

HELPING COMMUNITIES PROSPER

Staff Progress Report

Fiscal Year 2020
Quarter Two

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Planning

Operational Area: Administration

Operational Manager: Stephane Phifer

Deliverable	Completion Timeline	Comment
Quarterly report Q1 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation
Quarterly report Q2 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
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 Progress	



ON TO 2050 Integration Coordination (2019.017)	Staff continued the internal discussion process to develop guidance for agency planners on how to incorporate ON TO 2050's inclusive growth goals into local projects. Conversations in Q2 focused on the ECR process and resulted in two memo outlines detailing proposed ECR improvements and necessary, supportive actions for planning managers.
FY2020 Budget - Planning (2019.026)	Additional reporting capabilities from the time tracking system have been developed. Procurement processes for the FY2020 consultant contracts are underway. One of nine FY2020 procurements have been completed and six more are in progress.
GCoM USA - Climate Action Plan / MMC (2019.039)	The project team has completed a draft of the climate risk and vulnerability assessment (CRVA), which is under review by CMAP staff and relevant stakeholders. A follow-up workshop was held in Itasca, and another will be held in Montgomery in January 2020.
FY2020 Intern Program, Planning (2020.010)	Intern oversight and task delegation.
FY2020 Intern Program, Research (2020.011)	Continued overseeing and assisting two year-long Planning Research interns.
Item/Project Area	Quarter 3 Objectives
ON TO 2050 Integration Coordination (2019.017)	Finalize and convey memo for planning managers; initiate phase 2 (key recommendations, implementation plan) conversations and strategy development.
FY2020 Budget - Planning (2019.026)	Additional reporting capabilities from the time tracking system will be developed. Five of nine FY2020 procurements will be completed and four will be in progress more.
GCoM USA - Climate Action Plan / MMC (2019.039)	The project team will refine the CRVA and begin work to develop actionable strategies for climate change mitigation and adaptation. In February, CMAP staff will travel to Washington, DC to discuss the project at the National Conference of Regions, where CMAP and MMC will join peers from Washington DC, Kansas City, and Denver in calling for regional action on climate change. Workshop two, which will focus on climate change adaptation strategies, will be held in late March or early April 2020.
FY2020 Intern Program, Planning (2020.010)	Post internship position (planning and planning research) for summer 2020. Review Peters Fellow applications and conduct interviews.
FY2020 Intern Program, Research (2020.011)	Initiate hiring process for Summer and year-long interns. Continue Planning - Planning Research collaboration. Revise NUPIP proposal. Pre-select candidates for May interviews.



Operational Area: Local Technical Assistance (LTA) Program		
Operational managers: Jason Navota, Kristin Ihnchak, Jonathan Burch		
Deliverable	Completion Timeline	Comment
Quarterly report Q1 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation
Quarterly report Q2 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
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 Progress	
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, CMAP staff debriefed to discuss lessons learned, and began 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 82 applications from 71 different applicants. Staff spent Q2 evaluating the applications, and chose 28 applications with the highest potential for selection to further investigate and discuss internally. The evaluation included 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.	
Item/Project Area	Quarter 3 Objectives	



Fall CMAP Events (2020.012)	Staff will continue discussing if/how these events or other outreach efforts will take place in early FY21, and if/how they will coincide with CMAP's core values, priorities, and services.
2019 Call for Projects (2020.016)	Staff presented a preliminary list of project applications that have the highest potential to be included in the FY21 Project Group to the Coordinating Committee on January 8th, and will subsequently present the preliminary list to CMAP working committees and pertinent task forces throughout January and February. Feedback will be solicited on this list while staff continues to evaluate and refine the potential project descriptions with the applicants. Staff then intends on presenting the draft list of final staff project recommendations to the Coordinating Committee, CMAP Board, and UWP Committee for discussion on March 11th. Additionally, Staff will present the draft list to the MPO Policy Committee on March 12 for discussion, and ultimately the CMAP Board on April 8th for approval.

Operational Area: Local Capacity Building Program Administration		
Operational Manager: Vacant Principal Planner		
Deliverable	Completion Timeline	Comment
Quarterly report Q1 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation
Quarterly report Q2 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation. Deliverable(s): Final report (2018.010); Annual report (2018.011)
Item/Project Area	Quarter 1	
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 Progress
Local Capacity Program (2018.009)	Completed program reporting to funders. Continued assessment of priority characteristics and potential candidate municipalities for ESP Groups 2 and 3.
Chicago Community Trust - Grant Application for Local Capacity Program (2018.010)	Project grant was successfully closed out under the leadership of MMC on 11/1/19. A final report was developed with MPC and submitted to CCT on 12/11/19.
MacArthur Foundation - Grant Application for Local Capacity Building (2018.011)	An annual report and extension request for the grant was submitted on 10/31/19 by the grant team. Program Officer Craig Howard provided positive feedback on the report and Year 1's program progress. The extension request for Year 3 was approved and it was noted that payment for Year 2 would be delayed until Year 3, as a result.
Leadership Academy (2019.007)	Project scoping.
Item/Project Area	Quarter 3 Objectives
Local Capacity Program (2018.009)	Finalize candidate criteria for ESP Groups 2 and 3 and discuss potential candidates with Project Support Team and stakeholders.
MacArthur Foundation - Grant Application for Local Capacity Building (2018.011)	Schedule meeting with new Program Officer Tawa Mitchell to gain her insights on the project and discuss Year 2/Year 3 objectives. As funding has been extended to a third year, CMAP will likely need to submit a budget modification request.
Leadership Academy (2019.007)	Complete assessments and draft summary memos on the existing professional development and training landscape in NEIL and the professional development and training needs to implement ON TO 2050.

Operational Area: Planning Research		
Operational manager: Laurent Ahiablame		
Deliverable	Completion Timeline	Comment



Quarterly report Q1 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation
Quarterly report Q2 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation. Deliverable(s): TIP Atlas (2019.045)
Item/Project Area	Quarter 1	
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 Progress
Census Agency Administrator and Data Coordination (2010.013)	(1) Developed presentation on CMAP's use of Census data for MMC's Census Ideas Exchange workshops; presentations delivered by David Clark (12/2), Elizabeth Scott (12/9), and Jane Grover (12/10). (2) Jessica Matthews downloaded & formatted the 2014-18 American Community Survey data needed for the next round of Community Data Snapshots.
Regional Socioeconomic forecasting (2010.015)	Held regional forecast summit meeting with senior & other interested staff to discuss issues and approaches for the 2022 and 2026 Plan cycles.
Northeastern Illinois Development Database (NDD / NIDD) Maintenance (2010.018)	Continued database updates and maintenance. Developed RFP to engage consultant in evaluating & recommending improvements to NDD. Posted Q2 snapshot to Data Depot.
Small Areas Estimates of Employment Database Maintenance (2010.019)	Data updates to 2015 file. Worked on analysis of 2015 data at the tract level for cluster analysis project.
Mapping Innovations (2019.044)	Completed the LTA call for project maps. Supplied one off map for Calumet Park at Patrick Day's request.
Data Visualization Innovations / Application Development (2019.045)	The TIP Atlas mapping generation tool has been completed, documented, and demoed to TIP staff.
Internal Data Depot (2020.024)	Updates to existing datasets including Kane County, DuPage County GIS, McHenry County Tax Assessments, IDOT Crash Data, and NDD were made and posted to the Data Depot.



External Data-sharing Hub (2020.025)	No updates.
Developments of Regional Importance (DRI) requests (2020.026)	No activity in Q2.
Land Use Inventory Maintenance (2020.027)	All intermediate-level classifications completed. Continuing QA work.
Community Data Snapshots (2020.029)	The primary input for the CDS, ACS 2014-2018 data, has been prepped for the 2020 release. A new method for accessing the data is now available to make the process more flexible by tapping directly into the Census API. The method has been presented to R&A along with detailed documentation.
Bike/pedestrian count database (2020.030)	No activity in Q2.
Bikeways Inventory (BIS) Maintenance (2020.031)	Staff transition discussions and re-assignment.
Land Use Recommendations Inventory (2020.032)	Met with R/A group to discuss improvements to LUI recommendations.
Item/Project Area	Quarter 3 Objectives
Census Agency Administrator and Data Coordination (2010.013)	Acquire 2019 County Population Estimates data during March embargo period for Policy team.
Regional Socioeconomic forecasting (2010.015)	Develop scope for eventual procurement to update forecast that will accompany the 2022 Plan Update.
Northeastern Illinois Development Database (NDD / NIDD) Maintenance (2010.018)	Continue Database updates and maintenance. Issue RFP for NDD improvements; evaluate proposals and make selection.
Small Areas Estimates of Employment Database Maintenance (2010.019)	Obtain new data from IDES and start processing it.
Mapping Innovations (2019.044)	Will continue to offer as needed mapping requests, and look into possible areas where CMAP may improve on cartographic products.



Data Visualization Innovations / Application Development (2019.045)	Continue working with the Transportation Modeling Team to develop requirements for a scenario comparison application and begin development.
Internal Data Depot (2020.024)	In the next quarter R&A will continue to make updates to existing data, acquire new data, and post to the internal Data Depot.
External Data-sharing Hub (2020.025)	In the next quarter R&A will continue to make updates to existing data as they become available and post to the external Data Hub.
Developments of Regional Importance (DRI) requests (2020.026)	We will continue to be the point of contact and will provide support if something comes up.
Land Use Inventory Maintenance (2020.027)	Continuing QA work. Begin region-wide quality control and start development of "gap" (non-parcel) inputs.
Community Data Snapshots (2020.029)	In the next quarter, all other necessary datasets will be prepped and synthesized using the existing CDS generation procedures.
Bike/pedestrian count database (2020.030)	No updates planned in Q3.
Bikeways Inventory (BIS) Maintenance (2020.031)	Familiarize with existing process. Draft action plan for BIS updates and improvements. Re-start collecting new data to be added to the database.
Land Use Recommendations Inventory (2020.032)	Continue to streamline and improve the process.

Operational Area: Housing Planning		
Operational manager: Jonathan Burch		
Deliverable	Completion Timeline	Comment
Quarterly report Q1 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation
Quarterly report Q2 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation



Item/Project Area	Quarter 1
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 Progress
Assessment of Fair Housing / Enterprise Community Partners FY2019 - FY2020 (2019.032)	Gathered additional local data. Process and map HUD and locally provided data. Draft v2 of the existing conditions analysis documents for 7 sub-regional groupings. Help facilitate discussion of existing conditions findings and project next steps. Other items requested by the prime contractor.
Item/Project Area	Quarter 3 Objectives
Assessment of Fair Housing / Enterprise Community Partners FY2019 - FY2020 (2019.032)	Review comments on v2 draft existing conditions analysis documents. Undertake edits to create v3 documents, including mapping HUD and locally provided data. Other items requested by the prime contractor.

