

HELPING COMMUNITIES PROSPER

Staff Progress Report

Fiscal Year 2020
Quarter One

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Planning

Operational Area: Administration

Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1 Progress	
ON TO 2050 Integration Coordination (2019.017)	Continued developing recommendations on incorporating inclusive growth into LTA planning processes, including the project initiation, initial public engagement, and existing conditions analysis phases. The ON TO 2050 integration team also prioritized the topic of climate resilience for further exploration this year.	
FY2020 Budget - Planning (2019.026)	New Department activity reports have been created and a new time tracking system implemented. Procurement processes for the FY2020 consultant contracts are underway. One of eight procurements have been completed.	
GCoM USA - Climate Action Plan / MMC (2019.039)	GCoM has given the project team approval to use the 2015 Chicago Regional Greenhouse Gas Emissions Inventory as the baseline for the climate action plan. Following this approval, CMAP and MMC hosted a project kickoff/GHG mitigation workshop, which was attended by approximately 70 representatives of municipalities, counties, state agencies, not-for-profit organizations, and academic institutions. The team is currently developing a work plan for completing a climate vulnerability and risk assessment, and working to identify potential funding sources for conducting additional analysis and facilitating implementation.	
FY2020 Intern Program, Planning (2020.010)	Helped Rebecca close out her internship and Meagan with her fellowship. Also helped Caitlin and Isabella transition to part-time.	
FY2020 Intern Program, Research (2020.011)	Closed out Summer Internship for two interns. Transitioned Roxanna and Kyle from full-time to part-time schedule.	
Item/Project Area	Quarter 2 Objectives	
ON TO 2050 Integration Coordination (2019.017)	For inclusive growth, examine the plan recommendations, later public engagement, and review and approval phases and write the draft inclusive growth guide for LTA project managers. For climate resilience, begin scoping the project.	



FY2020 Budget - Planning (2019.026)	Additional reporting capabilities from the time tracking system will be developed. One procurement will be completed and three more will begin.
GCoM USA - Climate Action Plan / MMC (2019.039)	The project team will conduct a climate risk and vulnerability assessment and organize follow-up workshops with various stakeholders to identify strategies for climate change mitigation and adaptation. The project is set to be completed within one year.
FY2020 Intern Program, Planning (2020.010)	Work with Agata to assess the planning and research intern programs and identify opportunities to coordinate.
FY2020 Intern Program, Research (2020.011)	Continue assisting Roxanna and Kyle. Collaborate with Kate on possible adjustments and improvements for next round of the program. Draft job/internship description.

Operational Area: Local Technical Assistance (LTA) Program		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1 Progress	
Fall CMAP Events (2020.012)	Six events were planned for and held in fall 2019 to highlight CMAP's services, ON TO 2050 priorities, and the 2019 call for LTA and Community Planning projects. Events took place in Aurora, Calumet Park, Chicago, Elgin, Joliet and North Chicago and were well attended and well received.	
2019 Call for Projects (2020.016)	In conjunction with the RTA, a call for projects was opened on September 17 for the LTA and Community Planning programs. Major outreach was accomplished through a series of regional forum events highlighting various agency priority topics.	
Item/Project Area	Quarter 2 Objectives	
Fall CMAP Events (2020.012)	Two Events occurred in Quarter 1 (September - Aurora and Joliet), and 4 Events occurred in Quarter 2 (October - North Chicago, Calumet Park, Elgin, Chicago). In Quarter 2, staff will debrief to discuss lessons learned, and begin to think about if/when we will conduct a similar series of events.	
2019 Call for Projects (2020.016)	The call for projects closed on October 18, and staff received 81 applications from 70 different applicants. Quarter 2 will be spent evaluating the applications, with a goal to have a preliminary project group selected by the end of calendar year 2019. The evaluation includes an internal component consisting of CMAP staff from various departments, as well as an external component soliciting feedback from CMAP's working committees, technical	



	assistance provider partners, transportation and transit agency partners, county planning directors, and the Departments of Housing, Planning, and Transportation in the City of Chicago.
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Operational Area: Local Capacity Building Program Administration

Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation

Item/Project Area Quarter 1 Progress

Local Capacity Program (2018.009)	Staff continued development of program through Group 1 ESP activities and analysis of Group 2 candidate communities.
Chicago Community Trust - Grant Application for Local Capacity Program (2018.010)	Partnership meeting was held at Metropolitan Planning Council on June 6 to discuss grant progress. Internal grant meetings held quarterly with CMAP grant team.
MacArthur Foundation - Grant Application for Local Capacity Building (2018.011)	Internal grant team meetings held quarterly with grant team. Preparation of annual report to foundation.
Leadership Academy (2019.007)	Staff initiated scoping for program development activities in Q1.

Item/Project Area Quarter 2 Objectives

Local Capacity Program (2018.009)	Continue ongoing development through ESP Group 1 activities as well as engagement with stakeholders to determine recommended candidates for ESP Group 2. Ensure award reporting is completed for program funders.
Chicago Community Trust - Grant Application for Local Capacity Program (2018.010)	Grant closes on November 1st. A final report will be provided to lead grantee, MMC, by mid-November.
MacArthur Foundation - Grant Application for Local Capacity Building (2018.011)	Annual program and fiscal report due to foundation on 10/31/19.



Leadership Academy (2019.007)	Finalize scope and initiate analysis and engagement activities.
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Operational Area: Planning Research		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1 Progress	
Census Agency Administrator and Data Coordination (2010.013)	No activity in Q1.	
Regional Socioeconomic forecasting (2010.015)	Finalized critique of ON TO 2050 forecast process and scheduled a meeting (to be held in Q2) for interested/involved staff to discuss how we should move forward with forecasting for the ON TO 2050 Update and beyond.	
Northeastern Illinois Development Database (NDD / NIDD) Maintenance (2010.018)	Continued data updates. Trained Avery Goods on entry/update tools. Worked with David Clark on database modifications needed for land use modeling.	
Small Areas Estimates of Employment Database Maintenance (2010.019)	Data updates to 2015 file. Worked with IT on a new data security scheme and submitted it to IDES for approval.	
Mapping Innovations (2019.044)	Held a few conversations to decide on roles expected duties and possible deliverables. First work requested is reference maps for the LTA FY20 call for projects.	
Data Visualization Innovations / Application Development (2019.045)	Developed version 1 of the TIP Atlas, a GIS-based web mapping tool requested by the TIP team to generate a series of maps displaying TIP projects by legislative districts. Currently we have completed version 1, demoed the tool to the TIP team, and anticipate completing the tool this quarter.	
Internal Data Depot (2020.024)	Current quarter we have added 2 new datasets to the depot that include the Local Strategy Maps and Sidewalk Inventory. We have updated 5 exiting datasets that include the National Land Cover dataset (2004,08,13,16), McHenry Assessor, IRIS, CoStar, and CTA. Conducted data and information services survey.	
External Data-sharing Hub (2020.025)	Added 2 new datasets to the data hub that include the sidewalks inventory data and web services link and the ABM calibration/validation report data.	



Developments of Regional Importance (DRI) requests (2020.026)	Started reviewing the DRI process. No new large scale development to trigger a review has been reported to us.
Land Use Inventory Maintenance (2020.027)	Intermediate-level classifications completed for Cook County; Lake County 75% complete. All other counties completed in earlier quarters.
Community Data Snapshots (2020.029)	Exploring the Census API as an input to the CDS process as we await the next release of the ACS.
Bike/pedestrian count database (2020.030)	No activity in Q1
Bikeways Inventory (BIS) Maintenance (2020.031)	Regional Greenways and Trails Plan features have been updated to reflect the latest IDOT letting.
Land Use Recommendations Inventory (2020.032)	No activity in Q1
Item/Project Area	Quarter 2 Objectives
Census Agency Administrator and Data Coordination (2010.013)	Help to develop presentation on CMAP's use of Census data for Census Ideas Exchange workshop.
Regional Socioeconomic forecasting (2010.015)	Hold forecast summit meeting and develop a strategy for upcoming forecast(s). Begin drafting scope for anticipated procurements.
Northeastern Illinois Development Database (NDD / NIDD) Maintenance (2010.018)	Continued maintenance. Work with Brittany Harkness to refine data entry and update tools. Re-start local review meetings now that summer is over.
Small Areas Estimates of Employment Database Maintenance (2010.019)	Obtain new data from IDES and start processing it.
Mapping Innovations (2019.044)	Continue to hold discussions on expected duties and deliverables. Complete any requested map products.
Data Visualization Innovations / Application Development (2019.045)	Begin the development process for a web-based NDD editing application.



Internal Data Depot (2020.024)	Continue to update and add relevant datasets to the depot as they becomes available. Review data suggestions from the survey as potential additions to the depot.
External Data-sharing Hub (2020.025)	Continue to update and add relevant datasets to the hub as they becomes available.
Developments of Regional Importance (DRI) requests (2020.026)	Continue reviewing the procedures and process as described in the Board approved DRI process.
Land Use Inventory Maintenance (2020.027)	Finish intermediate-level classification for Lake. Conduct QA on work to date. Draft approach for advanced-level (housing unit estimates) work.
Community Data Snapshots (2020.029)	Begin updating the CDS after Dec. release of the ACS.
Bike/pedestrian count database (2020.030)	Hold a discussion with Tom Murtha about incorporating additional survey data.
Bikeways Inventory (BIS) Maintenance (2020.031)	Work on project re-assignment and resume updates and activities.
Land Use Recommendations Inventory (2020.032)	Review workflow processes and implement improvements

Operational Area: Housing Planning		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1 Progress	
Assessment of Fair Housing / Enterprise Community Partners FY2019 - FY2020 (2019.032)	Kickoff project as a subcontractor to Enterprise Community Partners. Attend team meetings. Process HUD required data. Gather and process locally provided data.	
Item/Project Area	Quarter 2 Objectives	



Assessment of Fair Housing / Enterprise Community Partners FY2019 - FY2020 (2019.032)	Gather additional local data. Process and map HUD and locally provided data. Draft existing conditions analysis documents. Other items requested by the prime contractor.
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Operational Area: Water Resources Planning (* Non-UWP Deliverable)		
Deliverable	Completion Timeline	Comment
Quarterly reports*	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1 Progress	
Kane County: Mill Creek Watershed-based Plan (FY2017-2018 WQMP Grant) (2017.719)	Steering Committee meeting held Aug. 27. Final plan completed and transmitted to Illinois EPA for review on Sept. 30.	
Indian Creek Watershed-based Plan (FY2019-2020 WQMP Grant) (2019.034)	Staff reviewed and provided requested information and recommended edits for the draft intergovernmental agreement (IGA) with Illinois EPA.	
Water Supply Planning Fund for Northeastern Region (FY2019 - FY2020 IDNR Grant) (2019.035)	As part of the regional outreach efforts, staff have continued to present the findings of the regional water demand forecast, including two workshops as part of the Metropolitan Planning Council's Drinking Water 1-2-3 Academy. Staff are conducting a literature review of groundwater management models and supporting the Northwest Water Planning Alliance through strategic planning sessions and outreach efforts. The consultant contract for outreach efforts in Will County around water conservation was renewed.	
Integrated Water Strategy / Water Engagement Strategy (2019.041)	Produce briefing papers for IDNR, IEPA.	
Item/Project Area	Quarter 2 Objectives	
Kane County: Mill Creek Watershed-based Plan (FY2017-2018 WQMP Grant) (2017.719)	Incorporate comments received from SC members and Illinois EPA, finalize plan document, and send to Communications for their review.	



