



Staff Progress Report

Fiscal Year 2016
Quarter Four



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LOCAL PLANNING PROGRAM

Program Oversight: Bob Dean

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

Local Technical Assistance (LTA) Program

Project Manager: Bob Dean, Jason Navota

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

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

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

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

Outreach and engagement through an inclusive public engagement processes is part of each LTA project undertaken. This component includes the development and implementation of a



public engagement process as part of each project, as well as media and legislative outreach during and after each LTA project.

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

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

Staff-led projects:

- Algonquin-Carpentersville river corridor study (Daly)
- Arlington Heights bicycle and pedestrian plan (O'Neal)
- Aurora downtown plan (Bayley)
- Bensenville zoning ordinance update (Seid)
- Berwyn parking study (Bayley)
- Berwyn zoning ordinance update (Ihnchak)
- Blue Island capital improvement plan (Zwiebach)
- Boone Creek watershed plan (Hudson)
- Calumet Park planning priorities report (Shenbaga)
- Carol Stream comprehensive plan (Dick)
- Crystal Lake transportation plan (Beck)
- Elmwood Park zoning ordinance analysis (Day)
- Endeleo Institute (Chicago) planning priorities report (Smith)
- Fox Lake planning priorities report (Pfingston)
- Franklin Park comprehensive plan (Carlisle)
- Harvard comprehensive plan (Beck)
- Kendall County industrial market study (Dick)
- Lake County/Round Lake Homes for a Changing Region study (Ostrander)
- McHenry County Comprehensive Economic Development Strategy (Burch)
- North Chicago comprehensive plan (Seid)
- Northwest Chicago neighborhood plan (TBD)
- Oswego-Montgomery-Yorkville shared services study (Yeung)
- Park Forest zoning ordinance update (Ihnchak)
- Pilsen-Little Village (Chicago) neighborhood plan (Zwiebach)
- Richton Park capital improvement plan (Daly)
- South Elgin zoning ordinance update (Day)
- South Holland comprehensive plan (Ostrander)



- SSMMA complete streets plan (O'Neal)
- Steger planning priorities report (Burch)
- Will County Preston Heights neighborhood plan (Dick)
- Winthrop Harbor comprehensive plan (Shenbaga)

Consultant-led projects

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

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

4th Quarter Progress:

- Continued to advance projects, with preparation of four existing conditions reports (bringing the total to 163), nine draft plans (bringing the total to 148), and five final plans (bringing the total to 133).
- Initiated eight additional projects. A total of 178 projects had reached this stage by the end of the quarter, including 124 staff-led projects and 54 consultant-led projects.
- Continued to delay numerous projects due to state budget issues, while prioritizing others for re-initiation as funding became available.



- Continued organization and development of Local Planning wiki pages.

1st Quarter Objectives:

- Advance ongoing projects, with preparation of several existing conditions reports, development of eight additional draft plans, and completion of five final plans.
- Initiate six projects, preparing other projects for kickoff in the 2nd quarter.
- Re-initiate all paused projects, pending a full financial solution at the state level.
- Finalize and activate Local Planning wiki pages.

Project stage	End FY 11	End FY 12	End FY 13	End FY 14	End FY 15	1Q FY 16	2Q FY 16	3Q FY 16	4Q FY 16
Completed and adopted (100% complete)	0	10	42	78	108	112	119	128	133
Final draft complete (90%)	0	18	48	93	117	128	137	139	148
Existing conditions complete (50%)	0	29	62	106	143	147	153	159	163
Fully initiated	14	47	95	129	159	161	165	170	178

Consultant Management, Evaluation, and Best Practices

Project Manager: Sam Shenbaga

Team: Bayley, Burch, Day, Gershman, Hudson, Ihnchak, O’Neal, Seid, Zwiebach

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

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

4th Quarter Progress:

- Continued to communicate with consultants and communities on funding situation.



- Selected contractor for Romeoville comprehensive plan. Initiated Brookfield comprehensive plan and O'Hare subregional truck study, which had been paused due to funding situation.
- Issued RFP for Riverdale area transportation plan and Chicago Heights zoning ordinance.
- Reviewed and provided feedback on several consultant project deliverables.

1st Quarter Objectives:

- Issue RFPs for Joliet corridor study and Palos Park bicycle plan, and begin scoping of Harvard zoning update.

Project Implementation and Capacity Building

Project Manager: Tony Manno and Patrick Day

Team: Dean, Navota, Shenbaga, Carlisle, Daly

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

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

4th Quarter Progress:

- Continued focus on seven projects to provide ongoing assistance:
 - 119th Street Corridor Plan (CDOT)
 - Hanover Park Irving Park Road Corridor Study
 - Lincolnwood Devon Avenue Corridor Study
 - New Lenox Route 30 Corridor Plan



- Oswego/Montgomery/Yorkville Shared Services Study
- UIC Multimodal Transportation Plan
- Completed short-term tasks to assist two communities:
 - Geneva (information and data on affordable housing benefits)
 - Hanover Park (local economic development incentives)
- Continued to reach out to communities to re-engage, discuss needs and identify ways CMAP can provide implementation assistance.
- Provided CMAP Board with implementation updates on all completed LTA projects.
- Finalized a contract with ULI to provide assistance to ongoing, completed and programmed LTA projects in FY17 and FY18. CMAP and ULI are considering the following projects for a developer discussion panel (and one Technical Assistance Panel):

Ongoing: North River Communities Neighborhood Plan
 Aurora Downtown Master Plan
 Hampshire Planning Priorities Report
 North Lawndale Neighborhood Plan (best TAP candidate)
 Richmond Planning Priorities Report
 South Cook Economic Development Study
 South Holland Comprehensive Plan

Complete: Berwyn Comprehensive Plan & Parking Study
 Franklin Park Industrial Areas Plan
 Harvard Comprehensive Plan
 North Aurora Comprehensive Plan
 Riverside Downtown Plan

Programmed: Des Plaines Comprehensive Plan
 Wilmington Corridor Plan

1st Quarter Objectives:

- Continue working with identified communities on specific tasks and report back to Implementation Team in a bi-weekly basis. As tasks are accomplished we will identify additional tasks for a community or new projects with implementation opportunities.
- LTA PMs will regularly attend bi-weekly implementation meetings to discuss newly-completed projects and potential implementation action items for the team to consider.
- Create a CMAP-led developer summit/forum event for specific communities: CMAP will use our developer contacts to compile a list of potential invitees and work with



specific communities to plan a ½ day event to help communities highlight and showcase planning efforts and redevelopment opportunities.

- Work with ULI to begin scheduling developer panels and TAP for listed LTA projects.
- Continue to identify “implementation success stories” to promote via CMAP media strategies.

Research and Development of New Planning Topics and Approaches

Project Manager: Agata Dryla-Gaca, Jason Navota

Team: Beck, Burch, Evasic, Ihnchak, O’Neal, Zwiebach, Vernon

Description: This project will explore the use of innovative analytical techniques as part of LTA projects, both as a way to strengthen individual projects and to test the use of different data sources and techniques which ultimately could be used for other purposes. Initial areas of exploration include but are not limited to stormwater management and community resilience to climate change, production of capital improvement plans, bicycle and pedestrian planning, and incorporation of economic development and market analysis into local plans.

This project will produce model planning approaches on topics of interest to local communities and planners, and are meant to inform CMAP’s approach to these topics through the LTA program. These include toolkits, model ordinances, data tools, and similar products. Once models are produced, CMAP intends to work with several communities to pilot model approaches locally. While materials are produced with the expectation that they will be used primarily by CMAP staff, they will also be publicly accessible for the use of local governments.

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

4th Quarter Progress:

Stormwater Management:

- Revised local approach based on consultation with stormwater consultant as well as expert partners (RainReady, USACE, Calumet Stormwater Collaborative, etc.).
- Completed local analysis in South Holland.
- Generated the hydrologically corrected Digital Elevation Model (DEM) and flow accumulation grid and delineated depressions (subsequently referred to as the ArcHydro analysis) for the stormwater consultants for Richton Park and Midlothian.
- Began ArcHydro analysis for Berwyn and Blue Island.



- Created draft outline for regional analysis, began to test approach, and initiated regional stormwater project with consultant.

Bikeways Prioritization:

- Gathered, classified and symbolized data supporting criteria evaluation.
- Created interactive working space for process streamlining during the evaluation.
- Performed internal demonstration of the approach.
- Started drafting the document.

1st Quarter Objectives:

Stormwater Management:

- Complete the local analysis for Blue Island, Berwyn, and Franklin Park.
- Onboard consultants for Berwyn and Des Plaines / N Cook LTA projects. Start the local analysis for Des Plaines and the Cook County Unincorporated area in coordination with stormwater engineer.
- Refine the regional analysis in consultation with stormwater consultant.
- Train LTA staff on finalized components of the local approach.
- Summarize spatial analysis for internal stormwater strategy toolkit.
- Continue development and testing of regional approach.
- Finalize stormwater recommendations for South Holland.

Bikeways Prioritization:

- Continue drafting the paper.
- Test the approach with one LTA project.
- Estimate analysis time for evaluating segments at municipal level.
- Collect feedback from planners involved in active transportation planning.



Partner Coordination

Project Manager: Bob Dean, Tony Manno

Team: H. Beata, Lopez, Smith, Torres, Communications staff, Legislative staff

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

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

4th Quarter Progress:

- Continued to track partner involvement in ongoing projects and made monthly updates to partners list. Also sought new partner involvement as relevant.

1st Quarter Objectives:

- Continue partner involvement in ongoing projects, and also expand partner involvement in implementation approach.
- Hold meeting of technical assistance providers group.

External Resource Development and Management

Project Manager: Bob Dean

Team: Hudson, Navota, Olson, others as relevant to specific topics

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



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

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

4th Quarter Progress:

- Posted job description for senior development position to lead external fundraising and grantseeking efforts.
- Received housing-focused grant from Chicago Community Trust, and reached agreement with Chicago Housing Authority to partially fund work related to Regional Housing Initiative.
- Continued to investigate possibility of involvement in HUD's new fair housing regulations, which encourage a regional approach. Work on scoping a potential grant request in this area continues.

1st Quarter Objectives:

- Pursue other grant opportunities as they emerge.
- Hire senior development position, and prepare a strategy to increase external grantseeking across the agency.

Municipal Survey

Project Manager: Patrick Day

Team: Gable, McGinnis

Description: This project will conduct a biennial survey of municipalities across the region to understand the degree to which the region's local plans are up-to-date. Survey analysis will also be used to determine local government demand for new LTA project types as well as educational opportunities. The next survey will be conducted during spring-summer 2016, so only the initiation of the survey is included in the FY 16 work plan.

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



4th Quarter Progress:

- Staff implemented a final outreach plan to coordinate reminders and personal follow-ups to municipal officials to ensure favorable survey response rate.
- Closed survey on June 3 with a response rate of 81.34 percent (231 of region's 284 municipalities responded).

1st Quarter Objectives:

- Perform analysis on responses received.
- Develop reporting materials for internal and external review.
- Create new Data Depot location for CMAP staff to access survey data (current, previous, future).

Water Resources Planning

Project Manager: Jason Navota

Team: Hudson, Evasic

Description: The Water Resources Planning program includes the agency's program in water resource planning and management, including activities not already included within the LTA program related to water quality, water supply, and wastewater. These activities are guided by CMAP's role as the delegated authority for Areawide Water Quality Planning, GO TO 2040, and Water 2050. Other elements of water resource planning are incorporated elsewhere within the Local Planning program. Projects include providing general watershed organization assistance; development of a watershed plan for Boone and Dutch Creeks in eastern McHenry County; and lake management activities.

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

4th Quarter Progress:

- Staff continued data and GIS layers collection and review, comprehensive plan review, and planning a detention basin assessment training workshop for Lower Salt Creek watershed inventory. Two meetings were held at which stakeholders were updated. Project partners began monitoring for water quality and habitat conditions.



- Continued to follow and support efforts of the Fox River Ecosystem Partnership, Tyler Creek Watershed Coalition, Silver and Sleepy Hollow Creeks Watershed Coalition, Tower Lakes Drain Partnership, Jelkes Creek - Fox River Watershed Coalition, Blackberry and Ferson-Otter Creek Watershed stakeholders, Hickory Creek Watershed Planning Group, Buffalo Creek Clean Water Partnership, Thorn Creek Watershed stakeholders, and Chicago Wilderness. Staff attended the April, May, and June meetings of the Fox River Ecosystem Partnership (FREP) and Tyler Creek Watershed Coalition (TCWC).
- Staff prepared and presented a “resolution of support” for the BooneDutch Creek and 9 Lakes Watershed-based Plans to the FREP Executive Committee; both were unanimously approved and have been posted on the “Subwatersheds” page on the FREP website.
- Staff attended and provided input at the Illinois Nutrient Loss Reduction Strategy – Urban Stormwater Working Group (USWG) meeting on April 19 at CMAP. Staff completed a Stormwater Education Resources Matrix and submitted it to the Illinois Water Resources Center.
- Staff prepared a display covering nonpoint source pollution, lake ecosystems, water quality monitoring, and watershed planning and presented these topics at the Northeastern Illinois Envirothon on April 5 and 7.
- Work continued on two LTA projects that have a water quality component: Fox River Corridor Plan in McHenry County and Richton Park Stormwater Management Concept. Both projects are still in very early stages.
- Continued to administer the Volunteer Lake Monitoring Program, including project administration, coordination and management; volunteer monitor support; data management for volunteer data forms; provision of technical assistance to lake volunteers as needed; and assessment of water quality data. Specifics included preparing and distributing monitoring supplies for the 2016 season; conducting volunteer training; reviewing Secchi monitoring data received to date; preparing and manning a VLMP display at a Crystal Lake Discovery Day event; writing an article about the Boone-Dutch plan for a VLMP newsletter; and providing technical assistance on such subjects as water quality data interpretation, watershed drainage, point and nonpoint source pollution, filamentous algae, and analytical laboratories.

1st Quarter Objectives:

- Continue Lower Salt Creek watershed plan work.
- Continue to attend meetings and provide technical support to the following watershed organizations as resources allow: Fox River Ecosystem Partnership, Tyler Creek Watershed Coalition, Silver and Sleepy Hollow Creeks Watershed Coalition, Tower



Lakes Drain Partnership, Jelkes Creek - Fox River Watershed Coalition, Blackberry and Ferson-Otter Creek Watershed stakeholders, Hickory Creek Watershed Planning Group, Buffalo Creek Clean Water Partnership, Thorn Creek Watershed stakeholders, and Chicago Wilderness. Staff will also stay abreast of activities of Des Plaines River Watershed Plan development that Lake Co. SMC is leading.

- Continue to attend and provide input to the Illinois Nutrient Loss Reduction Strategy Urban Stormwater Working Group.
- VLMP: Plan, prepare materials, and lead a lake and watershed education event at Lake Charlotte/Kane Co. in August; continue to review Secchi Monitoring forms received from volunteers for the 2016 season; provide technical assistance to volunteers as requested.

Water Supply Planning

Water supply planning activities support Water 2050 implementation efforts through grant funding from the IDNR. Activities include providing support for implementation of the Northwest Water Planning Alliance (NWPA) strategic plan; annual water-loss reporting; serving on a Technical Advisory Committee; and providing technical assistance to community planning and ordinance updates. Support for the users of Lake Michigan water will include water loss auditing and reporting assistance, data collection, and full cost accounting for water and service.

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

4th Quarter Progress: The IDNR grant was suspended on March 16, 2015, and thus all water supply related work by CMAP has been indefinitely suspended as well. In July 2016 IDNR requested a refund of unspent funds. Staff continued to monitor but not participate in water supply planning activities of partner organizations, such as the NWPA, MPC, and the Alliance for Water Efficiency.

1st Quarter Objectives: No work is anticipated for the first quarter due to lack of funding support.

Wastewater planning

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



Products and Key Dates: Reviews are conducted as needed.

4th Quarter Progress:

- Continued discussions of water quality management plan reviews with IEPA and internal staff.
- Reviewed, posted public notices, created signoff letters, and otherwise processed approximately 30 NPDES and SRF applications.
- Worked internally to update data that we provide to the public on FPA boundaries and NPDES permit locations.

1st Quarter Objectives:

- Revise the CMAP webpage regarding our wastewater/NPDES work, as well as the online process for the public to obtain FPA maps.
- Process public notices for Level III NPDES and SRF notices, and codify our approach to continuing this work.
- Develop materials including an agenda, review and minutes for any upcoming Wastewater Committee Meetings.

POLICY ANALYSIS AND DEVELOPMENT PROGRAM

Program Oversight: Tom Kotarac

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



AREA 1: Regional Mobility

Federal and State Transportation Policy Analysis

Project Manager: Alex Beata

Team: Hollander, Murdock

Description: The current federal transportation authorization, MAP-21, will expire in September 2014. Despite a number of positive reforms, MAP-21 has not addressed sustainable funding, the need for a robust, multimodal freight program, or a performance-based approach to investment decisions. The State of Illinois faces similar challenges, given declining state resources, episodic state bond programs, and unclear methodologies for project prioritization. This project will continue CMAP's leadership role on these key issues.

