CMAP

DRAFT Fiscal Year 2016 Comprehensive Budget

May 2015

CMAP Board Members

Executive Committee
Gerald Bennett, chair
Rita Athas, vice chair
Elliott Hartstein, vice chair
Frank Beal, at-large member
Al Larson, at-large member
Rae Rupp Srch, at-large member

City of Chicago Appointments
Rita Athas, senior advisor, World Business Chicago
Frank Beal, executive director, Metropolis Strategies
Lisa Laws, deputy chief operating officer, City of Chicago
Andrew Madigan, managing director, Mesirow Financial

Cook County Appointments
Gerald Bennett, mayor, Palos Hills (Southwest Cook)
Al Larson, president, Schaumburg (Northwest Cook)
Richard Reinbold, president, Village of Richton Park (South Cook)
William Rodeghier, president, Western Springs (West Cook)
Peter Silvestri, commissioner, Cook County Board (Suburban Cook)

Collar County Appointments
Elliott Hartstein, former president, Buffalo Grove (Lake)
John Noak, mayor, Romeoville (Will)
Rae Rupp Srch, former president, Villa Park (DuPage)
Carolyn Schofield, member, McHenry County Board (McHenry)
Thomas Weisner, mayor, Aurora (Kane/Kendall)

Non-voting Members
Sean McCarthy, policy advisor for Economic Development (Governor's appointee)
Brian Oszakiewski, policy advisor for Infrastructure (Governor's appointee)
Leanne Redden, executive director, Regional Transportation Authority (MPO Policy Committee)

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SECTION 1: OVERVIEW

Introduction

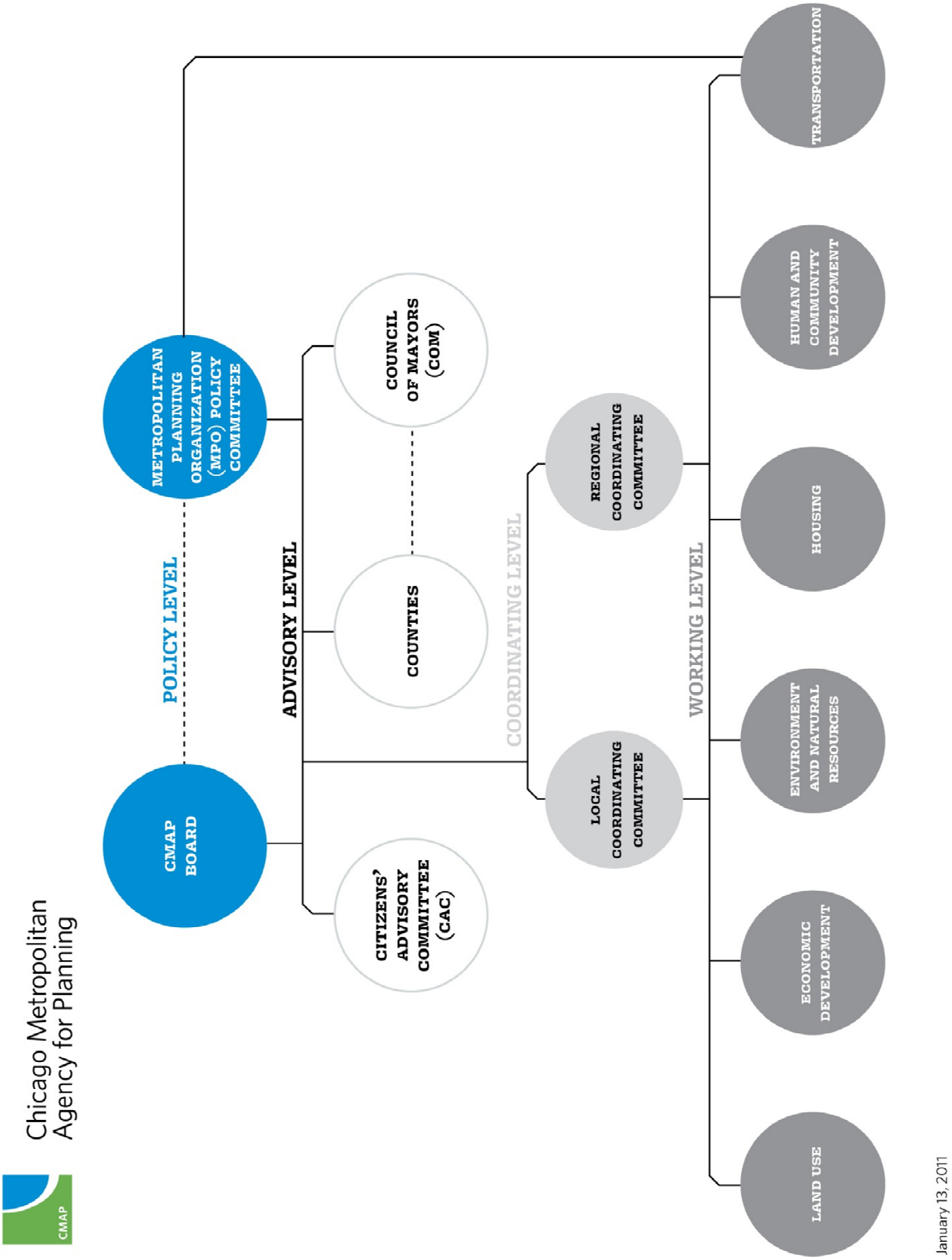
This document is the Chicago Metropolitan Agency for Planning's (CMAP) comprehensive activity document for Fiscal Year 2016. The program budget reflects the agency's activities and outcomes for FY 2016. It is a detail of the projects, staff, products and key dates, and anticipated contracts.

About CMAP

The Chicago Metropolitan Agency for Planning (CMAP) is the official regional planning organization for the northeastern Illinois counties of Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will. CMAP developed and now leads the implementation of GO TO 2040, metropolitan Chicago's first comprehensive regional plan in more than 100 years. To address anticipated population growth of more than 2 million new residents, GO TO 2040 establishes coordinated strategies that help the region's 284 communities address transportation, housing, economic development, open space, the environment, and other quality-of-life issues. See www.cmap.illinois.gov for more information.

CMAP operates under authorizing legislation known as Public Act 095-0677. The CMAP Board's membership reflects the regional consensus that led to the creation of CMAP, featuring balanced representation from across the counties of Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will. (The CMAP planning area also includes Aux Sable Township in Grundy County and Sandwich and Somonauk townships in DeKalb County.) The board is chaired by Gerald Bennett, mayor of Palos Hills.

The agency committee structure is comprised of policy, advisory, coordinating, and working levels that play integral roles in these planning processes.


Chicago Metropolitan Agency for Planning
CMAP
POLICY LEVEL
CMAP BOARD
METROPOLITAN PLANNING ORGANIZATION (MPO) POLICY COMMITTEE
ADVISORY LEVEL
CITIZENS' ADVISORY COMMITTEE (CAC)
COUNTIES
COUNCIL OF MAYORS (COM)
COORDINATING LEVEL
LOCAL COORDINATING COMMITTEE
REGIONAL COORDINATING COMMITTEE
WORKING LEVEL
LAND USE
ECONOMIC DEVELOPMENT
ENVIRONMENT AND NATURAL RESOURCES
HOUSING
HUMAN AND COMMUNITY DEVELOPMENT
TRANSPORTATION
January 13, 2011

Staff

The interim executive director for CMAP is Jill Leary. The FY 2016 budget reflects total staffing level that changes from 100.4 in the approved FY 2015 budget to 104.5 full-time positions in the proposed budget. The proposed budget reflects an increase of 4.1 positions. The proposed budget includes two new positions from the new Cook County grant for stormwater management. The other two new positions are a policy analyst and a transportation planner funded through the federal Unified Work Program (UWP) grant.

In addition, internships are provided in various areas of the organization. The intern programs are coordinated with the University of Illinois, University of Chicago, Northern Illinois University and Northwestern University. CMAP administers the Phillip D. Peters Fellowship program to provide high quality work and learning experiences in regional planning for the Chicago metropolitan area to well qualified graduate students in urban and regional planning and related fields. In FY 2016 we will have a year-long fellowship sponsored by Northwestern University.

A comprehensive classification structure has been developed for CMAP staff based on levels of responsibilities. Compensation for this structure is developed from comparable market data and the Chicago-Gary-Kenosha Consumer Price Indexes (CPI). Employees are evaluated on an annual basis and may be eligible for merit increases.

A competitive benefits package is provided to the employees. The package includes a retirement program, Social Security, Medicare and health, dental and life insurances. Former state employees were offered the option to continue participation in the State Employees' Retirement System (SERS); all other eligible employees must participate in the Illinois Municipal Retirement Fund (IMRF). In FY 2015 the benefits package was 36.91% of salary; in FY 2016 the amount will decrease to 36.54% of salary. The required CMAP retirement contribution to SERS for FY 2016 will increase from 42.34% to 45.60% and the IMRF contribution for 2016 will decrease from 12.02% to 8.77%.

Budget Overview

CMAP receives most of its funding from federal and state grants. Table 1, Budget Overview for Core Activities, summarizes the core budgets for Actual FY 2014 (audited), Budgeted FY 2015 (adopted by Board in June 2014) and Proposed FY 2016 (anticipated adoption by Board in June 2015).

TABLE 1: CMAP CORE ACTIVITIES

	Actual	Adopted	Proposed
	FY 2014	FY 2015	FY 2016
OPERATIONS			
Revenues			
Federal	11,858,481	12,818,305	12,973,855
State	3,317,466	3,509,814	3,792,464
Other Public Agencies	12,591	0	251,700
Foundations and Non-Public Agencies	24,613	68,750	265,100
Local Contributions	126,276	250,000	250,000
Reimbursements	376,990	35,800	35,000
Product Sales, Fees & Interest	20,806	16,000	18,000
Total Revenues	15,737,223	16,698,669	17,586,119
Expenditures			
Personnel	9,650,258	10,890,800	11,360,000
Commodities	533,045	545,719	513,219
Operating Expenses	497,449	515,450	398,100
Occupancy Expenses	1,598,752	1,642,400	1,677,600
Contractual Services	3,029,131	2,588,000	3,176,500
Local Planning Grant Match	113,500	140,000	180,000
Capital Outlay	398,609	319,800	150,000
Total Expenditures	15,820,744	16,642,169	17,455,419
NON-OPERATIONS (REVENUE AND EXPENDITURES			
Pass Through Grants	3,695,512	5,634,270	4,414,270
In-Kind Service	1,128,999	1,476,769	1,219,269

Chart 1 reflects the percentage of the core operations revenue from each source and Chart 2 reflects the percentage of expenditures from each category for FY 2016. The charts do not include the non-operations activities.

CHART 1: REVENUE FOR CORE ACTIVITIES, PROPOSED FY 2016

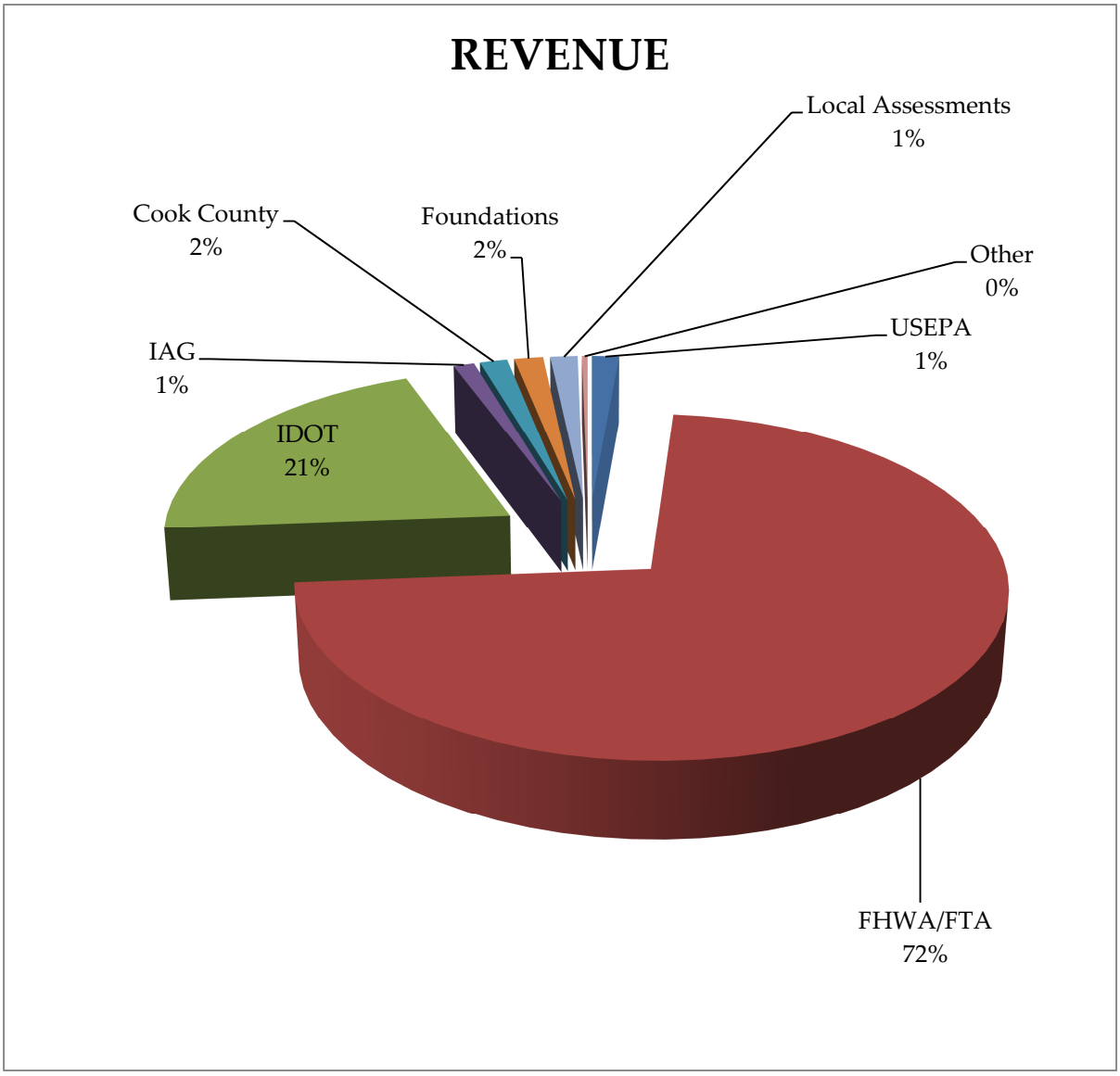
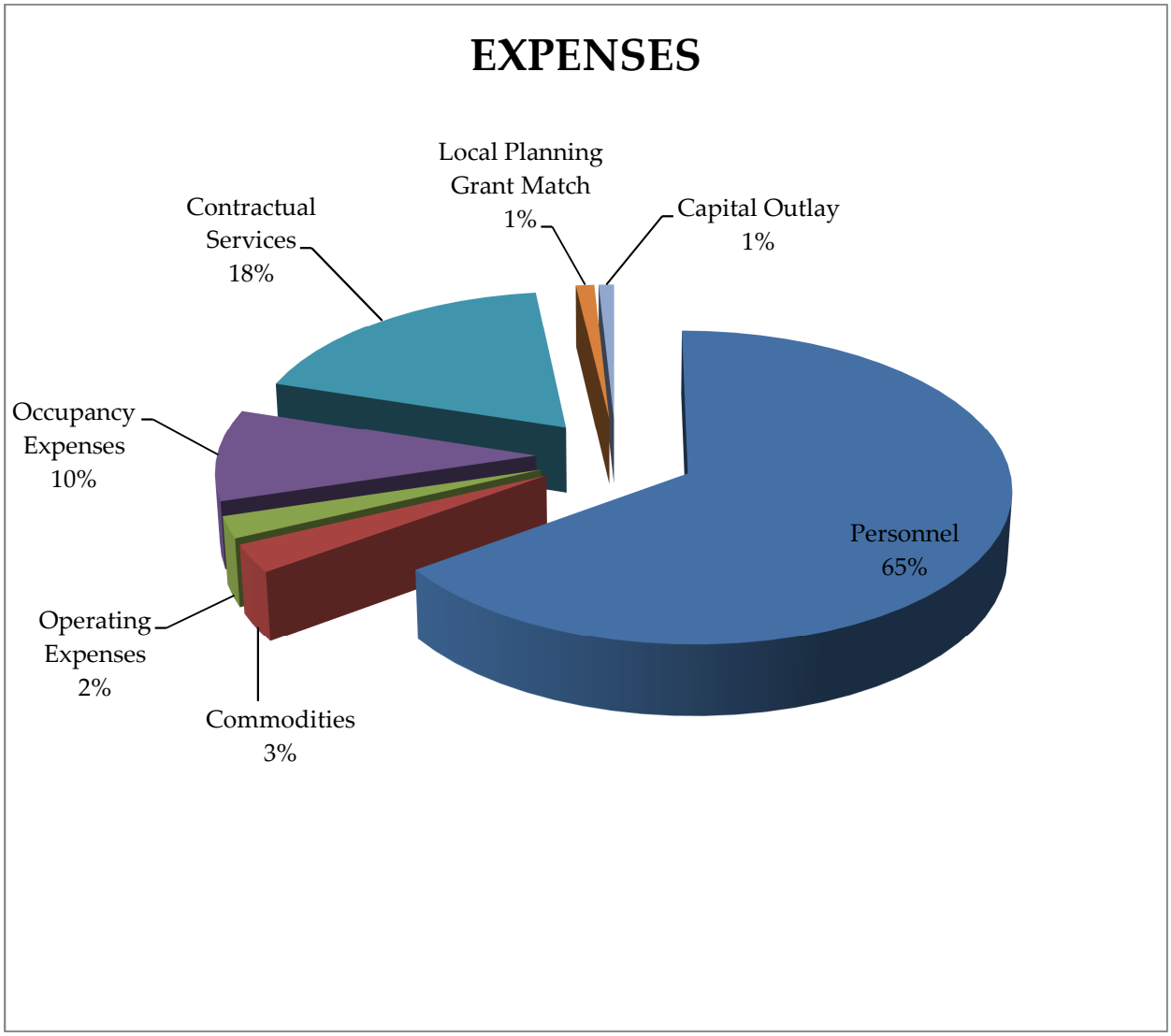


