, extended offers and prepared offer letters.
- Currently working on the recruitment of ten open positions for sustainable communities.

#### Terminations/Exit Interviews

- Met with terminating employees and processed various, terminal paperwork for 3-full-time staff and 14 interns.
- Performed exit interviews;
- Terminated staff in IFAS and processed final pays.

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

- Updated benefit premium rates in IFAS.
- Process and distribute W-2's to staff.
- Introduce and implement "Wellness" program and coordinate the first "Wellness" activity. First program is in January.
- Complete recruitment on Sustainable Communities and other open positions.
- Recruit Peters fellow and six full-time positions.
- Research and create list of minority resources for recruitment including cost.
- Complete transition from ICMA-RC to Principal and schedule individual employee meetings with consultants.
- Coordinate and facilitate process for Project Management and Presentation Skills training.
- Review and possibly revise performance evaluation plan and documents.

#### **Administration**

Project Managers: Dolores Dowdle, Dorianne Preer

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

Description: Provide administrative support for CMAP

#### **1<sup>st</sup> Half Progress:**

##### Facility /Office Management

- Monitored, ordered and stocked all 3 coffee areas; supply rooms and publications as needed;
- Set-up and maintained conference rooms as requested;
- Processed publication purchases and questions;
- Maintained facility aesthetics processing work orders as necessary;

- Recycled numerous dozens of boxes of unusable paper;
- Coordinated free electronics recycling periods with IT;
- Completed annual asset inventory cataloging;
- Updated emergency practices manual based on organizational changes;
- Clean and set-up work stations for moves and new employees.
- Identify office location needs for Mayor’s Caucus and coordinated the set up

#### Safety

- Planned emergency procedure drills with building personnel
- Emergency procedure explanations with any new employees, interns or contractors
- Update emergency practices manual

#### Storage

- Recently completed inventory of offsite storage including items from previous storage company
- Took delivery of over a thousand boxes of Go To 2040 plans and summaries and placed them all in secured locations with limited CMAP staff access as instructed.

#### Administrative Assistance

- Provide support for GoTo 2040 Plan launch
- Provide ongoing support for meetings and administrative assistance
- Provide planning and support for the Mayor’s Caucus move to office complex.

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

- Complete organization of storage supply room sending more “water” documentation to off-site storage.
- Move paper storage and excess furniture in new spaces provided on the floor.
- On-going administrative support for CMAP needs

## COMMUNICATIONS

Program Oversight: Tom Garritano

### **On-line and Print Publications Assistance**

Project Manager: Tom Garritano

Team: Holub, Weiskind, Reisinger

Description: CMAP staff have an on-going need for help in preparing their materials for publication on the web and in print. This project is to provide that guidance in an efficient, timely manner. In FY 2010, many such staff-driven materials will be intended to facilitate implementation of the *GO TO 2040* plan. To the greatest extent possible, this project team and the staff they assist should place particular emphasis on conveying concepts in a style that is understandable to a broad segment of CMAP stakeholders and the region as a whole. For more technical materials, clarity should also be a priority in trying to reach narrower intended audiences. Non-communications staff are responsible for giving staff dedicated to this project advance notice of required assistance, to ensure effective budgeting of resources that include time, printing, and web programming.

Products: Various electronic and print materials, as needed throughout FY 2011.

#### **2<sup>nd</sup> Quarter Progress:**

The early part of Quarter 2 focused on finalization of the printed versions of *GO TO 2040* and deployment of the new CMAP website. The long and short plan publications were completed on-time and within budget, with favorable responses from external audiences. Quantity of the long plan is 3,000, with a further 20,000 units of the short plan. Communications staff will help monitor the rate at which these publications are distributed. New *GO TO 2040* materials were configured for the CMAP lobby and free-standing displays. For the web, emphasis was on training staff to use the new Liferay content management system and on bringing over thousands of legacy documents and files from the prior CMAP (and NIPC and CATS) websites. In November, communications staff supported the launch of MetroPulse, in partnership with The Chicago Community Trust. Communications staff also began a renewed emphasis on coordinating talks by Randy (and, increasingly, other staff) to promote implementation of *GO TO 2040*. This included identification and prioritization of targets, coordination with hosting organizations, and development of talking points.

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

Print deliverables for Quarter 3 include completion of design for the Weissbourd economic analysis of *GO TO 2040* (full version and stand-alone executive summary). Develop posters, postcards, and other content as needed. For the web, a number of subtle but important system improvements will be made, including enhancements of the blogs, forms, and overall design to improve usability for staff and visitors to the site. Staff will continue to coordinate with the

Trust to promote awareness of MetroPulse. Strong emphasis will continue on development of talking points and external presentations, in coordination with Planning Assistance staff, with a new set of very visual PowerPoint slides to help ensure consistent presentations by CMAP staff. Collaborate with other staff in development of infographics to support CMAP mission, including plan deployment.

## **Strategic Web Content Development**

Project Manager: Tom Garritano

Team: Reisinger, Holub, 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 intended to prompt specific actions by regional decision makers and the stakeholders who influence them. This project is to develop, organize, and present that content for the new, consolidated CMAP Web site. In prior fiscal years, considerable CMAP staff effort in developing web content has gone toward posting materials for committee activities. This is an important activity that should continue, but the new Web site enables a higher level of strategic communications that should communicate and advocate for recommendations of the regional plan and for other CMAP priorities as they emerge. Selected non-communications staff will be responsible for “owning” a significant area of the new website, corresponding to his or her area of expertise. For each major topic area, that person will be assisted by communications staff and other staff to continually develop and maintain content that brings people to the CMAP website and promotes implementation of *GO TO 2040*.

Products: Short daily updates, longer monthly content. The schedule of products will range from one-paragraph web factoids to feature articles prepared with assistance of communications staff.

### **2<sup>nd</sup> Quarter Progress:**

The new website consolidated our former CMAP and GO TO 2040 sites from the technical and branding perspectives. This was achieved in time for the October 13 plan adoption, and we continue to work as a team and with the consultants to ensure smooth operations. External feedback about the new site has been favorable, and staff likewise have stated that the new content management system is an improvement. A wealth of new GO TO 2004 content was made available in Quarter 2, along with press materials and multimedia. Kiosks were also deployed at Field Museum, Chicago Architecture Foundation, and the CMAP offices. Later in Quarter 2, communications staff helped Policy Development staff launch a new Policy Updates blog where the agency will share staff research and analysis on timely and noteworthy issues. These updates will largely reflect ongoing CMAP work on topics such as the regional economy, transportation, and environmental and local planning issues.

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

Web development in Quarter 3 will emphasize creating a Moving Forward section that has the same graphical and content standards as the GO TO 2040 area does, to present a dynamic view of how the plan is being implemented. This will be achieved in close cooperation with the Planning Assistance and Policy Development staffs, in addition to the web and graphic consultants. A high priority will be to build awareness of LTA program activities, including by working with the newly hired LTA staff to write descriptions of projects and best practices (for dissemination via the web). We are also having preliminary discussions about how to integrate embeddable content from MetroPulse, although that actual development will likely wait until Quarter 4 or possibly FY11-12. Continued content development and staff support for other CMAP updates (weekly, Soles & Spokes, Green Signals, *Water 2050*). Renewed emphasis on driving users to our social media content (Facebook, Twitter, YouTube).