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

4th Quarter Progress:

- Monitored the implementation of the FAST Act and reported to various CMAP committees.
- Drafted comment letters on National Multimodal Freight Network, draft National Freight Strategic Plan, National Highway Freight Network designation, commented on STB proposed scope of study for DEIS for the Great Lakes Basin Railroad proposal and STB proposal for railroad data reporting.
- Published policy updates and the state budget and the value capture for transit legislation.
- Participated in IDOT subcommittees for the development of the state's long-range transportation plan, including a freight component.
- Participated in CAGTC activities.

1st Quarter Objectives:

- Continued monitoring and analysis of federal and state legislative and regulatory activity. Publish Policy Updates and issue briefs as needed; brief CMAP committees as needed.
- Continued outreach with stakeholders and participation in committees.



Major Capital Projects Implementation

Project Manager: Tom Kotarac

Team: Bozic, Dean, Elam, Schuh

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

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

4th Quarter Progress:

- Helped develop CREATE projects for the DOT FASTLANE Grant opportunity (CMAP co-applicant).
- Supported I-55 Stevenson Express Toll Lanes Project at State Legislative Hearing, press conference, and letter to IDOT.
- MPO Policy Committee presentations on several major capital projects.
- Participated in meetings with stakeholders regarding 290 reconstruction and Oak Park community plans.
- Participated in meetings and briefings on Chicago Union Station Master Plan.

1st Quarter Objectives:

- CMAP participation on Amtrak Chicago Union Station Community Advisory Council.
- Co-host tour of several large Chicago projects for Transportation Committee Members.
- DOT debrief for unsuccessful FASTLANE applications.
- Develop first draft of the FY 17 Major Capital Projects prioritization plan.



Freight Plan and Policy Development (Q1)

Project manager: Alex Beata

Team: Project Managers and Teams as noted, and other relevant staff

Description: This project supports analyses for development of a Freight Plan for the CMAP region, scheduled to coincide with publication of the State of Illinois Freight Plan in December 2017. The plan will highlight major directions for freight planning and policy in the CMAP region as well as highlight critical project types. This project contains activities to finalize the existing conditions assessment begun in FY16, new research on policies and strategies, and coordination of programming and engagement activities. The following outlines a series of topical memos and a municipal survey to assist development of the freight plan (project managers are listed first).

Products and key dates:

- Survey of Municipal Freight Regulation Practices (Murdock, Day, A. Beata, October 2016).
- Freight supportive land use preservation and conflict mitigation strategies (Oo, Murdock, December 2016).
- Definition of Critical Urban Freight Corridors (Murtha, A. Beata, Murdock, January 2017).
- Summary of emerging federal safety regulations for trucks and rail (A. Beata, Murtha, new Policy hire, March 2017).
- Truck Routing Policy and Statutory Strategies (Murdock, Murtha, March 2017).
- Environmental Justice Strategies in the Freight Plan (Murdock, Oo, June 2017).
- Intermodal Practice and Strategy Analysis (A. Beata, Oo, B. Peterson, Schuh, new Policy hire, July 2017).
- Analysis of Concentrated Freight Land Use & Transportation Corridors (A. Beata, new Policy hire, Oo, July 2017).

1st Quarter Objectives:

- Initiate literature review of freight supportive land use preservation and conflict mitigation strategies.
- Initiate literature review of intermodal practice and strategy analysis.
- Complete detail mapping of subregional freight clusters and profiles.



- Identify and interview municipalities to study local freight regulation practices. Complete draft memo.
- Present CUFCs to MPO Policy Committee for approval.

AREA 2: Freight Planning Policy

Freight Snapshot Update

Project Manager: Alex Beata

Team: Murtha, Schmidt, Frank

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

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

4th Quarter Progress:

- Continued analysis of ATRI and NPMRDS trucking datasets in other areas of FY16 work plan.
- Continued coordination with public-sector partners on grade crossings.
- Secured new rail performance data for Chicago area.

1st Quarter Objectives:

- No tasks planned.

Freight Deficiency Analysis

Project Manager: Alex Beata

Team: Murtha, Murdock

Description: This project will combine and analyze the transportation and land use data to identify a general coverage of freight bottlenecks and other deficiencies in the region. It will



identify congested locations, safety hot spots, inadequate infrastructure, and conflicts between modal systems. While the project will not identify specific capital improvements to solve these deficiencies, it will offer a menu of solutions.

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

4th Quarter Progress:

- Continued research exploring the causes of trucking bottlenecks in the region and more detailed truck origin-destination analysis.
- Secured new rail performance data for Chicago area.
- QA/QC on freight deficiency map.

1st Quarter Objectives:

- Continue research and refinement on highway-rail grade crossings, truck origins and destinations, and trucking bottlenecks.

Local Freight Policy, Planning, and Land Use Analysis

Project Manager: Jacki Murdock

Team: Beata, Brown, Murtha, Schuh, Oo

Description: This project will provide an analysis of how communities regulate freight movement and land uses to better understand the range of local regulations and their impacts. Analysis will assess trends in freight related land use and development, as well as catalogue and assess the extent and impact of truck operational restrictions. This project will also provide material for the freight snapshot regarding the fiscal and policy related decisions driving freight supportive land use, infrastructure, and local truck regulations.

Products and Key Dates: Memo describing federal, state, and local regulatory context (November 2015); Memo summarizing truck operational issues (January 2016); Memo describing freight related development trends including an assessment of freight supportive and freight sensitive areas (April 2016); Memo summarizing survey results on the drivers of freight related land use and freight routing and delivery regulations, such as fiscal and quality of life factors (June 2016).

4th Quarter Progress:

- Conducted further analysis on freight related land use to identify freight supportive areas in the region and highlight freight/land use conflicts.



- Presented memo summarizing analysis of freight supportive and freight sensitive areas for the Freight Committee.

1st Quarter Objectives:

- Use the freight land use clusters to identify communities with concentrations of freight supportive land use.
- Develop an interview template on how communities plan for freight.
- Interviews communities that have concentrations of freight supportive land use or many freight routing restrictions to better understand how communities plan for freight. Complete draft memo.

AREA 3: Regional Economy

Regional Economic Analysis

Project Manager: Simone Weil

Staff: B. Peterson, Komp, Hughes

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

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

4th Quarter Progress:

- Published policy update on the region’s labor market.
- Daily Herald published regional economic indicators data.
- Compiled and analyzed innovation indicator data.
- Share policy update findings with Economic Development Committee.
- Scoped policy update on business churn.



- Refine scope for FY17 policy updates.

1st Quarter Objectives:

- Publish new data for innovation indicators.
- Publish follow-up policy update from Chicago Fed presentation on shifting regional economic trends.
- Draft and publish policy update on business churn.
- Share data and analysis among interested stakeholders.

Analyses of Mobility and the Regional Economy/Supply Chain Analyses (Q1)

Project Manager: Brian Peterson

Staff: Weil, Schuh, Murdock, Komp, R&A TBD

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

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

4th Quarter Progress:

- Stakeholder outreach.
- Began drafting text.

1st Quarter Objectives:

- Complete stakeholder interviews.
- Complete draft and work with communications on layout/graphics.
- Present findings to E.D. committee (Sept. 26, 2016).



- Final report published in September 2016.

Regional Housing and Development Analysis

Project Manager: Liz Schuh

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

Description: GO TO 2040 emphasizes the need to coordinate planning for transportation, land use, and housing. This project will continue to enhance the agency's understanding of housing and land use changes in the region and provide education on topics related to the interaction of land use, transportation, and economic competitiveness. Quarterly analyses via Policy Updates and/or issue briefs will continue to cover trends such as building permits, housing diversity, housing tenure changes, non-residential land use trends, and multijurisdictional land use planning. Staff will assess the potential for development of a set of quarterly housing and development indicators. There will be some integration of the analysis of regional development trends with work under the Regional Tax Policy Analysis project and the Regional Economic Indicators.

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

4th Quarter Progress:

- Developed a Policy Update on expected Population Estimates Program city-level data, released in May.
- Provided information and presentations on prior Policy Updates as requested.

1st Quarter Objectives:

- Publish policy update on concentrations of industrial development in the region.

Regional Tax Policy Analysis

Project Manager: Lindsay Hollander

Team: Komp, Murdock, Oo

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



property tax, an updated analysis of sales tax rebates, an analysis of transportation user fees, and an analysis on local transportation revenues.

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

4th Quarter Progress:

- Completed Policy Update on sales tax rebates.
- Presented sales tax rebate analysis to Land Use Committee.
- Researched local transportation user fees.
- Provided analysis for various local planning projects.

1st Quarter Objectives:

- Complete Policy Update on local transportation user fees .
- Collect and process regional property value and taxation data.

Assessment of the Transportation Impacts of Retail Corridors/Multijurisdictional Transportation Impacts of Development Corridors (Q1)

Project Manager: Lindsay Hollander

Team: Schuh, N. Peterson, New Policy Hire

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

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

4th Quarter Progress:

- None. Project was on hold due to budget considerations.



1st Quarter Objectives:

- Begin work on the project with the consultant on selecting case studies for travel shed/market area analysis.

AREA 4: CMAP/MPO Committee Support and Legislative Strategy

State Legislative Strategy/State Legislative Analysis and Engagement (Q1)

Project Manager: Gordon Smith

Team: Kotarac, Weil, Cefali, other policy staff

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

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

4th Quarter Progress:

- During the period Joe, Mayors Bennet and Noak and Gordon met with each of the caucus leadership (Sens. Cullerton and Radogno and Reps. Durkin and Currie) in Springfield to discuss the reinstatement effort for the Comprehensive Regional Planning Fund (CRPF).
- Board members Athas, Reinbold, Schofield and Skosey participated in a drive down to Springfield to engage members of the General Assembly on behalf of CMAP to reinstate the CRPF.
- Provided regular briefings for bill sponsors on each of the CRPF reinstatement bill efforts and activities.



- Met with approx. 30 different legislators to discuss CRPF, along with the 2016 State Legislative Principles and Agenda, CMAP funding, policy initiatives, and other GO TO 2040 implementation activities.
- Conducted weekly conference call with the State’s MPO directors to discuss statewide association and support to reinstate the Comprehensive Regional Planning Fund (CRPF).
- Staff continued to track legislative activities.
- Reviewed state legislation related to transportation funding, including state appropriations bill and a proposed state constitutional amendment.
- Continue building coalition of support for CMAP’s legislative initiative (30 sponsors to date).
- Convened a meeting of the CMAP legislative working group.

1st Quarter Objectives:

- Continue to meet with legislators and staff to discuss agency funding, CRPF, State Legislative Principles, CMAP policy initiatives, and other GO TO 2040 implementation activities and ON TO 2050 development activities.
- Continue building coalition of support for CMAP’s legislative initiatives.
- Continue legislative tracking activities.
- Convene a meeting of the CMAP legislative working group.
- Develop and execute the first of many legislative outreach forums for our northeast Illinois legislative caucus.

CMAP Operations Funding and Regional Infrastructure Fund

Project Manager: Tom Kotarac and Bob Dean

Team: Garritano, G. Smith, Weil

Description: Under this project, staff will pursue FUND 2040, a sustainable funding plan and implementation strategy that diversifies CMAP’s resources for operating revenues that will match federal funds, allow some expansion of non-transportation activities, enhance the local technical assistance program and provide capital funding for infrastructure projects that have regional benefits. Based on the progress of activities in the previous fiscal year, staff will develop an action plan that leads to state legislation that enables these activities. Should



support for this approach not be realized, staff will develop alternative means for diversifying CMAP revenues.

Products and Key Dates: further refinement of regional infrastructure proposals (September 2016)

4th Quarter Progress:

- Developed draft legislative proposals for regional infrastructure fund proposals.
- Stakeholder outreach on regional infrastructure proposals.
- Dues structure adopted by Board.

1st Quarter Objectives:

- Continued stakeholder outreach on regional infrastructure proposal.
- Dues billing and invoice administration.

Federal Legislative Strategy

Project Manager: Tom Kotarac

Team: Beata, Murdock, other relevant staff

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

Products and Key Dates: Federal Agenda (January 2016); Policy Updates on federal legislative issues (ongoing); MPO Consolidation Rule Letters (August 2016)

4th Quarter Progress:

- Provided technical assistance on FY 17 Appropriations bills and proposed Water Resources Development Act (WRDA) bills in the U.S. House and Senate.
- Met with IL Delegation staff and Members regarding CMAP Federal Legislative Agenda priorities.

1st Quarter Objectives:

- Bipartisan Congressional letters to DOT regarding MPO consolidation rule.
- CMAP and local stakeholder letters regarding MPO consolidation rule.



- Comments filed on proposed rules and guidance, including freight and congestion performance rules and DOT's draft national multimodal map.
- Continue outreach to Illinois congressional delegation and administration officials.

CMAP and MPO Committee Support

Team: Dean, Kotarac, Porter (coordinating, policy committees); Grover, Dixon (advisory committees); Beck, Burch, Dixon, Ostrander, Weil (working committees)

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

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

4th Quarter Progress:

- All committees' materials were prepared and meetings were held. Working committee summaries prepared on a monthly basis.

1st Quarter Objectives:

- Continue to convene committees as scheduled and provide summaries as appropriate.

COMPREHENSIVE REGIONAL PLAN UPDATE & PLAN DEVELOPMENT/ON TO 2050 Development (Q1)

Program Management: Kristin Ihnchak, Liz Schuh

This program will begin developing the successor to GO TO 2040, which is due to be complete in 2018. GO TO 2040 provides a solid foundation and vision for the future of the region. Development of the next comprehensive regional plan will build upon that foundation and refine the major policy objectives of GO TO 2040 in a manner that is supportive of the agency's



core land use and transportation functions, as well as identify limited new policy directions that are complementary to CMAP's role. More specific policies and recommendations may address both the granularity in the current plan's policies as well as expand to geographically-oriented approaches for some policy areas. Research and analysis performed in FY16 will refine policy approaches as well as develop the required resources for socioeconomic forecasting, scenario planning, and transportation project assessment and selection. Initial phases of stakeholder outreach and development of the plan's overarching engagement strategy are also included in this approach.

AREA 1: Plan Outreach and Communications

Comprehensive Plan Communications Strategy

Project Manager: Tina Fassett Smith

Team: Ihnchak, Schuh, H. Beata, Garritano, and other relevant staff

Description: This area will support the comprehensive plan program co-leaders by continuing the implementation of a focused communications strategy to enhance the effectiveness of all projects within the program. This effort will include helping program and project leaders to articulate clear priorities that are necessary for successful stakeholder engagement and for the success of the plan itself. This project will develop a new or updated long-term communications and outreach strategy document annually. Support in FY 17 will include helping to form messaging and communication strategies for key stakeholders around particular topics of interest for ON TO 2050, developing required supportive web and print materials, and building media and stakeholder awareness of the plan and engagement opportunities.

Products and Key Dates: Continue to develop messaging and communications strategies for plan development work (ongoing); Assist in preparation of regional priorities report (October 2016) and snapshot reports (ongoing); Prepare public-facing materials in preparation for public engagement around alternative futures (spring 2017); Develop web mapping tool for layers and interactives (ongoing); Carry out other ongoing communication activities to be identified in support of ON TO 2050.

4th Quarter Progress:

- Continued to execute the strategy for [FY16 near-term engagement](#).
- Supported release of the first ON TO 2050 strategy paper, Integrating Green Infrastructure.
- Working with Outreach staff, held the first ON TO 2050 Big Ideas Forum on June 20 at the Stony Island Arts Bank with more than 150 guests.



- Supported preparation and release of the Emerging Priorities for ON TO 2050 draft report for public comment on June 29.
- Prepared ON TO 2050 remarks for the Executive Director, which were delivered on June 29 at the City Club of Chicago.
- Supported release of the first ON TO 2050 snapshot report, Regional Economy and Clusters: Building on our strengths.
- Continued development of replicable tools for interactive web infographics and mapping, pending availability of funds.
- Begin development of long-term communications and outreach plan for duration of ON TO 2050 development.

1st Quarter Objectives:

- Support release and production of multiple ON TO 2050 snapshot and strategy papers, including reports on travel behavior trends, demographics, and transportation system funding.
- Support Outreach staff in preparation for additional ON TO 2050 Big Ideas forums on topics including planning for post-congestion travel, the state of the regional economy, planning for aging populations, and designing for climate resilience.
- Support production and release of the final Emerging Priorities for ON TO 2050 report.
- Complete and launch one of the interactive web infographics currently under development.
- Produce draft of long-term communications plan for duration of ON TO 2050 development.