Indian Creek Watershed-based Plan (FY2019-2020 WQMP Grant) (2019.034)	Following additional staff review and comments, a fully executed IGA is expected in early November. Staff will then begin project planning.
Water Supply Planning Fund for Northeastern Region (FY2019 - FY2020 IDNR Grant) (2019.035)	Staff will finish the literature review of groundwater management models, launch water supply planning components for two Local Technical Assistance plans, and create a policy update on water loss. Staff will finalize the NWPA strategic plan and continue outreach efforts. Will county support will include presentations and meeting with groups in the area.
Integrated Water Strategy / Water Engagement Strategy (2019.041)	Continue conversations with agencies about future water related work.

Project: Local Technical Assistance (LTA) 2017 Project Group (2017.014)		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation. Deliverable(s): Key recommendations memo (2017.700); Draft Existing Conditions Report (2017.702); Re-Imagine Channahon Comprehensive Plan draft August 2019 (2017.707); Rt. 83 Corridor Land Use Plan - Recommendations Memo (2017.711); Draft and Final Study reports. (2017.713); Final draft scope of work. (2017.717); Unified Development Ordinance Module 1. (2017.725); Existing Conditions Report (2017.727); and Belmont Cragin Avenues for Growth - August 2019 (2017.728)
Item/Project Area	Quarter 1 Progress	
Algonquin and Cary: Subarea Plan (2017.700)	Staff conducted outreach at community events and drafted and revised the key recommendations memo based on feedback from the Villages and steering committee. The consultant finalized the market analysis report.	
Beach Park: Northern Lakeshore Trail Connectivity Plan NLTC (IDNR Grant) (2017.702)	Quarter 1 -- Conducted stakeholder interviews, launched online interactive map, carried out ongoing outreach and engagement activities, and prepared ECR. Public workshop held in Sept. Initial draft of Complete Streets model policy prepared.	



Beecher: Comprehensive/Land Use Plan (2017.703)	A public hearing was held on September 26 to present the Draft Comprehensive Plan. The Village Board adopted the Becheer Comprehensive Plan on October 15.
Calumet Park: Comprehensive Plan / CDBG Stormwater Plan (2017.705)	Phase I and II public outreach and community visioning events were completed by consultant in Q1, assisted by Staff.
Carol Stream: Zoning Code Update (2017.706)	Houseal Lavigne Associates completed work on district specific standards.
Channahon: Comprehensive Plan Update (2017.707)	Consultant produced the draft plan. CMAP and Channahon reviewed and provided comments on the draft plan. Because of consultant delays in producing the draft plan and the amount of edits required by the draft plan, CMAP extended the consultant's contract until December 31, 2019.
Chicago: Coalition for a Better Chinese American Community (CBCAC) Parking Study (2017.709)	Staff is currently drafting the Parking Management Plan. A draft should be ready for stakeholders and steering committee members to review in November.
DuPage County: IL-83 Corridor Land Use Study (2017.711)	Staff is reviewing the draft Recommendations Memo, which will be sent to the Steering Committee and stakeholders in early November.
Far South Community Development Corporation: Existing Conditions Report (2017.712)	Draft existing conditions report is complete; currently being laid out in InDesign by LTA InDesign team and Communications staff.
Forest Preserve District of Cook County: River Trail Feasibility Study (2017.713)	Continued collection of public input through online survey and interactive mapping tool; Key Rec Memo prepared; Draft Study Report prepared.
Justice: I&M State Trail Extension Feasibility Study (2017.717)	Open House held to present draft report; refined/incorporated all comments and finalized draft corridor report.
Kane County Innovative Land Use Strategy (2017.718)	Finalized the scope of work, compiled a list of stakeholders to invite to the advisory committee and to the project's workshops. Worked with Kane County to complete the resolution and MOU to initiate the project. Researched transfer of benefits programs and frameworks from around the country.
Matteson: Streetscape Improvement Plan (2017.720)	Completed the Existing Conditions Report (ECR). Consultant held focus group interviews with community stakeholders on the afternoon of August 28 and met with the steering committee later that evening to review the draft ECR. On September 19, the consultant team held a public workshop with community



	residents, stakeholders, and business leaders to determine priorities for improvements along each of the corridors.
McHenry County: Coordinated Investment Study (2017.723)	Continued interviews and research on best practices and collecting data and information from local governments. Continued outreach to special districts to build buy-in. Worked with advisory committee to plan a series of focus group workshops with staff and officials.
McKinley Park: Neighborhood Plan (2017.724)	Completed Recommendations Memo and forwarded to DPD, CDOT, CTA, County DOTD, and MPC for review. Discussed recommendations with the Steering Committee on September 24. Held an ETOD panel with community residents on September 18, and a public workshop on October 16 to gather input from residents on the draft recommendations.
Montgomery: Zoning Ordinance Update (2017.725)	CMAP staff sent the Village Module 1 of 3, covering UDO administration.
North Avenue Corridor Plan (2017.726)	Drafting final plan and working with CDOT to incorporate the findings from their traffic safety and mobility study.
Northwest Municipal Conference (NWMC) Multimodal Transportation Plan (2017.727)	The existing conditions report has been posted to the project website and the consultant is developing concept designs for improved crossings at two locations, incorporating more information from Metra for station access, and making plans for public engagement to present the recommendations.
The Northwest Side Housing Center (NWSHC): Belmont Cragin Business and Economic Development Plan (2017.728)	Consultant produced the final plan and that document was accepted by CMAP and Northwest Side Housing Center.
Robbins: Stormwater, TOD, and Clean Energy Plan (2017.730)	Completed Recommendations Memo and forwarded to Village for review. Discussed Recommendations with Village Administration and proceeding on writing draft plan.
Summit: Zoning Code Update (2017.734)	Duncan Associates continued work on drafting the Zoning Ordinance.
Item/Project Area	Quarter 2 Objectives
Algonquin and Cary: Subarea Plan (2017.700)	Staff will draft the plan for review by the Villages and steering committee. A consultant will be contracted to develop renderings for the plan.
Beach Park: Northern Lakeshore Trail	Quarter 2 -- Finalize ECR, convene SC for 2nd meeting (Oct.), continue ongoing outreach and engagement (online and at events / focus group meetings), draft



Connectivity Plan NLTC (IDNR Grant) (2017.702)	Key Rec Memo, refined Complete Streets model policy and begin to customize for individual communities.
Beecher: Comprehensive/Land Use Plan (2017.703)	Close out project.
Calumet Park: Comprehensive Plan / CDBG Stormwater Plan (2017.705)	Ensure finalization of Vision and Goals Statement and Key Recommendations by Consultant.
Carol Stream: Zoning Code Update (2017.706)	Houseal Lavigne Associates to complete work on regulations related to uses, use standards, and signs.
Channahon: Comprehensive Plan Update (2017.707)	Consultant to produce the final plan. Channahon to adopt the final plan. Process final invoice and closeout project.
Chicago: Coalition for a Better Chinese American Community (CBCAC) Parking Study (2017.709)	Complete draft of overall Plan and submit to Steering Committee for initial review.
DuPage County: IL-83 Corridor Land Use Study (2017.711)	Attend Steering Committee meeting, discuss the recommendations memo.
Far South Community Development Corporation: Existing Conditions Report (2017.712)	Finalize InDesign version of existing conditions report; wrap up project.
Forest Preserve District of Cook County: River Trail Feasibility Study (2017.713)	Coordinate review of draft study report; finalize draft study report; convene Steering Committee for meeting on report and next steps; continue ongoing conversation/coordination for advancing preferred alternative to Phase 1 engineering.
Justice: I&M State Trail Extension Feasibility Study (2017.717)	Close out of project, with potential residual work on adoption/implementation, including, potentially, presentations to community boards and discussion of implementation actions.
Kane County Innovative Land Use Strategy (2017.718)	Conduct external kickoff with community partner and select a project advisory committee. Work with advisory committee to plan first workshop/convening. Continue research into successful models from outside the region.



Matteson: Streetscape Improvement Plan (2017.720)	Review the draft Vision, Goals, and Recommendations memo.
McHenry County: Coordinated Investment Study (2017.723)	Conduct focus group workshops with staff and officials to advance engagement and research. Continue summarizing findings of assessment phase through a series of memos. Begin developing recommendations memo.
McKinley Park: Neighborhood Plan (2017.724)	Complete draft neighborhood plan.
Montgomery: Zoning Ordinance Update (2017.725)	Discuss Module 1 with Village staff. Send staff Modules 2 and 3.
North Avenue Corridor Plan (2017.726)	Present draft plan to project sponsors in order to move toward formal adoption by the Village of Oak Park, the 29th Ward's Economic Development Committee, and The North Avenue District's board.
Northwest Municipal Conference (NWMC) Multimodal Transportation Plan (2017.727)	Participate in public engagement activities, and review draft deliverables.
The Northwest Side Housing Center (NWSHC): Belmont Cragin Business and Economic Development Plan (2017.728)	Process final invoice and close out project.
Robbins: Stormwater, TOD, and Clean Energy Plan (2017.730)	Complete draft of overall Plan and submit to Village for initial review.
Summit: Zoning Code Update (2017.734)	Duncan Associates to produce draft Zoning Ordinance (expected November 2019).