Operational Area: Water Resources Planning (* Non-UWP Deliverable)		
Operational manager: Jason Navota		
Deliverable	Completion Timeline	Comment
Quarterly report Q1 FY2020*	End of each quarter	Report of quarterly activities along with any applicable documentation
Quarterly report Q2 FY2020*	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
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 Progress
Kane County: Mill Creek Watershed-based Plan (FY2017-2018 WQMP Grant) (2017.719)	Plan approved by Illinois EPA. Staff addressed and incorporated comments received from Steering Committee members.
Indian Creek Watershed-based Plan (FY2019-2020 WQMP Grant) (2019.034)	IGA with Illinois EPA fully executed on Nov. 4. Staff began developing project timeline and resources documents, researched surface water quality modeling tools, and began process of refining the watershed boundary with datasets requested from project partners.
Water Supply Planning Fund for Northeastern Region (FY2019 - FY2020 IDNR Grant) (2019.035)	Staff finished a literature review of groundwater governance frameworks, launched water supply planning components for two Local Technical Assistance plans, and began drafting several policy updates on available water data, lawn ordinances, and water loss. Staff began a literature review of demand forecast methodologies to inform future regional demand forecast work. For the Northwest Water Planning Alliance, staff drafted an update of their strategic plan, assisted with meetings and continued outreach efforts. In addition, staff began updating the Alliance's website.
Integrated Water Strategy / Water Engagement Strategy (2019.041)	Produce briefing papers for IDNR, IEPA. Draft four proposals for IEPA: WQMP; Watershed Watch; IWRMP; SRF Infrastructure. Continue conversations with agencies about future water related work.
Item/Project Area	Quarter 3 Objectives



Kane County: Mill Creek Watershed-based Plan (FY2017-2018 WQMP Grant) (2017.719)	Fix appendix formatting and send plan to Communications for their final review, then print required copies for Illinois EPA.
Indian Creek Watershed-based Plan (FY2019-2020 WQMP Grant) (2019.034)	Select watershed modeling approach, finalize watershed boundary and begin preparing watershed resource inventory maps, procure rugged field tablet and prepare stream assessment data collection tool. Continue collaborating with project partners for data acquisition.
Water Supply Planning Fund for Northeastern Region (FY2019 - FY2020 IDNR Grant) (2019.035)	Staff will organize a steering committee to guide the assessment of different groundwater governance models. Staff will also complete the existing conditions memos on water supply for two LTA comprehensive plans. Staff will release a series of policy updates on water supply issues. For the Northwest Water Planning Alliance, staff will launch an updated website, work with executive committee to adopt the strategic plan, and continue meeting and outreach assistance. Staff will work with MPC, the consultants for Will County support to complete outreach and education tasks.
Integrated Water Strategy / Water Engagement Strategy (2019.041)	Submit four proposals for IEPA: WQMP; Watershed Watch; IWRMP; SRF Infrastructure. Begin drafting next IDNR Water Supply Planning scope of work. Continue conversations with agencies about future water related work.

Project: Local Technical Assistance (LTA) 2017 Project Group (2017.014)		
Program managers: Jason Navota, Kristin Ihnchak, Jonathan Burch		
Deliverable	Completion Timeline	Comment
Quarterly report Q1 FY2020	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)



Quarterly report Q2 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation. Deliverable(s): Northern Lakeshore Trail Connectivity Plan Existing Conditions Report (2017.702); Unified Development Ordinance (UDO) re districts, uses, development standards, and signs. (2017.706); Draft plan (2017.709); Key recommendations memo (2017.711); Draft Streetscape Improvement Plan. (2017.720); Draft Neighborhood Plan and Intersection Engineering Concepts (2017.724); Module 1: Administration and Module 2: Subdivisions, Uses, Districts (2017.725); Online interactive map, Key Findings, Draft Toolbox, and Priority Corridors Map (2017.727); Draft Zoning Ordinance (2017.734)
Item/Project Area	Quarter 1	
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 Beecher 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)	CMAAP 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 Progress
Algonquin and Cary: Subarea Plan (2017.700)	Draft plan developed and reviewed by Village staff. Visualization contract initiated with SCB.
Beach Park: Northern Lakeshore Trail Connectivity Plan NLTC (IDNR Grant) (2017.702)	Finalized ECR, convened SC for 2nd meeting (Oct.), drafted Key Rec Memo.
Beecher: Comprehensive/Land Use Plan (2017.703)	The Village of Beecher formally adopted the Comprehensive Plan on October 16, 2019. Closed out project.
Calumet Park: Comprehensive Plan / CDBG Stormwater Plan (2017.705)	Public visioning event was held 10/9. DRAFT Vision and Goals Statement was received and distributed for comment.
Carol Stream: Zoning Code Update (2017.706)	Houseal Lavigne Associates (HLA) provided Carol Stream and CMAP staff with draft portions of the Unified Development Ordinance (UDO) re districts, uses, development standards, and signs.



Channahon: Comprehensive Plan Update (2017.707)	Community adopted final plan.
Chicago: Coalition for a Better Chinese American Community (CBCAC) Parking Study (2017.709)	Steering Committee members provided comments on the draft plan. Staff is addressing those comments and plans to have a final draft for internal review in January.
DuPage County: IL-83 Corridor Land Use Study (2017.711)	Steering Committee members and CMAP staff reviewed the recommendations memo in November. The report was sent to other partners in December. The Consultant is now revising the final draft and preparing for two Community Workshops in January.
Far South Community Development Corporation: Existing Conditions Report (2017.712)	Finalized design version of the report. Provided report to community.
Forest Preserve District of Cook County: River Trail Feasibility Study (2017.713)	Finalized study. Convened Steering Committee for meeting on report and next steps.
Justice: I&M State Trail Extension Feasibility Study (2017.717)	Close out project.
Kane County Innovative Land Use Strategy (2017.718)	Completed MOU with Kane County, whose Board passed a resolution in support of the project. Planned external kickoff meeting with Kane County.
Matteson: Streetscape Improvement Plan (2017.720)	Village and CMAP staff reviewed draft Streetscape Improvement Plan. Consultant revised draft plan.
McHenry County: Coordinated Investment Study (2017.723)	The project team completed five well-attended workshops with staff and officials from McHenry County government districts. The team is processing the input from the workshops and other project activities and research.
McKinley Park: Neighborhood Plan (2017.724)	Gewalt Hamilton Associates completed engineering work that assess and presents improvement concepts for six conflict intersections in McKinley Park. CDOT reviewed draft concept plans and CMAP staff is now incorporating concept work into draft plan. Ongoing internal review by project director.



Montgomery: Zoning Ordinance Update (2017.725)	CMAP staff provided Village staff with Module 1 of 3 re administration and Module 2 of 3 re subdivision, uses, and districts for the Unified Development Ordinance (UDO).
North Avenue Corridor Plan (2017.726)	Draft plan was in development. CDOT's traffic and safety study, which will be incorporated into final plan, was restarted.
Northwest Municipal Conference (NWMC) Multimodal Transportation Plan (2017.727)	The consultant has developed an outline of the plan and various components of the plan, including an online bike corridor map, an interactive sidewalk map, and the toolbox of approaches. A draft plan is expected in early February. They held one pop-up workshop in November, and a member Open House. In December, they held two more pop-up workshops at local events.
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)	CMAP and the Village held a Steering committee meeting and held monthly coordination meeting with all partners involved.
Summit: Zoning Code Update (2017.734)	Duncan Associates provided Summit and CMAP staff with draft Zoning Ordinance and led a meeting to discuss the high level changes from the existing Ordinance.
Item/Project Area	Quarter 3 Objectives
Algonquin and Cary: Subarea Plan (2017.700)	Complete visualization contract and draft plan review process (steering committee and public) and initiate adoption process with the Villages.
Beach Park: Northern Lakeshore Trail Connectivity Plan NLTC (IDNR Grant) (2017.702)	Steering committee review of Key Rec Memo. Begin draft plan.
Beecher: Comprehensive/Land Use Plan (2017.703)	Project completed Q2 FY2020.
Calumet Park: Comprehensive Plan / CDBG Stormwater Plan (2017.705)	Facilitate internal review session for Vision and Goals Statement with all Village departments, discuss document at January Steering Committee, and finalize.



Carol Stream: Zoning Code Update (2017.706)	HLA to deliver subdivision standards.
Channahon: Comprehensive Plan Update (2017.707)	Process final invoice. Close out project.
Chicago: Coalition for a Better Chinese American Community (CBCAC) Parking Study (2017.709)	Staff will work with Communications to use the new design template and create an executive summary and begin implementation assistance.
DuPage County: IL-83 Corridor Land Use Study (2017.711)	Open houses on January 20th and 29th. Final plan.
Far South Community Development Corporation: Existing Conditions Report (2017.712)	Project completed Q2 FY2020.
Forest Preserve District of Cook County: River Trail Feasibility Study (2017.713)	Project completed Q2 FY2020.
Justice: I&M State Trail Extension Feasibility Study (2017.717)	Project completed Q2 FY2020.
Kane County Innovative Land Use Strategy (2017.718)	Hold external kickoff with Kane County staff. Identify and convene advisory committee. Begin planning series of convenings that will form the major work on the project.
Matteson: Streetscape Improvement Plan (2017.720)	Steering Committee to meet on January 9, 2020, to review draft Plan. A public workshop is scheduled for Thursday, January 30, to present draft Plan. Consultant to finalized Streetscape Improvement Plan and present it to the Village Board in March, 2020.
McHenry County: Coordinated Investment Study (2017.723)	Complete memos summarizing findings from assessment phase of study. Complete recommendations memo and share with advisory committee. Continue research to support final study.
McKinley Park: Neighborhood Plan (2017.724)	Revise draft Neighborhood Plan and coordinate partner review process. Hold Steering Committee and Public Open House in February 2020 to present draft Plan. Finalize Plan.



Montgomery: Zoning Ordinance Update (2017.725)	CMAP staff will provide staff with Module 3 of 3 re parking, landscaping, and signs for the UDO.
North Avenue Corridor Plan (2017.726)	Finalize CMAP's part of plan and work on incorporating CDOT's draft recommendations.
Northwest Municipal Conference (NWMC) Multimodal Transportation Plan (2017.727)	Review draft deliverables.
The Northwest Side Housing Center (NWSHC): Belmont Cragin Business and Economic Development Plan (2017.728)	Project completed Q2 FY2020.
Robbins: Stormwater, TOD, and Clean Energy Plan (2017.730)	In this quarter CMAP staff expect to complete a draft plan and have it submitted to the Village and steering committee for review and approval.
Summit: Zoning Code Update (2017.734)	Summit and CMAP staff will review the Ordinance in its entirety and provide feedback to Duncan Associates. The Ordinance will be revised based on this feedback and conversations between the three entities.