Comprehensive Plan Outreach Strategy

Project Manager: Jane Grover

Team: Ihnchak, Schuh, Garritano, Harris, New Outreach Hires, and other relevant staff

Description: The outreach strategy for ON TO 2050 will seek to establish a broad coalition of support among a variety of audiences, including elected officials and local governments, service providers, business leaders, nonprofit organizations, philanthropic stakeholders, and others. Specific outreach activities in FY 17 will include continued engagement around plan kick-off activities, including facilitating regional opportunities and challenges workshops and topical forums, along with preparation for the intensive summer of engagement around alternative futures in 2017. In addition, the outreach team will provide support to strategy paper leaders in



engagement efforts around specific topics of interest to the planning process. This project will contribute substantially to the long-term communications and outreach strategy document described above.

Products and Key Dates: Assist in preparation of regional priorities report (October 2016); Organize and develop topical forums (ongoing); Preparatory tasks for alternative futures engagement (ongoing); Ongoing stakeholder and partner engagement as needed.

4th Quarter Progress:

- Continue to execute the strategy for [FY16 near-term engagement](#).
- Collect and organize plan input data generated from community outreach events, prepare database and reports.
- Work with project managers to plan further forums in the ON TO 2050 series, along with other topic-based engagement activities.
- Begin development of long-term communications and outreach plan for duration of ON TO 2050 development.

1st Quarter Objectives:

- Continue to expand and deepen the agency's network of allies, including in the private sector, through on-going outreach events, including workshops, meetings, and the forum series.
- Revise the ON TO 2050 outreach presentation to solicit public comment on the issues identified in the Regional Priorities Report.
- Help coordinate the agency's public participation initiatives for plan development with the agency's governmental affairs efforts.
- Continue development of long-term public participation plan for all phases of plan development.

Plan Format Development

Project Managers: Kristin Ihnchak, Liz Schuh

Team: Dean, Fassett Smith, Garritano, Grover, H. Beata, Murdock, Weiskind, and other relevant staff

Description: This project will develop the format and organizational structure for ON TO 2050 to set the foundation for drafting the plan in FY18. Online and printed formats will be considered, and work may include investigation of web platforms that could help communicate the plan to various audiences. It is anticipated that initial ON TO 2050 plan themes, as well as



key audiences, will be identified, and peer MPO plans reviewed, to inform the organizational structure and format. This project will also identify preliminary plan implementation priorities to set the agency up for implementation success directly following the plan's adoption.

Products and Key Dates: Review of peer MPOs (December 2016). Proposed plan format (June 2017). Preliminary implementation strategy (June 2017).

1st Quarter Objectives:

- Research peer MPO plans for format and structure, both physical and on the web. Research and review relevant web tools for displaying and communicating plan content, including any employed by peer MPOs, nonprofits, municipalities, and consulting firms.

AREA 2: Analysis and Strategy Development

Alternative Futures Scenario Development

Project Managers: Kristin Ihnchak, Liz Schuh

Team: Fassett-Smith, Grover, Heither, Irvin, Oo, Patronsky, Zwiebach, and other relevant staff

Description: The summer of 2017 will feature public engagement around potential alternative futures for the region. Preparatory work for this engagement will continue in FY17, including identification of various alternative futures (such as the regional impacts of drastic climate change, increased elderly population, advances in transportation technology, etc.), high-level research and analysis of the probable impacts of those futures, selection of a set of futures to focus on during the engagement process, development of selected futures and workshop format (including MetroQuest), and initial deployment of outreach activities.

Products and Key Dates: Research and development of concepts (On-Going). Forum on the set of concepts (October 2016). Proposed alternative futures engagement strategy (March 2017).

4th Quarter Progress:

- Refined "Alternative Futures" approach and identify needs for FY 17.
- Developed and presented a memo to CMAP working committees explaining the background and proposed approach.
- Conducted internal exercises to develop the universe of Alternative Futures.

1st Quarter Objectives:

- Consult with internal staff to develop list of trends for consideration.



- Organize workshop with external experts to take place in August 2016.
- Solicit guidance from CMAP working committees to finalize scenario trends for analysis.

Regional Snapshot Analyses

Project Managers: Kristin Ihnchak, Liz Schuh

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

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

- **Regional economic clusters and trends** (Weil, B. Peterson, Komp; April 2016)
 - 4th Quarter Progress:**
 - Compiled and analyzed data.
 - Completed literature review of cluster mapping and regional economic trends.
 - Developed rough draft of report, including draft graphics.
 - Presented initial findings to Economic Development Committee.
 - Published snapshot.
 - 1st Quarter Objectives:**
 - Share final draft with relevant committees.
- **Demographic trends** (Murdock, Oo, Cruise, R. Lopez; May 2016)
 - 4th Quarter Progress:**
 - Finished draft snapshot.
 - Draft reviewed by next plan managers and executive team.
 - Presented findings to CMAP working committees.
 - 1st Quarter Objectives:**
 - Finalize snapshot text, graphics and design.
 - Publish snapshot.
- **Infill and Transit-Oriented Development (TOD) trends** (Zwiebach, Menninger, Komp, Oo; June 2016)



4th Quarter Progress:

- Completed majority of infill analysis using NDD indicator, and demographic indicators, among others.
- Completed majority of TOD trends analysis.
- Presented draft findings to CMAP's Land Use and Environment and Natural Resources committees.
- Developed draft snapshot.

1st Quarter Objectives:

- Finalize analyses, text, and graphics.
- Circulate draft snapshot to internal team for feedback.
- Present findings to relevant CMAP working committees.
- Publish snapshot.

- **Travel behavior trends** (Irvin, Elam, Murtha; June 2016)

4th Quarter Progress:

- Presented findings to Council of Mayors Executive Committee, RTA, CDOT brown bag, and at the DuPage Transit Forum.
- Worked through internal review process for text and analysis.

1st Quarter Objectives:

- Finalize graphics and layout.
- Publish snapshot.

- **Transit system and trends** (Menninger, D. Ferguson, Murtha; December 2016)

4th Quarter Progress:

- Met with data team at RTA to review available data and avoid duplicate reporting.

1st Quarter Objectives:

- Finalize list of measures to be reported.
- Analyze trends and implications for regional travel.
- Discuss initial findings and data with transit service boards.

- **Highway network and trends** (Elam, D. Ferguson, Murtha, Menninger; October 2016)

4th Quarter Progress:

- Drafted text and graphics for snapshot report.

1st Quarter Objectives:

- Initial review of snapshot report.
- Discuss initial findings and data with highway agencies at September TC.

- **Freight system trends** (Beata, Murdock, Murtha, Oo; July 2016)



4th Quarter Progress:

- Drafted text and graphics for snapshot report.
- Initial review of snapshot report.

1st Quarter Objectives:

- Finalize and publish snapshot report.

- **Local governance and tax policy trends** (Weil, Hollander, Murdock, Komp; November 2016)

1st Quarter Objectives:

- Develop scope of work and gather initial data and information.

- **Natural resources trends** (Daly, Beck, Navota, Irvin; December 2016)

1st Quarter Objectives:

- Develop scope of work and gather initial data and information. Present the project approach to the Environment Working Committee.

- **Non-motorized transportation** (Bayley, Daly, O'Neal; February 2017)

1st Quarter Objectives:

- Develop scope of work and gather initial data and information.

- **Local food** (Daly, Navota; March 2017)

1st Quarter Objectives:

- Develop scope of work and gather initial data and information. Present the project approach to the Environment Working Committee.

Assessment of New Policy Directions

Project Managers: Kristin Ihnchak, Liz Schuh

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

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



in scenario development and appropriate analytical approaches in conjunction with the research & analysis team. These assessments will conclude with memos outlining scenario inputs and options for indicators for the next plan. Topics for evaluation include (project managers are listed first for each team):

- **Green infrastructure co-benefits** (Yeung; March 2016)
 - 4th Quarter Progress:**
 - Completed and published the strategy paper.

- **Comparative assessment of tax policies and land use frameworks** (Hollander, Oo; July 2016)
 - 4th Quarter Progress:**
 - Completed early draft of strategy paper; presented and sought feedback on draft strategy paper from working committees and other partners.
 - 1st Quarter Objectives:**
 - Incorporate feedback on the draft paper; complete final strategy paper.

- **Reinvestment and infill strategies** (Manno-Oo, Komp, Scott; September 2016)
 - 4th Quarter Progress:**
 - Convened Resource Group to discuss disinvested areas (May) and began drafting Strategy Paper.
 - 1st Quarter Objectives:**
 - Present draft strategy paper to Resource Group and Land Use, Economic Development, and Housing committees.
 - Hold September Resource Group meeting.

- **Climate resilience** (Ihnchak, Oo; July 2016)
 - 4th Quarter Progress:**
 - Held final resource group meeting. Presented the draft strategy paper to working committees.
 - 1st Quarter Objectives:**
 - Finalize and publish the strategy paper.

- **Lands in transition** (Beck, Daly, Navota, Oo; July 2016)
 - 4th Quarter Progress:**
 - Convened resource group in May and June.
 - Developed information on state and local funding levels for open space acquisition during study time period.
 - Reviewed existing policy landscape for natural resource preservation.



- Conducted interviews with community development directors and village administrators on the development process and natural and agricultural preservation.
- Generated a draft set of strategies for review by resource group and the Environment Working Committee.

1st Quarter Objectives:

- Draft strategy paper
- Solicit feedback from resource group and CMAP working committees.
- Complete the strategy paper.

- **Transportation system funding concepts** (Beata and Hollander, Bozic, Murdock, Ostdick, Schmidt; May 2016)

4th Quarter Progress:

- Completed draft strategy paper; sought and incorporated feedback from partners and completed internal review.

1st Quarter Objectives:

- Complete the strategy paper

- **Asset Management:** (Murtha, Elam; November 2016)

4th Quarter Progress:

- Compiled literature on risk-based asset management practices at peer MPOs and State DOTs.

1st Quarter Objectives:

- Complete the peer MPO/DOT memo on state of the practice in risk-based asset management practices and present to TC.
- Complete resource group recruitment and hold resource group meeting.

- **Highway Operations:** (Bozic; August 2016)

4th Quarter Progress:

- Completed draft of strategy paper.

1st Quarter Objectives:

- Circulate for internal comments and finalize paper.

- **Transit Modernization:** (Menninger, Irvin, Elam, Komp; December 2016)

4th Quarter Progress:

- Presented scope to Transportation Committee.
- Conducted first resource group meeting to introduce project, define initial framework, and collect feedback on direction.



1st Quarter Objectives:

- Hold second resource group meeting.
 - Better define the primary needs of transit riders that modernization may address.
 - Meet with transit operators to understand their strategy and goals for modernizing the system.
- **Inclusive growth** (Murdock, Scott, Irvin; June 2016)

4th Quarter Progress:

- Finalized principles memo.
- Conducted focus group with the Federal Reserve.
- Began drafting strategies and vetting them internally and through the resource group.

1st Quarter Objectives:

- Continue to refine strategies.
 - Conduct additional focus group with the Federal Reserve.
 - Interview relevant stakeholders.
 - Complete initial draft of strategy paper.
- **Housing supply and affordability** (Burch, Jarr, Oo; August 2016)

4th Quarter Progress:

- Finalized project scope and engagement strategy.
- Conducted two meetings with the Housing Committee to introduce the project, better define housing choice, and discuss barriers to choice.

1st Quarter Objectives:

- Explore geographic nuance associated with housing choice and barriers.
 - Finalize paper outline and begin drafting the strategy paper.
- **Transportation technology** (Irvin, Beata, Murtha; December 2016)

1st Quarter Objectives:

- Select consultant and initiate project.
- Conduct interviews in partnership with consultant.
- Receive and review draft interim deliverable on transit technology, present to transit modernization resource group.

- **Community capacity** (Day, Hollander, Komp; June 2017)

1st Quarter Objectives:

- Finalize scope of work and initiate project.
- Convene first Resource Group meeting.
- Identify Focus Groups and schedule sessions.



- Assess measures and definitions of municipal capacity.

Water (Navota, Beck, Hudson; January 2017)

1st Quarter Objectives:

- Finalize scope of work.
- Initiate project with team / assignments.
- Produce draft summary of research and findings and preliminary future directions.
- Establish contact lists of external partners for topics.

- **Stormwater** (Beck, Evasic, Navota; February 2017)

1st Quarter Objectives:

- Finalize scope of work and initiate project.

- **Regional economic cluster analysis** (B. Peterson, Komp, Hughes; March 2017)

1st Quarter Objectives:

- Develop scope and initiate project.

- **Economic resilience** (Weil, B. Peterson, Komp; May 2017)

1st Quarter Objectives:

- Finalize scope of work and initiate project research.
- Identify focus group members and schedule sessions for Q3 and Q4.

- **Disinvested areas** (Oo, Murdock, Burch, Manno, Zwiebach; March 2017)

1st Quarter Objectives:

- Complete scope.
- Analyze measures of disinvestment.

- **Energy** (Olson, Peterson; March 2017)

1st Quarter Objectives:

- Convene partner organization leads (Foresight Design Initiative, Environmental Law and Policy Center, and Chicago Community Trust) to plot out timeline, partner responsibilities, and finalize scope of work / budget.
- Finalize resource group and convene kickoff meeting.



- **Public health** (Zwiebach, Johnson; June 2017)

1st Quarter Objectives:

- Explore options for approach, funding, and partner involvement. Finalize scope of work.

Key findings from these papers will support the development of a regional report in summer 2017 that summarizes findings from the regional snapshot reports and the new policy directions identified.

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

Place-Based Approach: Layers Development

Project Managers: Kristin Ihnchak, Liz Schuh

Team: Daly, New Planning hire, Patronsky, Vernon, Zwiebach, strategy paper project managers, and other relevant staff

Description: One goal of ON TO 2050 is to utilize a “place-based approach” to translate the plan’s broad regional policies into local solutions for a variety of partners. The selected approach, layers, will use data layers and mapping to provide targeted and more localized recommendations for key policy areas. This program area will further develop the approach by prioritizing potential layers and moving forward with developing the selected layers over the course of FY17. The team will also identify appropriate ways to integrate layers into the context of the regional plan. CMAP committees and other stakeholders will continue to be strategically engaged in the development of this approach.

Products and Key Dates: Select layers for FY17 development (July 2016). Memo on pilot layers and framework for layers integration into ON TO 2050 (August 2016). Pilot layers complete (December 2016). Development of selected layers (deadlines TBD).

4th Quarter Progress:

- Continued development of reinvestment and conservation pilot layers. Presented to working committees.
- Drafted initial comprehensive list of potential layers and discussed with all working committees. Refined the initial list based on feedback.



1st Quarter Objectives:

- Finalize initial reinvestment areas pilot layer and present findings to working committees. Create initial conservation areas map and discuss results with partners and working committees.
- Identify layers to be developed in FY 17 and begin work on near-term priorities.
- Develop memo on pilot layers and potential ways that layers could be integrated into ON TO 2050.

Regionally Significant Project Evaluation

Project Manager: Jesse Elam

Team: Bozic, Frank, Heither, Irvin, N. Peterson, Menninger, Murtha, Schuh, D. Ferguson

Description: This project will determine the universe of transportation projects to be considered in ON TO 2050 and evaluate the projects' performance against an appropriate set of metrics. A call for projects to include in the plan is expected early in the fiscal year. Committee engagement will be on-going throughout the process, including verification of the measures to be used and review of the results.

Products and Key Dates: Identify "universe" of regionally significant projects (November 2016). Prepare draft needs analysis and project benefit report (June 2017). Committee engagement (On-Going).

1st Quarter Objectives: Meet with implementers to verify projects to be considered for ON TO 2050, present to TC on this initial list in September, and begin public comment period on list.

Financial Plan Development

Project Manager: Lindsay Hollander

Team: Beata, Elam, Komp, Patronsky, Schuh

This project will update revenue and expenditure information and the overall fiscal constraint of the plan from GO TO 2040 and develop new forecasts for ON TO 2050. There will be a particular emphasis on understanding the tradeoffs of different investment strategies, as well as in engaging key stakeholders throughout the process. Staff will also conduct analysis of potential new and refined revenue sources, such as a VMT fee and/or congestion pricing. This project will involve close collaboration with the capital project evaluation.

Products and Key Dates: Conduct outreach to key stakeholders on typical project costs, lifecycles, and categorization (On-Going). Scope of work (July 2016). Confirm revenues



(November 2016). Develop expenditure categories (May 2017). Financial plan to be completed in FY17.

1st Quarter Objectives:

- Complete and present scope to various CMAP committees.
- Present memorandum to Transportation Committee on revenue and obligation trends.
- Begin initial revenue and expenditure data collection in consultation with stakeholders.

Transportation Plan Development: Issues and New Directions

Project Manager: Jesse Elam

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

Description: Several issues specific to transportation planning brought up by stakeholders during the GO TO 2040 update and by the 2014 MPO certification should be addressed early in the long-range planning process. Staff will bring analysis and recommendations to the working committees throughout the year. As part of this effort, preliminary work will begin on the financial plan, including analysis of past investment trends, early identification of potential reasonably expected revenues, and development of initial data on core revenues and costs. Preliminary work on regionally significant projects will begin as well, including alternative definitions and analysis techniques to discuss with CMAP committees, many of which are being developed in the Performance-Based Programming core area.