Project: Embedded Staff Planner - Demonstration Project (2018.009)		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation



Item/Project Area	Quarter 1 Progress
Village of Calumet Park - Embedded Staff Planner (2019.036)	Finalized the "ESP Action Plan," incorporating feedback from the Village, CMAP staff, and CMAP Coordinating Committee, and began initiating the prioritized activities. The ESP Action Plan will be implemented from Oct. 2019 - Mar. 2020.
Village of Sauk Village - Embedded Staff Planner (2019.037)	Finalized the "ESP Action Plan," incorporating feedback from the Village, CMAP staff, and CMAP Coordinating Committee, and began initiating the prioritized activities. The ESP Action Plan will be implemented from Oct. 2019 - Mar. 2020.
Item/Project Area	Quarter 2 Objectives
Village of Calumet Park - Embedded Staff Planner (2019.036)	Continue to implement the ESP Action Plan and coordinate with other CMAP staff and partners to help leverage external resources directed toward the community.
Village of Sauk Village - Embedded Staff Planner (2019.037)	Continue to implement the ESP Action Plan and coordinate with other CMAP staff and partners to help leverage external resources directed toward the community.

Project: Homes for a Changing Region Illinois Housing Development Authority (IHDA) Housing Needs Assessment (2018.015) (*Non-UWP Deliverable)		
Deliverable	Completion Timeline	Comment
Quarterly reports*	End of each quarter	Report of quarterly activities along with any applicable documentation. Deliverable(s): Bridgeport/Canaryville Action Plan (2018.015)
Item/Project Area	Quarter 1 Progress	
MMC/Illinois Housing Development Authority (IHDA) Housing Needs Assessment (2018.015)	Close out Bridgeport/Canaryville engagement. Kickoff Broadview engagement. Hold Naperville expert panel. Begin drafting Naperville action plan. Meet and assess potential communities for future work.	
Item/Project Area	Quarter 2 Objectives	
MMC/Illinois Housing Development Authority (IHDA) Housing Needs Assessment (2018.015)	Produce Naperville Action Plan and close out engagement. Hold Broadview focus group meeting. Kickoff work in Oak Forest and Sauk Village. Complete housing needs analyses for Oak Forest and Sauk Village. Meet and assess potential communities for future work.	



Project: Regional Land Use Model Development (2018.018)		
Deliverable	Completion Timeline	Comment
Year End Report	Q1 FY2021	Final Project report including activities in prior quarter and applicable documentation including: <ul style="list-style-type: none"> • Land use model estimation and calibration reports; • Documentation of data pre-processing scripts and proforma model parameters & mechanics; • Workflow documentation for scenario composition and adjusting model output indicators.
Item/Project Area	Quarter 1 Progress	
Regional Land Use Model Development (2018.018)	Delivered complete (ver. 1) set of parcel, building, household and employment data to UrbanSim to incorporate into the model. Developed approach for creating lower-resolution data for the surrounding (non-CMAP) counties.	
Item/Project Area	Quarter 2 Objectives	
Regional Land Use Model Development (2018.018)	Work on improved (ver. 2) parcel/building data. Complete development of low-res external area data. Work with Development Database manager (Morck) to add new elements to NDD that are required by UrbanSim. Continue incorporating constraints data (zoning, floodzones, etc.).	

Project: Illinois International Port District Master Plan (SPR Grant) (2019.038)		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1 Progress	
Chicago: Illinois International Port District Master Plan (SPR Grant) (2019.038)	The project team kicked off the planning process August 5 with an extensive tour of Port facilities. Detailed scoping, stakeholder engagement, and existing conditions analysis began. The project team conducted keypad polling around goals for the Port at a September 17 public meeting.	
Item/Project Area	Quarter 2 Objectives	



Chicago: Illinois International Port District Master Plan (SPR Grant) (2019.038)	Continue existing conditions analysis and interviews. Initiate detailed freight and real estate market analysis. Recruit and schedule steering committee.
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Project: Local Technical Assistance (LTA) FY2020 Project Group (2019.006)		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1 Progress	
Arlington Heights: Livable Communities Plan (2020.801)	Drafted scope of work for the project and shared the draft with staff at Arlington Heights for review and comment	
Bartlett & Streamwood: Bicycle & Pedestrian Plan (2020.802)	Project orientation activities continued, primarily discussion of web-based plan concept and development of scope of work.	
Berkeley: Prairie Path & Taft Ave. Corridor Plan (2020.803)	This project is scheduled to start in January 2020 (Q3).	
Burlington: Comprehensive Plan Update (2020.804)	A draft scope has been sent to the Village for review, and work is underway on a project timeline. Kickoff of the planning process will occur in November 2019.	
Central Council of Mayors: Regional Comprehensive Stormwater Study (2020.805)	Contributed to the RFQ for general engineering services, which will pre-qualify firms to assist with this project.	
Chicago: Austin Coming Together Central Ave. Corridor Study (2020.806)	Drafted a scope of work for the project for internal review.	
Chicago: Elevated Chicago (2020.807)	Staff is developing the RFP for a parallel project to document the planning process for an equitable development process. The RFP should be posted in early November, so that we would be able to start the project in early 2020.	



DuPage County: Lake St. Corridor Overlay Zoning (2020.808)	Project was not yet initiated.
Ford Heights: Comprehensive Plan (2020.809)	Project still being scoped on whether it will be consultant or a staff led project.
Fox Lake: Form Based Code (2020.810)	Project was not yet initiated.
Lemont: TOD Parking & Civic Space Study (2020.811)	Project has not been initiated.
Fox River: Corridor Plan for McHenry County (2020.812)	A project scope has been finalized and a detailed engagement strategy is being reviewed by partners and staff.
Minooka: Comprehensive Plan Update (2020.813)	Worked with Village to draft project scope and RFP for project consultant.
Monee: Comprehensive Plan Update (2020.814)	Worked with the Village of Monee to draft and release a Request for Proposals for a consultant to manage the comprehensive plan.
Oswego: Unified Development Code (2020.815)	None, project has not begun.
Peotone: Planning Priorities Report (2020.816)	Project has not been initiated.
Will County: Comprehensive Freight Transportation & Land Use Plan (2020.817)	Consultant team (led by Civiltech) selected. Work began, on schedule, in September.
Bartlett: Exterior lighting and parking regulations (2020.818)	Project scope timeline was created outlining the level of assistance CMAP will provide. Introduced project to Village to confirm interest.
Blacks in Green: Comprehensive neighborhood plan (2020.819)	Conversations with applicant have taken place to discuss ways that CMAP could assist. Applicant was encouraged to apply for the 2019 call for projects however no application was submitted.
Chicago Department of Planning and	Project has not been initiated.



Development (DPD): Planning and public engagement exercise (2020.820)	
Evanston: Inclusive growth framework plan (2020.822)	Staff scoped a process for gathering feedback on planning needs in the City with Evanston staff to inform future requests for technical assistance. Staff facilitated three half-day meetings over four weeks to help inform the City's future planning approach. The process recommended a new comprehensive plan in Evanston with significantly increased public engagement.
Forest Preserves of Cook County: Multimodal transportation access plan (2020.823)	Initial scoping conversations with the preserves are underway.
Geneva: Developer Panel – State Street (2020.824)	Project was not yet initiated.
John Jones Academic Association: Aviation hub – community cultural center (2020.825)	Project began, including kick-off meeting with sponsor and Ald. Curtis' office in the 18th ward. Conducted outreach interviews with various people and institutions in museum education and management, landmarks, and aviation industry. Background research on neighborhood, historical context, and possible supporters.
McHenry County: Comprehensive agricultural resource guide (2020.827)	Contacted community partner to gauge interest in pursuing the project. They can only undertake the project if they secure funding; CMAP has offered to help identify potential sources of funding.
Posen: Comprehensive/mobility plan (2020.828)	None, project has not begun.
Richton Park: Economic development incentives (2020.829)	Initial project scope has been created and shared with the Village. Based on conversations with the Village, the initial project scope has been revised.
Item/Project Area	Quarter 2 Objectives
Arlington Heights: Livable Communities Plan (2020.801)	Finalize scope of work with Arlington Heights.
Bartlett & Streamwood: Bicycle & Pedestrian Plan (2020.802)	Finalize scope of work to share with Villages, internal kick-off meeting with discussions on web-based plan concept, administrative matters, outreach strategies/ideas, and steering committee composition.



Berkeley: Prairie Path & Taft Ave. Corridor Plan (2020.803)	Staff will reconnect with the project partners to discuss the scope of work, timeline and process, in preparation for major project work to begin in January 2020.
Burlington: Comprehensive Plan Update (2020.804)	Complete all phase 1 deliverables: project scope, MOU/IGA, and outreach strategy. Kickoff project with a presentation to the Village Board and publish project website. Begin assembling a steering committee and creating an online engagement tool.
Central Council of Mayors: Regional Comprehensive Stormwater Study (2020.805)	Develop scope of work, complete IGA, and initiate preliminary background research (community profile).
Chicago: Austin Coming Together Central Ave. Corridor Study (2020.806)	Assign project manager. Edit scope of work and send to Austin Coming Together for review.
Chicago: Elevated Chicago (2020.807)	Select consultant for project and kick-off project.
DuPage County: Lake St. Corridor Overlay Zoning (2020.808)	Initiate client contact, scope the project, and publish the RFP.
Ford Heights: Comprehensive Plan (2020.809)	Determination on whether project is consultant or staff led and finalize the scope for the project.
Fox Lake: Form Based Code (2020.810)	Initiate client contact and scope the project.
Lemont: TOD Parking & Civic Space Study (2020.811)	Work with Village to develop scope and timeline for project.
Fox River: Corridor Plan for McHenry County (2020.812)	Finalize engagement strategy; hold official kick-off meeting with partners; start regular check-ins with project team; begin drafting the community profile
Minooka: Comprehensive Plan Update (2020.813)	Select consultant for project and kick-off project.
Monee: Comprehensive Plan Update (2020.814)	Staff have interviewed consultants and are forwarding a recommendation to the CMAP board. With an IGA and contract in place, start the comprehensive planning process with the selected consultant team. CMAP staff will also



	conduct an existing conditions analysis on water supply and demand conditions, see Water supply planning work described elsewhere.
Oswego: Unified Development Code (2020.815)	Contact project sponsor, discuss scope and timeline.
Peotone: Planning Priorities Report (2020.816)	Work with Project Director and the City to develop scope and timeline for project.
Will County: Comprehensive Freight Transportation & Land Use Plan (2020.817)	Full kickoff of project by consultant team, CMAP, and Will County, including refinement of approach, and gathering and analysis of existing conditions data. First project Steering Committee meeting scheduled for December 3.
Bartlett: Exterior lighting and parking regulations (2020.818)	Confirm Village interest and participation with project. Begin research on model standards for parking section of code. Propose draft model ordinance to Village.
Blacks in Green: Comprehensive neighborhood plan (2020.819)	Follow up and regroup on next steps for alternative support.
Chicago Department of Planning and Development (DPD): Planning and public engagement exercise (2020.820)	Work with City to develop scope and timeline for project.
Evanston: Inclusive growth framework plan (2020.822)	The City of Evanston will submit a new LTA proposal. Staff will draft and circulate a close out memo.
Forest Preserves of Cook County: Multimodal transportation access plan (2020.823)	Complete a project scope and begin project work.
Geneva: Developer Panel – State Street (2020.824)	Confirm Village interest and participation with project. Share initial project scope with the Village.
John Jones Academic Association: Aviation hub – community cultural center (2020.825)	Roundtable/panel discussion with identified experts scheduled for Nov. 18th. Production of final deliverable to follow, which will entail a summary of what was learned through outreach conversations, panel discussion, and research, including next steps for the organization.