Project: Embedded Staff Planner - Demonstration Project (2018.009)		
Project manager: Vacant Principal Planner		
Deliverable	Completion Timeline	Comment
Quarterly report Q1 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation
Quarterly report Q2 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	



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 Progress
Village of Calumet Park - Embedded Staff Planner (2019.036)	Initiated implementation the ESP Action Plan and coordinated with other CMAP staff and partners to help leverage external resources directed toward the community. Activity highlights include: initiation of assessments of GIS needs, and roads jurisdiction and maintenance, continued support for ongoing Comprehensive Plan creation, and local adoption of Cook County Multi-Jurisdictional Hazard Mitigation Plan.
Village of Sauk Village - Embedded Staff Planner (2019.037)	Initiated implementation of the ESP Action Plan and coordinated with other CMAP staff and partners to help leverage external resources directed toward the community. Activity highlights include: discussions between the Village and Cook County that resulted in a decision to combine the Village's Invest in Cook and CMAQ grants into one preliminary engineering study, since their project limits overlap with one another (it was also determined that Cook County is best suited to lead the combined study), initiation of assessment of the Village's Zoning Ordinance, and two focus groups convened through Homes for a Changing Region.
Item/Project Area	Quarter 3 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. Anticipated activities include: prepare and submit applications to Cook County's Invest in Cook program and the STP-L program for priority transportation projects, complete assessments initiated in Q2, and acceptance of final Pavement Management Plan by Village Board.
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. Anticipated activities include: prepare and submit applications to Cook County's Invest in Cook program and the STP-L program for priority transportation projects, complete assessments initiated in Q2, and begin partnership with the Metropolitan Planning Council to conduct a water loss audit through the Drinking Water 1-2-3 Academy technical assistance program.



Project: Homes for a Changing Region Illinois Housing Development Authority (IHDA) Housing Needs Assessment (2018.015) (*Non-UWP Deliverable)		
Project manager: Jonathan Burch		
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)
Quarterly report Q2 FY2020*	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
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 Progress	
MMC/Illinois Housing Development Authority (IHDA) Housing Needs Assessment (2018.015)	Produce Naperville Action Plan. Hold Broadview focus group meeting. Hold kickoff meetings in Oak Forest and Sauk Village. Complete housing needs analyses for Oak Forest and Sauk Village. Hold Sauk Village focus group meeting. Meet and assess potential work in Plano and Will County. .	
Item/Project Area	Quarter 3 Objectives	
MMC/Illinois Housing Development Authority (IHDA) Housing Needs Assessment (2018.015)	Close out Naperville engagement. Hold Oak Forest focus group meeting. Hold expert panels in Oak Forest, Broadview, and Sauk Village. Meet and assess potential communities for future work.	

Project: Regional Land Use Model Development (2018.018)		
Project manager: David Clark		
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	
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 Progress	
Regional Land Use Model Development (2018.018)	Completed v2 parcels data; begun v2 building data improvements. Acquiring local comp plan data to fill in "constraints" info for muni-adjacent unincorporated areas. Final delivery of data needed for the Wisconsin portion of the external modeling area. Consultant has incorporated all data sent to date, run a full simulation to the year 2020, evaluated results and provided feedback.	
Item/Project Area	Quarter 3 Objectives	
Regional Land Use Model Development (2018.018)	Complete v2 buildings data and IL/IN external modeling areas data; begin v2 employment data. Create initial full-region set of pipeline (anticipated development) data. Provide additional datasets to help identify explanatory variables.	

Project: Illinois International Port District Master Plan (SPR Grant) (2019.038)		
Project manager: Elizabeth Scott		
Deliverable	Completion Timeline	Comment
Quarterly report Q1 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation
Quarterly report Q2 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation



Item/Project Area	Quarter 1
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 Progress
Chicago: Illinois International Port District Master Plan (SPR Grant) (2019.038)	Interviews and existing conditions, detailed freight, and real estate market research continued. CMAP received draft 1 of the ECR in mid-December. Steering committee membership was finalized and an invited went out for the first meeting on February 3, 2020.
Item/Project Area	Quarter 3 Objectives
Chicago: Illinois International Port District Master Plan (SPR Grant) (2019.038)	Review and revise ECR; hold first steering committee and tour; receive and review detailed freight analysis and forecast.

Project: Local Technical Assistance (LTA) FY2020 Project Group (2019.006)		
Program managers: Jason Navota, Kristin Ihnchak, Jonathan Burch		
Deliverable	Completion Timeline	Comment
Quarterly report Q1 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation
Quarterly report Q2 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
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 Development (DPD): Planning and public engagement exercise (2020.820)	Project has not been initiated.
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 Progress
Arlington Heights: Livable Communities Plan (2020.801)	Followed up with community on draft scope.
Bartlett & Streamwood: Bicycle & Pedestrian Plan (2020.802)	Draft scope.
Berkeley: Prairie Path & Taft Ave. Corridor Plan (2020.803)	Staff reconnected with the project applicant to discuss the timeline, in preparation for major project work to begin in January 2020. The project team has been assembled.
Burlington: Comprehensive Plan Update (2020.804)	CMAP staff presented the scope, goals, and timeline of the project to the Burlington Village Board, which then voted to move forward with the project. The Village is currently reviewing the IGA and project charter, and is expected to approve the documents during the next Board meeting (January 21, 2020).
Central Council of Mayors: Regional Comprehensive Stormwater Study (2020.805)	Project scoping underway.
Chicago: Austin Coming Together Central Ave.	Project was initiated. Internal work on draft scope and work on web-based plan development begun.



Corridor Study (2020.806)	
Chicago: Elevated Chicago (2020.807)	CMAP Board approved the consultant selection and a kick-off meeting for the LTA project is planned for late January. Staff continue to develop the draft scope of work and outline agreements with RTA, Elevated, and the local community partner.
DuPage County: Lake St. Corridor Overlay Zoning (2020.808)	The RFP was posted and pre-bid meeting was held.
Ford Heights: Comprehensive Plan (2020.809)	No updates.
Fox Lake: Form Based Code (2020.810)	No updates.
Lemont: TOD Parking & Civic Space Study (2020.811)	No updates.
Fox River: Corridor Plan for McHenry County (2020.812)	Held a kick-off meeting with project partners where they approved the scope and engagement strategy. Project partners received the IGA in late December 2019 and will go to their board in early January 2020. Staff developed project webpage, began drafting a community profile and collecting data for a vulnerability assessment that will be fully integrated into the ECR.
Minooka: Comprehensive Plan Update (2020.813)	Project was initiated. Village and staff went through RFP process and recommended a consultant for Board approval.
Monee: Comprehensive Plan Update (2020.814)	The CMAP board confirmed the consultant for the project - Gingko Planning and Design. The village and consultant will hold a kick-off meeting for the project on January 6.
Oswego: Unified Development Code (2020.815)	Draft scope reviewed by CMAP and Village planning staff.
Peotone: Planning Priorities Report (2020.816)	Initial scoping conversations and scope draft are underway.
Will County: Comprehensive Freight	In September, work on the project was kicked off by Will County, CMAP, and the consultant team (led by CivilTech, with sub-contractors CDM Smith, Gingko Planning & Design, Lakota Group, and VSKA). In addition the



Transportation & Land Use Plan (2020.817)	consultant team commencing its study of existing conditions, it convened the first meeting of the project Steering Committee on December 3.
Bartlett: Exterior lighting and parking regulations (2020.818)	No update.
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 Development (DPD): Planning and public engagement exercise (2020.820)	Project has not been initiated.
Evanston: Inclusive growth framework plan (2020.822)	Staff facilitated three half-day meetings over four weeks to help inform the City's future planning approach. The process recommended significantly increased public engagement leading to a new comprehensive plan. Evanston submitted a new LTA application for assistance for innovative and inclusive public engagement.
Forest Preserves of Cook County: Multimodal transportation access plan (2020.823)	No update.
Geneva: Developer Panel – State Street (2020.824)	Confirmed interest in the project with the City, and discussed preliminary scope.
John Jones Academic Association: Aviation hub – community cultural center (2020.825)	Outreach finalized and panel roundtable discussion held in November '19. Discussion and recommendations memorialized in memo, sent to project partner. Project completed.
McHenry County: Comprehensive agricultural resource guide (2020.827)	Continued to monitor potential funding sources for County's vision for the guide.
Posen: Comprehensive/mobility plan (2020.828)	Met with Village staff to determine local technical assistance needs. Scheduled meeting for January 2020 with appropriate Village representatives. Contacted IDOT re Route 83 traffic safety issues.



Richton Park: Economic development incentives (2020.829)	Met with Richton Park's economic development staff to discuss project goals, and how they fit in with CMAP's larger economic development incentives policy work.
Item/Project Area	Quarter 3 Objectives
Arlington Heights: Livable Communities Plan (2020.801)	Finalize scope.
Bartlett & Streamwood: Bicycle & Pedestrian Plan (2020.802)	Determine new project manager and circulate scope to community.
Berkeley: Prairie Path & Taft Ave. Corridor Plan (2020.803)	Staff will finalize the IGA, project charter, and scope of work with the project sponsor and begin substantial work on the project.
Burlington: Comprehensive Plan Update (2020.804)	Following approval of the IGA and project charter, CMAP staff will prepare a final project timeline, develop the project website and Bang The Table! webpage, and schedule the first public meeting. CMAP staff will also begin preliminary work on the existing conditions report (ECR).
Central Council of Mayors: Regional Comprehensive Stormwater Study (2020.805)	Complete scoping with input from Policy and Programming, as well as Central Council, and initiate project.
Chicago: Austin Coming Together Central Ave. Corridor Study (2020.806)	Finalize scope and present it to applicant. Formal project kick-off.
Chicago: Elevated Chicago (2020.807)	Hold kick-off meeting, begin basic outreach phase, interviews and site visit.
DuPage County: Lake St. Corridor Overlay Zoning (2020.808)	In this quarter staff and the client will select a vendor, ascertain CMAP Board approval, and initiate the project.
Ford Heights: Comprehensive Plan (2020.809)	Begin scoping project with Village staff. Determine timeframe for RFP process.
Fox Lake: Form Based Code (2020.810)	Begin scoping project with Village staff. Determine timeframe for RFP process.



