

HELPING COMMUNITIES PROSPER

# Staff Progress Report

Fiscal Year 2019  
**Quarter One**

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# LOCAL PLANNING PROGRAM

**Program Oversight:** Stephane Phifer

CMAP will adopt ON TO 2050, the region's official long-range plan, in October 2018. The Local Planning program supports the implementation of ON TO 2050 through local planning activities that are consistent with the long-range regional plan and that integrate transportation elements into local planning efforts. It houses the Local Technical Assistance (LTA) program, which provides staff and contract assistance to communities, as well as activities to advance the implementation of LTA projects. The Local Planning Program also researches and develops new tools and approaches to emerging planning topics for use by CMAP and for the region as a whole. Among these topics for FY19 are capacity building, housing, water resources, and community resilience. Partner coordination and external grant seeking are also elements of Local Planning.

Local implementation of ON TO 2050 will be framed by the plan's three core principles of prioritized investment, resilience, and inclusive growth. Local Technical Assistance (LTA) projects will continue to address specific concepts such as mixed use, infill, and sustainable development within a framework that notes how planning and policy elements advance these three principles. This may include prioritized investment recommendations regarding the use of performance measures to identify transportation and other public infrastructure investment priorities, asset management strategies, and pavement condition and flood susceptibility, which also addresses resilience. It may include inclusive growth strategies such as those that can strengthen or stimulate weak development markets in disinvested areas, or assist in planning around transportation projects that improve connections to Economically Disconnected Areas (EDA) using federal funds. And may also include new initiatives to enhance and grow local capacity through conventional capacity-building activities, the LTA program, and new wide-ranging direct assistance, which will forward both the resilience and inclusive growth principles.

The program will continue to support the development of comprehensive plans, corridor plans, and subarea plans, but will also explore other avenues to address the three core principles, through local capacity building such as training, direct staff support, inter-jurisdictional coordination, and shared and coordinated services facilitation.

## Local Implementation of ON TO 2050

**Project Manager:** Kristin Ihnchak

**Team:** Bayley, Beck, Burch, Day, Navota, Peterson, Phifer, Vernon, Williams-Clark, and others as assigned.

**Description:** Similar to GO TO 2040, ON TO 2050 will include a host of recommendations targeted toward the region's municipalities, counties, and the Local Planning Program itself. As an initial step toward modifying the Program to embody ON TO 2050's objectives, staff will review ON TO 2050 strategy papers, local strategy maps, and the plan narrative to compile

relevant recommendations. The management team will then assess priorities for incorporating these recommendations into LTA projects, capacity building work, and other related fundraising or exploratory projects. The Research and Development of New Approaches team will then move the appropriate selected priorities forward. This work plan item may include exploring other strategies that will support plan implementation, such as building relationships to start new initiatives, or adjusting current program areas (e.g., water resources) to align more closely with ON TO 2050 objectives.

Certain recommendation areas of the plan will require additional definition and development to be applied effectively at the local level. ON TO 2050 will feature a series of place-based local strategy maps, which will define specific areas of the region affected by various issues and planning challenges; each map will be linked to a high-priority plan recommendation. Examples of local strategy maps include areas with high susceptibility to flooding, conservation areas, and locations where concentrations of freight assets require planning for freight-supportive land uses, among several others. Implementation of ON TO 2050 through the Local Planning Program should build upon the underlying local strategy map research and analysis to develop planning guidance for incorporating the regional plan's objectives at the local level. The primary audience for this guidance will be technical in nature, including LTA staff as well as municipal staff and elected officials. This project will determine the most appropriate medium for this guidance, which may take the form of guidebooks, toolkits, sample plan language, case studies, and/or annotated bibliographies and links. Trainings on local strategy maps and related strategies may be performed through the Local Capacity Building work plan item. In addition, a user-friendly, interactive online platform for local strategy maps would increase their accessibility and utility for municipal and county stakeholders. During FY19, the project team will explore the possibility of creating such a platform using skills and tools already available.

This work plan item will also include strategizing about other programmatic ways to implement ON TO 2050, and may feed topics into the Research and Development of New Planning Approaches work plan item. It will explore ways to integrate policy content into local planning projects, such as new or revised sections in existing conditions reports, adjustment to the community data snapshots, development of new best practices, creation of guidance materials for staff, incorporation of transportation programming recommendations, and/or other items.

**Products and Key Dates:** Memo summarizing potential modifications to Local Planning Program activities per ON TO 2050 recommendations (August 2018); approach to local strategy map guidance and priority topics (December 2018); memo discussing feasibility of online local strategy map platform (December 2018). Strategies for integrating policy outputs into local planning initiatives (Spring 2019).

**1<sup>st</sup> Quarter Progress:**

- Continued to coordinate the Volunteer Lake Monitoring Program, including project administration, data management, technical assistance, assessment of water quality data, and outreach to volunteers.

- Participated or otherwise stayed informed on activities of: the Fox River Ecosystem Partnership, Tyler Creek Watershed Coalition, Silver & Sleepy Hollow Creeks Watershed Coalition, Hickory Creek Watershed Planning Group, Buffalo Creek Clean Water Partnership, Jelkes Creek - Fox River Watershed Coalition, 9 Lakes Watershed Partnership, DuPage River Salt Creek Workgroup, Lake County Stormwater Management Commission, MWRD, NLRs Urban Stormwater Working Group, Our Great Rivers Implementation Committee, IDNR Coastal Program, MPC, FOCR, and Calumet Stormwater Collaborative.
- Continued or began work on several Illinois EPA-approved Local Technical Assistance (LTA) projects that have a water quality component: Fox River Corridor Plan, Richton Park Stormwater Management Concept Plan, Berwyn Stormwater Management Plan, Algonquin – Cary Subarea Plan, Beecher Comprehensive Plan, Midlothian Stormwater Management Plan, Thornton Planning Priorities Report, Chicago North River Communities neighborhood plan, Cook County (Maine-Northfield) Unincorporated Area Plan, Des Plaines Comprehensive Plan, Channahon Comprehensive Plan, Illinois International Port District (IIPD) Planning Priorities Report, Sandwich Planning Priorities Report, Robbins Stormwater, TOD and Industrial Area Plan.
- Continued to refine Mill Creek watershed resource inventory, plan and execute stream and detention basin surveys, meet with watershed stakeholders, and conduct administrative needs.
- Continued to advance administrative tasks associated with CDBG-DR Year 3 funded projects: stormwater analysis as part of two LTA comprehensive plans in Sauk Village and Calumet Park, a stormwater management capital plan for Midlothian, and nearly completed phase 2 of the stormwater plan for Richton Park.
- Continued to promote and document efforts related to CMAP’s regional flooding susceptibility indices, including updating the Stormwater Management Opportunity Planning: Spatial Analysis Methodology report.
- Continued to coordinate a work plan and IGA for coordinated water resource planning efforts with Illinois Indiana Sea Grant.
- Continued to update the regional water demand documentation. Discussed next funding cycle with IDNR.

**2<sup>nd</sup> Quarter Objectives:**

- Continue development of the watershed plan for Mill Creek, including revisions to the draft watershed inventory and physical stream conditions and detention basin field data collection.
- Continue to attend and provide input to the various water related efforts and working groups such as Illinois Nutrient Loss Reduction Strategy, MWRD, Chicago Wilderness, and the Calumet Stormwater Collaborative.
- Continue LTA water quality related projects.
- Continue VLMP efforts to collect and analyze volunteer data, and other needs.
- 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, Boone Creek Watershed Alliance, 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. Staff will also stay abreast of activities of Des Plaines River Watershed Plan development that Lake Co. SMC is leading, as well as the updates of the MWRD watershed plans.

- Work with IDNR to establish an FY19 IGA, budget, scope of work, and IGA for water supply planning activities
- Continue four of the CDBG-DR Year Three projects – Sauk Village, Calumet Park, Midlothian, and Richton Park – by finalizing contracts with the stormwater engineering consultants and organizing kick-off meetings. Richton Park will be completed.

## Research and Development of New Planning Topics and Approaches

**Project Managers:** Agata Dryla-Gaca and Jonathan Burch

**Team:** Bayley, Nolin, Dixon, Elam, Schuh, and others as assigned.

**Description:** This project will explore and apply new planning ideas as well as the use of innovative analytical techniques, planning tools, and planning approaches as part of LTA projects. The intent is to test the use of new and different data sources and techniques that can be used both internally by CMAP staff, and thereby develop their planning skills, and by local governments as well. This project is one vehicle by which policies adopted in ON TO 2050 are explored for integration at the local level, such as Targeted Reinvestment Areas, as informed by the Local Implementation of ON TO 2050 work plan item. Staff will also continue to explore ways to advance agency policy strategies at the local level through research, coordination, communication strategies (such as via Muni Matters), and other avenues.

This program area will explore ways to advance transportation planning at the local level in order to prepare priority projects for inclusion in the programming pipeline, as well as provide avenues for cross-departmental coordination between Planning, Policy, and Programming around transportation priorities. The goal for FY19 is to initiate coordination across programs, to explore strategies for integrated planning and investment, and to better integrate transportation investment to sound local planning.

Several areas of exploration underway in FY18 will continue, such as stormwater management planning, community resilience to climate change, and economic development and market analysis. Potential new topics and subtopics that may be explored pending a more thorough review of planning program and ON TO 2050 priorities include:

- Exploration of new communication modes for LTA projects, such as online digital plans
- Development of best practices and approaches to identify and prepare LTA project area transportation projects for inclusion in the transportation programming pipeline; to identify communities where transportation investments should be integrated into broader planning efforts; and to identify opportunities to leverage transportation improvements to support



- other land use and infrastructure investments. It may also explore approaches to conducting preliminary engineering in order to advance projects more quickly to implementation.
- Other prioritized topics to be identified by the Local Implementation of ON TO 2050 work plan project

**Products and Key Dates:** Development and integration of new topics and approaches, including those being developed through ON TO 2050 work plan items, into LTA projects (ongoing). Completion of three to five updates throughout the year to be conveyed to local governments via Muni Matters or updates; topics may include resilience, water and natural resources, housing, and community/economic development.

### **1<sup>st</sup> Quarter Progress:**

- **Climate Resilience:**
  - Continued NOAA climate resilience data and planning project led by APA, intended to better understand how climate data can be used in local planning efforts.
  - Completed final vulnerability assessments for all LTA pilot communities and presented them to local partners and project advisory committee.
  - Continued to meet with APA on the NOAA project, including establishing an outline and timeline for the guidebook and data guide that is the next major phase of the project.
  - Convened NOAA project advisory committee to review vulnerability assessments and next steps.
  - Presented on NOAA project to external partners, including an American Bar Association webinar and a DePaul University course.
- **Bikeways Prioritization:**
  - Wiki page development with case study components in progress.
- **Economic Development and Market Analysis:**
  - Work on the industrial and office aspects of this is postponed until FY20 due to staffing changes.
- **Transportation programming pipeline via LTA projects:**
  - Created outline of LTA project process with identified points for coordination with Programming staff.
  - Developed preliminary matrix of funding sources, common LTA transportation recommendations, and funding eligibility.
- **Innovative Visualizations:**
  - Initiated the project and started scoping.

### **2<sup>nd</sup> Quarter Objectives:**

- **Climate Resilience:**
  - Draft data guide and case study components of guidebook APA is authoring as part of NOAA project.
  - Continue to work with APA staff on content of guidebook for NOAA project.
  - Continue to present on NOAA project to external partners, including Chicago Wilderness Climate Committee, for feedback and knowledge exchange.



- **Bikeways Prioritization:**
  - Finalize Bicycle Planning and Prioritization Wiki page and align with programming information.
- **Economic Development and Market Analysis:**
  - Work on the industrial and office aspects of this is postponed until FY20 due to staffing changes.
- **Transportation programming pipeline via LTA projects:**
  - Finalize funding matrix and LTA project process and coordination document.
  - Develop wiki page and present final products to local planning and programming staff.
- **Innovative Visualizations:**
  - Finalize the scope.
  - Start research and inventory formats, regulations, and needs.

## Local Capacity Initiatives

**Project Managers:** Kristin Ihnchak and Patrick Day

**Team:** Burch, Dryla-Gaca, Evasic, Hallas, Hyland, Jarr, Phifer, Pudlock, Williams-Clark, and others as assigned.

**Description:** The capacity of local governments throughout the region to pursue local and regional goals can be an obstacle in the implementation of the ON TO 2050 plan's three core principles of prioritized investment, resilience, and inclusive growth. This work plan project will develop and deploy initiatives to bolster local capacity. A portfolio of initiatives will be developed, to include: expansion of conventional capacity-building activities such as networking, training and resource development; targeted technical assistance in the form of LTA plans and service sharing projects; and new wide-ranging direct assistance which may involve embedded staff ambassadors, process assessments, capital improvement planning, grant reporting and compliance, and other customizable functions. The impact of this work plan item includes growth in the number of: new projects in the CMAQ, TAP, STP and other funding pipelines; local governments collaborating on shared services; and community residents, local government staff, and elected officials engaged in implementing the recommendations of the ON TO 2050 plan.

The objective of enhancing local capacity is a main priority for ON TO 2050, and one which will only be accomplished through coordination with key regional partnerships and by creating a common-thread approach through this and other work plans. Priority topics will be explored, researched, and materials developed for capacity initiatives. Topics will include ON TO 2050 plan implementation, local plan implementation, service sharing/consolidation, financing infrastructure and services, project coordination, outreach, or targeted topical trainings to improve capacity gaps. Some of these topics will be explored through the Research and Development of New Planning Topics and Approaches work plan item and as part of the development of ON TO 2050.



**Products and Key Dates:** Finalize program approach (July 2018). Identify and build key partnerships and secure funding (Ongoing). Coordinate citizen commission, ArcGIS and Census workshops (Ongoing).

**1<sup>st</sup> Quarter Progress:**

- Completed two contracted Planning Commissioner trainings (Buffalo Grove; Southwest Council of Mayors).
- Held first of two Planning Liaison (PL) focus groups to discuss opportunities and challenges they have identified through their work with municipalities, and how CMAP's capacity building program might support PLs in their work.
- Finalized full scope of LTA capacity-building activities through internal team discussions and ON TO 2050 near term implementation steps.
- Continued meetings with partners to explore complementary activities and partnerships (e.g. MMC, MPC, and planning liaisons).
- Secured additional funding for CMAP capacity-building activities from MacArthur Foundation and Chicago Community Trust.

**2<sup>nd</sup> Quarter Objectives:**

- Continue consideration of capacity building strategies through ON TO 2050 local implementation activities.
- Meet with two candidate municipalities for Cohort One of pilot embedded staff planner project.
- Hold final (2 of 2) Planning Liaison (PL) focus group
- Initiate process to draft and issue RFP for Plan Commissioner trainings, and potentially other relevant capacity building trainings for appointed officials, elected officials, and staff.
- Continue to develop approach for pilot projects to test capacity-building assistance products.

## **Local Technical Assistance (LTA) Program**

**Project Managers:** Stephane Phifer, Jason Navota, Kristin Ihnchak, Jonathan Burch, Andrew Williams-Clark

**Team:** Local Planning, Communications & Outreach, and Policy & Programming staff, and others as assigned.

**Description:** The LTA program involves working directly with a community or group of communities on a product that is customized for their use, has a specific audience, and is geographically limited. The majority of LTA projects include, either directly or indirectly, the integration of transportation elements into local plans or the inclusion of recommendations that influence the performance of the transportation system. As recognized by the CMAP Board, land use and transportation are inextricably linked and influence the performance and success of the other. Likewise, other planning elements either influence or are influenced by land use and transportation planning and investments, such as housing, economic development, and

environmental resources. CMAP will solicit new LTA projects in fall 2018, to allow CMAP to incorporate recommendations from ON TO 2050 into the call for projects.

In FY19, CMAP will increase its focus on using the LTA program to help create a pipeline of projects for CMAP's programming work and explore strategies for integrated local planning and investment through the Research and Development of New Planning Topics and Approaches work plan item and as part of the development of ON TO 2050.

This work plan item includes several components: program administration, staff management and development, project management and outreach, and data analysis.

*Program administration* includes overall administration and tracking of progress of the LTA program, including monthly reports on project progress; quarterly reviews of project teams, staff time expectations, and contract expenditures; quality control of program deliverables; program and process review and improvement; and internal and external coordination of the program, including alignment with policy and programming priorities, designation of and assistance to Economically Disconnected Areas (EDA), Targeted Reinvestment Areas (TRA), low capacity communities, and other priority areas identified in ON TO 2050. This work plan item includes the annual LTA call for projects and project selection, with close coordination with the Regional Transportation Authority (RTA) and other stakeholders and partners. 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. Program administration also includes fundraising and grant management to support technical assistance not eligible for UWP funding.

*Staff management and development* includes staff engagement and development activities such as a staff retreat; capacity building brown bags and ideas exchange with internal and external partners; internal monthly newsletter; professional development and training opportunities; and wiki pages and resources including individual staff pages.

*Project management and outreach* are conducted by a project team led by a designated project manager who is responsible for the management of the project scope, schedule, and budget to ensure projects are completed on time, within the scope, and that the project remains in budget and all funds are spent appropriately. 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, and participating in a dynamic feedback process to assess progress. Project outreach and engagement, a part of most LTA projects, occurs through development and implementation of inclusive public engagement processes, as well as media and legislative outreach.

*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 through the Research and Development of New Planning Topics and Approaches work plan item; an example is incorporation of stormwater and resilience into comprehensive plans.

The projects that were currently underway or committed at the beginning of FY19 are listed below, divided between staff-led and consultant-led projects. Under certain circumstances, the program may take on additional projects during the year provided that capacity and resources are available to support the effort.

### **Staff-led projects**

- Algonquin and Cary Subarea Plan
- Bensenville Zoning Ordinance Update
- Bridgeport and Canaryville Planning Priorities Report
- Chicago Office of Management and Budget Consolidated Plan Assistance
- Coalition for a Better Chinese American Community Parking Study
- Cook County Bureau of Economic Development South Suburban Economic Growth Initiative
- Cook County Unincorporated Areas Plan
- Des Plaines Comprehensive Plan
- Far South Community Development Corporation Planning Support
- Forest Preserves of Cook County River Trail Feasibility Study
- Frankfort Plan Commissioner Training
- Glenview Ordinance Review
- Harvard Zoning Ordinance Update
- Illinois International Port District Planning Priorities Report
- Kane County Land Use Strategy Research
- Kane County / Mill Creek Watershed-based Plan
- Lisle Parking Plan
- Maywood Zoning Sketch-up Diagrams
- McHenry County Council of Governments Shared Services Study
- McHenry County Fox River Corridor plan
- McKinley Park Development Council Neighborhood Plan
- Montgomery Zoning Ordinance Update
- North Avenue Corridor Plan
- North Lawndale Neighborhood Plan
- Northwest Chicago Neighborhood Plan
- Palos Park Trails Plan
- Robbins TOD and Industrial Area Plan
- Sandwich Planning Priorities Report
- South Elgin Unifed Development Ordinance
- South Suburban Mayors and Managers Association Capacity Building and Training
- Thornton Planning Priorities Report
- Wilmington Downtown Plan



## Consultant-led projects

- Aurora Regional Mobility Plan
- Beach Park Regional Bike Plan
- Beecher Comprehensive Plan
- Berwyn Stormwater Plan
- Calumet Park Comprehensive Plan
- Campton Hills Zoning Ordinance Update
- Carol Stream Zoning and Subdivision Ordinance Update
- Channahon Comprehensive Plan
- Chicago DOT Riverdale Area Transportation Plan
- DuPage County Corridor Study
- DuPage County/Hanover Park Homes for a Changing Region Study
- Joliet Corridor Study
- Joliet / Public Water Commission Water Supply Planning
- Justice I&M Canal Trail Extension Feasibility Study
- Matteson Transportation and Streetscape Plan
- Midlothian Stormwater Management Plan
- Northwest Municipal Conference Multimodal Transportation Plan
- Northwest Side Housing Center Transit-Oriented Economic Development Plan
- Oswego, Montgomery, and Yorkville Shared Water Treatment Plant Study
- Richton Park Stormwater Management Plan
- Sauk Village Comprehensive Plan
- Summit Zoning Code Update

**Products and Key Dates:** Monthly reports on progress of current 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.

### 1<sup>st</sup> Quarter Progress:

- Continued to advance previously approved projects, with preparation of three draft plans (bringing the total to 190) and seven final plans (bringing the total to 185).
- Of 38 projects started since October 2017, all but three are underway at some stage of administration or execution. Twenty-five of the new projects are underway.
- Continued to update Local Planning wiki pages for internal use.

### 2<sup>nd</sup> Quarter Objectives:

- Advance ongoing projects, with preparation of existing conditions reports, drafts, and final plans. Target completion of nine existing projects, including:
  - Des Plaines, North Lawndale, North River Communities, Bensenville, Riverdale, North Mainfield Townships.
- Launch remaining staff and consultant-led projects selected in October 2017.



Project stage	End FY 11	End FY 12	End FY 13	End FY 14	End FY 15	End FY 16	End FY 17	End FY 18	Q1 FY19
Completed and adopted (100% complete)	0	10	42	78	108	133	149	178	185
Final draft complete (90%)	0	18	48	93	117	148	169	187	190
Existing conditions complete (50%)	0	29	62	106	143	163	181	188	193
Fully initiated	14	47	95	129	159	178	188	208	222

## Consultant Management, Evaluation, and Best Practices

**Project Manager:** Stephen Ostrander

**Team:** Bayley, Beck, Burch, Day, Evasic, Hudson, Ihnchak, Jarr, Lopez, Manno, Nolin, O’Neal, Persaud, Seid and others as assigned.

**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. CMAP designated an internal committee to develop an agency-wide project management process, including best practices for consultant management. The project team will coordinate with the internal CMAP project management committee.

**Products and Key Dates:** Development of RFPs, selection of consultants, and contract management (ongoing). Evaluation and communication of consultant performance after each project completion (ongoing).