McHenry County: Comprehensive agricultural resource guide (2020.827)	Continue communicating with partner about potential grant opportunities to support the project.
Posen: Comprehensive/mobility plan (2020.828)	Contact project sponsor, discuss scope and timeline.
Richton Park: Economic development incentives (2020.829)	Share revised scope with the Village, and meet to discuss project goals. Begin reviewing existing incentives in Richton Park.



Policy and Programming

Policy Development

Operational Area: Implementation of ON TO 2050 Mobility Priorities

Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation.
Item/Project Area	Quarter 1 Progress	
Regionally significant project evaluation	Staff attended project meetings for the Metra Electric, I-80 Corridor Coalition, and Pace's 95th Street and Halsted Corridor projects. Assisted Board/MPO subcommittee discussion on the plan update cycle.	
Emerging transportation technology	Scoped task force and report timeline. Began conducting interviews to support task force and final report. Continued research and analysis of electric vehicle infrastructure, connected and automated vehicles, TNCs, data standards and sharing, and complete mobility to support task force in Q3 (January) and Q4 (June).	
Transportation Revenue monitoring and analysis	Supported state legislative initiatives. Continued analysis of the potential for a Road Usage Charge Pilot in Illinois.	
Item/Project Area	Quarter 2 Objectives	
Regionally significant project evaluation	Continue monitoring RSPs and participating in project studies.	
Emerging transportation technology	Finalize analysis, research, and other preparations for a task force in Q3 and Q4. Task force is set to run from January 2020 to June 2020.	
Transportation Revenue monitoring and analysis	Begin developing supporting materials for a Road Usage Charge.	

Policy Development

Operational Area: Regional Transit Policy and Investment

Deliverable	Completion Timeline	Comment
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Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1 Progress	
Transit Capacity Analysis	Completed modeling and began to summarize results including: estimating capacity utilization in 2050, analysis of line by line demographic changes, and impact on vulnerable communities.	
Item/Project Area	Quarter 2 Objectives	
Transit Capacity Analysis	Complete first draft of report (aiming for early 2020 for final report) and meet with transit agency partners.	

Policy Development		
Operational Area: Local Safety Analysis and Implementation		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1 Progress	
Local subregional analysis and prioritization	Potential subareas analyzed for the United States Road Assessment Project (usRAP) project tool for evaluating road safety and directing limited resources where they are needed most. Data collected for safety conditions and cost analysis of usRAP. Unit level cost data input into the system. System conditions data collected for over 4500 segments.	
Local safety implementation and collaboration	Participated in statewide safety conference, participated in Traffic Records Coordinating Committee (TRCC), attended Chicago Vision Zero committees on data and planning, fatalities analysis working group.	
Item/Project Area	Quarter 2 Objectives	
Local subregional analysis and prioritization	Continue data collected for safety conditions and input into usRAP. Complete at least two sample corridors.	
Local safety implementation and collaboration	Continued participation in statewide safety conference, attended Chicago Vision Zero committees on data and planning, fatalities analysis working group.	



Policy Development		
Operational Area: Governance and Tax Policy Analysis		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1 Progress	
State revenues to local govts research	Scoped project, began research on how other states share revenues with local governments, and began discussing the project with partners.	
Governance and tax policy analysis	Provided testimony on local government consolidation. Provided analysis for Robbins LTA project.	
Item/Project Area	Quarter 2 Objectives	
State revenues to local govts research	Continue research on approaches to providing state revenue to local governments, continue outreach, and begin data collection.	
Governance and tax policy analysis	Consider and plan upcoming analysis.	

Policy Development		
Operational Area: Development and Demographic Analysis		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1 Progress	
E-commerce analysis	Scoped project and began initial research.	
Disinvestment analysis	On hold pending new staff.	
Policy brief series	Scoped policy brief series for FY 20 and FY 21. Collaborated with LTA to develop 3-5 year priorities in this area.	
Item/Project Area	Quarter 2 Objectives	
E-commerce analysis	Complete project's first phase to understand background, industry considerations, and trends. Begin second phase to understand e-commerce's	



	known impacts on the region. Conduct interviews with industry stakeholders. Aim for completion by August/September 2020 (Q4).
Disinvestment analysis	Scope remaining work and tasks. Begin drafting the first of the resulting policy brief series.
Policy brief series	Draft housing trend policy update. Analyze 2019 state level population estimates for internal review.

Policy Development		
Operational Area: Regional Economic Policy Analysis		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1 Progress	
Local economic development incentives analysis and guide	Conducted literature review, scanned region for incentive policies, collected data on incentives.	
Item/Project Area	Quarter 2 Objectives	
Local economic development incentives and guide	Begin reaching out to partners, consider scoping policy brief providing new analysis on the prevalence of local incentives data.	

Policy Development		
Operational Area: Establishment of Performance Targets		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1 Progress	
Federal Performance Measures	Used performance measures to set STP shared fund marks. Presented annual highway safety target setting process to Transportation Committee. Reviewed staff recommendation with Bike/Ped Task Force and RTOC.	
Item/Project Area	Quarter 2 Objectives	



Federal Performance Measures	Meet with partners to discuss transit safety targets. Outline how to integrate performance measures into obligations report. Present highway safety targets to the Transportation Committee.
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Policy Development		
Operational Area: ON TO 2050 Indicator and Performance Monitoring		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1 Progress	
ON TO 2050 Indicator	Updated 6 ON TO 2050 indicators.	
Item/Project Area	Quarter 2 Objectives	
ON TO 2050 Indicator	Continue to update on github and datahub webpages.	
Performance Monitoring	Start expressway VMT estimation.	

Policy Development		
Operational Area: Visualization of Performance Measures		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1 Progress	
Data collection	Revised economic data sets vetted and process begun to download, clean, and analyze the data.	
Project scoping	Staff narrowed down indicators, managers provided feedback on draft analysis, convened with communications team to discuss project roll-out.	
Item/Project Area	Quarter 2 Objectives	
Draft indicators	Finalize project scope, set project management processes, draft indicators, and identify policy brief topics.	

Policy Development



Operational Area: Federal and State Legislative Strategy and Engagement		
Deliverable	Completion Timeline	Comment
Agenda and Framework	Q2/Q3	State legislative agenda to the board for review in November (Q2) and approval in January (Q3). Federal legislative agenda to the board for review in January (Q3) and approval in February (Q3).
Convening ILGA members	Twice a year	
Item/Project Area	Quarter 1 Progress	
Federal strategy and engagement	Provided technical assistance on Senate Environment and Public Works Committee surface transportation reauthorization bill. Continued monitoring appropriations process.	
State strategy and engagement	Reviewed Rebuild Illinois proposal and other measures passed in the Spring 2019 session and published policy memos and briefs. Met with more than 30 legislators in region. Provided policy analysis to legislators and staff in advance of veto session. Drafted 2020 legislative agenda and principles.	
Item/Project Area	Quarter 2 Objectives	
Federal strategy and engagement	Draft federal agenda and surface transportation reauthorization principles. Provide committees federal policy updates.	
State strategy and engagement	Continue to meet with legislators including during veto session. Provide draft legislative agenda to Board. Review legislation relevant to ON TO 2050 proposed in veto session.	

Policy Development		
Operational Area: CMAP Committee Support		
Deliverable	Completion Timeline	Comment
Board and meeting agendas	Quarterly Reports with agendas compiled	
Item/Project Area	Quarter 1 Progress	
Convene committees	Governing, coordinating, and working committees and other groups met to discuss a variety of topics.	
Committee information sharing	Committee synopses were distributed to CMAP committee member distribution list.	
Item/Project Area	Quarter 2 Objectives	



Convene committees	Governing, coordinating, and working committees and other groups continue to meet about a variety of topics.
Committee information sharing	Committee synopses will be distributed to CMAP committee member distribution list.

Policy Development		
Project: Modernizing Highway Traffic Signals		
Deliverable	Completion Timeline	Comment
Regional Highway Traffic Signal Modernization Program recommendations	Q4	This is a new project for FY20
Item/Project Area	Quarter 1 Progress	
Develop project charter, scope and schedule	Complete.	
Draft existing conditions report	The draft existing conditions report was complete based on information we have available so far. RTOC & ATTF were introduced to the project at their 10-3 meeting. They will provide additional input.	
Vision development	RTOC/ATTF participated in a visioning exercise describing the ideal signal system.	
Item/Project Area	Quarter 2 Objectives	
Draft existing conditions report	Meet individually with some agencies to discuss contents. The existing conditions report is so far an inventory. Continued outreach to try to obtain information on asset condition and maintenance activities. Aim to complete report in Q4 (June 2020).	
Vision development	Draft a vision RTOC and ATTF can respond to at their next meeting in January.	
Analysis to support needs analysis	GIS work to add planning information to traffic signal information	

Policy Development		
Project: Local Truck Routing & Community Plans		
Deliverable	Completion Timeline	Comment
RFP/Consultant selection (3 of 3)	Q4	



Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Ongoing development of the Will County, Chicago, and Cook County Truck Routing & community plans	Q4	Plans in Q2 and Q4 of FY 2021. The Will County Study is being completed concurrently with a Local Technical Assistance plan to coordinate and improve recommendations.
Item/Project Area	Quarter 1 Progress	
Will County Truck Routing and Community Plan	Proposals were received, a consultant team was selected and a contract was executed. The project began this quarter.	
Southwest Chicago and South Suburban Cook County Truck Routing and Community Plans	Scoping for the Chicago and Cook County projects continue. Due to unforeseeable events with the Chicago project, both projects are being re-scoped.	
Item/Project Area	Quarter 2 Objectives	
Will County Truck Routing and Community Plan	Hold kick-off meeting, start data collection and outreach/engagement tasks, and hold the first steering committee meeting.	
Southwest Chicago and South Suburban Cook County Truck Routing and Community Plans	Finalize both scopes, release RFPs.	

