

**CHICAGO METROPOLITAN AGENCY FOR PLANNING
QUARTERLY PROGRESS REPORT- FY 2011 4TH QUARTER**

TABLE OF CONTENTS

GO TO 2040 DEVELOPMENT, VISUALIZATION, AND PUBLIC PARTICIPATION	2
TRANSPORTATION IMPROVEMENT PROGRAM (TIP).....	5
CONGESTION MANAGEMENT PROCESS.....	13
LOCAL PLANNING SUPPORT	20
INFORMATION TECHNOLOGY MANAGEMENT	30
REGIONAL INFORMATION AND DATA DEVELOPMENT	35
DATA SHARING AND WAREHOUSING	44
POLICY ENVIRONMENT	51
ENERGY IMPACT ILLINOIS (EI2) PROGRAM.....	59
WATER RESOURCE PLANNING	67
FINANCE AND ADMINISTRATION	78
COMMUNICATIONS	82

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.

4th Quarter Progress:

Complete

Major Capital Projects

Project Manager: Ross Patrosky

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.

4th Quarter Progress:

- Project completed

- Shape files completed for Data Depot

1st Quarter Objectives:

- Monitoring Major Capital Project implementation is a separate project in the work plan

Plan Preparation

Project Manager: Bob Dean

Team: Ahmed, Aleman, Baden, Banks, Blankenhorn, Byrne, 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.

4th Quarter Progress:

- Project completed

1st 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).

4th Quarter Progress:

See Communications and Outreach program area for details relevant to this project.

Private Sector Outreach

Project Manager: Bola Delano

Team: 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).

4th Quarter Progress

- Continued to roll out strategy and promote CMAP private sector programs as it relates to GOTO 2040 to individual businesses and business associations. Gave 9 presentations to different business associations and Chambers.
- Liased with Bison Gear to complete the ACT career template, currently in discussion with various school districts to roll out the program.
- Conducted 5 business visits providing data and information on economic trends and issues linking it with the GOTO2040 recommendations on workforce and economic innovation needs.
- Active Participant on the statewide TDL career curriculum which is a program designed to set up a career pathway for high school children in the transportation and logistics sector.
- Completed 4 impact analysis reports for 1 EDC and 3 Chambers
- Participated in Chicago TIF review sub -committee and have submitted some recommendation that comply with GOTO2040 recommendations

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).

4th Quarter Progress:

- Continued day-to day activities for the TIP, including amendments and modifications
- 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.
- Continued activities to communicate an understanding and implementation mechanism to promote fiscally responsible in advanced funding by mayors/managers and leaders of the individual COM groups.
- Continued efforts to ensure that TIP change reports as well as other reports are able to be completed in the online interface.

- Held April and June Transportation Committee meetings which included preparing agenda, minutes, and associated memos
- Completed FFY10 obligation report
- Held a June 28, 2011 Tier II Consultation meeting
- Working on the semi-annual conformity changes
- Held an MPO Policy Committee
- Created 8 TIP Training videos
 - Advanced Search
 - Awarding a Line Item
 - Awarding or Deleting a Project
 - Homepage of the Database
 - New Project
 - Reports
 - Revising Current Changes
 - TIP Change
- Held Council of Mayors Executive Committee which includes drafting agenda, meeting minutes, and supporting materials
- Updated STP Expenditure report with July letting data.
- Scheduled all Council of Mayors Executive Committee dates.
- Held PL meetings in April and June.
- Processed advanced funding requests.
- Continued work on updating Chapter 3 of the TIP to ensure accurate financial numbers after expenditures and TIP changes.
- Update talking points for agency wide initiatives that need to be relayed at Council of Mayors meetings
- Updated TIP websites
- Updated TIP brochure
- Continued work with PL's for any questions/follow up required
- Held IDOT/CMAQ/PL Coordination meetings which include reviewing status of all local fund sources; STP-L; STP-E; HPP; CMAQ; SR2S; BRR.
- Used 2010 census numbers to determine municipalities that overlap county borders and request which council they wish to participate in.
- Met with Council of Mayors Executive Committee Chairman to understand the desired direction of the committee.
- Worked with Planning Liaisons to develop Advanced Funding policy for Council of Mayors Executive Committee consideration.
- Analyzed Council's STP Methodologies to identify how they implement GO TO 2040.
- Reviewed IDOT's revised Job Number Request Form, now known as Project Program Information Form.
- Reviewed IDOT's clarification on annual obligation ceiling and revise the marks appropriately.
- Worked on clarifying line items with bad data in the TIP.
- Continued outreach to the PL's for various CMAP events including:

- MetroPulse webinar,
- Sustainability plans that work
- Energy Impact Illinois
- Deconstruction and Reuse: Creating Economic Development with a Sustainable Alternative to Demolition
- Community Planning Program
- Planning Commissioner Workshops
- Re-worked Council of Mayors Executive Committee websites for easier use.
- Trained new Southwest PL on using the TIP.

1st Quarter Objectives:

- Continue training with staff and programmers on interface.
- Continue expenditure reports updates
- Continue STP funding review
- Refine TIP websites
- Finalize Chapter 3 update and process for updating chapter 3
- Produce marks for the FFY12 STP program
- Work on developing State/Regional Resources table for FFY12
- Work on improvements to TIP Change Procedures
- Finalize STP Methodology analysis
- Finalize Advanced Funding Policy
- Continue to work with Council of Mayors Executive Committee to manage advance funding
- Implement dashboards for TIP visualization.

TIP Database

Project Manager: Ross Patronskey

Team: Berry, Dixon, Johnson, Kos, Krell, Ostdick, 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).

4th Quarter Progress:

- Made corrections to TIP change reports.
- Enhanced and made corrections to visualization export.

- Created new export for TIP Visualization Tools based on detailed financial data.
- Requested work to prepare database for TIP training video.
- Developed updated scheme for conformity-related fields: project type, exempt status, conformity status.
- Implemented a process to automatically generate TIP IDs for new projects.
- Updated CMAP logo on all web pages.
- Transferred consultant contract management to Kama Dobbs.
- Advised on development of work orders for first quarter of 2012.

1st Quarter Objectives:

- Correct problem with time-out when generating database reports
- Revise fields related to conformity status
- Update logic for conformity-related functions
- Update logic for classifying TIP changes as modifications vs. amendments, and for identifying amendments requiring conformity analysis.
- Begin work on enhancing project dates and award tracking

TIP Analysis

Project Manager: Doug Ferguson

Team: Berry, Kopec, Maloney, Patronsky

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)

4th Quarter Progress:

- Completed an initial draft analysis of the TIP by revised Investment Origin Codes using maintenance, modernization and expansion.
- Completed an analysis of the FY 12-16 IDOT Multi-year Program that involved classification of projects by maintenance/modernization or system expansion and by urban or rural.
- Financial export completed for update to TIP dashboard.
- Completed discovery phase for the current TIP data efforts, surveying the work of other MPOs and general literature review.

1st Quarter Objectives:

- Develop a summary report of the initial discovery phase.
- Identify GO TO 2040 action areas that can be tied to individual work types in the TIP.
- Create a hierarchy of TIP work types for the purpose of classification.
- Continue the analysis efforts utilizing work type codes.

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).

4th Quarter Progress:

- Held 1 CMAQ Project Selection Committee meeting
- Processed 6 CMAQ project change requests
- Completed Call for Projects
 - Organized 350+ applications

- Entered 350+ applications into CMAQ DB
 - Produced summary reports
- Followed up on numerous missing information
- Responded to questions regarding applications
- Provided information to program focus groups as requested
- Managed Analysis of 350+ applications
- Conducted May Status Updates
 - Requested online updates on 178 phases of projects.
 - Analyzed responses
- Refined Transit Quarterly update for projects already obligated.
 - Summarized results
- Informed committee of \$190 M lapse at end of FFY 2013.
 - Drafted policy options for spend down
 - Held contingency project forum to identify projects to spend down balance
- Reviewed TIP changes
- Continued to monitor CMAQ A list
- Answered numerous questions regarding call for projects
- Attended and reported on four program focus groups who completed GO TO 2040 – focused recommendations to CMAQ PSC
 - RTOC
 - Ad Hoc Transit
 - Ad Hoc Direct Emissions Reduction
 - Bike/Ped Taskforce
- Completed second round of studies of actual impacts of CMAQ projects
- Discussed federal electric vehicle grant announcement with State Dept. of Commerce, CDOT, IEPA
- Developed unobligated balance analysis one pager
- Reworked CMAQ database to allow for ability to track and report on projects phases vs. entire project.

1st Quarter Objectives:

- Handle ongoing CMAQ project changes
- Assess the program focus groups and begin to plan for the future work of the groups
- Continue tracking obligations and expenditures for projects
- Convene three meetings of the CMAQ Project Selection Committee
- Conduct maintenance on the CMAQ database with an emphasis on the removal of duplicate and bad data
- Facilitate the development of the FFY 2012-16 Program and the related public review and committee approvals.

Conformity of Plans and Program

Project Manager: Ross Patronsky

Team: Berry, Bozic, Heither, Ostlick, 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_{2.5}) standards, federal regulations require steps to ensure that the standards continue to be met.

To meet the air quality requirements, the region must implement a transportation program which will help reduce levels of these pollutants or maintain the existing low levels. As part of the transportation planning and programming process, the impact of proposed transportation activities on the region's air quality is evaluated. This evaluation, called a conformity analysis, is submitted to the Illinois Environmental Protection Agency and 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).

4th Quarter Progress:

- Sat in on IDOT meetings regarding hot-spot analysis tool (under development through UIC).
- Transferred MOBILE6 data to MOVES.
- Reviewed IEPA maintenance SIP data for applicability to conformity analysis under MOVES.
- Developed VMT data from travel demand model for MOVES input.
- Ran conformity analysis tests using MOVES for comparison to draft maintenance SIP budgets from IEPA. Advised IEPA that CMAP emissions inventories were somewhat higher, due in part to differences in truck VMT.
- Held consultation meeting to discuss draft maintenance SIP budgets prepared by IEPA. IEPA added margin of safety to accommodate differences in data and hence emissions inventories.

1st Quarter Objectives:

- Prepare conformity analysis for TIP amendment to be approved in October, 2011.
- Discuss source of VMT with IEPA to better understand differences in emissions inventories.
- Discuss "source population" (fleet inventory) with IEPA. Extend MOVES training to additional staff.

- Consider additional comments on draft maintenance SIP.
- Monitor release of new ozone standards.

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).

