

HELPING COMMUNITIES PROSPER

Staff Progress Report

Fiscal Year 2020
Quarter Three

Table of Contents

Planning	1
Policy and Programming	30
Transportation Modeling	43
Transportation Capital Programming	50
Communications and Outreach Program	56
Information Technology and Facilities	63
Finance and Administration Program	69
Human Resources and Administration Program	75

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
Quarterly report Q3 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	
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 Progress
ON TO 2050 Integration Coordination (2019.017)	Phase one of the Including Growth Guidance for local planning project examining equity in project initiation, engagement, and existing conditions research concluded. Recommendations for internal process improvements were drafted.
FY2020 Budget - Planning (2019.026)	Additional reporting capabilities for the time tracking system have been developed. Five of nine FY2020 procurements have been completed. A procurement for a task order Planning Services Contract is in progress and the remaining four project procurements will be completed under that contract.
GCoM USA - Climate Action Plan / MMC (2019.039)	Continued outreach to CMAP working committees, advisory committees, and the MPO Policy Committee. Worked with the consultant team to develop draft emissions reductions targets, and rescope workshop #2.
FY2020 Intern Program, Planning (2020.010)	Continued to provide support for current interns and began hiring process for new intern group slated to start in June. Selected the 2020 Peters Fellow with the Advisory Committee.
FY2020 Intern Program, Research (2020.011)	Continued interns oversight. Coordinated remote-work transition and tasks re-assignments. Began 2020 hiring process for Summer and year-long interns. Selected 2020-21 NUPIP Fellow.
Item/Project Area	Quarter 4 Objectives
ON TO 2050 Integration Coordination (2019.017)	Finalize phase 1 recommendations and begin phase 2 (strategy development and implementation) development.
FY2020 Budget - Planning (2019.026)	Additional reporting capabilities for the time tracking system will be developed. A procurement for a task order Planning Services Contract will be completed and the remaining four project procurements will be in progress under that contract.
GCoM USA - Climate Action Plan / MMC (2019.039)	Continue outreach to stakeholders and external subject matter experts. The project team will draw on the expertise of these partners to begin finalizing emissions reduction targets, and develop preliminary plan recommendations. Due to COVID-19 and the governor's Stay At Home order, Workshop 2 is being restructured as an online-only event. This engagement will occur during Quarter 4.
FY2020 Intern Program, Planning (2020.010)	Close out internship for current interns and complete the hiring and onboarding process for new interns and Peters Fellow.
FY2020 Intern Program, Research (2020.011)	Close out year-long 2019-20 internships. Complete the hiring process for Summer and year-long 2020-21 interns. Coordinate onboarding for new interns and NUPIP fellow.



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
Quarterly report Q3 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	
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 Progress	
Fall CMAP Events (2020.012)	Was not addressed in Q3; will begin discussions in Q4 as part of the overall re-evaluation of the LTA competitive project solicitation and project selection process.	
2019 Call for Projects (2020.016)	14 new projects for CMAP FY2021 were recommended by staff and approved by the CMAP Board on March 11, 2020. All applicants were notified, and discussions were begun with each successful applicant on the next steps in advance of project initiation. A draft publication highlighting the 14 new projects was released to the CMAP Coordinating Committee, Board, and MPO Policy Committee.	
Item/Project Area	Quarter 4 Objectives	
Fall CMAP Events (2020.012)	Begin discussions on ways to refresh the technical assistance program call for projects and project selection process. First steps are to take inventory of all past	



	applications to the program (between 2011-2019) and create a database of all applicants, types of projects applied for, if they were selected, and what project was completed. Also in Q4 a team of staff from across the agency will be created to evaluate the competitive project selection process.
2019 Call for Projects (2020.016)	CMAP will develop and release an official press release, including a final version of the informational publication, and possibly an informational video. Staff will continue discussing the new projects with the selected applicants, and begin administrative project tasks in advance of project initiation where appropriate.

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)
Quarterly report Q3 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation
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	
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 Progress	



Local Capacity Program (2018.009)	Finalized candidate criteria for ESP Groups 2 and 3 and discussed potential candidates with leadership and stakeholders.
MacArthur Foundation - Grant Application for Local Capacity Building (2018.011)	CMAP provided MacArthur with an update on how the agency is managing the ESP program amidst emerging CoVid-19 challenges. A follow up video conference with Program Officer Tawa Mitchell is scheduled in two weeks to discuss any additional support that may be needed from the foundation.
Leadership Academy (2019.007)	Completed ON TO 2050 implementation training needs assessment, and continued assessment of existing professional development and training landscape in NEIL. Continued external stakeholder & partner engagement to help inform program options.
Item/Project Area	Quarter 4 Objectives
Local Capacity Program (2018.009)	Establish final candidate municipalities list and initiate engagement to confirm partnerships.
MacArthur Foundation - Grant Program for Local Capacity Building (2018.011)	CMAP will move forward with scheduling an in-person meeting with Tawa Mitchell to discuss the next phase of the program and potential need for a budget modification to reflect spending in year 3, as the Covid-19 situation allows.
Leadership Academy (2019.007)	Complete remaining assessments and draft summary memo, distribute findings, and initiate discussion workshops.

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)
Quarterly report Q3 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation
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
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 Progress
Census Agency Administrator and Data Coordination (2010.013)	Downloaded vintage 2019 Census Estimates for counties; posted on internal data library
Regional Socioeconomic forecasting (2010.015)	Began writing scope for the ON TO 2050 Update regional socioeconomic forecast.
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)	A proposed plan has been put together and shared with management on how to proceed. The first step was to create a working group, but due to the COVID 19 stay at home, that has been essentially put on hold. I am formulating a way to do this via Teams.
Data Visualization Innovations / Application Development (2019.045)	Began drafting reference guide to list and describe relevant datasets from the Trip-Based Model to include in the update scenario comparison template.
Internal Data Depot (2020.024)	Posted to the CMAP data library in Q3: 2019 Census county population estimates, 2014 - 2018 American Community Survey, FEMA flood zones, 2015 employment summarized at the census tract level, and annual updates from Kendall, Lake, and Will Counties



External Data-sharing Hub (2020.025)	Data associated with Illinois Indiana Sea Grant water and sewer rate survey of Northeastern Illinois region utilities was posted for the years 2009, 2015, 2017 and 2019
Developments of Regional Importance (DRI) requests (2020.026)	No major project to trigger a DRI review.
Land Use Inventory Maintenance (2020.027)	QC of 2015 Land Use Inventory 90% complete.
Community Data Snapshots (2020.029)	Updated numerous input datasets for the 2020 snapshots.
Bike/pedestrian count database (2020.030)	No updates.
Bikeways Inventory (BIS) Maintenance (2020.031)	Revised adopted LTA plans and recorded information about new bikeways recommendations.
Land Use Recommendations Inventory (2020.032)	No updates to report.
Item/Project Area	Quarter 4 Objectives
Census Agency Administrator and Data Coordination (2010.013)	Download & post new 2019 releases: housing units (by county) and population (by municipality).
Regional Socioeconomic forecasting (2010.015)	Finalize scope, prepare RFP for Q1 release.
Northeastern Illinois Development Database (NDD / NIDD) Maintenance (2010.018)	Continue adding/updating according to UrbanSim priorities. Continue research on municipal websites.
Small Areas Estimates of Employment Database Maintenance (2010.019)	Project on hold awaiting final signed data sharing agreement from IDES, and acquisition of the data.
Mapping Innovations (2019.044)	Either in person or via Microsoft Teams I hope to have a working group created and begin discussion on what directions this project will take. I will begin to collect previously created layer files in a central location.
Data Visualization Innovations / Application Development (2019.045)	Complete reference guide and develop model scenario comparison template for use by staff.
Internal Data Depot (2020.024)	Annual Cook County data update; Census municipal population estimates; other data as they come available.
External Data-sharing Hub (2020.025)	TBD based on new data availability.
Developments of Regional Importance (DRI) requests (2020.026)	Organize a review and respond to any DRI requests.
Land Use Inventory Maintenance (2020.027)	Complete QC of 2015 Land Use Inventory and begin assembly of final product.
Community Data Snapshots (2020.029)	Update remaining input datasets where possible. Generate and publish 2020 snapshots.



Bike/pedestrian count database (2020.030)	No updates planned in FY20.
Bikeways Inventory (BIS) Maintenance (2020.031)	Continue cross-referencing information regarding new planned or completed bikeways. Start digitizing new plans.
Land Use Recommendations Inventory (2020.032)	No updates planned.

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
Quarterly report Q3 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	
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 Progress	
Assessment of Fair Housing / Enterprise Community Partners FY2019 - FY2020 (2019.032)	Review comments on v2 draft existing conditions analysis documents. Create v3 documents, including mapping HUD and locally provided data. Other items requested by the prime contractor.	
Item/Project Area	Quarter 4 Objectives	
Assessment of Fair Housing / Enterprise Community Partners FY2019 - FY2020 (2019.032)	Project completed Q3 FY2020.	