Policy Development		
Project: Equity Analysis of Transportation Fares, Fees, and Enforcement		
Deliverable	Completion Timeline	Comment
Equity analysis of transportation fares, fees, and enforcement report	Q4	Complete draft expected end of Q1 FY2021.
Item/Project Area	Quarter 1 Progress	
Develop PM toolkit	Staff completed PM toolkit documents for scoping, timeline, engagement, etc.	
Establish resource group	Staff completed recruitment. RG includes representatives from 15 organizations.	
Develop memorandum defining equity and	Staff completed its first project deliverable: a memorandum that defines transportation equity and proposes a transportation equity framework. The	



establishing equity framework	memo will be shared and reviewed by the resource group. The memo will serve as a key input to the final project deliverable.
Item/Project Area	Quarter 2 Objectives
Resource group	The resource group will meet on October 29 th .
Initial equity assessment findings	Staff will develop outlines for their equity assessments of the selected fines, fares, and fees. Staff will also begin to develop initial findings.

Policy Development		
Project: Grade Crossings Feasibility Analysis		
Deliverable	Completion Timeline	Comment
RFP/Consultant selection	Q1	
Grade crossing engineering analyses (up to 20)	Q4	
Internal memo on implications for project selection	Beyond FY2020 (expected Q2 of FY2021)	
Item/Project Area	Quarter 1 Progress	
RFP/Consultant selection	Issued RFQ. Responses were due in October.	
Item/Project Area	Quarter 2 Objectives	
RFP/Consultant Selection	Consultant selection is expected to occur at the November 2019 Board meeting.	
Project initiation	Project initiation is expected to occur in Q2, along with initial community and jurisdiction-agency engagement.	

Policy Development		
Project: Pavement Management Plans for Chicago Local Agencies		
Deliverable	Completion Timeline	Comment
Municipal pavement management plans for up to 40 communities	Beyond FY20	The State Planning and Research grant agreement does not specify a number of plans.
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation



Report on lessons learned and policy recommendations for pavement data collection	Q4	
Item/Project Area	Quarter 1 Progress	
Municipal pavement management plans	Reviewed PCI results with round 2 municipalities. Continued to work with consultants to finalize pavement management plans for the pilot round of municipalities. Attended the Midwest pavement preservation partnership annual meeting.	
Item/Project Area	Quarter 2 Objectives	
Municipal pavement management plans	Support the completion of 15 pavement management plans from the pilot program and round 2. Kickoff round 3 of the pavement program.	

Transportation Modeling

Operational Area: Advanced Travel Model Implementation

Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1 Progress	
Activity-based model validation report	Finalized interactive mapping applications, chart options and report content. Link to report posted on CMAP modeling page. Presented to the Transportation Committee. All task work completed.	
Activity-based model implementation	No activity.	
Freight forecasting model development	Began an analysis of synthetic firms within the model to verify that the spatial distribution of industry-specific employment in the region accurately reflects observed data, following the implementation of updated model code. Began development of a model calibration file based on the rail waybill sample data. Continued coordination with USDOT freight model consultants on model improvements and updates.	
Item/Project Area	Quarter 2 Objectives	



Activity-based model implementation	Begin training additional staff on using the ABM and testing scenarios. Test implementation of a more representative synthetic population developed using newer software.
Freight forecasting model development	Complete analysis of the spatial distribution of industry-specific employment reflected in the freight model. Complete model calibration file based on the rail waybill sample data. Review and test updated national supply chain model code from USDOT’s consultants and begin calibration of the supply chain model.

Transportation Modeling		
Operational Area: Travel and Emissions Modeling		
Deliverable	Completion Timeline	Comment
Conformity analysis modeling results	Q2, Q4	
Item/Project Area	Quarter 1 Progress	
Trip-based model repo	Created repo on GitHub, developed structure for storing code files and documentation, made initial commit to populate repo.	
Transit itinerary update	Began improvements to reduce processing time for scripts that adapt GTFS feeds for model network.	
Transit O-D survey analysis	Began to compare model to Metra survey Os, Ds, and park and ride catchment areas.	
Item/Project Area	Quarter 2 Objectives	
Transit itinerary update	Finish improvements and update transit itineraries in model network databases.	
Transit O-D survey analysis	Continue to evaluate modeled transit using CTA O-D survey and address any weaknesses that may need attention.	
C20Q1 conformity analysis	Code new TIP amendments and complete analysis year model runs.	



Transportation Modeling		
Operational Area: Transportation Modeling Services to Regional Partners		
Deliverable	Completion Timeline	Comment
Report on Small Area Traffic Forecasts and project studies completed	Quarterly	Report all SATFs requests received and fulfilled in respective Q.
Item/Project Area	Quarter 1 Progress	
Small Area Traffic Forecasts/Project Studies	Completed 71 small area traffic forecasts plus 3 multi-scenario requests for Gordon Road (Sugar Grove), Aurora Downtown Street Reversal and US 20 @ IL 390 (Hanover Park) under March 2019 conformity network.	
SATF / Traffic Count Map Tool	Baseline layer files, programming scripts for ArcPro/ ArcGISOnline identified.	
Field Data Collection	Completed 10 Freight Counts in SW Chicago, embarked on USRAP (safety) data entry.	
Item/Project Area	Quarter 2 Objectives	
Small Area Traffic Forecasts/Project Studies	Complete anticipated 60 to 100 small area traffic forecasts plus multi-scenario project requests from regional partners using October 2019 c19q3 conformity network.	
SATF / Traffic Count Map Tool	Current Forecast Layer/Traffic Count data loaded, update routines/programming in ArcPro implemented, links in internal communication platforms established/announced.	
Field Data Collection	Completed USRAP segment data entry; updated count/file update for Map Tool.	

Transportation Modeling		
Operational Area: Data Visualization Application Development		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1 Progress	



Data visualization literature review	Prepared a curated inventory of data visualization tools and examples. The document is organized into two sections: 1) discussion of visualization tools including pros and cons, level of sophistication, relevant libraries and links to examples; 2) detailed examples of relevant data visualizations organized by purpose, type and data theme.
TIP mapping workflow	Began work on a GIS-based tool for programming staff to develop a more efficient workflow to respond to external requests for static maps displaying TIP projects.
Item/Project Area	Quarter 2 Objectives
Data visualization literature review	Complete initial draft of the literature review and post to CMAP Wiki/GitHub for reference in future data visualization development. The literature review will be updated as new tools and techniques are introduced.
TIP mapping workflow	Complete development of the TIP mapping tool and provide documentation and training to programming staff.
Model scenario comparison	Begin work with modeling staff to identify relevant datasets and summary types to be used in the proposed scenario comparison(s).

Transportation Modeling		
Project: Household Travel Survey Update		
Deliverable	Completion Timeline	Comment
Memorandum on final survey data weighting	Q1	
Final weighted survey database	Q2	
Project final report	Q2	
Research brief highlighting major trends in the survey data.	Q4	
Item/Project Area	Quarter 1 Progress	
Final reports and memoranda	Provided comments on: initial draft of recurrent survey framework memo, data weighting methodology memo, final report content and the data dictionary.	
Survey database development	Conducted extensive quality control review of interim databases received. Provided continuous feedback to consultant on data inconsistencies, quality issues and data processing logic.	
Analysis of survey results	No activity.	
Item/Project Area	Quarter 2 Objectives	



Final reports and memoranda	Receive final project report and data dictionary, final memo on recurrent survey framework and final memo on data weighting methodology.
Survey database development	Continue quality control review activities and receive final weighted survey database from consultant. Perform in-house data cleanup of database, develop additional fields to improve clarity and release public database.
Analysis of survey results	Complete analysis of key takeaways from the survey results for release with public database.

Transportation Modeling		
Project: Regional Intelligent Transportation System (ITS) Architecture Update		
Deliverable	Completion Timeline	Comment
Outreach Interview Summaries	Q1	
Updated ITS Architecture Database	Q3	Will be web-based
Final architecture website files	Q3	
Documentation on architecture changes and architecture website customization, installation and maintenance.	Q3	
Item/Project Area	Quarter 1 Progress	
Outreach Interview Summaries	Outreach is complete, summary document has not been received.	
Updated ITS Architecture Database	Conversion of the original database to RAD-IT is complete and updates are underway.	
Final architecture website files	A test architecture website was set up by Omegabit, who hosts our CMAP website. It is being tested for functionality with the current ITS website pages so it will be ready for the new version	
Item/Project Area	Quarter 2 Objectives	
Outreach Interview Summaries	Receive and review outreach summary document	
Updated ITS Architecture Database	Make changes to implementer projects, and add ON TO 2050 planning items. Link them with service packages	
Final architecture website files	Begin making the basic design decisions to make the final website pages look similar to other CMAP products (color, font, logo – selecting from software defaults)	

Transportation Modeling



Project: Estimation and Calibration of Activity-Based and Production Travel Demand Models		
Deliverable	Completion Timeline	Comment
Detailed project work plan	Q3	
Processed travel survey data suitable for model estimation	Q4	Likely to be delivered as .CSV files
Item/Project Area	Quarter 1 Progress	
Request for Proposals	Developed Request for Proposals and released for bid. Held pre-bid information session.	
Trip-based model uncertainty analysis	No activity.	
Trip-based model update	No activity.	
Item/Project Area	Quarter 2 Objectives	
Request for Proposals	Re-release RFP with reduced scope of work. Complete proposal evaluation process.	
Trip-based model uncertainty analysis	No activity.	
Trip-based model update	No activity.	