4th Quarter Progress:

Congestion management staff continued to update *Regional Indicators* data. Many of the transit indicator updates scheduled for the fourth quarter had been completed in the third quarter (including the percent of transit assets in good condition, unlinked passenger trips per capita, and passenger miles traveled per vehicle revenue hour). In the fourth quarter, the transit-oriented planning indicator was completed and transmitted in mid-April; this indicator has now also been sent to the local planning section for their input to reflect new community planning projects now underway. Work on the “transit connectivity” indicator is still in progress. A file at the county-level has been transmitted to indicators project staff, but municipal-level data needs more review.

Staff expects to have 2009 highway performance measures complete in July, 2011. This work is associated with the Regional Transportation Data Archive project, as discussed elsewhere. Staff will defer publication-quality congestion scans for 2010, working documents necessary to identify data quality issues are being prepared and will still be useful for the identification of system bottlenecks and other congestion issues. Congestion management staff spent substantial time in support of the regional transportation data archive, which in the future will be the key source of performance analysis for regional transportation data, including regional highway congestion indicators.

Work on highway-rail grade crossing delay has commenced, but is behind schedule. Updated rail activity information necessary for the analysis has been put on the July Freight Committee agenda. Work is being coordinated with the Illinois Commerce Commission.

The detailed analyses of bridge condition data and incident-response data is in final draft stage and is expected to be posted in July, 2011. Data acquisition, analysis, and text revisions have been completed activities have taken place for these projects. Likewise, staff completed data analysis of the 2009 freeway VMT, and began a new dataset of expressway ramp detector volumes to assist this work in the future. The freeway volumes were sent to IDOT in the third quarter, as usual, with an update to the CMAP VMT report expected in the fourth quarter. Staff hopes to move up this process in future years to provide more timely data.

Staff acquired equipment to automate intersection counts collected in the summer data collection program, and advertised for summer field data collection interns. After debugging, the new equipment is up and running as part of the annual summer field data collection program. The new equipment has allowed more data to be collected with fewer staff.

1st 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 wrap up summer data collection program.

Staff expects to complete substantially all of the remaining performance monitoring tasks in the fourth quarter.

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.

4th Quarter Progress:

Like earlier in the year, efforts in the fourth quarter focused on the development of the Regional Transportation Operations Coalition. RTOC, along with the Transit ad hoc focus group and the Bicycle and Pedestrian Task Force, worked to implement the MPO Policy Committee's policy to address GO TO 2040 plan implementation through the RTOC process. Extensive work took place to analyze CMAQ projects in this light, and more importantly to develop a program of operations improvements to reduce regional freeway congestion. Work continued on promoting good transportation operations practice through the *Green Signals Blog*. While the congestion pricing study did not progress as planned, staff worked directly with Tollway and Pace staff improvements to the Jane Addams Tollway to provide transit service in the context of a managed lane, as part of the GO TO 2040 focused programming approach.

1st Quarter Objectives:

The primary focus will be on applying good congestion management practice to the implementation of GO TO 2040. This includes continuation of the congestion management program recommendations for FY 2012 and wrapping up the items above. In particular, staff will work on further revisions of the congestion management documentation to include the work of the RTOC as well as adopted pricing and other congestion management strategies in GO TO 2040. Staff will promote the *Green Signals* blog.

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.

4th Quarter Progress:

Work continued on truck-route identification and development. As part of this process, staff continued to prepare suggested changes in Class II truck routes, the functional classification of certain truck routes, and identification of National Highway System intermodal freight

connectors. The latter was endorsed by the MPO Policy Committee at its June meeting and will be transmitted to IDOT in July. Overall, the truck route development process requires quite a bit of community involvement. Thus, the process will continue into FY 2012.

1st Quarter Objectives:

Continue truck route development, including MPO Policy Committee endorsement of changes to the National Highway System freight connectors, functional classification of those connectors, and Class II truck routes. The truck route development process, a key freight recommendation in GO TO 2040, is expected to continue into FY 2012. 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.

4th Quarter Progress:

No progress was made.

1st Quarter Objectives:

We will hold an Advanced Technology Task Force meeting to discuss future activities of the ATTF.

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).

4th Quarter Progress:

- (Ongoing) posts and maintenance of “*Soles and Spokes*, CMAP Bicycle and Pedestrian Planning Blog” (<http://cmap.illinois.gov/solesandspokes/>). We have continued to match or exceed our goal of an average of 2-3 posts per week, and continue outreach to bicycling and pedestrian planning partners and stakeholders to raise awareness and use of the blog.
- (Ongoing) Staff made progress providing bicycle and pedestrian planning information in response to the requests of IDOT, county DOTs, municipalities, and consultants. These responses include maps highlighting land use, transportation, and safety information and data, and letters providing detailed design, engineering, and policy guidance and recommendations. Staff continues to coordinate responses with the League of Illinois Bicyclists and Active Transportation Alliance. This quarter, five requests were addressed, with two more substantially underway. Work proceeds on a ‘priority ranking’ basis, in conjunction with the need to address the oldest requests first. Heightened coordination and consultation with local/sub-regional stakeholders continues. *This work continues to serve as the basis for implementation of IDOT’s Complete Streets policy in our region.*
- Completed statistical analysis of 2009 bicycle and pedestrian crashes (3 tables) as well as analytical maps (16 maps):
- Mapped and analyzed crash data for specific communities and partners in the region; provided BIS data/manual and map; and Greenways and Trails Plan information to CMAP partners and groups working on bikeway and trail planning and projects.
- Continued participation as liaison to Active Transportation Alliance / Cook County Communities Putting Prevention to Work (CPPW) grant program Transportation Steering Committee, which is providing guidance and technical assistance for implementation the Cook County Complete Streets Policy. Work included comments on final version of white paper entitled “Transportation and Health: How to Use STP Funds to Create Active Living in Suburban Cook County” and participation in one day “Complete Streets Policy Development Workshop,” sponsored by the Cook County Department of Public Health in partnership with the National Complete Streets Coalition, Association of Pedestrian and Bicycle Professionals, and the Active Transportation Alliance.

- (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. This quarter, the Task Force held five meetings. This intensive schedule was developed in response to the MPO Policy Committee's request that the Bicycle and Pedestrian Task Force (and other Focus Groups) identify projects of particular significance in advancing the goals, objectives, and action areas of the GO TO 2040 Comprehensive Regional Plan. The package of projects which staff and the Task Force developed and which was arrived at through extensive review and analysis of a wide range of information and data focused on achieving **mode shift**. Final documents and materials submitted to the CMAQ PSC are posted on the Bicycle and Pedestrian Task Force [webpage \(http://www.cmap.illinois.gov/bicycle-and-pedestrian-task-force/minutes\)](http://www.cmap.illinois.gov/bicycle-and-pedestrian-task-force/minutes). Additional materials, including an interactive map that staff produced, can be found on the Task Force Meetings and Agenda webpage, under each of the several individual meeting dates. Next meeting: September 28, 2011.
- CMAQ PSC Analysis. Staff geocoded and analyzed all bicycle and pedestrian facility project submittals (a total of 150 projects), as well as other projects types (BE, II, etc.) that involved significant bicycle and/or pedestrian elements. We also analyzed bicycle parking and encouragement projects. This analysis will feed into the CMAQ PSC's FY2012-16 (Preliminary) Project Rankings for VOC, NOx, Trips, VMT (all per \$), and VOC Kg Eliminated.

1st Quarter Objectives:

- Continue to address IDOT and other agency requests for bicycle and pedestrian planning information (high priority over next quarter).
- Continue to improve the content of and to leverage opportunities to promote and create awareness of the CMAP Soles and Spokes Bike-Ped blog.
- Continue work with IDOT, Council of Mayors, and the Cook County CPPW Transportation Committee and other stakeholders and groups to develop effective implementation policy and procedures for non-motorized transportation (especially Illinois' and Cook County's Complete Streets policies).
- Promote public right-of-way accessibility.
- Maintain 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.

4th Quarter Progress:

- Described overall technical assistance approach to MPO and other groups as appropriate, including several presentations to external groups.
- Convened two meetings of Technical Assistance Providers Group to update on progress of CMAP technical assistance activities.

- Coordinated the work of technical assistance providers into the LTA Program, identifying specific projects for involvement of partner organizations (goal is to have at least one partner involved in each project and to have a role for every partner).

1st Quarter FY 12 Objectives:

- Continue to present to external groups concerning technical assistance approach.
- Convene one or two meetings of Technical Assistance Providers group to discuss involvement in specific projects and participation in future calls for projects.
- Further integrate the work of technical assistance providers into the LTA Program.
- Continue to identify specific roles for partner organizations in projects.

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)

4th Quarter Progress:

- Completed 26 case studies, 19 in polished form, 7 with formatting changes underway
- Formalized agreement with MMC to highlight a selection of their case studies to give our library good regional coverage
- Created an online map of case studies with Thirst’s design input, functional but without search features and without bells & whistles. (Depending on what Guangyu can and cannot do in July, possibly need to add this to budget for Thirdwave)
- Presented to Economic Development Committee, got suggestions for case studies

1st Quarter FY 12 Objectives:

- Finish details and formatting on remaining case studies, input all new data into web-ready form for map
- Develop and test the interactive map
- Add search capabilities
- Continue to add case studies and monitor progress
- Get feedback from committees

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)

4th Quarter Progress:

- Initiated review of updated plans (since last COP analysis)
- Tabulated years of update based on muni survey

1st Quarter FY 12 Objectives:

- Acquire plans updated since last COP
- Review themes for plan review, cut or add as necessary
- Review plans based on revised thematic analysis
- Update, post COP Summary online

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).

4th Quarter Progress:

- Identified Local Technical Assistance projects involving the adoption of a water conservation ordinance in 4 communities.
- Developed outline for model parking approach and presented to committees and at external conference.

- Began research and analysis on the development of a form-based code model ordinance.
- Gathered input through meetings with municipal officials on potential model ordinance topics.
- Conducted further review of municipal survey to determine potential interest in model ordinances and codes.

FY 12 1st Quarter Objectives:

- Develop schedule for completion of all expected model plans ordinances (identified in FY 12 work plan).
- Review and catalog existing model ordinances created by CMAP, its predecessors, or other organizations to ensure that work is not duplicated
- Coordinate work on model ordinances for those who requested assistance in the Local Technical Assistance Program.

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)

4th Quarter Progress:

- Carried out all details related to procedures and content of programs co-sponsored with Lake COM, Southwest COM and DuPage Mayors and Managers Conference.
- Worked with CMAP staff and PLs to promote registration for all programs. Seventy-two persons from forty-one municipalities attended the workshops.
- Began preliminary planning for workshops co-sponsored in 3 different areas during Autumn 2011.
- Presented results of spring 2011 sessions to Land Use committee and discussed revisions to Autumn 2011 program content.