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



Quarterly report Q3 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	
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 Progress	
Kane County: Mill Creek Watershed-based Plan (FY2017-2018 WQMP Grant) (2017.719)	Completed Q2FY2020	



Indian Creek Watershed-based Plan (FY2019-2020 WQMP Grant) (2019.034)	Formed Advisory Team (AT). Collaborated with AT partners and made final decision on watershed planning area boundary for watershed resource inventory purposes. Researched and selected hardware and ArcGIS application options to facilitate field data collection (stream physical conditions, detention basins assessment); began hardware procurement process. Corresponded with consultant and conferred with AT members regarding watershed pollutant load modeling approaches and the consultant's proposals.
Water Supply Planning Fund for Northeastern Region (FY2019 - FY2020 IDNR Grant) (2019.035)	Staff organized a steering committee and held the first of three meetings on March 5, 2020 to guide the assessment of different groundwater governance models. Staff also met with the Illinois State Water Survey to discuss how to streamline data sharing in preparation for the next water demand forecast. Staff completed a literature review of demand forecast methodologies to inform future regional demand forecast work and began drafting a memo outlining next steps. Staff made progress on completing the existing conditions memos on water supply for two LTA comprehensive plans. Staff organized a new regional dataset on water and sewer rates and drafted a policy update announcing the new dataset and how to use it. For the Northwest Water Planning Alliance, staff launched an updated website, worked with executive committee to adopt the 2020-2024 strategic plan, and continue with meeting support and outreach assistance, including meetings with COG directors. Staff worked with MPC, the consultants for Will County, support to complete outreach and education tasks. CMAP provided direct assistance to members of the Southwest Water Planning Group in understanding population, employment, and water demand forecasts for their municipalities.
Integrated Water Strategy / Water Engagement Strategy (2019.041)	Continued to discuss expanding the water program with IEPA and IDNR to include drinking water infrastructure technical assistance to high need communities, expanded water quality programming, and water supply planning.
Item/Project Area	Quarter 4 Objectives
Kane County: Mill Creek Watershed-based Plan (FY2017-2018 WQMP Grant) (2017.719)	Completed Q2FY2020.
Indian Creek Watershed-based Plan (FY2019-2020 WQMP Grant) (2019.034)	Hold meeting with Advisory Team on April 9. Complete hardware procurement process build stream physical conditions data collection platform in the Collector for ArcGIS application, and begin stream physical conditions data collection and detention basin assessments. Form Steering Committee and hold an initial meeting, in-person if possible. Begin preparing the watershed resource inventory (draft due to IEPA end of July).
Water Supply Planning Fund for Northeastern Region (FY2019 - FY2020 IDNR Grant) (2019.035)	Staff will produce a draft inventory of groundwater system components and host the remaining two steering committee meetings 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 complete a memo outlining updates to the water demand forecast methodology. For the NWPA, staff will continue outreach with COG directors on partnership opportunities 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)	Complete draft of IEPA SRF proposal acceptable to IEPA. Complete draft of IDNR Regional Water Supply Planning proposal for 1-3 years.	
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)
Quarterly report Q3 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation .Deliverable(s): Northern Lakeshore Trail Connectivity Plan - Key Recommendations Memo (2017.701); Calumet Park Vision and Goal Statement (2017.705); UDO Deliverable #4: administrative procedures, planned unit developments, and nonconformities (2017.706); IL-83 Future Land Use Corridor Plan (2017.711); Module 2 of UDO - subdivisions,



		districts, and uses (2017.725); NWMC Multimodal Transportation Plan (2017.727).
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 number 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 DOTH, and MPC for review. Discussed recommendations with the Steering Committee on September 24. Held an ETOD panel with community residents on September 18, and a public workshop on October 16 to gather input from residents on the draft recommendations.
Montgomery: Zoning Ordinance Update (2017.725)	CMAP staff sent the Village Module 1 of 3, covering UDO administration.
North Avenue Corridor Plan (2017.726)	Drafting final plan and working with CDOT to incorporate the findings from their traffic safety and mobility study.
Northwest Municipal Conference (NWMC) Multimodal Transportation Plan (2017.727)	The existing conditions report has been posted to the project website and the consultant is developing concept designs for improved crossings at two locations, incorporating more information from Metra for station access, and making plans for public engagement to present the recommendations.
The Northwest Side Housing Center (NWSHC): Belmont Cragin Business and Economic Development Plan (2017.728)	Consultant produced the final plan and that document was accepted by CMAP and Northwest Side Housing Center.
Robbins: Stormwater, TOD, and Clean Energy Plan (2017.730)	Completed Recommendations Memo and forwarded to Village for review. Discussed Recommendations with Village Administration and proceeding on writing draft plan.
Summit: Zoning Code Update (2017.734)	Duncan Associates continued work on drafting the Zoning Ordinance.
Item/Project Area	Quarter 2
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 Progress
Algonquin and Cary: Subarea Plan (2017.700)	The steering committee met to review the draft plan on January 27. After receiving feedback from the committee and regional partners, the draft plan was revised to present to the public. Staff began to prepare for the draft plan open house, which has been postponed due to the Covid-19 pandemic.
Beach Park: Northern Lakeshore Trail Connectivity Plan NLTC (IDNR Grant) (2017.702)	Consultant completed the key recommendations memo, held a steering committee meeting, and began work on the draft plan.
Beecher: Comprehensive/Land Use Plan (2017.703)	Project completed Q2 FY2020.
Calumet Park: Comprehensive Plan / CDBG Stormwater Plan (2017.705)	Facilitated internal review of Vision and Goals Statement with all Village departments, discussed document at January Steering Committee, and finalized.
Carol Stream: Zoning Code Update (2017.706)	Houseal Lavigne Associates completed Deliverable #4 of the UDO, which includes administrative procedures, planned unit developments, and nonconformities. Village staff has reviewed this document. CMAP staff will review in Q4 and meet with both parties to discuss.
Channahon: Comprehensive Plan Update (2017.707)	Processed final invoice. Closed out project.
Chicago: Coalition for a Better Chinese American Community (CBCAC) Parking Study (2017.709)	The final plan was approved by the Steering Committee and an executive summary was drafted and translated into Chinese. Project partners are reviewing the translation, and CMAP staff is preparing the graphics for final publication. Project partners have been economically devastated by Coronavirus and parking is one of the lower concerns at the moment. The implementation of the project will be postponed.
DuPage County: IL-83 Corridor Land Use Study (2017.711)	Final plan was reviewed by all communities and a presentation to the DuPage County Board on March 17th was postponed due to Coronavirus. The Board is looking into a virtual presentation.
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)	Held external kickoff with Kane County. Continued background research. Assembled a steering committee.
Matteson: Streetscape Improvement Plan (2017.720)	Held public open house with Village residents on January 30th to review draft Plan. On March 24, Steering Committee met virtually via Microsoft Teams to review updates to the final Draft Streetscape Improvement Plan.
McHenry County: Coordinated Investment Study (2017.723)	Created a series of memos summarizing research and outreach results, including lessons learned from stakeholder engagement and workshops from late 2019 and a recommendations memo to guide the final study.
McKinley Park: Neighborhood Plan (2017.724)	Staff finalized final draft plan revisions for partner review in April 2020.
Montgomery: Zoning Ordinance Update (2017.725)	Began review of Module 2 with Village staff (subdivisions, districts, and uses). Completed Module 3 with CMAP staff (parking, landscaping, signs).
North Avenue Corridor Plan (2017.726)	Draft plan underway.
Northwest Municipal Conference (NWMC) Multimodal Transportation Plan (2017.727)	The final plan was adopted by the Northwest Municipal Conference.
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)	Draft Plan continued to be crafted and edited by Project Team.
Summit: Zoning Code Update (2017.734)	Duncan Associates completed draft of Zoning Ordinance and reviewed it with pertinent Village staff, including Zoning Map. CMAP reviewed document as well and sent recommendations for revisions.
Item/Project Area	Quarter 4 Objectives
Algonquin and Cary: Subarea Plan (2017.700)	Post draft plan for public review and set new date for open house event.
Beach Park: Northern Lakeshore Trail Connectivity Plan NLTC (IDNR Grant) (2017.702)	Consultant will complete the draft plan for CMAP staff and stakeholder review. Consultant will work with the project communities to identify the best approach to a community meeting tentatively scheduled for Q4.
Beecher: Comprehensive/Land Use Plan (2017.703)	Project completed Q2 FY2020.
Calumet Park: Comprehensive Plan / CDBG Stormwater Plan (2017.705)	Obtain Draft Comprehensive Plan, facilitate internal review and comment.
Carol Stream: Zoning Code Update (2017.706)	Complete all deliverables of draft UDO; determine procedure for public review and comment on draft UDO.



Channahon: Comprehensive Plan Update (2017.707)	Project completed Q3 FY2020.
Chicago: Coalition for a Better Chinese American Community (CBCAC) Parking Study (2017.709)	Complete graphic design of executive summary and plan.
DuPage County: IL-83 Corridor Land Use Study (2017.711)	Final presentation and project will be complete.
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 steering committee virtual kickoff meeting and begin planning virtual roundtable discussions. Work with project partner and steering committee to determine timeframe and forum for roundtable discussions given current limitations on in-person meetings.
Matteson: Streetscape Improvement Plan (2017.720)	Project team is currently making final revisions to the draft Plan and working with Village staff to explore ways to hold a virtual public hearing and plan adoption, tentatively scheduled for April/May 2020.
McHenry County: Coordinated Investment Study (2017.723)	Complete recommendations memo and associated memos for discussion with community partner and advisory committee. The committee is tentatively scheduled to meet in May to go over the recommendations memo. Other work will include discussing whether to reconceive the working group workshops given the difficulty of in-person meetings and competing priorities for stakeholders, as well as finding ways to incorporate lessons learned from intergovernmental coordination during the COVID-19 response.
McKinley Park: Neighborhood Plan (2017.724)	Partner review of draft neighborhood plan. Hold steering committee meeting in May 2020 to review draft plan.
Montgomery: Zoning Ordinance Update (2017.725)	Complete review of Module 2 with Village staff (subdivisions, districts, and uses). Begin review of Module 3 with Village staff (parking, landscaping, signs).
North Avenue Corridor Plan (2017.726)	Finalize plan and present to project sponsor for adoption.
Northwest Municipal Conference (NWMC) Multimodal Transportation Plan (2017.727)	Project completed Q2 FY2020.
The Northwest Side Housing Center (NWSHC): Belmont	Project completed Q2 FY2020.