Transportation Capital Programming		
Operational Area: TIP Development and Management		
Deliverable	Completion Timeline	Comment
Quarterly reports on TIP management activities	End of each quarter	
Item/Project Area	Quarter 1 Progress	
Regular TIP amendments	Regular amendments and on-going supporting activities completed.	
Item/Project Area	Quarter 2 Objectives	



Monitoring & reporting on performance measures and the TIP	Kick-off efforts to transition annual obligation report (financial) to include both obligations and performance measures.
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Transportation Capital Programming		
Operational Area: Conformity of Plans and Program		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1 Progress	
Conformity Analysis	Analysis for Conformity Amendment 19-09 was done and the results were released for public comment by the TC committee in August	
Tier II Consultation	A Tier II Consultation meeting was held on 9/26/19	
Training	Began training another staff member to assist with MOVES modeling	
Item/Project Area	Quarter 2 Objectives	
Conformity Analysis	Conduct Conformity Analysis in December	
Data analysis	Provide data for CREATE projects Compare CMAP data/modeling results to/with IEPA data and modeling results.	

Transportation Capital Programming		
Operational Area: CMAQ and TAP-L Development		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1 Progress	



FFY 2020-2024 CMAQ and FFY 2020-2022 TAP-L programs	<p>Draft Recommended Program was approved by CMAQ Project Selection Committee on 7/18/2019 and released for a 30 day public comment period.</p> <p>Program approved by CMAQ Project Selection Committee on 9/5/2019 and Transportation Committee on 9/20/2019.</p> <p>TIP Amendments 20-21.3 and 20-21.2 prepared for CMAP Board and MPO Policy Committee consideration.</p>
Item/Project Area	Quarter 2 Objectives
FFY 2020-2024 CMAQ and FFY 2020-2022 TAP-L programs	<p>CMAP Board and MPO approval and notification to project sponsors.</p> <p>Hold initiation meeting with project sponsors.</p> <p>Begin process review and develop methodology work plan for next programming cycle in 2020.</p>

Transportation Capital Programming		
Operational Area: STP Shared Fund Program Development and Local Program Development Support		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1 Progress	
FFY 2020 – 2024 STP-SF Program	<p>Program approved by STP Project Selection Committee on 9/5/2019 and Transportation Committee on 9/20/2019. TIP Amendment 20-21.1 prepared for CMAP Board and MPO Policy Committee consideration.</p> <p>Outlined approach for conducting “lessons learned” evaluation of the process.</p>	
FFY 2021 – 2025 STP-L marks	Compiled performance data and developed script for calculation of performance-based marks.	
Local program methodologies and CFP preparations	Public comment and final approvals by local councils completed	
Development of methodology for incorporating “improvement” into	Held a number of internal brainstorming sessions with Policy and Programming staff and began brainstorming with planning liaisons and CDOT staff.	



local distribution formula	
Item/Project Area	Quarter 2 Objectives
FFY 2020 – 2024 STP-SF program	CMAP Board and MPO approval and notification to project sponsors. Begin to evaluate “lessons learned” through internal and external meetings, survey of applicants, and STP PSC discussions.
FFY 2021-2025 STP-L marks	Complete calculations and notify councils and CDOT.

Transportation Capital Programming		
Operational Area: Active Program Management		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1 Progress	
Obligation tracking	<p>CMAQ obligations for FFY 2019 totaled \$262 million (\$163 million in transfers from FHWA to FTA), achieving an unobligated balance of zero.</p> <p>TAP-L obligations in FFY 2019 were minimal, leaving a balance of \$27 million.</p> <p>IDOT transferred \$89 million from NHPP to CMAQ.</p> <p>STP-L obligations were \$190M a record amount and about \$23M more than last year’s previous record amount. The suburban councils obligated \$138M which is more than double what a more typical year is.</p>	
Active Program Management	<p>Maintaining fiscal constraint for STP-L funded phases in FFY 20 with only about \$134M in FFY 20 is challenging. The remaining funding currently will only cover project phases through the March letting and staff is monitoring this closely.</p> <p>Coordination with IDOT and the PL’s for locally programmed projects with a focus on the STP-L program for FFY 20.</p> <p>Participating in IDOT/FHWA monthly coordination meetings.</p>	



	Continue to track letting trends (since April there has been a significant increase in the # projects with high bids).
Item/Project Area	Quarter 2 Objectives
Obligation tracking	Continue to track Federal obligations and letting trends.
Active Program Management	Discuss getting additional STP-L programming authority from IDOT. Continue coordination efforts with IDOT and the PL's for locally programmed projects with a continued focus on the STP-L program. Continue participating in IDOT/FHWA monthly coordination meetings.

Transportation Capital Programming		
Operational Area: Council of Mayors		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1 Progress	
COM Executive Committee	At August 19 meeting mayors informed about STP, CMAQ and TAP-L proposed programs and other CMAP activities in the region	
COM meetings	Various staff members attend to answer and inform council concerns	
Planning Liaison (PL)	Held several meetings with PLs to discuss methodology, preparation for individual call of projects of each council and to brainstorm policy regarding various common interests.	
Item/Project Area	Quarter 2 Objectives	
COOM Executive Committee	Preparing agenda and other pertinent information for October 29. Staff is working on schedule for next year COM EC to coordinate quarterly meetings with legislative cycles so that CMAP can share regional legislative concerns with councils.	
Planning Liaison	Each council will be having a call for projects in 3 rd quarter. In 2 nd quarter CMAP staff is providing support as needed to prepare and help PLs with this process.	



	Discussions and coordination for UWP 2021 and the contractual responsibilities for PLs will occur.
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Transportation Capital Programming		
Operational Area: eTIP Database Development and Maintenance		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1 Progress	
eTIP Database	No major work completed. Resolved issues related to eTIP performance with EcoInteractive support.	
TIP Map Workflow	Began work on improving TIP political boundary maps.	
Item/Project Area	Quarter 2 Objectives	
eTIP Database	Continue to monitor eTIP database functionality and make corrections to issues that arise with the database. Support the carryover of the 19-00 TIP to the 20-00 and the addition	
EcoInteractive Contract Negotiations	Begin the process negotiating new contract for eTIP development and maintenance.	
TIP Map Workflow	Proof of concept and potential draft process for producing maps of TIP projects using political representative boundaries.	

Communications and Outreach Program

Operational Area: Planning Support		
Deliverable	Completion Timeline	Comment
Support for Call for Projects	Q4	Small Plans, Big Ideas event series, press release, social, e-blast, web homepage



announcement and project selection		
Municipal newsletter	Quarterly	Reviewing goals and audiences of newsletter
Progress report	Quarterly	
Item/Project Area	Quarter 1 Progress	
Web-based plans	Worked on selection scope of projects with project managers.	
Item/Project Area	Quarter 2 Objectives	
Cannabis Zoning Town Hall	Initiated at request of Planning DED, held on DATE.	

Operational Area: Policy and Programming Support		
Deliverable	Completion Timeline	Comment
Indicator development and publication	Quarterly	Engagement strategies completed. Awaiting next steps from PMs.
Progress report	Quarterly	
Item/Project Area	Quarter 1 Progress	
Clusters report	Engagement strategy complete. Comms initial edits completed. Message map in process. Design initiated. Awaiting final text from PMs.	
Rail grade crossing	Engagement strategy complete. Message map drafted. Video requested for 11/26 presentation, but no script yet developed by PM.	
Policy briefs support and promotion	Supported release of 7 Policy Briefs in Q1.	
Item/Project Area	Quarter 2 Objectives	
My Daily Travel	Awaiting initial findings, plan is to publish 5 key takeaways and brief analysis, then release data, then work on larger visualization and analysis project.	
Clusters report	Release date TBD.	

Operational Area: Media Relations and Messaging		
Deliverable	Completion Timeline	Comment
Progress report	Quarterly	
Item/Project Area	Quarter 1 Progress	



Proactive pitches and engagement	Proactive media outreach around new ED hire, Community Data Snapshots, demographics policy brief, LTA Call for Projects, APA-IL Awards, sidewalk inventory, manufacturing and inclusive growth, tax policy, flooding and water recommendations in ON TO 2050, and Small Plans, Big Ideas, event series. Resulting in multiple stories placed, including ED appearance on Chicago Tonight, op-ed by CMAP ED in Crain's on tax policy, and multiple mentions of ON TO 2050 recommendations in the Crain's Forum series related to both disinvestment and flooding.
Media requests	Fielded requests on multiple topics including regional economy, impacts of flooding and climate change, congestion and congestion pricing, water demand across region, costs related to Rte 53/120, and more.
Editorial calendar	Editorial calendar continually updated and used to plan multiple communications.
Item/Project Area	Quarter 2 Objectives
Proactive pitches and engagement	CMAQ/STP/TAP-L funding and projects. If ready for release Clusters and Rail Grade Crossing. Potentially demographics policy brief.
Media requests	n/a

Operational Area: Graphic Design		
Deliverable	Completion Timeline	Comment
Progress report	Quarterly	
Item/Project Area	Quarter 1 Progress	
Design Requests	44 requests were submitted and 41 jobs were completed	
Publications	12 publications were completed	
Videos	2 "long" videos completed: Creating a better Chicago region (Thirst) and Zoning (CMAP). Additionally multiple short animated videos and GIFs were created for social media around outreach events and APA awards.	
Program Marketing and Branding	Branding design was approved.	
Item/Project Area	Quarter 2 Objectives	
Hiring New Associate Designer	We will begin reviewing resumes and set up interviews.	
Program Marketing and Branding	Approved by DED, presented to Board and being incorporated into design. Brownbag to introduce to staff set for DATE.	



Operational Area: Web Administration		
Deliverable	Completion Timeline	Comment
Progress report	Quarterly	
Item/Project Area	Quarter 1 Progress	
Consultant management	Continued work with consultants on website development and design/strategic work, which included the senior management visioning session.	
Website maintenance and administration	The homepage was switched to a new, more user-friendly design, and work continued on updating the rest of the site.	
Design and template upgrade	Homepage updated as first phase of overall site template upgrade. Interactive “widgets” developed for ON TO 2050 being added to CMAP channel, starting with local strategy maps.	
Item/Project Area	Quarter 2 Objectives	
Website design, maintenance and administration	Work will continue to get the rest of the website consistent in the 2019 theme, and includes updating topical pages. We will begin preparing for upgrading to the latest version of Liferay.	
ON TO 2050 functionality moved to CMAP website	Work will continue on getting the interactives and other portlets developed for ON TO 2050 available on the CMAP side.	
Topics Index and Key Topics page Updates	Pages targeted for Q2 include sustainability, housing, regional economic development, tax policy, land use, CMAQ, freight, water, roads, TIP traffic, transit, walking and bicycling, and community development. More will be added as time allows.	