### 1<sup>st</sup> Quarter Progress:

- Consultants were selected for three new LTA projects: Calumet Park Comprehensive Plan; Carol Stream Zoning, Sign, and Subdivision Ordinance Update; and Summit Zoning Code Update.
- Consultant was selected for Market Analysis and Development Services to Support LTA Projects.
- Began stormwater consultant work intended to supplement the following LTA projects led by other consultant teams: Calumet Park Comprehensive Plan and Sauk Village Comprehensive Plan.
- Released RFP for Northwest Municipal Conference Multimodal Transportation Plan.
- Prepared RFPs for the following LTA projects for release in 2<sup>nd</sup> Quarter FY19: Illinois International Port District Master Plan, Matteson Transportation and Streetscape Improvement Plan, and Northern Lakeshore Trail Connectivity Plan (formerly called Beach Park Regional Bike Plan).



- Completed the following consultant-led LTA projects:
  - Chicago Heights Zoning Update
  - Harvard Unified Development Ordinance
  - Oswego, Montgomery, and Yorkville Shared Water Treatment Plant Study
  - Richton Park Stormwater Master Plan
- Completed several deliverables for existing projects, including:
  - Beecher Comprehensive Plan
  - Campton Hills Zoning and Subdivision Regulations
  - Channahon Comprehensive Plan
  - Chicago Riverdale Area Transportation Plan
  - DuPage Route 83 Corridor Land Use Plan
  - Justice I&M Canal Trail Extension Feasibility Study
  - Midlothian Stormwater Management Capital Plan
  - Sauk Village Comprehensive Plan
- Reviewed and provided feedback on several consultant project deliverables.

### **2nd Quarter Objectives:**

- Issue following RFPs:
  - Matteson Transportation and Streetscape Improvement Plan
  - Northern Lakeshore Trail Connectivity Plan (formerly called Beach Park Regional Bike Plan)
- Complete a few existing consultant-led projects.
- Continue to review and provide feedback on deliverables, and evaluate consultant performance following project completion.
- Continue to incorporate consultant management expectations into selection and oversight process.

## **Partner Coordination**

**Project Manager:** Tony Manno

**Team:** Cefali, Grover, Harris, Hyland, Lopez, Ostrander, Raby, Williams-Clark, and others as assigned.

**Description:** The involvement of partner organizations including government, nongovernmental, and philanthropic groups is a central part of CMAP’s approach to the LTA program. Separate from the project selection and administration described above, 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, the technical assistance providers group, and other formal and informal committees. This project also includes working with partner organizations to incorporate 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).

#### **1<sup>st</sup> Quarter Progress:**

- Continued to track partner involvement in ongoing projects and made monthly updates to partners list. Also sought new partner involvement as relevant.
- Continued to hold monthly conference calls with the transit agencies to give updates on underway and upcoming LTA projects, as well as get updates on underway and upcoming Community Planning projects.
- Continued monthly coordination meetings with Chicago Department of Planning (DPD) to give updates on underway LTA projects, as well as get updates on underway DPD initiatives.
- Continued to provide the monthly LTA update to Illinois Housing Development Authority to solicit feedback on any underway LTA projects.

#### **2<sup>nd</sup> Quarter Objectives:**

- Continue partner involvement in ongoing projects, and also continue to expand partner involvement in LTA implementation approach.
- Schedule the next meeting of technical assistance providers group (December) to discuss the 2018 LTA applications.
- Schedule a meeting with the County Planning Directors to discuss the 2018 LTA applications.
- Solicit feedback from additional partners on the 2018 LTA applications.

## **Plan Implementation Assistance**

**Project Manager:** Tony Manno

**Team:** Daly, Day, Grover, Jarr, Navota, Persaud, Phifer, Raby and others as assigned.

**Description:** Following completion of LTA projects, CMAP remains involved at varying levels of effort to track project implementation and assist in appropriate ways. Involvement on all completed projects includes discussing implementation progress with the project sponsor and reporting via the Board report on a quarterly basis. For a select group of approximately 10 projects that present good opportunities for implementation success, CMAP will engage on a deeper, more active level to identify appropriate short-term activities that CMAP can assist with (such as providing trainings, assisting with grant applications, or connecting sponsors with partner organizations). Current examples of implementation activities include Urban Land Institute (ULI) Technical Assistance Panels (TAPs) or other activities to connect municipalities to the development community, providing assistance to communities to promote development opportunities, and guiding communities to funding programs such as Congestion Mitigation and Air Quality Improvement (CMAQ). Conducting trainings immediately following plan adoption will also be explored, and will be coordinated with the Local Capacity Building project.

This component will continue to explore innovative ways that the agency can support LTA plan implementation, with specific attention to activities in the areas of transportation, reinvestment, the natural environment, and intergovernmental coordination.

**Products and Key Dates:** Advancement of specific local implementation activities (ongoing). Preparation of implementation updates for Board report (quarterly).

### **1<sup>st</sup> Quarter Progress:**

- Focused outreach efforts to past sponsors to promote various grants that opened this past quarter.
- Continued focus on multiple projects to provide ongoing assistance:
  - Brookfield Comprehensive Plan
  - Endeleo Institute Planning Priorities Report
  - Franklin Park Comprehensive Plan
  - Wilmington Downtown Plan
- Engaged Polco and the use of their online engagement platform as an implementation tool for LTA sponsors. Seven communities have been contacted as a pilot, and staff is currently working with each to determine if this tool will be helpful:
  - Albany Park
  - Aurora
  - Brookfield
  - North Lawndale
  - Park Forest
  - Washington Heights/Endeleo Institute
- Continued to reach out to communities to re-engage, discuss needs, and identify ways CMAP can provide implementation assistance.
- Continued discussions with Communications on creating LTA Implementation-focused content on the CMAP website to be coordinated with overall ON TO 2050 implementation.
- Continued efforts coordinate with Chicago Department of Planning and Development (DPD) on ongoing LTA projects and implementation activities (Quarterly check-ins with DPD).
- Completed a draft RFP document for Franklin Park.
- Supported Wilmington as they shifted to implementation.
- Began planning for a ULI Developer Panel in Bridgeport/Canaryville for spring/summer
- Completed a training exercise with Endeleo Institute on how to conduct a visioning exercise along 95<sup>th</sup> Street in Washington Heights.
- Conducted a plan implementation training session with Brookfield elected officials

### **2<sup>nd</sup> Quarter Objectives:**

- Continue working with identified communities on specific tasks and report to Implementation Team on a monthly basis. As tasks are accomplished, we will identify additional tasks for a community or new projects with implementation opportunities.
- Convene one Developer Discussion panel by end of the FY19; re-engage ULI for additional services in FY20.



- Continue to identify “implementation success stories” to promote via CMAP media strategies.
- Continue to identify barriers to increased capacity and potential solutions, and identify ways the Implementation Team can provide capacity building and training to past LTA sponsors and upcoming completed LTA plans.
- Continue exploring additional ways CMAP staff can provide grant-seeking and application assistance to past sponsors.
- Evaluate the online engagement pilot and decide how to proceed once the contract ends.
- Continue developing an implementation program for Wilmington to provide implementation assistance.
- Continue to meet and communicate with Chicago DPD to coordinate and collaborate on ongoing City of Chicago planning projects.
- Coordinate with ON TO 2050 implementation activities.
- Begin local capacity building assistance in Albany Park and North Lawndale.

## Partner Coordination on Inclusive Growth

**Project Manager:** Elizabeth Scott

**Team:** Williams-Clark, Schuh, and others as assigned.

**Description:** Inclusive Growth is one of three principles guiding ON TO 2050. Implementation of this principle will require extensive coordination with partners in the region to advance related strategies and build/maintain broad support for future action. This work plan item covers this external coordination, including the identification and cultivation of relationships with key partners by introducing them to CMAP’s work, understanding their own work in the space, and producing relevant research and analysis to support or further these efforts. A particular focus will be on building a coalition of partners to participate in the RSA-work related to Inclusive Growth, including needed analytical work, as well as meeting/ convening.

**Products and Key Dates:** External outreach to partners regarding CMAP’s interest in this space (ongoing). External relationship building to determine CMAP’s future work in this space relative to that of external partners (ongoing). Holding internal coordination meetings to collaborate on broader agency inclusive growth efforts (ongoing).

### 1<sup>st</sup> Quarter Progress:

- Met with RSA consultants and staff from LISC, World Business Chicago, Cook County, Governor’s State University, and others for weekly calls and monthly day long working sessions devoted to developing a shared approach to inclusive growth.
- Established a standing bi-monthly meeting of agency-wide staff working on inclusive growth projects (Inclusive Growth Project Exchange).

### 2<sup>nd</sup> Quarter Objectives:

- Wrap up phase 1 contract with RSA consultants. (Q2)



- Develop and evaluate alternatives for engaging with Inclusive Growth Accelerator partners. (Q2/Q3)
- Pending decision to move forward with Accelerator partners, initiate further scope development and stakeholder outreach. (Q2/Q3)
- Continue Inclusive Growth Project Exchange on a monthly basis. (ongoing)

## Local Government Survey

**Project Manager:** Patrick Day

**Team:** G. Smith, Weil, Interns, and others as assigned.

**Description:** This project will compile, assess, and summarize the biennial survey of municipalities across the region to better understand the region’s local plans, programs, and operations. Survey analysis will also be used to determine local government demand for existing and new LTA project types, as well as educational opportunities. The municipal survey began in spring 2018; CMAP will collect and summarize the results. During the outreach phase, staff will gather up-to-date contact information for all of the region’s municipalities. Staff will use this information to update CMAP’s municipal directory.

This project will also develop an inaugural survey of the region’s county governments, to subsequently be conducted on a biennial basis alongside the Municipal Survey. Following internal and external stakeholder engagement, a survey instrument will be created to obtain useful information for both CMAP and the county governments. This survey will enhance CMAP’s understanding of county government plans, programs, and operations, fill data gaps, and -- as a partner to the Municipal Survey-- seek data that facilitates symbiotic benefits and greater coordination within the region. Work on the county survey began in spring 2018; CMAP will collect and summarize the results.

**Products and Key Dates:** Assessment and summary of municipal & county surveys (December 2018). Update internal MARCEL contact database and publish Municipal directory (January 2019.)

### 1<sup>st</sup> Quarter Progress:

- Completed final survey outreach to municipalities and closed 2018 Municipal Survey; 236 of 284 municipalities responded for a record 83% response rate.
- Began distribution of response data to relevant CMAP staff (Plans and the planning process; Priority projects and technical assistance; Mapping and spatial data analysis; Coordinated investments and partnerships; Professional development, workshops, and trainings; Local transportation funding and management; Public safety; Municipal directory).

### 2<sup>nd</sup> Quarter Objectives:

- Ensure all relevant CMAP staff have been provided with 2018 Municipal Survey data
- Begin analysis of 2018 Municipal Survey responses.
- Establish Muni Survey reporting timeline and confirm agenda space as needed.
- Create a DRAFT data distribution policy for review and advancement.

- Review ON TO 2050 recommendations and 2018 Municipal Survey to inform creation of DRAFT 2018 County Survey questionnaire.
- Coordinate review of DRAFT 2018 County Survey questionnaire by county chiefs of staff through G. Smith.

## Housing Planning

**Project Manager:** Jonathan Burch

**Team:** Castillo, Scott, Williams-Clark, and others as assigned.

**Description:** Both GO TO 2040 and ON TO 2050 recognize the relationship between housing, as a major land use, and transportation. An appropriately balanced regional housing stock can reduce travel costs and congestion while improving housing stability. This program area continues efforts to support communities and funders across the region foster housing choice. Funding for this work comes from UWP as well as potential grants from the Chicago Housing Authority and the Illinois Housing Development Authority. *Technical assistance to communities:* under this activity area Local Planning staff will work with up to five communities assemble a team of outside experts to meet with local officials to brainstorm possible near-term actions communities can take to address pressing housing issues. *Assistance to housing funders:* this activity involves direct CMAP technical support to managers of federal, state, and local subsidy programs to help improve the efficiency, effectiveness, and coordination of their programs. Example programs include the Regional Housing Initiative (RHI) and the Chicago OMB LTA project.

**Products and Key Dates:** Identify five LTA projects on which to provide assistance (Summer 2018). Hold five housing policy expert roundtables (ongoing 2018). Complete five recommendations memos (ongoing 2019). Provide assistance to 10 public housing authorities on the operation of RHI and the selection of potential housing projects (Spring 2019). Develop and secure funding to support any additional activities identified throughout the year.

### 1<sup>st</sup> Quarter Progress:

- **Assistance to housing funders**
  - **Regional Housing Initiative**
    - Reviewed drafts of the new IGA and Supplemental Administration Plan.
    - Supported public housing authority review and approval for four permanent supportive housing projects.
- **Housing technical assistance to communities:**
  - Executed a contract with the Metropolitan Mayors Caucus (MMC) for the grant funds from the Illinois Housing Development Authority (IHDA) to support this assistance.

### 2<sup>nd</sup> Quarter Objectives:

- **Assistance to housing funders**
  - **Regional Housing Initiative**
    - Convene public housing authorities to discuss the new IGA and Supplemental Administration Plan



- Finalize the new IGA and Supplemental Administration Plan for public housing authority adoption
  - Begin outside meetings discussions to identify future program administrators
- **Assessment of Fair Housing**
  - Follow-up with Enterprise Community Partners to discuss potential contracting to support their assistance to housing funders in Cook County.
- **Chicago OBM project**
  - Hold project kickoff meeting
  - Review required data sources and gather most up to date version of all needed sources.
- **Housing technical assistance to communities:**
  - Select the first three communities to receive assistance via IHDA/MMC funding.
  - Hold kickoff meeting with the first community.

## Water Resources Planning

**Project Managers:** Jason Navota and Nora Beck

**Team:** Evasic, Hudson, Pudlock and others as assigned.

**Description:** The Water Resources Planning program includes activities related to water quality, water supply, wastewater, and stormwater, which influence and are influenced by land use and transportation decisions and investments. Some of this work is guided by CMAP's role as the delegated authority for Areawide Water Quality Planning, GO TO 2040, ON TO 2050, and Water 2050, including 2017 strategy papers. This work plan item typically includes pursuing funding to continue some of the activities described below. This work plan item may include exploration of a regional water resources platform or coalition, or one specific to a particular water issue such as stormwater, for advancing ON TO 2050 policies, such as coordinating flood reduction and water quality improvement efforts. We also intend to lay the groundwork with the state and other funders to prepare an integrated water resource management plan for the region that addresses water quality, water supply, and stormwater management.

*Water quality planning* activities involve watershed plan development (Mill Creek in Kane County during FY19) and post-plan implementation support for watershed organizations, including assistance with Section 319 funding applications. This also includes coordination of the Volunteer Lake Monitoring Program (VLMP). During FY19, we may revisit some of the activities funded through our Water Quality Management Planning grant from IEPA to better align with ON TO 2050 implementation, to explore innovative strategies such as SRF flexibility, to continue to refine the watershed planning approach.

*Wastewater planning* activities include reviewing wastewater Facility Planning Area (FPA) amendment applications and staffing the CMAP Wastewater Committee. During FY19, this may also include continued exploration of modifications to the FPA process with IEPA.

*Water supply planning* activities in FY19 will depend on funding and may include working directly with communities in the Northwest Water Planning Alliance area, publicizing the updated regional water supply planning forecasts, and using water demand forecasts for local planning. Additional IDNR funding may allow for more activities.

*Stormwater and flooding* activities in FY19 will include working with Cook County communities on stormwater plans, integrating stormwater considerations into other land use and transportation planning efforts, a potential project to examine the impact of flooding and stormwater challenges on our transportation system (also noted in the R&D work plan item), and use of the Flood Susceptibility Index to target planning assistance.

**Products and Key Dates:** The Mill Creek watershed planning effort includes quarterly stakeholder meetings, quarterly progress reports, and an executive summary and watershed plan document that are due in September 2019. The VLMP program has regular deadlines throughout each program year for reporting, data management, volunteer training, and technical assistance and outreach. Facility Planning Area reviews are conducted as needed. Stormwater planning will occur throughout FY19.

**1<sup>st</sup> Quarter Progress:**

- Processed 31 NPDES permit public notices and four Notice of Categorical Exclusions from Detailed Environmental Review reports, one Categorical Exclusion, and fielded phone calls from parties interested in data and information.
- Continued to coordinate the Volunteer Lake Monitoring Program, including project administration, data management, technical assistance, assessment of water quality data, and outreach to volunteers.
- Participated or otherwise stayed informed on activities of: the Fox River Ecosystem Partnership, Tyler Creek Watershed Coalition, Silver & Sleepy Hollow Creeks Watershed Coalition, Hickory Creek Watershed Planning Group, Buffalo Creek Clean Water Partnership, Jelkes Creek - Fox River Watershed Coalition, 9 Lakes Watershed Partnership, DuPage River Salt Creek Workgroup, Lake County Stormwater Management Commission, MWRD, NLRs Urban Stormwater Working Group, Our Great Rivers Implementation Committee, IDNR Coastal Program, MPC, FOCR, and Calumet Stormwater Collaborative.
- Continued or began work on several Illinois EPA-approved Local Technical Assistance (LTA) projects that have a water quality component: Fox River Corridor Plan, Richton Park Stormwater Management Concept Plan, Berwyn Stormwater Management Plan, Algonquin – Cary Subarea Plan, Beecher Comprehensive Plan, Midlothian Stormwater Management Plan, Thornton Planning Priorities Report, Chicago North River Communities neighborhood plan, Cook County (Maine-Northfield) Unincorporated Area Plan, Des Plaines Comprehensive Plan, Channahon Comprehensive Plan, Illinois International Port District (IIPD) Planning Priorities Report, Sandwich Planning Priorities Report, Robbins Stormwater, TOD and Industrial Area Plan.
- Continued to refine Mill Creek watershed resource inventory, plan and execute stream and detention basin surveys, meet with watershed stakeholders, and conduct administrative needs.



- Continued to advance administrative tasks associated with CDBG-DR Year 3 funded projects: stormwater analysis as part of two LTA comprehensive plans in Sauk Village and Calumet Park, a stormwater management capital plan for Midlothian, and nearly completed phase 2 of the stormwater plan for Richton Park.
- Continued to promote and document efforts related to CMAP's regional flooding susceptibility indices, including updating the Stormwater Management Opportunity Planning: Spatial Analysis Methodology report.
- Continued to coordinate a work plan and IGA for coordinated water resource planning efforts with Illinois Indiana Sea Grant.
- Continued to update the regional water demand documentation. Discussed next funding cycle with IDNR.

## **2<sup>nd</sup> Quarter Objectives:**

- Continue to process NPDES and SRF notices, as well as clarify CMAP's role in WQMP amendment reviews.
- Continue development of the watershed plan for Mill Creek, including revisions to the draft watershed inventory and physical stream conditions and detention basin field data collection.
- Continue to attend and provide input to the various water related efforts and working groups such as Illinois Nutrient Loss Reduction Strategy, MWRD, Chicago Wilderness, and the Calumet Stormwater Collaborative.
- Continue LTA water quality related projects.
- Continue VLMP efforts to collect and analyze volunteer data, and other needs.
- 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, Boone Creek Watershed Alliance, 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. Staff will also stay abreast of activities of Des Plaines River Watershed Plan development that Lake Co. SMC is leading, as well as the updates of the MWRD watershed plans.
- Work with IDNR to establish an FY19 IGA, budget, scope of work, and IGA for water supply planning activities
- Continue four of the CDBG-DR Year Three projects – Sauk Village, Calumet Park, Midlothian, and Richton Park – by finalizing contracts with the stormwater engineering consultants and organizing kick-off meetings. Richton Park will be completed.

# **POLICY ANALYSIS AND DEVELOPMENT PROGRAM**

**Program Oversight:** Jesse Elam



ON TO 2050 will address 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 economic 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 the ON TO 2050 Plan and GO TO 2040. Dissemination of this analysis provides the context for strategic coordination on policy with other organizations, including administrative and legislative action. This core program reflects agency priorities, ranging from transportation finance to economic resilience to state and local taxation to broader land use issues including housing and natural resource policies. The main activities include research and analysis, steering work to implement ON TO 2050 priorities and remaining GO TO 2040 items 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:** Jeff Schnobrich

**Team:** Hollander, Schuh, Tineh, Levine, Cefali

**Description:** At the federal level, implementation of the FAST Act, enacted in December 2015, continues, as does the implementation of MAP-21 performance-measurement rulemakings. The FAST Act will be up for reauthorization in 2020 and work may begin to evaluate the FAST Act's implementation in FY 2019. Further, the new Administration has expressed interest in an aggressive infrastructure bill. At the state level, the transportation system faces many challenges, including stagnant state resources, evolving methodologies for project prioritization, and implementation of the recently enacted "lockbox" for transportation revenues.

**Products and Key Dates:** Research on federal and state transportation topics via issue briefs and the Policy Updates blog (ongoing).

#### **1st Quarter Progress:**

- Monitored federal Administration's activities and policy development. Tracked progress of FY19 appropriations bills.
- Conducted analysis of road usage charge pilot programs in other states – including conversations with program administrators – to identify best practices and discuss opportunities and challenges.
- Provided letters of support for competitive federal grant applications.
- Participated in CAGTC activities and IDOT ISFAC activities.

#### **2nd 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.



## Regionally Significant Projects Implementation

**Project Manager:** Liz Schuh

**Team:** Bayley, Bozic, Dixon, Elam, Murtha, Tineh, Schnobrich

**Description:** While the primary transportation emphasis of the draft ON TO 2050 plan and GO TO 2040 is to maintain and modernize, the plan contains a handful of fiscally constrained projects that will maximize regional mobility, economic development, and quality of life. 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 ON TO 2050's fiscally constrained priority projects. The implementation of congestion pricing will continue to be a major priority of this work.

In FY 2019, expanding the prior "Major Capital Project" work to encompass the full range of projects in the draft ON TO 2050 "Regionally Significant Project" (RSPs) list will be a priority. After approval of the draft plan, staff will develop a strategic plan for the next several fiscal years to prioritize projects for additional analysis or assistance, identify broad initiatives to support implementation of RSPs (such as updating the IDOT design manual, expanding asset management, or targeting assistance to economically disconnected areas around RSPs), and identify approaches to aid implementation of RSPs in a manner that supports ON TO 2050 and the principles of resilience, inclusive growth, and prioritized investment.