CHART 2: EXPENSES FOR CORE ACTIVITIES, PROPOSED FOR FY 2016



SECTION 2: BUDGET COMPONENTS

Revenue

The primary funding for CMAP is from the Unified Work Program (UWP) for transportation planning for northeastern Illinois programs with metropolitan planning funds from the Federal Transit Administration (FTA), the Federal Highway Administration (FHWA) and state and local sources. The revenues identified from the FY 2016 UWP funds were approved by the UWP Committee, Transportation Committee, Policy Committee and CMAP Board. Public Act 095-0677 initially provided funding for regional comprehensive planning across the state, of which $3.5 million was allocated to CMAP through the Comprehensive Regional Planning Fund (CRPF). The CRPF allocation was designated as the matching funds for the federal transportation dollars, as well as supporting other planning activities. However, the CRPF was dissolved in 2011. The Governor's FY 2016 state budget proposes $3.5 million in state transportation funds in lieu of funding for the CRPF.

The UWP funds are allocated for operating activities and for contractual services. IDOT requires the operating funds be expended during the fiscal year (the 2016 UWP funds are available from July 1, 2015 to June 30, 2016) and the contract funds be expended over a three-year period (from July 1, 2015 to June 30, 2018). The contract funds are budgeted in the fiscal year the services are anticipated. The FY 2016 CMAP budget reflects full expenditure of the 2016 UWP operating funds and partial expenditure of 2014, 2015, and 2016 UWP contract funds.

The state transportation funds over the last five years have provided the required matching funds for the federal UWP funds and approximately $300,000 annually for other transportation related planning activities. During the last two years, the other state transportation funds for the related planning activities were used to provide resources to local governments through the Local Technical Assistance (LTA) Program.

Other federal revenue is received from U.S. Environmental Protection Agency (EPA), passed through the Illinois EPA (IEPA) for water quality management, watershed planning, and other related projects. These funds are normally provided through multi-year grants. Funds not expended during the grant period revert to the funding agency.

During FY 2014, a state grant was received from the Illinois Attorney General (IAG). The IAG grant is to mitigate the effects of Illinois' foreclosure crisis.

The revenue from local assessments and the product sales, fees, and interest are considered the CMAP General Fund. The general funds are for activities which cannot be supported by the grants.

The following table reflects the revenue expected to be received during the fiscal year. Some of the revenue is received prior to expenditure; for example, the foundations normally transfer

funds at the time of the award even though the expenditures could be in future fiscal years. Other expenditures are on a reimbursable program; the federal revenue is not received until the expenditure has been made. The majority of the revenue is from reimbursement grants.

The non-operations revenue is for those funds that are passed through to other organizations (primarily federal funds) and the in-kind match provided by those organizations. Examples would be the UWP Council of Mayors program and the transportation agency UWP projects. CMAP, as the MPO, administers all the FY 2016 UWP contracts for the planning projects of the service boards and other government agencies.

TABLE 2: REVENUE DETAIL, CMAP CORE ACTIVITIES

	Actual	Adopted	Proposed
	FY 2014	FY 2015	FY 2016
OPERATIONS			
FEDERAL			
U.S. Environmental Protection Agency			
Grant through IEPA			
IEPA Water Quality Mgt.	156,984	148,100	140,100
IEPA VLMP	44,039	39,600	45,700
IEPA Boone Creek Watershed Plan	67,213	155,200	62,600
IEPA Watershed Plans	119,862	1,850	0
Total, US EPA	388,098	344,750	248,400
U.S. Department of Commerce			
EDA	43,100	80,100	0
U.S. Department of Transportation			
Grant through IDOT			
UWP - Operating	10,279,488	11,571,455	11,837,455
UWP - Contracts	1,147,795	822,000	888,000
Total, US DOT	11,427,283	12,393,455	12,725,455
Total, Federal	**11,858,481**	**12,818,305**	**12,973,855**
STATE			
Illinois Department of Transportation			
IDOT	3,202,873	3,067,864	3,601,364
IL Tollway Authority			
Lake County UWP	19,273	0	0
Illinois Department of Natural Resources			
IDNR	23,360	237,650	0
Illinois Attorney General			
IAG	71,960	204,300	191,100
Total, State	**3,317,466**	**3,509,814**	**3,792,464**

	Actual	Adopted	Proposed
	FY 2014	FY 2015	FY 2016
OTHER PUBLIC AGENCIES			
Cook County	9,562	0	251,700
Lake County	3,029	0	0
Total, Other Public Agencies	**12,591**	**0**	**251,700**
FOUNDATIONS AND NON-PUBLIC AGENCIES			
MacArthur Foundation	0	0	125,100
Chicago Community Trust	24,613	68,750	140,000
Total Foundations and Non-Public Agencies	**24,613**	**68,750**	**265,100**
LOCAL ASSESSMENTS	126,276	250,000	250,000
REIMBURSEMENTS			
Indirect Charge from Competitive Federal Grants	349,723	3,800	0
Metropolitan Mayors Caucus	27,267	32,000	35,000
Total, Reimbursements	**376,990**	**35,800**	**35,000**
PRODUCT SALES, FEES AND INTEREST			
ArcView Training	12,600	8,000	10,000
Interest Income	285	500	2,500
Facility Planning Area Fees	2,505	2,000	0
Conference and Sponsors	0	500	500
Miscellaneous	5,416	5,000	5,000
Total, Product Sales, Fees and Interest	**20,806**	**16,000**	**18,000**
TOTAL REVENUES	**15,737,223**	**16,698,669**	**17,586,119**
NON-OPERATIONS			
PASS THROUGH			
UWP - Council of Mayors	1,371,020	1,384,270	1,384,270
UWP - CTA	832,868	700,000	700,000
UWP - City of Chicago	802,817	860,000	860,000
UWP - Metra	372,460	320,000	420,000
UWP - Pace	180,817	320,000	220,000
UWP - RTA	0	460,000	230,000
UWP - Lake County	12,114	500,000	0
UWP - Cook/DuPage Corridor	52,306	0	0
UWP - DuPage County	0	80000	100,000
UWP - Kane County	0	0	80,000
UWP - McHenry County	36,401	0	0
UWP - Will County	34,709	300,000	0
UWP - Cook County	0	150,000	0
CMAP - Local Planning Grants	0	560,000	420,000
Total, Pass Through	**3,695,512**	**5,634,270**	**4,414,270**
IN-KIND SERVICE			
UWP - Council of Mayors	550,904	554,269	554,269
UWP - CTA	208,217	175,000	175,000

	Actual	Adopted	Proposed
	FY 2014	FY 2015	FY 2016
UWP - City of Chicago	200,705	215,000	215,000
UWP - Metra	93,115	80,000	105,000
UWP - Pace	45,205	80,000	55,000
UWP - RTA	0	115,000	70,000
UWP - Lake County	0	125,000	0
UWP - Cook/DuPage Corridor	13,076	0	0
UWP - DuPage County	0	20,000	25,000
UWP _ Kane County	0	0	20,000
UWP - McHenry County	9,100	0	0
UWP - Will County	8,677	75,000	0
UWP - Cook County	0	37,500	0
Total, In-Kind Service	**1,128,999**	**1,476,769**	**1,219,269**

Budget and Work Program

The following tables reflect, line item by line item, the operations budget for FY 2016. The following table reflects only the core operations. A description of the line items is in the Appendix.

TABLE 3: EXPENSE DETAIL, CMAP CORE ACTIVITIES

	Actual	Adopted	Proposed
	FY 2014	FY 2015	FY 2016
PERSONNEL			
Salaries	6,707,947	7,689,900	8,089,100
Retirement	1,289,330	1,330,400	1,215,400
FICA	392,000	461,400	480,400
Medicare	95,362	111,300	117,300
Health/Dental	846,155	935,300	1,142,800
Life	45,985	45,000	55,000
Education Reimbursement	30,922	42,500	40,000
Other Benefits	59,140	25,000	25,000
Interns	183,417	250,000	195,000
Total, Personnel	**9,650,258**	**10,890,800**	**11,360,000**
Authorized Personnel		100.5	104.5
COMMODITIES			
General Supplies	23,507	20,000	20,000
Publications	3,605	5,900	5,400
Software - Small Value	19,259	30,000	20,000
Equipment - Small Value	88,253	43,000	23,000
Furniture - Small Value	36,960	3,000	3,000
Data Acquisition	328,053	400,000	400,000
Office Supplies	16,708	23,819	21,819
Copy Room Supplies	16,700	20,000	20,000
Total, Commodities	**533,045**	**545,719**	**513,219**
OPERATING EXPENSES			
Workers' Compensation Insurance	23,213	25,000	28,000
Unemployment Compensation	34,283	25,000	30,000
Staff Assoc. Membership	4,312	11,700	10,050
CMAP Assoc. Membership	19,611	30,700	25,700
Postage/Postal Services	26,990	32,000	27,200
Storage	5,366	5,000	5,000
Legal/Bid Notices	3,937	0	0
Miscellaneous	4,861	13,000	14,500
Meeting Expenses	17,008	8,500	7,000
Recruitment Expenses	3,715	2,000	3,000
General Insurance	35,238	35,000	38,000
Legal Services	19,847	35,000	10,000
Printing Services	37,742	87,900	20,250
Bank Service Fees	3,266	3,000	3,000

	Actual	Adopted	Proposed
	FY 2014	FY 2015	FY 2016
Conference Registrations	9,477	24,900	23,700
Refunds	132,977	0	0
Training	29,928	35,300	35,600
Travel Expenses	85,678	141,450	117,100
Total, Operating Expenses	**497,449**	**515,450**	**398,100**
OCCUPANCY EXPENSES			
Office Maintenance	13,563	12,000	12,000
Rent	1,481,529	1,520,400	1,560,600
Telecommunications	46,915	50,000	45,000
Utilities	56,745	60,000	60,000
Total, Occupancy Expenses	**1,598,752**	**1,642,400**	**1,677,600**
CONTRACTUAL SERVICES			
Audit Services	35,200	37,000	40,000
Office Equipment Leases	1,413	2,000	2,000
Software Maintenance/Licenses	325,896	346,000	323,000
Fiscal Mgt. Maintenance/Licenses	38,782	40,000	45,000
Professional Services	553,489	540,000	390,000
Consulting Services	1,952,541	1,470,000	2,223,500
Office Equipment Maintenance	114,790	130,000	130,000
Co-Location Hosting Services	7,020	23,000	23,000
Total, Contractual Services	**3,029,131**	**2,588,000**	**3,176,500**
LOCAL PLANNING GRANTS			
Community Planning Grant Match	113,500	140,000	180,000
Total, Local Government Grants	**113,500**	**140,000**	**180,000**
CAPITAL OUTLAY			
Equipment - Capital	204,724	175,000	100,000
Construction - Capital	168,113	94,800	0
Software - Capital	25,772	50,000	50,000
Total, Capital Outlay	**398,609**	**319,800**	**150,000**
TOTAL EXPENDITURES	**15,820,744**	**16,642,169**	**17,455,419**

LOCAL PLANNING PROGRAM

Program Oversight: Bob Dean

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

This program supports the implementation of GO TO 2040 through local planning activities that are consistent with the long-range regional plan. It houses the Local Technical Assistance (LTA) program, which provides staff and contract assistance to communities, as well as activities meant to advance the implementation of LTA projects. The Local Planning Program also researches and develops new tools or approaches to emerging planning topics, both for the use of CMAP and for the region as a whole. Among these topics, this program includes a particularly significant approach to water resources. Partner coordination and external grantseeking are also elements of the Local Planning Program.