Lemont: TOD Parking & Civic Space Study (2020.811)	Begin scoping project with Village staff.
Fox River: Corridor Plan for McHenry County (2020.812)	Make the project webpage live; ask partners/stakeholders to be members of the project's steering committee; convene a steering committee meeting and present the community profile; continue drafting the ECR; begin scheduling listening groups and stakeholder interviews.
Minooka: Comprehensive Plan Update (2020.813)	Board approval for consultant, followed by IGA, Resolution, and formal kick-off.
Monee: Comprehensive Plan Update (2020.814)	The consultant will host the first steering committee in late January/early February and complete stakeholder interviews and the draft existing conditions report by the end of March for village and CMAP review. The first public open house is tentatively scheduled for the end of March.
Oswego: Unified Development Code (2020.815)	Finalize scope and MOU/IGA. Complete staff kick-off meeting. Begin review of existing conditions. Begin stakeholder interviews.
Peotone: Planning Priorities Report (2020.816)	Finalize scope and present it to applicant. Formal project kick-off in March.
Will County: Comprehensive Freight Transportation & Land Use Plan (2020.817)	The consultant team will hold stakeholder interviews and focus groups, along with conducting extensive data analysis, leading to a formal presentation on Existing Conditions to the Steering Committee in late March.
Bartlett: Exterior lighting and parking regulations (2020.818)	requesting them to approve an IGA if they intent to pursue the project
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)	Staff will draft and circulate a close out memo to City staff and participants. Decision on Evanston request for engagement assistance will be made.
Forest Preserves of Cook County: Multimodal transportation access plan (2020.823)	CMAP staff will continue working with the Forest Preserves of Cook County to finalize the scope of this alternative support project.
Geneva: Developer Panel – State Street (2020.824)	Have a discussion with ULI about connecting Geneva with a developer panel.
John Jones Academic Association: Aviation hub – community cultural center (2020.825)	project completed in Q2
McHenry County: Comprehensive agricultural resource guide (2020.827)	Identify new contact at McHenry County and re-engage.
Posen: Comprehensive/mobility plan (2020.828)	Lead meeting in January 2020 with appropriate Village representatives. Assist community with potential funding solutions through IDOT Highway Safety Improvement Program and Safe Routes to Schools. Complete project close out.
Richton Park: Economic development incentives (2020.829)	Continue outreach with Richton Park's Planning & Zoning and Economic Development Commissions, the Mayor, and Village Manager. Review existing economic development incentive agreements utilized by the Village.



Policy and Programming

Policy Development

Operational Area: Implementation of ON TO 2050 Mobility Priorities

Operational Manager: Liz Schuh

Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation.
Item/Project Area	Quarter 1	
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 Progress	
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 of FY20 as well as Q1 of FY21.	
Transportation Revenue monitoring and analysis	No progress.	
Item/Project Area	Quarter 3 Objectives	
Regionally significant project evaluation	Complete initial analysis of proposed RSP amendments. Prepare for public comment. Monitor other RSPs and attend project meetings as necessary.	



Emerging transportation technology	Continue preparing research and dialoguing with stakeholders in preparation for the task force, scheduled to begin in February 2020.
Transportation Revenue monitoring and analysis	N/A

Policy Development		
Operational Area: Regional Transit Policy and Investment		
Operational Manager: Martin Menninger		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
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 Progress	
Transit Capacity Analysis	Summarized modeling estimates of capacity impacts by transit line. Developed early draft of the report.	
Item/Project Area	Quarter 3 Objectives	
Transit Capacity Analysis	Refine data points from forecasts and modeling into digestible format for the report. Outreach with transit agencies.	

Policy Development		
Operational Area: Local Safety Analysis and Implementation		
Operational manager: Todd Schmidt		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	



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 Progress
Local subregional analysis and prioritization	Worked with usRAP to run the model for two pilot areas, Central Ave in the City and local jurisdiction roads in the South Council of Mayors. Completed LTA project charter for a Local Road Safety Plan in Flossmoor. Processed 2017 and 2018 crash data to upload onto the V drive. Processed crash data to create annual emphasis statistics for the region. Working with IDOT to address error in assigning wrong roadway functional class to crashes.
Local safety implementation and collaboration	Participated in the Traffic Records Coordinating Committee, attended Chicago Vision Zero committees on data and planning, fatalities analysis working group.
Item/Project Area	Quarter 3 Objectives
Local subregional analysis and prioritization	Review and summarize usRAP model outputs. Analyze the crash emphasis areas at the Council of Mayor geography and other levels. Develop wikipeage outlining the crash emphasis area work. Continue to support LTA application as needed. Support TC discussion on the longer term safety strategy for the region. Continue to work with IDOT to address roadway functional class issues.
Local safety implementation and collaboration	Continued participation in the Traffic Records Coordinating Committee, attended Chicago Vision Zero committees on data and planning, fatalities analysis working group. Participate in DuPage County Local Road Safety Plan.

Policy Development		
Operational Area: Governance and Tax Policy Analysis		
Operational manager: Lindsay Hollander		
Deliverable	Completion Timeline	Comment



Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
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 Progress	
State revenues to local govts research	Continued research on approaches to providing state revenue to local governments, continue outreach, and begin data collection.	
Governance and tax policy analysis	Drafted webpage edits.	
Item/Project Area	Quarter 3 Objectives	
State revenues to local govts research	Complete data collection, begin analysis, convene focus groups.	

Policy Development		
Operational Area: Development and Demographic Analysis		
Operational Manager: Liz Schuh		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
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 Progress	



E-commerce analysis	Continued project's first phase to understand background, industry considerations, and trends.
Disinvestment analysis	New staff familiarizing with existing materials. Developing project charter and updating project vision. Scoping out remaining work and tasks.
Policy brief series	Drafted housing trend policy update.
Item/Project Area	Quarter 3 Objectives
E-commerce analysis	Begin second phase to understand e-commerce's known impacts on the region. Conduct interviews with industry stakeholders. Project completion anticipated September 2020.
Disinvestment analysis	Finalize project charter and scope. Begin first phase of disinvestment analysis via literature review, data gathering, and stakeholder conversations.
Policy brief series	Project on hold pending staffing.

Policy Development		
Operational Area: Regional Economic Policy Analysis		
Operational managers: Austen Edwards and Lindsay Hollander		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
Traded industry clusters analysis	Finalized data analysis and revised draft technical report.	
Local economic development incentives analysis and guide	Conducted literature review, scanned region for incentive policies, collected data on incentives.	
Item/Project Area	Quarter 2 Progress	
Traded industry clusters analysis	Finalized technical report and redeveloped data charts, revised engagement strategy.	
Local economic development incentives and guide	Conducted interviews with partners, scoped new analysis on the prevalence of local incentives data.	



Workforce analysis	Scoped project and began initial interviews with stakeholders
Item/Project Area	Quarter 3 Objectives
Traded industry clusters analysis	Publish executive summary, release technical report, begin publicizing and presenting findings to partners and private sector stakeholders
Local economic development incentives and guide	Complete interviews with partners, begin drafting initial findings
Workforce analysis	On hold pending staff availability

Policy Development		
Operational Area: Establishment of Performance Targets		
Operational manager: Martin Menninger		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
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 Progress	
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.	
Item/Project Area	Quarter 3 Objectives	
Federal Performance Measures	Connect performance measures to planned and obligated dollars. Complete significant work on Obligations Report to be released in Q4.	

Policy Development



Operational Area: ON TO 2050 Indicator and Performance Monitoring		
Operational managers: Noel Peterson and Todd Schmidt		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
ON TO 2050 Indicators	Updated 6 ON TO 2050 indicators.	
Item/Project Area	Quarter 2 Progress	
ON TO 2050 Indicators	Updated 4 indicators. Published all indicator data (with post-Plan updates) on the CMAP GitHub website for public use.	
Performance Monitoring	Started expressway VMT estimation for 2019.	
Item/Project Area	Quarter 3 Objectives	
ON TO 2050 Indicators	Continue to update indicators as new source data becomes available.	
Performance Monitoring	Complete expressway VMT estimation for 2019.	

Policy Development		
Operational Area: Visualization of Performance Measures		
Operational manager: Simone Weil		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
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 Progress	
Draft indicators	On hold pending staff availability.	



Item/Project Area	Quarter 3 Objectives
Draft indicators	Finalize project scope, set project management processes, draft indicators, and identify policy brief topics.
Design and format changes	Develop alternatives for presenting data and analysis online, convene with communications team to discuss development.

Policy Development		
Operational Area: Federal and State Legislative Strategy and Engagement		
Operational managers: Gordon Smith		
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	
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 Progress	
Federal strategy and engagement	Completed draft federal agenda and surface transportation reauthorization principles. Prepared Erin for Congressional freight testimony. Provided Board, MPO Policy Committee, and Transportation Committee 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.	
Item/Project Area	Quarter 3 Objectives	



Federal strategy and engagement	Obtain Board approval for federal agenda and surface transportation reauthorization principles. Provide committees federal policy updates. Provide technical assistance to Congressional staff as needed.
State strategy and engagement	Secure board approval of state agenda, framework, and Illinois principles for capital revenues and funding. Convene legislative partners to talk about shared priorities. Disseminate state agenda and other policy documents to legislators, staff, and the governor’s office. Monitor legislation and committee hearings. Conduct policy review of legislation.

Policy Development		
Operational Area: CMAP Committee Support		
Team: McEwan, Elam, Manning-Hardimon (policy committees); Cambray, Dixon, Cefali (advisory committees); Phifer (coordinating committee); Edwards, Daly, Evasic, Lopez, Tineh, Dobbs, Maddux (working); and Kane, Levine, G. Smith, T. Smith, Weil		
Deliverable	Completion Timeline	Comment
Board and meeting agendas	Quarterly Reports with agendas compiled	
Item/Project Area	Quarter 1	
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.	
Convene liaisons	Share committee management best practices, collaboratively construct six month agendas, and cross departmental project status sharing.	
Item/Project Area	Quarter 2 Progress	
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.	
Convene liaisons	Share committee management best practices, collaboratively construct six month agendas, and cross departmental project status sharing.	
Item/Project Area	Quarter 3 Objectives	



Internal process improvement	Continue Q1 and Q2 activities as described above, in addition to coordinating and planning with new innovation and strategic alignment initiatives.
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Policy Development		
Project: Modernizing Highway Traffic Signals		
Project manager: Claire Bozic		
Deliverable	Completion Timeline	Comment
Regional Highway Traffic Signal Modernization Program recommendations	Q4	This is a new project for FY20
Item/Project Area	Quarter 1	
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 Progress	
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.	
Item/Project Area	Quarter 3 Objectives	
Final existing conditions report	RTOC and ATTF concurrence with existing conditions descriptions, conclusions, and report.	
Final vision document	RTOC and ATTF concurrence with signal system vision.	