**Products and Key Dates:** Technical assistance and involvement with project planning as stipulated in the strategic plan (ongoing); Bi-monthly internal meetings, meetings with external partners, and project updates (ongoing). Strategic plan for implementation of ON TO 2050 fiscally constrained projects (March 2019).

### 1<sup>st</sup> Quarter Progress:

- Monitored progress of regionally significant projects.
- Began drafting amendment process.

### 2<sup>nd</sup> Quarter Objectives:

- Develop amendment process and bring to relevant committees for discussion.
- Begin drafting strategic plan.
- Monitor progress of regionally significant projects and review amendment proposals.

## Reasonably Expected Revenues Implementation

**Project Manager:** Lindsay Hollander

**Team:** Cefali, Elam, Schnobrich, Schuh, Smith, Weil, and other staff as necessary

**Description:** Lack of transportation funding for the state and region remains a critical problem. The financial planning process for ON TO 2050 has highlighted the growing gap between system needs and available revenues. ON TO 2050 recommends a set of reasonably expected revenues for the region. This project will explore strategies to implement state, regional, and local revenues, including legislative changes, additional research and educational materials, key

partnerships, and other support needs. The project will involve strong stakeholder collaboration and partnerships to provide data, materials, and other resources to support State and regional progress on transportation funding in the near term.

**Products and key dates:** Stakeholder engagement (ongoing). Policy updates and briefs (ongoing).

**1st Quarter Progress:**

- Worked on analysis and modeling of implementation considerations for a road usage charge.

**2nd Quarter Objectives:**

- Continue to meet with stakeholders and partners.
- Continue analysis and modeling of implementation considerations for a road usage charge.
- Analyze potential changes in transportation revenue disbursement criteria

## Freight Policy Implementation

**Project Manager:** Jeff Schnobrich

**Team:** Elam, Murtha, Schuh, Tineh

**Description:** This project supports implementation of the policy agenda identified in the Regional Strategic Freight Direction, specifically focused on opportunities related to (1) infrastructure projects, (2) local planning efforts, and (3) ongoing assistance to prior freight-planning efforts. Infrastructure projects would include competitive federal funding opportunities, regionally significant projects, and major freight facility development proposals.

**Products and key dates:** Monitor and support freight-related infrastructure projects (ongoing). Monitor and support implementation of the Regional Truck Permitting Plan (ongoing). Work with select municipalities to develop freight-related LTA program applications for FY 2019 call for projects (November 2018). Provide ongoing assistance to past freight-related LTA projects, as well as state and local freight-planning efforts conducted by partners (ongoing). Work with partners to prioritize grade separations in the CMAP region (ongoing). Identify policies and practices to promote environmental justice in freight planning (policy update, December 2018).

**1st Quarter Progress:**

- Continued to monitor freight-related policy developments at federal, state, and regional levels.
- Participated in Freight Workshop of the FHWA National Dialogue on Highway Automation. Served on panel to provide the MPO perspective on automation in the freight industry.
- Attended ISFAC to participate in the State of Illinois' freight planning process.
- Met with IDOT staff to discuss and coordinate ongoing freight planning work, including truck bottlenecks and truck parking.
- Provided comments on the draft Cook County Freight Plan.



- Continued collaboration with the City of Chicago, railroads, and other stakeholders on prioritizing grade crossings within the region.
- Began research for policy update on environmental justice in freight planning.

**2<sup>nd</sup> Quarter Objectives:**

- Continue to monitor freight-related policy developments at federal, state, and regional levels.
- Continue development of policy update on environmental justice and freight.

## Local Truck Routing, Permitting, and Delivery Management Plans

**Manager:** Jeff Schnobrich

**Team:** Schuh, Kenney, Murtha, consultants

Local truck routing, permitting, and demand management policies can aid or impede truck movement throughout the region. Building on recommendations of the Regional Strategic Freight Direction, this project will initiate a series of multijurisdictional plans to improve truck routing, permitting, delivery policies, parking, and other relevant issues. The project will build on the framework established in the O'Hare Truck Routing study, but will also provide implementation assistance such as high-level engineering, changing local routing ordinances, working on state route changes, and similar efforts. Where possible, implementation will also assist local jurisdictions in implementing the recommendations of the Regional Truck Permitting Study. This project is dependent on obtaining outside funding.

**Products and Key Dates:** Obtain funding for up to three studies (August 2018). Hire staff (November 2018). Initiate study one of three (February 2019); Initiate study two of three (May 2019). Initiate follow-up on the O'Hare Truck Routing study (June 2019).

**1<sup>st</sup> Quarter Progress:**

- Finalized budget and continued to develop grant agreement with IDOT for CMAP Truck Routing and Community Studies.
- Initiated recruitment process for new staff person.
- Worked with stakeholders to identify locations for needed data on truck movement.

**2<sup>nd</sup> Quarter Objectives:**

- Finalize grant agreement and continue recruitment process for new staff person.
- Begin drafting RFP for first study.

## Private Sector Mobility Providers Task Force

**Project Manager:** Elizabeth Irvin

**Team:** Kenney, Menninger, Schnobrich, Schuh

**Description:** Technology has transformed the way we get around, leveraging a wealth of real time information to move people and goods and share rides, cars, bikes, and trucks. Growing use of data and communication technology have enabled new transportation business models

like transportation network companies, enhanced freight logistics firms, and public and private bikeshare. As the transportation ecosystem becomes more diverse, the region faces new opportunities and questions that would benefit from enhanced collaboration between the public and private sector.

Building ON TO 2050 development, staff will convene a task force of transit providers, roadway agencies, private transportation providers, and other private transportation entities to discuss major shifts in transportation technology, identify solutions for data sharing, infrastructure development, and transportation service provision, and outline key next steps and policies for the region. The committee will also suggest roles for private providers at CMAP as transportation continues to advance.

**Products and Key Dates:** Creation and management of an emerging transportation task force (July 2018-March 2019). Final Report (June 2019).

**1<sup>st</sup> Quarter Progress:**

n/a

**2<sup>nd</sup> Quarter Objectives:**

- Discuss project needs and goals with CMAP committees, stakeholders, and potential private sector partners and revise scope.

## **New and Emerging Trends in Transportation Technology**

**Project Manager:** Elizabeth Irvin

**Team:** Kenney, Schnobrich, Menninger, Schuh, and other staff as necessary

**Description:** ON TO 2050 development identifies existing modernization opportunities as well as emerging, cutting edge technologies that have the potential to transform the region's transportation and development patterns. Issues range from the shift to online retail and the resulting impacts on existing retail development, new industrial facilities, and road networks to the need to rethink our infrastructure investments and demand management policies if autonomous vehicles become the mode of choice. This project will develop a series of implementation-focused issue briefs that provide policy context and offer direction to implementers at varying levels to prepare for technological change. Materials will also include brief scans of work done outside the region and recommendations for regional, municipal, and state-level policy actions.

**Products and Key Dates:** Topical briefs on the transportation and land use implications of increased TNC use, autonomous fleets for commercial and passenger use, privately-owned autonomous vehicles and changing freight distribution technologies (quarterly).

**1<sup>st</sup> Quarter Progress:**

n/a

**2<sup>nd</sup> Quarter Objectives:**

- Research intermodal and distribution facility development trends nationally and in the region, preparing for further understanding of the impact of growing e-commerce.



- Assemble data sources and identify additional data needs.

## Transportation Indicators

**Project Manager:** Stephanie Levine

**Team:** Burrell Booth, Cooke, Dixon, Elam, Menninger, Schuh, Murtha, N. Peterson, Weil, Schnobrich, Edwards

**Description:** Similar to the regional economic indicators project, CMAP can better leverage its deep transportation data resources by developing a succinct set of transportation indicators and presenting them in a format understandable to the general public. The project will reflect priorities and principals of ON TO 2050, providing data and clear and succinct analysis to support regional discussions about prioritized investment, resources, and the impacts of the transportation system on residents and commerce.

**Products and Key Dates:** Scope (January 2019); Development (April 2019); Launch (June 2019).

**1<sup>st</sup> Quarter Progress:**

n/a

**2<sup>nd</sup> Quarter Objectives:**

- Data gathering.

## Equity Analysis of Transportation Fares, Fees, and Enforcement

**Project Manager:** Tom Murtha

**Team:** Irvin, Tineh, and others

**Description:** This project will develop an analysis and recommendations for policies and initiatives to reduce the impact of transportation-related fees, fares, and fines on people with low incomes, addressing structural issues that now disproportionately impact people of color with consequences up to and including personal bankruptcy. Areas of focus would be maintaining revenues and enforcement while reducing adverse impacts on people with low incomes through such mechanisms as alternative adjudication (e.g., restorative justice) or equity-conscious fee and fare structures. The project will include an analysis, policy recommendations, and recommendations for a pilot program in one or two communities. This is proposed as a multi-year project.

**Products and Key Dates:** Scope (January 2019), data collection and analysis (through June, 2019), outreach, conceptual framework, draft recommendations, and final report (FY 2020).

**1<sup>st</sup> Quarter Progress:**

n/a

**2<sup>nd</sup> Quarter Objectives:**

- Project does not begin until January.



# AREA 2: Regional Economy

## Regional Economic Indicators

**Project Manager:** Austen Edwards

**Staff:** Cooke, Tineh

**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, which are underscored in ON TO 2050. 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 and the freight plan. With the adoption of ON TO 2050, staff will evaluate existing indicators, propose any revisions, and potentially revise the cohort of peer regions.

**Products and Key Dates:** Rolling annual updates to the regional economic indicators section of the CMAP website with the inclusion of recently acquired data from other regions and analysis of indicators and related data through series of policy updates (Quarterly).

### 1<sup>st</sup> Quarter Progress:

- Completed analysis for Innovation and Workforce updates. Publication postponed due to development of ON TO 2050.
- Scoped renovations to Regional Economic Indicators microsite to incorporate planning priorities and principles identified through ON TO 2050.

### 2<sup>nd</sup> Quarter Objectives:

- Publish new data for Innovation and Workforce indicator update.
- Draft and publish Policy Update on best practices in benchmarking and peer comparisons in regional economic development.
- Coordinate with Communications and project managers on related data products.

## Metropolitan Chicago's Traded Clusters

**Project Manager:** Austen Edwards

**Team:** Cooke

**Description:** GO TO 2040 called for CMAP to continue analysis of the region's industry clusters. The ON TO 2050 Regional Clusters and Economy snapshot in FY17 applied the U.S. Clustermapping Projects traded and local clusters. This report will further CMAP's understanding of traded clusters, identifying challenges and opportunities related to infrastructure, innovation, and changing skills required of the workforce. The report will include special consideration to the transportation system and land use in areas with particularly high concentrations of traded cluster industries throughout the region. The analysis will include examination of the region's traded clusters including service sector industries,

freight and logistics clusters, and manufacturing industries. Staff will engage key economic development partners through the development process.

**Products and Key Dates:** Final report (February 2019).

**1<sup>st</sup> Quarter Progress:**

- Finalized project scope and timeline, and discussed with Economic Development Committee.
- Compiled findings from background research, data collection, and literature review. Determined research direction as a regional data scan.
- Collected data, conducted stakeholder interviews, and initiated data analysis.

**2<sup>nd</sup> Quarter Objectives:**

- Begin developing report text and graphics internally. Discuss research direction and initial findings with Economic Development Committee.
- Conduct follow-on interviews with regional partners.
- Coordinate with Communications regarding online and print formats, as well as engagement strategy.

## **Workforce Trends Brief**

**Project Manager:** Diana Cooke

**Team:** Edwards, Tineh

**Description:** The ON TO 2050 plan explores career pathways as one tool for promoting inclusive growth in the region. The report will examine the state of jobs in metropolitan Chicago's economy, with an emphasis on understanding the demographic and geographic components of employment trends. It will consider the role of the transportation system and land use in access to economic opportunities. This brief will help further CMAP's understanding of career pathways through an analysis of current workforce development and educational programs. Specifically, this report will provide data analysis and best practices review to support opportunity jobs.

**Products and Key Dates:** Scope (December 2018); Policy brief (June 2019).

**1<sup>st</sup> Quarter Progress:**

n/a

**2<sup>nd</sup> Quarter Objectives:**

- Background research, begin scoping project.

## **Cluster Drill-Down**

**Project Manager:** Austen Edwards

**Team:** Cooke, Levine



**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. This project will build on the Traded Cluster Drill Down report to improve the region's understanding of industry needs, challenges, and opportunities related to infrastructure, land use, and human capital. The report will also incorporate quantitative and qualitative analysis to further CMAP's policy recommendations related to inclusive growth, prioritized investments, and resilience.

**Products and Key Dates:** Scope (March 2019). Drill Down Report (January 2020).

**1<sup>st</sup> Quarter Progress:**

n/a

**2<sup>nd</sup> Quarter Objectives:**

- Scoping will begin in Q3.

## Disinvestment Policy Analysis

**Project Manager:** Erin Kenney

**Team:** Scott, Tineh

**Description:** ON TO 2050 incorporates inclusive growth, resilience, and prioritized investment as core principles of the plan. Promoting new investment and economic activity in the region's disinvested areas – places with persistent loss of businesses, residents, and public and private investment – implements each of these principles by fostering high capacity in communities in areas with existing infrastructure and other assets.

This analysis will expand upon ON TO 2050 work identifying this issue and its geography in the region, and assess new state, local, and regional policies and practices that might have replicability in the region. The project will place a particular emphasis on the role of infrastructure investment to incent development and increase access.

**Products and Key Dates:** Final report (December 2018). Policy update series on Displacement (February-June 2019).

**1<sup>st</sup> Quarter Progress:**

- Completed peer review, literature review, and review of federal and state incentives relevant for disinvested areas.
- Conducted stakeholder outreach and interviews, convened staff, and presented at HCD committee to discuss strategies.
- Began drafting the report.

**2<sup>nd</sup> Quarter Objectives:**

- Continue engaging stakeholders, and present initial findings to committees and stakeholder groups.
- Develop draft for internal review.



## Regional Housing and Development Analysis

**Project Manager:** Elizabeth Schuh

**Team:** Daly, Cooke, Kenney, Scott, Tineh, Vernon

**Description:** The ON TO 2050 plan and GO TO 2040 emphasize 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, non-residential land use trends, and demographic shifts. This project will also produce issue briefs on topics of near term interest from ON TO 2050, including the impact of federal housing policy on housing form and tenure, local commute patterns and costs, and assessment of the potential for a transfer of development rights program in the state and region. There will be continued 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 updates on the impacts of demographic, housing, and non-residential development change in the region (quarterly). Issue brief on federal housing policy and its impacts on housing types and tenure in the region (December 2018). Issue brief on transfer of development rights (June 2019).

### **1<sup>st</sup> Quarter Progress:**

- Began scoping for FY 19 series

### **2<sup>nd</sup> Quarter Objectives:**

- Finalize scope
- Complete first update

## Inclusive Growth Indicators and Updates

**Project Manager:** Aseal Tineh

**Team:** Scott, Cooke, Edwards

**Description:** The ON TO 2050 plan incorporates Inclusive Growth as one of the three principles of the plan, and proposed a set of kindred indicators to track progress on inclusive growth in the region. This project will enhance the agency's understanding of transportation, economic, demographic, and land use changes in the region as related to inclusive growth. Quarterly analyses via Policy Updates and/or issue briefs will cover trends such as travel behavior, workforce demographics, economic outcomes, and broader demographic shifts. The project will also include analysis of inclusive growth kindred indicators and related data.

**Products and Key Dates:** Analysis and policy updates on select indicators, related data, and relevant local and national initiatives (quarterly). Annual updates of the ON TO 2050 Inclusive Growth indicators (rolling as data is available).

### **1<sup>st</sup> Quarter Progress:**

- Scoped FY 19 series.
- Drafted policy update on the interaction of EDAs and flood-prone areas, as well as an update on racial and ethnic workforce trends.
- Began scoping travel and land use + IG policy updates.
- Convened staff to discuss existing capabilities for an outward facing communication tool for existing IG indicators, leading up to scoping templates for pilot implementation.

### **2<sup>nd</sup> Quarter Objectives:**

- Conduct initial research on and develop initial findings of series on travel and land use patterns, with a focus on low income residents, persons of color, and EDAs.
- Finalize draft of the policy update on the interaction of EDAs and flood-prone areas.
- Publish policy update on the racial and ethnic workforce trends.
- Continue indicators web pilot project development.

## **Regional Tax Policy and Governance Analysis**

**Project Manager:** Lindsay Hollander

**Team:** Cooke, Edwards, Kenney, Tineh

**Description:** This project supports CMAP's commitment to efficient governance and 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 governance and tax policy issues, as well as work to incorporate tax policy analysis into local planning efforts. Topics are likely to include an analysis of state tax disbursements, the property tax, and/or other tax policy issues.

**Products and Key Dates:** The project will be executed as a series of four issue briefs or policy updates to be published in October 2018, January 2019, and June 2019. ). Assess potential for tax policy campaign with partners (internal memo, Winter 2019). Develop best practices for local economic incentives (brochure, April 2019).

### **1<sup>st</sup> Quarter Progress:**

- Developed an analysis of sales and use taxes in Illinois.
- Began drafting Policy Updates on transportation funding.
- Finalized collection and cleaning of 2016 property tax data, began analysis.
- Researched ways that other states encourage local government consolidation efforts.
- Provided analysis on local planning projects, including Thornton and North Ave Corridor.

### **2<sup>nd</sup> Quarter Objectives:**

- Complete Policy Update on property taxes.
- Complete Policy Update on how other state encourage local government consolidation.
- Publish select Policy Updates on transportation funding.
- Continue to provide analysis for various local planning project as needed.



## Multijurisdictional Transportation Impacts of Development Corridors

**Project Manager:** Lindsay Hollander

**Team:** Bozic, Edwards, Kenney, Peterson

**Description:** CMAP has provided a series of analyses on the fiscal and economic impacts of various land use types. An FY 2018 project expanded upon that work by analyzing the transportation utilization and cost impacts of retail agglomerations. That case study analyses assessed transportation network utilization and costs across jurisdictions, with particular attention paid to the costs of cumulative development initiatives. The first report on retail agglomerations will be completed in the beginning of FY18. The next report will focus on industrial corridors will begin scoping in FY 2019, with the goal of producing a final report in FY 2020.

**Products and Key Dates:** Final Retail Corridors Report (December 2018 Scope of industrial corridors approach (November 2018). Final report (FY2020).

**1<sup>st</sup> Quarter Progress:**

- Completed a working draft of the report

**2<sup>nd</sup> Quarter Objectives:**

- Complete report.

## Municipal Annexation Policy Analysis

**Project Manager:** Lindsay Hollander

**Team:** Beck, Kenney, Seid

**Description:** As an outgrowth of previous CMAP work analyzing developments at the outer edge of the region through the Lands in Transition strategy paper as well as unincorporated areas within already developed areas of the region, staff will analyze municipal annexation policy. Staff will explore municipal annexation issues through both rural area and built-out community contexts. Topics may include annexation processes and policies, fiscal impacts, infrastructure cost and maintenance, alternatives to annexation such as boundary or infrastructure agreements, and possible policy recommendations.

**Products and Key Dates:** Final deliverable (June 2019).

**1<sup>st</sup> Quarter Progress:**

- Began research and interviews.

**2<sup>nd</sup> Quarter Objectives:**

- Continue research and interviews.

## Integration of ON TO 2050 recommendations

**Project Manager:** Elizabeth Schuh, Simone Weil, and Kristin Ihnchak

**Team:** Edwards, Elam, Hollander, Phifer

**Description:** ON TO 2050 outlines a number of policies to advance the region's economy, infrastructure, and communities. While the plan also offers many strategies for implementation, this project will identify opportunities to fully integrate recommendations into various ongoing and new policy work products. This project will also coordinate with the same item in the planning work plan to identify opportunities to more strongly integrate recommendations in local plans.

**Products and Key Dates:** Internal memo on project revisions (February 2019). Coordinate on proposed initiatives with the ON TO 2050 Integration item in the Local Planning Work Plan (Spring 2019).

**4<sup>th</sup> Quarter Progress:**

n/a

**1<sup>st</sup> Quarter Objectives:**

- Project will kick off in Q2.

## **AREA 3: CMAP/MPO Committee Support and Legislative Strategy**

### **State Legislative Analysis and Engagement**

**Project Manager:** Gordon Smith

**Team:** 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 passage of legislation, vetoes, executive orders, or other relevant announcements that impact our region. Staff will maintain relationships with key staff in the Illinois General Assembly, Governor's Office, relevant constitutional offices and state agencies 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 also analyze 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, policy, and working committees. Staff will communicate the board's key policy positions to members of the General Assembly, and relevant legislative and administrative staff. Staff will develop Policy Updates on relevant topics of interest. Staff will convene members of the Illinois General Assembly on a semi-regular basis to provide agency updates and identify shared regional challenges.

**Products and Key Dates:** State Agenda (November 2018). Monthly Board report, final legislative report (September 2019). Veto session report (TBD). Policy Updates on state legislative issues (ongoing). Fact sheets on GO TO 2040 and ON TO 2050 priorities (as needed).

Statewide MPO coalition building (ongoing). Convene General Assembly CMAP coalition (biannually). Convene partners (during sessions). General Assembly Member meetings in Springfield (during sessions). General Assembly Member meetings in-region (ongoing).

**1<sup>st</sup> Quarter Progress:**

- Met with two legislators to discuss State Agenda, , policy initiatives, ON TO 2050 update and GO TO 2040 implementation activities and CMAP funding.
- Continued the review and development of the State and Federal Framework and Agenda documents as they relate to ON TO 2050 for spring 2019 legislative session.
- Staff hosting partner meetings in advance of our legislative working group meeting in the fall.
- Continued development of the 2019 CMAP Legislative Working Group, to focus on partner's individual legislative initiatives.
- Staff continued to track legislative activities.