Products and Key Dates: Committee discussions (ongoing).

4th Quarter Progress:

- Thresholds for regionally significant projects were finalized following presentation to MPO Policy Committee.
- Technical forums were held on bridge condition forecasting in May and financial planning in April.

1st Quarter Objectives:

- Project is complete.



AREA 3: Technical Analysis

Socioeconomic Forecast and Local Area Allocation (Q1)

Project Manager: David Clark

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

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

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

4th Quarter Progress:

- **Regional Forecast:** Draft baseline forecast delivered (25 April); meeting with consultants (11 May) to discuss strategies and data sources for GO TO 2040 policy incorporation. Analyses of transportation improvements (TREDIS) and shift-share economic projections developed at CMAP and forwarded to consultant. Regional forecast contract extended four months to allow for consultant presentations to Board and Working Committees after delivery of final results.
- **Local Allocation:** Project kickoff meeting with consultants held 11 May; early discussions focus on developing new or modifying existing datasets to serve as inputs to the local allocation tool.

1st Quarter Objectives:

- **Regional Forecast:** Consultant delivery of final base and reference forecasts and draft report (late July); delivery of final report (August); consultant presentations to Board and Working Committees (September).
- **Local Allocation:** Consultant delivery of technical memorandum outlining tool design and data needs (July); delivery of beta version of tool (September); refinement of necessary data inputs (ongoing); develop outreach approach.

Long Range Plan Data and Tool Development

Project Manager: Zachary Vernon

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



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

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

4th Quarter Progress:

- Continued meetings with managers and/or project teams with Q4/FY17 deliverables who requested support.
 - Infill/TOD Snapshot, Lands in Transition Strategy Paper.
- Completed analysis for Q4 deliverables:
 - Climate Resilience Strategy Paper
 - Final analytical revisions: collapsed land cover groupings and used mean tract surface temperature as basis of population analysis.
 - Lands in Transition Strategy Paper
 - Created “Annexation lands” and “Undevelopable lands” datasets and used as categories in master analysis table.
 - Summarized protection vs. development by municipality.
 - Generated GIV summary (acres and ecosystem service value) for protected/developed lands.
 - Infill/TOD Snapshot
 - Added TIGER 2000 Road density, NLCD land cover, and percent imperviousness change to master Block Group dataset.

1st Quarter Objectives:

- Complete analysis for FY17 Q1 deliverables.
- Complete assembly of library/documentation of new datasets generated during FY16 work to provide to FY17 Plan Indicators Development project manager.
- Meet with managers with FY17 Q1/Q2 deliverables who have requested support; identify key datasets, analysis, and any additional staff support needed.
- Begin analysis for FY17 Q2 deliverables.



Plan Indicators Development

Project Manager: Noel Peterson

Team: Ihnchak, Schuh, D. Clark, N. Ferguson, Heither, Vernon, and other relevant staff

Description: GO TO 2040 includes a set of indicators to track the plan's progress toward implementation. The 2014 Plan Update revised several of these indicators, including modifying the way in which the indicator was measured to respond to data availability. This project will build upon that analysis to update the GO TO 2040 indicators, identify new indicators for policies that are new to ON TO 2050, and modify existing measures and future targets if appropriate. This project will assess both the GO TO 2040 indicators and the kindred indicators in the regional economy and tax policy areas.

Products and Key Dates: Memo on possible new indicators (January 2017). Memo on refinement of existing indicators (March 2017). Memo on proposed ON TO 2050 indicators (May 2017).

1st Quarter Objectives:

- Coordinate with Comprehensive Plan Update strategy paper leaders on potential indicators for next plan.
- Continue collection and analysis of existing indicator information as data releases becomes available.

COMMUNICATIONS AND OUTREACH PROGRAM

Program Oversight: Tom Garritano

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

Local Planning Communications and Outreach Support

Project Manager: Communications Senior TBD

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



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

Products: Support for various planning projects, as needed throughout FY16. Quarterly Municipal Matters e-newsletter. Coordination of support for annual LTA call for projects.

4th Quarter Progress:

- Provided ongoing support for LTA promotional materials and final plans, as well as relevant media outreach, including Round Lake Homes, Aging in Place Toolkit, Blue Island, Carol Stream, Kendall County Industrial Market Analysis, Endeleo Institute, North Chicago, and Arlington Heights Bike Ped plan.
- Provided media support for local coverage of LTA plans, including North Lawndale.

1st Quarter Objectives:

- Continue to provide ongoing support for LTA promotional materials and final plans, as well as relevant media outreach.
- Promote various LTA projects through media outreach to reporters, including North Lawndale, Aurora, and other upcoming public meetings.
- Continue providing ongoing support for the development of MetroQuest sites, including for ON TO 2050.
- Publish second issue of Municipal Matters in late August or early September.

Policy and Programming Communications and Outreach Support

Project Manager: Tina Fassett Smith

Team: Garritano, Catalan, Grover, Silberhorn, Weiskind, plus other relevant staff

Description: Communications and outreach staff will work with policy and programming staff to build awareness of GO TO 2040 activities at the regional, state, and federal levels. Assist with policy-based media outreach, including liaison with external partners as needed. Prepare communication strategies for individual projects as needed, with involvement of outreach and



legislative staff. Oversee production and quality control of programming- and policy-based print and web materials, including drill-down reports, issues-driven content, etc.

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

4th Quarter Progress:

- Supported staff who wrote Policy Updates on various topics, including commute trends of regional freight and manufacturing workers, the prevalence of sales tax rebates, analysis of regional population change, the recovering regional labor market, passage of the stopgap budget, and legislation to fund transit infrastructure improvements.

1st Quarter Objectives:

- Continue work on highlighting specific policy updates on website.
- Complete updates to the Innovation section of the Regional Economic Indicators.
- Begin production of Metals Supply Chain report.

External Talks

Project Manager: Jane Grover

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

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

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

4th Quarter Progress:

- Executive Director participated in the following events to discuss the importance of advancing as one region and collaboratively developing a new comprehensive plan for northeastern Illinois:
 - APWA Chicago Luncheon



- Lake County Green Conference
- Groundbreaking for the DuPage River Trail Extension in Naperville
- The Alliance for Regional Development’s Quarterly Conversation: “How Intercity Rail & Freight Movement Ties Our Economies Together”
- Lambda Alpha Annual Gala
- Inaugural 2050 Big Ideas Forum
- The City Club of Chicago
- The National Organization of Minority Engineers Leadership Summit
- Executive Director continued to meet with subregional councils, peer MPOs in Illinois and the Great Lakes Region on common planning and policy issues
- Executive Director partnered with the following organizations to host workshops and solicit public input on new priorities for the ON TO 2050 plan:
 - Civic Consulting Alliance
 - Metropolitan Water Reclamation District
 - Chicago Region Trees Initiative
- CMAP partnered with the Chicago Community Trust to host several 2016 On the Table conversations .
- CMAP served as a Civic Partner to the Chicago Council on Global Affairs to host the 2016 Chicago Forum on Global Cities.
- Outreach staff collaborated with the following organizations to highlight CMAP planning and policy work:
 - Urban Institute
 - Neighborhood Housing Services of Chicago
 - World Chicago

1st Quarter Objectives:

- Continue to engage with external partners to develop new and enhance existing relationships that support CMAP’s strategic priorities.

External Engagement of Partners, Stakeholders, and Public

Project Manager: Jane Grover

Team: Harris, Murdock, Fassett Smith, Garritano, plus other relevant staff.

Description: CMAP depends on a broad and deep base of partners and stakeholders -- in government, business, the nonprofit sector, and in our communities -- to both add value to CMAP’s work and to build buy-in for it. At key moments, the agency emphasizes engagement



of the broader public. Outreach staff will expand relationships with established partners and identify new partnership opportunities through its outreach for ON TO 2050, opportunities that should include speaking engagements, topical forums, meeting venues, legislative support, and potential committee members. Outreach and communications staff will work with policy, planning, programming, and governmental affairs staff to identify and promote these opportunities.

Products and Key Dates: Collect public comments on draft engagement summary report, which should then be presented to Board and MPO Policy Committee for adoption (July to September 2016). Develop a strategic plan and target list for private sector partnerships, including specific asks for each target along with supporting information about “what CMAP has done for you lately” (September 2016). Conduct engagement activities based on targeted list and supporting information (October 2016 to June 2017). Lead execution of ON TO 2050 monthly forum series (On-Going).

1st Quarter Objectives:

- Continue to expand and deepen CMAP’s network of allies, including in the public sector, through on-going outreach events, including workshops, meetings, and the forum series.
- Revise the ON TO 2050 outreach presentation to solicit public comment on the issues identified in the Regional Priorities Report.
- Help coordinate CMAP’s public participation initiatives with the agency’s governmental affairs efforts.

Media Relations/Media Relations and Messaging (Q1)

Project Manager: Tom Garritano

Team: Fassett Smith, Communications Senior TBD, Silberhorn

Description: Communications staff will proactively identify opportunities for coverage by traditional and new media, while also responding to media requests. The emphasis is on transparency, including advocacy when appropriate. Monthly tip sheets will be sent to keep reporters apprised of CMAP activities. Press releases and advisories are sent as needed.

Maintain a current database of media contacts. Manage staff interactions with media. Maintain up-to-date web archives of news products and media coverage at <http://www.cmap.illinois.gov/news>.

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



4th Quarter Progress:

- [Chicago Tribune](#) coverage of CMAP analysis of regional unemployment and labor market growth.
- Stories in both the [Trib](#) and [Crain's](#) about CMAP analysis of regional population change based on embargoed U.S. Census data.
- Coverage in [Crain's](#) based on CMAP analysis of the prevalence of the use of tax rebates regionally.
- A story in [The Guardian](#) on U.S. cities, car ownership, and development.
- Responded to media requests related to IL 53/120, regional freight data, American Community Survey estimates and related Policy Updates, planning in the City of Chicago's Chinatown neighborhood, transit options for the region's manufacturing workers, regional emergency preparedness, bike trails, economic development in the region's far south side, and the condition of national infrastructure.

1st Quarter Objectives:

- Continue to build awareness of topics in the next comprehensive plan, e.g., in promoting the scheduled releases of ON TO 2050 snapshot reports and strategy papers.
- Develop high-level messaging for staff as a whole to speak consistently about the agency and its priorities, including ON TO 2050.

Moving Forward, 2015: Implementation Report/2016 Poster (Q1)

Project Manager: Tina Fassett Smith

Team: Weiskind, Catalan, Communications Senior TBD, Garritano, plus other relevant staff

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

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

4th Quarter Progress: A transition report/poster for the next comprehensive plan was printed and distributed starting in late February, coinciding with the ON TO 2050 launch event.

1st Quarter Objectives: Communications staff will work with strategic design consultants to plan for FY 17 poster.



Graphic Design

Project Manager: Adam Weiskind

Team: Catalan, Fassett Smith, Garritano, Silberhorn, Communications Senior TBD, plus other relevant staff

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

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

4th Quarter Progress:

- Completed LTA plans -- Round Lake Homes, Aging in Place Toolkit, Blue Island, Carol Stream, Kendall County Industrial Market Analysis.
- Completed design of Economic Clusters Snapshot.
- Completed infographics for Regional Priorities Report draft.
- Started design/concept for Transportation Trends Cluster report and interactive graphic concepts.
- Completion of BIG IDEAS postcards, worksheets and handouts for CMAP outreach staff and outreach events.
- Completed postcards and materials for City Club event by Joe Szabo.
- Ongoing consulting with Thirst consultants for future CMAP branding.
- Completed updates of STP-L Expenditures booklet, CMAQ booklet, TIP Brochure.
- Completed design of 2016 FLIP materials.
- Completed design of additional publication covers – Staff reports, UWP, etc.
- Continued design of promotional materials for LTA events.
- Completed design for CMAP Powerpoint template.



- Continued graphic support for CMAP website and microsites. Update of CMAP website for ON TO 2050 launch and future branding.
- Continued development of CMAP infographics for regional economic indicators, policy blog updates, web and print.
- Ongoing design for quarterly congestion report graphics.
- Management/art direction of assistant graphic designer.
- Continued oversight of LTA staff using CMAP plan and poster/postcard templates in creation of CMAP documents, as well as ongoing template updates.
- Mentoring CMAP LTA staff through Adobe Creative Suite training.
- Continued collaboration with external consultants in developing CMAP identity elements for web and print materials -- new CMAP artwork/elements.

1st Quarter Objectives:

- Begin/completion of LTA Reports – Calumet Park, Winthrop Harbor, Elmwood Park.
- Ongoing design of snapshots and interactive graphics -- Demographics, Transportation Trends.
- Complete design of Regional Priorities Report.
- Design of CMAP annual report (if needed).
- Begin design of 2016-2017 CMAP poster.
- Ongoing consulting with Thirst consultants for future CMAP branding.
- Ongoing design for quarterly congestion report graphics.
- Assist with updates for CMAQ, STP-L, and TIP materials.
- Continued design of promotional materials for LTA events.
- Continued graphic support for CMAP website and microsites.
- Continued development of CMAP infographics for regional indicators, policy updates, web and print.
- Management/art direction of assistant graphic designer.
- Continued oversight of LTA staff using CMAP plan and poster/postcard templates in creation of CMAP documents, as well as ongoing template updates.



- Mentoring CMAP LTA staff through Adobe Creative Suite training.
- Continued collaboration with external consultants in developing CMAP identity elements for web and print materials -- new CMAP artwork/elements.

Photo Library

Project Manager: Nancy Catalan

Team: Fassett Smith, Communications Senior TBD, Pedersen, Rogus, Weiskind, plus other relevant staff.

Description: Communications staff is responsible for offering guidance and coordinating with LTA staff in development of a shared agency-wide photo library for use by both departments. The purpose of this project is to develop a shared and searchable photo library using photo-archiving software and an organizational system that best meet staff needs and agency resources. This project entails researching and creating recommendations for appropriate systems and coordinating with LTA staff to ensure training and implementation are successful. This project is meant to address the building of a photo library that will be used into the future and is not a system for archiving past photos.

Products and Key Dates: Present written plan and guidelines for library (including technological approach and implications for staff) to affected deputies, directors, and principals (July-September 2016). Conduct training and/or otherwise guide staff in contributing to maintenance of the photo library (October 2016). Ensure that the library is maintained as an agency-wide resource (On-Going).

1st Quarter Objectives:

- Present draft memo and project timeline to Communications and Outreach DED, IT, and Planning leads.
- Determine costs and ability to create universal location for assets.

Web Administration and Content Management

Project Manager: Joey Silberhorn

Team: Communications Senior TBD, Garritano, Fassett Smith, Grover, plus other relevant staff

Description: CMAP communications staff is responsible for developing - and overseeing the development of - web content using the Liferay content management system and related technologies. Also includes helping others at the agency to prepare, post, and maintain their web-based content. Oversee work of consultants to ensure that all web development projects are accessible on mobile devices, follow CMAP's style guides, and meet high standards of



accessibility and usability. Encourage and coordinate efforts of staff to communicate via the web. As part of the responsibility, this project also includes management of CMAP's web consultants. Includes management of e-blasts (Weekly Update, committee communications, others) and social media (Twitter, Facebook, Pinterest, YouTube).

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

4th Quarter Progress:

- Oversaw installation of new fonts across website.
- Continued work on mapping and infographics tools for ON TO 2050 and outreach CRM support.
- Helped policy, planning, and programming staff to develop and update content, including update of all Community Data Snapshots.
- Developed series of social media posts with accompanying graphics to promote the first ON TO 2050 snapshot report on Economic Clusters.
- Coordinated with consultants for design tweaks, development debugging, and hosting optimizations.

1st Quarter Objectives:

- Continue work on development of audience engagement audit.
- Develop web graphics style guide.
- Continue to update web content management training materials, including finalizing materials for web administrators.
- Continue to develop Google Analytics reports on a monthly and quarterly basis and implement changes to improve SEO and user experience.
- Coordinate web activities with media outreach for culminating LTA projects. Further enhance the CMAP web news archive.
- Help policy, planning, and programming staff to develop content, including creating a new section for more-in depth policy analysis called Research Briefs.



- Continue to coordinate with consultants for design tweaks, development debugging, and hosting optimizations.

Contacts Management

Project Manager: Kelwin Harris

Team: Grover, Kane, Silberhorn, Cefali, plus other relevant staff.

Description: Communications and Outreach staff will identify and implement an optimal tool and process to manage CMAP's extensive contacts database and community outreach activities. A unified tool customer relationship management (CRM) will enable both local planning and outreach staff to track the timing, nature, and success of agency engagement efforts, avoid duplication, and expand the agency's network.

Products and Key Dates: Develop an up-to-date to support partnering, planning, and outreach activities. Write scope for customer relationship management system (July 2016). Initiate procurement, if needed (September 2016). Develop system (November-December 2016). Deploy system and train staff (January 2017). Maintain system (On-Going).