Draft program recommendations	RTOC and ATTF discussion of potential recommendations in January, draft report in March. Recommendations include facility prioritization and investment types.
Draft program design	Draft initial program design. RTOC and ATTF discussion.

Policy Development		
Project: Local Truck Routing & Community Plans		
Project Manager: Patty Mangano		
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	
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, that scope is being reduced. The Cook County project will be expanded to include additional communities.	
Item/Project Area	Quarter 2 Progress	
Will County Truck Routing and Community Plan	Data collection and outreach/engagement tasks continued. The first steering committee meeting was held.	
Southwest Chicago and South Suburban Cook County Truck Routing and Community Plans	Both projects were re-scoped. The RFP documents for the Southwest Chicago project were finalized and placed in the Procurement queue. CMAP is awaiting an SPR grant amendment to further advance the South Suburban Cook County revised project scope.	



Item/Project Area	Quarter 3 Objectives
Will County Truck Routing and Community Plan	Continue with data collection and outreach/engagement tasks, complete the existing conditions task, and hold the second steering committee meeting.
Southwest Chicago Truck Routing and Community Plan, now renamed Chicago Southwest Communities Truck Abatement Study	Release the RFP and select the consultant team.
South Suburban Cook County Truck Routing and Community Plan	Finalize the revised project scope and release the RFP.

Policy Development		
Project: Equity Analysis of Transportation Fares, Fees, and Enforcement		
Project Manager: Aseal Tineh		
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	
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 establishing equity framework	Staff completed its first project deliverable: a memorandum that defines transportation equity and proposes a transportation equity framework. The 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 Progress	
Resource group	The resource group met on October 29 th , and some new members were invited to join the resource group.	
Initial equity assessment findings	Staff developed outlines for their equity assessments of the selected fines, fares, and fees, and established their analytical approach(es). Staff have started to	



	conduct quantitative analysis of the impacts to low income individuals. Staff also identified key stakeholders to interview.
Transportation Equity Framework	Staff decided to pursue development of this equity framework as a separate effort from the larger fines, fares, and fees project. Staff developed a project scope and charter, and are in the process of conducting a scan of peers and others in the country.
Item/Project Area	Quarter 3 Objectives
Resource group	The resource group will meet in February.
Initial equity assessment findings	Staff will continue developing their assessments and will begin the interview process, where appropriate.
Transportation Equity Framework	Staff will complete the peer scan and develop an internal memorandum with a proposed framework.

Policy Development		
Project: Grade Crossings Feasibility Analysis		
Project Manager: Tom Murtha		
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	
RFP/Consultant selection	Issued RFQ. Responses were due in October.	
Item/Project Area	Quarter 2 Progress	
RFP/Consultant Selection	Consultant selection occurred at the November 2019 Board meeting. However, the contract was not signed until Q3.	
Community and Stakeholder Engagement	Communities and key stakeholders have fully concurred with the first two crossings to analyze.	
Item/Project Area	Quarter 3 Objectives	
Project initiation	Project initiation is expected to occur in Q3.	



Community and Stakeholder Engagement	Community engagement for Joliet is expected to begin in Q3.
Existing Conditions	Existing conditions studies will be initiated for Joliet and Berwyn/Riverside in Q3.
Item/Project Area	Quarter 4 Objectives
Project initiation	Project initiation is expected to occur in Q3.
Community and Stakeholder Engagement	Community engagement for Berwyn/Riverside is expected to begin in Q4.
Existing Conditions	Existing conditions studies will continue for Joliet and Berwyn/Riverside.
Purpose and Need	Staff discussions regarding purpose and need will begin in Q4.

Policy Development		
Project: Pavement Management Plans for Chicago Local Agencies		
Project manager: Todd Schmidt		
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	
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 Progress	
Municipal pavement management plans	Reviewed and provided comments on 12 draft pavement management plans. Attended 6 final pavement management presentations. Round 3 pavement condition data collection half complete. Attended the CAM-AM (County Asset Management) meeting with County Engineers, IDOT, & Tollway.	



Item/Project Area	Quarter 3 Objectives
Municipal pavement management plans	Complete 12 municipal pavement management plans. Kickoff round 3 of the pavement management program. Continued participation in the CAM-AM meetings.

Transportation Modeling		
Operational Area: Advanced Travel Model Implementation		
Operational manager: Craig Heither		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
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 Progress	
Activity-based model implementation	Began training additional staff on using the ABM and testing scenarios. Tested implementation of a more representative synthetic population developed using newer software. Augmented agency documentation on ABM input and output files.	
Freight forecasting model development	Completed analysis of the spatial distribution of industry-specific employment reflected in the freight model compared to observed data. Continued developing a model calibration file based on the rail waybill sample data to measure the volume of commodities moving by rail between regions of the country. Tested new model code from USDOT's consultants to generate	



	synthetic firms, create producer-consumer pairs within commodity markets and simulate distribution channels.
Item/Project Area	Quarter 3 Objectives
Activity-based model implementation	Support the Equity in Fines, Fares and Fees project by testing various policies for their impact on various groups; determine the best methods to operationalize the policies within the ABM. Continue augmenting documentation of ABM components.
Freight forecasting model development	Finalize 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		
Operational manager: Nick Ferguson		
Deliverable	Completion Timeline	Comment
Conformity analysis modeling results	Q2, Q4	
Item/Project Area	Quarter 1	
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 Progress	
Transit O-D survey analysis	Finished evaluation of Metra park and ride catchment areas. Compared model to combined Metra and CTA O-D surveys, looking at distribution of transit origins and destinations.	
C20Q1 conformity analysis	Coded new TIP amendments and completed analysis year model runs, plus additional runs for possible plan amendments.	
Item/Project Area	Quarter 3 Objectives	



Transit itinerary update	Finish improvements and update transit itineraries in model network databases.
Transit assignment testing	Begin to investigate alternative methods and other possible improvements to transit assignment.

Transportation Modeling		
Operational Area: Transportation Modeling Services to Regional Partners		
Operational manager: Jose Rodriguez		
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	
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 Progress	
Small Area Traffic Forecasts/Project Studies	Completed 58 Year 2050/interim year forecasts using c19q3 (October) conformity, including the following RSP projects - 2 additional alternatives for North Lake Shore Drive terminus (2 alternatives) , IL 31 from IL 176 to IL 120 (IDOT build and no-build), Randall Rd @ I-90 (also a KDOT feasibility study) and I-55 south of I-80 to IL 113 (IDOT, 5 alts for safety following incident). Provided travel demand info to Pace consultant to support the Joliet Express Study. Supported IDOT consultant in applying their version of CMAP's activity-based model for the I-290 Capacity Study, mostly in discussion of calibration and methods.	



SATF / Traffic Count Map Tool	Current Forecast Layer/Traffic Count data loaded, update routines/programming in ArcPro finalized and implemented at routine intervals.
Field Data Collection	QA/QC performed on USRAP and RR grade crossing databases. R- Script developed for conversion of camera-obtained traffic volume data between new vendor and old vendor format/tally summation.
Item/Project Area	Quarter 3 Objectives
Small Area Traffic Forecasts/Project Studies	Complete 75 small area traffic forecasts using October 2019 c19q3 ONTO 2050 conformity network. Continue support to Pace Joliet Express Study and IDOT I-290 Capacity Study.
SATF / Traffic Count Map Tool	Internal promotion of Map Tool availability. Assure CMAP_GIS access and functionality for interested staff.
Field Data Collection	Initiate freight network traffic/truck counts in southern part of CMAP region in latter weeks of Q3 weather permitting.

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



Data visualization literature review	Used information from the literature review to prepare first version of filterable web gallery to explore data visualization projects at CMAP. New projects can be added to the gallery as they are completed.
TIP mapping workflow	Completed development of the TIP mapping tool including documentation and user guide for programming staff.
Model scenario comparison	Met with modeling staff to discuss relevant datasets, summaries, and functionality for the proposed scenario comparison tool.
Item/Project Area	Quarter 3 Objectives
Model scenario comparison	Create reference guide listing and describing relevant datasets from the Trip-Based Model. Begin development of model scenario comparison template(s).

Transportation Modeling		
Project: Household Travel Survey Update		
Project manager: Craig Heither		
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	
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 Progress	
Final reports and memoranda	Received final memo on recurrent survey framework and discussed survey data summaries to be included in the final report.	



Survey database development	Continued extensive quality control review of interim databases received. Provided continuous feedback to consultant on data inconsistencies, quality issues and data processing logic. Finalized survey data weights.
Analysis of survey results	No activity.
Item/Project Area	Quarter 3 Objectives
Final reports and memoranda	Receive final project report, data dictionary and final memo on survey data weighting methodology. Close out contract.
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		
Project manager: Claire Bozic		
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	
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 Progress	



Communications white paper	Received draft and provided comments
Item/Project Area	Quarter 3 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).
Finalize communications white paper	Anticipated December completion date pushed back. Will be completed before contract ends in June.

Transportation Modeling		
Project: Estimation and Calibration of Activity-Based and Production Travel Demand Models		
Project manager: Craig Heither		
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	
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 Progress	
Request for Proposals	Due to an unsatisfactory response to the original RFP, the scope was narrowed to only include work on the trip-based model and the revised RFP was released. Completed proposal evaluation process and recommendation prepared for CMAP Board.	
Trip-based model uncertainty analysis	No activity.	



Trip-based model update	No activity.
Item/Project Area	Quarter 3 Objectives
Request for Proposals	Hold project kick-off meeting. Finalize project work plan and schedule.
Trip-based model uncertainty analysis	Begin analysis to identify the primary sources of uncertainty in the model and quantify their impacts.
Trip-based model update	No activity.

Transportation Capital Programming		
Operational Area: TIP Development and Management		
Operational manager: Kama Dobbs		
Deliverable	Completion Timeline	Comment
Quarterly reports on TIP management activities	End of each quarter	
Item/Project Area	Quarter 1	
Regular TIP amendments	Regular amendments and on-going supporting activities completed.	
Item/Project Area	Quarter 2 Progress	
Regular TIP amendments	Regular amendments and on-going supporting activities completed.	
Monitoring & reporting on performance measures and the TIP	Kick-off efforts to transition annual obligation report (financial) to include both obligations and performance measures.	
Item/Project Area	Quarter 3 Objectives	
Monitoring & reporting on performance measures and the TIP	Complete FFY2019 obligation and performance report for presentation to Transportation Committee in May.	