**2<sup>nd</sup> Quarter Objectives:**

- Continue to meet in district with legislators and staff to discuss, State Legislative Principles, CMAP policy initiatives, ON TO 2050 implementation activities and agency funding needs.
- Continue legislative tracking activities.
- Convene a meeting of the CMAP legislative working group in advance of the 2019 Spring Session. Finalize development of the State and Federal Principles and Agenda documents for Spring 2019 legislative session.

## **Federal Legislative Strategy**

**Project Manager:** Melissa Porter

**Team:** Schnobrich, 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 policy related to MPO Reform, the FAST Act, rail safety legislation, annual appropriations bills, and Water Resources Development Acts.

**Products and Key Dates:** Federal Agenda (January 2018). Policy Updates on federal legislative issues (ongoing).

**1<sup>st</sup> Quarter Progress:**

- Held Congressional Delegation District Directors meeting at CMAP.
- Crafted comments with AMPO and NARC in response to DOT request for regulatory streamlining proposals.
- Monitored FY 18 appropriations bills.
- Continue technical assistance and outreach to Illinois congressional delegation and administration officials on relevant legislation and administrative action.

**2<sup>nd</sup> Quarter Objectives:**

- Monitor FY 18 appropriations bills.

- Continue technical assistance and outreach to Illinois congressional delegation and administration officials on relevant legislation and administrative action.
- Draft FY 2019 State Legislative Agenda and State and Federal Framework.

## CMAP and MPO Committee Support

**Team:** Porter, Elam, Manning-Hardimon (policy committees); Elam, Navota, Schuh (coordinating committees); Grover, Cefali, Dixon (advisory committees); Beck, Dobbs, Edwards, Ostrander, Scott (working committees); Garritano, Kane, McMahon, Silberhorn, Weil

**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. Committees will focus on the development and implementation of the ON TO 2050 plan and continued implementation of GO TO 2040. 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 the region and CMAP can measure progress toward plan implementation on both staff work and efforts by outside implementers.

**Products:** Agendas, meeting minutes, and supporting materials, for policy, coordinating, advisory, working levels (ongoing). Collect and share information on GO TO 2040 implementation and ON TO 2050 activities occurring throughout the region at the working committee level (ongoing).

### 1<sup>st</sup> Quarter Progress:

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

### 2<sup>nd</sup> Quarter Objectives:

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

# ON TO 2050 DEVELOPMENT

**Program Management:** Liz Schuh

This program will complete development of ON TO 2050, which is due to be complete in October 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 will address both the level of detail in the current plan's policies as well as expand to place-based approaches for some policy areas. A draft plan will be released in June 2018, and work in FY 2019 will focus on refining recommendations per feedback, completing all technical processes and documentation, and other work essential to finalizing and implementing the plan. Continuing stakeholder and public engagement is a core component of this approach. This

work will culminate in presentation of the Draft ON TO 2050 plan to the CMAP Board and MPO for approval in October 2018, setting the stage for the agency's work in the near future.

## AREA 1: Plan Outreach and Communications

### Comprehensive Plan Communications Strategy

**Project Manager:** Tina Fassett Smith

**Team:** Ihnchak, Schuh, 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. FY 2019 activities will include finalizing messages and communication strategies for key stakeholders around the final ON TO 2050 plan, completing required supportive web and print materials, and building media and stakeholder awareness of the plan and engagement opportunities. This project will also overlap with activities in the main Communications and Outreach work program centered on conceiving and executing visual assets (e.g., illustrations, animations, photos, and videos) for the draft and final versions of the plan.

**Products and Key Dates:** Finalize messaging and communications strategies for plan launch (through October 2018). Promote public comment period for draft plan (through August 2018). Prepare public-facing materials in preparation for engagement around the launch and final plan (summer 2018). Deploy and continually enhance interactive infographics and web mapping tool for layers and interactives (ongoing). Finalize plan website for full rollout to coincide with launch event (ongoing). Carry out other ongoing communication activities to be identified in support of ON TO 2050.

#### 1<sup>st</sup> Quarter Progress:

- Sold out registration for launch event, completed all preparation work with individual speakers, vendors, and staff.
- Prepared all final content for ON TO 2050 for release via website, complete plan PDF and Executive Summary.
- Finalized development of website, including extensive user testing and revising to achieve accessibility goals.
- Finalized all ON TO 2050 visuals.
- Developed both short and long term promotion strategy for ON TO 2050 via multiple social media channels.
- Drafted partner toolkit to facilitate promotion of ON TO 2050 among regional partners.

#### 2<sup>nd</sup> Quarter Objectives:

- Execute ON TO 2050 launch event.
- Launch ON TO 2050 web site.

- Release ON TO 2050 Executive Summary, poster, video, and other promotional materials.
- Execute refresh of CMAP lobby.
- Promote ON TO 2050 to local and regional media.
- Execute October 16 City Club speech.

## Comprehensive Plan Outreach Strategy

**Project Manager:** Jane Grover

**Team:** Ihnchak, Schuh, Garritano, Harris, Raby, Cambray, 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, community organizations, and others. Specific outreach activities in FY 2019 will include engagement for the plan launch, ongoing community workshops and forums, corporate engagement, development and deployment of an online engagement tool, kiosk deployment, holding a required public hearing, and tracking all contacts and feedback. Engagement to support development of ON TO 2050 will also be used to update CMAP's Public Participation Plan, highlighting meaningful and inclusive outreach. In addition, the outreach team will provide support to project leaders in engagement efforts around specific topics of interest to the planning process.

**Products and Key Dates:** Draft engagement appendix for ON TO 2050 (September 2018). Support all planning and execute logistics for launch event (ongoing, October 2018). Develop and execute strategy for draft plan engagement (ongoing). Targeted stakeholder and partner engagement (ongoing). Hold required public open houses and hearings (July-October 2018).

### 1<sup>st</sup> Quarter Progress:

- Continued to expand and deepen the agency's network of allies and advocates through public engagement for ON TO 2050, including civic organizations, community groups, municipalities, and the private sector. Continued implementation of the corporate engagement strategy.
- Completed series of 10 open houses and a public hearing to solicit community feedback on the draft ON TO 2050 plan during the public comment period. Prepared statutorily-required minutes of the public hearing.
- Assisted with gathering, organizing, and reporting on public comment generated for the draft plan.
- Finalized the report and appendix of public engagement activities supporting development of ON TO 2050, and assisted with development of the comment log.
- Assisted with planning and promotion of the October launch event.

### 2<sup>nd</sup> Quarter Objectives:

- Recruited, organized, and trained CMAP volunteer staff for the launch event.



- Supported execution of a successful launch of ON TO 2050 on October 10.

## ON TO 2050 Launch Event

**Project Manager:** Mandy Burrell Booth

**Team:** Grover, Fassett Smith, Silverberg, Silberhorn, Apap, Catalan-Sanchez, Schuh, plus other relevant staff

**Description:** Building on the work initiated in FY 2018, communications, outreach, and other staff will execute the communications and outreach strategy for the launch of ON TO 2050. This includes strategy around the launch of the draft materials for public comment in June of 2018, the launch event in October 2018, and the immediate post-launch period. This will include modifying messaging and media strategy, inclusive outreach strategy and activities as needed.

**Products and Key Dates:** Complete execution of communication strategy for public comment period (August 2018). Finalize launch messaging and promote launch event as outlined in ON TO 2050 launch communications strategy document (August to October 2018). Execute launch event in collaboration with external partners, consultants, and agency staff (October 2018). Follow up with media, partners, and stakeholders as needed during immediate post launch period and begin transitioning messaging more clearly to immediate implementation goals (October to November 2018).

### 1<sup>st</sup> Quarter Progress:

- Finalized launch event program details, including speaker remarks, vendor coordination, content development – such as the FLIP display and video – promotion, registration, and day-of staffing.
- Promoted the event heavily to secure more than 1,200 registrants, ensuring a “full house” crowd on October 10.
- Coordinated with The Chicago Community Trust and MacArthur Foundation to prepare to announce via the ON TO 2050 media release and at the launch event two grants for CMAP and partners to enhance our technical assistance to communities lacking capacity to achieve their objectives.
- Began to execute a communications and outreach strategy for the successful launch of ON TO 2050, including finalizing and training staff on clear messaging for ON TO 2050, the three principles, and CMAP; promoting and providing supportive materials for the public open houses and public hearing; visiting key editorial boards to secure support for ON TO 2050 from the Tribune and Daily Herald; and producing the plan’s multimedia, interactive website content along with the print executive summary.

### 2<sup>nd</sup> Quarter Objectives:

- Launch ON TO 2050, including completion of all related products and a successful launch event on October 10, 2018.
- Continue to promote ON TO 2050 through the “Help communities prosper” campaign, by promoting relevant departmental activities that advance ON TO 2050 and by leveraging timely regional and statewide policy discussions to push for action on key



recommendations.

## AREA 2: Draft Plan Development

### Plan Development

**Project Managers:** Kristin Ihnchak, Liz Schuh

**Team:** Beck, Burch, Day, Edwards, Elam, Hollander, Ihnchak, Irvin, Navota, Weil, Williams-Clark, Fassett Smith, Garritano, and other relevant staff

**Description:** In FY 2019, CMAP staff will actively engage committees and stakeholders on the draft plan and respond to substantive feedback on its draft recommendations.

**Products and Key Dates:** Draft Plan (June 2018, occurs in FY 2018). Revised plan draft (September 2018). Final ON TO 2050 Plan (October 2018).

#### 1<sup>st</sup> Quarter Progress:

- Closed public comment period for the Draft Plan on August 14<sup>th</sup>; reviewed and revised per public comment. Compiled comment and created a summary memo and detailed comment response log to illustrate changes to the plan.
- Provide revised draft for Board and Committee discussion in early September, and a final draft on September 21<sup>st</sup> for Transportation Committee discussion.
- Continued to monitor and engage on implementation activities, including partnership development on local capacity building, inclusive growth, and other topics as necessary.

#### 2<sup>nd</sup> Quarter Objectives:

- Present proposed final ON TO 2050 Plan to the CMAP Board and MPO for approval on October 5<sup>th</sup>, 2018.

## 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:** Prepare draft needs analysis and project benefit report (August 2017). Committee engagement (ongoing). Finalize analysis for Transportation Committee review and adoption (FY19-September 2018). Committee engagement (FY19-ongoing).

### **1<sup>st</sup> Quarter Progress:**

- Present to Board, Planning Committee, Transportation Committee and others and refine draft ON TO 2050 plan as needed.

### **2<sup>nd</sup> Quarter Objectives:**

- Project complete.

## **Financial Plan Development**

**Project Manager:** Lindsay Hollander

**Team:** Elam, Schuh, Schmidt

**Description:** 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. This project will involve close collaboration with the capital project evaluation.

**Products and Key Dates:** Meetings with stakeholders and committees (Ongoing through October 2018). Final financial plan and ON TO 2050 appendix (September 2018).

### **1<sup>st</sup> Quarter Progress:**

- Respond to and make revisions to the financial plan appendix or mobility chapter based on public comment.

### **2<sup>nd</sup> Quarter Objectives:**

- Project complete.

## **Socioeconomic Forecast and Local Area Allocation**

**Project Manager:** David Clark

**Team:** Ihnchak, Schuh, Heither, N. Peterson, and other relevant staff

**Description:** With consultant support, develop tools necessary to support on-going population forecasting and allocation efforts. FY 2019 activities include finalizing the local allocation of the regional population total based on draft plan feedback. Staff will also assist in development of materials to communicate the results of the regional socioeconomic forecast.

**Products and Key Dates:** Meetings with stakeholders and committees (Ongoing). Finalize analysis for Transportation Committee review and adoption (September 2018).

### **1<sup>st</sup> Quarter Progress:**

- Completed final revisions to Plan appendix per public comment.
- Prepared local allocation datasets for posting on CMAP Data Hub in Q2 (after Plan adoption).

### **2<sup>nd</sup> Quarter Objectives:**



- Provide final data on the CMAP Data Hub. Present or provide information to partners as requested.

## Plan Indicators Development

**Project Manager:** Noel Peterson

**Team:** Ihnchak, Schuh, D. Clark, N. Ferguson, Heither, 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 assessed both the GO TO 2040 indicators and the kindred indicators in the regional economy and tax policy areas. In FY 2019, this project will finalize indicators for ON TO 2050 based on feedback on the draft plan and indicators.

**Products and Key Dates:** Meetings with stakeholders and committees (Ongoing through October 2018). Final indicators and plan appendix (September 2018).

### 1<sup>st</sup> Quarter Progress:

- Work with Communications staff to create all indicator-related charts and maps required for the plan website.
- Continue updates of any finalized ON TO 2050 indicators as data releases become available. Prepare data for the data depot.
- Revise draft Indicators Appendix per public comment.

### 2<sup>nd</sup> Quarter Objectives:

- Place data for public release on the CMAP DataHub. Provide or present information to partners as requested.

## Place-Based Approach: Layers Development

**Project Managers:** Lindsay Bayley

**Team:** Apap, Catalan, Daly, 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 finalizes development of the selected layers and associated recommendations. CMAP committees and other stakeholders will continue to be strategically engaged in the development of this approach.

**Products and Key Dates:** Meetings with stakeholders and committees (Ongoing through October 2018). Final plan appendix (September 2018).

### 1<sup>st</sup> Quarter Progress:

- Finalize data preparation for public release on the CMAP Data Hub.



- Revise draft Local Strategy Maps Appendix per public comment.

#### **2<sup>nd</sup> Quarter Objectives:**

- Place data for public release on the CMAP Data Hub.
- Present and provide information to partners as requested.

## **AREA 3: ON TO 2050 Implementation**

### **CMAP Committee Evaluation**

**Project Managers:** Simone Weil

**Team:** Ihnchak, Levine, Porter, Schuh, Williams-Clark, and other staff as assigned

**Description:** Following the adoption of ON TO 2050, CMAP committees will be revised to aid implementation of the plan. Development of the plan also involved collaboration with numerous stakeholders new to CMAP, many of whom could play a strong supporting role on committees. This project will evaluate the existing committee structure and identify options to fully implement the recommendations of ON TO 2050 and leverage regional expertise.

**FY 19 Products and Key Dates:** Draft proposal for revised current structure, topics, and membership of the CMAP working committees (November 2018). Final proposal for shifts in the current structure, topics, and membership of the CMAP working committees (January 2019).

#### **1<sup>st</sup> Quarter Progress:**

- Internal information collection and interviews.
- Scan of national best practices and peer MPO information sharing.

#### **2<sup>nd</sup> Quarter Objectives:**

- Finalize data and information collection.
- Develop and propose recommendations, identify next steps for implementation.

## **COMMUNICATIONS AND OUTREACH PROGRAM**

**Program Oversight:** Tom Garritano

CMAP requires communications and outreach to fulfill its comprehensive planning objectives. The agency must maintain a high standard of communication with stakeholders, the general public, and news media. Interactions with news media will be coordinated internally and, whenever appropriate, externally with CMAP partners. Outreach efforts will focus on keeping partners, stakeholders, and the public engaged in individual projects (including LTA) and broader agency activities. Communications and Outreach staff will place special emphasis on building awareness of and support for activities to develop ON TO 2050 and implement GO TO 2040.

## Local Planning Support

**Project Manager:** Melissa Silverberg and Katanya Raby

**Team:** Cambray, Catalan, Grover, Harris, Silberhorn, plus other relevant staff

**Description:** Communications and Outreach staff will work to build awareness of GO TO 2040 local implementation activities through the Planning department. Manage LTA media and outreach, including liaison with external partners as needed. Prepare communication strategies for individual projects as needed, with involvement of outreach and legislative staff. Partner with LTA staff to generate a quarterly Municipal Matters e-newsletter. 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 and outreach support for regional technical assistance products, including managing workflow for production of print and electronic LTA materials. Provide general outreach support for LTA projects, including regular LTA/Outreach coordination meetings, develop resources and in-house training on effective public engagement, support use of outreach tools such as MetroQuest and TurningPoint keypad polling.

**Products:** Help develop supporting and promotional materials for LTA call for projects (spring 2018). Help develop four Municipal Matters e-newsletters (quarterly). Coordinate LTA communication and outreach strategies, working with staff to develop targeted efforts to media and stakeholders and tracking results; train new staff about Communications and Outreach support services (ongoing).

### 1<sup>st</sup> Quarter Progress:

- Supported LTA call for projects with application materials, social media, and media outreach.
- Continue to provide ongoing support for LTA promotional materials and final plans, as well as relevant media outreach.
- Coordinated and promoted media coverage of LTA projects including the Mill Creek Watershed Plan, McKinley Park Neighborhood Plan, Fox River Corridor Plan, Bensenville Zoning Ordinance, North Avenue Revitalization Plan, Algonquin-Cary Subarea Plan, and the Oswego-Montgomery-Yorkville Shared Services Plan.
- Continued to meet regularly with LTA staff and create individual plans for new and ongoing LTA projects to organize communications, outreach, social media, and media support.

### 2<sup>nd</sup> Quarter Objectives:

- Promote FY19 Call for Projects and, with project leads, create plan for project announcements in Q3.
- Work with capacity building project leads to develop engagement strategies and supporting communications and outreach pieces.
- Participate in project kickoffs with project managers working on new LTA projects and support their needs, including developing project web pages as needed.



- Promote various LTA projects through media outreach to reporters.
- Publish next issue of Municipal Matters e-blast.
- Work with LTA Implementation Team to plan web content to promote implementation successes.
- Plan for post ON TO 2050 LTA support including redesigned templates.
- Continue providing ongoing support for development of MetroQuest sites and liaison to MetroQuest, while preparing RFP for new FY19 public engagement tool.
- Work with LTA Implementation Team to support implementation activities using the POLCO public engagement platform.

## Policy and Programming Support

**Project Manager:** Mandy Burrell Booth and Cindy Cambray

**Team:** Fassett Smith, Catalan, Grover, Silberhorn, plus other relevant staff

**Description:** Communications and outreach staff will work with policy and programming staff to build awareness of ON TO 2050 and 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:** Manage publication and promotion of quarterly updates to the Regional Economic Indicator microsite and support ongoing publication and promotion of Policy Updates, including major demographic data releases (ongoing). Support various reports as needed.

### 1<sup>st</sup> Quarter Progress:

- Supported the development and promotion of the 2019-24 Transportation Improvement Program, and TIP Conformity Analysis through the final phases of development, including promotion of the public comment periods, content development, and media relations.
- Launched the My Daily Travel survey in August, including garnering media coverage from the Chicago Tribune and Daily Herald, which led to several hundred sign-ups.
- Supported release and promotion of Policy Updates, including a July 12 update on lessons from state-level evaluations of economic development incentives, and an August 10 update on modernizing transportation revenue with a road usage charge.
- Continued to develop the Expressway Vision, toward a draft report for the CMAP Board in January 2019 and public release soon thereafter.

### 2<sup>nd</sup> Quarter Objectives:

- Provide strategic communications to advance the policy and programming recommendations of ON TO 2050. Opportunities to leverage include CMAP's ON TO 2050 implementation campaign to "Helping communities prosper," ongoing CMAP activities such as report releases and Policy Updates, and regional and statewide discussions that may arise following the November election.



- Continue work on the Expressway Vision, including print and website production, messaging, and media strategy.
- Continue supporting implementation of the new Surface Transportation Program agreement, including stakeholder engagement.
- Produce two updates for the Regional Economic Indicators microsite and identify opportunities to leverage CMAP's communications tools to highlight other regional indicators of ON TO 2050 progress.
- Continue promoting the My Daily Travel survey.

## ON TO 2050 Launch Communications Strategy

**Project Manager:** Mandy Burrell Booth

**Team:** Fassett Smith, Silverberg, Silberhorn, Ihnchak, Schuh, plus other relevant staff

**Description:** As mentioned in the Plan Development section of this FY18 Budget and Work Plan, Communications staff will develop a communications strategy for the launch of ON TO 2050. This strategy will encompass the launch of the draft materials for public comment through the immediate post-launch period for the adopted plan in October 2018. This document will include messaging and publications required, as well as media strategy, and the launch event itself. It will also incorporate any project or funding announcements that coincide with launch.

**Products and Key Dates:** With agency leadership, determine a preferred launch date and location so that a reservation can be secured, a "save the date" announcement can be sent, and VIPs invited (August 2017). Develop a draft communications and outreach strategy (August through October 2017). Execute materials needed for draft plan communications (October through June 2018). Develop adopted plan communications and outreach strategy (November through June 2018).

### 1<sup>st</sup> Quarter Progress:

- Began to execute a communications and outreach strategy for the successful launch of ON TO 2050, including finalizing and training staff on clear messaging for ON TO 2050, the three principles, and CMAP; promoting and providing supportive materials for the public open houses and public hearing; visiting key editorial boards to secure support for ON TO 2050 from the Tribune and Daily Herald; and producing the plan's multimedia, interactive website content along with the print executive summary.
- Finalized launch event program details, including speaker remarks, vendor coordination, content development – such as the FLIP display and video – promotion, registration, and day-of staffing.
- Coordinated with The Chicago Community Trust and MacArthur Foundation to prepare for the announcement of two grants for CMAP and partners to enhance our technical assistance to communities lacking capacity to achieve their objectives.

### 2<sup>nd</sup> Quarter Objectives:

- Launch ON TO 2050, including completion of all related products and a successful launch event on October 10, 2018.



- Continue to promote ON TO 2050 through the “Helping communities prosper” campaign, by promoting relevant departmental activities that advance ON TO 2050 and by leveraging timely regional and statewide policy discussions to push for action on key recommendations.

## Media Relations and Messaging

**Project Manager:** Tom Garritano and Tina Fassett Smith

**Team:** Silverberg, Burrell Booth, Silberhorn

**Description:** With an emphasis on transparency, Communications staff will proactively identify opportunities for coverage by traditional and new media, while also responding to media requests. Press releases and advisories are sent as needed. Maintain a current database of media contacts. Manage staff interactions with media. Develop messaging and impart it to staff in support of each project's unique engagement strategy. Maintain up-to-date web archive of news products and media coverage at [www.cmap.illinois.gov/news](http://www.cmap.illinois.gov/news).