Operational Area: Digital Content Strategy and User Engagement		
Deliverable	Completion Timeline	Comment
Analytics report and assessment of digital strategies	Quarterly	Clarity report, establishment of monthly meeting. See separate quarterly report detailing analytics.
Progress report	Quarterly	
Item/Project Area	Quarter 1 Progress	
FY20 Social Media Plan	Social media plan finalized and approved and began implementing key steps including: Visited CMAP committee meetings to encourage members to follow our accounts and engage with our content, Promoted Small Plans Big Ideas series and experimented with Facebook Live for the first time.	
Item/Project Area	Quarter 2 Objectives	



FY20 Social Media Plan	Create a list of social media influencers to target for relationship building, begin sharing more posts that show CMAP's culture, launch ED's social media presence, develop evergreen content that can be used as aligns with the editorial calendar.
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Operational Area: Broad-Based External Engagement		
Deliverable	Completion Timeline	Comment
Stakeholder survey	Q4	
Progress reports	Quarterly	
Item/Project Area	Quarter 1 Progress (July 1 - September 30)	
FY20 Public Engagement Strategy	Strategy drafted, engagement goals and stakeholders identified.	
Small Plan, Big Ideas series	Secured venues, managed logistics, resources, staffing, and procurement for the series; two events concluded.	
Public engagement	Hosted, facilitated, and attended multiple events with public and private sector partners to promote ON TO 2050 and its recommendations and to support other agency initiatives, including Fox Valley Sustainability Network, McHenry County Water Forum, Illinois Institute of Technology, NALCO Energy, Chicago Region Tree Initiative.	
Citizens' Advisory Committee	Convened September 10.	
Census 2020	Considered involvement in State Census 2020 grant program; continued involvement with Illinois Complete Count Commission.	
Item/Project Area	Quarter 2 Objectives (October 1 – December 31)	
Public engagement strategy, implementation	Align the public engagement strategy with new agency vision/goals, identify stakeholders for targeted outreach, develop messaging and outreach presentation. Consider development of equity lens for public engagement.	
Cross-departmental engagement strategies	Plan strategic engagement sessions with Planning, Policy and Programming staff to proactively support their initiatives.	
Census 2020	Participate in Metropolitan Mayors' Caucus peer advisory network and State Illinois Complete Count Commission meetings. Promote Census 2020 materials and participation at all outreach events.	
Citizens' Advisory Committee	Prepare for and facilitate December 10 meeting.	



Operational Area: Public Engagement Tools, CRM		
Deliverable	Completion Timeline	Comment
Progress reports	Quarterly	
Item/Project Area	Quarter 1 Progress (July 1 - September 30)	
Bang the Table	Worked with new consultant on platform design, staff training.	
CRM/Marcel	Continued work with consultants to fix bugs and develop user guides.	
TurningPoint (keypads)	Coordinated requests for borrowing of TurningPoint keypad polling equipment (LTA projects, Metro Strategies), and laptop software updates.	
Item/Project Area	Quarter 2 Objectives (October 1 – December 31)	
Bang the Table	Continue to work with consultant to design platform and demo website; schedule and conduct staff training sessions.	
CRM/MARCEL	Work continues to finalize user guides, schedule and conduct staff training sessions.	
TurningPoint (keypads)	Continue to coordinate requests for borrowing of TurningPoint keypad polling equipment, laptop software updates.	

Operational Area: Future Leaders in Planning (FLIP)		
Deliverable	Completion Timeline	Comment
FLIP program, parent orientation	July 2019	44 students in 2019 cohort; program conducted July 15-20, including parent orientation.
Program application	Q3	
Program curriculum	Q4	
Item/Project Area	Quarter 1 Progress (July 1 - September 30)	
FLIP 2019	Successful FLIP program, 44 students.	
FLIP marketing	Created FLIP flyer for distribution at all outreach events.	
Item/Project Area	Quarter 2 Objectives (October 1 – December 31)	
Project management	Build project management toolkit for FLIP.	
2020 program planning	Identify theme (water?) and begin curriculum development.	



Information Technology and Facilities

Operational Area: Internal Hardware and Software Management

Deliverable	Completion Timeline	Comments
Quarterly Reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1 Progress	
Disaster Recovery:	IT continued migrating DR services to new cloud service provider. Completed shutdown of remote site in Phoenix, Arizona.	
Data Center OPO	Began evaluation of options for renting rack space at co-location facility and/or renting additional storage space in cloud.	
Reports	Completed Annual equipment inventory analysis report.	
Item/Project Area	Quarter 2 Objectives	
Disaster Recovery	Complete migration of backup system copy to cloud service provider. Continue migrating additional services and storage. Begin repurpose older Phoenix equipment.	
Data Center OPO	Complete evaluation of options for either building full data center or renting rack space.	
Reports	Develop Preliminary FY21 IT Budget document, Complete the following reports 1.) Network, 2.) Backup Policies and Procedures 3.) Backup and Storage System Status report.	

Operational Area: Web Infrastructure Management

Deliverable	Completion Timeline	Comments
Quarterly Reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1 Progress	
Web Hosting	Test copy of ITS Architecture site on new hosting solution.	



Network Security	Performed recommended remediation on CMAP infrastructure.
Item/Project Area	Quarter 2 Objectives
Web Hosting	Take ITS Architecture live on new hosting solution.
Web Hosting	Decommission in-house hosting server.

Operational Area: Information Security		
Deliverable	Completion Timeline	Comments
Quarterly Reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1 Progress	
Security Training	Performed four staff phishing campaigns.	
VPN	Updated end-user documentation and performed an additional training session.	
Item/Project Area	Quarter 2 Objectives	
Security Training	Continue to train staff with phishing campaigns informed by the phishing attacks experienced by the agency.	
SSL Certificate	Procure and apply an SSL certificate for the ITS Architecture site.	

Operational Area: Office Systems Management		
Deliverable	Completion Timeline	Comments
Quarterly Reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1 Progress	
Phone Environment	Research cloud PBX solution as a potential replacement for current VOIP system	



AV System	Evaluated OPO AV systems and services
Item/Project Area	Quarter 2 Objectives
Phone Environment	Compare cost, functionality, and future investment
AV System	Continue evaluating OPO AV systems and services

Operational Area: User Support		
Deliverable	Completion Timeline	Comments
Quarterly Reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1 Progress	
Helpdesk	Researched alternative solutions to enhance current process.	
OneSolution	Gathered information about moving the OS environment in the Cloud; schedule development upgrade to 19.2.	
Item/Project Area	Quarter 2 Objectives	
Helpdesk	Obtain quotes and implement schedule for potential replacement.	
OneSolution	Upgrade development environment to 19.2; Continue researching OS cloud solution.	

Operational Area: Facilities		
Deliverable	Completion Timeline	Comments
Quarterly Reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1 Progress	
Document Management:	Converted over 933 paper publications to digital documents.	
Furniture & Equipment	Met with IDOT and identified furniture and equipment for pickup.	
Item/Project Area	Quarter 2 Objectives	



Document Management:	Continue conversion of paper publications to digital documents.
Offsite Storage	Evaluate vendors for new Offsite storage services.
Furniture & Equipment	Begin Detailed inventory of equipment for IDOT.

Operational Area: Freedom of Information Act (FOIA) Response Coordination		
Deliverable	Completion Timeline	Comments
Quarterly Reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1 Progress	
FOIA/Information Request	Responded to two (2) external requests and zero (0) FOIA requests.	
Item/Project Area	Quarter 2 Objectives	
FOIA/Information Request	Complete FOIA request related to "Side Walk Labs".	

Project: Server Infrastructure Virtualization Upgrade		
Deliverable	Completion Timeline	Comments
Quarterly Reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Hardware Procurement	Q1	Report progress in quarterly report due to cyber security concerns
Solution Design and Plan Document	Q2	Report progress in quarterly report due to cyber security concerns
Infrastructure Implementation	Q3	Report progress in quarterly report due to cyber security concerns



Item/Project Area	Quarter 1 Progress
Server Infrastructure Virtualization	This project has been put on hold due to new OPO floor plan scenario reviews and possible changes to the planning of the data center specifications at the OPO.
Item/Project Area	Quarter 2 Objectives
Server Infrastructure Virtualization	This project will be revisited when a finalized floor plan for the Old Post Office and data center is available.

Project: Office Relocation and Construction Project		
Deliverable	Completion Timeline	Comments
Quarterly Reports	End of each quarter	Report of quarterly activities along with any applicable documentation – This will be the only IDOT deliverable under this project.
Floor Plan Schematic Design Drawings	Q1	Design Development phase Schematic Floor Plan Drawings
RFP GC Services	Q1	RFP document for GC Services
Data Center Design Plan Document	Q1	Equipment List & Drawings of new Data Center
GC Consultant Selection	Q2	Contract
AV Development Plan Document	Q2	Equipment List & Drawings of Audio-Video for conference rooms
Furniture Design Plan	Q2	Development of Furniture Selection Plan
Construction Documents	Q2	Architectural and MEPFP construction drawings
Construction Permit	Q2	Construction drawing submittal and review by City of Chicago
RFP for Moving Services	Q3	RFP document for Moving Services
Office Build Out	Q4	Construction of physical office
AV Implementation	Q4	Implementation of AV equipment
Furniture Implementation	Q4	Delivery of Furniture & Installation
Data Center Implementation	Q4	Implementation of Data Center equipment
Mover Selection	Q4	Contract



Item/Project Area	Quarter 1 Progress
Floor Plan Schematic Design Drawings	Team developed Schematic Floor Plan Drawings however, new leadership requested the team look at several new scenarios.
RFP GC Services	RFP 220 was posted and seven vendors responded with proposals. Team is reviewing bids.
Data Center Design Plan Document	Preliminary design and equipment list has been completed. This plan is now being revisited with possible changes to entire floor plan layout changes.
Item/Project Area	Quarter 2 Objectives
Floor Plan Schematic Design Drawings	Complete new floor plan scenarios and finalize SDD.
RFP GC Services	Conduct interviews and select GC.
Furniture Design Plan & RFP	Develop Furniture Selection Plan and RFP for Furniture.
AV Development Plan Document	Contract with AV vendor and begin development of AV Plans