Transportation Capital Programming		
Operational Area: Conformity of Plans and Program		
Operational manager: Russell Pietrowiak		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
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 Progress	
Conformity Analysis	Emissions modeling for Conformity Amendment 20-03 was completed (public comment will be in January). Modeling was also done for 2 Plan Amendments but that will need to be redone as part of the plan amendment process.	
Data analysis	Emissions modeling data for CREATE projects. CMAP data/modeling results to/with IEPA data and modeling results. This has led to follow up discussions with IEPA regarding various divergent data sets. An offshoot of these discussions have been to explore vin decoding to create a new vehicle population file. A new Motor Vehicle Emissions Budget (MVEB) was worked out with IEPA.	
Tier II Consultation	A Tier II Consultation meeting has been scheduled for 1/21/19.	
Training	Training of another staff member to assist with MOVES modeling continued.	
Item/Project Area	Quarter 3 Objectives	
Conformity Analysis	Emissions modeling will need to be done for the Conformity Amendments and Plan Amendments that will be considered at the MPO meeting in June.	



Data Analysis	Work on the vin decoder project will continue and a new vehicle population file will be requested from the IL. Sec. of State.
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Transportation Capital Programming		
Operational Area: CMAQ and TAP-L Development		
Operational manager: Doug Ferguson		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
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 TIP Amendments 20-21.3 and 20-21.2 prepared for CMAP Board and MPO Policy Committee consideration.</p>	
Item/Project Area	Quarter 2 Progress	
FFY 2020-2024 CMAQ and FFY 2020-2022 TAP-L programs	<p>Programs approved by MPO Policy Committee and CMAP on 10/10/2019 along with TIP Amendments 20-21.3 and 20-21.2.</p> <p>All CMAQ projects included in TIP Amendment 20-21.3 except for one were found eligible by FHWA/FTA under federal guidelines. The exception was found to be partial ineligible and the scope and funding was amended to comply with FHWA's finding.</p> <p>A mandatory project initiation webinar was held on 12/10/2019 for the new programs to help project sponsors kick-off their projects.</p>	
Item/Project Area	Quarter 3 Objectives	
FFY 2022-2026 CMAQ and FFY 2022-2024 TAP-L programs	Review evaluation methods and begin assessing new methods and modifications for next programming cycle in 2020.	



Transportation Capital Programming		
Operational Area: STP Shared Fund Program Development and Local Program Development Support		
Operational manager: Kama Dobbs		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
FFY 2020 – 2024 STP-SF Program	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. Outlined approach for conducting “lessons learned” evaluation of the process.	
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 local distribution formula	Held a number of internal brainstorming sessions with Policy and Programming staff and began brainstorming with planning liaisons and CDOT staff.	
Item/Project Area	Quarter 2 Progress	
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.	



Active Program Management (STP-SF)	Received initial updates for active and contingency programs.
Local Program Development	Provide support to council staff for completion of their local calls for projects, including eTIP set-up to accept applications, and providing eTIP training and Active Program Management presentations at council meetings and workshops.
Item/Project Area	Quarter 3 Objectives
FFY 2020 – 2024 STP-SF program	Prepare memo outlining “lessons learned” discussion schedule for CY 2020 for January STP PSC. Complete survey of applicants regarding the process (webinars, handbook, eTIP, etc.).
Active Program Management (STP-SF)	Review December updates and report to STP PSC in January. Complete March quarterly updates.
Local Program Development	Continue providing support to council staff for completion of their local calls for projects.

Transportation Capital Programming		
Operational Area: Active Program Management		
Operational manager: Jen Maddux and Russell Pietrowiak		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
Obligation tracking	CMAQ obligations for FFY 2019 totaled \$262 million (\$163 million in transfers from FHWA to FTA), achieving an unobligated balance of zero. TAP-L obligations in FFY 2019 were minimal, leaving a balance of \$27 million. IDOT transferred \$89 million from NHPP to CMAQ.	



	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.
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> <p>Continue to track letting trends (since April there has been a significant increase in the # projects with high bids).</p>
Item/Project Area	Quarter 2 Progress
Obligation tracking	<p>CMAQ obligations in FFY 2020 stand at -\$11.7M due to several deobligations on previously obligated projects</p> <p>STP-L obligations are \$16.5M in FFY 2020</p>
Active Program Management	<p>Staff continued discussions with IDOT in an effort to secure additional STP-L programming authority as current STP-L funding is estimated to only cover project through the March letting along with some of the projects targeting the April letting.</p> <p>Continued coordination efforts with IDOT and the PL's for locally programmed projects with a continued focus on the STP-L program.</p> <p>Continued participating in IDOT/FHWA monthly coordination meetings.</p>
Item/Project Area	Quarter 3 Objectives
Obligation tracking	Continue to track Federal obligations and letting trends.
Active Program Management	<p>Discuss getting additional STP-L programming authority from IDOT.</p> <p>Continue coordination efforts with IDOT and the PL's for locally programmed projects with a continued focus on the STP-L program.</p> <p>Continue participating in IDOT/FHWA monthly coordination meetings.</p>

Transportation Capital Programming



Operational Area: Council of Mayors		
Operational manager: Teri Dixon		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
COM Executive Committee	At October 29, meeting mayors updated about FFY2021-2025 STP Local Programming Marks and status of STP expenditures in 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 Progress	
COM Executive Committee	Preparing agenda and other pertinent information for Jan 28. Staff is working with other staff members to consolidate and ensure COM agenda are in line with Mayors and CMAP agenda for upcoming legislative cycles.	
Planning Liaisons	Each council will be having a call for projects in 3 rd quarter. In 2 nd quarter CMAP staff is continuing to provide support and help PLs with this process. Continued coordination for UWP 2021 and the contractual responsibilities for PLs occurring.	
Item/Project Area	Quarter 3 Objectives	
COM Executive Committee	Prepare agenda for the April meeting. Continue to ensure that agenda and legislative cycle are working in tandem with policy initiatives for the region.	
Planning Liaisons	Work with PLs to complete the local STP project calls. Work with PLs regarding strategies for project implementation for the remaining federal fiscal year.	

Transportation Capital Programming



Operational Area: eTIP Database Development and Maintenance		
Operational manager: D. Ferguson		
Deliverable	Completion Timeline	Comment
Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
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 Progress	
eTIP Database	Completed work related to the carryover of the 19-00 TIP to the 20-00 and the addition of new projects from the CMAQ, TAP-L and STP-SF call for projects. Resolved issues related to eTIP performance with EcoInteractive support.	
EcoInteractive Contract Negotiations	Staff input on eTIP development and maintenance was received and had initial contact with EcoInteractive.	
TIP Map Workflow	Completed a draft process for producing maps of TIP projects using political representative boundaries.	
Item/Project Area	Quarter 3 Objectives	
eTIP Database	Continue to monitor eTIP database functionality and make corrections to issues that arise with the database.	
EcoInteractive Contract Negotiations	Conduct the negotiation process for a new contract for eTIP development and maintenance.	
TIP Map Workflow	Finalize process for producing maps of TIP projects using political representative boundaries.	



Communications and Outreach Program

Operational Area: Planning Support

Operational managers: Melissa Silverberg

Deliverable	Completion Timeline	Comment
Support for Call for Projects announcement and project selection	Q4	Small Plans, Big Ideas event series, press release, social, e-blast, web homepage
Municipal newsletter	Quarterly	Reviewing goals and audiences of newsletter
Progress report	Quarterly	
Item/Project Area	Quarter 1	
Web-based plans	Worked on selection scope of projects with project managers.	
Item/Project Area	Quarter 2 Progress	
Cannabis Zoning Town Hall	Initiated at request of Planning DED, held in October.	
Small Plans, Big Ideas forum series	Completed forum series and ON TO 2050 symposium to coincide with Call for Projects.	
Item/Project Area	Quarter 3 Objectives	
Call for projects announcement	Will support Planning team with press release, social media campaign, media strategy, and other needs around the project selection announcement.	

Operational Area: Policy and Programming Support

Operational managers: Mandy Burrell Booth

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	
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 Progress
My Daily Travel	Still awaiting data set and initial findings. Discussed plan to publish key takeaways and brief analysis, release data, and work on larger visualization and analysis project.
Clusters report	With policy, developed draft final report. Discussed key takeaways. Release TBD.
Expressway Vision	Nearly completed report. Completed work on graphics with Urban Lab. Release strategy TBD.
Item/Project Area	Quarter 3 Objectives
My Daily Travel	Publish key takeaways, data, and visualization/video—possibly all at once timed to April Board meeting?
Clusters report	Develop release strategy. Release report.
Expressway vision	Develop and execute release strategy.
Rail grade video.	Develop video.

Operational Area: Media Relations and Messaging		
Operational managers: Tina Fassett Smith and Mandy Burrell Booth		
Deliverable	Completion Timeline	Comment
Progress report	Quarterly	
Item/Project Area	Quarter 1	
Proactive pitches and engagement	<p>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.</p> <p>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.</p>	
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 Progress
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	Fielded ongoing media requests from Chicago Magazine, Pioneer Press, Forbes, Crains, Chicago Tribune and Chicago Sun-Times.
Item/Project Area	Quarter 3 Objectives
Media outreach	Pitch on My Daily Travel survey results, Traded Clusters report, LTA call for projects selection, and state legislative issues and tax policy if appropriate.

Operational Area: Graphic Design		
Operational manager: Nancy Catalan-Sanchez		
Deliverable	Completion Timeline	Comment
Progress report	Quarterly	
Item/Project Area	Quarter 1	
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 (CMAQ). 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 Progress	
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.	
Item/Project Area	Quarter 3 Objectives	
Hire New Designer	Complete 2 nd round interviews and select candidate for hire.	



Implement branding to template materials	<p>Now that the design has been approved, we will begin to update current templates with new branding.</p> <p>Chinatown parking plan will be used as a test run for an LTA executive summary.</p> <p>CMAP's design guidelines will also be updated.</p>
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Operational Area: Web Administration		
Operational manager: Joey-Lin Silberhorn		
Deliverable	Completion Timeline	Comment
Progress report	Quarterly	
Item/Project Area	Quarter 1	
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 Progress	
Website design, maintenance and administration	<p>The 2019 theme was deployed to the website, which included the new Topics pages templates, and the Topics page itself. There were other minor design tweaks included in this, so that the CMAP and ON TO 2050 sites were more closely aligned.</p> <p>Some of the maintenance on the site has been slowed or delayed due to a patch issue that is being worked on between Liferay and Clarity.</p>	
ON TO 2050 functionality moved to CMAP website	Work on this has been hold due to the patch issue; once that is resolved and we have updated the website, we will be working to get the widgets available for use. The local strategy map widget was completed and is available for use.	
Topics Index and Key Topics page Updates	Sustainability, housing, regional econ development, tax policy, and land use have been edited for the new format. The new topics page was added to the website backend when the theme was deployed.	
Item/Project Area	Quarter 3 Objectives	



Website maintenance and administration	We will begin preparing for upgrading to the latest version of Liferay, and continue with maintenance to the site, including patches and a backlog of open tickets (work has already begun on clearing these).
Topics Index and Key Topics page Updates	The main topics index will be added to the site, with the first round of pages, and work will continue to add more pages, with the help of topic experts as needed.