Local Technical Assistance (LTA) Program

Project Manager: Erin Aleman, Bob Dean, Jason Navota, Drew Williams-Clark

Team: Entire Local Planning staff, also Dryla-Gaca, Pedersen

Description: The Local Technical Assistance (LTA) program involves working directly with a community or group of communities on a product that is customized for their use. These projects have a specific audience and are geographically limited. New projects are added to the LTA program each October. This work plan item includes several components: program administration; project management; outreach and engagement; and data analysis.

Program administration includes overall administration and tracking of progress of the LTA program, including monthly reports on project progress and quarterly reviews of staff time expectations and contract expenditures. It also includes the annual LTA call for projects and project selection, with close coordination with the Regional Transportation Authority and other stakeholders and partners. Following project selection and subsequent CMAP board approval, many LTA projects require further scoping to determine the most appropriate CMAP role. Before startup, LTA projects include meetings with project sponsors and key local stakeholders, research on relevant past activities in each community, and preparation of a proposed scope of work. Internal and external coordination of the program, including alignment with policy and programming priorities, is also part of program administration.

Project management is conducted by a project manager who is responsible for the timely completion of the project. Project managers are responsible for conducting a large portion of the work required on their projects, as well as identifying needs for additional project support, outreach assistance, and partner coordination. Project management involves preparation and review of interim and final materials, including maintaining a high standard of quality for all documents produced.

Outreach and engagement through an inclusive public engagement processes is part of each LTA project undertaken. This component includes the development and implementation of a public engagement process as part of each project, as well as media and legislative outreach during and after each LTA project.

Data analysis is also a significant part of LTA projects, requiring customized data preparation, analysis, and mapping support to LTA project managers. Data and analysis staff are assigned to projects several months before they are initiated based on availability and needed skills. A set of guidelines for preparing standardized LTA data and mapping products ensures uniform quality control and streamlines preparation of data and map products. New analytical methods and approaches will be used as they are developed; an example is incorporation of stormwater and resilience into comprehensive plans.

The projects that were currently underway or committed (and the project manager for each) at the end of the first quarter of FY 16 are listed below, divided between staff-led and consultant-led projects.

Staff-led projects:

- Algonquin-Carpentersville river corridor study (Daly)
- Arlington Heights bicycle and pedestrian plan (O'Neal)
- Aurora downtown plan (Bayley)
- Bensenville zoning ordinance update (Seid)
- Berwyn parking study (Bayley)
- Berwyn zoning ordinance update (Ihnchak)
- Blue Island capital improvement plan (Zwiebach)
- Boone Creek watershed plan (Hudson)
- Calumet Park planning priorities report (Shenbaga)
- Carol Stream comprehensive plan (Dick)
- Chicago Heights comprehensive plan (Smith)
- Cicero comprehensive plan (Burch)
- Crystal Lake transportation plan (Beck)
- Elmwood Park zoning ordinance analysis (Day)
- Endeleo Institute (Chicago) planning priorities report (Smith)
- Fox Lake planning priorities report (Pfingston)
- Franklin Park comprehensive plan (Gershman)

- Glenview natural resources plan (Daly)
- Harvard comprehensive plan (Beck)
- Kendall County industrial market study (Aleman)
- Lake County/Round Lake Homes for a Changing Region study (Ostrander)
- McHenry County Comprehensive Economic Development Strategy (Burch)
- North Chicago comprehensive plan (Seid)
- Northwest Chicago neighborhood plan (TBD)
- Oswego-Montgomery-Yorkville shared services study (Yeung)
- Park Forest zoning ordinance update (Ihnchak)
- Pilsen-Little Village (Chicago) neighborhood plan (Zwiebach)
- Richton Park capital improvement plan (Zwiebach)
- South Elgin zoning ordinance update (Day)
- South Holland comprehensive plan (Ostrander)
- SSMMA complete streets plan (O'Neal)
- Steger planning priorities report (Burch)
- Will County Preston Heights neighborhood plan (Dick)
- Winthrop Harbor comprehensive plan (Shenbaga)

Consultant-led projects:

- Barrington area bicycle and pedestrian plan (Pfingston)
- Brookfield comprehensive plan (Pfingston)
- Campton Hills zoning ordinance update (Ihnchak)
- Chicago Neighborhoods 2015 plan (Yeung)
- Crete comprehensive plan (Pfingston)
- DuPage County Elgin-O'Hare bicycle and pedestrian plan (O'Neal)
- DuPage County/Hanover Park Homes for a Changing Region study (Williams-Clark)
- Franklin Park subregional truck route plan (Gershman)
- Governors State University transportation and green infrastructure plan (Hudson)
- Huntley zoning ordinance update (Day)
- Joliet corridor study (Ostrander)
- Lake County IL 53/120 corridor plan (Navota)
- Pullman (Chicago) transportation access plan (Bayley)
- Pingree Grove comprehensive plan (Dick)
- Regional truck permitting plan (Gershman)
- Richton Park zoning ordinance update (Seid)
- Roselle comprehensive plan (Pfingston)
- Villa Park zoning ordinance update (Day)
- Westchester zoning ordinance (Ihnchak)
- West Pullman (Chicago) corridor plan (Zwiebach)
- Zion comprehensive plan (Beck)

Products and Key Dates: Monthly reports on progress of ongoing and upcoming projects (ongoing). The number of projects at various stages (initiated; 50% complete; 90% complete; 100% complete) will be tracked and reported quarterly.

Consultant Management, Evaluation, and Best Practices

Project Manager: Sam Shenbaga

Team: Bayley, Burch, Day, Gershman, Hudson, Ihnchak, O'Neal, Pfingston, Seid, Yeung, Zwiebach

Description: Many projects within the LTA program are conducted by consulting firms and managed by CMAP staff. These are tracked within the LTA work plan item above, but also have separate requirements, including RFP development, consultant selection, and evaluation of consultant performance. The management of numerous projects by consulting firms also provides an opportunity to identify best practices in plan preparation, publicize them, and incorporate them into other projects in the LTA program to advance the state of planning practice across the region.

Products and Key Dates: Development of RFPs, selection of consultants, and contract management (ongoing). Evaluation and communication of consultant performance (ongoing). Internally-focused report on best practices that can be incorporated into staff-led LTA projects (January).

Project Implementation

Project Manager: Trevor Dick

Team: Aleman, Daly, Gershman, Navota, Smith, Vallecillos, Williams-Clark

Description: Following completion of LTA projects, CMAP remains involved for two years to track project implementation and assist in appropriate ways. Involvement includes discussing implementation progress with the project sponsor on a quarterly basis, identifying appropriate activities for CMAP (such as providing trainings, assisting with grant applications, or reaching out to partner organizations) in the upcoming quarter, and providing quarterly updates on progress through the Board report. This component will also explore innovative ways that the agency can support plan implementation, with specific attention to activities in the areas of transportation, reinvestment, the natural environment, and intergovernmental coordination. One specific implementation activity involves a series of training workshops for Planning Commissioners in communities that have recently completed LTA projects, coordinated with the American Planning Association Illinois Chapter (APA-IL), Council of Governments (COGs), and other relevant groups, with invitations to nearby communities as well.

Products and Key Dates: Advancement of specific local implementation activities (ongoing). Preparation of implementation updates for Board report (quarterly). Eight Planning Commissioner workshops, held throughout year (approximately two per quarter).

Research and Development of New Approaches

Project Manager: Andrew Williams-Clark

Team: Beck, Burch, Dryla-Gaca, Evasic, Ihnchak, Loftus, Navota, O'Neal, K. Smith, Zwiebach, Vernon, Yeung

Description: This project will explore the use of innovative analytical techniques as part of LTA projects, both as a way to strengthen individual projects and to test the use of different data sources and techniques which ultimately could be used for other purposes. Initial areas of exploration include but are not limited to stormwater management and community resilience to climate change, production of capital improvement plans, bicycle and pedestrian planning, and incorporation of economic development and market analysis into local plans.
This project will produce model planning approaches on topics of interest to local communities and planners, and are meant to inform CMAP's approach to these topics through the LTA program. These include toolkits, model ordinances, data tools, and similar products. Once models are produced, CMAP intends to work with several communities to pilot model approaches locally. While materials are produced with the expectation that they will be used primarily by CMAP staff, they will also be publicly accessible for the use of local governments.

Products and Key Dates: Completion of three white papers to inform staff on how best to address specific topics in local planning projects: topics may include economic development or market analysis, capital improvement plans, bicycle and pedestrian planning, and resilience (outlines due September, drafts due March, final white papers due June). Integration of new analytical methods into individual LTA projects (ongoing).

Partner Coordination

Project Manager: Erin Aleman

Team: Gershman, Green, Lopez, Smith, Torres, Vallecillos, Communications staff, Legislative staff

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

traditional topics within LTA projects, such as health, arts and culture, workforce development, and others.

Products and Key Dates: Identification of appropriate partner organizations and roles for each LTA project (ongoing). Presentation of LTA projects to relevant CMAP working committees (ongoing). Regular updates to transit agencies and other relevant stakeholders (monthly). Periodic meetings of the technical assistance providers group (quarterly).

External Resource Development and Management

Project Manager: Bob Dean

Team: Aleman, Hudson, Loftus, Navota, Olson, Williams-Clark, others as relevant to specific topics

Description: To cover a breadth of topics, CMAP will need to have access to funding resources beyond transportation sources. This project involves seeking external resources to support the LTA program and CMAP's work in general, either through competitive applications to public sector (most commonly federal or state) programs or philanthropic organizations, or through cultivation of relationships with potential funders. It also involves managing these grants, assuring that all grant requirements are met, providing periodic financial and program reports, and other activities.

Current grants which fund the LTA program in FY 16 are from the Chicago Community Trust, Cook County Department of Planning and Development, Illinois Attorney General, Illinois Department of Natural Resources (IDNR), Illinois Environmental Protection Agency (IEPA), John D. and Catherine T. MacArthur Foundation, and U.S. Department of Commerce (Economic Development Administration).

Products and Key Dates: Monitoring and evaluation of federal and state grant opportunities (ongoing). Periodic communication with philanthropic groups and other potential funders concerning the value of the LTA program (ongoing). Applications submitted in response to funding opportunities (as needed). Quarterly, biannual, or annual reports to funders (ongoing).

Municipal Survey

Project Manager: Andrew Williams-Clark

Team: Interns

Description: This project will conduct a biennial survey of municipalities across the region to understand the degree to which the region's local plans are up-to-date. Survey analysis will also be used to determine local government demand for new LTA project types as well as

educational opportunities. The next survey will be conducted during spring-summer 2016, so only the initiation of the survey is included in the FY 16 work plan.

Products and Key Dates: Initiation of municipal survey (March 2016).

Water Resources Planning

Project Manager: Jason Navota

Team: Loftus, Hudson, Thompson

Description: The Water Resources Planning program includes the agency's program in water resource planning and management, including activities not already included within the LTA program related to water quality, water supply, and wastewater. These activities are guided by CMAP's role as the delegated authority for Areawide Water Quality Planning, GO TO 2040, and Water 2050. Other elements of water resource planning are incorporated elsewhere within the Local Planning program.

Water quality planning activities are informed by the Clean Water Act (CWA) and related guidance documents, and typically involve watershed plan development and post-plan implementation support for watershed organizations, including assistance with Section 319 funding applications. This work is funded by the IEPA.

- General watershed assistance activities include providing technical assistance, guidance, and/or regional coordination to water quality related planning and management activities led by others in the region to implement an IEPA approved watershed plan.
- In FY16 CMAP will continue work on development of a watershed-based plan for the Boone and Dutch Creek Watersheds in eastern McHenry County. It is anticipated that IEPA will request CMAP assistance on another watershed planning project, the location of which has yet to be determined.
- Lake management activities that support water quality planning are covered within the Volunteer Lake Monitoring Program (VLMP) that includes involving over 50 volunteer monitors in monitoring activities at 30 to 40 lakes in the six county region (excluding Lake County).

Products and Key Dates: The VLMP program has regular deadlines throughout each program year for reporting, data management, volunteer training, and technical assistance and outreach. The Boone-Dutch program includes quarterly stakeholder meetings, quarterly progress reports, and an executive summary and watershed plan document completed by December 31, 2015. A complete list of these and other water quality related activities are enumerated in the annual Water Quality Activities Report submitted to IEPA at the end of each calendar year.

Water supply planning activities support Water 2050 implementation efforts through grant funding from the IDNR. Activities include providing support for implementation of the

Northwest Water Planning Alliance (NWPA) strategic plan; annual water-loss reporting; serving on a Technical Advisory Committee; and providing technical assistance to community planning and ordinance updates. Support for the users of Lake Michigan water will include water loss auditing and reporting assistance, data collection, and full cost accounting for water and service.

Products and Key Dates: Village of Campton Hills zoning ordinance (October 2015); Pingree Grove comprehensive plan (January 2016).

Wastewater planning activities include review of wastewater Facility Planning Area (FPA) amendment applications that lead to a CMAP staff recommendation made to the IEPA regarding consistency of the request with the federally approved Illinois Water Quality Management Plan. FPA application review and recommendations are shared with the CMAP Wastewater Committee who also makes a recommendation to IEPA. This work is funded by the IEPA.

Products and Key Dates: Reviews are conducted as needed.