1st Quarter Objectives:

- Work with staff internally (Communications, Outreach, Government Affairs and others) to access and identify CRM needs.
- Work with consultant (Workstate) to communicate needs in order to prepare proposal for review.
- Review & coordinate internally and with WorkState to refine proposal.
- Establish phases and priorities for development and implementation of CRM system.
- Set-up procurement and initiate work.

Outreach Reporting and Analysis

Project Manager: Kelwin Harris

Team: Grover, Outreach Associate(s) TBD, Silberhorn, plus other relevant staff.

Description: Communications and Outreach staff will collect, document, and report agency engagement activity data in support of general outreach and provide reports and analysis of those activities, both qualitative and quantitative.

Products and Key Dates: Conduct public comment period on summary report of FY16 Q3-Q4 engagement in support of ON TO 2050 (July-September 2016). Collect public input for final



summary report prior to adoption (October 2016). Provide various support for outreach activities and ON TO 2050 engagement reporting; maintain thorough archive of engagement activities and feedback, which will become an appendix to the ON TO 2050 plan (On-Going).

1st Quarter Objectives:

- Maintain ongoing “Input Tracker” archive of all comments received during the comment period.
- Maintain ongoing “Activity Tracker” record of complete outreach activity.
- Compile all comments into standard-coded format (topics, categories, sub-categories, etc.).
- Analyze comments as needed for presentation, including: reports, summaries, & infographics.
- Prepare all comments and engagement activity for Appendix to ON TO 2050 plan.

MetroQuest Administration and Content Management

Project Manager: Outreach Associate TBD

Team: Catalan, Grover, Harris, Outreach Associate(s) TBD, plus other relevant staff.

Description: CMAP staff use the proprietary MetroQuest web software to facilitate input and engagement of individuals and communities across the region. Generally any LTA project will include a website customized for its purposes and local community. The software is also useful at a regional scale, for example to get stakeholders and even the general public to comment on possible scenarios and other comprehensive plan outcomes. Managing the schedule is important for each MetroQuest implementation, including arranging graphic design and text review in a timely and efficient manner.

Products and Key Dates: Work with the CMAP staff to ensure that they are maximizing benefits of MetroQuest through their projects. Provide assistance for staff to customize the software for individual projects and communities. Work with ON TO 2050 leadership to ensure that MetroQuest is being used effectively in support of the new plan's input and engagement. In particular, prepare to use it for scenario-based outreach in mid-2017.

1st Quarter Objectives: Define extent of MetroQuest support that LTA and ON TO 2050 will need for remainder of FY17. Allocate staff resources as appropriate.



Future Leaders in Planning

Project Manager: Ricardo Lopez and Marisa Prasse

Team: Daly, Irvin, Johnson, Maddux, Prasse, Rivera, Seid, plus other relevant staff

Description: The Future Leaders in Planning (FLIP) project is a leadership development program for high school students. In 2015, CMAP revamped the FLIP program from a year-round to a six day summer program. The 2016 summer FLIP program will run Monday through Wednesday over two weeks in July. The program provides students with the opportunity to learn about past, present, and future regional and local planning issues from elected officials, community leaders, and CMAP staff. Through hands-on activities and field trips, students go “behind the scenes” to explore the region’s communities. Session topics are closely related to GO TO 2040 and include: transportation, housing, human services, land use, economic development, and the environment. In addition to learning how local governments address these important issues, students will engage with one another to explore solutions to existing problems. At the end of the program, students will present what they learned to the CMAP Board and others.

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

4th Quarter Progress:

- Held bi-weekly meetings with FLIP staff to finalize program sessions.
- Reviewed applications and sent out notification letters to 27 students.
- Held parent orientation on June 18, 2016.
- Worked with communications staff to develop ON TO 2050 Youth Forum invitation, and certificates of completion.
- Ongoing planning of ON TO 2050 Youth Forum scheduled for July 20th at CMAP.

1st Quarter Objectives:

- Facilitate six day summer program July 11-13 & July 18-20, 2016.
- Host ON TO 2050 Youth Forum on July 20, 2016 at CMAP.
- Send thank you letters to partners involved in 2016 FLIP program.
- Hold debrief meeting with FLIP staff.



- Survey participants on their FLIP experience.
- Work on 2016 FLIP summer yearbook.
- Determine 2017 FLIP program dates.

PERFORMANCE-BASED PROGRAMMING PROGRAM

Program Oversight: Jesse Elam

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

TAP/CMAQ Program Development and Refinement of Methods/CMAQ and TAP Program Development (Q1)

Project Manager: Doug Ferguson

Team: Murtha, Schmidt, Frank, Menninger, Nicholas

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

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

4th Quarter Progress:

- Presented the proposed selection process and evaluation methodology changes to the CMAQ Project Selection Committee and the propose TAP selection process and program management changes to the Transportation Committee for the next call for projects.



- Refined proposed changes based upon feedback received and used input from Bike-Ped Task Force members along with the Regional Transportation Operations Coalition.

1st Quarter Objectives:

- Finalize the Program Application Booklet and present to the Project Selection Committee and Transportation Committee for approval.

Defining Investment-Performance Relationships

Project Manager: Todd Schmidt

Team: Bozic, Hollander, Menninger, Peterson

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

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

4th Quarter Progress:

- Continued development of bridge condition forecasting model to include bridge improvement types and TIP projects in the analysis.
- Bridge condition forecasting model and results were shared with partner agencies at the Bridge Forum.
- Updated HERS-ST input file and made adjustments to model settings to more accurately calculate modeled peak and off-peak speeds.

1st Quarter Objectives:

- Work with partners to update cost information
- Continue to develop and refine bridge condition forecasting model and HERS-ST.
- Use HERS-ST to help set pavement target for the region.



Highway Needs Analysis

Project Manager: Claire Bozic

Team: A. Brown, Murtha, Schmidt, Frank

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

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

4th Quarter Progress:

- Conflated the model network to the IRIS file to allow transfer of planning factor results to the scoring dataset.
- Adapted scoring information and methods to freight strategy paper analysis needs.
- Continued application of scoring data to CMAP processes and products.

1st Quarter Objectives:

This project has concluded, and the resulting data and methods will be used in CMAP programming activities and ON TO 2050 project evaluation.

Development of Reliability Estimation Methods

Project Manager: Tom Murtha

Team: Schmidt, Frank, Nicholas

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



Products and Key Dates: Implementation of a sketch-planning tool to estimate reliability impacts (March 2015); draft alternative transportation operations strategies to improve travel time reliability (December 2016); feasibility report on incident reconstruction (FY 2017).

4th Quarter Progress: Integrated discussion of alternative transportation operations strategies to improve travel time reliability as part of the ON TO 2050 management and operations strategy paper.

1st Quarter Objectives: Reliability measures are anticipated to be computed for the expressway capital projects for ON TO 2050. The feasibility report on incident reconstruction is being deprioritized in favor of freight-related analyses.

Improvement of Economic and Environmental Analysis Tools

Project Managers: Jesse Elam, Elizabeth Irvin

Team: Frank, Menninger, Beck, Beata, Komp

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

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

4th Quarter Progress:

- Developed draft method to assign potential economic impacts from highway capacity improvements to the highway network to allow scoring as a planning priority factor

1st Quarter Objectives:

- This project has concluded, but as part of the regionally significant project evaluation our implementation of TREDIS will continue to be improved, particularly for transit projects.



Performance Monitoring

Project Manager: Tom Murtha

Team: Schmidt, Nicholas, Frank, Rodriguez

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

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

4th Quarter Progress: Re-oriented efforts to provide a quarterly congestion report to an online map format using ArcOnline, to replace the performance measurement page of the CMAP web site. Began investigation of an update congestion scans posted on CMAP website with automatically produced scans produced by the University of Maryland's CATLab using the National Performance Measurement Research Dataset (NPMRDS); but questions still need to be addressed.

1st Quarter Objectives: Complete quarterly congestion report using ArcOnline. Update transportation data inventories for the use by staff. Continue investigating an update of the CMAP congestion scans using NPMRDS data.

Greenways and Trails Plan Update

Project Manager: Brian Daly

Team: Beck, Brown, Murtha, O'Neal

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

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

4th Quarter Progress:

- Presented plan update to Bicycle and Pedestrian Task Force.



- Completed review of status of trails from 2009 Greenways and Trails Plan in Bikeway Inventory System and subsequent local and subregional plans. Completed initial review and draft proposals for all counties, the City of Chicago, and subregional councils.
- Held meetings with CDOT and each of the collar county DOTs, Forest Preserve/Conservation Districts, and planning staffs. (Meetings with Southwest COM, WCMC, and SSMMA held in early Q1).

1st Quarter Objectives:

- Complete remaining meetings with subregional stakeholders (SSMMA) and circulate revised draft recommendations for regional system to stakeholders previously consulted.
- Continue to schedule and hold meetings with regional stakeholders, such as the Cook County Forest Preserves, Openlands, and the Active Transportation Alliance, to review draft recommendations for regional system.
- Present proposed trail map to Bicycle and Pedestrian Task Force in September.
- Present completed trail map to CMAP Transportation Committee for approval in September.

Transit Ridership Growth Study

Project Manager: Martin Menninger

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

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

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

4th Quarter Progress:

- Refined strategy definitions to best reflect potential actions that could be taken to impact transit ridership.



- Completed initial modeling of strategies and generated metrics relating to ridership, congestion, and access to jobs.
- Presented findings to all transit service boards and received initial comments.

1st Quarter Objectives:

- Meet individually with transit service boards to get additional comments.
- Summarize findings in report including comparison of findings to other studies that have been done.
- Explore potential measures and targets for long range plan.

Truck Freight Movement and Bottleneck Analysis (Q1)

Project manager: Tom Murtha

Team: Schmidt, A. Brown, Frank, A. Beata

Description: Continuing the freight plan development work from FY16, staff will continue to explore and analyze technical data, including the ATRI and NPMRDS trucking datasets. Specific research tasks include an analysis of truck origins and destinations, with a focus on crosstown intermodal trucking, analysis of trucking bottlenecks, and an overall freight network deficiency analysis.

Products and key dates: Truck origin and destination overview (September 2016). Crosstown trucking analysis (November, 2016). Updated truck bottleneck analysis (October, 2016). Updated freight deficiency analysis (December, 2016).

1st Quarter Objectives:

- Prepare project scope.
- Prepare a truck origin and destination overview.
- Begin preparing the cross-town trucking analysis.

Congestion Reduction Indicator Refinement (Q1)

Project Manager: Claire Bozic

Team: Schmidt, Murtha, Ross

Description: The GO TO 2040 plan includes a goal to significantly reduce congestion in the region over the next 25 years. This study will evaluate more specifically what is needed to



reach this goal, including highway operations strategies, capacity expansion, etc., and will include consideration of technology and demographic changes. The results will be used to inform the selection of strategies and the process of setting targets for congestion in the region.

Products and Key Dates: Full scope (August 2016). Draft report (May 2017).

1st Quarter Objectives:

- Develop scope.
- Identify data needed to support project.
- Identify available and potential new tools needed for technical analysis.

RESEARCH AND ANALYSIS PROGRAM

Program Oversight: David Clark and Craig Heither

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

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

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

Regional Inventories

Project Manager: David Clark

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



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

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

4th Quarter Progress:

- **Land Use Inventory:** 2013 Update quality control completed. In-house “all parcel” version posted for staff use. Corrections applied to 2010 Inventory to create version 2, which was posted internally and on the Data Hub.
- **Development Database:** Continued review of CoStar and Metrostudy to identify upcoming developments. Held local review meeting in Aurora. Query and reporting tool completed at the beta stage. Reviewed existing records in Kendall portion of Joliet, and began review of Will portion preparatory to local review meeting to be held in Q1.
- **Employment:** Continued cleanup of 2015 data, incorporating headquarters and school district breakouts. Generated preliminary subzone estimates for 2000 and 2015, using traditional control total methodology.
- **LTA Archive:** Two comprehensive plans’ recommendations (Elmwood Park and Lakemoor) were archived; eight projects were reviewed for land use recommendations and are in the queue for processing. Metadata template created and metadata written for all projects archived to date.
- **Historic Aerials Archive:** Scanning/georeferencing of 1990 set currently underway.
- **New Dataset Development:** Highway Traffic Signal Inventory: Master intersection reference file completed. Tools for incorporating partner agency data in development and being tested using data provided by the DuPage County Division of Transportation.



1st Quarter Objectives:

- **Land Use Inventory:** Complete “dissolved” version of 2013 Update for public distribution and post on Data Hub with metadata. Development of a 2015 Inventory on hold until Q2.
- **Development Database:** Ongoing review of CoStar and other data sources to keep database current. Revise data query and reporting tool based on staff feedback. Hold local review meeting with Joliet. Initiate data review for local review meeting with Naperville. Develop methodology for review meetings with county planners for unincorporated areas to support 2050 forecasting exercise.
- **Employment:** Continued cleanup of 2015 data, including additional headquarters breakouts. Finalize and document new control total methodology and provide updated estimates for 2000, 2010 and 2015 at all geographies.
- **Bikeways Inventory:** Develop a systematic approach to identifying new plans to include in the BIS.
- **LTA Archive:** Transfer archive to data library for staff access; continue to identify plans and archive recommendations. Develop protocols for archiving municipal-level zoning files, establish database and identify projects for inclusion.
- **Historic Aerials Archive:** Completion of scanning/georeferencing of 1990 aerials; post these and 1980 set on Imagery Explorer website.
- **New Dataset Development:** Two new datasets are under development, the Highway Traffic Signal Inventory (HTSI) and the Bike-Ped Count Database. Oversight of tool development necessary for data processing has been transferred to the Modeling Activity GIS Tool Development.

Data and Information Services

Project Manager: David Clark

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

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



Importance (DRI) requests. Maintain status as Census State Data Center (SDC) Coordinating Agency and render assistance to SDC Lead Agency as time and resources permit.

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

4th Quarter Progress:

- **Internal Data Library:** Data acquisitions in Q4 include 2014 Assessor data for Cook county and 2015 Assessor data for the other six counties; 2015 Illinois Roadway Information System (IRIS); 2015 Woods and Poole projections, and the all-parcel version of the 2013 Land Use Inventory. Reorganization of Transportation section of data library completed in May.
- **External Data Requests/FOIA:** Staff handled 93 external requests and 18 Freedom of Information Act requests in Q4.
- **Data Sharing Hub:** 2016 Q1 Conformity Analysis, updated Community Data Snapshots, and version 2 of the 2010 Land Use Inventory were posted in Q4.

1st Quarter Objectives:

- **Internal Data Library:** Continue to acquire data following the public data acquisition calendar schedule; continue to develop wiki pages for those public datasets that currently lack one. Assist staff in identifying/acquiring datasets not currently in the CMAP data library.
- **External Data Requests/FOIA:** Respond to/document external and FOIA requests as they arise. Explore alternatives to SharePoint for cataloging external request documentation.
- **Data Sharing Hub:** Add new datasets/update recurring datasets as they become available. Continue investigation of potential transition to DKAN environment.

Advanced Urban Model Implementation

Project Manager: Craig Heither

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

Description: FY 2015 concluded implementation of the agency's strategic plan for advanced model development which established guidelines and priorities for improving the policy responsiveness of CMAP's forecasting, evaluation, and analysis tools over a 10-year period. Many of the modeling improvements incorporate advanced agent-based and microsimulation



techniques that provide more robust sensitivity to the policy objectives of GO TO 2040. Major tasks for the fiscal year are to develop procedures and input datasets to transition the freight and dynamic traffic assignment demonstration models into production-quality analysis tools, which can help address policy questions asked during development of the region's next comprehensive plan. This project will also promote and support the use of existing advanced modeling products among partners and GO TO 2040 implementation efforts.

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

4th Quarter Progress:

- **Activity-Based Model:**
 - Closed-out the project calibrating submodels of the ABM: final code, task documents and validation scripts received from consultants. Consultants delivered improved model code that runs in much less time.
 - Staff implemented updates to modeling procedures including more robust traffic assignment procedures and data input updates to the synthetic population generator.
 - Advanced model data maintenance plan completed for ABM; data plan for the freight model is ongoing.
- **Freight forecasting:**
 - Continued model code improvement and development of the national supply chain model: implemented model code updates to locate CMAP firms at modeling zone level rather than mesozone level; used improved spatial precision to create daily truck tours in region and reinstated code to generate trip tables compatible with trip-based model; and added calculations to estimate shipment value.
 - Examined additional freight network refinements and procedures to develop better modal costs. Began developing procedures to measure freight shipments passing through the CMAP region by mode.
 - Continued validation of model freight flows by both commodity and mode by collecting data from various sources including FAF, 2012 Commodity Flow Survey public use microdata, rail public waybill sample, waterborne commerce and air cargo sources.
 - Provided freight model output to team working on Metals Supply Chain study for analysis and review.