1st Quarter FY 12 Objectives:

- Discuss revisions to the program content of CMAP sponsored Planning Commissioner workshops and update accordingly.
- Identify locations and schedule 3 CMAP sponsored workshops at different locations throughout the region.
- Partner with IL APA in developing planning commissioner workshops customized to the needs of host municipalities.

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.

4th Quarter Progress:

- Continued with outreach activities following the April 6 release of Call for Projects in collaboration with the RTA during the Open House phase- April 25 - 28. . Continued updating Working Committees and utilizing other CMAP outreach avenues
- Developed proposal evaluation criteria and project ranking protocol.
- Worked with ‘Proposal Evaluation Team’ on project selection and prepared project review material for Working Committees following the June 9 application deadline.
- Completed initial project ranking and working on refining evaluation based on interviews/site visits with applicants- anticipated timeline for final project ranking is mid- July.
- Scheduled project review and feedback by Transportation Service Boards (RTA, CTA, Metra, Pace) on July 13 to coincide with review of RTA Community and Sub-regional Planning Programs
- Completed draft Project Development Guidance document.

1st Quarter FY 12 Objectives:

- Complete applicant interviews/site visits.
- Incorporate review from Service Boards into project evaluation.
- Present projects to working committees and receive feedback.
- Present final project ranking for voting by Transportation Committee (8/5), Local Coordinating Committee (8/10), and the Board (8/10).
- Commence project development phase following Board approval of selected projects.

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.

4th Quarter Progress:

- Conducted review and analysis of plan and ordinance review activities undertaken by regional and state agencies across the country.
- Conducted regular meetings with staff to develop a comprehensive plan review process.

1st Quarter FY 12 Objectives:

- Develop standard method for plan and ordinance review, including varying processes for different types of requests and circumstances.

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.

4th Quarter Progress:

- Prepared for and conducted Future View sessions with 6 municipalities.
- Provided background assistance in the Fairmont and Campton Hills projects.
- Made good progress on FV follow-up work and bringing data up to date for use by agency staff.
- Analyzed and summarized differences between FV results and GO TO 2040 forecasts by municipality.

- Closed-out field work for FV 2040 municipal data collection effort.

1st Quarter FY 12 Objectives: not a stand-alone project in FY 12

Technical Assistance to Communities

Project Manager: Dean

Team: Aleman, Banks, Byrne, Deuben, Heringa, Lopez, Okoth, Ostrander, Pfingston, 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)

4th Quarter Progress:

- Developed standard approaches and templates for common project types such as comprehensive plans or subarea studies.
- Developed project management and time tracking procedures to monitor project progress.
- Developed templates and materials for regular reporting to Board, committees, and HUD.

- Initiated or continued work on 14 individual projects considered fully underway (listed in July Board and committee report).
- Began scoping and administrative process for 11 additional projects.
- Held pre-scoping discussions with sponsors of projects expected to begin in later 2011 and early 2012.
- Completed orientation and initial training of new staff.

1st Quarter FY 12 Objectives:

- Develop plan and schedule for next round of project applications.
- Continue work on 14 active projects, and add approximately 6 additional projects to those considered fully underway.
- Continue scoping and administrative work to get other projects ready for initiation in future quarters.
- Continue pre-scoping discussions and initial introductions to CMAP and GO TO 2040 for projects expected to begin in 2012.
- Prepare annual report (for transmission to HUD and distribution regionally) describing baseline conditions in communities where projects are underway. Fulfill other HUD administrative requirements.

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).

Project complete

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).

4th Quarter Progress:

- Finalized Memorandum of Understanding with CPPW.
- Completed and delivered Local Food Chapter Outline providing a framework for incorporating local food in comprehensive plans.
- Kept in touch with CMAP staff working in Blue Island to encourage preparation and use of the food chapter outline as part of the larger process of developing a comprehensive plan for the City.
- Attended May and June monthly Technical Assistance Partner meetings and quarterly Alliance for Healthy and Active Communities meeting conducted by CPPW.

1st Quarter FY 12 Objectives:

- Continue to work with Blue Island through the LTA program to incorporate local food into the Blue Island comprehensive plan.
- Continue to cooperate with CPPW by participating in monthly and quarterly meetings and other activities as needed.

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.

4th Quarter Progress:

- Completed Phase 1 of colocation Business Continuity project
- Completed Data Center expansion project Phase 2 Electrical Upgrade and office modifications
- Completed FY11 procurement plan
- Implemented new APC UPS system phase 1
- Began Phase 1 implementation of new email archiving solution
- Continued implementation of new PC hardware for replacement of retired equipment
- Continued implementation of new hardware for server upgrades
- Implemented new servers for new transportation modeling environment
- Continued review of all backup system strategies and equipment
- Completed implementation of Windows 7 OS on general use laptops and staff PCs
- Completed scanning of 1970 Aerial imagery for archive project

1st Quarter Objectives:

- To implement new data racks and installation of related hardware in Data Center
- To begin testing of fail over scenarios as part of Phase 1 of colocation Business Continuity project
- To implement upgrade of Terminal Services system
- To continue with APC UPS implementation phase 2 – Central Monitoring System
- To begin mapping out strategies for Phase 2 of Business Continuity project
- To continue implementing and testing of new email archiving solution
- To begin implementing new web filtering protection solution

- 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 continue researching Business Continuity options for IFAS system
- To implement new NAS and Backup system for new transportation modeling environment
- To continue review of 1970 Aerial imagery for archive project

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

4th Quarter Progress:

- Procured a new server and mass storage device for the SharePoint environment
- SharePoint support services RFP issued, proposal evaluated, and interviews conducted
- Provided technical expertise for the CRIBB team:
 - Participated in the CRIBB IS site rollout
 - Building Tools RFP proposals evaluation
 - Edited "Terms of Use"
- Shutdown legacy CATS websites
- Supported SharePoint users
- Supported Liferay users and worked with consultant to resolve security issues

1st Quarter Objectives:

- Setup wildcard SSL certificate for CMAP domains
- Implement new Liferay security and disaster recovery measures
- Finalize SharePoint support services contract
- Implement new SharePoint hardware
- To implement upgrades to Web Env servers
- To develop BC and disaster recovery plans for Web Env

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.

4th Quarter Progress:

- Teleconferencing Account Management has been transferred to staff
- Monitored telephone, teleconferencing and cell phone charges
- Telephone documentation has been updated including IP ports and jack locations
- Telephone moves, additions and deletions have been completed
- Redbeam Asset Management software has been updated on designated staff PCs
- IFAS workflow models were modified as requested
- New Employee InfoPath form was created, tested and implemented
- Replacement hardware and software for the Agency sound system was investigated
- OSM year-end report was submitted
- Met with landline telephone vendor to negotiate new contract

1st Quarter Objectives:

- Work with Commonwealth Edison to resolve billing discrepancies
- Establish new utility vendor POs for FY12
- Begin the transfer of daily telephone management to staff
- Begin the transfer of Xerox account management to staff
- Continue to monitor telephone, teleconferencing and cell phone invoices
- Continue to work with printing vendor to secure revised contract

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.

4th Quarter Progress:

- Completed agency wide deployment of Help Desk/support system
- Completed training of staff on new CMAP web remote access
- Completed selection and hiring of new IT Intern
- Completed update of FTP user document for staff

- Resolved PC/Blackberry problems on an as-needed basis
- Upgraded user software on an as-needed basis

1st Quarter Objectives:

- To expand Help Desk/support system to F&A
- To update user documents for staff
- To continue to assist staff with PC/Blackberry problems on an as-needed basis
- To implement new camera monitoring system and train staff

Commercial Datasets Management

Project Manager: Penny Dubernat

Team: Zhang, D. Clark, Rogus

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

Products: Documentation of commercial data set use and procurement.

4th Quarter Progress:

- Continue the process of prioritizing databases for renewal, specifically those that will assist in the plan implementation process
- Began formulating a quality control analysis of commercial datasets
- Continue Data Marketing Project to avail staff of current data holdings this project was expanded to include Local Planning Staff.
- Identified deficiencies in proprietary data use and initiated a plan for staff training
- Completed year end status report

1st Quarter Objectives:

- Continue the process of prioritizing databases for renewal, specifically those that will assist in the plan implementation process
- Design a metadata mapping process whereby attribute information for current holdings will be organized into a searchable repository
- Continue designing a process to systematically reduce or eliminate the dependence on commercial datasets by acquiring data directly from the primary/secondary source when possible
- Continue the data acquisition update schedule to “refresh” current holdings and

identifying possible sources for data items identified as deficient.

- Establish a Proprietary Information Policy
- Implement a Proprietary Information Training program

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.

4th Quarter Progress

Advanced Modeling Contracts: The modeling contracts for Freight and Pricing expired at the end of FY11. Final deliverables (computer code and documentation) were received during June 2011. The first phase of the new modeling hardware cluster was procured and installed by IT and is now operational. It is our intent to move all modeling activities to the cluster over the next two quarters. Planning scenarios for Freight and Pricing are being devised (consistent with *GO TO 2040*) and will be tested using the new modeling tools.

Results will be presented at a fall CATMUG and elsewhere if requested. An RFP for FY12 model development will be written.

Resume Travel Survey: An RFP for a Latino Household Survey was drafted and posted.

Selection will be completed during July/August and submitted to the Board for approval in September. Pending successful team selection and contracting, work will begin in October.

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

4th Quarter Progress:

- Finalized internal documentation on procedures to prepare an analysis scenario for travel demand modeling and conducted a demonstration for CMAP modeling staff.
- Continued refining procedures to use Google transit feed data to automate transit network coding updates; modified scripts based on QA/QC results of an initial round of CTA bus route processing.
- Began development work and tested procedures to process travel demand model output data to create the required input file for the MOVES model.
- Began preparing data sets and procedures for the Air Quality Conformity analysis including: updating base year socio-economic files using newly-released Census data and state employment data, and developing new streamlined procedures to create scenario-specific zonal access files use by the Mode Choice model.

1st Quarter Objectives:

- Complete scenario modeling for Air Quality Conformity analysis.
- Complete update to external documentation of CMAP travel demand models posted on agency website.
- Finalize scripts to convert Google transit feed data into useable transit coding for modeling purposes. Begin testing transit skim procedures with new data.
- Finalize procedures to create MOVES input file so it can be implemented for Spring 2012 Conformity.
- Begin process of familiarizing NIRPC staff with CMAP modeling procedures, dependent upon NIRPC staff availability.