TABLE 4: BUDGET DETAIL, LOCAL PLANNING PROGRAM

	Local Planning Support	Community Planning Program	Housing	Stormwater Management	Water Quality	VLMP	Boone Creek	Total
PERSONNEL								
Salaries	1,495,200		70,700	185,100	73,100	22,700	33,600	1,880,400
Retirement	154,800		7,300	18,500	7,600	2,400	3,500	194,100
FICA	92,700		4,400	11,500	4,500	1,400	2,100	116,600
Medicare	21,700		1,000	2,700	1,100	300	500	27,300
Health	208,800		13,100	18,900	6,300	3,600	2,900	253,600
Dental	14,700		800	1,200	900	200	400	18,200
Vision	3,100		100	400	200		100	3,900
Education Reimbursement	20,000				2,000			22,000
Interns	70,000							70,000
Total, Personnel	2,081,000		97,400	238,300	95,700	30,600	43,100	2,586,100
Employee PY	21.2		0.92	2.67	0.89	0.25	0.4	26
Indirect Charge	760,100		37,200	91,000	35,800	11,700	16,500	952,300
COMMODITIES								
Publications	2,000							2,000
Office Supplies	500				100	400		1,000
Total, Commodities	2,500				100	400		3,000
OPERATING								
Staff Assoc. Membership	6,000				200	250		6,450
Postage/Postal Services	800			0		100		900
Miscellaneous	800			1,000	100	1,700		3,600
Meeting Expenses	500			0				500
Printing Services	3,000			0	0	50		3,050
Conference Registrations	6,800			0	300			7,100
Training	8,000			0	100	100		8,200
Travel Expenses	25,000		500	1,500	800	800	500	29,100
Total, Operating	50,900		500	2,500	1,500	3,000	500	58,900
Consulting Services	383,000		76,000	65,000	7,000	0	2,500	533,500
Community Planning Grants		600,000						600,000
Total, Expenses	**3,277,500**	**600,000**	**211,100**	396,800	**140,100**	**45,700**	**62,600**	**4,733,800**
REVENUE								
UWP Operating - FY2016	2,322,000							2,322,000
UWP Contracts - FY 2016	100,000							100,000
Match - FY 2016	605,500							605,500
UWP Contracts - FY	60,000	320,000						380,000

	Local Planning Support	Community Planning Program	Housing	Stormwater Management	Water Quality	VLMP	Boone Creek	Total
2015								
Match - FY 2015	15,000	80,000						95,000
IAG			191,100					191,100
MacArthur				125,100				125,100
Cook Co.				251,700				251,700
Chicago Trust		100,000	20,000	20,000				140,000
IEPA					140,100	45,700	62,600	248,400
IDOT	75,000	100,000						175,000
General Fund	100,000							100,000
Total, Revenue	**3,277,500**	**600,000**	**211,100**	396,800	**140,100**	**45,700**	**62,600**	**4,733,800**

TABLE 5: CONSULTANT SERVICES DETAIL, LOCAL PLANNING PROGRAM

PROPOSED SUBCONTRACTS	ESTIMATED AMOUNT	FUNDING SOURCE/STATUS
Community Planning Grant Program (Various)	600,000	UWP 2015, IDOT 2016, CCT/Contract/Competitive program conducted and Board approve awards.
LTA Assistance (Various)	375,000	UWP 2015, 2016, IDOT 2016, General Fun /Contract/ Marketing, Illustrations, technical assistance
APA – Planning Commission Training	8,000	UWP 2015/Operating/Ongoing contract
Water Engineer Assistance	65,000	Cook, MacArthur/RFP to be developed, Board to approve contract
Water Engineer Consultant	9,500	IEPA/Ongoing contract
Metropolitan Mayors Caucus	50,000	IAG/current contract
Metropolitan Planning Council	26,000	IAG/current contract
TOTAL	**1,133,500**	

POLICY ANALYSIS AND DEVELOPMENT PROGRAM

Program Oversight: Tom Kotarac

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

AREA 1: Regional Mobility

Federal and State Transportation Policy Analysis

Project Manager: Alex Beata

Team: Hollander, Murdock

Description: The current federal transportation authorization, MAP-21, will expire in summer 2015. Despite a number of positive reforms, MAP-21 has not addressed sustainable funding, the need for a multimodal freight program, or a performance-based approach to investment decisions. The State of Illinois faces similar challenges, given declining state resources, episodic state bond programs, and unclear methodologies for project prioritization. This project will continue CMAP's leadership role on these key issues.

Products and Key Dates: Ongoing research on federal and state transportation finance issues via issue briefs and the Policy Updates blog (ongoing).

Major Capital Projects Implementation

Project Manager: Tom Kotarac

Team: Berry, Bozic, Dean, Elam, Kotarac , Leary, Schuh

Description: While the primary transportation emphasis of GO TO 2040 is to maintain and modernize, the plan contains a handful of fiscally constrained major capital projects that will maximize regional benefits of mobility and economic development. CMAP will deploy some resources, in coordination with state, regional, and local agencies and groups, to generate the data, information, policy analysis, and outreach to advance implementation of GO TO 2040's fiscally constrained priority projects. The implementation of congestion pricing will continue to be a major priority of this work.

Products and Key Dates: Bi-monthly internal meetings and project updates (ongoing); other technical assistance and involvement with project planning (ongoing).

AREA 2: Freight Planning Policy

Freight Snapshot Update

Project Manager: Alex Beata

Team: Murtha, Schmidt, Frank

Description: This project will describe how freight moves through the region's transportation system. It will inventory existing facilities and provide high-level descriptive statistics on their recent and current use. Descriptive statistics could include the following: traffic volumes, miles traveled, delay, reliability, safety, intermodal transfers, barge volumes, and air cargo volumes. This description will apply to all freight modes; highway statistics will, to the extent possible, be stratified across classes of jurisdictions and differentiate through trips from intraregional trips.

Products and Key Dates: Update of select data items within the Freight Snapshot (October 2015), memo summarizing non-highway statistics (November 2015), memo summarizing highway statistics (December 2015).

Freight Deficiency Analysis

Project Manager: Alex Beata

Team: Murtha, Murdock

Description: This project will combine and analyze the transportation and land use data to identify a general coverage of freight bottlenecks and other deficiencies in the region. It will identify congested locations, safety hot spots, inadequate infrastructure, and conflicts between modal systems. While the project will not identify specific capital improvements to solve these deficiencies, it will offer a menu of solutions.

Products and Key Dates: Inventory of select deficiencies (January 2016), analysis of highway-rail grade crossing delays (March 2016), analysis of air cargo and water cargo deficiencies (May 2016).

Extent and Locations of Freight-Related Land Uses

Project Manager: Liz Schuh

Team: Murdock, Beata, Gershman, New Policy Hire

Description: This project will document the location and extent of freight-related land uses in the region. Analysis will assess the location of freight-related land uses and the region's major freight-related employment centers, identify locations of potential land use conflicts, document recent freight-related development trends in the region, and discuss supportive land use policies. This project will provide key findings on the relationship between the region's freight network and supportive land use systems.

Products and Key Dates: Inventory of freight-related land uses (November 2015), identification of potential land use conflicts (January 2016), analysis of recent freight-related development trends (March 2016), summary memo on freight land use issues (April 2016).

Freight Policy and Operational Issues

Project Manager: Jacki Murdock

Team: Beata, Murtha, Gershman, Elam

Description: GO TO 2040 includes a brief narrative on operational issues like truck routing, on-street parking, and overnight delivery restrictions, but does not document them thoroughly, nor does it identify specific areas of concern or steps forward. This project will help to flesh out operational issues, primarily on the trucking side, identifying gaps in local regulations and progress being made through LTA and other in-region planning projects.

Products and Key Dates: Description of federal, state, and local regulatory context (February 2016), description of industry response to regulations (April 2016), inventory of existing local regulations in the region (June 2016)

AREA 3: Regional Economy

Regional Economic Analysis

Project Manager: Simone Weil

Staff: B. Peterson, New Policy Hire, Zwiebach

Description: CMAP collects and analyzes data on regional economic indicators to keep our partners and the general public aware of the region's broad economic trends, especially related to our major industry clusters and the workforce and innovation recommendations of GO TO 2040. This project continues the update of the existing indicators and associated quarterly policy updates. Policy updates will focus on analyses underway for the next plan as well as potential for regional coordination within these topic areas.

Products and Key Dates: Quarterly activities include rolling annual updates to the microsite with the inclusion of recently acquired data from other regions, analysis of indicators and related data through series of policy updates; Snapshot report or policy update series on regional coordination around selected economic indicators (December 2015).

Analyses of Mobility and the Regional Economy

Project Manager: Brian Peterson

Staff: Weil, Schuh, Murdock, Policy New Hire, R&A TBD

Description: CMAP's drill down work has indicated the need to improve the movement of goods and workers to support the region's industry clusters. In addition, modernizing approaches to supply chain management are changing the ways that goods move into and through the region. This project will provide two explorations of goods movement, focusing on supply chains. The first analysis will provide a high-level assessment of movement of goods to and from the region through Freight Analysis Framework (FAF) data as well as outline how modern supply chain approaches are changing how businesses move goods. This analysis will also contribute to the freight planning work. The second analysis will establish a framework for supply chain analyses in the region via a specific assessment of the metals industry supply chain.

Products and Key Dates: CMAP Region Supply Chains (September 2015); Metals Industry Supply Chain Analysis (June 2016).

Regional Housing and Development Analysis

Project Manager: Liz Schuh

Team: Burch, Morck, Murdock, Z. Vernon, New Policy Hire

Description: GO TO 2040 emphasizes the need to coordinate planning for transportation, land use, and housing. This project will continue to enhance the agency's understanding of housing and land use changes in the region and provide education on topics related to the interaction of

land use, transportation, and economic competitiveness. Quarterly analyses via Policy Updates and/or issue briefs will continue to cover trends such as building permits, housing diversity, housing tenure changes, non-residential land use trends, and multijurisdictional land use planning. Staff will assess the potential for development of a set of quarterly housing and development indicators. There will be some integration of the analysis of regional development trends with work under the Regional Tax Policy Analysis project and the Regional Economic Indicators.

Products and Key Dates: Analysis and policy blog updates on the impacts of housing and non-residential development change in the region (quarterly).

Regional Tax Policy Analysis

Project Manager: Lindsay Hollander

Team: Murdock, New Policy Hire

Description: This project supports CMAP's commitment to state and local tax policy reform through a series of analyses on the key issues affecting transportation, land use, economic development, and equity in northeastern Illinois. This project will also include ongoing outreach to CMAP partners on tax policy issues, as well as work to incorporate tax policy analysis into local planning efforts. Topics are likely to include an expanded analysis of the property tax, an updated analysis of sales tax rebates, an analysis of transportation user fees, and an analysis on local transportation revenues.

Products and Key Dates: The project will be executed as a series of four issue briefs or policy updates to be published in October, January, April, and June.

Assessment of the Transportation Impacts of Retail Corridors

Project Manager: Lindsay Hollander

Team: Schuh, N. Peterson, New Policy Hire

Description: CMAP has provided a series of analyses on the fiscal and economic impacts of various land use types. This project will expand upon that work by analyzing the transportation utilization and cost impacts of retail agglomerations. Tasks include identification of the region's retail corridors, assessment of the role that transportation implementers play in single and cumulative development approvals, and completion of case studies of a subset of retail corridors. The case study analyses will assess transportation network utilization and costs across jurisdictions.

Products and Key Dates: Consultant contract (September 2015); draft report (June 2016).

AREA 4: CMAP/MPO Committee Support and Legislative Strategy

State Legislative Strategy

Project Manager: Gordon Smith

Team: Allen, Kotarac, Leary, Weil, other policy staff

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

Products and Key Dates: State Agenda (October 2015); Monthly Board Report, Final Legislative Report (June 2016); Veto Session Report (TBD); Policy Updates on state legislative issues (ongoing); factsheets on GO TO 2040 priorities (as needed); outreach strategy outline

CMAP Operations Funding and Regional Infrastructure Fund

Project Manager: TBD

Team: Aleman, Dean, Garritano, Kotarac, Leary, Smith, Weil

Description: Under this project, staff will pursue FUND 2040, a sustainable funding plan and implementation strategy that diversifies CMAP's resources for operating revenues that will match federal funds, allow some expansion of non-transportation activities, enhance the local technical assistance program and provide capital funding for infrastructure projects that have regional benefits. Based on the progress of activities in the previous fiscal year, staff will develop an action plan that leads to state legislation that enables these activities. Should support for this approach not be realized, staff will develop alternative means for diversifying CMAP revenues.

Products and Key Dates: TBD

Federal Legislative Strategy

Project Manager: Tom Kotarac
Team: Beata, Leary, Murdock, other relevant staff

Description: Under this project, staff will monitor actions in the U.S. Congress and other relevant federal agencies that impact our region. Specific continuing areas of focus include reauthorization of MAP-21, rail safety legislation, annual appropriations bills and Water Resources Development Acts.

Products and Key Dates: Federal Agenda (January 2015); Policy Updates on federal legislative issues (ongoing).

CMAP and MPO Committee Support

Team: Leary (policy committees); Dean, Kotarac (coordinating committees); Aleman, Berry, Weil (advisory committees); Beck, Dixon, Ostrander, Robinson, K. Smith, Weil (working committees)

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

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

TABLE 6: BUDGET DETAIL, POLICY ANALYSIS AND DEVELOPMENT PROGRAM

POLICY ANALYSIS	
PERSONNEL	
Salaries	1,441,400
Retirement	293,800
FICA	74,200
Medicare	20,900
Health	145,700
Dental	31,300
Vision	2,600
Interns	10,000
Total, Personnel	2,019,900
Employee PY	13.9
Indirect Charge	767,400
COMMODITIES	
Publications	500
Office Supplies	500
Total, Commodities	1,000
OPERATING	
Staff Assoc. Membership	1,000
CMAP Assoc. Membership	20,000
Postage/Postal Services	4,000
Miscellaneous	2,000
Legal Services	5,000
Printing Services	5,000
Meeting Expenses	500
Conference Registrations	9,000
Training	6,000
Travel Expenses	43,000
Total, Operating	95,500
CONTRACTUAL SERVICES	
Consulting Services	160,000
Total, Contractual Services	160,000
Total, Expenses	**3,043,800**
REVENUE	
UWP Operating - FY 2016	2,307,040
Match - FY 2016	576,760
UWP Contracts - FY 2015	60,000
Match - FY 2015	15,000
General Fund	85,000
Total, Revenue	**3,043,800**

TABLE 7: CONSULTANT SERVICES DETAIL, POLICY ANALYSIS AND DEVELOPMENT PROGRAM

PROPOSED SUBCONTRACTS	ESTIMATED AMOUNT	FUNDING SOURCE/STATUS
Federal Policy Analysis (Wilkison)	40,000	General Fund/Ongoing contract
State Policy Analysis	45,000	General Fund/ Ongoing contract
Economic Impact	75,000	UWP 2015 – Contract/RFP to be developed, Board to approve contract
TOTAL	**160,000**	

PERFORMANCE-BASED PROGRAMMING PROGRAM

Program Oversight: Jesse Elam

Performance-based funding is a major transportation policy priority of GO TO 2040, and the "Invest Strategically in Transportation" chapter devotes an implementation action area section to "Finding Cost and Investment Efficiencies." While the plan also recommends new or innovative revenue sources, the larger emphasis is on making more cooperative, transparent, and prioritized decisions, using the best evaluation criteria possible. This core program carries out MPO programming functions (Congestion Mitigation and Air Quality Improvemt (CMAQ), Transportation Alternatives) and refines the region's capacity to evaluate the larger universe of transportation expenditures and needs in northeastern Illinois. It also carries out federal requirements related to performance measurement and the congestion management process.

TAP/CMAQ Program Development and Refinement of Methods

Project Manager: Doug Ferguson

Team: Murtha, Schmidt, Frank, Menninger, Nicholas

Description: As part of this project, work on the FFY 16-20 CMAQ and FFY 15-16 TAP programming cycle will be completed with CMAP Board and MPO approval expected in fall. Staff will also continue making improvements to analysis methods in discussion with CMAP committees.