1st Quarter Objectives:

- **Activity-Based Model:**
 - Staff will support major capital project evaluation by testing the I-55 managed lanes project for IDOT using the ABM.
 - Develop and refine a set of ABM input files needed to model 2040 network scenarios.
 - Complete model validation activities that consultants were not able to finish due to the necessity of addressing some out-of-scope tasks; provide overall summary of validation activities.
- **Freight forecasting:**
 - Complete revisions to the truck touring model code and analyze ATRI data for validation of truck touring model.
 - Develop statistics on freight movements passing through CMAP.
 - Finish validation of national/regional commodity flows.

Travel and Emissions Modeling

Project Manager: Nick Ferguson

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

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

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

4th Quarter Progress:

- Finished most of the data development and validation tests and began drafting the travel demand model validation report.
- Revisions were made to the trip generation model's household distribution procedures in response to disparities in regional household composition discovered during validation testing.



- The trip generation model's 2015 household and employment values were updated to be based on 2015 data, rather than interpolated from 2010 data, as the model base year is being moved to 2015.
- Revisions were made to the model's trip distribution procedures to send more Wisconsin work trip to the Milwaukee area, addressing the known issue of too many trips coming into the CMAP region from Wisconsin.
- Continued evaluation of highway congestion enumeration function. Finished comparisons to current method of measuring congestion and began sensitivity testing of input parameters.
- Continued work on intersection analysis tool.

1st Quarter Objectives:

- Complete all scenario modeling for c16q3 conformity analysis.
- Complete 2016 travel demand model validation report.
- Finish evaluation of highway congestion enumeration function.
- Finish work on intersection analysis tool.
- Move model base year to 2015 and update GTFS inputs.
- Begin to explore target areas for development of a finer-grained modeling zone system.
- Begin evaluating improved method of toll representation.
- Code turn prohibitions to be included in the model's highway network.

Transportation Data Analysis/Transportation Modeling Services to Regional Partners (Q1)

Project Manager: Jose Rodriguez

Team: Heather, Bozic, Rice, A. Brown, Cruise

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



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

4th Quarter Progress:

Small Area Traffic Analysis

- Completed 78 Small Area Traffic Forecasts in April, May, and June 2016. Of note, I-88 @ IL 47 full interchange plus Crossings multi-use development projections finalized following May meeting. US 52 – IL 59 – Houbolt Road near I55@I80 in Joliet for Regional Gateway Development. I-55 managed lane from I-90/94 to I-355 under base level HOV lane scenario.
- Also 3 requests for growth rates in project corridors undergoing consideration for add lanes and or intersection improvements– Wolfs Crossing Road - Oswego, 75th Street – Downers Grove, Main Street – Algonquin.
- Refined procedures and processing scripts for: 1) intersection model in preparation for testing additional locations and variable throughput and green cycle alterations; 2) traffic analysis zone disaggregation for depiction of effects on trip assignment from new distinct activity centers within existing zones.

Bicycle Switching Model Activities

- Presentation made by Aaron Brown to the CMAQ Project Selection Committee on April 7.
- Conducted preliminary research on using Level of Traffic Stress (LTS) as an alternative to Bicycle Level of Service as a metric for analyzing bicycle infrastructure projects.
- Met with Randy Neufeld of Bicycle Pedestrian Task Force on April 11 to discuss current BLOS methodology and possible substitution with LTS for CMAQ evaluations (no definitive decision has been made at the conclusion of FY 2016).

Note: For Fiscal Year 2017 and its respective Quarterly reporting, Bicycle Switching Model activities will be housed under Modeling Activity GIS Tool Development work task.

Transportation Data Archive

- Refined 73 files with Year 2013 24-hour intersection turning movement counts (at IDOT locations) extracted using Python methods and had files uploaded to existing SharePoint intersection count folder plus links to Small Area Traffic Forecasts Map Tool.
- Assisted Performance Data Staff in Developing Map Layer/Links to .PDF count sheets for over 200 Year 2015 IDOT 24-hour count locations and 150 year 2014 locations.



1st Quarter Objectives:

Small Area Traffic Analysis

- Continue fulfillment of SATF forecast requests, with March 2016 conformity network. Will anticipate increased activity from County-based STP call for projects and interim state budget (more IDOT direct requests). Also develop model reflecting toll-accessible managed lane operation on I-55 to fulfill IDOT request for year 2040.
- Continue evaluation of intersection improvement analysis tools – test on 1 to 2 other intersections where a recent CMAQ/other funded improvement has actually been implemented (e.g. has before/after operational data).
- Gather consultant and agency feedback for interest in and development of web-based tool for obtaining future year ADT data for non-transportation network capital improvement projects (e.g. commercial development sites, vision plans).

Transportation Data Archive

- Use work with IDOT TMC 24-hour datasets as in Q4-2016 as framework for interactive archive-based map and data engine related to construction planning.
- Develop Python methods to identify and extract useful turning movement volume data from more recently received 2015 IDOT counts as part of above construction planning engine.

Summer Field Data Collection

- Complete 10-15 24-hour or other traffic counts for Critical Urban Freight Corridors (CUFC) project – Performance Data staff.

Survey Research/Survey Research and Update of Household Travel Survey (Q1)

Project Manager: Craig Heither

Team: N. Ferguson, Matthews, Lopez

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



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

4th Quarter Progress:

- Completed internal evaluation of second round of prompted recall survey pilot study and evaluation of the use of GPS trace data to infer travel activity using CMAP volunteers.
- Developed prototype database design to store travel survey attribute data and GPS data.
- Completed 3-month data collection of web-based Bicycle Usage Survey. The site received more than 1,600 visits, with more than half of the visitors providing data for the survey.

1st Quarter Objectives:

- Develop summary of Bicycle Usage Survey responses and prepare a public-use dataset for the Data Hub.
- Begin analysis of survey data for calibration of the Bicycle Switching Model mode choice model.
- In anticipation of the next regional household travel survey, staff will release a request for informational presentations to gather information on emerging data collection methods and techniques to minimize survey non-response.

Plan Indicator Tracking

Project Manager: Noel Peterson

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

Description: The GO TO 2040 plan update includes an expanded set of indicators to track the plan’s progress toward implementation. The major task for the fiscal year is collection and analysis of indicator data in order to update CMAP’s database of current plan indicator values.

This will support continued analysis of plan implementation progress and development of the annual plan implementation report. Coordinate with managers of plan development strategies on need to modify or replace existing plan indicators for next regional comprehensive plan; monitor impact of MAP-21 requirements on plan indicators.

Products and Key Dates: Maintenance and update of plan indicator values (on-going). Data analysis and support for annual plan implementation report (November 2015). Inventory of potential indicator changes due to MAP-21 requirements and next plan development (June 2016).



4th Quarter Progress:

- Updated four plan indicators (Share of New Development Occurring within the Existing Municipal Envelope; Number of Patents Issued Annually; Percentage of Transit Assets in a State of Good Repair; Average Weekday Unlinked Transit Trips) and three kindred indicators (Deep Bedrock Aquifer Withdrawals; Manufacturing Exports; Average Weekday Unlinked Transit Trips per Capita).

1st Quarter Objectives:

- Coordinate with Comprehensive Plan Update strategy paper leaders on potential indicators for next plan.
- Continue collection and analysis of existing indicator information as data releases become available.

Modeling Activity GIS Tool Development

Project Manager: Aaron Brown

Team: Rice, N. Ferguson, Ross, Heither, Clark

Description: This project focuses on the development of GIS procedures and tools to assist CMAP staff in maintaining modeling data inputs and in understanding the outputs of agency analysis tools through data visualization techniques. Data visualization tools will be designed with the ultimate goal of making them external-facing. Major tasks for the fiscal year include refining the user interface for the newly developed bicycle switching model, incorporating additional functionality into the GIS tools supporting highway needs analysis, and developing initial visualization and reporting tools to summarize shipment and commodity flow data from CMAP's freight model.

Products and Key Dates: Bicycle switching model user interface refinements (October 2016). Highway needs analysis functionality improvements (December 2016). Preliminary freight model reporting tools for internal review (June 2017).

1st Quarter Objectives:

- **Bicycle Switching Model:** Investigate the suitability of using Level of Traffic Stress (LTS) metric to measure the operational characteristics of roadways as a substitute for Bicycle Level-of-Service (BLOS) in the model. Map LTS onto the current BLOS network.
- **Highway Traffic Signal Inventory:** Continue development of GIS-based tools for formatting and loading county and municipal traffic signal data into CMAP's region-wide inventory.



- **Highway Needs Analysis:** Explore improvements to the highway scoring model used to score highway segments based on observable data. Develop methods/tool(s) for scoring selected roadway projects based on network-wide scoring model output.
- **Freight Model:** Begin review of model data output and identify useful items for model reporting tools.
- Provide data processing and visualization assistance to staff as needed.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Program Oversight: Management staff

This program develops and actively manages the region's TIP. The CMAP Board and MPO Policy Committee program, track and actively manage the use of local, state, and federal transportation funds through the Transportation Improvement Program (TIP). The purpose of the TIP is to establish and implement a short-range transportation program implementing the long-range transportation goals identified in GO TO 2040. Products developed under this work program also assess accomplishment of the TIP, evaluate how it meets the goals of GO TO 2040, and move the region toward performance-based programming.

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

Transportation Improvement Program (TIP) Development and Management

Project Manager: Teri Dixon

Team: Dobbs, Kos, Maddux, Patronsky, Pietrowiak

Description: Work with stakeholders in the region to align the TIP with GO TO 2040. Use robust reporting to influence implementers' project choices and move the region toward performance-based programming. Ensure all local, state and federal requirements are met including fiscal constraint, public involvement, data accuracy, documentation and reporting. Maintain ongoing communication with state and federal agencies to ensure that the region is



aware of changes to state and federal requirements and that these agencies understand the programming needs of the region. Manage TIP line item project entry and changes; process TIP change approvals through the Transportation Committee and MPO Policy Committee. Develop an annual obligation report, documenting accomplishment of capital projects in the region.

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

4th Quarter Progress:

- TIP with Updates and Amendments

Regular reviews of TIP updates and amendment requests from programmers and programmer assistance continued. Two TIP amendments were approved this quarter, at the April 22 Transportation Committee meeting (16-01) and the May 20 Transportation Committee meeting (16-03).

- TIP Documentation

The TIP summary brochure and interactive TIP map continued to be updated to reflect TIP amendments made this quarter. Updates to the layout of the summary brochure were developed in cooperation with communications staff. Staff is continuing updates to the functional classification workbook. One new planning liaison was trained.

- Analysis of expenditure information to identify spending trends

No action this quarter.

- Annual Obligation Analysis Report

Work continued on the FFY 15 obligation analysis report.

- Consultation with local, state and federal agencies

Staff attended Northwestern Indiana Regional Planning Commission and Southeastern Wisconsin Regional Planning Commission meetings to help maintain a working relationship with them. Work continued on the interagency agreements with SEWRPC and IEPA. These agreements are being given close scrutiny by staff at WisDOT (a signatory to the SEWRPC agreement) and IEPA. Additional work is being done to accommodate new planning regulations, several of which were issued in this quarter.



- Fiscal Marks

The FFY 2016 State/Regional Resources table was updated to reflect apportionment levels from the FAST Act. Procedures for more accurately accounting for the use of Advance Construction in the eTIP database were developed.

1st Quarter Objectives:

- TIP with Updates and Amendments

Two amendments to the TIP (16-04 and 16-05) will be considered by the Transportation Committee. A conformity amendment (16-02) will be released for public comment.

- TIP Documentation

Update the TIP summary brochure to reflect TIP amendments made this quarter. Complete update to functional classification workbook. Train planning liaisons as needed.

- Annual Obligation Analysis Report

Continue work on FFY 15 obligation information and analysis. Completion of data-gathering is expected. Completion of the report is targeted for the end of the quarter.

- Consultation with local, state and federal agencies

A Tier II Consultation Team meeting is planned to discuss projects that need to be brought into the TIP, updates on SIP development, and the conformity amendment. An additional meeting will be held in September following the completion of public comment on the conformity amendment.

- Fiscal Marks

No action anticipated.

- Analysis of Expenditure Information

Gather information to identify spending trends.

- Title VI Plan

Analysis and update as needed.

- Data to support certification reviews

Begin to examine and review data required for the next certification review. Review recommendations from the last review to identify CMAP's response.



Conformity of Plans and Program

Project Manager: Ross Patronsky

Team: Bozic, Dobbs, Heither, Kos, Pietrowiak

Description: Northeastern Illinois has historically not attained national ambient air quality standards for certain pollutants. It is currently classified as a non-attainment area for the 8-hour ozone standard adopted in 2008, and is recommended for non-attainment status for the 2012 fine particulate matter (PM_{2.5}) standard. In addition, federal regulations require the region take steps to continue meeting prior ozone and PM_{2.5} standards.

To meet the air quality requirements, the region must implement a transportation program which will help reduce levels of these pollutants or maintain the existing low levels. As part of the transportation planning and programming process, the impact of proposed transportation activities on the region's air quality is evaluated. This evaluation, called a conformity analysis, is submitted to the Illinois Environmental Protection Agency and U.S. Environmental Protection Agency for their review before a long-range regional transportation plan or Transportation Improvement Program (TIP) is approved or amended. The conformity analysis must demonstrate that the emissions resulting from the plan and TIP meet the requirements of ("conform with") the regulations governing air quality. To ensure the flow of federal transportation funds to the region, state and federal legislative and regulatory changes are tracked and appropriate changes made, informed by the Tier II consultation process.

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

4th Quarter Progress:

- GO TO 2040/TIP conformity analyses
 - Collected information for conformity analysis to be approved in October, 2016.
 - Began conformity analysis runs.
- Documentation of conformity process
 - No action required.
- Updated data used in conformity analyses
 - Successfully completed installation of MOVES2014a.



- Support for development of State Implementation Plans
 - Continued discussion with IEPA of budgets for redesignation request. Effort was abandoned due to air quality violations.
- Analyses of air quality issues for regional decision-makers
 - No action required.
- Mobile source greenhouse gas emissions estimates to support other agency work
 - No action required.
- Agendas, meeting minutes, findings and interagency agreements, and supporting materials for the Tier II Consultation Team
 - Prepared agenda and materials for July 7, 2016 Consultation Team meeting.

1st Quarter Objectives:

- GO TO 2040/TIP conformity analyses
 - Complete conformity analysis.
 - Release analysis and amendment for public comment at July 22, 2016 Transportation Committee meeting.
- Documentation of conformity process
 - No action anticipated.
- Updated data used in conformity analyses
 - Install MOVES2014a on a second computer (MOVES2014a does not properly install on a regular office computer, presumably due to directory permission restrictions).
- Support for development of State Implementation Plans
 - Discuss with IEPA development of budgets for ozone attainment SIP, due at the end of the calendar year.
- Analyses of air quality issues for regional decision-makers
 - Monitor release of regulations on fine particulate standard for region's potential to become unclassifiable/attainment.



- Mobile source greenhouse gas emissions estimates to support other agency work
 - Test application of greenhouse gas emissions on municipal-level VMT.
- Agendas, meeting minutes, findings and interagency agreements, and supporting materials for the Tier II Consultation Team
 - Hold meeting on July 7, 2016.
 - Meet with Consultation Team following close of public comments on conformity analysis and amendment.

CMAQ and TAP-L Active Program Management

Project Manager: Doug Ferguson

Team: Dixon, Dobbs, Patronskey, Maddux, Pietrowiak

Description: Actively manage programs developed by CMAP to ensure that transportation projects proceed in a timely manner and all available funding is used efficiently. Manage the adopted CMAQ and TAP-L programs as specified in the policies adopted by the CMAP Board and MPO Policy Committee. Prepare active program management reports to achieve regional expenditure targets.

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

4th Quarter Progress:

- Review of CMAQ project status

Staff completed the May status update. Many projects still plan to obligate during this federal fiscal year, although the actual obligation rate is low.

- Accomplishment of the annual CMAQ obligation goal

Obligations continue to lag. Although the project management guidelines call for considering contingency projects, staff will recommend waiting until after the start of the next fiscal year to see if obligations increase. The format of the CMAQ obligation brochure was updated in cooperation with Communications staff.

- CMAQ Project Change Request Actions:

Staff evaluated and analyzed 29 project change requests.



- Review of TAP-L project status

Staff sought status of ongoing projects and their progress in meeting program milestone dates. The use of milestones will be ending in the next fiscal year as TAP projects convert to the same accomplishment goal system as CMAQ projects.

- TAP project cost/scope change request actions

The Transportation Committee concurred in handling TAP project management through the CMAQ Project Selection Committee. This will provide consistency between the two fund sources and allow more flexibility in meeting obligation goals. Two CMAQ funded projects had the funding for their construction phases swapped with TAP funds and two projects were approved for funding increases. The funding swaps were done in an effort to boost obligations of the TAP funds.

- CMAQ Project Selection Committee support

Held the April 7, 2016 committee meeting. Prepared agendas and supporting materials for the July 7, 2106 meeting.

- Initiation Meeting for new project sponsors

No action this quarter.

1st Quarter Objectives:

- Review of CMAQ project status

No specific action required. Staff will continue to monitor project accomplishment goals.