**Products and Key Dates:** Further develop and execute media strategy as part of long-term ON TO 2050 engagement plans, including near-term promotion of snapshot reports and forum series and longer-term promotion of ON TO 2050 public draft and final plan (ongoing). Continue helping staff to use standardized agency messaging and message maps when communicating with both the public and media (ongoing). Carry out broad-based ON TO 2050 media outreach, including in preparation for the October 2018 launch (ongoing).

### 1<sup>st</sup> Quarter Progress:

- As part of execution of ON TO 2050 strategic communications plan:
  - Held meetings with the editorial boards of the [Daily Herald](#) and [Chicago Tribune](#), resulting in two editorials in support of ON TO 2050.
  - Organized media availability prior to launch of ON TO 2050.
  - Pitched ON TO 2050 launch to multiple outlets.
  - Conducted voluntary training open to all staff on how to use the approved message maps for CMAP and ON TO 2050.
- Facilitated coverage of multiple LTA projects, [congestion related to the rise in e-commerce](#) (NPR), and [the relationship between manufacturing jobs and wage increases](#) (Chicago Tribune).
- Facilitated coverage of My Daily Travel survey in the Chicago Tribune, Daily Herald, and WBBM radio.
- Fielded media inquiries related to demographics, road usage charge, tolling, driverless cars, and regionally significant projects.

### 2<sup>nd</sup> Quarter Objectives:

- Facilitate continued coverage of ON TO 2050 with a focus on implementation efforts.
- Conduct staff-wide training on approved CMAP and ON TO 2050 messaging and how to incorporate it into presentations.



- Develop and begin to execute media strategy to highlight ongoing implementation efforts.

## Graphic Design

**Project Manager:** Nancy Catalan-Sanchez and Chris Apap

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

**Description:** Communications staff will provide graphic design and related publications assistance to CMAP staff when materials meet that threshold as identified by deputies and CMAP executive leadership. This project entails creating information graphics and laying out most primary CMAP documents in the appropriate software (primarily Adobe InDesign), and ensuring all CMAP print and online channels follow the agency's design and brand guidelines. Certain projects will require coordination with CMAP's design consultant, Thirst. 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 FY17. Continuously pursue improvements in standardizing CMAP materials, including publications and infographics.

### 1<sup>st</sup> Quarter Progress:

- Completed the Annual, Obligation, and Engagement Reports.
- Completed Call for Projects materials for both web and print.
- Continued to create graphics for the Expressway Vision.
- Supported or completed LTA plans or promotional materials for Fox River, Bridgeport, North Avenue, McKinley Park, Bensenville, Mill Creek, and North River.
- Completed graphics for multiple Policy Updates.
- Completed ON TO 2050 launch event displays and event poster.
- Continue to finalize all graphics for ON TO 2050, both web and print.

### 2<sup>nd</sup> Quarter Objectives:

- Continue on graphics for the Expressway Vision.
- Create an accompanying video for the Engagement report.
- Complete all graphics and materials for ON TO 2050, both print and web.
- Revamp lobby displays.
- Create a PowerPoint template to match ON TO 2050's brand and help train staff on how to use it.
- Create social media templates.
- Create a video explainer for disparate outcomes web interactive.
- Begin designing ideas to support implementation activities.

## ON TO 2050 Imagery for Web and Print

**Project Manager:** Tom Garritano and Tina Fassett Smith



**Team:** Catalan-Sanchez, Apap, Burrell Booth, Silverberg, Silberhorn, plus other relevant staff

**Description:** To create imagery that maximizes the impact of ON TO 2050 materials, CMAP staff will work with contractors for urban design (UrbanLab), design integration (Thirst), and photo/videography (Dave Burk Photography) produce a variety of visual assets for eventual inclusion in the plan website and printed materials. The firms will work closely with Plan Development and Communications staff to develop illustrations, photographs, renderings, videos, animations, and other graphics that help convey plan principles and priorities to engage key stakeholders and the general public. This project will coordinate with the Expressway Vision team to ensure consistently high-quality imagery.

**Products and Key Dates:** This project is divided into two phases, the first of which consists of a six-month exploration of plan concepts and principles (April through September 2017). The second phase (October 2017 through October 2018) will focus on the development of multiple types of visualizations, including conceptual renderings, animated photo-renderings, and videos. The final visualizations will be used to build excitement and awareness of the draft plan (spring 2018) and to promote implementation of the plan upon its adoption (October 2018).

**1<sup>st</sup> Quarter Progress:**

- Finalizing images for ON TO 2050 through consultation with plan authors.
- Developed shot list, script, and facilitated filming for ON TO 2050 launch event video.
- Incorporate ON TO 2050 look and feel throughout multiple designed elements for plan launch and promotion.

**2<sup>nd</sup> Quarter Objectives:**

- Finalize all ON TO 2050 visuals.
- Finalize ON TO 2050 web channel.

## ON TO 2050 Image Galleries

**Project Manager:** Nancy Catalan/ Tina Fassett Smith and Tom Garritano

**Team:** Fassett Smith, Pedersen, Rogus, Bogess, 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 instructions and guidelines for library to staff (July-September 2017). Conduct training and/or otherwise guide staff in contributing to maintenance of the photo library (November 2017). Ensure that the library is maintained as an agency-wide resource (ongoing).

### **1<sup>st</sup> Quarter Progress:**

- Began to populate the photo library with final ON TO 2050 visual assets, including photography from launch event.

### **2<sup>nd</sup> Quarter Objectives:**

- Tag all ON TO 2050 visuals to enable search.
- Host a brown bag training on how to use Adobe Bridge for remainder of CMAP staff.

## **Web Administration**

**Project Manager:** Joey-Lin Silberhorn

**Team:** Catalan-Sanchez, Apap, Fassett Smith, Garritano, Vernon, 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. This includes helping others at the agency to prepare, post, and maintain their web-based content. Projects may involve overseeing 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.

**Products and Key Dates:** Work with agency staff to train and assist with development of interactive graphics and maps (ongoing). Work with CMAP staff to keep their web content current, complete, and engaging, including providing tutorial materials for Liferay and Google Analytics, both via written documentation and video (ongoing). Work with web development consultants to manage large-scale website enhancements and interactive projects, including an upgrade to Liferay 7 (through September 2017).

### **1<sup>st</sup> Quarter Progress:**

- Worked with multiple vendors (web and hosting) to create staging environment for the final development of ON TO 2050 website channel.
- Posted content, interactive tools, and graphics for ON TO 2050 and finalized the web version of the plan.
- Migrated content from the staging environment to the production environment and made the ON TO 2050 channel live.

### **2<sup>nd</sup> Quarter Objectives:**

- Help policy, planning, and programming staff to develop content.
- Continue web content management training for staff as needed.
- Coordinate web activities with media outreach for culminating LTA projects.
- Continue to coordinate with consultants for design tweaks, development debugging, and hosting optimizations.

## **Digital Content Strategy and User Engagement**

**Project Manager:** Melissa Silverberg and Joey-Lin Silberhorn

**Team:** Fassett Smith, Silberhorn, Catalan-Sanchez, Apap, plus other relevant staff

**Description:** The CMAP website, along with its accounts on social media platforms Facebook and Twitter, represent the main avenues for any audience to engage with agency work. Communications staff will enhance this engagement by streamlining the look and navigation of the site in FY18, developing and executing promotional strategies based on agreed upon engagement goals, overseeing creation of online content that maximizes user awareness and interaction, collection of online user analytics, and refinement of future strategies based on those analytics. This will include completing an ongoing project to upgrade the website's content management system and to streamline page templates and overall site navigation. It will also include developing a comprehensive plan for launch of the online (and main) version of ON TO 2050, including plan organization and navigation, theme development, and content needs. Concurrently, Communications staff will work with department leads and subject matter experts to develop promotional strategies and content for the agency's ongoing work and efforts. Quarterly, communications staff will measure user engagement with the website, social media channels, and eblasts (Weekly Update, committee communications, others) to judge whether engagement goals have been met. Promotion strategies will be refined based on related analytics. Many projects will include management of CMAP's design and web consultants.

**Products and Key Dates:** Communications staff will work with design and web consultants to streamline site templates and navigation (2<sup>nd</sup> Quarter, FY 18). Develop of promotional strategies and related content (ongoing). Collect user engagement and create reports on engagement efforts (quarterly).

**1<sup>st</sup> Quarter Progress:**

- Developed digital content strategy, including social media strategy, for ON TO 2050.
- Worked with web development team to test for and ensure ADA accessibility for ON TO 2050 website where possible.
- Promoted ON TO 2050 launch event via social media channels.

**2<sup>nd</sup> Quarter Objectives:**

- Develop and execute a social media strategy to promote the ON TO 2050 plan and campaigns.
- Revamp Weekly newsletter to better promote ON TO 2050 implementation activities.

## **Data Development Support**

**Project Manager:** Melissa Silverberg

**Team:** Williams-Clark, Fassett Smith, Silberhorn, Vernon, Peterson, Bayley, Cefali plus other relevant staff

**Description:** Communications staff will assist planning and research and analysis staff in enhancing, expanding, and improving the content and delivery of data products that should be chosen carefully based on maximizing benefits to CMAP stakeholders. Enhancing the Community Data Snapshots will be one activity, with goals including incorporating the local



strategy maps developed for ON TO 2050 and potentially involving design and development resources from CMAP's existing consultants.

**Products and Key Dates:** Analysis of current data snapshot audience and uses (December 2018). Review of template for enhanced snapshot (March 2019). If needed, create scope of work for website development around enhanced product (March 2019). Preparation of communications strategy for enhanced data product (June 2019). Launch of new product would be in first half of FY 2020

**1<sup>st</sup> Quarter Progress:**

- Worked with research and analysis staff to understand needs for delivery of data products in ON TO 2050, including indicators and story maps.

**2<sup>nd</sup> Quarter Objectives:**

- Release and promote 2018 Community Data Snapshots with additional data categories that correlate with ON TO 2050.
- Meet with relevant staff to discuss and develop a more detailed scope for this project.
- Promote CMAP Data Hub and data products on the web and social media.

## **Broad-Based External Engagement**

**Project Manager:** Jane Grover

**Team:** Cefali, Cambray, Fassett Smith, Garritano, Harris, Hyland, Kane, McMahon, Raby, Smith, Szabo, 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. In addition, the agency emphasizes broad and deep ongoing public engagement to inform its work. In FY 19, public external engagement will focus on adoption and implementation of ON TO 2050 and other agency initiatives, including execution of campaigns to support ON TO 2050's core principles.

Outreach and Communications staff will expand relationships with established partners and identify new partnership opportunities that will include speaking engagements, topical forums, civic events, meeting venues, legislative support, and potential committee members, working with a broad base of CMAP staff to identify and promote these opportunities. Outreach staff will explore convening regional public engagement professionals to share resources, networks, and best practices in inclusive public engagement. Outreach and Communications staff will continue to expand partnerships for student engagement. Outreach staff will continue to identify and support opportunities for the Executive Director and key staff to engage with stakeholders and potential partners in the government, business, and nonprofit sectors, and collaborate with Executive Staff to strategically schedule external talks that complement CMAP's projects and priorities. Outreach staff will regularly assess the racial, cultural, and socio-economic inclusiveness of its outreach and public engagement process.

**Products and Key Dates:** Execute corporate and private sector engagement strategy (ongoing). Continue active engagement of community organizations, civic groups, and educational institutions (ongoing). Identify and secure opportunities for external talks by Executive Director and other staff (ongoing). Prepare and finalize Public Participation Plan (July 2018 to December 2018). Expand agency network and targets for private sector and anchor institution engagement (ongoing). Assess the inclusiveness of outreach and public engagement initiatives (ongoing).

**1<sup>st</sup> Quarter Progress:**

- Continued to expand and deepen the agency’s network of allies and advocates, including civic organizations, community groups, municipalities, and the private sector. Facilitated and participated in events with Mount Prospect Public Library staff, the League of Women Voters of Glenview/Glencoe, MAPSCorps, Chicago Council on Global Affairs (HOBY youth), No Small Plans Teacher Institute, and Concordia College.
- Coordinated outreach activities with LTA and Governmental Affairs; staffed and reported on Councils of Government, Councils of Mayors meetings.
- Focused public engagement to support and execute ON TO 2050 events, including open house series, public hearing, public comments log, launch event, and public engagement report and plan appendix.
- Explored new audiences for ON TO 2050 presentations and speaking opportunities, including the Corporate Responsibility Group, TMA of Lake County, Foley & Lardner, and WaterBuild.
- Managed CMAP’s participation in the Women’s’ Transportation Seminar, Chicago Chapter, events.

**2<sup>nd</sup> Quarter Objectives:**

- Continue expansion of CMAP’s engagement with community organizations and private sector supporters to support ON TO 2050 implementation initiatives and campaigns.
- Develop and begin to implement strategy for CMAP’s engagement in Economically Disconnected Areas.
- Finalize the Public Participation Plan, in consultation with the Citizens’ Advisory Committee, for Board approval.
- Field and coordinate requests for CMAP participation in community, educational, and municipal events.
- Coordinate public engagement efforts with LTA, LTA implementation group, and Governmental Affairs.
- Continue to review structure and membership of the Citizens’ Advisory Committee to align with implementation of ON TO 2050 and support CMAP’s goals.
- Continue to review the inclusiveness and equity in CMAP’s public engagement initiatives.

## **Contacts Management (MARCEL)**

**Project Manager:** Kelwin Harris

**Team:** Cambray, Garritano, Grover, Kane, Silberhorn, Raby, plus other relevant staff



**Description:** Outreach staff created and support the MARCEL contacts management database to harmonize CMAP’s extensive network and enable staff to track the timing, nature, and success of agency engagement efforts, avoid duplication, and expand the agency’s network. In FY 2019, Outreach staff will explore and implement enhancements to MARCEL, offer opportunities for staff orientation and training, and optimize MARCEL for the new website platform.

**Products and Key Dates:** Implement staff training and support in use of MARCEL (ongoing). Explore and implement enhancements to MARCEL (ongoing). Move MARCEL to new website platform. Track all engagement contacts (ongoing).

**1<sup>st</sup> Quarter Progress:**

- Helped transition CRM system to be housed on new agency website (ongoing).
- Continue to advise new consultant on critical CRM features.

**2<sup>nd</sup> Quarter Objectives:**

- Continue to work with new consultant to port remaining features onto new web platform.
- Deploy updates or bug fixes for further customization and troubleshooting as necessary.
- Continue to grant permissions, educate and train new staff as needed.
- Manage production of new features with input from staff.

## **Outreach Reporting and Analysis**

**Project Manager:** Kelwin Harris

**Team:** Grover, Cambray, Raby, Silberhorn, plus other relevant staff

**Description:** Outreach and Communications staff will collect, compile, and report on public engagement activities and the input generated through iPad-based kiosks, surveys, MetroQuest, public meetings, keypad polling, and website interactions, and will provide reports and analysis of those activities, both qualitative and quantitative. Those activities supported development of CMAP’s Public Participation Plan.

**Products and Key Dates:** Collect and compile public input data and comments on ON TO 2050 public engagement initiatives (ongoing). Maintain a thorough archive of public engagement activities and input for preparation of CMAP’s Public Participation Plan.

**1<sup>st</sup> Quarter Progress:**

- Maintained ongoing “Activity Tracker” document of outreach prospects, successfully scheduled workshops, and overall outreach activity.
- Completed ON TO 2050 Public Engagement Summary with appendix of full comments on the Draft Plan that was presented to the CMAP board and committees and supported the adoption of the Plan.
- Contributed to public engagement content that was included in promotional animated outreach video.



## 2<sup>nd</sup> Quarter Objectives:

- Continue to record outreach activity in CRM database and Activity Tracker.
- Track and record engagement as a part of plan and campaign outreach based on ON TO 2050 principles.

## Public Engagement Tools

**Project Manager:** Katanya Raby and Cindy Cambray

**Team:** Grover, Harris, plus other relevant staff

**Description:** CMAP staff use two specialized tools to support and amplify the agency's outreach efforts: MetroQuest and TurningPoint. MetroQuest is a web survey platform used to educate and engage. Most LTA projects include a MetroQuest website customized for the project and its local community. The agency also uses MetroQuest on a regional scale to engage stakeholders and the public on issues ON TO 2050 will address. TurningPoint is an interactive live-polling tool that collects input in public meetings through individual keypads to register survey answers. TurningPoint requires specific equipment and software to deploy. Outreach staff will provide training and support for agency use of MetroQuest and TurningPoint in both LTA projects and regional public engagement initiatives. Outreach staff will continue to explore other cost-effective public engagement tools. In addition, in FY 2019, CMAP will redeploy iPad kiosks in locations throughout the region to support ON TO 2050 outreach and education.

**Products and Key Dates:** Provide training and support to CMAP staff in MetroQuest and TurningPoint to ensure that they are maximizing those public engagement tools in their projects (ongoing). Assist staff in customizing MetroQuest and TurningPoint for specific projects, including LTA and ON TO 2050 public engagement (ongoing). Continue to explore and test alternative public engagement tools (ongoing). Issue RFP and secure contact for servicing and moving of iPad kiosks (July 2018); monitor and manage deployment of iPad kiosks (July 2018 to June 2019). Develop and issue RFP for online engagement tool for LTA and general outreach use and manage its deployment (November 2018 to June 2018).

## 1<sup>st</sup> Quarter Progress:

- Deployed new engagement platform, POLCO, to support implementation of LTA projects. On-boarded 5 communities to use the platform for polling.
- Fielded requests for borrowing of TurningPoint keypad polling equipment, maintained the equipment, and renewed the software license.

## 2<sup>nd</sup> Quarter Objectives:

- Work with procurement to extend POLCO contract for up to six months to allow communities additional time to wrap up their surveys.
- Begin RFP process for procurement of new online engagement tools that cover both agency-wide and local planning needs; continue to investigate potential vendors.
- Continue to field requests for borrowing of TurningPoint keypad polling equipment.



## Youth Engagement and Future Leaders in Planning (FLIP)

**Project Manager:** Katanya Raby

**Team:** Grover, Harris, Kane, Silverberg, plus other relevant staff

**Description:** Outreach will continue to expand CMAP's engagement of the region's youth through partnerships with educational institutions and other youth-serving organizations, workshops, and other engagement activities to support education and implementation of ON TO 2050. An important component of CMAP's direct engagement of the region's student is FLIP, a leadership development program for high school students that meets for one week in July. FLIP 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 ON TO 2050 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 engage the CMAP Board and others in their learning experience.

**Products and Key Dates:** Secure contacts and explore engagement opportunities with additional youth-serving organizations, specifically, organizations serving youth in economically disconnected areas (ongoing). For FLIP's 2019 program: finalize 2019 program application development (January 2019); recruit for 2019 program (January to April 2019); develop program curriculum (February to June 2019); student selection and notification (June 2019). Parent orientation (July 2019); week-long session (July 2019); final presentation (July 2019).

### 1<sup>st</sup> Quarter Progress:

- FLIP: Finalized procurements and field trip logistics, guest speakers, supplies and other equipment.
- FLIP: Conducted successful summer 2018 program and began partnership with the Chicago Architecture Center's Teen Fellows program.
- FLIP's ON TO 2050 final project was featured at the launch event.
- Youth Engagement: Continued engagement of youth-serving organizations, including MAPSCorps, a career panel at the Field Museum, a youth workshop at the Chicago Council on Global Affairs, the No Small Plans Teacher Institute and the Newhouse Competition at the Chicago Architecture Center, and a mentoring session at the SISE program in North Lawndale.
- Expanded network of youth-serving organizations to promote regional planning and FLIP. Continued to collaborate with other organizations as part of the CAC Architecture and Planning Network and the American Planning Association Illinois Chapter. Presented on Youth Engagement in Social Justice and Design at the 2018 National Organization of Minority Architects conference in Chicago.
- Submitted letters of recommendations for two FLIP alums to Cornell and Harvard Universities.



## 2<sup>nd</sup> Quarter Objectives:

- Review and evaluate FLIP 2018.
- On-board new co-director.
- Select dates and prepare budget for FLIP 2019.
- Begin development of FLIP 10-year publication.
- Develop GIS boot camp with UIC's College of Urban Planning and Policy during the 2018-19 school year.
- Expand network of youth-serving organizations to promote ON TO 2050 and FLIP.

# 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.

## CMAQ and TAP-L Program Development and Method Refinement

**Project Manager:** Doug Ferguson

**Team:** Menninger, Frank, Nicholas, Brown, Ross, Irvin

**Description:** The Congestion Mitigation and Air Quality Improvement (CMAQ) program and Transportation Alternatives program (TAP) are federal fund sources programmed by CMAP. A joint call for projects was held for these two programs, followed by staff evaluation and discussion by CMAP committees, was held in FY17. This will continue in FY18. Following approval of the recommended program of projects in October, staff will begin reviewing the prioritization methods to ensure they align with emerging ON TO 2050 recommendations and other priorities with committee discussion. In discussion with stakeholders, staff will also implement methodological improvements where needed.

**Products and Key Dates:** Staff program released for public comment (July 2017); CMAP Board and MPO approval (October 2017). Refinement of methods (ongoing).

### **1<sup>st</sup> Quarter Progress:**

- Worked with Project Selection Committee to approve changes to the project prioritization methodology in advance of the next call for projects.
- Started the development of materials for the next call for projects and making changes to the eTIP CFP portal.

### **2<sup>nd</sup> Quarter Objectives:**

- Finalized materials for the next call for projects and update the eTIP CFP portal in conjuncture with the STP shared fund.

## **STP Shared Fund Program Development**

**Project Manager:** Elizabeth Irvin

**Team:** Bozic, Menninger, Murtha, Frank, Brown, Schmidt, D. Ferguson

**Description:** The local Surface Transportation Program agreement approved in October 2017 includes a new shared fund for municipalities and regional partners to undertake larger, more transformative projects than the Councils of Mayors would be able to fund with their local allotments. Working with the STP Project Selection Committee, this project will define eligibility rules, develop methods for evaluating proposals, and undertake other tasks needed to establish the details of the shared fund. A call for projects will be held starting in January 2019 in conjunction with the CMAQ/TAP call.