Cragin Business and Economic Development Plan (2017.728)		
Robbins: Stormwater, TOD, and Clean Energy Plan (2017.730)	Draft Plan presented to Village and review comments addressed. Final plan presented and approved by Village of Robbins	
Summit: Zoning Code Update (2017.734)	Document is ready for public review, but Village needs to navigate how to do open houses and public hearings in the COVID 19 era.	
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
Quarterly report Q3 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	
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 Progress	
Village of Calumet Park - Embedded Staff Planner (2019.036)	Continued to implement the ESP Action Plan and coordinated with other CMAP staff and partners to help leverage external resources directed toward the community. Completed activities include: submitted applications to Cook	



	County's Invest in Cook and CDBG programs, and the STP-L program for priority transportation projects, and acceptance of final Pavement Management Plan by Village Board.	
Village of Sauk Village - Embedded Staff Planner (2019.037)	Continued to implement the ESP Action Plan and coordinated with other CMAP staff and partners to help leverage external resources directed toward the community. Activity highlights include: submitting applications to Cook County's Invest in Cook program and the STP-L program for priority transportation projects, development and adoption of a Complete Streets Policy, and convening an expert panel through Homes for a Changing Region.	
Item/Project Area	Quarter 4 Objectives	
Village of Calumet Park - Embedded Staff Planner (2019.036)	Begin implementing the next phase of the ESP Action Plan and work with Village staff and officials to discuss and evaluate potential scenarios for transition at the conclusion of the ESP Program.	
Village of Sauk Village - Embedded Staff Planner (2019.037)	Begin implementing the next phase of the ESP Action Plan and work with Village staff and officials to discuss and evaluate potential scenarios for transition at the conclusion of the ESP 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
Quarterly report Q3 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	
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 Progress	
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.	
Item/Project Area	Quarter 4 Objectives	



MMC/Illinois Housing Development Authority (IHDA) Housing Needs Assessment (2018.015)	Draft Broadview and Sauk Village action plans. Close out Broadview and Sauk Village engagements. Hold expert panels in Harvey and Beach Park.
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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: 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	
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 Progress	
Regional Land Use Model Development (2018.018)	Completed delivery of all external modeling areas data; began compiling additional information needed for pipeline (anticipated development) data. Begin final assembly of "v2" data (parcels/buildings/households/employers) to be completed in Q4.	
Item/Project Area	Quarter 4 Objectives	
Regional Land Use Model Development (2018.018)	Deliver all "v2" datasets along with initial set of pipeline/development data. Consultant re-estimates model with updated data and provides necessary documentation for model operation.	

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
Quarterly report Q3 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	
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 Progress	
Chicago: Illinois International Port District Master Plan (SPR Grant) (2019.038)	Held first Steering Committee meeting February 3, 2020, including a facility tour for members. Received first draft of existing conditions report. Freight analysis continued and the online engagement platform launched.	
Item/Project Area	Quarter 4 Objectives	
Chicago: Illinois International Port District Master Plan (SPR Grant) (2019.038)	Consultants will prepare peer comparisons and complete freight analysis. If possible, CMAP will conduct focus groups and additional community engagement.	

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
Quarterly report Q3 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation. Deliverable(s): Land Use Strategy Existing Conditions Report (2018.817); Meeting report (2018.828)
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	Project has not been initiated.



engagement exercise (2020.820)	
Evanston: Inclusive growth framework plan (2020.822)	Staff scoped a process for gathering feedback on planning needs in the City with Evanston staff to inform future requests for technical assistance. Staff facilitated three half-day meetings over four weeks to help inform the City's future planning approach. The process recommended a new comprehensive plan in Evanston with significantly increased public engagement.
Forest Preserves of Cook County: Multimodal transportation access plan (2020.823)	Initial scoping conversations with the preserves are underway.
Geneva: Developer Panel – State Street (2020.824)	Project was not yet initiated.
John Jones Academic Association: Aviation hub – community cultural center (2020.825)	Project began, including kick-off meeting with sponsor and Ald. Curtis' office in the 18th ward. Conducted outreach interviews with various people and institutions in museum education and management, landmarks, and aviation industry. Background research on neighborhood, historical context, and possible supporters.
McHenry County: Comprehensive agricultural resource guide (2020.827)	Contacted community partner to gauge interest in pursuing the project. They can only undertake the project if they secure funding; CMAP has offered to help identify potential sources of funding.
Posen: Comprehensive/mobility plan (2020.828)	None, project has not begun.
Richton Park: Economic development incentives (2020.829)	Initial project scope has been created and shared with the Village. Based on conversations with the Village, the initial project scope has been revised.
Item/Project Area	Quarter 2
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. Corridor Study (2020.806)	Project was initiated. Internal work on draft scope and work on web-based plan development begun.
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 Transportation & Land Use Plan (2020.817)	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 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	Project has not been initiated.



(DPD): Planning and public engagement exercise (2020.820)	
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 Progress
Arlington Heights: Livable Communities Plan (2020.801)	Finalize scope.
Bartlett & Streamwood: Bicycle & Pedestrian Plan (2020.802)	Staff met with the villages of Bartlett and Streamwood to discuss project process, timeline, and goals. Staff provided the villages with IGAs and resolutions for approval. Staff developed a draft scope of work for internal review. The villages are in process of signing separate IGAs.
Berkeley: Prairie Path & Taft Ave. Corridor Plan (2020.803)	Staff met with the project sponsors (Villages of Berkeley and Hillside) on January 31st to discuss the project process, timeline, and goals. Staff also then provided the Village of Berkeley with a draft IGA and resolution for approval. CMAP staff developed a draft scope of work for internal review.
Burlington: Comprehensive Plan Update (2020.804)	Created the project webpage and began work on the Existing Conditions Report. Due to COVID-19 and the governor's Stay at Home order, the public kickoff meeting, originally scheduled for March 19, was postponed.
Central Council of Mayors: Regional Comprehensive Stormwater Study (2020.805)	Scoping underway



Chicago: Austin Coming Together Central Ave. Corridor Study (2020.806)	Scoping underway.
Chicago: Elevated Chicago (2020.807)	A kick-off meeting with Elevated, CMAP, RTA, Muse Community Design and CNT was held on January 23rd. CMAP staff have begun researching existing condition and other engagement activities have been postponed due to COVID.
DuPage County: Lake St. Corridor Overlay Zoning (2020.808)	Consultant (Teska) selected and approved by CMAP Board.
Ford Heights: Comprehensive Plan (2020.809)	Reached out to project sponsor to assess village's capacity to begin work on project during COVID-19 - have not received a response. Scoping underway.
Fox Lake: Form Based Code (2020.810)	None.
Lemont: TOD Parking & Civic Space Study (2020.811)	Scoping underway.
Fox River: Corridor Plan for McHenry County (2020.812)	CMAP convened a steering committee meeting on February 18 where we discussed the project scope and presented the corridor profile. Project webpage also became live in mid-February. CMAP staff continue to draft the ECR, however, listening sessions, stakeholder interviews, and public open house have been postponed due to the COVID-19 pandemic.
Minooka: Comprehensive Plan Update (2020.813)	CMAP Board approved consultant, Village signed IGA, coordination call with Village, consultant, and CMAP was held.
Monee: Comprehensive Plan Update (2020.814)	The consultant hosted the first steering committee meeting on February 6th, and drafted the Existing Conditions report for Village and CMAP review. In person stakeholder interviews scheduled for March were postponed due to the COVID-19 pandemic.
Oswego: Unified Development Code (2020.815)	Completed intergovernmental agreement, approved scope, approved resolution, agreed on local contribution, completed project kickoff with Village staff.
Peotone: Planning Priorities Report (2020.816)	The IGA was updated with new language regarding the local contribution. After making the correction, the new IGA was sent to Peotone and approved on March 30, 2020, by the Peotone Board. Once they sign the IGA it will be mailed to our CMAP office. Our next step will help the Village administrator with selecting the steering committee and setting up a date for virtual kick-off.
Will County: Comprehensive Freight Transportation & Land Use Plan (2020.817)	Completed Existing Conditions Reports for both Land Use Strategy and accompanying Truck Routing Study. Developed approach for second project Steering Committee meeting, and then reworked into virtual approach.
Bartlett: Exterior lighting and parking regulations (2020.818)	No Update
Blacks in Green: Comprehensive	No progress.



neighborhood plan (2020.819)	
Chicago Department of Planning and Development (DPD): Planning and public engagement exercise (2020.820)	DPD asked that the planning and public engagement exercise be folded into the California Pink Line Elevated project by including the boulevard in the area as part of the project.
Evanston: Inclusive growth framework plan (2020.822)	Staff will drafted and circulated a close out memo to City staff and participants.
Forest Preserves of Cook County: Multimodal transportation access plan (2020.823)	CMAP staff worked with the Preserves to rescope the project. The project will now focus on coalition building to support future work related to the southern extension of the Des Plaines River Trail.
Geneva: Developer Panel – State Street (2020.824)	Had preliminary discussions about the format of a developer panel with ULI and Geneva.
John Jones Academic Association: Aviation hub – community cultural center (2020.825)	Completed Q2 FY2020.
McHenry County: Comprehensive agricultural resource guide (2020.827)	Initial discussions with County did not identify a need for short-term assistance. Main contact for the project is no longer with the County.
Posen: Comprehensive/mobility plan (2020.828)	Completed Project: Led meeting in January 2020 with appropriate Village representatives. Assisted community with potential funding solutions through IDOT Highway Safety Improvement Program and Safe Routes to Schools.
Richton Park: Economic development incentives (2020.829)	Staff has reviewed existing economic development incentive agreements utilized by the Village. Due to the COVID-19 pandemic, outreach with Richton Park's Planning & Zoning and Economic Development Commissions, the Mayor, and Village Manager has been postponed.
Item/Project Area	Quarter 4 Objectives
Arlington Heights: Livable Communities Plan (2020.801)	Determine start date with community.
Bartlett & Streamwood: Bicycle & Pedestrian Plan (2020.802)	Staff with work with the villages to review and complete the scope of work. Project start is dependent on CMAP's PAO requisition.
Berkeley: Prairie Path & Taft Ave. Corridor Plan (2020.803)	CMAP staff will work with Village staff to determine their capacity to approve the IGA and resolution, and review the draft scope of work, during the COVID-19 situation. CMAP staff will continue to provide support to the sponsors as needed, and internally will begin collecting and analyzing existing conditions and previous planning work in the study area.
Burlington: Comprehensive Plan Update (2020.804)	CMAP staff will conduct the first round of stakeholder interviews and assemble a steering committee of local and regional stakeholders. Staff will also develop an online engagement tool to raise awareness of the project and gather feedback. Finally, CMAP will complete the Existing Conditions Report.