Products and Key Dates: CMAP Board and MPO Policy Committee approval of program (October 2015); method improvements (ongoing).

Defining Investment-Performance Relationships

Project Manager: Todd Schmidt

Team: Bozic, Hollander, Menninger, Peterson

Description: A key aspect of performance-based planning and programming is being able to predict system-level performance resulting from a given level of investment. Such a relationship can be used to help develop performance targets and also to determine the expected results from implementing programmed projects. This project will develop investment-performance relationships for three to four indicators, e.g., pavement condition, congestion, and ridership, selected through the committee process. Staff will seek to estimate transit asset condition through partnership with RTA.

Products and Key Dates: Scope of work (August 2015); memo to committees on findings and recommendations (March 2016).

Highway Needs Analysis

Project Manager: Claire Bozic

Team: A. Brown, Murtha, Schmidt, Frank

Description: This project will continue the performance measure-based highway needs analysis from FY15, including engagement with highway agencies and CMAP committees, and will include the specific identification of highway bottlenecks, including freight bottlenecks. The objective is to identify the most significant mobility, reliability, safety, condition, and other "deficiencies" on the arterial and expressway network to help determine the locations most in need of improvement. A set of planning priority factors will also be developed through the committee process.

Products and Key Dates: Planning priority factors identification (September 2015); bottleneck identification (December 2015); committee engagement and refinement of needs analysis (ongoing).

Development of Reliability Estimation Methods

Project Manager: Tom Murtha

Team: Schmidt, Frank, Nicholas

Description: Highway travel time reliability is important both for passenger travel and for freight operations. This project will develop methods to estimate the change in reliability resulting from capital projects and operational strategies in the region. The project will also include an estimation of incident causes and an attempt to understand and predict the secondary impacts of incidents using an incident reconstruction procedure to visualize these effects.

Products and Key Dates: Implementation of a sketch-planning tool to estimate reliability impacts (September 2015); draft alternative transportation operations strategies to improve travel time reliability (March 2016); feasibility report on incident reconstruction (June 2016).

Improvement of Economic and Environmental Analysis Tools

Project Manager: Jesse Elam

Team: Frank, Menninger, Beck, Beata, B. Peterson

Description: In past evaluations of capital investments, CMAP has estimated both environmental and economic impacts of candidate transportation improvements. This project will improve CMAP's capability to estimate economic impacts at a smaller scale and establish methods for production-level benefit-cost evaluations. This project will also develop methods to analyze economic benefits to shippers as well as to specific industry clusters. Lastly, the project will review past methods for calculating environmental impacts and recommend appropriate methods for future capital project evaluations.

Products and Key Dates: Memo to committees on findings and recommendations (December 2015); analytical improvements (ongoing).

Performance Monitoring

Project Manager: Tom Murtha

Team: Schmidt, Nicholas, Frank, Rodriguez

Description: This project oversees the diverse efforts undertaken at CMAP to monitor the performance of the transportation system, including ongoing data acquisition, processing, visualization, and updating of the performance measurement pages on the CMAP website.

Products and Key Dates: Detailed scope of work (July 2015); development of quarterly performance report template (August 2015); quarterly updates (ongoing); annual calculation of vehicle miles travelled (VMT) (January 2016); general performance measurement webpage update (June 2016).

Greenways and Trails Plan Update

Project Manager: Brian Daly

Team: Beck, Brown, Murtha, O'Neal

Description: The Regional Greenways and Trails Plan was published in 2009 and in many cases relied on data of an older vintage. This project will update the plan by revisiting originally proposed trails to ensure they are still valid recommendations, proposing new linkages where appropriate using a consistent and transparent definition of a regional trail, and making any technical corrections needed, such as trail name changes or altering alignments to reflect local planning. A stakeholder engagement process is expected, as well as a mechanism to tie this product and Green Infrastructure Vision more closely together.

Products and Key Dates: Full scope of work (August 2015); draft of report and GIS data set posted online (June 2016); project complete FY 17.

Transit Ridership Growth Study

Project Manager: Martin Menninger

Team: Elam, N. Peterson, Bozic, consultant services

Description: The GO TO 2040 plan includes goals to significantly increase public transit ridership over the next 25 years. This study will evaluate more specifically what is needed to reach this goal, including transit investments to increase capacity, policy changes related to parking, roadway pricing, and land use, and changes in external factors related to demographics, travel preferences, and business locations. The results will be used to inform the selection of strategies and the process of setting targets for ridership growth in the region in the next long-range plan. A collaborative effort with RTA and the transit service boards is intended in this project.

Products and Key Dates: Draft report (March 2016); final report (June 2016).

TABLE 8: BUDGET DETAIL, PERFORMANCE-BASED PROGRAMMING

Performance-Based Programming	
PERSONNEL	
Salaries	520,600
Retirement	50,900
FICA	32,300
Medicare	7,500
Health	101,900
Dental	7,100
Vision	1,400
Interns	10,000
Total, Personnel	731,700
Employee PY	7.3
Indirect Charge	275,500
COMMODITIES	
Publications	400
Office Supplies	300
Total, Commodities	700
OPERATING	
Staff Assoc. Membership	1,000
Printing Services	500
Conference Registrations	1,400
Training	2,000
Travel Expenses	5,000
Total, Operating	9,900
CONTRACTUAL SERVICES	
Consulting Services	150,000
Total, Contractual Services	150,000
Total, Expenses	**1,167,800**
REVENUE	
UWP Operating - FY 2016	814,240
Match - FY 2016	203,560
UWP contracts - FY 2014	120,000
Match - FY 2014	30,000
Total, Revenue	**1,167,800**

TABLE 9: CONSULTANT SERVICES DETAIL, PERFORMANCE-BASED PROGRAMMING

PROPOSED SUBCONTRACTS	ESTIMATED AMOUNT	FUNDING SOURCE/STATUS
Transit Needs	150,000	UWP 2014 – Contract/RFP to be developed, Board to approve contract
TOTAL	**150,000**	

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Program Oversight: Patricia Berry

The purpose of the TIP is to establish and implement a short-range transportation program implementing the long-range transportation goals identified in GO TO 2040. This program develops and actively manages the region's TIP. Products developed under this work program also assess accomplishment of the TIP, evaluate how it meets the goals of GO TO 2040, and move the region toward performance-based programming.

Federal, state, and local policies and regulations are analyzed to assure CMAP's TIP satisfies these requirements. The region is required by federal law to develop and maintain a fiscally constrained TIP which, together with the fiscally constrained major capital projects in GO TO 2040, conforms to the State Implementation Plan (SIP) demonstrating how the region will attain national ambient air quality standards.

TIP Development and Management

Project Manager: Teri Dixon

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

Description: Work with stakeholders in the region to align the TIP with GO TO 2040. Use robust reporting to influence implementers' project choices and move the region toward performance-based programming. Ensure all local, state, and federal requirements are met including fiscal constraint, public involvement, data accuracy, documentation, and reporting. Maintain ongoing communication with state and federal agencies to ensure that the region is aware of changes to state and federal requirements and that these agencies understand the programming needs of the region. Manage TIP line item project entry and changes; process TIP change approvals through the Transportation Committee, CMAP Board, and MPO Policy Committee. Develop an annual obligation report, documenting accomplishment of capital projects in the region.

Products and Key Dates: TIP with updates and amendments (as needed); consultation with local, state, and federal agencies (ongoing); TIP documentation including map, fiscal marks, general public brochures, training materials/courses, and web pages (ongoing); annual obligation analysis report (December 2015); analysis of expenditure information to identify spending trends (Spring 2016), fiscal marks (October 2015).

Conformity of Plans and Program

Project Manager: Ross Patronsky

Team: Berry, Bozic, Heither, Kos, Pietrowiak, Wies

Description: Northeastern Illinois has historically not attained national ambient air quality standards for certain pollutants. It is currently classified as a non-attainment area for the eight hour ozone standard adopted in 2008, and is in maintenance status for the 1997 fine particulate matter ($PM_{2.5}$) standard.

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 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 U.S. Environmental Protection Agency for their review before a long-range regional transportation plan or 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 air quality regulations. To ensure the flow of federal transportation funds to the region, state and federal legislative and regulatory changes are tracked and appropriate changes made, informed by the Tier II consultation process.

Products and Key Dates: GO TO 2040/TIP conformity analyses (as needed, currently twice a year in October and March); documentation of conformity process (ongoing); updated data and methods used in conformity analyses (ongoing); support for development of State Implementation Plans (as needed); analyses of air quality issues for regional decision-makers (as needed); mobile source greenhouse gas emissions estimates to support other agency work (ongoing); agendas, meeting minutes, findings and interagency agreements, and supporting materials for the Tier II Consultation Team (as needed).

CMAQ and TAP-L Active Program Management

Project Manager: Holly Ostdick

Team: Berry, Dixon, Dobbs, Ferguson, Ostdick, Patronsky, Pietrowiak

Description: Actively manage programs developed by CMAP to ensure that transportation projects proceed in a timely manner and all available funding is used efficiently. A new program of projects is anticipated in October 2015, which will involve adding those projects to the active program management systems as well as initiation meetings for new project sponsors. Manage the adopted CMAQ and TAP-L programs as specified in the adopted policies. Prepare active program management reports to achieve regional expenditure targets.

Products and Key Dates: Review of CMAQ project status (fall and spring); accomplishment of the annual CMAQ obligation goal (ongoing); CMAQ project change request actions (ongoing); review of TAP-L project status (ongoing); TAP project cost/scope change request actions (ongoing); Agendas, meeting minutes, and supporting materials for the CMAQ Project Selection Committee (as needed), Initiation meetings for new project sponsors (November 2015).

Local STP Active Program Management and Council of Mayors Support

Project Manager: Holly Ostdick

Team: Berry, Dixon, Dobbs, Pietrowiak

Description: Develop fiscal marks and maintain fiscal constraint in local programs in the TIP. Provide guidance and support for the Council of Mayors (COM) and Planning Liaison program. This includes the development of active program management reports, advance funding facilitation, as well as talking points for use while attending sub-regional Council meetings. Ensure communication between CMAP and municipal officials. Staff the Council of Mayors Executive Committee.

Products and Key Dates: Fiscal marks (ongoing), program management reports and recommendations (ongoing); locally programmed project status assessments; talking points for CMAP staff participating in COM/COG/TC meetings (ongoing); agendas, meeting minutes, and supporting materials for the Council of Mayors Executive Committee (September 2015, November 2015, January 2016, May 2016).

TIP Database Maintenance

Project Manager: Kama Dobbs

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

Description: Maintain the functionality of the current TIP database and web interface for use by local elected officials, implementers, staff, and the public. Ensure continuous application of data validation and processing, including fiscal constraint and amendment procedures. Maintain reports, analyses, and visualization tools. Support the Transportation Improvement Program (TIP) Development and Management, Conformity of Plans and Programs, CMAQ and TAP-L Active Program Management, Local STP Active Program Management, Development of the Long Range Plan, and Policy Analysis projects through the provision of reports and data exports from the TIP database. Update database documentation and training materials. Coordinate the transition of current data into the Integrated Transportation Planning, Programming and Tracking Database, including ensuring accurate data.

Products and Key Dates: TIP database and web interface for implementer, staff, and public use (ongoing); updated documentation and training materials for internal and external users, partners and the public (ongoing); exports of TIP data for use in public maps, analytic maps, dashboard presentations, and other analyses (ongoing).

Integrated Transportation Planning, Programming, and Tracking Database Development

Project Manager: Kama Dobbs

Team: Beata, Berry, Bozic, Clark, Dixon, Dubernat, Elam, D. Ferguson, Green, Heither, Hollander, Kos, Murtha, Ostdick, Patronsky, Peterson, Pietrowiak, Tiedemann

Description: In early 2015 CMAP released a request for proposals for an integrated transportation planning, programming, and tracking database. The goal is for the database to be made up of four distinct but connected components: a "back end" database for storing, processing, and organizing data; a front end "user interface" for entering, querying, and retrieving data from the database; a GIS-based mapping application for entering, displaying, querying, and retrieving location-based data; and an analysis and visualization component for displaying and querying data interactively via tables, charts, and/or graphs. The recommended approach is customization of Software as a Service (SaaS). The contract is expected to be awarded at the end of FY15.

Products and Key Dates: Customize the proposed SaaS with CMAP styles (1st quarter); implement CMAP TIP business rules and process (1st quarter); implement obligation tracking (2nd quarter); implement document tracking (1st quarter); implement public web site (2nd quarter); implement GIS module (2nd quarter); training, documentation and rollout (2nd quarter); ongoing maintenance and enhancements (3rd and 4th quarters).

TABLE 10: BUDGET DETAIL, TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

TIP	
PERSONNEL	
Salaries	589,200
Retirement	118,700
FICA	36,500
Medicare	8,500
Health	84,000
Dental	5,900
Vision	1,200
Interns	20,000
Total, Personnel	864,000
Employee PY	6.9
Indirect Charge	322,200
COMMODITIES	
Publications	500
Office Supplies	1,000
Total, Commodities	1,500
OPERATING	
Staff Assoc. Membership	100
Postage/Postal Services	100
Printing Services	300
Conference Registrations	1,000
Training	500
Travel Expenses	10,000
Total, Operating	12,000
CONTRACTUAL SERVICES	
Software Maintenance	3,000
Consulting Services	300,000
Total, Contractual Services	303,000
Total, Expenses	**1,502,700**
REVENUE	
UWP Operating - FY 2016	962,160
UWP Contracts - FY 2016	120,000
Match - FY 2016	270,540
UWP Contracts - FY 2015	120,000
Match - FY 2015	30,000
Total, Revenue	**1,502,700**

TABLE 11: CONSULTANT SERVICES DETAIL, TIP

PROPOSED SUBCONTRACTS	ESTIMATED AMOUNT	FUNDING SOURCE/STATUS
Update TIP database	300,000	UWP 2015, 2016 – Contract/RFP to be developed, Board to approve contract
TOTAL	**300,000**	

COMPREHENSIVE REGIONAL PLAN DEVELOPMENT

Program Management: Kristin Ihnchak, Liz Schuh

This program will begin developing the successor to GO TO 2040, which is due to be complete in 2018. GO TO 2040 provides a solid foundation and vision for the future of the region. Development of the next comprehensive regional plan will build upon that foundation and refine the major policy objectives of GO TO 2040 in a manner that is supportive of the agency's core land use and transportation functions, as well as identify limited new policy directions that are complementary to CMAP's role. More specific policies and recommendations may address both the granularity in the current plan's policies as well as expand to geographically-oriented approaches for some policy areas. Research and analysis performed in FY16 will refine policy approaches as well as develop the required resources for socioeconomic forecasting, scenario planning, and transportation project assessment and selection. Initial phases of stakeholder outreach and development of the plan's overarching engagement strategy are also included in this approach.