**Products and Key Dates:** Revisions to methods (ongoing); call for projects released (January 2019).

### **1<sup>st</sup> Quarter Progress:**

- Public engagement with stakeholders, including meetings around the region over the summer.
- STP Project Selection Committee adopted application booklet at 9/26 meeting.

### **2<sup>nd</sup> Quarter Objectives:**

- Finalize materials for next call for projects, in conjuncture with CMAQ and TAP.

## **Establishment of Performance Targets**

**Project Manager:** Martin Menninger

**Team:** Dobbs, Murtha, Schmidt, Frank, D. Ferguson, Levine

**Description:** MAP-21 set out a new emphasis in the federal transportation program on achieving performance targets. The rule-makings implementing MAP-21's requirements were completed in spring 2017. This project will undertake numerous activities needed to comply with the rules, including calculating baseline performance, recommending targets for committee discussion, and modifying the TIP to include an estimate of how the region's investments will help make progress toward the targets. Additional methodological development is needed to tie investment to target achievement, particularly on transit asset

condition, where staff may seek to work with RTA and the service boards to develop a network-level scenario tool to compare the benefits of alternative investments. CMAP will also consider developing policy guidance on tradeoffs between traffic safety and congestion performance.

**Products and Key Dates:** Calculate performance measure targets (ongoing); refine methods of tying investment to target achievement (ongoing).

**1<sup>st</sup> Quarter Progress:**

- All federal performance targets adopted as part of 2050 plan (except transit safety).
- New TIP includes question about how projects impact targets.

**2<sup>nd</sup> Quarter Objectives:**

- Further develop eTIP to support performance measure information.
- Adopt new highway safety targets.
- Review Transit Asset Management plans from transit agencies, identify clear role for CMAP in transit asset management.

## Performance Monitoring

**Project Manager:** Todd Schmidt

**Team:** Murtha, Nicholas, Frank, Bozic, Rodriguez, interns

**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. One purpose is for basic performance tracking through a selection of transportation indicators while another is the continued refinement of the information used to guide project programming. Focus areas will continue to include freight data analysis, including further development of truck movement patterns using ATRI data and refinement of the truck bottleneck analysis. This project also includes development and support of the Transportation Data Archive, which this year will focus on making the archive external facing and determining the best approach to archiving transit operations data.

**Products and Key Dates:** Deliver VMT data to IDOT (February 2018); develop and introduce new applications for Transportation Data Archive (June 2018); refinement of measures in quarterly congestion report (January 2018).

**1<sup>st</sup> Quarter Progress:**

- Received USDOT approval of National Highway System changes previously approved by the MPO Policy Committee.
- Continued analyses of delays for motorists at highway-rail grade crossings. Continued engagement of public-agency working group, which is preparing a summary of priority crossings for further study.
- Other work was deferred pending completion of the prioritized Regional Expressway Vision.

**2<sup>nd</sup> Quarter Objectives:**

- Continue engagement of grade crossing public agency working group.
- Update CMAP's quarterly congestion report using new federal National Performance Measurement Research Dataset.
- Continue collection of municipal signal data.
- Integration of 2018 bicycle and pedestrian counts into the regional database.
- Start process to estimate 2018 expressway annual average daily traffic.

## Analysis of Emerging Issues in Transportation

**Project Manager:** Elizabeth Irvin

**Team:** Bozic, Menninger, Weil

**Description:** In FY17, CMAP developed biennial estimates of vehicle miles driven for municipalities and census tracts for 2007-2015. This data can now be used in policy analyses of planning topics, including changes in travel behavior in transit oriented development areas, potential impacts of a vehicle miles traveled fee, and the effect of land use on travel behavior. This project will produce a series of research briefs or policy updates on these subjects. As automated vehicle technology comes closer to commercial adoption, decision-makers at local and regional levels are increasingly thinking about needed public sector investments in communications technology and other infrastructure to enable these technologies to achieve congestion reduction benefits. CMAP will use its data resources to help identify areas that are likely to see early autonomous vehicle deployment.

**Products and Key Dates:** Research briefs and policy updates on emerging transportation topics (ongoing).

### 1<sup>st</sup> Quarter Progress:

- Project largely on hold for ON TO 2050 work and City of Chicago task force. Work continues to enhance the IL EPA dataset by adding information on vehicle characteristics, including fuel economy information.

### 2<sup>nd</sup> Quarter Objectives:

- Concludes in current form in FY18 workplan. Moved to Policy Analysis and Development (see Private Sector Mobility Providers Task Force and New and Emerging Trends in Transportation Technology).

## Transit Ridership and Capacity Analysis

**Manager:** Martin Menninger

**Team:** Bozic, Ross

**Description:** Following up on work in the transit ridership growth study in the previous fiscal year, this project will analyze transit capacity needs across the system based on expected growth in usage. Project start depends on completion of efforts to introduce a capacity constraint into the transit assignment process in the travel model in the Research and Analysis

program. The project will also follow up with additional details on the analyses carried out in the ridership growth study, likely including an identification of the stations that might benefit most from upgrades.

**Key dates:** Complete project scope (Summer 2018); draft report (December 2018).

**1<sup>st</sup> Quarter Progress:**

- Agent based model calibration largely complete.
- Complete scope and kicked off project

**2<sup>nd</sup> Quarter Objectives:**

- Begin analysis of ABM results.
- Develop and begin running scenarios.

## **Pavement Management Pilot Program**

**Project Manager:** Todd Schmidt

**Team:** D. Ferguson, Manno, Rodriguez

**Description:** Asset management is a process to minimize the life-cycle asset costs necessary to attain performance goals, providing superior outcomes within constrained budgets. In northeastern Illinois, most of the counties have pavement management systems for their jurisdictional routes. However, the state of the practice is less advanced for municipalities, only half of which indicated they used pavement management systems in CMAP's 2016 municipal survey. Furthermore, data on pavement condition is not collected in a complete database. As part of the new local Surface Transportation Program agreement approved October 2017, the region is to acquire pavement condition data on the local jurisdiction Federal-aid system to use as a factor in funding distribution. This project will have two main tasks: (1) collect or assemble existing pavement condition data for all federal-aid local jurisdiction roads in the CMAP region and (2) complete pavement management asset plans for a select number of municipalities. A final report will include lessons learned and recommendations for continuation of the program.

**Products and Key Dates:** Procurement and selection of participating municipalities (before FY 2019 begins); complete pavement management plans and final report (June 2019).

**1<sup>st</sup> Quarter Progress:**

- Pavement condition data collection 87% complete.
- Initial pilot data set received.
- All 12 MOU's signed and held project kickoff meetings.
- Posted RFP and selected consultant for management oversight of municipal pavement management plans.

**2<sup>nd</sup> Quarter Objectives:**

- Complete pavement condition data collection for all Federal Aide eligible routes.
- Collect pavement condition data for pilot municipalities.

- Hold kickoff meeting with consultant selected for management oversight of municipal pavement management plans.

## Local Safety Analysis

**Project Manager:** Todd Schmidt

**Team:** Nicholas, Frank, interns

**Description:** As part of the Transportation Performance Management (TPM) program, the Safety Performance Management (Safety PM) requires MPOs to integrate safety goals into the planning and programming process to help meet the safety targets. CMAP completed a safety white paper that identified a number of ways CMAP can incorporate safety into its planning and programming process. One way identified in the paper was to produce actionable safety analysis for communities. First, this project will develop a series of reports that will identify locations that would benefit from roadway safety projects. Next, CMAP staff will conduct outreach to communities that have jurisdiction at the locations identified in the first step to see if and how CMAP can use its resources to assist in securing funding to address safety at the location.

**Products and Key Dates:** Scope (August 2018), reports (December 2018), outreach (February 2019), HSIP submittal due (TBD).

### 1<sup>st</sup> Quarter Progress:

- Project scope development.
- Analyzed municipal survey results.

### 2<sup>nd</sup> Quarter Objectives:

- Finalize project scope.

## Regional Intelligent Transportation System (ITS) Architecture Update

**Project Manager:** Claire Bozic

**Team:** Murtha, Schmidt

**Description:** ON TO 2050 identified the need to improve traffic operations. In addition, both county and IDOT partners have identified the need to move from a distributed traffic management center model to a more unified system capable of such tasks as integrated corridor management and coordinated operations response. This will require substantial planning for information collection and flows, the result of which would be a revision to the Regional Intelligent Transportation System (ITS) Architecture. The architecture update will also include the development of more robust concepts of operations, and incorporation of ON TO 2050 goals, objectives, and performance measures in the ITS architecture's planning section. A new element of the ITS architecture will be a document recommending regional communication system implementation standards with a foundation based on research into the region's existing communication infrastructure, emerging communication technologies, and best practices in

communications technology implementation. The project will require extensive outreach and coordination with our partners. Procurement of consultant support is expected. A final architecture that includes required documents and a web-based presentation is expected in 2019.

**Products and Key Dates:** Scope (August 2018), outreach (October 2018 - March 2019), procurement (spring 2019), final architecture update (December 2019).

**1st Quarter Progress:**

n/a

**2nd Quarter Objectives:**

- Develop project charter.
- Develop project scope.
- Post RFP.
- Select consultant.

## **Freight Bottleneck Elimination Conceptual Engineering Analysis**

**Manager:** Tom Murtha

**Team:** Bozic, Schnobrich, consultant services

**Description:** As part of the ON TO 2050 Freight Snapshot, truck bottleneck locations were identified in the region on the National Highway System (NHS) using vehicle probe data. Truck bottlenecks occur at locations that consistently experience low travel speeds due to an operational or network deficiency. In addition, excessive delays for motorists occur at some highway-rail grade crossings. This project will focus on grade crossings with excessive delay and on truck bottlenecks that occur off the Interstate system. Many of these locations are on arterials around O'Hare International Airport, the southwest side of Chicago, and the southwest part of the region in Will County. For this project, CMAP would dig deeper into CMAP's grade crossings (building off of previous CREATE work) and truck bottleneck locations. The engineering study will first determine if there is a roadway deficiency. Next, the study will develop possible solutions to eliminate the delay. The firm, with CMAP staff assistance, will explore ways of incorporating the results of the study into CMAP's programming activities, including working with CREATE partners.

**Products and Key Dates:** Scope (January 2019, dependent on further prioritization of Regional Strategic Freight Plan follow-up), Procurement and selection of engineering firm (third and fourth quarters of FY2019).

**1st Quarter Progress:**

- Prepared draft position description for management review.
- Met with IDOT staff to coordinate our agencies' approach to the bottleneck analyses.

**2nd Quarter Objectives:**

- Initiate hiring of staff engineer to assist with this project.
- Initiate development of project scope.



- Finish work with public agencies to develop universe of potential grade crossings for further engineering evaluations.

## AREA 2: Vision for the Northeastern Illinois Expressway System

**Project Oversight:** Jesse Elam

**Team:** Schmidt, Bozic, Irvin, Menninger, new policy hire

In cooperation with the Illinois Department of Transportation (IDOT) and the Illinois State Toll Highway Authority (Tollway), CMAP is developing a vision for the northeastern Illinois expressway system. The document will be a comprehensive, planning-level examination of the investments and management strategies needed to improve the condition and performance of the expressway system, including corridor recommendations supported by conceptual engineering and order-of-magnitude cost estimation. The project will also include estimating revenue from tolling and value capture as well as solutions for traffic diversion impacts. The study will also evaluate policy changes needed to effectively operate a cohesive, multi-modal regional transportation system. The objective is to take a fresh, innovative look at the expressways and chart a bold, long-term course for the system, regardless of ownership, that future IDOT and Tollway capital programs and operating policies can draw from.

### Goal Development

**Project Manager:** Tom Murtha

**Team:** Grover, Schuh, Ihnchak, Elam, Bozic

**Description:** A critical element of the expressway Vision is conducting the outreach needed to define and build consensus for its goals. Staff will be responsible for this aspect of the Vision project. All CMAP working committees will be asked to review the goals, likely twice, as well as special groups such as RTOC and the Freight Committee. As part of normal CMAP staff outreach to the Councils of Mayors, feedback will be solicited from those groups also. During planned ON TO 2050 public engagement activities in summer 2017, the public will also weigh in on the goals for the system.

**Key dates:** Committee outreach begins (March 2017), integration with ON TO 2050 summer of engagement (summer 2017), goals document complete (August 2017).

#### 1<sup>st</sup> Quarter Progress:

- A draft text for the Vision goals is being circulated.

#### 2<sup>nd</sup> Quarter Objectives:

- Continue seeking feedback on draft goal text. Add section to goal text showing how well the recommended Vision accomplishes the goals.



## Trends and Emerging Strategies

**Project Manager:** Tom Murtha

**Team:** Irvin, Elam, Bozic, Schmidt

**Description:** This task will first identify a shortlist of trends and emerging strategies to consider – such as vehicle and communications technology, transportation funding and financing, climate, freight demand, land use change, etc. – then characterize the most likely future conditions, by corridor where applicable, and potential responses to these trends. This project will utilize consultant services. The CMAP committees will also be asked to review and comment on the findings. The public will also be asked to comment on trends during planned public engagement activities in summer 2017, but CMAP staff will be responsible for undertaking that engagement. The consultant deliverable will be a memo that becomes a technical appendix.

**Key dates:** Integration with ON TO 2050 summer of engagement (summer 2017); TBD – dependent on consultant schedule.

### 1<sup>st</sup> Quarter Progress:

- Consultant completed the Trends and Emerging Strategies report.

### 2<sup>nd</sup> Quarter Objectives:

- Integrate results into Chapter 4 of the Vision text.

## Corridor Recommendations and Implementation

**Project Manager:** Tom Murtha

**Team:** Bozic, Grover, Irvin, Menninger, Elam

**Description:** The core of the project will be translating existing performance, expected trends, desired goals, and policy considerations into innovative recommendations for specific corridors. Given the short timeline of the project, these recommendations will be conceptual in nature but should include a discussion of how well each responds to the goals and objectives identified through public outreach. It is expected that the plan will focus on approximately 15 expressway corridors of 5 – 10 miles each, with some corridors receiving more in-depth treatment than others. Conceptual engineering will include operational and construction feasibility review, along with order-of-magnitude total project cost, for roadway, freight-specific, and transit elements.

This task includes an outreach element in the form of open houses on the corridor recommendations, with organizational support from CMAP staff, as well as soliciting feedback from the CMAP committees and Councils of Mayors. Lastly, this task will consider actions needed to accomplish the projects in the Vision. This includes recommended delivery vehicles for the corridor projects. If significant federal and state legislation, interagency agreements or policy changes are required to accomplish any of the proposals in the Vision, these changes will

be included as recommendations. Under this task, furthermore, the consultant will consider how to include projects in ON TO 2050 and how to stage the projects for implementation.

**Key dates:** Dependent on consultant schedule.

**1<sup>st</sup> Quarter Progress:**

- Provided corridor fact sheets for joint agency review.
- Adjusted corridor recommendations based on stakeholder feedback.

**2<sup>nd</sup> Quarter Objectives:**

- Draft corridor recommendation chapter.

## Benefits and Revenue

**Project Manager:** Claire Bozic

**Team:** Murtha, Heither, Elam, Schuh

**Description:** Revenue from tolling and value capture, and their use for financing project recommendations, will be a key element of funding the corridor recommendations. This task will make sketch-level estimates of revenue net of collection and maintenance and operation costs as well as the amount that can be financed thereby. Options will be developed to mitigate traffic impacts to arterial streets in instances in which tolling existing capacity is recommended, and the consultant will describe the incidence of any tolls on low-income populations. In order to convey the importance of pursuing the recommended investments, this task will estimate the economic impacts of the corridor recommendations with specific attention given to personal income and jobs. Furthermore, the corridor-level travel benefits of the improvements will also be reported, focusing on metrics that best measure benefits from a local and customer perspective.

**Key dates:** Dependent on consultant schedule.

**1<sup>st</sup> Quarter Progress:**

- Complete corridor revenue estimates, adjusting base estimates for transit use.
- Revise toll calibration method to consider longer road segments and include bounds of acceptable tolls.
- Estimate the potential shift of heavy truck use to overnight periods and implement new time of day fractions to reflect this.

**2<sup>nd</sup> Quarter Objectives:**

- Continue to refine revenue estimates.
- Prepare cash flow analysis with enhanced funding and finance.
- Prepare new benefits analysis for additional scenarios if necessary.

## Communications Strategy

**Project Manager:** Mandy Burrell Booth

**Team:** Murtha, Fassett-Smith, Elam, Garritano, consultant services

**Description:** This task will produce needed messaging, supporting materials, the Vision document and associated animations, renderings, and sketches illustrating proposed corridor improvements and other illustrative charts.

**Key dates:** Vision document (first half of 2019).

**1<sup>st</sup> Quarter Progress:**

- Continued preparation of final document, including working with CMAP staff, CH2M, and Urban Lab to prepare necessary graphics.

**2<sup>nd</sup> Quarter Objectives:**

- Continue working on final document.

## RESEARCH AND ANALYSIS PROGRAM

**Program Oversight:** Drew Williams-Clark and Craig Heither

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, including the development and refinement of methodologies to measure the key principles of inclusive growth, resilience, and prioritized investment.

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 the ON TO 2050 Plan. 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 ON TO 2050. Major focal points for this core program are development of a land use model and conducting a new regional household travel survey.

### Regional Inventories

**Project Manager:** David Clark

**Team:** Brown, Dryla-Gaca, Morck, Pedersen, Peterson, Prasse, Ross, Vernon, Interns

**Description:** Development and maintenance of specialized datasets used in policy analysis, local planning, programming decisions and modeling activities. On-going 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. A priority for FY18 is the development of additional datasets necessary for successful implementation of a land use model. Also for FY18 are the continued development of the Local Technical Assistance data archive, as deployment of a multi-agency assemblage of bicycle count data, and preparation of an updated regional map for external distribution.

**Products and Key Dates:** 2015 Land Use Inventory update (continues into FY19). Employment data (annual county-level estimates and first draft of 2017 estimates at the local level). NDD and BIS datasets (updated continuously, posted as needed). Aerial imagery scanning project (complete scanning of 1975 set). FPA, Local Technical Assistance Archive (ongoing). Bike Count Data Repository (in production by September 2017). Traffic Signal Inventory (in production Q1). Product documentation (ongoing). Coordinate with Data and Information Services team for internal and external access (ongoing). New regional map for external distribution (June 2018).

### **1<sup>st</sup> Quarter Progress:**

- Land Use Inventory: Work on the 2015 update will be on hold until Q4 to free up resources for the Land Use Model Development project.
- Community Data Snapshots: Release of the new set based on the ACS '12 – '16 data is currently undergoing QA and will be released by the end of Q2.
- Development Database: Continuing update and cleanup of records.
- New Regional Map: The original Q1 target was pushed back when it was determined that the printed map would not be ready for the ON TO 2050 launch in mid-October.
- Highway Traffic Signal Inventory: No progress. Work delayed until Q3.
- Bike-Ped Count Database: No progress. Work delayed until Q3.
- LTA Archive: Finalized wiki documentation of Land Use Recommendations geodatabase and posted inaugural version on the Data Depot.
- Sidewalk Inventory: DuPage County completed; work begun for portions of Cook and Kane Counties.
- Aerial Imagery Scanning Project: Scanning of the final set of aerials (1985) has been postponed to summer 2019 at the earliest. All R&A interns were shifted to the Land Use Model Development project for summer 2018.

### **2<sup>nd</sup> Quarter Objectives:**

- Community Data Snapshots: Release of the new set based on ACS '12 – '16 data.
- Development Database: Continued review and update of records. Hold on-line development review meeting with Orland Park.
- Employment: Start processing 2017 file upon receipt from IDES.
- LTA Archive: Continued review of past LTA projects to identify plans with land use recommendations for inclusion in the Archive.
- New Regional Map: Cartographic work continues and should be completed by the end of Q3; actual map printing should take place in Q4.
- Sidewalk Inventory: Work will continue on Cook and Kane Counties.



## Data and Information Services

**Project Manager:** Andrew Williams-Clark

**Team:** Hallas, Matthews, Clark, other staff as assigned

**Description:** Internal Data Library (Matthews): Maintain in-house collection of public datasets; coordinate with staff on acquisition/cataloging of updated datasets and archival of obsolete datasets; pursue new public data acquisitions based on agency needs and available resources. Ensure documentation of all regularly collected datasets on the CMAP Wiki (Matthews). Data-Sharing Hub (Clark): Maintain CMAP Data Hub, posting new, historical, or updated datasets as they become available; coordinate maintenance activities with IT. Other (Hallas/Clark): Maintain status as Census State Data Center (SDC) Coordinating Agency and render assistance to SDC Lead Agency as time and resources permit. Ensure compliance with Census Bureau policy on embargoed data releases (Matthews). Respond to Developments of Regional Importance (DRI) requests.

**Products and Key Dates:** Acquire, process, and document public and CMAP-created datasets on internal Data Depot (ongoing). Populate Data Hub with agency datasets as they are released or updated (ongoing).

### 1<sup>st</sup> Quarter Progress:

- Internal Data Library: Data Depot activity in Q1 consisted of eleven data updates and five new data additions. Updates include annual acquisitions from all seven counties; new data acquisitions include a GIS-based archive of land use recommendations from CMAP Local Technical Assistance projects.
- Data-Sharing Hub: ON TO 2050 data representing ten different Local Strategy Map “layers” were posted on the hub in Q1, including Transit Needs, Freight Clusters, and Economically Disconnected/Disinvested areas.
- Six FOIA requests were received. Responses for each request were written according to FOIA requirements.
- Responses were prepared in writing for all eighteen external requests received.

### 2<sup>nd</sup> 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 acquiring/documenting datasets not currently in the CMAP data library.
- Data-Sharing Hub: Add new datasets/update recurring datasets as they become available, including ON TO 2050 Forecast data and documentation.
- Census State Data Center Coordinating Agency: Check whether CMAP’s connection and password to the Data Embargo page on the Census Bureau website works successfully. If problems appear, work with the Census Bureau to resolve them. Download American Community Survey 2013-2017 ACS data for projects from December onward.