Central Council of Mayors: Regional Comprehensive Stormwater Study (2020.805)	Complete scope, sign IGA, and hire consultant. Conduct background research.
Chicago: Austin Coming Together Central Ave. Corridor Study (2020.806)	Finalize scope, sign IGA, form steering committee/hold meeting, identify and conduct stakeholder interviews.
Chicago: Elevated Chicago (2020.807)	The CMAP/RTA proposal was not selected; therefore this project is complete.
DuPage County: Lake St. Corridor Overlay Zoning (2020.808)	Complete document sponsor approval and consultant contract signature. Initiate project as can be in this current environment; consultant believes background research and staff kickoff meeting can occur.
Ford Heights: Comprehensive Plan (2020.809)	Complete and finalized scope and IGA, identify consultant team, begin work on project if village has capacity.
Fox Lake: Form Based Code (2020.810)	None.
Lemont: TOD Parking & Civic Space Study (2020.811)	Complete scope, sign IGA, and hire consultant. Conduct background research.
Fox River: Corridor Plan for McHenry County (2020.812)	Revise project timeline to reflect postponed activities. Hold a public open house and stakeholder interviews, complete the ECR, and convene a second steering committee meeting.
Minooka: Comprehensive Plan Update (2020.813)	Move in-person events, steering committee meeting and Village Board presentation, to virtual platform.
Monee: Comprehensive Plan Update (2020.814)	The consultant will present ECR key findings at the second steering committee meeting, which will be held virtually in April. The consultant will conduct stakeholder phone interviews and host a virtual public forum at the beginning of May. After conducting community engagement, the consultant will draft a key recommendations memo for CMAP and Village review.
Oswego: Unified Development Code (2020.815)	Begin existing conditions analysis of existing zoning and subdivision ordinances.
Peotone: Planning Priorities Report (2020.816)	Project complete Q3 FY2020
Will County: Comprehensive Freight Transportation & Land Use Plan (2020.817)	In late April-early May, hold three virtual interactive working sessions with Steering Committee members: one focused on input from southern Will County members, another on northern Will County members, and other members from other agencies and organizations. This will be followed by planning for project's first major public event (occurring in July) and additional stakeholder interviews.
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)	Determine potential for providing assistance under C19 environment.



Chicago Department of Planning and Development (DPD): Planning and public engagement exercise (2020.820)	Fold Marshall Square's boulevard into the California Pink Line Elevated scope.
Evanston: Inclusive growth framework plan (2020.822)	Completed Q3 FY2020.
Forest Preserves of Cook County: Multimodal transportation access plan (2020.823)	Due to COVID-19, the governor's Stay at Home order, and the nature of outreach/coalition building, work on this project has been suspended until fall 2020.
Geneva: Developer Panel – State Street (2020.824)	Continue coordinating with ULI and Geneva to convene a developer panel.
John Jones Academic Association: Aviation hub – community cultural center (2020.825)	Completed Q2 FY2020.
McHenry County: Comprehensive agricultural resource guide (2020.827)	None
Posen: Comprehensive/mobility plan (2020.828)	None
Richton Park: Economic development incentives (2020.829)	Conduct outreach with Richton Park's Planning & Zoning and Economic Development Commissions, the Mayor, and Village Manager. Provide draft outline of the economic development incentives memorandum to Richton Park for feedback.

Policy and Programming

Policy Development

Operational Area: Implementation of ON TO 2050 Mobility Priorities

Operational Manager: Vacant Policy Principal

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
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 Progress
Regionally significant project evaluation	Completed initial analysis of proposed RSP amendments. Prepared for public comment. Monitored other RSPs and attended project meetings as necessary.
Emerging transportation technology	Restructured in response to staff changes. Revised research, direction, and goals, spoke with stakeholders, and explored virtual meeting scenarios in preparation for task force.
Transportation Revenue monitoring and analysis	N/A
Item/Project Area	Quarter 4 Objectives
Regionally significant project evaluation	Hold public comment period for I-55 interchange plan amendments. Present staff recommendation to MPO Policy Committee and Board.
Emerging transportation technology	Finalize task force membership, content, and schedule and prepare to begin meetings.
Transportation Revenue monitoring and analysis	Analysis of near-term transportation revenue impacts related to COVID-19 response.

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	
Transit Capacity Analysis	Summarized modeling estimates of capacity impacts by transit line. Developed early draft of the report.	
Item/Project Area	Quarter 3 Progress	
Transit Capacity Analysis	Refined data points from forecasts and modeling into digestible format for the report. Conducted outreach with transit agencies.	
Item/Project Area	Quarter 4 Objectives	
Transit Capacity Analysis	Finalize first draft.	



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	
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 Progress	
Local subregional analysis and prioritization	Mapped and preliminary reviewed usRAP model outputs and started to code roads in the Village of Flossmoor. Analyzed 2014-2018 crash data at the Council of Mayor geography. Continued to support Flossmoor's LTA application and developed scope to include roadway safety in the Central Ave. Corridor project. Supported TC discussion on creating safety focused working groups. Continued 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. Participated in DuPage County Local Road Safety Plan.	
Item/Project Area	Quarter 4 Objectives	
Local subregional analysis and prioritization	Complete a memo describing usRAP and summarize initial findings. Continue to analyze the crash data at the Council of Mayor geography and other levels. Develop wikipege outlining the crash emphasis area work. Continue to support LTA projects as needed. Continue to work with IDOT to address roadway functional class issues.	
Local safety implementation and collaboration	Continue 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.	



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	
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 Progress	
State revenues to local govts research	Completed data collection, began analysis.	
Item/Project Area	Quarter 4 Objectives	
State revenues to local govts research	Continue analysis, consider how to pursue engagement.	
Governance and tax policy analysis	Continue analysis on the effects of the pandemic on local revenues. Make edits to webpage.	

Operational Area: Development and Demographic Analysis

Operational Manager: Vacant Policy Principal

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	
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 Progress	
E-commerce analysis	Began project's second phase to understand e-commerce's known impacts on the region.	



Disinvestment analysis	Finalized project charter and scope. Began first phase of disinvestment analysis via literature review and CMAP staff conversations.
Policy brief series	Project on hold pending staffing.
Item/Project Area	Quarter 4 Objectives
E-commerce analysis	Re-scope project due to staffing changes. Complete a white paper establishing known trends/impacts and detailing considerations for future research and policy development as e-commerce continues to grow.
Disinvestment analysis	Complete a literature review and create a multi-year work plan of disinvestment research products. Continue research on existing conditions in disinvested communities and the identification of systemic barriers to equitable reinvestment.

Operational Area: Regional Economic Policy Analysis

Operational managers: Austen Edwards and Matt Stern

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	
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 Progress	
Traded industry clusters analysis	Released technical report.	
Local economic development incentives and guide	Completed stakeholder and partner interviews, presented to CMAP committees, outlined initial findings and recommendations, began drafting.	
Workforce analysis	On hold, pending staff availability.	
Item/Project Area	Quarter 4 Objectives	
Traded industry clusters analysis	Project completed. Pursue partner engagement, as appropriate.	
Local economic development incentives and guide	Complete drafting seek feedback from partners, and work with Comms on review, editing, and design. Simultaneously, conduct incentives prevalence data analysis.	
Workforce analysis	On hold, pending staff availability.	

Operational Area: Establishment of Performance Targets

Operational manager: Martin Menninger

Deliverable	Completion Timeline	Comment
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Quarterly reports	End of each quarter	Report of quarterly activities along with any applicable documentation
Item/Project Area	Quarter 1	
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	
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 Progress	
Federal Performance Measures	Connected performance measures to planned and obligated dollars. Completed significant work on Obligations Report to be released in Q4.	
Item/Project Area	Quarter 4 Objectives	
Federal Performance Measures	Finalize integration of performance measures and Obligations report. Work toward targets to be adopted in Fall 2020 (Pavement- update, System Performance- update, Transit Safety- new targets).	

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	
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 Progress	
ON TO 2050 Indicators	Updated 12 indicators. Began development of an indicator dashboard webpage to accompany the public datasets on GitHub.	
Performance Monitoring	Completed expressway VMT estimation for 2019. Worked with IDOT staff and IDOT's consultants to start archiving the data necessary to complete the annual expressway VMT estimation. Completed 2 data requests for archived expressway data.	
Item/Project Area	Quarter 4 Objectives	
ON TO 2050 Indicators	Continue to update indicators as new source data becomes available. Continue development of dashboard webpage.	
Performance Monitoring	Continue to support IDOT staff and consultants to archive data and begin the process of shutting down CMAP's archive.	



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	
Draft indicators	On hold pending staff availability.	
Item/Project Area	Quarter 3 Progress	
Draft indicators	On hold pending staff availability.	
Item/Project Area	Quarter 4 Objectives	
Draft indicators	Determine scope of regional economic indicator updates, set project management processes, draft indicators, and identify policy brief topics. Convene with communications team to discuss posting in FY2021.	

Operational Area: Federal and State Legislative Strategy and Engagement

Operational managers: Gordon Smith and Laura Wilkison

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	
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 Progress	



Federal strategy and engagement	Obtained Board approval for federal agenda and surface transportation reauthorization principles. Executive Director and DED conducted DC visit and engaged numerous delegation members. Coordinated with regional stakeholders on federal surface transportation reauthorization and pandemic response. Commented on National Freight Strategic Plan RFI and NEPA NPRM.
State strategy and engagement	Secured board approval of state agenda, framework, and Illinois principles for capital revenues and funding. Met with legislative partners to talk about shared priorities. Disseminated state agenda and other policy documents to legislators, staff, and the governor's office. Monitored legislation and committee hearings. Conducted policy review of legislation.
Item/Project Area	Quarter 4 Objectives
Federal strategy and engagement	Coordinate with regional stakeholders on federal surface transportation reauthorization and pandemic response. Provide committees federal policy updates. Provide technical assistance to Congressional staff as needed.
State strategy and engagement	Continue remote outreach to members of the Illinois General Assembly and technical staff, the Governor's Office, and state agency directors and staff, and statewide partners regarding ON TO 2050 implementation and CMAP's response to the pandemic. Monitor the state budget process to ensure CMAP funding is included and seek opportunities for bolstering funding as recommended in ON TO 2050. Analyze and monitor how the State of Illinois will receive and dispense federal stimulus funds.

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	
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 Progress	



Internal process improvement	Explored the possibility of an SRP grant for pursuing program design for a committee fellowship. Resulted in ongoing conversations with the Institute for Policy and Civic Engagement at UIC, working on possible project scope.
Convene committees	Governing, coordinating, and working committees and other groups continued to meet about a variety of topics. Staff responded to the remote work situation by developing new processes and guidance for conducting necessary committee meetings virtually.
Committee information sharing	Committee synopses continued to be distributed to CMAP committee member distribution list.
Convene liaisons	Eleven new liaisons were identified for existing vacancies. New liaisons joined the others for the Q1 meeting of the liaisons. Staff held an orientation for new liaisons virtually during the WFH period and continue to assist liaisons troubleshoot challenges as they arise.
Item/Project Area	Quarter 4 Objectives
Internal process improvement	Refine possible scope of work with IPCE.
Convene committees	Continue to determine necessity of convening the committees while remaining flexible and responsive to committee members' personal situations.
Committee information sharing	Continue to distribute committee member newsletter. Staff liaisons will communicate and engage with committee members as necessary.
Convene liaisons	Hold quarterly liaison meeting.