Finance and Administration Program

Operational Area: Finance and Accounting

Deliverable	Completion Timeline	Comments
BOBs 2832 Reports	Quarterly	Performance and Budget Reports required by IDOT
Agency and Sub recipient Invoices	10 th Day of Month following invoicing period	IDOT Requirement
Single Financial Audits from Sub recipients	Q1	CMAP Sub recipient oversight requirement in grant agreement
Programmatic Risk Assessments (PRAs) from Sub recipients	Q1	CMAP Sub recipient oversight requirement in grant agreement
FY2019 Indirect Rate Plan	Q2	IDOT Requirement
Single Financial Audit	Q2	Not an IDOT Requirement
Employee W2s	Q3	Not an IDOT Requirement
Employee 1095s (ACA)	Q3	Not an IDOT Requirement
Annual Financial Report to the State Comptroller's Office	January 2020	



Item/Project Area	Quarter 1 Progress
BoBs 2832 Report	4 th Quarter 2019 reports submitted to IDOT for all eligible projects: FY2019 Operating, FY2019 Competitive, and SPR Projects: Truck Routing, Pavement Management, Port and LTA projects
Agency and Sub recipient Invoices	IDOT, based on request of UWP partners, have agreed to change the language in the agreements to reflect invoicing requirements up to 60 days. Amendments are being drafted to reflect this change and will be sent to all UWP partners by October 31 st .
Single Financial Audits from Sub recipients and PRAs.	Audits required from all UWP partners that receive federal funding in excess of \$750,000. Copies of audit and PRAs will be provided with returned signed contracts. Contracts were delayed due to delay in receiving signed FY20 Operating and Competitive grants from IDOT.
Item/Project Area	Quarter 2 Objectives
FY2019 Indirect Rate Plan	Complete work with Maximus to determine indirect rate and submit to IDOT.
Single Financial Audit	Auditor fieldwork completed and draft submitted to Executive Committee in November.

Operational Area: Procurements, Contracts and Commercial Datasets		
Deliverable	Completion Timeline	Comments
BOBs 2832 Report – Deliverables	Quarterly	IDOT Requirement as identified by Grant Agreements
Annual Procurement Training	Q2	Copy of Power point Training to IDOT with memo
Annual Evaluation of Federal and State Grant Agreement Provisions	Q4	IDOT Requirement – Memo to IDOT
Item/Project Area	Quarter 1 Progress	
BOBs 2832 Report – Deliverables	Final Reports were submitted to the Belmont Cragin and Cary Market Analysis projects. Final reports were submitted for the Crash Safety Project in addition to the Existing Conditions Report for Robbins.	
Quarterly Contract Activity	4 RFPs were issued and 1 RFQ. 5 Pre-bid meeting were conducted. A total of 21 responses were reviewed and scored. 4 Justification for vendor selection were reviewed and approved. 9 interviews were conducted. 9 contracts were drafted, 6 board reports, 4 IDOT concurrences were obtained. 5 Concurrence requests were granted, 2 accounting meetings were conducted, 3 IGA's were drafted and 37	



	contract amendments were drafted and processed. 10 PAO or PAO amendments were reviewed, approved and processed. 142 Procurements were reviewed and approved. 2 procurement orientation meetings were conducted, 13 editions of the Illinois Register were reviewed. Contracts were updated and revisions were made to the format. A new policy for contract concurrence and contract amendment requests was drafted and implemented.
Item/Project Area	Quarter 2 Objectives
Annual Procurement Training	Procurements I – Micro and Small Procurements and Procurement II – Large Procurements will be delivered in Q2.
Contract Activity	It is anticipated that 14 RFPs will reviewed, edited and released.

Operational Area: OneSolution Business Process and Functionality Improvements		
Deliverable	Completion Timeline	Comments
Semi Annual Update Report	Q2 and Q4	Purpose is to advise IDOT of changes that are being made to the system to enhance internal controls, accountability and reporting.
Item/Project Area	Quarter 1 Progress	
Semi Annual Update Report	n/a	
Item/Project Area	Quarter 2 Objectives	
Semi Annual Update Report	Will provide report on upgrades/enhancement made to OneSolution.	

Operational Area: Budget Management		
Deliverable	Completion Timeline	Comments
Uniform Budget Template for FY2021 Budget	Q2	
Internal Controls Questionnaire for FY2021 UWP	Q3	
Programmatic Risk Assessment Form for FY2021 UWP	Q3	
FY2021 UWP Budget	Q4	



FY2021 CMAP Comprehensive Budget	Q4	Not an IDOT Requirement
Item/Project Area	Quarter 1 Progress	
Uniform Budget Template for FY2021 Budget	n/a.	
Item/Project Area	Quarter 2 Objectives	
Uniform Budget Template for FY2021 Budget	Will issue to memo to leadership outlining the FY2021 budget process and timeline with budget template to compile information. Will release by November 15 th .	

Operational Area: Project and Performance Management		
Deliverable	Completion Timeline	Comments
Software and Project Management Implementation Vendor Selected	Q2	Not an IDOT Requirement
Deliverables and Performance Measurements Training	Q2	Not an IDOT Requirement
Project Management Procedural Review and Recommendations	Q3	Not an IDOT Requirement
Project Management Software Selected	Q3	Not an IDOT Requirement
Project Management Software Implemented	Q4	Not an IDOT Requirement
Training Plan Developed	Q4	Not an IDOT Requirement
Item/Project Area	Quarter 1 Progress	
Project Management Toolkit Launch	Staff held (3) three Intro to Project Toolkit presentations which were attended by multiple staff that lead projects within their respective Divisions. Goal is for all new projects starting in FY20 to be following the processes and procedures laid out in the Toolkit.	
Ongoing Project Management Toolkit – Office Hours	As a follow up to the toolkit, staff began having biweekly “Tool Talks” that focus on one theme or Tool for discussion.	
Item/Project Area	Quarter 2 Objectives	
Toolkit Intro Videos	Staff will be recording 10+ 2-3 minute instructional videos to keep in each toolkit folder for future reference for all staff	



Project Management Implementation and Software Vendor	Charter, Scope, and RFP to be created and sent out to bid. Goal is to have selected vendor by end of Q2.
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Operational Area: External Resources Development and Management		
Deliverable	Completion Timeline	Comments
Annual Grant Fraud Training	Q4	IDOT Requirement
Item/Project Area	Quarter 1 Progress	
Annual Grant Fraud Training	Completed in Q1	
Quarterly Grant Team Meetings	Quarterly	
Quarterly Reports to Funders	Quarterly, or as required by grantor	
Grant Closeout Survey Pilot	Completed in Q1. Revise process in Q2.	
Item/Project Area	Quarter 2 Objectives	
Water Strategy Fund seeking	Submit three separate Illinois Environmental Protection Agency grants in response to 604B Notice of State Award to support CMAP's water strategy and ON TO 2050 implementation priorities.	
Grant Closeout Meeting	Due to low participation in survey pilot, the grant closeout survey will change format to a grant team meeting with feedback captured in follow up report.	
Quarterly Reports to Funders	MacArthur Foundation annual report, IDNR Coastal Grant Management quarterly report, Chicago Community Trust final report, and others as required by grantors.	
Review and Update Grant Life Cycle Process	Next phase of Grant Closeout Survey.	

Human Resources and Administration Program		
Operational Area: Benefits Administration		
Deliverable	Completion Timeline	Comments
457 Deferred Compensation Benefit Educational Seminars	Quarterly	Not an IDOT Requirement



FY2020 Benefits Package (Medical, Dental, Vision and Insurance)	Q1	Not an IDOT Requirement
Benefits Open Enrollment Meeting	Q2	Not an IDOT Requirement
Annual Benefits Study	Q4	Not an IDOT Requirement
Item/Project Area	Quarter 1 Progress	
457 Plan	Employee meeting with Mesirow advisors to learn about new account management option “myFinancial Future and Online Advice;” attended by 14 employees; in addition, 12 employees scheduled individual meetings.	
Benefits	Employee census prepared and submitted to Assurance.	
Item/Project Area	Quarter 2 Objectives	
Benefits	Review 2019 benefit renewal; plan design, premiums, employee / employer contributions: late October – early November; open enrollment/ wellness fair with outside vendors early December.	

Human Resources and Administration Program		
Operational Area: Diversity and Inclusion		
Deliverable	Completion Timeline	Comments
n/a	n/a	n/a
Item/Project Area	Quarter 1 Progress	
DIWG	Prioritize draft workplan: identifying FY20 and longer-term initiatives, resources and synergies.	
Item/Project Area	Quarter 2 Objectives	
DIWG	Workplan refinement based on prioritization; planning workshops.	

Human Resources and Administration Program		
Operational Area: Employee Relations		
Deliverable	Completion Timeline	Comments
Merit Increase and Promotion Letters	Q1	Not an IDOT Requirement
Guidelines for Mid-Year Check In Meetings	Q2	Not an IDOT Requirement
Guidelines for Annual Performance Evaluation Process	Q3	Not an IDOT Requirement



Management Training on Annual Performance Evaluation Process	Q3	Not an IDOT Requirement
Item/Project Area	Quarter 1 Progress	
Performance Management	Performance reviews for 84 employees reviewed, edited and delivered, including 6 promotions; merit increases planned, implemented and communicated through individual memos. Conducted analysis of historical merit and promotion practice; developed alternate scenarios based on budget constraints.	
Item/Project Area	Quarter 2 Objectives	
Performance Management	Performance management process review and refinement.	

Human Resources and Administration Program		
Operational Area: Human Resources Policy Development		
Deliverable	Completion Timeline	Comments
FY2020 Personnel Handbook Released	Q1	Not an IDOT Requirement
Management Training on FY2020 Personnel Handbook	Q1	Not an IDOT Requirement
Employee Training on FY2020 Personnel Handbook	Q1	Not an IDOT Requirement
Management Association HR Check-Up Review of CMAP Polices	Q3	Not an IDOT Requirement
Item/Project Area	Quarter 1 Progress	
Employee Handbook	Pending outcomes of visioning and employee engagement sessions.	
Item/Project Area	Quarter 2 Objectives	
Employee Handbook	Pending outcomes of visioning and employee engagement sessions.	

Human Resources and Administration Program		
Operational Area: Recruitment and Training		
Deliverable	Completion Timeline	Comments
n/a	n/a	n/a
Item/Project Area	Quarter 1 Progress	



Recruitment	Sourcing for vacancies: Associate Analyst - Policy; Principal, Planning R & A; AP Specialist; Assistant Analyst R & A; Assistant Analyst – TIP; Senior Digital Communications.
Item/Project Area	Quarter 2 Objectives
Recruitment	Sourcing for vacancies: Associate Designer; Associate Planner(s); Associate HR Generalist.