## Regional Land Use Model Development

**Project Manager:** David Clark

**Team:** Peterson, Heither, other staff as needed

**Description:** Continue development of a land use model capable of generating localized estimates of forecast population and employment distribution based on market, accessibility, land use, and demographic factors while allowing for policy-based scenario testing. FY 2019 activity will focus on consultant management, model design, and estimation, with training of relevant staff and development or enhancement of necessary datasets (in coordination with Regional Inventories).

**Products and Key Dates:** Data development (including enhancement of existing datasets) completed by Q4. Model design and estimation throughout FY 2019. Testing and calibration (late FY 2019, continuing into FY 2020).

### 1<sup>st</sup> Quarter Progress:

- CMAP tasks: Ongoing development of parcel, building, and employment data required for model estimation. Assembly of Lake County draft data for UrbanSim so they can set up user interface. Continued collecting of zoning data (interns).
- UrbanSim (consultant) tasks: continued development of model code; preparation of notebooks for model estimation and data processing and validation.
- Communication & coordination: Bi-weekly online meetings to review data requirements and model operations, and to provide strategies for developing additional data resources.

### 2<sup>nd</sup> Quarter Objectives:

- CMAP: Delivery of version 1 of Lake County model estimation inputs (parcels, buildings, employment) in early October; refined (version 2) set to be delivered in December. Continued assembly of region-wide zoning layer; lay groundwork for incorporating NDD (development database) data into UrbanSim's "pipeline" developments table.
- UrbanSim: Continue to develop notebooks and code for data validation and model estimation.
- Communication & coordination: Ongoing bi-weekly online meetings to discuss data requirements and model development progress.

## Regional Indicators

**Project Manager:** Noel Peterson and Senior Analyst

**Team:** Williams-Clark, Silverberg, Silberhorn

**Description:** Develop dashboards and tools to track ONTO 2050 Regional Indicators, make them more accessible to stakeholders, and make them useful for decision making in a local government context. This will include support for the development and refinement of measures for the plan's key principals of inclusive growth, resilience, and prioritized investment;

updating and improving community data snapshots; and exploring new types of static and interactive visualizations.

**Products and Key Dates:** Improved Community Data Snapshots (November 2018). Scope and timeline (March 2019). Prototype Inclusive Growth dashboard (June 2019). Regional dashboard (FY20).

**1<sup>st</sup> Quarter Progress:**

- Updated Community Data Snapshot templates with new and expanded tables, primarily focusing on change over time.

**2<sup>nd</sup> Quarter Objectives:**

- Generate and publish Community Data Snapshots with latest data.
- Begin researching options for indicator dashboard interfaces, in coordination with staff working on Transportation Indicators, Regional Economic Indicators, and Inclusive Growth Indicators and Updates projects (under the Policy Analysis and Development Program).

## Advanced Travel Model Implementation

**Project Manager:** Craig Heither

**Team:** Bozic, Rice, Peterson, Brown, N. Ferguson, Rodriguez, Ross, Buchhorn

**Description:** This project continues CMAP's commitment to developing advanced modeling tools and improving the policy responsiveness of the agency's forecasting, evaluation and analysis tools. Many of the modeling improvements implemented since the adoption of the region's first comprehensive plan incorporate advanced agent-based and microsimulation techniques, which provide more robust sensitivity to analyze the policy objectives of ON TO 2050. FY 2019 is the first year staff will begin implementing CMAP's updated vision for developing advanced analysis tools and leveraging third-party system performance and travel behavior datasets. Major tasks for the fiscal year are to continue developing the scenario analysis capabilities of the freight forecasting model, to continue conducting model calibration and validation activities using newly-available datasets, and to begin exploring analysis opportunities for a dynamic traffic assignment tool. This project will also promote and support the use of existing advanced modeling products among partners and ON TO 2050 implementation efforts.

**Products and Key Dates:** Develop and implement advanced modeling tool procedures and input datasets (On-Going). Complete supplementary activity-based model validation analyses (April 2019). Evaluation of dynamic traffic assignment opportunities (June 2019).

**1<sup>st</sup> Quarter Progress:**

- Activity-Based Model:
  - Continued calibration of ABM coefficients to better match observed data. Focused on destination choice model to better align with trip length distributions by trip purpose and on modal choices by person type. Tested



- alternative highway assignment procedures. Additional refinement of transit assignment parameters to better reflect observed data.
- Began developing template of final calibration visual report using a GitHub repository and binder hub to share bokeh server app. Developed complete list of content to include in the calibration/validation report.
- Began evaluation of new population synthesis software and its viability to support the needs of the land use model and future travel demand modeling.
- Freight forecasting:
  - Developed and implemented procedures to efficiently simulate shipments representing the production value increment of the economy that were previously excluded from the procurement market game process in order to improve model efficiency.
  - Developed better quality agricultural employment data and incorporated into freight model to support agricultural commodity flows in the model. Integrated employment data control methodology into modeling procedures to develop more accurate establishment-level employment within the CMAP modeling area.
  - Begin quality control analysis of spatial distribution of synthetic firms generated within the CMAP region to evaluate how well they reflect actual locations. Processed ATRI heavy truck data into trips and tours to facilitate validation of regional truck-touring model.
  - Continued data development for 2040 freight model scenario: focused on developing a methodology to synthesize the locations of future warehouses and distribution centers in the CMAP region.
  - Continued coordination with national freight model consultants on model improvements and updates.
- Began engaging with Policy and Programming staff to discuss the ABM and how it may be useful to their work; conducted brown bag on the kinds of information that can be gleaned from it not available from the trip-based model.

**2<sup>nd</sup> Quarter Objectives:**

- Activity-Based Model:
  - Finalize all model calibration coefficients, and summaries of ABM model calibration and validation results. Post calibration/validation report to agency website.
  - Begin investigating additional metrics to measure transit usage and level of service. Begin development of an ON TO 2050 year 2050 ABM scenario to support transit capacity study.
  - Complete ABM documentation update.
  - Complete evaluation of new population synthesis software and determine its viability to support the agency's modeling needs.
- Freight forecasting:
  - Begin calibration of the national supply chain model. Begin validation analysis of regional truck-touring model.
  - Complete development for 2040 freight model scenario procedures to synthesize the locations of future warehouses and distribution centers in the



CMAP region. Begin developing final data files needed to support modeling a 2040 scenario.

- Continue engaging Policy and Programming staff in discussions about using the advanced modeling tools to support their work. Begin implementing near-term objectives of the updated strategic plan for advanced modeling tool development, focused on making the ABM a more flexible and policy-responsive tool.

## Travel and Emissions Modeling

**Project Manager:** Nick Ferguson

**Team:** Heither, Bozic, Rodriguez, N. Peterson, Rice, Buchhorn

**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. Complete all procedural updates required to migrate the trip-based travel demand model to use a finergrained modeling zone system.

**Products and Key Dates:** Validated regional travel demand model and documentation (ongoing). Air quality conformity analyses (scheduled twice annually). Incorporation of finer-grained modeling zone system and associated procedures into modeling scheme (June 2019).

### 1<sup>st</sup> Quarter Progress:

- Continued development of new modeling zone system and procedures:
  - Completed connector link and weighted centroid revisions to model networks.
  - Revised trip generation scripts, reference files, and synthetic population input files.
  - Revised regional model macros and updated data files.
- Began improving MRN network building options.

### 2<sup>nd</sup> Quarter Objectives:

- Finish development and testing of new modeling zone system and procedures.
- Complete C19Q1 Conformity scenario modeling.
- Begin to identify areas for improvement in transit assignment and mode choice.
- Begin to develop and test methods for improving transit assignment and mode choice.
- Finish improving MRN network building options.

## Transportation Modeling Services to Regional Partners

**Project Manager:** Jose Rodriguez

**Team:** Heither, Bozic, Cruise, Schmidt



**Description:** This project encapsulates the travel demand modeling services CMAP provides in support of its regional partner agencies, and the related data collection activities. Major tasks are to provide ongoing small area traffic forecast assistance to regional partners as well as to support the modeling needs of regional partners' project studies. This project also includes the catalog of CMAP-prepared traffic projections and houses CMAP's annual traffic count data collection activities. These collections of data are used to develop and enhance transportation analysis methods for planning and policy analysis within CMAP.

**Products and Key Dates:** Complete small area traffic forecast requests (ongoing). Provide travel modeling assistance and scenario testing to regional partners' major project studies (as needed upon request). Continue expanding intersection traffic count data stored in internal Traffic Forecast Mapping Tool and explore options to develop an external-facing tool (ongoing).

### **1<sup>st</sup> Quarter Progress:**

- **Small Area Traffic Analysis:**
  - Completed 107 traffic projection requests from July 2 to October 9.
  - Projects: I-80 EB to I-294 NB Ramp Removal (Markham); Franklin Avenue Add-Lanes (5)/Warehouse Facility (Franklin Park); Briggs Street north of I-80 Ramps Washington Street (Joliet) ;
  - IDOT Bridges/Crossings – Devon Avenue over DesPlaines River Jackson Street over DesPlaines River; Kedzie Avenue at Cal-Sag Channel; Palatine Road over Salt Creek. CREATE – GS21a 95<sup>th</sup> street at UPRR (400 W, CDOT)
  - Shared-Use/Non-Motorized Paths – Rohdeburg Road-Schaumburg, IL 83 – Bensenville, Sheridan Rd/Martin Luther King Drive – North Chicago
  - Comprehensive Plan support for Village of Channahon and Village of Northfield
- **Travel Modeling Assistance to Partners:**
  - North Branch Corridor – Developed alternate CMAP ON TO 2050 model scenario results for Year 2030 based on CDOT/consultant revised household and attraction input files and additionally developed centroid-split model scenario based on built Lincoln Yards (Cortland/Elston) development. Sterling Bay / Nelson Nygaard provided with ON TO 2050 trip tables for Lincoln Yards build out travel demand analysis.
  - Lake Shore Drive – modeled all tunnel and managed lane alternatives using a common basis so the two studies can be pulled together into one.
  - O'Hare Modernization – Created and ran 2023 and 2028 models for this study.
- **Transportation Data Archive:**
  - Converted 170 Year 2017 IDOT Intersection Turning Movement Counts from PDF to spreadsheet-readable .CSV and reestablished connections to SharePoint and Traffic Forecast ARCGIS layers
- **Summer Field Data Collection:**
  - Sidewalk inventory - completed 13 townships, including entirety of DuPage County.
  - Completed 8 Bicycle Counts in July within City of Chicago along greater Kennedy Expressway (I-90/94) corridor, and added hourly approach data to Bike-Data Repository



- Completed 6 Expressway Vision 24-Hour video-camera assisted one-way volume counts.
- Completed 2 Will County Arterial Freight Counts in October.

#### **2<sup>nd</sup> Quarter Objectives:**

- **Small Area Traffic Analysis:**
  - Continue fulfillment of SATF forecast requests, with October 2018 conformity network (October 10 – December 31, 2018), anticipating increase in requests for ONTO 2050-supported Year 2050 ADT
  - Continue support of North Branch Corridor/Lincoln Yards forecasts for 2030, 2040, 2050 plus scenario household/employment/centroid changes, scenario ROW and transit-service type alternatives analysis.
- **Transportation Data Archive:**
  - Update Traffic Forecast CMAPGIS based Traffic Tool to focus on 2040 and emerging 2050 results.
- **Field Data Collection:**
  - Complete 24-hour intersection traffic counts at 10 additional locations for Will County Freight initiatives.

## **Household Travel Survey Update**

**Project Manager:** Craig Heither

**Team:** N. Ferguson, Frank, Matthews, Elam, Outreach staff, consultant services

**Description:** This project is the second year of a multi-year effort to conduct a new household travel and activity survey (My Daily Travel) in the region. This represents the largest-scale data collection effort that CMAP undertakes and the data gathered will be used to estimate and calibrate the agency’s travel demand models to reflect the current travel patterns of the region’s residents. The data also help CMAP meet federal requirements including certifying that the regional transportation plan is consistent with current and forecasted transportation and land use conditions and trends. Major tasks are to complete survey data collection in the fall of 2018 and spring of 2019, representing the two data collection periods of the survey.

**Products and Key Dates:** Launch core travel survey (August 2018). Complete first data collection period (November 2018). Receive interim data file deliverable of first data collection period for internal review (December 2018). Complete second data collection period (May 2019).

#### **1<sup>st</sup> Quarter Progress:**

- Finalized plan for social media advertising, developed initial data collection schedule for, finalized press releases, and finalized toolkits for schools and partner organizations to help publicize the survey.
- Launched survey data collection. Began publicizing survey through various methods including media releases, working through partner organizations, social media advertising, contacting school districts and directly through CMAP website and weekly emails.



- Worked on refining the survey weighting methodology that will be used to expand and weight the final survey data.
- Reviewed quality of GPS trace data collected during the third pilot study, with emphasis on the accuracy of transit itinerary data.

**2<sup>nd</sup> Quarter Objectives:**

- Continue survey data collection. Test pilot of transit intercept surveys at six rail stations. Expand reach of social media ads to include collar counties. Investigate other outreach options.
- Begin evaluating quality of monthly deliveries of survey data.
- Monitor survey completion rates of various demographic groups and adjust data collection efforts to attract under-represented groups.

## Quality Assessment Tool Development for Modeling Inputs

**Project Manager:** Aaron Brown

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

**Description:** This project focuses on the creation of GIS procedures and other automated methods to assist CMAP staff in maintaining and developing modeling tool input databases. These methods will ensure that the datasets required by increasingly sophisticated analysis tools meet quality standards and are consistently maintained. This project will also develop a set of template tools that can be used to display and evaluate the quality of modeling input datasets, which should result in new ways to visualize model calibration and validation data. Major tasks for the fiscal year include continuing refinement of the procedures that run the agency’s bicycle switching model used for CMAQ project evaluations, development of improved GIS procedures to reflect travel demand model transit service availability, and development of a modeling zone input data evaluation scheme.

**Products and Key Dates:** Bicycle switching model refinements (January 2019). Preliminary templates to evaluate zonal travel demand model input data for internal review (June 2019).

**1<sup>st</sup> Quarter Progress:**

- **Bicycle Switching Model:**
  - Implemented proposed routing tool and generated a report evaluating the validity of mode split model results.
- **Model Input Validation:**
  - Evaluated location of synthetic firms in Freight Model vs. “real world” businesses.
- **Transit Service Availability:**
  - Reviewed input files used by the trip-based model to evaluate transit mode choice.
  - Began modifying modeling procedures used to determine bus accessibility; and substituted General Transit Feed Specification (GTFS) bus stop data for existing bus data.

**2<sup>nd</sup> Quarter Objectives:**

- **Bicycle Switching Model:**
  - Complete modifications to mode choice model and update all model documentation to reflect changes to Bike Model setup and procedures.
- **Model Input Validation:**
  - Report on location of synthetic firms in freight model including data visualization as appropriate.
- **Transit Service Availability:**
  - Modify modeling procedures necessary to create updated input files for transit mode choice.
  - Run the trip-based model using updated transit input files and examine model results.

## Modeling and Performance Data Visualization Prototype

**Project Manager:** Brittaney Ross

**Team:** Brown, Schmidt, Heither, Elam, Levine

**Description:** This project focuses on the presentation of complex modeling and analysis results in an informative way. The goal is to demonstrate that the voluminous amount of data being output by sophisticated analysis tools or stored in archived system performance databases can be distilled into useful information to inform policy decisions. This project will develop two prototype applications as proofs-of-concept: one to explain the results of freight modeling scenario testing, and a second one to clarify roadway system performance data stored in the Regional Transportation Data Archive. Data visualizations will be designed with the ultimate goal of making them external facing.

**Products and Key Dates:** Regional Transportation Data Archive prototype (January 2019). Freight model scenario comparison prototype (June 2019).

### 1<sup>st</sup> Quarter Progress:

- **Transportation Data Archive Prototype:**
  - Held kick-off meeting July 31.
  - Identified data validation and analytics use cases for policy and performance based planning.
  - Developed mock-up design and working example of interface features.

### 2<sup>nd</sup> Quarter Objectives:

- **Transportation Data Archive Prototype:**
  - Review Transportation Archive datasets and develop automated procedure for accessing subsets of the data.
  - Gather research questions from CMAP policy and programming staff to inform prototype feature development.
  - Develop wireframe/draft of prototype interface, features, and data visuals.



# TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

**Program Oversight:** Teri Dixon

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

Federal, state, and local laws, policies and regulations are monitored and evaluated to ensure 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:** Kama Dobbs

**Team:** Dixon, Kos, Ferguson, Maddux, Pietrowiak, Zubek

**Description:** Work with stakeholders in the region to align the TIP with GO TO 2040. Develop and use reporting tools to support project choices implementing GO TO 2040 and performance-based programming. Manage TIP project entry and changes and process TIP change approvals through CMAP committees. Produce the annual obligation report documenting expenditure of funds and progress of capital projects in the region.

**Products and Key Dates:** TIP with updates and amendments (as needed); TIP documentation including maps, fiscal marks, general public brochures, training materials/courses, and web pages (ongoing); annual obligation analysis report (October 2018); chart analysis of expenditure information to identify spending trends (Nov 2019); fiscal marks (November 2018); FFY2019-2024 TIP document (October 2018); digitized catalog all TIP/MPO related information (June 2019); Agendas, meeting minutes, and supporting materials for the Transportation Committee (as needed, approximately 8 times per year).

### 1<sup>st</sup> Quarter Progress:

- **TIP with Updates and Amendments:**
  - Regular reviews of TIP updates and amendment requests from programmers and programmer assistance continued. The Transportation Committee recommended approval of the ON TO 2050/2019-2024 TIP conformity analysis and TIP Amendment (18-09) to the CMAP Board and MPO Policy Committee. Two formal amendments to the TIP (18-07 and 18-08) were approved by the



Transportation Committee, IDOT, FHWA and FTA. A final administrative amendment for FFY 2018 was started, along with the administrative action to carry projects forward into the 19-00 TIP.

- **TIP Documentation:**
  - The Transportation Committee recommended approval of the FFY 2019-2024 TIP document to the CMAP Board and MPO Policy Committee.
  - Revisions to the eTIP user guide and other training materials continued.
- **Analysis of Expenditure Information to identify spending trends:**
  - No activity this quarter.
- **Annual Obligation Analysis Report:**
  - Completed and published the FFY 16 report. Work continues on the FFY 17 report.
- **Fiscal Marks:**
  - Coordination with IDOT to set a baseline STP balance and formalize coordinated accounting efforts continued this quarter, along with development of a draft FFY 2019 State/Regional Resources table.
- **Catalog of TIP/MPO information:**
  - No activity this quarter.
- **Transportation Committee Support:**
  - The committee met three times this quarter (August 3, September 7, and September 28), including a special call meeting to consider recommending adoption of ON TO 2050 and the FFY 2019-2024 TIP and associated conformity analysis. In addition to considering the plan and TIP, the committee discussed federal performance targets set by CMAP and IDOT and the status of the region's air quality attainment and conformity analyses.

#### 2<sup>nd</sup> Quarter Objectives:

- **TIP with Updates and Amendments:**
  - A final FFY 2018 administrative amendment will be completed and all active projects within the TIP will be carried forward into the 19-00 TIP. One formal amendment to the TIP (19-01) is anticipated for consideration by the Transportation Committee. As discussed in the Conformity of Plans and Program project, the first semi-annual conformity amendment (19-04) process will begin.
- **TIP Documentation:**
  - Approval of the FFY 2019 – 2024 TIP document is anticipated. TIP summary brochure and web page updates to reflect the content and structure of the FFY 2019-2024 TIP will continue.
- **FFY 2019-2024 TIP Document:**
  - Training material updates, including final updates to the eTIP User Guide, will also continue.
- **Analysis of Expenditure Information to identify spending trends:**
  - Development of a scope for this task is anticipated to begin this quarter.
- **Annual Obligation Analysis Report:**
  - Completion of the FFY 17 report is expected this quarter.
- **Fiscal Marks:**



- Coordination with IDOT to set a baseline STP balance and formalize coordinated accounting efforts is anticipated to be complete this quarter.
- Development of the FFY 2019 State/Regional Resources table, and an analysis of unobligated funds carried over from prior years will be completed in consultation with IDOT, FHWA, FTA, and the RTA.
- **Catalog of TIP/MPO information:**
  - The scope of this new FY 19 task will be developed this quarter.
- **Transportation Committee Support:**
  - The committee is scheduled to meet once this quarter (November 16).

## Conformity of Plans and Program

**Project Manager:** Russell Pietrowiak

**Team:** Bozic, Dixon, Heither, Kos

**Description:** Northeastern Illinois does not attain national ambient air quality standards for certain pollutants. It is currently classified as a non-attainment area for the eight-hour ozone standard adopted in 2008.

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

**Products:** ON TO 2050/TIP conformity analyses (as needed, generally twice a year); Updated data and methods used in conformity analyses (On-Going); Analyses of air quality issues for regional decision-makers (as needed); Mobile source greenhouse gas emissions estimate to support other agency work (On-Going); Agendas, meeting minutes, findings and interagency agreements, and supporting materials for the Tier II Consultation Team (as needed).

### 1<sup>st</sup> Quarter Progress:

- **ON TO 2050/TIP conformity analyses:**
  - The ON TO 2050 Conformity TIP Amendment and FFY 2019-2024 TIP public comment period ended during this quarter. Three public comments regarding projects listed in the ON TO 2050 Conformity memo were received. All of these comments were directed at projects that had been major capital projects in GO TO 2040 but were no longer going to be including in the fiscally constrained list



of projects for ON TO 2050. Staff addressed the comments by making it more clear in the ON TO 2050 Conformity memo which projects were not be carried forward and that there is a process that would need to be adhered to, to move these projects into the fiscally constrained list for ON TO 2050.

- **Updated data and methods used in conformity analyses:**
  - Provided data inputs for MOVES modeling to the IEPA.
  - Continued to review and update various data sources and in outs that are used in emissions modeling.
- **Analyses of air quality issues for regional decision-makers:**
  - Monitoring of the South Coast Air Quality Management District vs EPA ruling continued as it may impact the 8-Hour Ozone designation for the region and potentially our Motor Vehicle Emissions Budget and emissions modeling.
  - An overview of transportation conformity and conformity related issues in our region was given at the September 7th Transportation Committee meeting. This presentation was generally well received and generated a number of questions from committee members. Conformity discussions will likely occur on a quarterly basis at the transportation committee.
- **Mobile source greenhouse gas emissions estimate to support other agency work:**
  - Monitored federal actions with respect to criteria pollutants and greenhouse gases.
- **Tier II Consultation Team Support:**
  - No activity this quarter.