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	
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 Progress	



Final existing conditions report	RTOC and ATTF concurred with existing conditions descriptions, conclusions, and report.
Final vision document	RTOC and ATTF concurred with signal system vision.
Draft program recommendations	RTOC and ATTF discussed of potential recommendations in January.
Draft program design	Drafted initial program design. RTOC and ATTF discussion.
Item/Project Area	Quarter 4 Objectives
Draft program recommendations	Draft report in June. Recommendations include facility prioritization and investment types.
Draft program design	Draft initial program design. RTOC and ATTF discussion.

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.
Quarterly report Q3 FY2020	End of each quarter	Report of quarterly activities along with any applicable documentation. Deliverable(s): Truck Routing Study Existing Conditions Report (2019.071
Item/Project Area	Quarter 1	
Will County Truck Routing and Community Plan (2019.071)	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 (2019.072 and 2019.073)	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	
Will County Truck Routing and Community Plan (2019.071)	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 (2019.072 and 2019.073)	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 Progress	
Will County Truck Routing and Community Plan (2019.071)	The truck routing existing conditions report has been completed. The consultant team is preparing for Steering Committee Meeting #2, which will take place next quarter using a video conferencing platform.	
Southwest Chicago Truck Routing and Community Plan, now renamed Chicago Southwest Communities Truck Abatement Study (2019.073)	The RFP was released this quarter, with proposals due on March 6. No proposals were received. CMAP is determining next steps.	
South Suburban Cook County Truck Routing and Community Plan (2019.072)	The draft project scope has been completed and is ready for CMAP management review.	
Item/Project Area	Quarter 4 Objectives	
Will County Truck Routing and Community Plan (2019.071)	Steering Committee Meeting #2 will be held using video conferencing. Work will continue of the Best Practices Task.	
Southwest Chicago Truck Routing and Community Plan, now renamed Chicago Southwest Communities Truck Abatement Study (2019.073)	CMAP management will determine next steps. The SPR grant will be amended accordingly.	
South Suburban Cook County Truck Routing and Community Plan (2019.072)	Cook County and SSMMA will be contacted regarding the final scope changes. The draft scope will be sent to Cook County and SSMMA for review and comment. The RFP will be released.	
Project: Equity Analysis of Transportation Fares, Fees, and Fines		
Project Manager: Lindsay Hollander		
Deliverable	Completion Timeline	Comment
Equity analysis of transportation fares, fees, and fines 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	
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 Progress
Initial equity assessment findings	Staff developed equity assessments for most of the fees, fines, and fares, while modeling continued.
Transportation Equity Framework	Staff worked on the peer scan and developing an internal memorandum with a proposed framework.
Item/Project Area	Quarter 4 Objectives
Resource group	Hold several teleconferences in place of spring resource group meeting and receive feedback on equity assessment drafts.
Equity assessment findings	Complete equity assessments and obtain feedback from resource group, while beginning to work on mitigation strategy evaluation.
Transportation Equity Framework	Continue peer scan and development of internal memo.

Project: Grade Crossings Feasibility Analysis

Project Manager: Tom Murtha

Deliverable	Completion Timeline	Comment
RFP/Consultant selection	Q1 FY 2020	
Grade crossing feasibility analyses (up to 5)	FY 2022	
Internal memo on implications for project selection	Beyond FY2020 (expected Q2 of FY2022)	
Item/Project Area	Quarter 1	
RFP/Consultant selection	Issued RFQ. Responses were due in October.	
Item/Project Area	Quarter 2	
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 Progress	
Project initiation	Project initiation occurred in Q3.	
Community and Stakeholder Engagement	Community engagement for Joliet began in Q3. The railroad is requesting \$25K for their consultant's time reviewing alternatives; we have begun determining how to address this.	
Existing Conditions	Existing conditions studies were initiated for Joliet in Q3.	
Purpose and Need	A draft purpose and need statement, based on technical information, was prepared for Joliet. It is expected that this will be modified based on community engagement.	



Alternatives Development and Evaluation	The consultant prepared design parameters for stakeholder and IDOT review. Based on the draft parameters, the consultant began developing a highway bridge alternative.
Item/Project Area	Quarter 4 Objectives
Project initiation	N.A.
Community and Stakeholder Engagement	We will meet with IDOT for their resource agency process in May (rescheduled from April). We will continue the community engagement process for other stakeholders as well, focusing on our EngagementHQ capability. We will attempt to resolve the fee issue with the Union Pacific Railroad.
Existing Conditions	Substantially complete the Transportation System Performance Report for Joliet. We will ramp up data collection for the next location to be studied in Berwyn and Riverside.
Purpose and Need	The purpose and need statement for Joliet will be modified as necessary based on public engagement.
Alternatives Development and Evaluation	The consultant will continue the alternatives development process.

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	
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 Progress	
Municipal pavement management plans	Consultants completed 3 plans and 8 draft plans. Completed two PAVER trainings. Round 3 kick-off meetings and pavement condition data collection complete. Started municipal outreach for round 4. Developed municipal pavement management webpage to share the plans with the public. Put together a survey to share with municipality once they have a completed plan to see what	



	the municipality thought of the project and to refine the project based on the feedback from the survey. Continued participation in the CAM-AM meetings.	
Item/Project Area	Quarter 4 Objectives	
Municipal pavement management plans	Complete 10 municipal pavement management plans. Kickoff round 4 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	
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 Progress	
Activity-based model implementation	Supported the Equity in Fines, Fares and Fees project by testing policies like priced parking for its impact on various groups; provided model results to Policy Analysis staff. Began revising model code to allow for applying varying costs like fares and road user charges based on household income levels. Finalized new	



	population and household input files to the ABM, and updated documentation of those files.
Freight forecasting model development	Reviewed and tested updated national supply chain model code from USDOT's consultants; focused on resolving errors that occurred in the sampling procedures that create sets of buyer and seller firms within commodity markets, and resolving errors within the transport mode choice model.
Item/Project Area	Quarter 4 Objectives
Activity-based model implementation	Continue supporting the modeling needs of the Equity in Fines, Fares and Fees project by testing additional policies. Complete model code revisions for applying varying costs. Investigate implementing revisions to the transit assignment macro.
Freight forecasting model development	Verify commodity markets do not contain supply shortfalls. Begin calibration of the national supply chain model. Continue coordinating with USDOT's consultants. Finalize model calibration file based on the rail waybill sample data.

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	
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 Progress	
Transit O-D survey analysis	Performed targeted analysis of Metra assignment results by comparing modeled Metra trips originating in areas without competing CTA service to the Metra O-D survey.	
Transit itinerary update	Continued to make progress on processing improvements.	
Trip-based model updates	Corrected a macro that was preventing some intermediate data matrices from being saved for later use.	
Item/Project Area	Quarter 4 Objectives	
C20Q2 conformity analysis	Code TIP amendments into model networks and complete analysis year model runs.	



Transit itinerary update	Finish processing improvements and update transit itineraries in model network databases.	
MRN upgrades	Begin improvements to the Master Rail Network geodatabase structure and geoprocessing tools to facilitate network edits and exports.	
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	
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 Progress	
Small Area Traffic Forecasts/Project Studies	Completed 89 small area traffic forecasts using October 2019 c19q3 and March 2019 c20q1 ONTO 2050 conformity networks. Major projects include Gougar Road and Caton Farm-Bruce Rd (WCDOT), Lewis Avenue (LCDOT), Biesterfield @ I290 Road interchange (EGV) and Aucutt/Knell Roads for (Village of) Montgomery Business Center. Provided "Existing Conditions" ONTO2050 Y-2050 MHN attribute data to CDOT for North Lake Shore Drive studies. Addressed questions from CDM Smith on Tollway modeling. Performed mobile source greenhouse gas emissions analyses for Park Forest and Oak Park; for Oak Park an analysis system package prepared and tested.	



SATF / Traffic Count Map Tool	Made Map Tool available to interested staff without password access in CMAP_GIS platform. Regularized update procedures and ensured recognition of March 2020 conformity c20q1 results in visible map layer.	
Field Data Collection	Selected candidates for interview in April 2020.	
Item/Project Area	Quarter 4 Objectives	
Small Area Traffic Forecasts/Project Studies	Complete 75 SATF forecast requests using March 2020 conformity network. Prepare multiple scenario 2050 forecasts for I-55 @ Airport Rd/IL 126, I-55 @ Lorenzo Rd /IL 129, and US 52 in Will County and North Lake Shore Drive Terminus 2050 (CDOT). Continue mobile source greenhouse gas analyses as requested by regional partners using system package.	
SATF / Traffic Count Map Tool	Ensure availability of traffic count data from point location in Map Tool and pursue-translate-upload-link 2019 data from IDOT	
Field Data Collection	Initiate Freight-Focused 24-Hour Traffic Counts in South part of CMAP region. Select Field Data collectors and assign to Transportation Modeling and Performance Based Programming functions.	
Operational Area: Data Visualization Application Development		
Operational managers: Aaron Brown		
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	
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 Progress	
Model scenario comparison	Began drafting reference guide to list and describe relevant datasets from the Trip-Based Model to include in the update scenario comparison template.	
Item/Project Area	Quarter 4 Objectives	



Model scenario comparison	Complete reference guide and develop model scenario comparison template for use by staff.	
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	
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 Progress	
Final reports and memoranda	Granted time extension to contract through March 31. Provided comments and edits for final data weighting methodology memo and draft final project report. Received all project final deliverables.	
Survey database development	Continued quality control review activities of survey database. Provided continuous feedback to consultant on data inconsistencies, quality issues and data processing logic. Implemented improvements to data weighting methodology and finalized it.	
Analysis of survey results	Initiated analysis of key takeaways from the survey results for release with public database.	
Item/Project Area	Quarter 4 Objectives	
Final reports and memoranda	Receive final invoice from consultant and close out contract.	
Survey database development	Complete final data adjustments to survey database. Develop additional data fields to improve clarity, anonymize data and release public use data set to the Data Hub.	