- Accomplishment of the annual CMAQ obligation goal

Obligation tracking will continue.

- CMAQ Project Change Request Actions:

Receive and process change requests for the September 1, 2016 CMAQ Project Selection Committee meeting.

- Review of TAP-L project status

Convert the TAP-L project tracking to the accomplishment goals system which includes setting sunset dates for individual project phases.

- TAP project cost/scope change request actions



- Receive and process change requests for the September 1, 2016 CMAQ Project Selection Committee meeting. TAP-L program semi-annual updates

Prepare project materials for the scheduled October semi-annual updates.

- CMAQ Project Selection Committee support

Prepare agenda and supporting materials and staff for the September 1, 2016 Committee meeting. Hold meetings on July 7, 2016 and September 1, 2016.

- Supporting information for CMAQ call for projects

Provide final updates to 2018 call for projects materials and methods for committee concurrence.

Local STP Active Program Management and Council of Mayors Support

Project Manager: Teri Dixon/Kama Dobbs

Team: Dobbs, Maddux, Pietrowiak

Description: Develop fiscal marks and maintain fiscal constraint in local programs in the TIP. Provide guidance and support for the Council of Mayors (COM) and Planning Liaison program. Ensure communication between CMAP and municipal officials. Staff the Council of Mayors Executive Committee.

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

4th Quarter Progress:

- Fiscal Marks:

No action needed.

- Program Management Reports and Recommendations:

Staff continued to track obligations and prepared the FFY15 STP-L expenditure report. Continued discussing strategies for project selection and active program management with the STP-L working group.

- Talking Points for CMAP Staff Participating in COM/COG/TC Meetings:



Talking points are updated after every weekly email, if relevant. Talking points are also updated as staff makes requests to inform local municipalities of reports, classes or other relevant information. The format has been updated to more easily identify which points are most relevant to a particular meeting

- Locally Programmed Project Status Assessments:

No action required this quarter.

- Outreach with Councils and Local Municipalities:

Staff continues to participate in sub-regional Council of Mayors transportation technical meetings to supply technical support to the PLs, municipal engineers and managers.

- Council of Mayors Executive Committee:

No action required this quarter.

1st Quarter Objectives:

- Fiscal Marks

No action anticipated this quarter.

- Program Management reports and recommendations

Continue to hold STP working group meetings.

- Locally programmed project status assessments

Continue to provide assistance to programmers on accomplishing local projects.

- Talking points for COM/COG/TC meetings

Continue to update the talking points. Prepare or consider alternatives for preparing written reports for technical meetings.

- Council of Mayors Executive Committee support

No action anticipated this quarter – the July meeting was cancelled.



TIP Database Management

Project Manager: Kama Dobbs

Team: Dixon, Kos, Maddux, Patronsky, Pietrowiak

Description: Maintain and enhance the TIP database for use by local elected officials, implementers, staff and the public. Maintain and enhance reports, analyses and visualization tools for use by local elected officials, implementers, staff and the public. Provide data on how the project developers in the region invest capital transportation funds and ensure that fiscal constraint requirements are met.

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

4th Quarter Progress:

- TIP Database maintenance

There was no action needed this quarter.

- Documentation and training materials

There was no action needed this quarter.

- Exports of TIP data

Regular data exports occurred under the Transportation Improvement Program (TIP) Development and Management project. Final efforts to back-up, extract, and transfer data from the old database into eTIP were made.

1st Quarter Objectives:

This project is not continuing in FY17.

Integrated Transportation Planning, Programming and Tracking Database Development/Integrated Database Development and Maintenance (Q1)

Project Manager: Kama Dobbs

Team: A. Beata, Bozic, Clark, Dixon, Dubernat, Elam, H. Beata, Hollander, Kos, Maddux, Murtha, Patronsky, Peterson, Pietrowiak, Tiedemann



Description: The TIP database must have the capacity to interact with other agency tools and products, such as the Congestion Management Process, the Regional ITS infrastructure and the Regional Transportation Data Archive to meet the agency's needs for performance-based programming. Significant extensions of the data structure and backend logic will be required to incorporate new data and analyze it for project programming. Active program management of the TIP must also be enhanced, in particular increasing the scope and timeliness of reporting on accomplishments.

Specific database requirements will be developed in late FY 2015, in coordination with the results of Regional Transportation Performance Measures: Phase 1 Prioritization and Development, Capital Program Data Transformation, and Transportation Data Analysis projects to be completed in FY 2015. The requirements are anticipated to include capabilities to support more robust project descriptions and cost breakdowns, more detailed obligation and expenditure data, and project-level performance measures. Performance measure data will also be needed for the entire transportation network to support predictive analyses and deficiency analyses.

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

4th Quarter Progress:

- Customize the proposed Software as a Service (SaaS) with CMAP styles
The completed customized eTIP public and secure websites were launched in April.
- Implement CMAP TIP business rules and processes
Customization of the software to address CMAP's business rules and amendment procedures continued.
- Implement obligation tracking
Consultant work with FMIS V data to track and report on federal authorizations continued.
- Implement document tracking
No action this quarter. The document tracking module is set-up and fully functional.
- Implement public web site
The public eTIP site (etip.cmap.illinois.gov) was launched in April.



- Implement GIS module

Development of the mapping tool continued, with minor changes in response to user feedback during training and initial roll-out.

- Training, documentation, and rollout

User training and documentation continued. eTIP was formally rolled out in April.

- Ongoing maintenance and enhancements

In response to user comments and questions during training, and since roll-out, enhancements to the functionality of the database have continued. Significant enhancements include more robust amendment reports, changes to the use and tracking of Transportation Development Credits, and improvements to data validations.

1st Quarter Objectives:

- Ongoing maintenance and minor enhancements

As internal and external users identify issues they will be addressed. Development of additional reports will continue. Enhancements to the public site interactive map to display performance based data, such as congestion measures, will begin.

- Implement direct extract of data from FHWA FMIS system

Work to match extracted data with programmed data will continue.

- Enable display of GIS-based attribute data

Development of the GIS module, including the ability to extract, display, and download the attributes associated with selected features (roads, structures, etc.) will continue.

- Identify data associated with federally-required performance measures

Staff will continue to monitor federal rules and requirements related to performance measures, and develop strategies for collecting, displaying, and analyzing appropriate data within eTIP, as needed.

- Implement obligation report and other data summaries

Work to customize existing eTIP reports, and develop new reports and interactive tools for obligation reports and other data summaries will begin.



INFORMATION TECHNOLOGY MANAGEMENT PROGRAM

Program Oversight: Matt Rogus

This program provides for the design, acquisition, deployment and management of computing and telecommunications resources at CMAP. This program also facilitates the electronic exchange of raw data within and between CMAP and other agencies and organizations.

Internal Hardware and Software Management

Project Manager: Matt Rogus

Team: Stromberg, Tiedemann, contract support, intern

Description: CMAP's daily operation depends on a robust and functional computer network for data analysis, work program documentation and employee communications. This project consists of daily management and monitoring of internal computer network performance. It includes the acquisition, licensing, installation and maintenance of all software applications, as well as server hardware systems and other related equipment. It also provides limited user-support to CMAP employees.

Resources: Server and workstation hardware, data storage, desktop software applications.

4th Quarter Progress:

- **ArcGIS Business Analyst:** Procured and converted staff to Business Analyst Online.
- **Software:** Renewed annual support contracts for Adobe, ESRI, INRO, SAS, SketchUp, Symantec Backup Exec, VMware, SnagIT and Microsoft.
- **Hardware & Software:** Developed annual FY16 Procurement plan.
- **Application support:** Developed and implemented support PAO's for OneSolution and Web development support.

1st Quarter Objectives:

- **ArcGIS software:** Begin testing version 10.4.

Web Infrastructure Management

Project Manager: Lance Tiedemann

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



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

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

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

4th Quarter Progress:

- **CMAP.Wiki project:** Continued updating content.
- **Office365 Exchange migration:** Planned and implemented a migration of CMAP mailboxes, calendars, and contacts to Microsoft's Office365 Exchange infrastructure.
- **Skype for Business:** Implemented Microsoft's Skype for Business for all CMAP staff.
- **SurveyMonkey:** Assisted HR and management with planning, implementing, and analyzing of surveys for CMAP staff and the CMAP Board.
- **Hyrell Applicant Tracking:** Ongoing support of Human resources with account setup and user access issues.
- **Lakecorridorplan.org:** Migrated and reconfigured the lakecorridorplan.org web site to hosting resources maintained by CMAP.

1st Quarter Objectives:

- **CMAP.Wiki project:** Import content from old server to new production server, continue adding and updating pages. Work with HR and Finance to develop new content.
- **Office365:** Complete migration to O365 Exchange and plan migration of SharePoint to O365 SharePoint/OneDrive. Review administration tools.
- **Historic Aerials Archive:** Develop PAO for modifications to CMAP Imagery Explorer, add 1980 Historic Aerials, modify application to streamline data downloads, continue



researching integration of ArcGIS online with application. Implement Google Analytics for site.

- **Data Sharing Hub:** Continue testing DKAN application; build out test and production servers.
- **ArcGIS Online:** Continue research and development activities related to the software. Work with Policy team to implement traffic maps into Storybook template. Begin testing integration of aerial imagery comparison template with Imagery Explorer.
- **HR Applicant Tracking System project :** Continue assisting with HR staff.

Information Security

Project Manager: Lance Tiedemann

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

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

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

Products: Infrastructure auditing and monitoring.

4th Quarter Progress:

- **Security Training for Staff:** Create video version of the recent staff training session.



- **Network Monitoring and AV Platform:** Provided ongoing support network monitoring, anti-virus, and software patching tools. Began research of Next Generation firewalls to replace our current firewalls.
- **VPN:** Provided ongoing support for VPN access for staff and consultants.

1st Quarter Objectives:

- **Security Audit:** Create a scope of work for security audit RFP.

Office Systems Management

Project Manager: Ben Stromberg

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

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

Resources: Software applications, telephone system, copiers and printers

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

4th Quarter Progress:

- **Print Management:** Renewed CMAP's Papercut print management software.
- **Telecommunications Support:** Completed the budget for Verizon Wireless and First Communication (CMAP's phone provider) for FY17. Complete the renewal of CMAP's HANS Agreement (phone support) with Sentinel.
- **Teleconferencing Support:** Completed the budget for Global Crossing for FY17.
- **AV Support:** Provided AV support for various meetings/events. Working with ABT to resolve audio issue with the AV system.

1st Quarter Objectives:

- **Telecommunications Support:** Continue to review monthly invoices for CMAP's telephone and mobile communications. Begin planning for phone server upgrade.
- **Teleconferencing Support:** Touch base with Citrix in regards to the webinar being hosted in August. Complete license setup for GoToWebinar.
- **AV Support:** Continue providing AV support for various meetings/events.



User Support

Project Manager: Ben Stromberg

Team: Kelley, Rivera, intern

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

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

4th Quarter Progress:

- **OneSolution financial system project:** Scheduled the installation of the Development environment to test new versions of OneSolution. Started test plans for evaluating newer versions of OneSolution. Started CDD report creation and existing report modification.
- **User support:** Completed 127 helpdesk tickets. Deployed and configured two new Adobe PC's for general use (Adobe3 and Adobe4). Assisted staff in the troubleshooting of the Office365 mail migration. Hired replacement IT Intern for FY17.

1st Quarter Objectives:

- **OneSolution financial system project:** Continue to work within CDD to create and develop existing reports. Complete training class on the data refresh process of the development environment. Begin expanding workflow knowledge by enrolling in training classes.
- **User support:** Continue to update user documents for staff as needed. Continue to assist staff with PC/phone problems as needed. Continue implementing new desktop computers for staff.

FINANCE AND ADMINISTRATION PROGRAM

Program Oversight: Angela Manning-Hardimon

AREA 1: Finance and Procurement Program

This program provides for the design, implementation, and management of finance and procurement activities at CMAP. The Finance program is responsible for ensuring that the agency is effectively operating within a fiscally constrained budget and meeting its core MPO



responsibilities within the funding structure. This includes managing the accounting and reporting activities of the agency in accordance with accounting and auditing standards as required by the Office of Management and Budget (OMB). The Procurement program is responsible for ensuring that all goods and services procured on behalf of the agency are in compliance with the grant source and federal contracting assurances.

Finance and Accounting

Project Manager: Lorrie Kovac

Team: Becerra, Doan, Contreras, Preer, Olson

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

Resources: ONESolution financial software system

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

4th Quarter Progress:

Budget Transfers: There was one budget transfer completed during the 4th quarter. This budget transfer was to move anticipated revenue amounts for the S775 operating grant from IDOT State share to US Department of Transportation so that revenue will be recorded as received from the correct funding source.

Payroll: During the 4th quarter of the fiscal year we processed a total of 12 payrolls, seven regular and five supplemental. Four of the supplemental payrolls were for vacation payouts to retiring/terminated employees. The other was for employees who did not submit their time documents in a timely manner and had to be paid during the next payroll period. The State and Federal 941 reports for the 3rd quarter of the fiscal year were completed and filed in a timely manner. The monthly and quarterly unemployment compensation reports were also filed with the State of Illinois on a timely basis.

Accounts Payable: The table below provides information on the number of invoices processed, checks issued and ACH payments paid. Approximately 51 percent of payments were made via ACH during the 4th quarter of the fiscal year. The wire transfer activity shown in the fourth column is for all payments made directly from our checking account and processed with journal entries such as payments for the payroll, IMRF, state and federal payroll taxes, employee transit passes, etc. The amounts paid in June were higher than the previous two months as there were five Thursdays in the month.



Month	Checks	ACH	INV	WT	Total Paid
April	39	42	204	18	\$1,442,673.22
May	42	43	198	16	\$1,569,191.28
June	54	58	248	15	\$1,757,781.36
4th Qtr	135	143	650	49	\$4,769,645.86

Accounts Receivable: Billing of invoices was completed within the first ten days of each month. The table below shows the number and dollar amount of invoices processed each month. February has increased activity as we the Cook County Grant had eight invoices processed. June activity is only for the period of June 1 – 29, 2016. The 13th period of the fiscal year which is posted as June 30th will be included in the July totals, as it will be billed out at the end of July to close the fiscal year.

Month	Invoices	Amount
April	16	\$1,809,958.18
May	19	\$1,495,881.19
June	15	\$1,768,021.51
4th Qtr	50	\$5,073,860.88

Journal Entries: We had approximately 29 normal journal entries in each month of this quarter. These journal entries are to process payroll related payments for state and federal taxes, deferred compensation payments, and employee transit payments. Additionally, each month we process journal entries to move postage and printing costs from the Overhead key into the appropriate grant keys based on usage reports. We also process journal entries to move revenue earned each month into the grant from the grant advance liability object code; this allows us to tie revenues earned to expenditures incurred. Also, we have processed 18 budget transfers related to the final payroll moving the FY16 costs out of FY17 and back into the correct fiscal year.

Bank reconciliations: Our bank reconciliations are done within the first few days of each month. We have not had any problems with the reconciliations and we have very few outstanding checks each month due to the reduced number of actual checks issued.

General: Set up the keys for the new fiscal year. Prepared and uploaded the budget for fiscal year 2017 into the ONESolution software. Provided the Auditor’s with requested workpapers for their preliminary audit work. Started the preparation of workpapers needed for the annual financial audit.

1st Quarter Objectives:

Process payroll and accounts payable in a timely manner. Send out invoices for work performed during the first week of each month. Continue to perform all financial related activity in an accurate and timely manner. Process all invoices related to the prior fiscal year on



a timely basis. Complete all work necessary to close out fiscal year 2016. Prepare the final fiscal year 2016 invoices and submit them to the State before the end of July. Prepare all necessary audit workpapers as requested by the Auditors. Work with the Auditors to make sure the audit is completed in September.

Budget

Project Manager: Angela Manning-Hardimon

Team: Management, Olson

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

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

4th Quarter Progress:

- Worked closely with IDOT and FHWA to develop a plan that would allow toll credits to be used as CMAP's local match with a true-up in federal dollars. With this true-up CMAP would be paid 100 percent for the FHWA dollars and 80 percent of the FTA dollars .
- In May, CMAP received a \$2.8 million dollar payment reflecting this agreement. CMAP restored reserves in the amount of \$2.4 million dollars and commenced processing FY16 vendor payments.
- The FY17 UWP program was approved by the UWP, Transportation and Regional Committee, the CMAP Board and MPO Committee.
- The FY17 UWP program was submitted and approved by IDOT and FHWA.
- The FY17 UWP program book was completed and published.
- Worked with management to develop the FY17 Workplan that would be incorporated into the FY17 Budget document.
- The FY17 Budget was completed and approved by the CMAP Board.
- The FY17 Budget book was completed and published.
- Issue Real Estate RFQ.