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.

4th Quarter Progress:

- Released RFP, selected consultant, obtained contract approval at June Board meeting, and executed contract.

1st Quarter Objectives:

- Hold project kickoff meeting and first data overview webinar. Establish green infrastructure section for CMAP data page of website.

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.

4th Quarter Progress:

Land Use Inventory:

- Pre-processing started for Cook parcel data.
- Production continues on DuPage & Kane counties.

Transportation System Inventory:

- Completed the geometry updates and QA/QC for the arterial links in the following counties: DuPage, Kane, Kendall, Lake, McHenry, Will and two-thirds of Cook. More than 11,700 links have been updated.
- As a final QA/QC step, began developing scripts to identify potential geometry errors that remain.
- Introduced procedures to allow link geometry to be carried through into EMME travel demand model networks.
- Began developing an updated data set of traffic counts and heavy commercial vehicle counts with more recent information and including many more locations.

Socio-Economic Data Inventory:

- Employment:
 - 2010 Version 1 employment estimates generated for municipalities, quarter-sections, and subzones; these files have been copied into the Data Depot.
 - Address correction/refinement of 2010 file (ongoing).
- Census:
 - TAZ/TAD delineation completed and submitted to the Census Bureau one month before deadline.
 - Group Quarters Summary File and Demographic Profile data were released; all data for Illinois, Indiana and Wisconsin downloaded and formatted in MS-Access and GIS (geodatabase) versions on the Data Depot.
- FutureView Data Warehouse:
 - Secure space created in the Data Depot to house FutureView session data, with permissions protocols established for staff access.
 - All session data moved into Archive space, including maps and tables.

1st Quarter Objectives:

Land Use Inventory:

- Complete procedures documentation for Exempt, Industrial and Commercial properties.
- Recruit additional staff to work on this project.

Transportation System Inventory:

- Complete the arterial geometry updates for the remainder of Cook County and for Grundy County, and finish QA/QC.
- Complete the update of the traffic count data set.
- Begin spatial and geometric improvements for arterials in three Indiana counties.
- Develop procedures to implement spatial and geometric improvements to freeways and interchanges in CMAP counties.

Socio-Economic Data Inventory:

- Employment:
 - Continue address correction / refinement of 2010 file
 - Update county control totals after release of the Census Bureau's 2009 County Business Patterns report.
 - Generate 2010 V1 employment estimates by Chicago Community Area and political township.
 - Compose user documentation.
- Census:
 - Download/format Census Summary File 1 data for IL/IN/WI when available (to be released on a flow basis throughout the summer).

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).

4TH Quarter Progress:

- Union Station / West Loop Transportation Center Master Plan – we are representing CMAP on the Union Station/West Loop Transportation Center Master Plan technical advisory committee.
- I-290 Multimodal Corridor – we are representing CMAP at all meetings. We reviewed the draft purpose and need and submitted comments intended to maintain consistency with *GO TO 2040*.

- Weber Road – updated traffic projections for alternatives using the new conformity data.

1st Quarter Objectives:

- Central-Narrangansett – The consultant has contacted me to say that they will be submitting a request for updated traffic projections for a number of scenarios.

Traffic Projections

Project Manager: Rodriguez

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.

4th Quarter Progress:

- Weiland Road in Buffalo Grove: Staff worked with Buffalo Grove and Civiltech, developing a subarea assignment model, traffic projections, attending meetings in Buffalo Grove and preparing and giving a presentation for a public meeting.
- Willow Road: staff attended all Willow Road meetings to answer questions the community advisory committee had about GO TO 2040, transportation modeling, and traffic projections.

A total of 36 requests for year 2040 traffic forecasts were received and processed. Major projects that 2040 ADT projections were requested for, in addition to Weiland Road, included:

- DesPlaines Casino forecasts for several nearby expressway interchanges
- Caton Farm - Bruce Farm
- Randall Road from County Line Rd to Ackman Rd
- IL 47 add-lanes from Reed Rd to US 14
- Brisbin Rd @ I-80 interchange
- Longmeadow Pkwy from Huntley Rd to IL 62.

1st 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 begin developing a map to display locations of traffic projections with TIP IDs. 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.

4th Quarter Progress:

- Continue the process of prioritizing databases for renewal, specifically those that will assist in the plan implementation process
- Began formulating a quality control analysis of commercial datasets
- Continue Data Marketing Project to avail staff of current data holdings this project was expanded to include Local Planning Staff.
- Identified deficiencies in proprietary data use and initiated a plan for staff training
- Completed year end status report

1st Quarter Objectives:

- Continue the process of prioritizing databases for renewal, specifically those that will assist in the plan implementation process
- Design a metadata mapping process whereby attribute information for current holdings will be organized into a searchable repository
- Continue designing a process to systematically reduce or eliminate the dependence on commercial datasets by acquiring data directly from the primary/secondary source when possible
- Continue the data acquisition update schedule to “refresh” current holdings and identifying possible sources for data items identified as deficient.
- Establish a Proprietary Information Policy
- Implement a Proprietary Information Training program

External Data Request Coordination

Project Manager: Jon Hallas

Team: Clark, Okoth, 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)

4th Quarter Progress:

- One hundred fourteen (114) external requests were received and processed.
- A Resource and Effort Rating table was developed to quantify energy spent on requests. The table documents all interactions occurring during the process of responding to requests. Variables include, name of staff involved, date and type of action taken by staff, numeric value of value added and level of staff member. The rating calculation for each request is based on the number of interactions, the amount of value added, and levels of all staff involved in developing the final response. A table showing ratings calculations for more than 40 requests received this quarter are also linked to the External Data Requests page on the Wiki site.
- The “FY 2011 External Data Requests” page on Wiki now includes an updated introduction and a sample of 4th Quarter files.
- Responses to external requests that may be helpful as resources to CMAP are saved as ‘Informed Responses’. The “FY2011 External Data Requests” page provides examples of these Informed Responses.
- The “FOIA Revision” page on Wiki was updated to include Resources from the Illinois Attorney General, including an Overview, FAQ by the Public, FAQ for Public Bodies and full text of the FOIA. The Wiki page also links all FOIA requests for FY 12.
- TAZ and TAD delineation were successfully completed and submitted to the Census Bureau ahead of schedule.
- Templates for downloading 2010 Census Summary File 1 data have been developed and are being tested to make downloading and analyses of data faster, more efficient and effective.

1st Quarter FY 12 Objectives:

- Respond to FOIA requests and External Requests.
- Provide analyses of 2010 Census Summary File 1 data.
- Continue collecting information about the process of delineating PUMAs for our region.
- Track information from the Census Bureau about updated urbanized areas
- Finish calculating Resource and Effort Ratings for 4th Quarter FY 11 requests and begin calculating ratings for FY 12
- Continue to add Informed Responses to the Wiki site.
- Provide detailed information about our internal process of responding to FOIA requests on Wiki.

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.

3rd Quarter Progress:

No activity

4th Quarter Progress:

The current DRI process expires at the end of August. Staff will recommend continuance of the same process for another two year period at the August Board meeting. One DRI Application was received and is being processed for inclusion on the August Board agenda.

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.

4th Quarter Progress:

Project complete. The final 319 crash sites were located and many sites were checked. I sent the coordinates for these ****FINAL**** crash sites to IDOT on May 19th. I also created a final back up CD of the data sets created. I talked to David about making this data available on Data Depot and assisted by researching how to define the fields from the original IDOT table for the metadata. This included gathering information from Parry about definitions for these some of these fields.

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)

4th Quarter Progress:

Complete

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*.

4th Quarter Progress

- Hired 2 ETL interns

- ETL manager will be hired by end of July
- iPhone app is soft released, will release by end of July
- Completed 2005-2009 ACS and 2010 census update, QCing now
- Conducted one large-scale webinar training
- Completed RFP and will have firm contracted by end of August
- Supported Cultural Vitality Index development
- Released MetroPulse 1.1 with new functionality

1st Quarter Objectives

- Finalize reporting standards, complete 1st qtrly MP performance report
- Hard release iPhone app
- Release all census updates
- Execute contract with maintenance/improvement firm
- Finalize QTR 1 product backlog

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).

4th Quarter Progress:

- Carried out a survey on the usage of CMAP aerial photos. 36 staff responded that they used aerial photos at their work, including some use almost on daily basis.
- Processed and added around 30 datasets to Data Depot. Data Depot announcement has been compiled and ready to be sent out to our staff;
- Reinstalled ArcSDE on SQL04 since the sde database was crashed during the upgrade process. ArcGIS Server SP1 and Sp2 have been applied on SQL04. All 4 sde databases were recreated. 4800 tiles of 2005 aerial photos were reloaded to SQL04 and around 1500 new aerial 2009 tiles were loaded;
- Assisted various staff with data acquisition, data aggregation and other ETL processes. Examples include: QCed and further processed 2007-2009 incident data; automated Master Highway Network spatial accuracy improvement work; acquired blockgroup level of ACS data and aggregated tract level ACS data to CCA;
- Participated in the Census data release preparation work: extracted the Census Group Quarter, demographic profiles data; created the Census 2010 SF1 template; gathered the Census 2000 data to be compared against Census 2010 corresponding files;

- Downloaded over 60 county profiles datasets, including 6030 variables for themes such as crime, water quality, voting, education, health, water usage, IRS, agriculture and more.

Proprietary Data:

- Extracted the 4th Quarter D&B data for the CMAP modeling area;
- Sent out renewal requests for several commercial datasets

Metropulse Data Library:

- Worked with interns to get over 20 new datasets, including: commercial vacancy, air quality, historic preservation, landfill, death rate, tax sales, crime, health insurance coverage, unemployment rate, etc.
- Prepared metadata information to facilitate the MCIC consultants’ aggregation work

1st Quarter Objectives:

- Continue updating the Data Depot as new datasets come in;
- Finish loading/mosaicking 2009 aerials, generated pyramids and calculated statistics;
- Process already downloaded datasets;
- Justify and renew all necessary commercial datasets;
- Acquired the new data once get access to these commercial datasets

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

4th Quarter Progress:

Acceptance testing, final visualizations, documentation and training were completed and delivered. The application was successfully installed and demonstrated in the CMAP computer environment. It can be accessed here <http://data.cmap.illinois.gov/adus/>

1st Quarter Objectives:

Some additional cleanup of the data is needed, and processing and loading of the other years should be completed.