Analysis of survey results	Complete analysis of key takeaways from the survey results for release with public database.	
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	
Communications white paper	Received draft and provided comments	
Item/Project Area	Quarter 3 Progress	
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.	
Draft communications white paper	Draft was received. White paper will be finalized next quarter.	
Item/Project Area	Quarter 4 Objectives	
Updated ITS Architecture Database	Continue making 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.	



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	
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 Progress	
Request for Proposals	Received contract approval by CMAP Board at their January 8 meeting. Scheduled kick-off meeting to discuss scope of work, overall project goals and CMAP priorities.	
Trip-based model uncertainty analysis	No activity.	
Trip-based model update	Provided consultant with current model structure and code base. Provided consultant with some data sets for model calibration and validation.	
Item/Project Area	Quarter 4 Objectives	
Request for Proposals	Hold project kick-off meeting. Finalize project work plan and schedule.	
Trip-based model uncertainty analysis	Hold scoping meeting with CMAP staff to determine objectives and priorities for uncertainty analysis: focus policy outcomes vs. general uncertainty about the future. Develop API to run travel model scenarios and inventory results. Begin analysis to identify the primary sources of uncertainty in the model and quantify their impacts.	
Trip-based model update	Update and acquire additional data sets for model calibration and validation.	



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	
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 Progress	
Regular TIP amendment	Regular amendment and on-going support activities completed	
Monitoring & reporting on performance measures and the TIP	Continued efforts to transition annual obligation report (financial) to include both obligations and performance measures.	
Item/Project Area	Quarter 4 Objectives	
Monitoring & reporting on performance measures and the TIP	Continue efforts to transition annual obligation report (financial) to include both obligations and performance measures.	

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 assistant with MOVES modeling.	
Item/Project Area	Quarter 2	
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 assistant with MOVES modeling continued.
Item/Project Area	Quarter 3 Progress
Conformity Analysis	Emissions modeling was started at the end of March for the Conformity Amendment 20-6 and the IDOT Plan Amendments that will be considered at the MPO meeting in June.
Data Analysis	Work on the vin decoder project continues.
Tier II Consultation	The next meeting on call.
AMPO AQ Working Group	The AMPO work group was scheduled to meet in April. The meeting will be rescheduled.
Item/Project Area	Quarter 4 Objectives
Conformity Analysis	Conformity Amendment 20-6 and the IDOT Plan Amendments will be considered at the June MPO meeting
Data Analysis	A new vehicle population file will be requested in upcoming months
Tier II Consultation	Meeting will likely take place in late May or early June
AMPO AQ Working Group	Work on a transportation conformity white paper for MPO's to begin in May.
Legislation	Review annual legislation, court cases or federal register notices regarding changes to Ozone NAAQs, particularly the court case for the McHenry attainment area.

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	Draft Recommended Program was approved by CMAQ Project Selection Committee on 7/18/2019 and released for a 30-day public comment period. 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.	
Item/Project Area	Quarter 2	
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 Progress	



FFY 2022-2026 CMAQ and FFY 2022-2024 TAP-L programs	Continue review of evaluation methods and begin assessing new methods and modifications for next programming cycle in 2021.	
Item/Project Area	Quarter 4 Objectives	
FFY 2022-2026 CMAQ and FFY 2022-2024 TAP-L programs	Continue the review of evaluation methods and finalize assessments of modifications of next programming cycle in 2021	
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	
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 Progress	
FFY 2020 – 2024 STP-SF program	Presented memo outlining “lessons learned” discussion schedule for CY 2020 for January STP PSC.	
Active Program Management (STP-SF)	Published program status reports base on December quarterly updates and received March quarterly updates from project sponsors.	



Local Program Development	Continued providing support to council staff for completion of their local calls for projects, including the use of eTIP database for those calls.
Item/Project Area	Quarter 4 Objectives
FFY 2020-2024 STP-SF program	Continue “lessons learned” evaluations and STP Project Selection Committee presentations and discussions.
Active Program Management (STP-SF)	Prepare and publish updated program status reports. Evaluate project status and guide sponsor request for obligation deadline extensions and take active reprogramming actions.
Local Program Development	Support council staff as needed with scoring and ranking projects, and developing draft 5-year programs for public comment releases in June.

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	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. Coordination with IDOT and the PL’s for locally programmed projects with a focus on the STP-L program for FFY 20. Participating in IDOT/FHWA monthly coordination meetings. Continue to track letting trends (since April there has been a significant increase in the # projects with high bids).	
Item/Project Area	Quarter 2	
Obligation tracking	CMAQ obligations in FFY 2020 stand at -\$11.7M due to several deobligations on previously obligated projects STP-L obligations are \$16.5M in FFY 2020	
Active Program Management	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. Continued coordination efforts with IDOT and the PL’s for locally programmed projects with a continued focus on the STP-L program. Continued participating in IDOT/FHWA monthly coordination meetings.	
Item/Project Area	Quarter 3 Progress	



Obligation tracking	Continue to track Federal obligations and letting trends. This far 45M in STP-L funds have received federal authorization and about \$170M in FHWA funded project phases have received authorization in FFY 20.	
Active Program Management	A significant amount of time was spent working on the STP-L funding issue for FFY 20. This involved numerous meetings, memos and discussion with IDOT, CDOT, and the PLs in an attempt to fund projects targeting the April and June IDOT lettings. Continue participating in IDOT/FHWA monthly coordination meetings.	
Item/Project Area	Quarter 4 Objectives	
Obligation tracking	Continue to track federal obligations and letting trends.	
Active Program Management	Continue to monitor and manage the STP-L program as the end of FFY 20 approaches. This will involve meetings and discussion with IDOT, CDOT and the PL's. Continued participation in IDOT/FHWA coordination meetings Have the semi-annual coordination meeting regarding local programs with IDOT and the PL's. Work on STP-L funding and accounting issues with IDOT central office.	
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	
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 Progress	
COM Executive Committee	Prepares agenda for the April meeting. Coordinated with other staff members, IDOT, federal staff and programming partners to ensure that the STP local funding situation was understood and that projects move forward as funding is available.	



Planning Liaisons	Work with PLs to complete the local STP project calls, extend as requested project calls that used eTIP. Continuing to work with PLs regarding strategies for project implementation for the remaining federal fiscal year.
Item/Project Area	Quarter 4 Objectives
COM Executive Committee	Preparing to work in with COM EC and other programming partners on strategies for project readiness and thoughts for projects and implementation of FFY 2021 and stimulus package.
Planning Liaisons	Continuing work with PLs on upcoming programs, budgets and strategies for positioning the region for implementation and project movement in the upcoming federal fiscal year

Operational Area: eTIP Database Development and Maintenance

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	
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	
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 Progress	
eTIP Database	Resolved issues related to eTIP performance with EcoInteractive support. Updated DNS record to improve functionality of website. Opened up Call For Projects (CFPs) for seven of the Council of Mayor's STP-L calls and supported those efforts.	
EcoInteractive Contract Negotiations	Continued the negotiation process for a new contract for eTIP development and maintenance.	
TIP Map Workflow	Finalized process for producing maps of TIP projects using political representative boundaries. Completed the negotiation process for a new contract for eTIP development and maintenance.	
Item/Project Area	Quarter 4 Objectives	
eTIP Database	Continue to monitor eTIP database functionality and make corrections to issues that arise with database.	
EcoInteractive Contract Negotiations	Conclude the negotiation process for a new contract for eTIP development and maintenance	



Communications and Outreach Program

Operational Area: Planning Support

Operational managers: Vacant Communications Senior

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	
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 Progress	
Call for projects announcement	Drafted press release for LTA launch	
Item/Project Area	Quarter 4 Objectives	
Web-based plans	Re-start work on the web-based plans	
Housing policy update	Working with Jonathan Burch on potential policy update on housing	

Operational Area: Policy and Programming Support

Operational managers: Vacant Communications Senior

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	
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 Progress
Process for content development	Developed overarching process for content development
Clusters report	Released report, finalizing social media video illustrating traded clusters.
Expressway vision	Met with report sponsors. Need to determine go forward strategy for report.
Census	Posted web page on importance of Census data to the region.
b	Quarter 4 Objectives
Water data	Release new water data and social media video.
Water loss policy update	Potential launch during Drinking Water week in mid-April.
Earth Day	Earth Day graphic tying climate change affects to health impacts.
Community Data Snapshots	Draft year-long promotion plan.

Operational Area: Media Relations and Messaging

Operational managers: Vacant Communications

Deliverable	Completion Timeline	Comment
Progress report	Quarterly	
Item/Project Area	Quarter 1	
Proactive pitches and engagement	Proactive media outreach around new ED hire, Community Data Snapshots, demographics policy brief, LTA Call for Projects, APA-IL Awards, sidewalk inventory, manufacturing and inclusive growth, tax policy, flooding and water recommendations in ON TO 2050, and Small Plans, Big Ideas, event series. Resulting in multiple stories placed, including ED appearance on Chicago Tonight, op-ed by CMAP ED in Crain's on tax policy, and multiple mentions of ON TO 2050 recommendations in the Crain's Forum series related to both disinvestment and flooding.	
Media requests	Fielded requests on multiple topics including regional economy, impacts of flooding and climate change, congestion and congestion pricing, water demand across region, costs related to Rte 53/120, and more.	
Editorial calendar	Editorial calendar continually updated and used to plan multiple communications.	
Item/Project Area	Quarter 2	
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 Progress	
Media requests	Fielded media requests from Crains, Chicago Tribune, Block Club Chicago, South Side Weekly, and WTTW.	
Item/Project Area	Quarter 4 Objectives	
Media outreach	Increase proactive media outreach with increased staff. Will reach out to media on Community Data Snapshots, water loss policy update.	