Comprehensive Plan Outreach and Communications Strategy

Project Managers: Erin Aleman, Tom Garritano

Team: Ihnchak, Schuh, Fassett Smith, Torres, Vallecillos, plus other relevant staff

Description: The next comprehensive regional plan's requirements for outreach and communications will likely differ significantly from our GO TO 2040 processes for development and implementation. This team will support the comprehensive plan program co-leaders by developing and implementing a focused strategy for plan outreach and communications to enhance the effectiveness of all projects within the program. This effort will include helping program and project leaders to articulate clear priorities that are necessary for successful stakeholder engagement and for the success of the plan itself. To establish broad support for the next plan, targeted audiences will include elected officials and local governments, service providers, business community, nonprofit, and philanthropic stakeholders and others to be identified by the team. It is anticipated that this project will develop a new or updated outreach and communications strategy document annually. Expected activities in the first half of FY16 include helping the program and project leaders clearly describe their priorities and objectives in concise materials for multiple public audiences. Engagement support in FY16 will include helping to form plan working groups for new policy areas, communication strategies for key stakeholders, vision development, and identification of events and forums for discussion of next plan topics.

Products and Key Dates: Develop a statement of purpose for each new policy area and working group (July 2015); Develop a detailed outreach, messaging, and communications strategy document including a timeline of activities and target audiences (August 2015); Execute a small, internal executive charrette to engage the new CMAP executive director soon after his or her arrival (September 2015); Prepare public-facing materials to describe the plan effort (September 2015); Hold a public kickoff event for the CMAP board, committees, and partners (January/February 2016); Carry out ongoing outreach and communication activities to be identified in support of the next plan.

Socioeconomic Forecast

Project Manager: David Clark

Team: Heither, N. Peterson, new Assistant Analyst, Ihnchak, Schuh, and other relevant staff

Description: With consultant support, develop tools and methodologies necessary to support ongoing population forecasting efforts. FY16 activities include developing preliminary out-year and interim-year regional totals of population and employment, researching land-use modeling tools and techniques for scenario testing, and providing recommendations for a technical approach to localized growth projections to be realized in FY17.

Products and Key Dates: Draft horizon and interim-year regional population and employment projections (June 2016); White paper with recommendations for small-area forecasting (June 2016).

Scenario Development

Project Manager: Kristin Ihnchak, Liz Schuh

Team: D. Clark, Heither, N. Ferguson, N. Peterson, and other relevant staff

Description: Scenario analysis will be a focus of the process to develop the next plan. This project will identify a preferred approach for scenario analysis and potential inputs, reviewing policy-driven, target-focused, and outwardly-driven scenario planning approaches. The scenario inputs and methodologies used for GO TO 2040 will be assessed as a starting point for this task. This project team will coordinate with strategy paper teams to develop new inputs for scenario development and appropriate analytical approaches. These assessments will conclude with memos outlining the chosen scenario inputs. The scenario planning work will continue into FY17.

Products and Key Dates: Approach to scenario development (September 2015); Strategy & Indicator Development memos (November 2015-June 2016).

Regional Snapshot Analyses

Project Managers: Kristin Ihnchak, Liz Schuh

Team: Project managers and teams as noted, Communications and Outreach staff, and other relevant staff

Description: This project will develop a series of snapshot reports that assess existing conditions and regional progress on topics and indicators emphasized in GO TO 2040 as well as selected areas being evaluated for the next plan. Key findings from these snapshots will support the development of a regional report or reports in FY17 that summarize existing conditions, progress made toward the GO TO 2040 indicators, and/or the policy directions that will be addressed in the next plan. Snapshot reports are expected to be brought to CMAP working committees for review and comment. They may also be discussed by appropriate next plan working groups. Specific analyses will include (project managers are listed first for each team):

- Regional economic clusters and trends (Weil, B. Peterson, New Policy Hire; March 2016)
- Infill and Transit-Oriented Development (TOD) trends (Zwiebach, Menninger, New LTA Hire, New Policy Hire; April 2016)
- Demographic trends (Murdock, Williams-Clark, Cruise; May 2016)
- Transportation network and trends (Elam, Hollander, Murtha, Menninger; June 2016)
- Freight system trends (Beata, Gershman, Murdock, Murtha, New Policy Hire; July 2016)
- Other key topics as identified in the planning process

Products and Key Dates: Snapshot reports (March 2016-July 2016).

Assessment of New Policy Directions

Project Managers: Kristin Ihnchak, Liz Schuh

Team: Project managers and teams as noted, Communications and Outreach staff, and other relevant staff

Description: GO TO 2040 identifies a broad set of transportation and land use policies for the region. This project will evaluate more specific strategies for selected GO TO 2040 policies as well as assess a limited number of new policy areas through creation of internal strategy papers or memos, which will summarize the agency's potential approach to each area. Project areas addressing topics that cross multiple CMAP committees and/or areas of greater potential policy change may develop working groups comprised of committee representatives and other key stakeholders to assist in policy development. Strategy papers are expected to be brought to CMAP working committees and key stakeholders for discussion following their completion. During the development of the strategy paper, each team will develop strategies for assessment in scenario development and appropriate analytical approaches in conjunction with the research & analysis team. These assessments will conclude with memos outlining scenario

inputs and options for indicators for the next plan. Topics for evaluation include (project managers are listed first for each team):

- Green infrastructure co-benefits in urban parks and open space (Loftus, Yeung; January 2016)
- Public health indicators and assessments (Zwiebach, Williams-Clark, Cruise; January 2016)
- Comparative assessment of tax policies and land use frameworks (Hollander, New Policy Hire, New LTA Hire; February 2016)
- Reinvestment and infill strategies (Schuh, Zwiebach, New Policy Hire, New LTA Hire; March 2016)
- Climate adaptation and resilience (Yeung, Elam, Loftus, New Policy Hire; March 2016)
- Undeveloped, agricultural, and natural areas of the region (Beck, Daly, Navota, New Policy Hire; April 2016)
- Transportation system funding concepts (Beata and Hollander, Bozic, Murdock, Ostdick, Schmidt; May 2016)
- Emphasis areas for transportation series may include asset condition, highway operations, and transit modernization (Elam, New hire, Bozic, Hollander, Menninger, Murtha, Frank, Schmidt, Nicholas; May-July 2016)
- Promoting inclusive growth (Williams-Clark, Murdock, Lopez; June 2016)
- Regional approaches to housing supply and affordability (Burch, K. Smith, New Policy Hire; August 2016)
- Other key policy areas identified in the planning process

Key findings from these papers will support the development of a regional report in FY17 that summarizes findings from the regional snapshot reports and the new policy directions identified.

Products and Key Dates: Convene working groups (July 2015); Scopes for strategy papers (July 2015); Strategy papers (October 2015-March 2016); Scenario input and regional indicator memos (November 2015-June 2016).

Geographically-Based Regional Planning Strategy and Analysis

Project Managers: Kristin Ihnchak, Liz Schuh

Team: Burch, Daly, Navota, B. Peterson, Shenbaga, Vernon, Yeung

Description: GO TO 2040 provides a set of policies for implementers to utilize in planning for housing, land use, transportation, and the environment. This project evaluates place-based strategies that may be used to provide more geographically specific recommendations. A successful geographically-based approach must respect local plans, priorities, and land use authority while making coherent links to regional planning principles and providing

suggestions on ways that local jurisdictions might further regional policies. Concepts to be explored include housing market types, place types, infrastructure investment for local plan implementation, and/or priority conservation areas. The project will also assess existing spatially-oriented CMAP resources, including the Green Infrastructure Vision (GIV) and concentrated employment areas. Evaluations of geographic strategies will include review of peer MPOs, development of regional strategies to be implemented in each approach, discussion of indicators and data needs for development of each strategy, identification of a framework for geographic strategies for next plan development, and initial analyses supporting the chosen framework.

Products and Key Dates: Geographically-based regional planning strategy paper (August 2015); Scope for development of preferred strategies (September 2015); Initial spatial analysis and geographic area identification (June 2016).

Long Range Plan Data and Tool Development

Project Manager: Zachary Vernon

Team: D. Clark, Heither, N. Ferguson, Matthews, and other relevant staff

Description: This project implements the multi-year work plans developed by the FY15 Data Resources/Analytical Tools & Methods projects supporting the next long-range plan. FY16 tasks include working in coordination with plan project managers to acquire or develop tools needed for analysis of critical topic areas; working with the regional snapshot and strategy paper teams to develop analytical approaches and data analyses; with the Data and Information Services team to acquire existing public and proprietary datasets identified in the Data Resources work plan; and coordinating with Regional Inventories team to develop necessary datasets not available elsewhere.

Products and Key Dates: Support the development of snapshots and strategy papers through tasks such as developing and analyzing related metrics (i.e. infill capacity and green coverage) and aiding in data analysis for various topics as needed (ongoing)

Transportation Plan Development: Issues and New Directions

Project Manager: Jesse Elam

Team: New hire, Beata, Hollander, Ostdick, Menninger, Murtha

Description: Several issues specific to transportation planning brought up by stakeholders during the GO TO 2040 update and by the 2014 MPO certification should be addressed early in the long-range planning process. Staff will bring analysis and recommendations to the working committees throughout the year. As part of this effort, preliminary work will begin on the

financial plan, including analysis of past investment trends, early identification of potential reasonably expected revenues, and development of initial data on core revenues and costs. Preliminary work on regionally significant projects will begin as well, including alternative definitions and analysis techniques to discuss with CMAP committees, many of which are being developed in the Performance-Based Programming core area.

Products and Key Dates: Committee discussions (ongoing).

TABLE 12: BUDGET DETAIL, COMPREHENSIVE REGIONAL PLAN DEVELOPMENT PROGRAM

PLAN UPDATE & DEVELOPMENT	
PERSONNEL	
Salaries	756,400
Retirement	6,700
FICA	6,500
Medicare	11,000
Health	101,000
Dental	7,200
Vision	1,500
Total, Personnel	1,010,300
Employee PY	10.17
Indirect Charge	385,700
OPERATING	
Meeting Expenses	500
Printing Services	100
Travel Expenses	3,000
Total, Operating	3,600
CONTRACTUAL SERVICES	
Consulting Services	100,000
Total, Contractual Services	100,000
Total, Expenses	**1,499,600**
REVENUE	
UWP Operating - FY 2016	1,119,680
Match - FY 2016	279,920
UWP Contracts - FY 2014	80,000
Match - FY 2014	20,000
Total, Revenue	**1,499,600**

TABLE 13: CONSULTANT SERVICES DETAIL, COMPREHENSIVE REGIONAL PLAN DEVELOPMENT PROGRAM

PROPOSED SUBCONTRACTS	ESTIMATED AMOUNT	FUNDING SOURCE/STATUS
Forecasting Methods	100,000	UWP 2014– Contract/RFP to be developed, Board to approve contract
TOTAL	**100,000**	

RESEARCH AND ANALYSIS PROGRAM

Program Oversight: Kermit Wies

GO TO 2040 calls for improved access to information and development of advanced modeling and forecasting tools. This core program's primary mission is to ensure that CMAP staff and planning partners have access to quality data resources and state-of-the-art analysis tools supported by a well-trained research team that is fully engaged in the technical implementation challenges of the plan.

This program serves as a primary data resource for regional land use and transportation planning in our region and supports CMAP's ongoing data exchange and dissemination activities. It provides data and technical support to several ongoing regional planning and policy initiatives including implementation of GO TO 2040. The program benefits CMAP staff and partners who rely on current and reliable data resources to conduct planning analyses.

This program also serves CMAP's longstanding commitment to preparing regional forecasts and modeling analyses to support transportation, land use, and environmental planning. In addition to maintaining standard modeling procedures essential to regional program and plan evaluations, this program implements CMAP's strategic plan for advanced model development in response to priority policy analyses and comprehensive regional planning questions established by GO TO 2040.

Regional Inventories

Project Manager: David Clark

Team: A. Brown, Chau, Cruise, Drennan, Dryla-Gaca, Morck, Pedersen, N. Peterson, Vernon, Hallas, Interns, new Assistant Analyst

Description: Development and maintenance of specialized datasets used in policy analysis, programming decisions and modeling activities. Ongoing tasks include maintaining and updating regional datasets such as: land use inventory, development database (NDD), employment estimates, bikeways inventory (BIS), and Facilities Planning Area (FPA) boundaries. Also for FY16 are the continued development of a Local Technical Assistance data archive as well as an inventory of bicycle count studies and development of a comprehensive traffic signal inventory.

Products and Key Dates: 2013 Land Use Inventory update (June 2016). Employment data (updated 2x/year). NDD and BIS datasets (updated quarterly). Aerial imagery scanning project (1980 set completed September, 2015). FPA, LTA archive (ongoing). Bike Count Data Repository (prototype, September 2015; in production by December 2015). Traffic Signal Inventory (design and work flow established March 2016, production begins in Q4). Product

documentation (ongoing). Coordinate with Data and Information Services for internal and external access (ongoing).

Data and Information Services

Project Manager: David Clark

Team: Bozic, A. Brown, Drennan, Dubernat, N. Ferguson, Hallas, Matthews, Pedersen, Vernon

Description: Maintain in-house collection of public datasets: acquire and catalog new releases and archive obsolete datasets per established schedule. Monitor procurement and licensing of proprietary datasets and enforce dissemination restrictions. Maintain agreement for regional aerial imagery acquisition efforts. Maintain CMAP Data Hub, posting new or updated datasets as they become available; coordinate maintenance activities with IT. Respond to public requests for static data and information. Respond to external requests for data housed at CMAP and to assist in directing requestors to appropriate sources of information such as Census or other agencies. Respond to Freedom of Information Act (FOIA) and Developments of Regional Importance (DRI) requests. Maintain status as Census State Data Center (SDC) Coordinating Agency and render assistance to SDC Lead Agency as time and resources permit.

Products and Key Dates: Schedule, procure, and document of public and proprietary datasets (ongoing). Populate Data Hub with agency datasets as they are released (ongoing). Accessible documentation of external data (including FOIA) requests, record of responses and inventory of personnel and level-of-effort required to complete (ongoing).

Advanced Urban Model Implementation

Project Manager: Craig Heither

Team: Wies, Bozic, Rice, N. Peterson, A. Brown, Chau, Cruise

Description: FY 2015 concluded implementation of the agency's strategic plan for advanced model development which established guidelines and priorities for improving the policy responsiveness of CMAP's forecasting, evaluation, and analysis tools over a 10-year period. Many of the modeling improvements incorporate advanced agent-based and microsimulation techniques that provide more robust sensitivity to the policy objectives of GO TO 2040. Major tasks for the fiscal year are to develop procedures and input datasets to transition the freight and dynamic traffic assignment demonstration models into production-quality analysis tools, which can help address policy questions asked during development of the region's next comprehensive plan. This project will also promote and support the use of existing advanced modeling products among partners and GO TO 2040 implementation efforts.