1st Quarter Objectives:

- Work with IDOT to post FY12/13, FY14, FY15, FY16 and FY17 grant agreements to the Comptroller's website to commence processing of vendor payments.
- Work with IDOT to execute contract extensions for FY12/13, FY16 Competitive grants and FY16 State Planning Funds grant and federal true-up of FY16 Operating grant.
- Work with IDOT to execute FY17 grant agreements (operating, competitive and state planning funds).
- Work with IDOT to commence vendor payments for FY12/13, FY14, FY15, FY16 and FY17 grant agreements with a prioritization schedule.
- Develop revised FY17 UWP program to reinstate the competitive program.
- Develop revised FY17 budget to reflect reduction in cash reserves and dues as revenue and include state local match. This revision will also reflect a reduction in FTA dollars to CMAP.
- Submit for approval revised FY17 UWP Program and Budget to appropriate committees and CMAP Board.
- Ensure that approved and revised FY17 budgets are appropriately set-up in OneSolution.
- Develop Travel Survey Project Budget.
- Submit to IDOT revised FY17 UWP Program and request contract amendments for FY17 Operating and Competitive grant agreements.
- Develop strategy to expend FY16 unexpended funds of approximately \$2.5 million.
- Select real estate broker for Board approval to explore CMAP's leasing options.
- Hire Finance Principal.

Procurements, Contracts and Commercial Datasets

Project Manager: Penny DuBernat, Dan Olson

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



4th Quarter Progress:

Commercial Datasets

- Reviewed and renewed 7-commercial dataset subscriptions.
- Began negotiations with DHS regarding data agreement.
- Responded to questions from staff regarding agreements and limits.
- Managed User accounts as needed.

Procurements

- Reviewed, processed and approved 64 procurements.

Contracts/Amendments

- Prepared eight PAOs or PAO Amendments under current contracts.
- Conducted three contract negotiations.
- Prepared three new contracts.
- Reviewed three Vendor Justification Reports.
- Drafted three Board Reports.
- Drafted three Executive Committee Reports.
- Prepared 16 amendments to current contracts.
- Reviewed and drafted two IGA amendment.
- Prepared five IGAs.
- Provided concurrence for one Service Board contract request.
- Prepared five RFP/RFQs.
- Attended five interviews.
- Attended seven pre-bid meetings.
- Secured three concurrences from IDOT/Third party.
- Prepared one concurrence requests
- Reviewed five RFP responses.
- Prepared one FOIA request.
- Reviewed one Consultant Performance Evaluation.
- Conferred Procurement meetings bi-weekly or as needed.
- Sent out three invoices for match.
- Collected \$18,000.00 in LTA match money.



1st Quarter Objectives:

Commercial Datasets

- Review and possible renew siccommercial dataset subscriptions.

Procurements

- Review and process any new procurements originated by staff.

Contracts/Amendments/IGAs

- Prepare at least two RFPs.
- Prepare and process any new contracts, PAOs, IGAs, amendments and agreements as necessary.

External Resources Development and Management

Project Manager: New development/fundraising lead

Team: New finance principal, others staff from planning, policy, government affairs, and communications as relevant to specific topics.

Description: To cover a breadth of topics, CMAP will need to have access to funding resources beyond transportation funding. This project involves seeking external resources to support the LTA program and CMAP's work in general, through competitive applications to public sector (most commonly federal or state) programs or philanthropic organizations, cultivation of relationships with potential funders, and fee-for-service activities. It also involves managing these grants, ensuring that all grant requirements are met, providing periodic financial and program reports, and other activities. Under this program, an external grant seeking strategic plan will be developed to prioritize efforts, provide direction, and performance guidelines.

Current grants which fund the LTA program in FY17 are from the Chicago Community Trust, Cook County Department of Planning and Development, Illinois Attorney General, Illinois Environmental Protection Agency, John D. and Catherine T. MacArthur Foundation, and U.S. Department of Commerce (National Oceanic and Atmospheric Administration).

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

1st Quarter Objectives:



AREA 2: Human Resources and Administration Program

This program provides the administrative support to assist with the recruitment and retention of employees, and to assist internal staff in implementing CMAP's work plan initiatives and goals. CMAP views employees as organizational assets and this program is tasked with ensuring employee job satisfaction, efficiency, and effectiveness. This will be accomplished by providing competitive salaries and employee benefits; establishing policies and procedures to inform, supporting balanced work life, and managing employee development and performance. Provides access to training and other resources to support the growth of employees. Fosters the development of an organization that supports diversity and inclusion. This program also provides administrative support to effectively manage the operations of CMAP.

Human Resources

Project Manager: Dorienne Preer

Team: King, Ambriz

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

4th Quarter Progress:

Benefits

- Processed 128 payroll related changes in One Solution/online.
- Processed five verification of employment requests.
- Updated all staff distribution keys and percentages.
- Updated and mailed to all staff the "Notice of Privacy Practices".
- Arranged a Principal 457 educational meeting for all staff and one-on-one meetings.
- Arranged Health Week and the Amazing Race/5K walk.
- Attended three health related webinars the titles are below.
 - Economics of Healthcare and Health Insurance
 - HSA Basics
 - Wellness 2.0 – programs
- Submitted 16 gym subsidy requests for payroll.



EAP

- Posted new EAP information in office and on intranet weekly.
- Distributed EAP publications to staff.

FMLA/Leaves

- Maintaining data for a total of six staff.
- Three approved – parental leave.
- Two approved – intermittent.
- One approved – FMLA maternity leave.

New Hire Orientations

- Three full time.
- 15 interns.

Performance

- Processed zero promotions.

Projects

- Created Employee Satisfaction survey in Survey Monkey.
- Worked with management to set-up Focus Groups to address survey results.
- Developed Mentoring program.
- Transferred all Insurance Policies into electronic file for easier access.

Recruitment

- Executive Office: **Currently Recruiting** – one permanent.
- Communications: **Hired** - one intern.
- Local Planning: **Currently Recruiting** - two permanent and one intern; **Hired** - four interns; one Fellow.
- Policy & Programming: **Currently Recruiting** – one permanent; **Hired** - three interns.
- Research & Analysis: three interns; one Fellow.



- Finance & Administration: **Currently Recruiting** - one permanent; **Hired** - two interns (IT and HR).

Resume Receipt and Distribution

- Permanent: Received a total of 416 resumes for six posted positions.
- Internships: Received a total of 454 resumes for 10 posted positions.

Terminations/Exit Interviews

- Three FT permanent employees and six PT interns.

Fellowships

- Working on getting meeting setup for the end of fellowship presentation.
- Ordered plaque for Will Monson (Peters Fellow).

Work Station maintenance / Office moves

- Cleaned empty cubicles.
- Assisting all staff as requested.

1st Quarter Objectives:

- Process and distribute to staff the Medicare Part D – Creditable Coverage Notice to CMA.
- Process ACA report with Dorienne.
- Enhance report writing skills in One Solution.
- Process staff FY16 evaluations.
- Process staff merit increases and promotions.
- Mail to all staff benefit statements.
- Email salary increases to Mutual and prepare census for renewal.
- Fill and close the following positions: Finance Principal, Senior Development Specialist, Assistant/Associate Planners (3); Outreach Associate, and Regional Planning Intern
- Update FMLA hours for staff and create report.
- Implement Mentoring Program.
- Assist with the facilitation/coordination of Focus Groups.
- Take part of upcoming Focus Groups.



- Work with ERS to schedule Sexual Harassment training for staff and management.

Administration/Administrative Support

Project Managers: Doriennne Preer

Team: Ambriz, Kelley, Witherspoon, Rivera

Description: Provide administrative support for CMAP

4th Quarter Progress:

Facility /Office Management

- Provided administrative back-up for Executive Office.
- Rented 40 cars for staff for work related business.
- Reserved rooms for 15 external partners totaling approx. 561 guests with an average of 37 guests.
- Used 602 (91 Seattle's Best @ \$3.66 ea. and 179 Starbucks @ \$3.78ea. from our previous vendor and 161 Chicago's Best @\$1.50ea. and 171 Starbucks @ \$2.78ea. from our current vendor).
- Directed building electricians to replace malfunctioning light bulbs.
- Had building carpenter replace one door closer in corridor near front desk.
- Secured new contract for a new Pepsi machine, water dispensers and coffee brewers.
- Severed contract with old vendor and had old Pepsi machine, water dispensers and coffee brewers removed.
- Requested and received PO for first aid, AED and CPR training.
- Scheduled one evacuation drill.
- Prepared program for 2016 summer FLIP participants.
- Completed annual asset inventory scanning.
- Finished several different print jobs for various CMAP and MMC staff.
- Restocked and reordered kitchen, Pepsi and coffee supplies when necessary.
- Trained new staff on printer/copier use.



- Requested approximately 10 new ID badges for current staff.
- Contacted new company regarding offsite asset inventory.
- Contacted COTG three times for Xerox repair.
- Ordered specialty and regular copy paper for office use.
- Also kept track of print totals for the production Xerox and 4 Xerox copiers.
- Completed 23 print jobs for staff.

Photocopy/Printing/Copiers

Machine	Black & White	Color	Total
NEXerox	18,411	6,912	25,323
SEXerox	6,206	11,699	17,905
NWXerox	22,071	13,490	35,561
SWXerox	16,790	18,970	35,760
C60	2,121	7,599	9,720

Grants & Contracts

- Posted five RFP/RFQ's to CMAP Website.
- Send out constant contact notices for all new RFPs and Prebid Q&A Updates.
- Scheduled seven consultant interviews and registered attendees.
- Setup five webinars for pre-bid sessions.
- Continue to keep grants/contract original files up to date.
- Setup five interviews and attended one.
- Upload 37 submissions to S: drive.
- Attend procurement meetings.
- Receive and distribute 37 proposals to project managers on due date.

Safety

- Provided life safety tours for new staff and interns.

1st Quarter Objectives:

- Ongoing organization and maintenance of storage rooms ensuring that only necessary items are stored. Send more boxes to off-site facility.



- Continue work on off-site inventory records for CMAP needs.
- Attend pre-bid meetings and interviews in place of Penny.
- FMLA and Ergonomic Updates.
- Provide emergency safety tours for new staff/interns.
- Schedule first aid training at UIC.
- Tag new items with asset tags as they arrive at CMAP.

Benefits Administration

Project Manager: Dorianne Preer

Team: Ambriz, King, Ellis

Description: Human Resources will work with third party brokers to obtain knowledge of trending benefits and the best, cost effective, employee benefits possible. Human Resources will also stay abreast of any and all federal or state regulations to maintain compliance with various programs.

Products: Review of affordable, comprehensive benefits package (December).

1st Quarter Objectives:

Human Resources will submit organizational census to brokers in preparation of requesting quotes from various carriers for health, dental, vision and life insurances. A review of FMLA and COBRA benefits will be performed to ensure compliance. Once increases are processed, HR will send all employees their personal benefit statement.

Diversity and Inclusion

Project Manager: Nicole Ellis

Team: Diversity and Inclusion Group

Description: The Diversity and Inclusion group will focus on educating employees on the importance of diversity and inclusion, and explore opportunities to improve across the agency by implementing various programs or initiatives. This group will be comprised of a representative from each functional area within CMAP with the goal of improving employee, partner, and constituent relationships. The results from the Annual Employee Survey will be instrumental in defining the program and monitoring future performance of efforts.



Products: A diversity and inclusion program that promotes respect for all employees and values each employee contributes to the agency. It will also promote equal opportunity advancement for all employees (On-Going).

1st Quarter Objectives:

Human Resources will continue to work closely with the D and I committee to develop a program that addresses the concerns and needs of the agency. Human Resources will review results of the focus group and share feedback with the committee to develop the Diversity and Inclusion Program. A timeline has been created for FY17 which includes on-line and on-site training and solicitation of additional staff for the committee.

Employee Relations

Project Manager: Dorienne Preer

Team: Senior Managers

Description: Human Resources will work with employees and the management team to address employee performance and professional development. Assistance will be provided to employees and/or management in the implementation of plans to improving work performance and relationships, and professional development. Assistance will also be provided on documentation, communication and other approaches to addressing performance matters. This process should be formalized through the use of CMAP annual performance evaluation process, performance improvement plans, regular employee performance feedback, and performance documentation.

Products: Annual performance evaluations (July). Guidelines and direction for providing employees with performance feedback and professional development opportunities to improve performance (On-Going).

1st Quarter Objectives:

Human Resources will work with administration to review feedback from the Performance Feedback and Professional Development focus groups. Based on that feedback, Human Resources will research and determine training opportunities for all staff that will improve overall performance.



Facilities

Project Manager: Curtis Kelley

Team: Rivera, Witherspoon

Description: Provides administrative support for CMAP operations in the area of conference room management; visitor administration; management of CMAP's library and publication materials; on/off sight storage management; mailroom activities; and office and break room inventories. Coordinates facility maintenance and support; building related safety activities, and other related activities as required.

1st Quarter Objectives:

Administration will continue to provide quality customer support for conference rooms. We have researched new vendors for off-site record storage and plan to transition to a new vendor this fiscal year. On-site storage will continue to be evaluated for retention or discarding.

Payroll Administration

Project Manager: Dorienne Preer

Team: Doan, Ellis, King

Description: Human Resources is responsible for the bi-weekly processing of payroll and routine employee changes in OneSolution to ensure that employee benefits and compensation are accurate. Human Resources will also process all updates to federal and state tax rates in compliance with federal and state regulations. Improvements that enhance employees access to their personal information, such as time off accruals, paycheck information, and W2s, in OneSolution is implemented under this program.

Products: Accurate and timely bi-weekly payroll and reporting (On-Going).

1st Quarter Objectives:

Human Resources will process all increases and promotions as well as enter all evaluation ratings into OneSolution. We will process all employee changes, as received. The new IMRF rate for FY17 has been updated.



Human Resources Policy Development

Project Manager: Dorienne Preer

Team: Executive Team

Description: CMAP provides policies and procedures to assist employees in understanding federal, state, and CMAP adapted polices including standards of conduct; performance expectation; and certain internal administrative activities. Human Resources will develop or update policies routinely and distribute to employees at orientation and electronically and via CMAP's intranet. Reference to these policies can be found in the Personnel Handbook. As required, orientation of certain policies and procedures will be facilitated through training sessions (online or presentation). It is also through this program where annual employee surveys will be developed, administered, and results compiled for Executive Management decision making and agency implementation consideration.

Products: Review of policies and the personnel handbook (On-Going). Annual Employee Survey (May). Policy and procedure trainings (On-Going).

1st Quarter Objectives:

Policies for cell phones, gym subsidy, telecommuting, education assistance and room reservations have been created for review. Existing policies are also under review with the expectation that updates will occur by the end of the quarter. The employee survey was developed and implemented last quarter and we will be looking at ways to implement recommendations based on feedback from the focus groups. HR will implement sexual harassment training for staff, which has already been scheduled. We will also be implementing first-aid training for employees on the safety team.

Recruitment and Training

Project Manager: Nicole Ellis

Team: Deputy Executive Directors, Ambriz, King, Witherspoon

Description: Human Resources will expand recruitment efforts to provide CMAP with the greatest exposure possible to recruit the best qualified candidates. These efforts will include attending job fairs, universities, and exploring diverse job posting opportunities. Human Resources will also enhance its diversity recruitment efforts by partnering with various programs that give CMAP access to a multitude of candidates from varying backgrounds. Human Resources are also responsible for maintaining job postings and recruitment efforts on CMAP website and through the use of the Hyrell Applicant Tracking System. On-going professional development and training is fundamental to the success of every employee and as such, appropriate opportunities will be provided to CMAP employees to ensure CMAP is in compliance with federal and state regulations, as well as to improve knowledge, skills,



leadership ability, and performance. To advance new employees' acclimation to CMAP and provide orientation support, this program will develop, by department, a checklist for managers to use as a core employee integration tool. Focus areas to include: benefits, CMAP policy and procedures, identifying an appropriate mentor, overview of CMAP and the responsibilities of each department, review of GO TO 2040, training on required tools to perform job, performance expectations and evaluation process, professional development plan, and training on non-job related activities such as telephone system, audio/meeting technology, cyber-security and other training as developed. This program will also be responsible for developing and maintaining a list of staff expertise for access by all employees to be archived on CMAP intranet. Human Resources will also be responsible for developing resource plans for cross training opportunities.

Products: New Employee Integration Checklist (July). Identification, development and facilitation of professional development and training (On-Going). Develop cross training resource plan (October).

1st Quarter Objectives:

Human Resources will complete recruitment process for all open positions (Finance Principal, Senior Development Specialist, Assistant/Associate planners (3), Outreach Associate and Regional Planning Intern). We will continue to work with IT and Hyrell, to ensure the system is working properly. We will continue to train users as needed, walking them through the process. We have begun to take the lead on resume review, vetting resumes and passing on qualified candidates only to hiring managers. HR will re-structure new employee orientation to make it more inclusive, adding the mentoring program. The mentoring program has been developed and a training presentation created. Once it is approved, HR will implement the program and training.





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The Chicago Metropolitan Agency for Planning (CMAP) is our region's official comprehensive planning organization. The agency and its partners are developing ON TO 2050, a new comprehensive regional 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.