5-year plan of next steps for the archive and development of the next RFP should be 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)

4th Quarter Progress:

- Completed report on the focus group discussions
- Organized two Workforce Data Partners meetings and steering committee meetings

- Presented the outcomes of the focus groups and facilitated discussion at the June Workforce Data Partners meeting
- Finalized the direction of the portal, including user-stories and themes
- Began data collection
- Wrote and distributed RFP for design, developer, and maintenance

1st Quarter Objectives:

- Contract with web-designer and web-developer
- Develop milestones and project schedule with contracted firm
- Review and draft wireframes
- Continue data acquisition and processing
- Hold one Workforce Data Partners and Steering Committee meetings.

TIP Visualization Tools

Project Manager: Ross Patronsky

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)

4th Quarter Progress:

- Determined that TIP map under development using ArcGIS should be put on hold. Shifted attention to updating existing Google Map version.
- Met with Communications staff to discuss look and feel of public interface. Requested assistance with color schemes and icons for map.
- Determined that Google Map and dashboard can be embedded in Liferay template; will proceed to do so once a “wider” template is developed (anticipated 4th quarter).
- Began updates to help page for map and introductory text for linking to the map from the TIP web page. Partial restructuring of TIP web pages anticipated.
- Drafted expanded scope of work for remainder of 2011 and all of 2012; coordinated with TIP Analysis project.

1st Quarter Objectives:

- Embed map in Liferay template; update introductory text and help pages.
- Document procedure for generating kml files underlying map; train additional staff in the procedure.
- Update export from database to correct known problems and to streamline some field contents.

- Complete development of dashboard showing general project information, including embedding in Liferay template.
- Develop export from database to support summaries of financial data.

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).

4th Quarter Progress:

- Convened a webinar of committed local government officials to determine demands for LTA on data sharing
- Evaluated GIS consortium as a model of best practice for sub-regional data sharing

1st Quarter Objectives:

- Follow-up with municipal webinar participants to convene second webinar and follow-up discussion
- Write up GIS consortium online case study
- Outline regional data sharing summary report

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).

4th Quarter Progress:

- Drew up preliminary wireframes so that municipal government personnel would have a tangible concept to react to
- Held a webinar for municipal staffs, and have scheduled two additional webinars.
- Drafted an RFP that will be posted in August.

1st Quarter Objectives:

- Clarify the scope of the municipal portals, based on input from municipal staff persons
- Select a firm for application development

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, Byrne, Capriccioso, Dean, Dixon, Elam, Leary, Maloney, Ostrander, Pietrowiak, Smith, Williams-Clark

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

4th Quarter Progress:

- Committees met. See committee page on website for more details.

1st Quarter Objectives:

- Committees will continue to meet. Staff liaisons will meet internally to discuss committee role toward implementing *GO TO 2040*.

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)

4th Quarter Progress:

- Held three meetings of the task force, in April, May and June.
- Meeting topics included state and local finance overview, and state and local revenue sharing, with a focus on the sales tax.
- Staff is responsible for preparing meeting materials and analysis to the task force.

1st Quarter Objectives:

- Hold three more meetings of the task force, in July, August, and September. Topics will include state and local revenue sharing and property tax issues.

Transportation Policy Analysis

Project Manager: Matt Maloney

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)

4th Quarter Progress:

- Consultant finalized value capture report, which analyzes revenue capacity of strategies on CTA red line south, Central Lake County Corridor/Rt 128, and Metra parking station in Wilmette.
- Staff continued internal discussions on 55/45 split policy direction, and held several meetings with policy groups and implementers on this and other subjects.
- Staff continues to be active in capital project planning groups and task forces, including the Elgin O’Hare bypass, I-90, and Union Station Master Plan.
- “Inventory and assessment of transportation data sources” piece is being led through the TIP analysis project.

1st Quarter Objectives:

- Assemble scope of work for upcoming fiscal year, given new staff capacity (A. Beata).
- Work with S.B. Freidman to disseminate information from value capture report.
- Complete strategic plan for CMAP involvement in major capital project planning processes- this work will live in FY 12 under “major capital projects implementation”.

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)

4th Quarter Progress:

- Presented and discussed drill down methodology and preliminary results with CMAP Economic Development committee.
- Completed first draft of the multiplier analysis and shift share analysis.
- Generated working draft of the Policy and Institutional Barriers analysis.
- Completed draft of methodological chapter/guidebook that can be used by CMAP and other stakeholders to provide comparable analyses of the region's economic sectors.
- With the cooperation of CWIC, completed draft of chosen cluster components, including industries, occupations, infrastructure, and policy.
- With the cooperation of CWIC, generated a list of companies and organizations to interview about the freight drill down, developed an interview guide summarizing the key questions, and began scheduling interviews.
- Developed the WBC/CMAP/ISTC/Chicagoland Chamber joint business start/innovation data collection project into a separate work plan item for FY 2012. This data will support the drill down analysis as well as achieve additional GO TO 2040 implementation actions.

1st Quarter Objectives:

- Continue working closely with CWIC and Metropolis Strategies to conduct interviews of key stakeholders about the freight drill down.
- Complete final draft of the multiplier analysis and shift share analysis.
- Present findings from the shift-share and multiplier analyses at the July 2011 Economic Development Committee meeting.
- CWIC and CMAP present preliminary results at the July 2011 Freight Committee meeting.
- Complete draft analysis of economic base analysis
- Complete draft analysis of institutional and policy barriers
- Complete draft analysis of new business starts data
- CWIC to complete drafts of labor force sections
- Full first draft of the drill down analysis assembled, presented to CMAP Freight Committee and Economic Development Committee in their September meetings.

Housing Policy Analysis

Project Manager: n/a

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).

4th Quarter Progress:

- No progress, given staff attrition.

1st Quarter Objectives:

- Rescoping for FY 12- work to be included under "Regional Land Use and Housing Analysis" with new project management (E. Schuh).

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).

4th Quarter Progress:

- Legislative tracking was in high gear as well as communication with members on CMAP bill positions.
- Prepared an end-of-session report for June board.

1st Quarter Objectives:

- Schedule high level meetings with leadership and Governor Quinn to discuss 55/45.
- Compiled end of the session report for board and working committees.
- Plan and coordinate sub-regional legislative briefings – 1 to 2, which will continue through the new fiscal year.

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).

4th Quarter Progress:

- Many updates have been made to the blog- typically, the rate is 1-3 new posts per week.

1st Quarter Objectives:

- Continue posting policy updates.

Short Range Policy Analysis

Team: Byrne, 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.

4th Quarter Progress:

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

1st 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).

4th Quarter Progress

- This group no longer meets.

1st Quarter Objectives

- None

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).

4th Quarter Progress:

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

1st Quarter Objectives:

- Implement final presentation
- Receive and review applications for next program year

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

4th Quarter Progress:

- Project completed.

1st Quarter Objectives:

- None.

ENERGY IMPACT ILLINOIS (EI2) PROGRAM

Program Oversight: Daniel Olson

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

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

- **Access to comprehensive information (\$6,550,000)**
 - Communications Strategy Development
 - Information System Development
 - Marketing and Community Outreach

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

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

Daniel Olson is the Senior Energy Efficiency Planner and Project Manager for EI2. Emily Plagman is Energy Efficiency Project Coordinator. Annie Byrne and Lance Tiedemann provide assistance in the access to workforce and access to information efforts, respectively. In addition, Margaret McGrath and Dolores Dowdle are involved with the procurement and contracting aspects of the grant, and will continue to provide assistance as the final objectives for EI2 are competitively procured.

EI2 Retrofit Steering Committee Support

Team: Olson, Plagman

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

Products and Key Dates: Incorporate CMAP into EI2 Retrofit Steering Committee; solicit policy guidance on key EI2 decisions; participate in ongoing monthly meetings.

4th Quarter Progress:

- Continued consultation with Committee members in RFP development, proposal review, and sub-recipient selection.
- Provided Committee with monthly program updates and sought strategic Committee guidance on potential decision points.

1st Quarter Objectives:

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

EI2 Program Development and Implementation

Team: Olson, Plagman, Dowdle, McGrath

Description of General Project Approach:

The majority of effort during the first year (FY11) of EI2 involved strategic planning and competitive procurement activities (through RFP development, issuance, and bid selection) administered by CMAP. The EI2 Retrofit Steering Committee provided strategic guidance in this process and helped set goals and objectives, define methods, create objective deliverables, and set milestones within the context of each specific procurement process. In October 2010, CMAP contracted with CNT Energy to serve as the implementation agency and continue program development, develop a comprehensive implementation plan, and

facilitate oversight and reporting requirements of present and future sub-recipients of EI2 grant funds. At the end of Q4 of FY11, EI2 has obligated \$19.9 million, and expended close to \$13.2 million in grant funds. EI2 is set to reach the goal of having the full \$25 million of the grant obligated by Q2 of FY12 (November 2011), and seeks to, on average, expend funds at a rate of approximately \$400,000 a month in FY12.

EI2 is guided by the following three principles:

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

In Q1 of FY12, EI2 will be continuing to transition from program development to full-scale implementation. The primary EI2 initiatives as well as their associated program objectives include:

1. Increasing Access to Information

- Maintaining and improving the Information System (EI2 IS) <http://www.energyimpactillinois.org> that will both educate consumers and facilitate retrofitting transactions by creating a comprehensive web-based portal to connect consumers with energy efficiency suppliers.
- Building recognition around a strategic Chicago region energy efficiency brand (Energy Impact Illinois). This exercise will work concurrently with targeted marketing and community outreach campaigns to educate consumers on the energy efficiency opportunities that are available to them.

2. Increasing Access to Capital

- Multifamily Loan Loss Reserve Program (Energy Savers) - Provides technical assistance, financing, and retrofit work to interested multifamily building owners in the seven-county CMAP region, including Rockford.
- Multiunit Retrofit Improvement Loan Program - Targets low to moderate income residential building units and aligns energy efficiency retrofit activities with existing housing rehabilitation projects being administered with Community Development Block Grant (CDBG) and/or HOME funds through the Department of Housing and Development (HUD).

- Employer-Assisted Housing Retrofit (EAHR) Pilot Program - Provides a maximum \$3,000 energy efficiency retrofit incentive to participating employees of an employer-assisted housing program, which works with participating employers to provide down payment or rental assistance (a \$3,000 match) to employees who seek to live within a certain proximity to their place of employment (e.g. schools, colleges, hospitals). Employer tax credits will also be leveraged to bring additional funds back into program.
- Residential Retrofit Fund – Envisioned as an unsecured loan program structured for single-family, moderate to high-income borrowers to conduct energy efficiency retrofits on their homes.
- Home Performance Retrofit Rebate Pilot – A single-family residential rebate pilot program based off the Home Performance with Energy Star model and located within the City of Rockford.
- Commercial/Industrial Retrofit Fund – Financing program aimed at serving mid-to-large commercial and industrial properties in the Chicago region.
- Commercial Nonprofit Retrofit Fund – Financing program aimed at regional nonprofit facilities looking to conduct energy efficiency upgrades.