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 (CMAP). Additionally multiple short animated videos and GIFs were created for social media around outreach events and APA awards.	
Program Marketing and Branding	Branding design was approved.	
Item/Project Area	Quarter 2	
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 Progress	
Hire New Designer	Complete 2 nd round interviews and select candidate for hire.	
Implement branding to template materials	Now that the design has been approved, we will begin to update current templates with new branding. Chinatown parking plan will be used as a test run for an LTA executive summary. CMAP's design guidelines will also be updated. Designed first-ever LTA project brochure	
Item/Project Area	Quarter 4 Objectives	
Continue to implement branding	Continue to implement branding on ongoing projects which include email banners, LTA materials, brochures, white paper covers, and among other materials used by staff on continuous basis.	
Videos with Span	Complete a series of videos for water forecast, sidewalk inventory, CMAP intro, and traded clusters.	
Design RFP	Set-up interviews with vendors and select vendor.	

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
Website design, maintenance and administration	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. 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.
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 Progress
Website maintenance and administration	Continued prep work for Liferay upgrade, moving past a large patch issue, and cleared the backlog of open tickets.
Consultant management	Worked with web development consultants on the upgrade. Worked with hosting consultants to discuss possible upgrades to our servers. Worked with design consultants to create several videos. Also issued new RFP for design consultant.
Topics Index and Key Topics page updates	The index was created and several pages have been edited for the new format. This project has been on hold for a bit, due to the onboarding of new digital senior, and transitioning to working from home.
Item/Project Area	Quarter 4 Objectives
Website maintenance and administration	Work will continue to get the website ready for Liferay upgrade, which should occur this summer. Hosting service will also be upgrading our servers.
Consultant management	Will select new design consultant, from RFP that is closing April 8.
Topics Index and Key Topics page updates	Regroup and create plan for getting these updated and rolled out.

Operational Area: Digital Content Strategy and User Engagement

Operational manager: 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
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 Progress
Analytics reporting	Continued reporting of analytics. Clarity tracked keyword searches in ON TO 2050 channel.
FY20 Social Media Plan	Started analysis of followers across platforms
Social media content	Share staff photos and updated banners to promote census, created list of municipal accounts to increase local engagement
Website content	Updated industry clusters page; added visual interest to new pages by adding branded banners; added COVID-19 resources and response page; added census page
Item/Project Area	Quarter 4 Objectives
Analytics reporting	Clarity will be reporting on the keyword search tracking they established in February. Will revisit having a dashboard training as needed.
FY20 Social Media Plan	Complete social media followers analysis, develop social media strategy.
Social media content	Create and share social media videos about comprehensive plan, water data, census, greenhouse gas emissions, sidewalk inventory; create gifs to promote trails initiative and walk scores.
Website content	Add water data and water policy updates.
CMAP Celebrates	Launch CMAP Celebrates series in Weekly newsletter and on social media.

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	
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
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 Progress
External engagement	With new engagement staff, presented at several community events in Flossmoor, Palos Hills, Chicago. Presentations to village boards/city councils in Broadview and Mount Prospect; secured (since cancelled) presentations with River Grove, Schiller Park, and Lemont. Collaborated with Illinois DNR and Rep. Sonia Harper on youth engagement. Interviewed Heather and Garland Armstrong regarding the accessibility of CMAP’s communications.
Citizens’ Advisory Committee	Committee meeting was held on March 10, six members were present. Committee members met the two new CAC liaisons, Dustin and Michelle. Both liaisons will work jointly to develop a workplan for the June 9 meeting.
Census 2020	Supported and promoted Census 2020 at all outreach events. Provided presentation to forum for Metropolitan Mayors’ Caucus Peer Advisory Group. Supported Illinois Complete Count Commission.
Cross-departmental engagement strategies and support	Provided public engagement consultation and activities for local planning projects, grade crossing study (Laraway Road), ON TO 2050 amendment process for I-55 projects, fines/fares/fees project, traded clusters. Supported executive speaking circuit activities.
Item/Project Area	Quarter 4 Objectives
External engagement	Pivot agency’s external engagement to virtual interfaces. Develop capacity for GoToWebinar and GoToMeeting engagement. Webinars: finalize charter for webinar series; plan and execute first CMAP webinar.
Census 2020	Continue promotion and support of Census 2020, including efforts of regional partners
Cross-departmental engagement strategy and support	Continue to provide public engagement support for local planning projects, grade crossing study (Laraway Road and others), ON TO 2050 RSP amendment process, fines/fares/fees project, and traded clusters.



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 (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 Progress (January 1 – March 31)	
All	Supported launch of EngagementHQ site for Illinois International Port Project; supported development of EngagementHQ sites for Fox River LTA project and Laraway Road rail grade crossing study.	
Item/Project Area	Quarter 4 Objectives	
All	Finalize staff guidelines for EngagementHQ and develop operations manual for Outreach staff. Hold staff training sessions for CRM/MARCEL. Ongoing skills training in EngagementHQ, MARCEL, TurningPoint, and other online engagement tools; best practices research.	

Operational Area: Future Leaders in Planning (FLIP)

Project managers: Michelle Agunloye and Courtney Barnes

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	N/A
Program curriculum	Q4	N/A
Item/Project Area	Quarter 1	
FLIP 2019	Successful FLIP program, 44 students.	
FLIP marketing	Created FLIP flyer for distribution at all outreach events.	
Item/Project Area	Quarter 2	
Project management	Built project management toolkit for FLIP; prepared guide for FLIP program.	
2020 program planning	Identified theme (water) and began curriculum development.	
Item/Project Area	Quarter 3 Progress	
2020 program planning	Finalized FLIP homepage and made FLIP 2020 applications available on the website (application since de-activated). Created a staff interest survey and distributed the survey internally among CMAP staff. Developed memorandum and engagement strategy to identify the pros and cons of a virtual FLIP 2020.	



Item/Project Area	Quarter 4 Objectives
2020 program planning	Pivoting to a virtual program for 2020, Outreach team will continue to work with CMAP staff in developing content and programming for FLIP 2020.

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	
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 Progress	
Data Center OPO	Developed and released RFP 237 for Colocation services, Completed rack diagrams for OPO and Colocation including power and cooling requirements. Began researching options for moving services for server equipment. Completed migration plan drawings for migrating server infrastructure to OPO and Colocation provider.	
Infrastructure Support	Implemented Remote Access Services for entire agency, implemented virtual GIS and Adobe virtual machines for agency staff. Implemented remote access for F&A team as needed.	
Reports	Completed FY21 IT Budget document, Updated the following reports 1.) Rack Diagrams and Power Management documentation.	
Item/Project Area	Quarter 4 Objectives	
Data Center OPO	Evaluate, select and contract with Colocation service provider, Work with moving company to move server equipment to Colocation facility. Work with General Contractor to prepare OPO MDF and IDF closets for CMAP IT equipment.	



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	
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 Progress	
Cloud Applications	Setup identity verification with Google for CMAP domain.	
Cloud Applications	Create and presented an introductory presentation and a 60-minute training covering Teams for staff.	
Cloud Applications	Worked with users to assist in setting up and troubleshooting teams Teams/O365 platforms.	
Item/Project Area	Quarter 4 Objectives	
Cloud Applications	Research and potentially implement expansion to Teams/O365 functionality, such as teleconferencing capabilities.	

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	
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 Progress	
Colocation Data Center	Researched firewall solution for connectivity between the colocation data center and the Old Post Office IT room.	



Wireless Network Upgrade	Researched wireless access point and authenticator requirements for setting up an upgraded wireless network at the Old Post Office.
Item/Project Area	Quarter 4 Objectives
Network Equipment Procurement	Issue an Invitation for Bids (IFB) for firewalls, access points, and authenticators to be setup at the colocation data center and the Old Post Office.
Colocation Data Center	Implement new firewalls for secure communication between the colocation data center and the Old Post Office.
Wireless Network Upgrade	Implement new wireless access points and authentications at the Old Post Office for secure wireless access to the CMAP network.

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	
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 Progress	
Phone Environment	Acquired bids from vendors for moving phone system to SIP.	
Telecommunication Services	Continued working on options for acquiring and implementing new internet and/or cable TV services at OPO.	
AV System	Developed scope of services for OPO AV systems, implementation and support services. Worked with AV vendor and GC to evaluate existing equipment at CMAP Willis Tower to be reused at OPO.	
Item/Project Area	Quarter 4 Objectives	
Phone Environment	Finalize plan for moving phone system to SIP, order equipment and consulting services for implementing in 4 th qtr.	
Telecommunication Services	Continued working on options for acquiring and implementing new internet and/or cable TV services at OPO.	
AV System	Continue working with General Contractor to implement new AV services at OPO for Town Hall, main conference room in Post Master Suite and all conference rooms at the OPO. Work with GC to evaluate and select vendor for implementing new OPO AV systems, support services, and learn how to use new system.	

Operational Area: User Support

Operational Manager: Ben Stromberg

Deliverable	Completion Timeline	Comments
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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	
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 Progress	
Helpdesk	Continued researching new helpdesk application; held training session with each department on how to use VPN; worked with various staff to get remote sessions up and running	
OneSolution/Leave Requests	Developed new strategy for staff submittal of Leave Requests. Implemented Hotfix 49 for test environment; Implement 2020 tax tables and 2019 tax forms; Continue researching OS cloud solution.	
Staff Computing	Develop plan for implementing additional laptops to staff.	
Item/Project Area	Quarter 4 Objectives	
Helpdesk	Implement new helpdesk application; continue to assist staff	
OneSolution Support	Update production to Hotfix 49; Renew support contract through CentralSquare; upgrade development environment to 19.2	
Staff Computing	Finalize laptop equipment selection, acquire bids, order laptops and accessories.	
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	
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 Progress	
Document Management	Converted over 814 paper publications to digital documents.	
Offsite Storage	Selected vendor for new offsite storage. Obtained final quote to leave existing offsite storage vendor and move content to new Offsite storage provider.	
Furniture & Equipment	Worked with IDOT to transfer 78 old storage cabinets from CMAP to IDOT.	
Mailing Services	Evaluated options for new mailing services; signed new 3-year lease with new vendor Pitney Bowes.	
Coffee Services & Supplies	Reviewed options for Coffee supplies and services.	



Item/Project Area	Quarter 4 Objectives
Document Management	Continue conversion of paper publications to digital documents.
Offsite Storage	Finalize contract with new offsite storage vendor, finalize final payment to current vendor. Coordinate move of existing boxes to new vendor. Submit request to State of IL for eligible items for destruction. Review and purge approved items for destruction.
Furniture & Equipment	Work with IDOT to prepare for removal of CMAP's remaining furniture out of Willis Tower.
Mailing Services	Work with vendor to implement new mailing machine.
Coffee Services & Supplies	Work with vendor to prepare transfer of Coffee vendor services to OPO.