Products and Key Dates: Support congestion pricing, transit modernization and major capital project implementation efforts at CMAP and among partners (ongoing). Develop advanced modeling tool input datasets (ongoing). Advanced urban model data maintenance plan (June 2016).

Travel and Emissions Modeling

Project Manager: Nick Ferguson

Team: Heither, Bozic, Rodriguez, N. Peterson, Chau, Clark

Description: Maintenance and enhancement of existing MPO travel demand models, including incorporation of procedural improvements into production models as well as continuous updates to regional highway and transit network databases. Major tasks are to provide travel demand forecasts for major capital project evaluations and conformity analyses. Continue evaluating improved methods for representing commercial vehicle movements within the travel demand models.

Products and Key Dates: Validated regional travel demand model and documentation (ongoing). Air quality conformity analyses (scheduled twice annually). Support major capital project evaluations and other GO TO 2040 initiatives (as prescribed). Travel Demand Model Validation report (June 2016).

Transportation Data Analysis

Project Manager: Jose Rodriguez

Team: Wies, Heither, Bozic, Rice, A. Brown, Cruise

Description: Develop and maintain transportation data and analysis methods for planning and policy analysis within CMAP. Major tasks are to support transportation program development and performance analyses, and to provide ongoing small area traffic forecast assistance to regional partners. This project also includes development and support of the Transportation Data Archive, incorporates the catalog of CMAP-prepared traffic projections and houses CMAP's annual traffic count data collection activities.

Products and Key Dates: Complete small area traffic forecast requests (ongoing). Refinement of CMAQ bicycle demand analysis tool (September 2015). Develop and introduce new applications for Transportation Data Archive (June 2016). Develop prototype dynamic traffic assignment results viewer (June 2016).

Survey Research

Project Manager: Craig Heither

Team: Wies, N. Ferguson, Matthews, Lopez

Description: Implement strategic plan for survey research at CMAP, which establishes a strategy and management concept for conducting on-going survey research at the agency. FY16 tasks are focused on continuing to build professional capacity in survey development and execution. Major tasks are to continue analyzing the use of spatial location data to infer activities and to conduct a pilot test survey among staff.

Products and Key Dates: Evaluation of pilot test (January 2016). Survey database structure design (April 2016). Compendium of travel survey "best practices" research scans (June 2016).

Plan Indicator Tracking

Project Manager: Noel Peterson

Team: Heither, N. Ferguson, A. Brown, Chau, Cruise

Description: The GO TO 2040 plan update includes an expanded set of indicators to track the plan's progress toward implementation. The major task for the fiscal year is collection and analysis of indicator data in order to update CMAP's database of current plan indicator values. This will support continued analysis of plan implementation progress and development of the annual plan implementation report. Coordinate with managers of plan development strategies on need to modify or replace existing plan indicators for next regional comprehensive plan; monitor impact of MAP-21 requirements on plan indicators.

Products and Key Dates: Maintenance and update of plan indicator values (on-going). Data analysis and support for annual plan implementation report (November 2014). Inventory of potential indicator changes due to MAP-21 requirements and next plan development (June 2016).

TABLE 14: BUDGET DETAIL, RESEARCH AND ANALYSIS PROGRAM

RESEARCH & ANALYSIS	
PERSONNEL	
Salaries	1,102,500
Retirement	212,000
FICA	66,800
Medicare	16,000
Health	154,900
Dental	10,900
Vision	2,100
Interns	30,000
Total, Personnel	1,595,200
Employee PY	15.2
Indirect Charge	597,600
COMMODITIES	
Publications	500
Data Acquisition	400,000
Office Supplies	500
Total, Commodities	401,000
OPERATING	
Staff Assoc. Membership	1,000
CMAP Assoc. Membership	5,200
Postage/Postal Services	200
Miscellaneous	500
Printing Services	500
Conference Registrations	2,000
Training	5,000
Travel Expenses	18,000
Total, Operating	32,400
CONTRACTUAL SERVICES	
Consulting Services	280,000
Total, Contractual Services	280,000
Total, Expenses	**2,906,200**
REVENUE	
UWP Operating - FY 2016	2,208,960
Match - FY 2016	552,240
IDOT	145,000
Total, Revenue	**2,906,200**

TABLE 15: CONSULTANT SERVICES DETAIL, RESEARCH AND ANALYSIS PROGRAM

PROPOSED SUBCONTRACTS	ESTIMATED AMOUNT	FUNDING SOURCE/STATUS
Northeastern Illinois Development Database (TBD)	65,000	IDOT 2016/RFP to be developed, Board to approve contract
Bikeway Inventory System	80,000	IDOT 2016/RFP to be developed, Board to approve contract
Advanced Model Input Data Development and Calibration (TBD)	100,000	UWP 2016 – Operating/RFP to be developed, Board to approve contract
Regional Data Archive (Pangaea)	35,000	UWP 2012 – Operating/Ongoing contract
TOTAL	280,000	

COMMUNICATIONS PROGRAM

Program Oversight: Tom Garritano

CMAP must maintain a high standard of communication with stakeholders, the general public, and news media. Outreach to external media will be coordinated internally and, whenever appropriate, externally with CMAP partners. Communications staff will place special emphasis on building awareness of and support for GO TO 2040 implementation activities.

Local Planning Communications and Outreach Support

Project Manager: Hillary Green

Team: Aleman, Catalan, Fassett Smith, Garritano, Silberhorn, Weiskind, plus other relevant staff.

Description: Communications staff will work with outreach staff to build awareness of GO TO 2040 local implementation activities through the Local Planning Support group. Manage Local Technical Assistance (LTA) media outreach, including liaison with external partners as needed. Prepare communication strategies for individual projects as needed, with involvement of outreach and legislative staff. Oversee production and quality control of local planning print and web materials, including plans, guides, toolkits, and other documents developed through the group (e.g., model plans, ordinances, and codes). Provide general communications support for regional technical assistance products, which are also promoted through a quarterly Muni-Blast e-newsletter.

Products: Support for various planning projects, as needed throughout FY16. Quarterly Muni-Blast e-newsletter. Coordination support on annual LTA call for projects.

Policy and Programming Communications and Outreach Support

Project Manager: Tina Fassett Smith

Team: Aleman, Catalan, Green, Silberhorn, Weiskind, plus other relevant staff

Description: Communications and outreach staff will work with policy and programming staff to build awareness of GO TO 2040 activities at the regional, state, and federal levels. Assist with policy-based media outreach, including liaison with external partners as needed. Prepare communication strategies for individual projects as needed, with involvement of outreach and legislative staff. Oversee production and quality control of programming- and policy-based print and web materials, including drill-down reports, issues-driven content, etc.

Products: Support for various policy projects, as needed throughout FY16.

External Talks and Partnerships

Project Manager: Erin Aleman

Team: Kane, Fassett Smith, Garritano, plus other relevant staff

Description: GO TO 2040 implementation depends on a continually expanding base of engaged stakeholders, including governments, businesses, non-profits, and residents. To identify and engage such targets, communications staff will work with staff in policy and outreach. The executive staff can help with coordination, scheduling, preparation of talking points and other materials, etc. Tasks include finding opportunities for the executive director and other staff to give public talks, especially to audiences that include potential partners targeted strategically for timely CMAP products and priorities. Outreach and policy staff should work together with communications to identify and take on-going advantage of these opportunities.

Products: Various support for external talks and partnering activities, as needed throughout FY16.

Media Relations

Project Manager: Tom Garritano

Team: Fassett Smith, Green, Silberhorn

Description: Communications staff will proactively identify opportunities for coverage by traditional and new media, while also responding to media requests. The emphasis is on transparency, including advocacy when appropriate. Monthly tip sheets will be sent to keep reporters apprised of CMAP activities. Press releases and advisories are sent as needed. Maintain a current database of media contacts. Manage staff interactions with media. Maintain up-to-date web archives of news products and media coverage at http://www.cmap.illinois.gov/news.

Products: Various electronic and print materials, as needed throughout FY16.

Moving Forward, 2015: Implementation Report

Project Manager: Tina Fassett Smith

Team: Weiskind, Catalan, Green, plus other relevant staff

Description: The annual GO TO 2040 implementation report describes progress qualitatively and quantitatively. Precise format is subject to internal discussion but should be graphically consistent with prior posters. Approximately 4,000 copies should be printed commercially.

Products and Key Dates: Draft for executive review in November, with final to the printer by mid-December. Print copies for the January board meeting.

Graphic Design

Project Manager: Adam Weiskind

Team: Catalan, Garritano, Green, Silberhorn, plus other relevant staff

Description: Communications staff will provide graphic design and related publications assistance to CMAP staff when materials meet that threshold as identified by deputies and CMAP executive leadership. This project entails creating information graphics and laying out most primary CMAP documents with InDesign. Whenever feasible, these materials should be printed in-house, and this project's manager is responsible for determining whether a larger job might require off-site commercial printing.

Products and Key Dates: Various electronic and print materials, as needed throughout FY16. Continuously pursue improvements in standardizing CMAP materials, including publications and infographics.

Web Administration and Content Management

Project Manager: Hillary Green

Team: Garritano, Silberhorn, Fassett Smith, plus other relevant staff

Description: CMAP communications staff is responsible for developing - and overseeing the development of - web content using the Liferay content management system and related technologies. Also includes helping others at the agency to prepare, post, and maintain their web-based content. Oversee work of consultants to ensure that all web development projects are accessible on mobile devices, follow CMAP's style guides, and meet high standards of accessibility and usability. Encourage and coordinate efforts of staff to communicate via the web. As part of the responsibility, this project also includes management of CMAP's web consultants. Includes management of e-blasts (Weekly Update, Federal Update, committee communications) and social media (Twitter, Facebook, Pinterest, YouTube).

Products and Key Dates: Work with the CMAP staff to keep their web content current, complete, and engaging. Provide tutorial materials for Liferay and Google Analytics, both via written documentation and video. Work with web development consultants to manage large-

scale website enhancements and interactive projects.

Future Leaders in Planning

Project Manager: Ricardo Lopez

Team: Aleman, Bayley, Daly, Rivera, Yeung, plus other relevant staff

Description: The Future Leaders in Planning (FLIP) project is a leadership development program for high school students. This year's FLIP program will be an intensive one-week summer program rather than its original format of monthly Saturday meetings throughout the school year. The program provides students with the opportunity to learn about past, present, and future regional and local planning issues from elected officials, community leaders, and CMAP staff. Through hands-on activities and field trips, students go "behind the scenes" to explore the region's communities. Session topics are closely related to GO TO 2040 and include: transportation, housing, human services, land use, economic development, and the environment. In addition to learning how local governments address these important issues, students will engage with one another to explore solutions to existing problems. At the end of the program, students will present what they learn to the CMAP Board and others.

Products and Key Dates: 2015 program: application development (March 2015); recruitment (March 2015); develop program curriculum (June 2015); student selection and notification (June 2015); parent orientation (June 27, 2015); week-long session (July 10-17, 2015); Final Presentation (August 12, 2015). 2016 program: application development (January 2016); Recruitment (March 2016) program curriculum (June 2016); student selection and notification (June 2016).

TABLE 16: BUDGET DETAIL, COMMUNICATIONS PROGRAM

	COMMUNICATIONS	FLIP	Total
PERSONNEL			
Salaries	466,700		466,700
Retirement	48,500		48,500
FICA	27,700		27,700
Medicare	6,800		6,800
Health	48,300		48,300
Dental	3,700		3,700
Vision	900		900
Education Reimbursement	10,000		10,000
Interns	20,000		20,000
Total, Personnel	632,600		632,600
Employee PY	6.7		6.7
Indirect Charge	230,100		230,100
COMMODITIES			
Publications	500		500
Office Supplies	200		200
Total, Commodities	700		700
OPERATING			
Postage/Postal Services	500	500	1,000
Miscellaneous	500	2,400	2,900
Meeting Expenses	0	5,000	5,000
Printing Services	10,000	300	10,300
Conference Registrations	200		200
Training	5,000	1,900	6,900
Travel Expenses	1,000	3,000	4,000
Total, Operating	17,200	13,100	30,300
CONTRACTUAL SERVICES			
Consulting Services	330,000		330,000
Total, Contractual Services	330,000		330,000
Total, Expenses	**1,210,600**	**13,100**	**1,223,700**
REVENUE			
UWP Operating - FY 2016	740,480	4,560	745,040
UWP Contracts - FY 2016	80,000		80,000
Match - FY 2016	205,120	1,140	206,260
UWP contracts - FY 2014	148,000		148,000
Match - FY 2014	37,000		37,000
General Fund		7,400	7,400
Total, Revenue	**1,210,600**	**13,100**	**1,223,700**

TABLE 17: CONSULTANT SERVICES DETAIL, COMMUNICATIONS PROGRAM

PROPOSED SUBCONTRACTS	ESTIMATED AMOUNT	FUNDING SOURCE/STATUS
Web Hosting (Omegabit)	25,000	UWP 2016 – Operations/Ongoing contract
Web Development and Maintenance (Workstate)	185,000	UWP 2014– Contracts/Ongoing contract
Design Integration Services (Thirst)	100,000	UWP 2016 – Contracts/Ongoing contract
Visualization Development (Clever Franke)	20,000	UWP 2016– Operations/ Ongoing contract
TOTAL	**330,000**	

INFORMATION TECHNOLOGY MANAGEMENT PROGRAM

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: Stromberg, Tiedemann, contract support, intern

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.

Web Infrastructure Management

Project Manager: Lance Tiedemann

Team: Stromberg, Rogus, contracted support, CMAP project managers of web sites and services

Description: Web infrastructure management consists of procuring, deploying, and administering the hardware, software, and network infrastructure used by web applications and data services hosted at CMAP. Internally, project collaboration and project management have been augmented by several specialized content management systems. Externally, web applications and data services have become critical to the ongoing agency mission of deploying technical analysis content to a broader audience. The web infrastructure management defined by this project supports web applications and data services, such as SharePoint (collaboration), CKAN (data sharing web application), MediaWiki (collaboration), the TIP Website (web application), the TIP Map (data service), GIS web mapping, Imagery Explorer (web application), the applicant tracking system (for HR), and several others. In addition, this project includes

management of web-specific network infrastructure, such as domain name registration and DNS record management.

Resources: Hardware, software, and network infrastructure used by web applications and data services hosted at CMAP.

Products: Web applications, data services, and collaboration portals.