3. Increasing Access to Workforce

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

Products and Key Dates: Brand launched 6/2011, marketing and outreach campaigns being created and run through FY12; quarterly retrofit and spending targets associated with financing programs (ongoing, through FY12); and, workforce intermediary (ongoing, launched 7/2011 and continuing through duration of the grant)

4th Quarter Progress:

- Planned and coordinated launch of the EI2 program, on June 1, 2011.
- Developed, released, and selected the winning bids for the web-based, Building Energy Tool RFP in coordination with project partners and steering committee.
- Developed and released the Home Performance Retrofit Rebate RFP in coordination with project partners and steering committee.
- After deals with financial partners to fund AFC First's bid to administer the Residential Retrofit Program fell through, developed and rereleased the Residential Retrofit RFP in coordination with project partners and steering committee
- Worked with Efficiency 2.0 to develop and implement the EI2 Information System and launched the website on June 1.
- Worked with the Village of Oak Park to identify and begin retrofit work tied to the \$50,000 awarded through the Multi-Unit Retrofit Improvement Loan Program.
- Signed contract with the City of Chicago to administer \$745,000 in retrofit work through the Multi-Unit Retrofit Improvement Loan Program.
- Worked with the Community Investment Corporation (CIC) to begin retrofit work with

the \$1.5 million Multi-Unit Loan Loss Reserve (Energy Savers) program. As of June 1, 2011, 103 audits had been completed on multifamily units.

- Selected the winning bid(s) for the Commercial/Industrial Loan Loss Reserve RFP in coordination with project partners and steering committee.
- Signed \$1 million contract with IFF to commence the Commercial Nonprofit Retrofit program and began program development and implementation.
- Signed \$9 million contract with Transcend Equity to commence the Commercial/Industrial Retrofit program and began program development and implementation.
- Selected the winning bid for the Workforce Intermediary RFP in coordination with project partners and steering committee.
- Signed \$200,000 contract with the Centers for New Horizons to begin development and implementation of Workforce Intermediary.
- Engaged with Fleischman Hillard to finalize market research/customer segmentation research and EI2 branding effort in preparation and launched Energy Impact Illinois on June 1, 2011.
- Worked with the Metropolitan Planning Council to finalize scope, timeline, and deliverables for the Employer-Assisted Housing Retrofit (EAHR) Program. Program officially began on June 1st.

1st Quarter Objectives:

- Work with Fleischman Hillard, CNT Energy, the City of Chicago, and other partners to develop and program community marketing and outreach portion of the grant.
- Work with Fleischman Hillard to plan a larger retrofitting public event and press release after all the financing programs are in place.
- Continue to develop and refine the EI2 website.
- Work with the selected bidders of the Building Energy Tools RFP to create and integrate both a residential and commercial building energy tool into the larger EI2 Information System.
- Work with selected bidder to develop and implement the Residential Retrofit Fund.
- Work with selected bidder to develop and implement the Home Performance Retrofit Rebate program.
- Continue audits and complete retrofits for the Multifamily Loan Loss Reserve (Energy Savers) program.
- Work with the Village of Oak Park to complete audits and conduct retrofit work through the Multi-Unit Retrofit Improvement Loan Program.
- Work with the City of Chicago to complete audits and conduct retrofit work through the Multi-Unit Retrofit Improvement Loan Program.
- Work with the Metropolitan Planning Council to identify prospective employers and to begin administering retrofit activity and associated loans for the Employer-Assisted Housing Retrofit (EAHR) Program.
- Work with IFF to develop and implement the Commercial Nonprofit Retrofit program and begin tracking audits and completed retrofits.

- With CNT Energy, the Chicago Jobs Council, and the Centers for New Horizons to design and develop the Workforce Intermediary.
- Work with Transcend Equity Development Corporation to develop and implement the Commercial/Industrial Retrofit program. Identify first key projects for this program and provide monthly status updates to the Department of Energy on progress.

EI2 Program Management

Team: Olson, Plagman, Dowdle, McGrath

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

A majority of the EI2 objectives have had organizations procured through a competitive RFP process (with strategic guidance from the EI2 Retrofit Steering Committee) to carry out and deliver associated tasks. The final sub-recipient procurements for the remaining objectives will be in place by the end of the first quarter of FY12. Sub-recipients yet to be procured include: an organization to conduct the Home Performance Retrofit Rebate Pilot Program in Rockford, IL; an organization to administer the Residential Retrofit Program that was re-bid this past quarter due to lack of financial commitments from banks; and, an organization to conduct targeted community marketing and outreach.

The implementation plan developed by CNT Energy in FY11 will continue to be followed and updated throughout FY12. CNT Energy will also be responsible for daily management of EI2 program implementation. They will continue to report directly to CMAP and under the advisement of the Steering Committee, be responsible for tasks including but not limited to: finalizing program development and strategic planning, continuing project management and oversight of all grant sub-recipients, project reporting, compliance and monitoring of sub-recipients, and compliance with all federal regulations in accordance with the ARRA EECBG program.

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

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

Products and Key Dates: EI2 Program Public Retrofit Event and Marketing Campaign (9/2011); ARRA and DOE monthly (retrofit count) and quarterly (detailed financial and job reports) reporting due (10/2011, 1/2012, 4/2012, 7/2012); timely receipt and payment on sub-recipient invoices (monthly); Sub-recipient site visits (twice yearly)

4th Quarter Progress:

- Completed all quarterly and monthly ARRA and DOE reporting requirements.
- Continued development and implementation of an automated reporting system to comply with all ARRA and DOE reporting requirements in future quarters.
- Worked with DOE, CNT and Shaw Group (through CNT's implementation contract) to understand and educate sub-grantees on reporting requirements for both ARRA and DOE.
- Hired Emily Plagman as Energy Efficiency Project Coordinator
- Continued timely receipt and payment on sub-recipient invoices.

1st Quarter Objectives:

- Finalize development of an automated reporting system to comply with all ARRA and DOE reporting requirements in future quarters. Aim to have this completed by next reporting period (10/2011)
- Complete all quarterly and monthly ARRA and DOE reporting requirements.
- Continue working with DOE, CNT and Shaw Group (through CNT's implementation contract) to understand and educate sub-grantees on reporting requirements for both ARRA and DOE.
- Inquire and possibly request an intern for EI2 program.
- Organize and improve program Grant File, both electronically and in hard copy.
- Organize and improve program's Share-Drive location to be more intuitive and user-friendly.

EI2 Program Evaluation

Team: Olson, Plagman, Dowdle

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

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

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

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

4th Quarter Progress:

- Completed all quarterly and monthly ARRA and DOE reporting requirements.
- Began tracking completed audits and retrofits through programs that are available through EI2.
- Began tracking customers assisted through EI2 Information System and EI2 Customer Call Center.

1st Quarter Objectives:

- Continue work with CNT Energy and DOE on data collection, monitoring and evaluation needs, and worked to incorporate these into the automated tool concurrently in development. Final tool should be in place by the next DOE/ARRA reporting period (10/2011)
- Due to the extended lag-time in setting up and completing retrofits for the Commercial/Industrial Retrofit Program, develop interim metrics (number of buildings owners contacted, number of commercial/industrial audits completed, etc.) to provide DOE for monthly progress reports.
- 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).

4th Quarter Progress:

- Met with IEPA about regional concerns and outlined various scenarios that the agency might undertake to incorporate regional needs into a revised FPA-review process.
- Met internally about FPA process.
- Developed a document for both external and internal review outlining various amendment applications and reviewing CMAP involvement in the review of the applications. This information was shared at CMAP's Council of Counties meeting
- Provided historical data on reviews conducted over the last 5 years

- Completed the 1st update to the WQMP Amendment Application and the WQMP Amendment Process and Procedures documents for purposes of updating and revision.
- Met with, reviewed and provided feedback on EEI Engineering Firms' proposal to develop a land application of treated wastewater analysis framework for inclusion in the WQMP amendment application and procedures book.
- Updated CMAP's FPA website to include up-to-date relevant information.
- Reviewed and approved invoices for the project.

1st Quarter Objectives:

- To develop necessary documentation for FPA amendment requests including reviews, additional needs letters, maps, and technical support as needed.
- To develop meeting materials for upcoming Wastewater Committee meetings.
- To 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.

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.

4th Quarter Progress:

Stakeholder meetings were conducted monthly in all watersheds. Drafts of the second brochures (Lower Fox) were submitted and approved by IEPA. These outreach products were developed by the local watershed coordinators with considerable CMAP staff input. First draft resource inventories were submitted to IEPA. Modeling is well underway and

results, along with water-sample data, have been presented to stakeholders. The plans are moving forward in a productive fashion.

1st Quarter Objectives:

Stakeholder meetings will be conducted each month with the possible exception of August. Planners have indicated the need to devote more time to plan writing rather than meeting organization. Draft resource inventory chapters will be improved and water quality / model results chapters will be written and shared with stakeholders. Discussion of plan recommendations will continue with stakeholders. .

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).

4th 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 3rd quarter FY11 progress report for CMAP and Illinois EPA;
- in the Training Manual, updated the VLMP contacts page and another page with the Illinois EPA laboratory mailing address, created a new PDF of the entire Manual, and provided the PDF to the Statewide Coordinator at Illinois EPA for reprinting of those two pages for distribution to the volunteer monitors;
- forwarded two VLMP participation inquiries received from Lake County citizens to the Lake Co. VLMP Coordinator at the Lake Co. Health Dept.;
- continued receiving completed 2011 registration forms from the Statewide VLMP Coordinator at Illinois EPA during April, and followed up with the few 2010 volunteers who had not yet sent in a registration form for the 2011 season;
- finalized the list of Tier 2 and Tier 3 lakes for the CMAP region (water samples are collected by the volunteers at these lakes);

- inventoried the VLMP Tier 2 and 3 water sampling equipment and supplies at the storage facility to determine what was available to transfer to the Lake Co. Health Dept.;
- scheduled volunteer training;
- met with Tim Loftus and Dolores Dowdle to discuss addressing Illinois EPA's request for project budgeting information, and completed the accounting of VLMP budgeting and costs information (which Tim e-mailed to Illinois EPA);
- prepared a transmittal letter and mailed this year's supply of Secchi Monitoring forms, postage-paid return envelopes, Personal Record of Observations Form, and new color chart to continuing volunteers;
- while traveling around the region conducting training, also delivered Training Manuals to the volunteers at Goose Lake, Lost Island Lake, and the City of Country Club Hills, and collected Tier 2 supplies from the City of Country Club Hills;
- relayed on-line data entry issues received from volunteers to the Statewide VLMP Coordinator at Illinois EPA.