Operational Area: Digital Content Strategy and User Engagement		
Operational manager: Melissa Silverberg and Joey-Lin Silberhorn		
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	
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 Progress	
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.	
Item/Project Area	Quarter 3 Objectives	
Analytics reporting	We will continue to produce a monthly and quarterly analytics report that includes our website and social media. Once the new digital senior is in place, we will work with Clarity to establish a new Google analytics dashboard to make sure we are monitoring the correct stats. Clarity will be providing training on the dashboard and related topics to Melissa, Joey, and the new digital senior.	

Operational Area: Broad-Based External Engagement		
Operational manager: Jane Grover		
Deliverable	Completion Timeline	Comment
Stakeholder survey	Q4	



Progress reports	Quarterly	
Item/Project Area	Quarter 1 (July 1 - September 30)	
FY20 Public Engagement Strategy	Strategy drafted, engagement goals and stakeholders identified.	
Small Plans, 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 Progress (October 1 – December 31)	
Public engagement strategy, implementation	Aligned the public engagement strategy with new agency vision/goals, identify stakeholders for targeted outreach, develop messaging and outreach presentation: Community strategic planning session in Roselle; completed Small Plans, Big Ideas series and symposium.	
Cross-departmental engagement strategies	Planned strategic engagement sessions with Planning, Policy and Programming staff to proactively support their initiatives – Evanston alternative support LTA project; two cannabis zoning conference calls; began planning conference call on regional distribution centers.	
Census 2020	Participated in Metropolitan Mayors' Caucus peer advisory network and State Illinois Complete Count Commission meetings. Promoted Census 2020 materials and participation at all outreach events.	
Speaking engagements	Supported and promoted Executive Director's speaking events	
Citizens' Advisory Committee	December meeting cancelled at direction of the chair.	
Item/Project Area	Quarter 3 Objectives (January 1 – March 31)	
Municipal engagement	Presentations to village boards/city councils in Broadview, Mount Prospect, Waukegan.	



Citizens' Advisory Committee	With the chair, develop committee work plan and meeting schedule for 2020.
Census 2020	Support and promote Census 2020 at all outreach events.
Cross-departmental engagement strategies and support	Provide public engagement consultation and activities for local planning projects, grade crossing study, ON TO 2050 amendment process, fines/fares/fees project, traded clusters. Support executive speaking circuit activities.

Operational Area: Public Engagement Tools, CRM		
Operational manager: Jane Grover		
Deliverable	Completion Timeline	Comment
Progress reports	Quarterly	
Item/Project Area	Quarter 1 (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 Progress (October 1 – December 31)	
Bang the Table	Continued to work with consultant to design platform and demo website; developed sites for two LTA projects.	
CRM/MARCEL	Finalize user guide; continued work to update data via consultant.	
TurningPoint (keypads)	Explored equipment upgrades for budgeting purposes.	
Item/Project Area	Quarter 3 Objectives (January 1 – March 31)	
All	Launch new Bang the Table sites for LTA projects; schedule staff trainings with consultant. Finalize data upload and schedule staff trainings for CRM/MARCEL.	

Operational Area: Future Leaders in Planning (FLIP)		
Project manager: [Jane Grover]		
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 (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 Progress (October 1 – December 31)	
Project management	Built project management toolkit for FLIP; prepared guide for FLIP program prior to Katanya's departure.	
2020 program planning	Identified theme (water) and begin curriculum development.	
Item/Project Area	Quarter 3 Objectives (January 1 – March 31)	
2020 program planning	Finalize application, continue curriculum development, recruit staff, train intern(s).	

Information Technology and Facilities

Operational Area: Internal Hardware and Software Management

Operational Manager: Matt Rogus

Deliverable	Completion Timeline	Comments
Quarterly Reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
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 Progress
Disaster Recovery	Completed migration of backup system copy to cloud service provider. Continue migrating additional services and storage. Began to repurpose older Phoenix equipment.
Data Center OPO	Completed evaluation of options for either building full data center or renting rack space. Began developing rack diagrams for OPO and Colocation including power and cooling requirements.
Reports	Completed Preliminary FY21 IT Budget document, Completed the following reports 1.) Network, 2.) Backup Policies and Procedures 3.) Backup and Storage System Status report.
Item/Project Area	Quarter 3 Objectives
Data Center OPO	Develop and Release RFP for CoLocation services, Finalize rack diagrams for OPO and Colocation including power and cooling requirements. Research mover services for moving server equipment. Complete migration plan for migrating server infrastructure to OPO and CoLocation provider.
Reports	Finalize FY21 IT Budget document, Update the following reports 1.) Office 365 Status and Strategy Report, 2.) Rack Diagrams and Power Management documentation 3.) Disaster Recovery Plan and Business Continuity Plan Document, 4.) Data Refresh Process Documentation, 5.) Financial System Infrastructure Documentation, 6.) Three-year IT Strategic Plan Document.

Operational Area: Web Infrastructure Management		
Operational Manager: Lance Tiedemann		
Deliverable	Completion Timeline	Comments
Quarterly Reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
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 Progress
Cloud Applications	Setup suggestion box in Google Forms.
Cloud Applications	Setup a SharePoint communications site for new CMAP Intranet and introduced it to content editors.
Cloud Applications	Worked with test users on Office 365 Teams setup and training.
Item/Project Area	Quarter 3 Objectives
Cloud Applications	Setup identity verification with Google for CMAP domain.

Operational Area: Information Security		
Operational Manager: Lance Tiedemann		
Deliverable	Completion Timeline	Comments
Quarterly Reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
Security Training	Performed two staff phishing campaigns with follow up in weekly email and assigned six new staff members to security awareness training.	
VPN	Presented a VPN training session for staff.	
Item/Project Area	Quarter 2 Progress	
Security Training	Continue to train staff with phishing campaigns informed by the phishing attacks experienced by the agency.	
Security Tools	Deployed new Microsoft security tools to test group.	
Item/Project Area	Quarter 3 Objectives	
Security Tools	Expand Microsoft security tools test group.	



Operational Area: Office Systems Management		
Operational Manager: Ben Stromberg		
Deliverable	Completion Timeline	Comments
Quarterly Reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
Phone Environment	Research cloud PBX solution as a potential replacement for current VOIP system	
AV System	Evaluate OPO AV systems and services	
Item/Project Area	Quarter 2 Progress	
Meeting Support	Assisted RTA with hosting and streaming of board meetings at CMAP.	
Phone Environment	Compare cost, functionality, and future investment of phone systems.	
AV System	Continued evaluating OPO AV systems and services	
Item/Project Area	Quarter 3 Objectives	
Phone Environment	Finalize plan for moving phone system to SIP, order equipment and consulting services for implementing in 4 th qtr. Look into soft console capabilities and implementation with current system.	
Telecommunication Services	Finalize plan for acquiring and implementing new internet and/or cable TV services at OPO.	
AV System	Continue working with OPO on options for OPO conference center AV services. Develop scope of services OPO AV systems, implementation and support services, and work with vendor to evaluate existing equipment EOL.	

Operational Area: User Support		
Operational Manager: Ben Stromberg		
Deliverable	Completion Timeline	Comments



Quarterly Reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
Helpdesk	Researched alternative solutions to enhance current process.	
OneSolution	Gathered information about moving the OS environment in the Cloud.	
Item/Project Area	Quarter 2 Progress	
Helpdesk	Obtained quotes and researched potential options for helpdesk replacement.	
OneSolution	Worked with vendor to review broken Cognos reports and strategy for fixing moving forward. Obtained quote for development environment upgrade to 19.2. Worked with F&A to demo 19.2 and develop schedule to implement.	
Item/Project Area	Quarter 3 Objectives	
Helpdesk	Continue researching new software. Implement software by end of Q4.	
OneSolution/Leave Requests	Developed new strategy for staff submittal of Leave Requests. Demo new version of OS to F&A and upgrade development environment to 19.2; Continue researching OS cloud solution. Implement 2020 tax tables and 2019 tax forms.	
Staff Computing	Develop plan for implementing additional laptops to staff.	

Operational Area: Facilities		
Operational Manager: Matt Rogus		
Deliverable	Completion Timeline	Comments
Quarterly Reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
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 Progress	



Document Management	Converted 713 paper publications to digital documents
Offsite Storage	Completed evaluation of vendors and storage costs for Offsite storage services.
Furniture & Equipment	Began preparing furniture and storage rooms for transfer to IDOT.
Item/Project Area	Quarter 3 Objectives
Document Management	Continue conversion of paper publications to digital documents.
Offsite Storage	Negotiate new storage rates with existing vendor or move content to new Offsite storage provider.
Furniture & Equipment	Work with IDOT to begin transferring old furniture out of Willis Tower.
Mailing Services	Evaluate options for new mailing services lease.
Coffee Services & Supplies	Review options Coffee supplies and services contract.

Operational Area: Freedom of Information Act (FOIA) Response Coordination		
Operational Manager: Matt Rogus		
Deliverable	Completion Timeline	Comments
Quarterly Reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
FOIA/Information Request	Responded to two (2) external requests and zero (0) FOIA requests.	
Item/Project Area	Quarter 2 Progress	
FOIA/Information Request	Responded to two (18) external requests and one (1) FOIA requests.	
Item/Project Area	Quarter 3 Objectives	
FOIA/Information Request	Response to external and FOIA request in a timely, transparent and professional manner.	



Project: Server Infrastructure Virtualization Upgrade		
Project Manager: Lance Tiedemann		
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	
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 Progress	
Server Infrastructure Virtualization	Presented VxRail justification to senior management as part of data center strategy.	
Server Infrastructure Virtualization	Provided Dell with a Purchase Order.	
Item/Project Area	Quarter 3 Objectives	
Server Infrastructure Virtualization	Work with Dell on installation of new system.at co-location data center to house CMAP equipment.	