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	
FOIA/Information Request	Responded to two (18) external requests and one (1) FOIA requests.	
Item/Project Area	Quarter 3 Progress	
FOIA/Information Request	Responded to forty-one (41) external requests and six (6) FOIA requests.	
Item/Project Area	Quarter 4 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	
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 Progress
Server Infrastructure Virtualization	Received VxRail equipment from Dell. Created RFP 237 for colocation data center services to house the new system.
Item/Project Area	Quarter 4 Objectives
Server Infrastructure Virtualization	Move VxRail system to the new colocation facility. Work with Dell on installation of new system at colocation data center to house CMAP equipment. Begin moving VMs to new VxRail system.

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	
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 Progress
Architect Services	Acquired necessary building permits, worked with MEP and Architect to finalize designs for IT closets including electrical and cooling, Completed development of Construction Documents
GC Services	Worked with GC to evaluate subcontractor bids present to board for approval.
Furniture Design Plan & RFP	Evaluated furniture bids, selected vendor. Develop plan, IFB for ancillary furniture throughout office.
Moving Services	Moved to 4 th Qtr. - Develop RFP for Moving Services
AV Development Plan Document	Worked with team to develop scope of services for AV integrator RFP.
Item/Project Area	Quarter 4 Objectives
Architect Services	Acquire building permit for moveable wall in Town Hall, Work with MEP, GC and Low Voltage contractor to finalize construction drawings and equipment lists for IT closets including electrical and cooling.
GC Services	Work with GC to implement construction of offices.
Furniture Design Plan & RFP	Evaluate ancillary furniture bids, select vendor, order furniture. Work with vendor and team to implement furniture in new office suite.
Moving Services	Develop RFP for Moving Services
AV Development Plan Document	Work with team to develop detailed implementation plan for AV integrator, including 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	
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 Progress	
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 completed at the 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	Completed and released to employees by the federal deadline of January 31, 2020.	
Employee 1095s (ACA)	Completed and released to employees by the federal deadline of March 31, 2020.	
Annual Financial Report to the State Comptroller's Office	Sent to Comptroller's Office in January 2020.	
Item/Project Area	Quarter 4 Objectives	
BoBs 2832 Report	3rd 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 completed at the end of April 2020	
Agency and Sub recipient Invoices	Invoices sent to IDOT and other agencies - completed monthly	



Indirect Rate Proposals	Complete questions from GATA about FY2019 and FY2020 Indirect Rate proposals. Start process for FY2021 Indirect Rate Proposal
CYEFR	Engage Sikich to assist in the completion of the Consolidated Year End Financial Report to IDOT.
System for Award Management (SAM)	Complete CMAP System for Award Management certification for federal grant awards
Annual Audit for FY2020	Conduct pre-meeting with Sikich to start the FY2020 audit process.

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	
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 Progress
Annual Procurement Training	The initial process meeting for revising the procurement process was held.
Contract Activity	5 RFPs were issued and 3 RFQ's, in addition to 3 IFB's. 8 Pre-bid meeting were conducted. A total of 45 responses were reviewed and scored. 11 Justification for vendor selection were reviewed and approved. 2 interviews were conducted. 30 contracts were drafted, 10 board reports were drafted, 4 IDOT concurrences were obtained, IDOT concurrence requests for civil engineering projects will be obtained on a case-by-case basis. 1 IGA was drafted and 3 contract amendments were drafted and processed. 3 PAO or PAO amendments were reviewed, approved and processed. 105 Procurements were reviewed and approved. 0 procurement orientation meetings were conducted, 13 editions of the Illinois Register were reviewed.
Item/Project Area	Quarter 4 Objectives
Annual Procurement Training	Procurements I – Micro and Small Procurements and Procurement II – Large Procurements will be delivered in Q1 2021.
Contract Activity	It is anticipated that 5 RFPs will be 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	
Semi Annual Update Report	Will provide report on upgrades/enhancement made to OneSolution.	
Item/Project Area	Quarter 3 Progress	
Semi Annual Update Report	Occurs Q2 and Q4.	
Item/Project Area	Quarter 4 Objectives	
Semi Annual Update Report	Enhancements made to OneSolution that include: HOTFIX49 to implement new W4 changes in test environment; coding implemented to expand vacation accruals to exceed 225 hours; and coding implemented to add new FFCRA pay codes for payroll. All HR staff trained in processing payroll and manually entering times cards. All Finance staff training to cancel AP and Payroll checks in OS. New fix will be implemented to auto cancel Payroll checks in OS.	

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	NA	
Item/Project Area	Quarter 2	
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 Progress	
Uniform Budget Template for FY2021 Budget	Completed the UPW and Comprehensive FY2021 Budget. Secured UWP Committee approval on UWP budget in March.	
Item/Project Area	Quarter 4 Objectives	
Uniform Budget Template for FY2021 Budget	Secured Transportation Committee approval on the FY2021 UWP Budget. Presented draft FY2021 Budget to CMAP Board. Complete draft of the FY2021 UWP Budget for IDOT's review. Present the FY2021 UWP Budget for approval to the Coordinating Committee, CMAP Board and MPO Policy Committee. Present to the FY2021 Comprehensive Budget to the CMAP Board for approval in June.	

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
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 Progress
Toolkit Intro Videos	Intro videos currently on hold. Explore the use of LinkedIn.com as staff training option.
Project Management Implementation and Software Vendor	Scope and RFP currently on hold. Scope of work for project management software will be included in the ERP project SOW.
Item/Project Area	Quarter 4 Objectives
Toolkit Intro Videos	Staff will be working to revisit Toolkit overview and make a remote presentation available to all staff, particularly new staff who have started within the past six months.
Project Management Procedural Review and Recommendations	New discussions have started and will continue through Q4 on Project Management best practices and training, including possibly utilizing modules from Linked-In Learning and coupling these with the individual project management tools currently in the Toolkit.

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	



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 Progress
Comprehensive Grant Life Cycle Update	Establish process for incorporating staff input and leadership direction in next version of Grant Life Cycle Process. This process is now expected to begin in Q4.
Climate Strategy Development Efforts	Continue to research and assess new funding opportunities for climate work. Noting March 27 th application deadline for Donnelley Foundation. Fund seeking for climate efforts on hold until multi-year climate strategy is finalized.
Quarterly Reports to Funders/ Grant Application Submissions	Respond to new fiscal and programmatic reporting requirements with state grants (i.e. IDNR, IEPA Indian Creek Project) based on Programmatic Risk Assessment determinations. Submitted IDOT SPR grant application for "CMAP Local Technical Assistance Planning Support" for \$330,000 on March 13. Working with funders such as the MacArthur Foundation and IEPA to assess challenges created by CoVid-19 situation.
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. The transition to multi-grant meetings is currently on hold as office adjusts to remote work. Quarterly grant meetings continuing "as-is".
Item/Project Area	Quarter 4 Objectives
Update Grant Fraud Training	Complete update of grant fraud training for all staff in Q4. This training is required by IDOT and shared with staff each August.
Quarterly Reports to Funders/ Grant Application Submissions	Serve as liaison to external funders and respond to all fiscal and programmatic reporting requirements required by state and philanthropic grants. Continue to work with funders to communicate agency challenges and unique needs caused by the CoVid-19 situation.

Human Resources and Administration Program

Operational Area: Benefits Administration

Project Manager: Vacant HR

Deliverable	Completion Timeline	Comments
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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	
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		
Compensation Study	Worked with leadership to update employee information and calculations for completion of the compensation study.	
Benefits	Staff completed training on the new FFCRA to implement Sick Time and Expanded FMLA.	
Item/Project Area	Quarter 4 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 to include compensation study updated information.	
Benefits	Meeting with Mesirow to provide update on the COVID-19 impact on the 457-plan performance and to discuss new products/service opportunities. Staff completed training on the new FFCRA to implement Sick Time and Expanded FMLA. Made appropriate changes to OS to implement new pay types. Posted required notification to staff. Created forms for staff to apply for Sick Time and Expanded FMLA. Managing Q&A from staff on FFCRA benefit.	

Operational Area: Diversity and Inclusion

Operational Manager: Vacant HR

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	
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 Progress
DIWG	Provided inclusive DIWG channel within All-Agency Teams channel.
Training	Researched and initiated contact with multiple diversity, equity, and inclusion training professionals to collect proposals and ultimately provide training for all staff.
Item/Project Area	Quarter 4 Objectives
DIWG	Continue to offer DIWG opportunities remotely through Teams channel.
Training	Tentatively planning on a virtual DEI training for staff while shelter in place order is in place.

Operational Area: Employee Relations

Operational Manager Vacant HR

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	
Performance Management	Performance management and development framework project.	
Item/Project Area	Quarter 3 Progress	
Performance Management	Performance management and development framework project.	
Item/Project Area	Quarter 4 Objectives	
Performance Management	Performance management and development framework project.	

Operational Area: Human Resources Policy Development

Operational Manager: Vacant HR

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	
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 Progress	
Employee Handbook	Holland & Knight provided draft of CMAP new employee handbook to review and provide updates. Holland & Knight reviewed and provided updates to CMAP.	
Item/Project Area	Quarter 4 Objectives	
Employee Handbook	HR to complete review and add additional required polices as recommended by Holland & Knight. New HR Director should be hired to help facilitate completion and release to staff.	

Operational Area: Recruitment and Training

Operational Manager: Vacant HR

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	
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 Progress	
Recruitment	Sourcing for vacancies: HR Director; Policy Principal; Planning Principal; Associate HR Generalist; Accounting Associate; Assistant Planner (2); Communication Senior (2); Senior Analyst (2); Interns (various) Placement: Engagement Associate (2); Associate Designer; Digital Communications Senior; Assistant Analyst - TIP (2); Transportation Intern; Urban Alliance Intern; Peters' Fellow; NUPIP Fellow; Communications Principal	
Item/Project Area	Quarter 4 Objectives	



Recruitment	Placement: HR Director; Policy Principal; Planning Principal; Associate HR Generalist; Accounting Associate; Assistant Planner (2); Communication Senior (2); Senior Analyst (2); 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.