Data management:

- received the 2010 Secchi readings from the volunteers at Turnberry Lakes #2, 3, and 4 (McHenry Co.);
- began to review completed Secchi Monitoring forms received from volunteers.

Technical assistance:

- provided information to Illinois EPA Lakes Unit staff on lake names and locations within the Village of South Barrington as requested;
- tabulated the water sampling equipment left with Lake Co. volunteers after the 2009 season (confirming with some volunteers as necessary) and provided this information to the Lake Co. VLMP Coordinator at the Lake Co. Health Dept. for their records;
- answered various lake and watershed management questions during volunteer training sessions;
- prepared for, presented, and answered questions at the Virginia Lake Estates Homeowner Association annual meeting on June 2 (I presented a summary of Virginia Lake's multi-year VLMP Secchi transparency and water quality data, offered my observations about the aquatic plant community and overall lake conditions, and suggested opportunities for protecting their lake's quality including invasive species monitoring and management; answered several questions regarding such topics as algae, aquatic plants, fisheries, and watershed management).

Volunteer Training:

- met with the Statewide and Lake Co. VLMP Coordinators on April 27 at Bangs Lake in Lake Co.: led the Coordinator QA/QC session, received this year's supply of monitoring forms and sample bottles, and transferred 3 chlorophyll kits (including weighted bottle samplers), 2 divider boxes, and a package of 36 small ice packs to the Lake Co. Health Dept.;
- spent a considerable amount of time preparing for and conducting water sampling supply and equipment preparation and training/refresher training of volunteer monitors at eight

Tier 2 lakes (Virginia in Cook Co.; Charles and Sanctuary Pond in DuPage Co.; Crystal, Killarney, Three Oaks South, and Woods Creek in McHenry Co.; and Joliet Jr. College in Will Co.) and at two Tier 3 lakes (Silver and Wonder in McHenry Co.); and new volunteer training (Tier 1 Secchi monitoring) at Three Oaks Lake South (McHenry Co.);

- recruited a new volunteer for Griswold Lake/McHenry Co. and scheduled Tier 1 Secchi training for July 7.

1st Quarter FY12 Objectives:

Provide technical assistance to volunteers as requested; train the new Tier 1 volunteer at Griswold Lake; continue reviewing Secchi Monitoring forms received from volunteers.

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.

4th Quarter Progress:

- Hickory Creek: Completed final watershed plan and executive summary and submitted to IEPA. Printed copies and distributed to stakeholders through Hickory Creek Watershed Planning Group meeting June 24.
- Lower DuPage: Three stakeholder meetings were held, and a draft watershed plan was completed and submitted to both IEPA and CMAP. Staff reviewed the plan and together with IEPA feedback, met with TCF to discuss necessary revisions.
- Kishwaukee monitoring: approximately 94% of the required samples were collected as of the end of June. A spreadsheet was developed to upload data to STORET, the national water quality database, and was revised following CMAP and IEPA feedback.
- Fox monitoring: Sample collection ended in March.
- A draft final report on the overall project was submitted to IEPA.

1st Quarter Objectives:

- All of the projects are complete save for the Kishwaukee monitoring project, which is expected to require the month of July 2011 for data collection and the completion of the monitoring report.

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).

4th Quarter Progress:

- prepared monthly and 3rd quarter FY11 progress reports for CMAP, and a 3rd quarter FY11 progress report for the Forest Preserve District of Cook Co. (District);
- reviewed and approved the 3rd quarter FY11 invoice to the District prepared by CMAP's accounting group;
- reviewed the lab sheet templates received from Illinois EPA and provided comments;
- received sample bottles from Illinois EPA to complete this year's monitoring;
- prepared for and conducted water sampling at Maple Lake Sites 1 & 2 on April 6, May 2, and June 8 and shipped the water samples to Illinois EPA's Springfield lab;
- met with District Fisheries staff and their vegetation management contractor on April 6 to discuss and finalize the action plan for treating the invasive aquatic plants [curly-leaf pondweed (CLP), Eurasian water milfoil (EWM), hybrid water milfoil] in Maple Lake this spring (Note: District Fisheries staff monitored lake water temperatures weekly and kept CMAP staff informed of the readings);
- corresponded with the aquatic plant management product specialist regarding the timing and number of residue analyses to conduct following the treatment of the aquatic invasive plants;
- submitted a purchase requisition to CMAP for the residue analyses, and received approval and a P.O. number;
- ordered the residue sample bottles from the laboratory;
- provided the CLP and EWM bed GPS waypoint files to the vegetation management firm for use with their GIS/GPS system;
- on May 2, surveyed the growth status of the EWM and CLP populations, measured lake water temperatures at several locations, reported conditions to District Fisheries staff and their vegetation management contractor, and scheduled the aquatic herbicide application date;
- on May 9, took Secchi transparency and dissolved oxygen/temperature readings, then observed and documented the aquatic herbicide application;

- on May 23 (14 days after treatment), observed the condition of the EWM and CLP throughout the lake, took Secchi transparency and dissolved oxygen/temperature readings at Sites 1 and 2, and collected three samples for herbicide residue analysis, which were shipped the following day to the laboratory;
- after receiving the residue analyses results, corresponded with the aquatic herbicide specialist, District staff, and the District's vegetation management consultant;
- on June 8 (30 days after treatment), surveyed the status of the EWM and curly leaf pondweed CLP populations and collected three samples for herbicide residue analysis, which were shipped the following day to the laboratory;
- after receiving the residue analyses results, corresponded with the aquatic herbicide specialist, District staff, and the District's vegetation management consultant.

1st Quarter FY12 Objectives:

Conduct regular monthly water sampling; observe EWM and CLP conditions and collect water samples approximately 60 and 90 days after treatment for herbicide residue analysis; obtain more deionized water from Illinois EPA-Des Plaines; provide guidance for crayfish sampling to District Fisheries staff.

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 –

4th Quarter Progress:

- Updated the budget outlining staff time, consultant time and travel expenditures for the project as requested by CMAP's Accounting Group.

- Worked to amend two 319 subgrantees (Dundee Twp. and the St. Charles Park District) agreements to add additional funding to their projects. Additional funding was available from the Village of West Dundee.
- Extended the St. Charles Park District agreement until December 2011 since it experienced considerable delays in project construction. As part of this amendment, CMAP's agreement with the IEPA was also amended until December 2011.
- Conducted a pre-construction site visit for the St. Charles Park District Norris Woods Creek site.
- Finalized comments on Dundee Township's draft project report and project signage. The reports were forwarded to IEPA for approval.
- Reviewed and approved an invoice from the Village of Streamwood.
- Requested, received, and reviewed 319 progress reports from each subgrantee.
- Reviewed and approved invoices from Hey and Associates. The invoices were also forwarded to IEPA for payment.

1st 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.

Regional Water Supply Planning/*Water 2050* Implementation

Project Manager: Tim Loftus

Team: Ahmed, Elberts, Schneemann, Talbot, Thompson

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*.

4th Quarter Progress:

The third and fourth water resource forums were successfully held in May and June covering state groundwater protection programs and full valuation of water resources, respectively. While both programs were strong in terms of panelists and presentations, the full valuation forum attracted a particularly large audience. The groundwater protection forum was cohosted with The Delta Institute. The valuation forum was also sponsored in part by the University of Chicago Program on the Global Environment and Environment Agriculture & Food Working Group at the University of Chicago.

Staff continued to make presentations throughout the region related to the promotion of *Water 2050* and CMAP's implementation efforts. A sample of presentations made include one given to the McHenry County COG, Villa Park Environmental Commission, 20th Anniversary Luncheon of the Northern Regional Groundwater Protection Committee, the Lake County Municipal League, and the Illinois-Indiana Sea Grant staff. .

Staff creates the bimonthly e-newsletter with the assistance of J. Reisinger and has continued to implement changes to the evolving water resources webpages.

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*. Data from water/energy nexus survey responses are being collected for analysis. The survey is designed to better understand energy needs related to water treatment and delivery.

Work is also ongoing developing the technical assistance program with products for public water suppliers (e.g. bill inserts, one-page conservation-strategy descriptions). The library of water-bill inserts was launched on the *Water 2050* website and other offerings / information began to appear on the emerging Technical Assistance webpage. Illinois American Water worked with CMAP to develop water-bill inserts with their logo and plans to include them in upcoming bill mailings.

Our staff water-resource economist is leading implementation efforts related to a Great Lake Restoration Initiative grant worth \$674,993. Titled, "Healthy Landscapes, Healthy Lawns," the 3-year grant will, among other goals, support *Water 2050's* conservation and water quality protection agendas. A full cost pricing advisory committee met for the first time to discuss the draft white paper and considerable input was gained to guide the paper on to the next draft. . The primary purpose of the paper is to gain agreement on how best to frame the complex and multidisciplinary full cost of water issue. The paper will subsequently serve to inform an outreach program promoting adoption of full cost of water and wastewater pricing in NE IL.

Other technical assistance, not directly related to *Water 2050*, was carried out in a variety of ways in support of municipalities and other forms of local government, ngo's, and Illinois EPA. Staff provided reviews of DuPage County Stormwater Division documents and served on the

Lake County Stormwater Management Commission Technical Advisory Committee. Staff (Loftus) attended NWPAs Technical Advisory Committee meetings, helping the TAC find its way forward. Staff serves on three other advisory committees too including the, “Envisioning a Chicago Area Waterway System for the 21st Century” led by the Great Lakes Commission and the Great Lakes St. Lawrence Cities Initiative. Staff involved themselves in following up with LTAP applicants that submitted water related proposals. Work is underway with Evanston, Orland Park, and Oak Park to prepare them for assistance expected to commence next fiscal year. Staff began work with MPC, CNT, and others in assisting Lake Zurich with a needs assessment as the Village aims to engage in integrated water resources management. Staff met with IDNR, OWR to discuss collaborative efforts for state/regional water supply planning. Agreement was gained to revive a draft strategic plan document first created by IDNR in September 2009. Additional agreement was gained to have IDNR participate and support regional efforts to implement Water 2050 through a potential Water 2050 Advisory Council. On a related note, staff is also in communication with a representative of the MAC / East Central RWSPC to coordinate efforts towards engaging IDNR and the State in water supply planning.