Information Security

Project Manager: Lance Tiedemann

Team: Rogus, contracted support, CMAP project managers of web sites and services

Description: Information security consists of proactively planning, implementing, and verifying the various tools used to project CMAP infrastructure and data as well as reactively responding to existing threats. This project fulfills these network roles: enhance network assessment processes with invasive testing, automate assessment of local environments, develop additional plans, policies and standards, continue training staff, recommend improvements for increased network and data protection, and implement new tools or services to aid in identifying and reacting to critical conditions (e.g., cyber-attacks, malicious traffic, etc.) This project fulfills these web sites and services roles: enhance website assessment processes with invasive testing, automate assessments of code, develop additional plans, policies and standards, and continue training staff. In addition, this project fulfills the data management role to develop policies and process improvements to ensure that sensitive data is processed and stored under appropriate access controls in compliance with program and regulatory requirements. These roles are fulfilled through the management of security tools, such as SSL certificates, firewall and IPS policies, VPN access, security scanning applications, and monitoring services.

Resources: Firewalls, system and network auditing and monitoring applications, and anit-virus/anti-malware detection and remediation tools.

Products: Infrastructure auditing and monitoring.

Office Systems Management

Project Manager: Ben Stromberg

Team: Brown, Kelley, Rivera, intern, plus other relevant staff

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

Resources: Software applications, telephone system, copiers and printers.

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

User Support

Project Manager: Ben Stromberg

Team: Brown, Kelley, Rivera, intern

Description: Serve as training and instructional resource for internal users. Serve as technical intermediary in resolving IT related problems encountered by CMAP staff.

Products: Documentation of training and instructional resources. Documentation of IT related problems encountered by CMAP staff.

TABLE 18: BUDGET DETAIL, INFORMATION TECHNOLOGY MANAGEMENT PROGRAM

INFORMATION TECHNOLOGY MANAGEMENT	
PERSONNEL	
Salaries	244,300
Retirement	67,300
FICA	15,100
Medicare	3,500
Health	29,700
Dental	1,900
Vision	500
Interns	20,000
Total, Personnel	382,300
Employee PY	3.0
Indirect Charge	138,300
COMMODITIES	
Publications	500
Software-Small Value	20,000
Equipment - Small Value	20,000
Office Supplies	3,319
Total, Commodities	43,819
OPERATING	
Postage/Postal Services	1,000
Miscellaneous	500
Conference Registrations	2,000
Training	5,000
Travel Expenses	2,000
Total, Operating	10,500
CONTRACTUAL SERVICES	
Software Maintenance/Licenses	320,000
Professional Services	350,000
Contractual Services	270,000
Co-Location Hosting Services	23,000
Office Equipment Maintenance	10,000
Total, Contractual Services	973,000
CAPITAL OUTLAY	
Equipment - Capital	100,000
Software - Capital	50,000
Total, Capital Outlay	150,000
Total, Expenses	**1,697,919**

INFORMATION TECHNOLOGY MANAGEMENT	
REVENUE	
UWP Operating - FY 2016	1,358,335
Match - FY 2016	339,584
Total, Revenue	**1,697,919**

TABLE 19: CONSULTANT SERVICES DETAIL, INFORMATION TECHNOLOGY MANAGEMENT PROGRAM

PROPOSED SUBCONTRACTS	ESTIMATED AMOUNT	FUNDING SOURCE/STATUS
IT Consulting Service Support (SLG)	550,000	UWP 2016– Operating/Ongoing contract
SharePoint Support (Tahoe Partners)	35,000	UWP 2016– Operating/Ongoing contract
Security Services (TBD)	35,000	UWP 2016 – Operating/RFP to be developed, Board to approve contract
TOTAL	**620,000**	

FINANCE AND ADMINISTRATION PROGRAM

Program Oversight: Dolores Dowdle

This program provides for the design, implementation and management of finance, procurement, and human resources at CMAP. This program also provides the administrative support to the CMAP operations. The costs for administration are distributed to the projects based on a percentage of direct personnel costs. The projected indirect cost for FY 2015 is 40.70% and for FY 2016 is 38.18%.

Finance and Accounting

Project Manager: Lorrie Kovac

Team: Becerra, Doan, Sears, Preer, Olson

Description: Support for accounts payable, accounts receivable, payroll, oversee grants to CMAP, and other required activities for financial management of CMAP. Responsible for annual audit of the financial records. Responsible for the financial and payroll software system.

Resources: ONESolution financial software system

Products: Issuance of payroll and vendor checks; monthly expenditure reports; monthly revenue reports; monthly/quarterly reimbursement requests of funders; annual financial statement; develop expenditure and revenue reports for LTA program.

Budget

Project Manager: Dolores Dowdle

Team: Management; Olson

Description: Preparation of annual CMAP budget. Monitor expenditures and revenues during the fiscal year to determine if any revisions are required. Coordinate UWP Committee review and approval of annual UWP program requests. Prepare annual indirect allocation.

Products and Key Dates: Annual CMAP budget (May); semiannual revisions of budget (January); UWP Annual report (June); Indirect Allocation Request.

Procurements, Contracts and Commercial Datasets

Project Manager: Penny DuBernat, Dan Olson

Description: Manage all procurements for professional consulting services; assure Request for Proposals comply with policy and are clear and consistent; participate in procurement selection; and prepare and negotiate contracts and amendments. Manage licensing of proprietary datasets. Enforce proprietary dissemination and license agreements.

Human Resources

Project Manager: Dorienne Preer

Team: Holland-Hatcher, King

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

Administration/Administrative Support

Project Managers: Dorienne Preer

Team: Ambriz, Brown, Kelley, Witherspoon, Rivera

Description: Provide administrative support for CMAP.

TABLE 20: BUDGET DETAIL, FINANCE AND ADMINISTRATION PROGRAM

FINANCE & ADMINISTRATION	
PERSONNEL	
Salaries	1,087,600
Retirement	143,400
FICA	64,700
Medicare	15,800
Health	111,300
Dental	9,800
Vision	2,300
Life	55,000
Education Reimbursement	8,000
Other Benefits	25,000
Interns	15,000
Total, Personnel	1,537,900
Employee PY	15.0
COMMODITIES	
General Supplies	20,000
Publications	500
Equipment - small value	3,000
Furniture - small value	3,000
Office Supplies	15,000
Copy Room Supplies	20,000
Total, Commodities	61,500
OPERATING EXPENSES	
Workers' Compensation Insurance	28,000
Unemployment Compensation	30,000
Staff Assoc. Membership	500
CMAP Assoc. Membership	500
Postage/Postal Services	20,000
Storage	5,000
Miscellaneous	5,000
Meeting Expenses	500
Recruitment Expenses	3,000
General Insurance	38,000
Legal Services	5,000
Printing Services	500
Bank Service Fees	3,000
Conference Registrations	1,000
Training	2,000
Travel Expenses	3,000
Total, Operating Expenses	145,000
OCCUPANCY EXPENSES	
Office Maintenance	12,000

FINANCE & ADMINISTRATION	
Rent	1,560,600
Telecommunications	45,000
Utilities	60,000
Total, Occupancy Expenses	1,677,600
CONTRACTUAL SERVICES	
Professional Services (Sungard)	40,000
Audit Services	40,000
Office Equipment Leases	2,000
Fiscal Mgt. Maintenance/Licenses	45,000
Office Equipment Maintenance	120,000
Total, Contractual Services	247,000
Total, Expenses	**3,669,000**
Overhead Charged to Programs	**3,669,000**

APPENDIX: Category and Line Item Definitions

Personnel Object Codes

Regular Salaries – includes expenditures to all permanent CMAP employees paid on a bi-weekly basis for the entire budget year. This includes both full time and permanent part time employees.

Medicare – ER Contribution – includes all payments made to the IRS by CMAP for the employer share of Medicare taxes related to payroll costs paid.

FICA – ER Contribution – includes all payments made to the IRS by CMAP for the employer share of FICA taxes related to payroll costs paid.

Retirement – ER Contribution – includes all payments made to the Illinois Municipal Retirement System Fund (IMRF) and the State Employee Retirement System Fund (SERS) for the employer share of pension costs. These payments are a percentage of salary costs for all regular employees covered under the pension plan.

Life Insurance – ER Contribution – includes the employer share of life insurance benefits paid for all regular employees.

Medical/Dental/Vision – ER Contribution – includes the employer share of medical, dental and vision insurance benefits paid for all regular employees.

Other Benefits – ER Contribution – includes any other miscellaneous employer paid costs related to employee benefits provided. An example of this type of costs would be administrative fees paid to the financial services company that monitors the ICMA accounts or the firm that process the employee flexible spending accounts.

Commodities Object Codes

Commodities are supplies, materials, and articles which are consumed during their use or are materially altered when used. These items have a unit cost under $3,000, a limited life, and are not subject to depreciation. Commodities are materials and supplies purchased by CMAP for use by CMAP employees.

General Supplies – includes supplies used in the break room and at various coffee stations throughout the CMAP office. This includes coffee, tea, soda, sugar/sugar substitutes, paper supplies, and cleaning supplies.

Publications – includes the costs of books, subscriptions, journals, newspapers, etc.

Software – Small Value – purchase of computer software that has a unit cost of under $3,000 in value.

Equipment – Small Value – includes office machines, furnishings and equipment with a unit cost under $3,000; such as, adding machines, printers, calculators, computers, etc.

Data Acquisition – this object code is used for the acquisition of data sets used by CMAP staff in the completion of the work.

Office Supplies – includes supplies and materials necessary for the general operation of the CMAP office; such as, pens, pencils, folders, files, adding machine paper and ribbons. These would be items ordered by the administrative assistance team from the office supply catalogs.

Copy Room Supplies – includes the purchase of paper, toner, ink used in the operations of the copy room and the related copy machines.

Professional Services Object Codes

Contractual services are expenditures for services performed by non-employees which are required by a division or the board in the execution of its assigned function. Contractual services are further broken down into three sections: Professional Services; General Operating; and Rent/Utilities. These are described below in detail

Professional services are expenditures for services performed by non-employees which are required by CMAP to carry out its function. Included under this category of object codes will be consulting contracts, professional services, audit services, etc.

Office Equipment Maintenance object code refers to those contractual services which tend to preserve or restore the original value of real or personal property but which do not increase the original value. This includes any parts or materials used by the vendor in the course of the repair or maintenance activity.

Audit Services – includes charges for the performance of the annual CMAP audit.

Office Equipment Leases – includes the rental of office and data processing equipment used in the CMAP offices.

Software Maintenance/Licenses – includes payments for software maintenance and the purchase of licenses for software used by CMAP.

Fiscal Management Maintenance/Licenses – includes payments for the maintenance and licenses related to the use of the fiscal management software used by CMAP.

Professional Services – this object code will be used for contracts with various vendors who provide professional services to CMAP and are located in the CMAP offices.

Consulting Services – this object code will be used for contracts entered into with vendors to provide consulting services to CMAP staff.

Office Equipment Maintenance – includes service charges associated with the repair and maintenance of office equipment and machinery used by CMAP.

Web-based Software Licenses – this object code is used for the purchases and renewal of licenses of web-based software used by CMAP staff.

General Operating Object Codes

General operating expenses include payments for services provided to CMAP in the normal operations of a business. These include postage, meeting expenses, memberships, conferences, etc. Employee travel reimbursements are also under this category of expenditure including both in-region and out-of-region travel and related training expenses. These object codes are not to be used for the purchase of tangible items. Direct purchases of tangible items should be charged to the proper commodity or capital object code.

Workers' Compensation Insurance – this object code is for premiums and/or related workers' compensation expenses.

Unemployment Compensation – this object code is for premiums and/or claims for the payment of unemployment related costs as billed by the State of Illinois.

Staff Association Memberships – includes payments for dues and memberships to professional organizations by individual CMAP staff members. This is limited to a maximum of $250 per year at the discretion of the employee's deputy executive director.

CMAP Association Memberships – includes the payment of dues and memberships to professional organizations for the agency, these are not individual memberships.

Postage/Postal Services – includes stamps, stamped envelopes, stamped postal cards, postage meter settings, postal permit deposits, and charges for couriers such as FedEx, UPS, etc.

Storage – includes payment of monthly fees for the use of off-site facilities for the storage of CMAP materials and documents and remote IT servers.

Moving Expenses – includes the payment of fees incurred for the moving of CMAP materials and equipment from one location to another.

Legal/Bid Notices – include costs related to the posting of required legal and/or bid notices.

Miscellaneous – this object code will be used for various operating costs incurred that do not meet the definition of any other operating cost object code.

Meeting Expenses – this object code will be used for expenses incurred to conduct various meeting held by CMAP.

Recruitment Expenses – includes the costs related to the recruitment of CMAP staff; such as, posting of employment ads, job fair costs, etc.

General Insurance – this object code is for premiums and/or related liability insurance expenses paid by CMAP.

Legal Services – includes payments to attorneys or law firms for legal services rendered to CMAP.

Printing Services – includes printing services, microfilm services, photographic services and survey maps prepared by non-employees.

Bank Service Fees – this object code will be used to record service fees paid related to CMAP's checking accounts and merchant service fees charged by credit card companies for the collection of payments made to CMAP.

Conference Registrations – this object code will be used for the payment of registration fees for attendance at conferences by CMAP staff and board members.

Training and Education Reimbursement – this includes payments made to employees for tuition reimbursement or non-credit classes taken at the direction of their deputy director. Related covered expenses such as books and/or fees would also be paid from this object code.

Travel Expenses – includes all expenses related to both in and out of region travel by CMAP staff and board members; such as, hotel, mileage, car rental, per diem, gas, tolls, parking, etc. Amounts requested for reimbursement must be in compliance with the CMAP travel policy.

Rent/Office Maintenance Object Codes

Rent/office maintenance expenses include payment of utility costs, office lease, telephone charges, monthly parking fees related to the leases and office maintenance provided by the building operations. This would include all costs paid by CMAP to occupy the physical office space.

Office Maintenance – includes all office maintenance costs billed to CMAP by the landlord. This would include replacement of light bulbs, repair work completed, employee access cards, office construction/remodeling performed by the landlord, etc.

Rent – includes the monthly rental fee for the office space occupied in the Sears Tower.

Telecommunications – includes all payments made to vendors for telecommunication monthly charges; such as payments made to Verizon, AT&T, etc.

Utilities – includes all payments made to vendors for the various utility costs; such as, electricity, heat, water, etc.

Capital Object Codes

Capital expenses include payments for the acquisition, replacement or substantial increase in value of assets which are not expendable in first use, with a life expectancy exceeding one year, subject to depreciation and with a unit cost greater than $3,000.00. Capital object codes should be charged with any freight or delivery costs incidental to delivering these items to CMAP.

Chicago Metropolitan
Agency for Planning

233 South Wacker Drive, Suite 800
Chicago, IL 60606

312-454-0400
info@cmap.illinois.gov

www.cmap.illinois.gov

The Chicago Metropolitan Agency for Planning (CMAP) is the region's official comprehensive planning organization. Its GO TO 2040 plan is helping the seven counties and 284 communities of northeastern Illinois to implement strategies that address transportation, housing, economic development, open space, the environment, and other quality-of-life issues.

See www.cmap.illinois.gov for more information.

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