Project: Office Relocation and Construction Project		
Project Manager: Matt Rogus		
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	
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 Progress
Floor Plan Schematic Design Drawings	Completed new floor plan scenarios and finalized SDD. Team presented designs to staff.
RFP GC Services	Conducted interviews and selected GC.
Furniture Design Plan & RFP	Developed Furniture Plan and RFP for Furniture.
AV Development Plan Document	Began working with Cresa to review options for AV needs in OPO.
Item/Project Area	Quarter 3 Objectives
Architect Services	Acquire necessary building permits, Work with MEP and Architect to finalize designs for IT closets including electrical and cooling, Develop Construction Documents
GC Services	Work with GC to evaluate subcontractor bids present to board for approval, begin construction.
Furniture Design Plan & RFP	Evaluate furniture bids, select vendor, order furniture. Develop plan and selection for ancillary furniture throughout office,
Moving Services	Develop RFP for Moving Services
AV Development Plan Document	Work with team to develop scope of services for AV integrator, Contract with AV vendor and begin development of detailed AV Design and Build Plans.

Finance and Administration Program

Operational Area: Finance and Accounting

Operational Manager: Vacant Controller

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	
BoBs 2832 Report	4th 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 31st.	
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 Progress	
FY2019 Indirect Rate Plan	Completed work with Maximus to determine indirect rate and submitted to IDOT.	
Single Financial Audit	Auditor fieldwork completed and draft reviewed at Executive Committee in November.	
BoBs 2832 Report	1st Quarter 2020 reports submitted to IDOT for all eligible projects: FY2019, FY2020 Operating, FY2019, FY2020 Competitive, and SPR Projects: Truck Routing, Pavement Management, Port and LTA projects.	
Agency and Sub recipient Invoices	Invoices sent to IDOT and other agencies - completed monthly.	
Item/Project Area	Quarter 3 Objectives	
BoBs 2832 Report	2nd Quarter 2020 reports will be submitted to IDOT for all eligible projects: FY2019, FY2020 Operating, FY2019, FY2020 Competitive, and SPR Projects:	



	Truck Routing, Pavement Management, Port and LTA projects by end of January 2020
Agency and Sub recipient Invoices	Invoices sent to IDOT and other agencies - completed monthly
Single Financial Audit	Final audit reviewed at January 2020 CMAP Board meeting.
Employee W2s	Will be completed and released to employees on or before the federal deadline of January 31, 2020.
Employee 1095s (ACA)	Will be completed and released to employees on or before the federal deadline of March 31, 2020. Anticipate releasing the forms on or before January 31, 2020.
Annual Financial Report to the State Comptroller's Office	Sent to Comptroller's Office in January 2020.

Operational Area: Procurements, Contracts and Commercial Datasets		
Operational Manager: Penny Dubernat		
Deliverable	Completion Timeline	Comments
BOBs 2832 Report – Deliverables	Quarterly	IDOT Requirement as identified by Grant Agreements
Annual Procurement Training	Q3	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	
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 Progress
Deliverables	Final Reports were submitted for Beecher and the IDOT Safety Project
Quarterly Contract Activity	6 RFPs were issued and 1 RFQ. 6 Pre-bid meeting were conducted. A total of 18 responses were reviewed and scored. 6 Justification for vendor selection were reviewed and approved. 4 interviews were conducted. 8 contracts were drafted, 6 board reports, 8 IDOT concurrences were obtained. 3 Concurrence requests were granted, 0 accounting meetings were conducted, 3 IGA's were drafted and 13 contract amendments were drafted and processed. 3 PAO or PAO amendments were reviewed, approved and processed. 84 Procurements were reviewed and approved. 0 procurement orientation meetings were conducted, 13 editions of the Illinois Register were reviewed.
Item/Project Area	Quarter 3 Objectives
Annual Procurement Training	Procurements I – Micro and Small Procurements and Procurement II – Large Procurements will be delivered in Q4.
Contract Activity	It is anticipated that 5 RFPs will reviewed, edited and released.

Operational Area: OneSolution Business Process and Functionality Improvements		
Operational Manager: Accounting, Principal		
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	
Semi Annual Update Report	Occurs Q2 and Q4.	
Item/Project Area	Quarter 2 Progress	



Semi Annual Update Report	Will provide report on upgrades/enhancement made to OneSolution.
Item/Project Area	Quarter 3 Objectives
Semi Annual Update Report	Occurs Q2 and Q4.

Operational Area: Budget Management		
Operational Manager: Angela Manning-Hardimon		
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	
Uniform Budget Template for FY2021 Budget	n/a.	
Item/Project Area	Quarter 2 Progress	
Uniform Budget Template for FY2021 Budget	Memo issued to leadership outlining the FY2021 budget process and timeline with budget template to compile information. Released November 25 th .	
Item/Project Area	Quarter 3 Objectives	
Uniform Budget Template for FY2021 Budget	Complete the UPW and Comprehensive FY2021 Budget. Secure UWP Committee approval on UWP budget in March.	

Operational Area: Project and Performance Management		
Operational Manager: Dan Olson		
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	
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 Progress	
Toolkit Intro Videos	Reviewed Camtasia software with IT and began using functionality to test individual recording of videos.	
Project Management Implementation and Software Vendor	Project Charter created and open to feedback. Broader project scope and RFP are on hold until the specific software requirements and priorities are better understood.	
Item/Project Area	Quarter 3 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	Scope and RFP to be created pending review and management concurrence with Project Charter.	



Operational Area: External Resources Development and Management		
Operational Manager: Tricia Hyland		
Deliverable	Completion Timeline	Comments
Annual Grant Fraud Training	Q4	IDOT Requirement
Item/Project Area	Quarter 1	
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.	
Grant Life Cycle Process Review and Update	Kick off in Q3.	
Item/Project Area	Quarter 2 Progress	
Water Strategy Fund seeking	Submitted three separate Illinois Environmental Protection Agency applications on January 15 th 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. Currently in development with Q3 changes to Quarterly Grant Meetings.	
Quarterly Reports to Funders	Completed MacArthur Foundation annual report, IDNR Coastal Grant Management quarterly report, Chicago Community Trust (CCT) final report, and others as required by grantors. CCT grant closed out with partners MMC and MPC. One year extension request approved for MacArthur grant.	
Review and Update Grant Life Cycle Process	Next phase of Grant Closeout Survey. Comprehensive update in Q3.	
Item/Project Area	Quarter 3 Objectives	
Comprehensive Grant Life Cycle Update	Establish process for incorporating staff input and leadership direction in next version of Grant Life Cycle Process. Kick off update process in Q3.	



Climate Strategy Development Efforts	Continue to research and assess new funding opportunities for climate work. Noting March 27 th application deadline for Donnelley Foundation.
Quarterly Reports to Funders	Respond to new fiscal and programmatic reporting requirements with state grants (i.e. IDNR, IEPA Indian Creek Project) based on Programmatic Risk Assessment determinations. Budget modification requests to be completed for IDNR water supply planning IGA and MacArthur Foundation. In person meeting with MacArthur Foundation's new Program Officer in February 2020 on C-Build program.
Revise Structure of Quarterly Grant Meetings	Grant team meetings for all external grant teams will be combined into a single meeting versus individual meetings as a pilot to provide added value in sharing grant management best practices.

Human Resources and Administration Program		
Operational Area: Benefits Administration		
Project Manager: Jake Koepsel		
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	
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 Progress	
Benefits	Review 2019 benefit renewal; plan design, premiums, employee / employer contributions: late October – early November; well attended open enrollment / wellness fair with providers and other resources early December. Open enrollment completed.	



Item/Project Area	Quarter 3 Objectives
Personalized Benefit Statements	Prepare and distribute to all employees a personalized benefit statement showing Total Compensation (all amounts paid by CMAP) for each employee.

Human Resources and Administration Program		
Operational Area: Diversity and Inclusion		
Operational Manager: Jake Koepsel		
Deliverable	Completion Timeline	Comments
n/a	n/a	n/a
Item/Project Area	Quarter 1	
DIWG	Prioritize draft workplan: identifying FY20 and longer-term initiatives, resources and synergies.	
Item/Project Area	Quarter 2 Progress	
DIWG	Employee participation in Beyond Diversity: Courageous Conversations training sessions. Employee group visits to the Undesign The Redline exhibit. Employee participation in CPS / Urban Alliance College Essay Day. Workplan refinement based on prioritization; planning workshops.	
Item/Project Area	Quarter 3 Objectives	
DIWG	Develop training plan; refine workplan; plan workshops.	

Human Resources and Administration Program		
Operational Area: Employee Relations		
Operational Manager: Jake Koepsel		
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	
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 Progress	
Performance Management	Performance management and development framework project.	
Item/Project Area	Quarter 3 Objectives	
Performance Management	Performance management and development framework project.	

Human Resources and Administration Program		
Operational Area: Human Resources Policy Development		
Operational Manager: Jake Koepsel		
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	
Employee Handbook	Pending outcomes of visioning and employee engagement sessions.	
Item/Project Area	Quarter 2 Progress	
Employee Handbook	Updated Flexible Work Arrangements policy, incorporating employee feedback. Created new Employee Appreciation & Recognition policy,	



	incorporating employee feedback. Introduced streamlined policy format and revision tracking process.
Item/Project Area	Quarter 3 Objectives
Employee Handbook	Develop plan for updating employee handbook. Lead efforts to review, revise, obtain legal review and implement new employee handbook.

Human Resources and Administration Program		
Operational Area: Recruitment and Training		
Operational Manager: Jake Koepsel		
Deliverable	Completion Timeline	Comments
n/a	n/a	n/a
Item/Project Area	Quarter 1	
Recruitment	<u>Sourcing for vacancies:</u> Associate Analyst - Policy; Assistant Analyst – TIP; Senior Digital Communications. <u>Placements:</u> Principal, Planning R & A; Assistant Analyst R & A; AP Specialist.	
Item/Project Area	Quarter 2 Progress	
Recruitment	<u>Sourcing for vacancies:</u> Assistant Analyst – TIP (2); Senior Digital Communications; Associate Designer; Associate HR Generalist; Principal, Communications; Engagement Associate. <u>Placements:</u> Associate Analyst – Policy; Associate Planners (2);	
Item/Project Area	Quarter 3 Objectives	
Recruitment	<u>Sourcing for vacancies:</u> Assistant Analyst – TIP (2); Senior Digital Communications; Associate Designer; Associate HR Generalist; Principal, Communications; Engagement Associates (2); Assistant Planner; Peters’ Fellow; NUPIP Fellow; Interns (various).	



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The Chicago Metropolitan Agency for Planning (CMAP) is our region's comprehensive planning organization. The agency and its partners developed and are now implementing ON TO 2050, a new long-range plan to help the seven counties and 284 communities of northeastern Illinois implement strategies that address transportation, housing, economic development, open space, the environment, and other quality-of-life issues. See www.cmap.illinois.gov for more information.