1st Quarter Objectives:

- Work will progress with ongoing promotion of *Water 2050* and support for implementation efforts throughout the region. To that effect, both internal and external discussions will take place regarding potential formulation of a new Water 2050 Advisory Council.
- Outreach / Tech. Assistance products will continue to evolve and find outlet on the new website. Two new bill inserts will emerge to complement the existing library of five.
- Work will continue with the full cost pricing advisory committee. A next draft white paper will be written and critiqued.
- Staff will work closely with the NWPAs, attending their TAC meetings as requested. Staff has been invited to make several presentations during this quarter.
- Staff will continue to 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 run through November.
- 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. These include: the Great Lakes Commission, Envisioning a Chicago Area Waterway System for the 21st Century study the Alliance for Water Efficiency’s Industrial Water Reuse project funded by the Great Lakes Protection Fund and MPC’s What’s Our Water’s Worth?.
- Staff serves on the Lake County Stormwater Management Commission’s Technical Advisory Committee which meets monthly.

- While not an advisory committee per se, staff also chairs the Water Efficiency Committee of the Illinois Section American Water Works Association and serves as Illinois Section President (Loftus) of the American Water Resources Association

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 preparation of documents for the annual audit of the financial records and working with the outside audit firm.

Resources: IFAS financial software system

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

4th Quarter Progress:

From April through June only 2 budget adjustments were processed, reviewed and approved.

We have processed 7 payrolls, 6 regular and 1 special in the 4th quarter. The Federal 941 withholding reports and the IL 941 withholding reports were filled during the 1st week of the following 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 invoices, checks, ACH payments and wire transfers processed along with total dollars expended each month.

Month	Checks	ACH	INV	WT	Total Paid
April	76	55	275	13	\$1,678,495.32
May	59	50	228	13	\$2,684,477.89
June	69	54	262	15	\$2,579,671.40
4th Qtr	204	159	765	41	\$6,942,644.61

Accounts receivable – billing invoices are processed at the beginning of each month to bill for the previous months activity. During the 4th quarter we issued 67 invoices to the various granting agencies. These monthly invoices totaled \$8,690,262 for the three months in the quarter.

Journal entries are required for all activity that is not directly reported in IFAS through the Accounts Payable and Cash Receipts modules. In the 4th quarter we processed 91 journal entries totaling approximately \$8.9 million dollars.

Bank reconciliations were performed on a monthly basis with all cancelled checks cleared in the IFAS system. The bank reconciliations were usually completed within the 1st week of the month now that we can obtain the statements on line.

1st Quarter Objectives:

File the required Federal and IL 941 reports. Reconcile W2 information to payroll spreadsheets as of the 2nd quarter of the calendar year. Continue to process payables, receivables and bank reconciliations. Review grants, contracts and purchase order to prepare for the fiscal year end to make sure all costs related to FY11 get processed and charged to the correct grants. Close out all purchase orders for the old fiscal year and update project numbers for purchase orders and contracts that carry into the new fiscal year but the project number has changed. Review procedure documents needed by the outside auditors and update for any changes made during the past year. Complete all documentation requested by the auditors in preparation of their coming in October for the fiscal year end audit.

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)

4th Quarter Progress:

- Worked with IDOT in preparation of UWP agreements. All agreements have been signed by CMAP, waiting full execution by IDOT.
- Provided IDOT with information regarding the Comprehensive Planning Fund.
- Completed FY 12 budget document. Adopted by Board in June.
- Prepared budget detail for IFAS and employee allocation.
- Completed negotiations on financial instructions for the EI2 project.
- Develop schedule for procurements for FY 12

1st Quarter Objectives:

- Implement the FY 12 budget
- Review FY 11 final expenditures for grant reporting and audits

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.

4th Quarter Progress:

1 new grant and 2 new grant amendments were negotiated, received and processed.
10 new contracts were written, negotiated and 9 were executed.
10 amendments to existing contracts were written and executed.
6 PAOs and 2 amendments to existing PAOs were written and executed.
9 RFPs were developed, issued and proposals received.
3 Pre-bid meetings were held.
15 interviews were conducted from the RFP submissions.

Draft document that defines roles responsibilities and timeframes in the procurement process.

1st Quarter Objectives:

Several procurements, mostly RFPs as well as sole source contracts and POs, are pending.
Procurements for the DOE grant should conclude in 1st quarter. Continue to train the administrative assistant in processes and filing of FY 11 procurements.

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

4th Quarter Progress:

Benefits

- Met with 21 new employees (7- FT, 14 Interns) and provided an overview of CMAP's benefits, where applicable, enrolling them into elected benefit plans;
- Coordinated "Walking Challenge" to be held on June 23. Due to weather, we had to change the date to July 14.

Ergonomics

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

FMLA

- Explained FMLA process to 3 employees possibly anticipating extended leave.

IFAS

- Changed account distributions in IFAS based on appropriate funding, eff. 7/1/11;

Immigration- Visas

- Monitored and facilitated appropriate action to ensure work Visas are in place and active for three existing employees.

Peters Fellowship

- Held committee meeting on May 9th.

Recruitment

- Interviewed approximately 58 candidates for various positions and hired seven full-time employees and fourteen interns; completed all necessary paperwork; verified references and processed new hire set-up.

Terminations/Exit Interviews

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

Training

- Coordinated presentation skills training for 55 employees.

Workers Compensation

- One claim with minimal follow up.

1st Quarter (2012) Objectives:

- Currently working on the recruitment of three full-time positions.
- Complete second "Wellness" program, "Walking Challenge" to be held July 14.
- Coordinate third "Wellness" program to be announced in August, 2011.
- Review all evaluations and process increases or promotions.
- Research and recommend "management training" for staff to be held outside CMAP.
- Work with brokers to begin benefit renewal process.

Administration

Project Managers: Doriene Preer

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

Description: Provide administrative support for CMAP

4th Quarter Progress:

Facility /Office Management

- Maintained facility addressing needs routinely.

Safety

- Revised Emergency manual and coordinated one safety drill.

Storage

- Reorganized some of the storage to accommodate internal room changes.

1st Quarter Objectives:

- Ongoing organization and maintenance of storage rooms ensuring that only necessary items are stored.
- Complete re-organization of library.
- Research and order new CMAP mugs.
- 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.

4th Quarter Progress:

Deliverables completed for Quarter 4 included development of new and recurring materials for the Local Technical Assistance (LTA) program, including posters, postcards, one-pagers, and related publications. Communications staff assisted with the June 1 launch of Energy Impact Illinois, the rebranded building retrofit program. Assisted in further developing bill inserts for the Water 2050 staff and partners. Other materials included FLIP (event program and application booklet), an "About CMAP" informational tri-fold, a "Growing Green" logo and slogan for Park Forest, and standardized templates for community plans and infographics. Other design tasks included design the CMAP Water Quality Activities report, the Hickory Creek Watershed plan and technical report, and the CMAP-hosted Triple Bottom Line water forum booklet. Strong emphasis has continued on development of talking points and external presentations, with communications staff vetting all requested speaking engagements of the executive director. Talks prepared with the executive director included the Harvard Business School alumni club, the Southland Chamber of Commerce, the Lake County "County Green" event, the Transportation Research Board national conference, the Women's Transportation Seminar, the American Society of Civil Engineers, and others. Monthly media tip sheets were distributed to news media. For the web, a number of system improvements were made, including enhancements of the blogs, forms, and overall design to improve usability for staff and visitors to the site. As the quarter ended, phase 2 of the Moving Forward webspace was nearly ready to be launched.

1st Quarter Objectives:

Print deliverables for Quarter 1 includes materials as needed for the LTA program and individual projects, including Water 2050. Continued emphasis on preparation of external

talks. Media outreach will emphasize LTA projects, stressing partnership with the communities and organizations involved.

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.

4th Quarter Progress:

Web development in Quarter 4 emphasized a number of enhancements to the new Moving Forward section, which has become the main webspace describing how the GO TO 2040 plan is being implemented. Working with the Planning Assistance and Policy Development staffs, communications supported development of extensive content for the LTA program and Policy Updates blog. For example, there were coordinated announcements of local planning meetings in Campton Hills, Fairmont, Blue Island, and Forest Park, for which information was posted on the CMAP web, the village websites, and at local news websites.

We significantly upgraded the graphic aspects of our "e-blast" external emails, which now incorporate the newest CMAP branding. New web video content included a summary of activities by LaGrange Park students who are studying GO TO 2040 and a new resident portrait of Rick Helwig, head of a family-owned building retrofit company participating in the Energy Impact Illinois alliance. A video overview of LTA was finalized just as the quarter ended. Extensive footage collected for that purpose will be used in the new fiscal year for additional videos that describe LTA projects in some detail.

Working with consultants, staff made progress toward improved data visualization capabilities, using a map of best practices compiled by Lindsay Banks (<http://www.cmapdev.thirdwavelc.com/modal-test-page#caseStudyMap>) that will soon be launched publicly in Moving Forward. Due in part to the desire to increase these capabilities, RFP 069 was posted to seek proposals from vendors with skills in Design

Integration Services. A recommended vendor will be submitted to the CMAP Board for approval in August 2011, with work to begin in September. In addition to its data aspect, this project will result in new videos (emphasizing LTA) and web enhancements.

Staff continues to coordinate with The Chicago Community Trust to promote awareness of MetroPulse, including via Twitter and Facebook. With CMAP data staff and external consultants, we have made some progress in discussing how to integrate embeddable content from MetroPulse, which may be pursued further under the RFP 069 project.

Communications staff continued to help Policy Development staff with content for the Policy Updates blog, which is updated twice weekly with staff research and analysis on timely and noteworthy issues. Content development and staff support has also continued for other CMAP updates (weekly, Soles & Spokes, Green Signals, Water 2050). We continue to emphasize driving users to our social media content (Facebook, Twitter, YouTube).

1st Quarter Objectives:

Web development in Quarter 1 will emphasize continued improvement of capabilities and content for the new Moving Forward section. A high priority will be to build awareness of LTA program activities, including by working with the LTA staff to help develop descriptions of projects and best practices (for dissemination via the web).

Begin working with new consultants hired through RFP 069 for Design Integration Services. Project content will include video and data visualization emphasizing GO TO 2040 implementation activities, including LTA.

Because Facebook and Twitter are increasingly important sources of traffic to the CMAP website, we will place increase emphasis on coordinating communications through those mechanisms, in collaboration when possible with CMAP partners.