#### 2<sup>nd</sup> Quarter Objectives:

- **ON TO 2050/TIP conformity analyses:**
  - The next conformity amendment process will be in November with Conformity modeling occurring in December so that the conformity amendments can be presented to the transportation committee in January and the MPO policy committee in March.
- **Updated data and methods used in conformity analyses:**
  - Continue to review and update various data sources and in outs that are used in emissions modeling.
- **Analyses of air quality issues for regional decision-makers:**
  - The AMPO Air Quality working group will meet for 1.5 days at CMAP to discuss technical issues related to conformity, Ozone NAAQS standards, modeling issues, etc.
  - Continue monitoring the South Coast Air Quality Management District vs. EPA case.
  - Support emissions performance measures for CMAQ.
- **Mobile source greenhouse gas emissions estimate to support other agency work:**
  - Monitor federal actions with respect to criteria pollutants and greenhouse gases.
- **Tier II Consultation Team Support:**
  - A Tier II consultation meeting will be held after the AMPO Air Quality working group meeting.
  - Update the Tier II consultation web page.



# CMAQ and TAP-L Active Program Management

**Project Manager:** Jen Maddux

**Team:** Dixon, Dobbs, D. Ferguson, Pietrowiak

**Description:** Actively manage the CMAQ and TAP-L programs developed by CMAP to ensure that transportation projects proceed in a timely manner and all available funding is used efficiently, using adopted policies. Prepare active program management reports for the CMAQ Project Selection Committee to document and recommend action on regional expenditure targets and progress towards them.

**Products and Key Dates:** Semi-annual project reviews and action recommendations (November 2018 and May 2019); Report on the accomplishment of the annual CMAQ obligation goal (September 2018)l updated CMAQ and TAP-L project change requests in project change memos containing staff recommendations for action (ongoing); provide semi-annual updates on the CMAQ and TAP-L programs to the Transportation Committee (January 2019 and June 2019); Agendas, meeting minutes, and supporting materials for the CMAQ Project Selection Committee (as needed, generally six times/year); Supporting information for the CMAQ and TAP-L calls for projects (as needed).

## 1<sup>st</sup> Quarter Progress:

- **Semi-annual project reviews and action recommendations:**
  - Requested project status updates from sponsors, adjusted program years in preparation of the beginning of FFY 2019 and summarized results for the CMAQ Project Selection Committee.
- **Accomplishment of the annual CMAQ obligation goal:**
  - Obligations at the end of FFY 2018 were \$111.7 million. Obligations fell short of the annual goal of \$128.2 million and the accumulated unobligated balance remains near \$135 million, but the region spent its annual allotment of \$111.4 million.
- **CMAQ/TAP-L Project Change Request Actions:**
  - Received and processed five project change requests for the August 16, 2018 CMAQ Project Selection Committee meetings.
- **CMAQ Project Selection Committee support:**
  - Prepared supporting materials and held the August 16, 2018 CMAQ Project Selection Committee meeting.
- **Supporting information for CMAQ/TAP-L call for projects:**
  - No action this quarter.

## 2<sup>nd</sup> Quarter Objectives:

- **Review of CMAQ/TAP-L project status:**
  - October status updates will be requested from sponsors and re-programming, including deferral of projects failing to meet accomplishment goals, will be completed based on the status updates. TAP-L projects will also be included in this process again.
- **Accomplishment of the annual CMAQ obligation goal:**



- Develop obligation goal for FFY 2019. Obligation tracking will continue.
- **CMAQ/TAP-L Project Change Request Actions:**
  - Receive and process change requests for the November 1, 2018 and January 8, 2019 CMAQ Project Selection Committee meetings.
- **CMAQ Project Selection Committee support:**
  - Prepare agenda and supporting materials and hold the November 1, 2018 and January 8, 2019 Committee meetings.
- **Supporting information for CMAQ/TAP-L call for projects:**
  - As needed support to prepare the eTIP database for use in the funding application process. Prepare for a series of workshops and webinars to be held in coordination with the call for projects beginning in January 2019.

## Active Program Management – Locally Programmed Projects

**Project Manager:** Russell Pietrowiak

**Team:** Dixon, Dobbs, Maddux, Zubek

**Description:** Develop annual fiscal marks and maintain fiscal constraint for local STP programs in the TIP. Develop active program management reports, track funding and continue implementation of locally programmed projects. Organize and oversee locally programmed project status assessments. Participate in District 1 and coordination meetings for the Councils and CDOT.

**Products and Key Dates:** Fiscal marks (November 2018 with updates as needed). Program management reports and recommendations (ongoing); Monitor and analysis programmed projects and produce a report of activities (generally 2-3 times/year); funding analyses and recommendations (as needed).

### 1<sup>st</sup> Quarter Progress:

- **Fiscal Marks:**
  - Discussions with IDOT regrading FFY 19 STP-L marks have been ongoing and resulted in the region having access to \$191M for the FFY 19 STP-L program.
- **Program Management Reports and Recommendations:**
  - Staff continued to track STP-Local obligations this quarter. With the implementation of the new STP Agreement underway, staff began developing a new format for reporting STP-L expenditures. Staff continued to discuss strategies for project implementation with IDOT and the Planning Liaisons to ensure that projects remain on track and the region remains fiscally constrained in the TIP.
  - \$170M in STP-L was obligated in FFY 18 which is a record amount for the STP-L program.
  - Continued to closely monitor STP-L funded project phases in the TIP and review all TIP changes that involve STP-L funds.
- **Funding analyses and recommendations:**



- To implement the FFY 18-20 STP-Local programmed projects staff has continued to remain actively engaged with IDOT and the PL's reviewing the status of every STP-Local project prior to each TIP change deadline this quarter, giving CMAP staff, the PL's and IDOT time to update the status of projects and make any necessary TIP changes.
- Staff held their biannual project status update meeting with the PL's and IDOT in August. At this meeting the status of all projects that the PL's are responsible for in the TIP was reviewed.
- Continued to implement a set of procedures/programming policies to be used by CMAP staff, IDOT, and the PL's to program STP-Local projects in eTIP between FFY 18-20.
- Continued working with the county engineers to develop both a multi-year program for STP-C projects and programming procedures to be used starting in FFY 18.
- Staff worked with IDOT BLR staff to rework the materials that IDOT presents at council/COG transportation meetings to provide more relevant information.

#### **2<sup>nd</sup> Quarter Objectives:**

- **Fiscal Marks:**
  - Continue to monitor fiscal constraint in the TIP and update marks when new information is available from IDOT or FHWA.
  - Discuss with IDOT the STP-L mark to insure that the region has the resources necessary to implement what may be another record year for STP-L funded projects.
- **Program Management reports and recommendations:**
  - Staff will continue to monitor and report on the status of the current STP-Local program. At this time FFY 19 appears on track to obligate significantly more than FFY 18's record number. This will require constant monitoring and coordination to implement such a robust program in FFY 19.
- **Funding analyses and recommendations:**
  - Provide assistance to programmers to help locally programmed projects progress. Continue to work with the PLs and IDOT on Advanced Construction and Advanced Construction Conversions to maintain fiscal constraint in the TIP.
  - Continue to support councils so that projects and programming continues unabated.

## **Council of Mayors Support**

**Project Manager:** Teri Dixon

**Team:** Dobbs, Maddux, Pietrowiak, Zubek

**Description:** Provide guidance and support for the Council of Mayors (COM) and Planning Liaison program, including developing and conducting training sessions, working with council staff, and ensuring that council activities support federal and state regulations and guidance. Ensure communication between CMAP and municipal officials by coordinating outreach to and

participation in local council of mayors and council of governments meetings and events. Develop talking points for staff use while attending sub-regional Council meetings. Ensure coordination and communication between CMAP divisions involved with public outreach to the councils. Staff the Council of Mayors Executive Committee.

**Products and Key Dates:** Talking points for CMAP staff participating in COM/COG/Transportation Committee meetings (On-Going); agendas, meeting minutes, and supporting materials for the Council of Mayors Executive Committee (as needed, generally four times in a year); supporting materials for Planning Liaison meetings (as needed, approximately 8 times per year) general and topic-specific training materials for planning liaisons (as needed).

#### **1<sup>st</sup> Quarter Progress:**

- **Talking points for COM/COG/TC meetings:**
  - Talking points were updated as needed to reflect the status of the Local Surface Transportation Program (STP) and CMAQ programs, calls for projects announcements, opportunities for public comment, legislative updates, ON TO 2050 development progress, and other CMAP news and updates.
  - Staff attended numerous subregional council transportation and technical committee and full council meetings this quarter to report on CMAP activities.
- **Council of Mayors Executive Committee support:**
  - Staff prepared materials and staffed the regularly scheduled August meeting of the committee.
- **Planning Liaison meeting support:**
  - Staff assisted the planning liaisons (PLs) with completion of TIP changes, and provided guidance on changes to the eTIP database, and other general issues at three PL meetings this quarter.
  - Staff continues sharing meeting information, including a shared calendar containing meeting agendas and staff assignments, and a monthly report of meeting highlights.
- **Planning Liaison training materials:**
  - PL 101 training materials developed

#### **2<sup>nd</sup> Quarter Objectives:**

- **Talking Points and Subregional Council Meetings:**
  - Continue to update the talking points as needed.
- **Council of Mayors Executive Committee support:**
  - Prepare materials for the regularly scheduled November committee meeting.
- **Planning Liaison meeting support:**
  - Staff will continue to attend subregional council transportation and technical committee and full council meetings this quarter to report on CMAP activities and share progress on the STP Agreement.
  - Staff will continue to provide guidance to the PLs through regular communications, individual, and group meetings.
  - Staff will continue to coordinate outreach efforts and exchange information obtained at COM/COG meetings.
  - Staff will be providing PL training this quarter to onboard several new PLs and provide refresher for the existing PLs.



- **Planning Liaison training materials:**
  - Continued development on additional topics relevant to PL activities.

## STP Program Management and Development

**Project Manager:** Kama Dobbs

**Team:** Dixon, Elam, D. Ferguson, Maddux, Pietrowiak, Zubek

**Description:** The local Surface Transportation Program agreement approved in October 2017 includes provisions to develop guidelines and procedures for active program management (APM) and to refine local project selection methodologies to incorporate the use of performance based measures to support implementation of ON TO 2050. Working with the STP Project Selection Committee (PSC), a system for ensuring timely implementation of projects selected for shared fund and local STP funding will be developed. Assistance will be provided to the local councils and City of Chicago to develop and update project selection methodologies that support the approved agreement. Together with the STP Shared Fund Program Development team, staff support for the STP Project Selection Committee and communication and outreach to the councils, counties, and other partners will be provided.

**Products and Key Dates:** Active Program Management system (September 2018); agendas, meeting minutes, and supporting materials for the STP Project Selection Committee (monthly reports, presentations and supporting materials for outreach meetings (as needed); Updated local council and CDOT methodologies (ongoing).

### 1<sup>st</sup> Quarter Progress:

- **Active Program Management (APM) system:**
  - The final proposal for APM, developed in response to comments received throughout the region, was approved by the STP Project Selection Committee on September 26. The committee also began discussing a policy for the use of Transportation Development Credits (a.k.a. Toll Credits) for Highways (TDCH) in lieu of local match in very high need communities.
- **STP Project Selection Committee support:**
  - Two committee meetings were held this quarter on August 22 and September 26.
- **Local Program Methodologies:**
  - A brainstorming and idea sharing session was held with subregional council staff to review required elements for local methodologies, policies that should be considered, and the pros and cons of certain policy choices.

### 2<sup>nd</sup> Quarter Objectives

- **Active Program Management (APM) system:**
  - Discussion of TDCH policies will continue this quarter.
- **STP Project Selection Committee support:**
  - One committee meetings is anticipated this quarter on November 28.
- **Local Program Methodologies:**



- Staff will continue assisting the subregional councils with the development of local methodologies.

## **eTIP Database Development and Maintenance**

**Project Manager:** Doug Ferguson

**Team:** Brown, Dixon, Dobbs, Kos, Maddux, Pietrowiak, Zubek

**Description:** The eTIP database is made up of distinct but connected components: a back end for string, processing, and organizing data; a user interface for implementers to enter and update data; and a GIS-based mapping application for the entering, displaying, querying, and retrieving location-based data. On-going maintenance is required, together with development and implementation of features needed to support programming requirements and other CMAP activities.

**Products and Key Dates:** Up-to-date, fully functional user intergace (Ongoing); Up-to-date, fully functional administrator interface (Ongoing); Up-to-date, fully functional public interface (Ongoing).

### **1<sup>st</sup> Quarter Progress:**

- **User Interface:**
  - Addressed issues identified by internal and external users and continued to enhance reporting, as needed.
  - Continued development of strategies and methods for collecting, displaying, and analyzing appropriate data within eTIP to enable analysis of how projects included in the TIP will move the region toward meeting performance targets.
  - Began discussions on improvements and modifications to the CFP Amendments module in advance of the CMAQ, TAP and STP call for projects.
- **Administrator Interface:**
  - No activity this quarter.
- **Public Interface:**
  - No activity this quarter.

### **2<sup>nd</sup> Quarter Objectives:**

- **User Interface:**
  - Address issues identified by internal and external users and continue to enhance reporting, as needed.
  - Continue development of strategies and methods for collecting, displaying, and analyzing appropriate data within eTIP to enable analysis of how projects included in the TIP will move the region toward meeting performance targets.
  - Continue development of a prioritized plan for GIS module enhancements for this fiscal year, including the ability to extract, display, and download the attributes associated with selected features (roads, structures, etc.)
  - Begin development of an interface for collecting quarterly status reports from project sponsors within eTIP.



- Make changes to the CFP Amendments module for upcoming CMAQ, TAP and STP call for projects.
- **Administrator Interface:**
  - Address issues identified by users, as needed.
- **Public Interface:**
  - Work with the consultant to enable display of fiscal constraint and other select reports on the public site.
  - Begin development of revisions to the public site project information display to include performance target data.

## INFORMATION TECHNOLOGY MANAGEMENT PROGRAM

**Program Oversight:** Matt Rogus

This program provides for the design, acquisition, deployment and management of technology and telecommunications resources at CMAP. This includes managing the resiliency and security of these resources. This program also facilitates the electronic exchange of raw data within and between CMAP and other agencies and organizations, and the management of internal documentation systems. Information Technology (IT) will serve as CMAP technical lead in evaluating all new technology efforts to ensure compatibility with network, and reviewing RFPs for new technology to provide for appropriate technical support, defined technical requirements, and deliverables.

### 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, employee communications, and software applications. This project consists of daily management and monitoring of the 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.

**Products:** Agency data products, Office 365 portal, modeling infrastructure upgrade documentation, and employee communications (ongoing).

#### 1<sup>st</sup> Quarter Progress:

- Hardware: Researched new laptops, continued deploying staff desktops and implementing Windows 10.
- Software: Continued deploying and patching software updates to staff computers.
- Researched and developed high level plan for implementing new backup system.

## 2<sup>nd</sup> Quarter Objectives:

- Hardware: Continue deploying upgraded staff desktops and implementation of Microsoft Windows 10. Acquire new monitors, PCs, laptops and networking equipment.
- Disaster Recovery: Develop plan for migrating DR services to new cloud service provider. Acquire and begin implementing new backup system.

## 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), DKAN (data sharing web application), MediaWiki (collaboration), the TIP Website (web application), ON TO 2050 iPad kiosk application, GIS web mapping, Imagery Explorer (web application), the applicant tracking system (for Human Resources) and several others. Support for these applications and data services include: defining content requirements and user controls; user interface designs; and access and integration controls. Under this specific project, updates to the Wiki interface and core content will be implemented in coordination with the policy, planning, and communications groups as necessary. Content development will require internal coordination. In addition, this project includes management of web-specific network infrastructure, such as domain name registration and DNS record management.

**Products:** Web applications, data services, and collaboration portals (ongoing). Wiki Enhancements (ongoing). iPad and kiosk remote management services (ongoing).

### 1<sup>st</sup> Quarter Progress:

- CMAP.Wiki project: Continued creating pages and updating content.
- Data Sharing Hub: Assisted staff with data postings for On To 2050 launch.

### 2<sup>nd</sup> Quarter Objectives:

- CMAP.Wiki project: Continue creating pages and updating content.
- Data Sharing Hub: Assisted R&A and Programming groups with data posting of regional modelling data.
- Setup iPads for field data collection.
- Aerials Archive: Develop PAO for modifications to CMAP Imagery Explorer to add new scanned aerials.



## Information Security

**Project Manager:** Lance Tiedemann

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

**Description:** Information security consists of proactively planning, implementing, and verifying the various tools used to protect 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. Under this project, annual security audits will be conducted by a third party provider to test security of network, validate security controls and access procedures, provide enhancement recommendations, and provide CMAP with required documentation of a secure network. CMAP staff will also be regularly trained on proper security protocols for email, phone, and internet usage.

**Products:** Infrastructure auditing and monitoring (ongoing). Annual security audit (April 2018). Staff training (ongoing).

### 1<sup>st</sup> Quarter Progress:

- Staff Security Training: Performed three phishing campaigns for all staff.
- Network Security: Began configuring and testing our new Next Generation Firewall.
- Network Security: Renewed SSL certificate for firewall VPN.

### 2<sup>nd</sup> Quarter Objectives:

- Network Security: Put new Next Generation Firewall into production.
- Staff Security Training: Present ten-twelve all-staff security update presentations.
- Staff Security Training: Continue to train staff with phishing campaigns.

## 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, live streaming, audio-visual, etc.

**Products:** Telephones, iPads, audio-visual equipment, live streaming services, internet services, computer peripherals, kiosks, copiers and printers.

**1<sup>st</sup> Quarter Progress:**

- **Facilities:** Managed facilities team on operations throughout the office. Updated year-end inventory. Completed server cabinet inventory.
- **AV Support:** Completed live streams of the September Board meeting. AV support for various meetings/events.
- **Telecommunications Support:** Completed support cases involving users not able to access voicemail and a system wide outage. Restored and updated database for the phone systems.
- **Outreach Kiosks:** Configured iPad kiosks for outreach within communities and at the On To 2050 launch event.

**2<sup>nd</sup> Quarter Objectives:**

- **Print Management:** Continue providing printer support for CMAP staff. Begin process for service contract renewal for the Xerox copiers.
- **Communications and Outreach Support:** Continue providing kiosk/iPad support for Communications.
- **Facilities:** Continue reviewing equipment inventory process and integration with OneSolution. Complete server cabinet inventory. Continue inventory of agency file cabinet content.
- **Telecommunications Support:** Continue providing phone support to staff. Complete purchase and implementation of new switches for the phone environment. Order new Mi-Fi devices.
- **AV Support:** Continue to provide live streaming for the agency during board meetings. Continue providing AV support for various meetings/events. Contract with vendor to review AV system and adjust system as appropriate.

## 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. Provide internal IT technical support for OneSolution financial system (ongoing).

**Products:** Documentation of training and instructional resources. Documentation of IT related problems encountered by CMAP staff (ongoing). Implementation of Cognos reporting system.

### **1<sup>st</sup> Quarter Progress:**

- OneSolution financial system project: Completed data refresh of the test environment in July, August, and September. Completed training videos for staff. Modified the purchase request workflow. Began testing the leave management function within OneSolution.
- User support: Completed 151 helpdesk tickets.

### **2<sup>nd</sup> Quarter Objectives:**

- OneSolution financial system project: Continue to refresh data in the test environment as needed. Complete testing of the leave management function. Adjust timecard approval for employees as needed. Continue to research inventory options of bulk importing of data. Continue assisting F&A team with OneSolution tickets.
- User support: Purchase new desktop PC's and monitors. Complete implementation of Windows 10 conversion. Continue deploying new PC's to staff. Rotate old PC's out of production. Continue to update user documents for staff as needed. Continue to assist staff with PC/phone problems as needed.

## **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.

### **1<sup>st</sup> Quarter Progress:**

- Rented 44 cars for staff for work related business.
- Reserved rooms for 12 external partners totaling approximately 413 guests with an average of 34 guests.
- Used 663 (295 Chicago's Best @\$1.50ea. and 368 Starbucks @\$2.80ea. from our current vendor).
- Initiated 54 service calls to the office of the building for issues regarding plumbing, electrical, housekeeping and locksmith issues.
- Coordinated conference room set-ups for 104 meetings along with attending 1 board meeting.
- Scheduled one evacuation drill for next quarter.
- Finalized 14 employee and intern separation forms.
- Finalized 3 new employee/intern forms and new employee/intern orientations.
- Reissued 7 ID badges for current staff members.
- Completed 52 print jobs for CMAP and MMC staff.
- Reordered and stocked all break room supplies.



- Contacted COTG for 5 service calls on Xerox machines and all were resolved within one day.
- Managed copier repairs and maintained print totals for the Xerox copiers.
- Records Management: Completed approved records destruction request (72 boxes).

	B + W	Color	Total
C60	8,566	18,115	26,681
NEXerox	23,553	10,452	34,005
NWXerox	4,979	1,709	6,688
SEXerox	21,762	11,957	33,719
SWXerox	12,314	23,250	35,564
Totals	71,174	65,483	136,657

#### 2<sup>nd</sup> Quarter Objectives:

- Coordinate office repairs with restoration contractor.
- Records Management: Continue to process and prepare records/files for disposal.
- Direct building repairs with electricians and carpenters.
- Coordinate conference room set-ups for various meetings.
- Badge new employees, provide life safety tours and train employees on printer/copier use.
- Complete print jobs for CMAP and MMC staff.
- Reorder and stock all break room supplies.
- Manage copier repairs and maintain print totals for the Xerox copiers.
- Update wiki pages regarding copying and printing, ID badges and supply orders.
- Have scheduled evacuation drill with office of the building.

## Freedom of Information Act (FOIA) Response Coordination

**Project Manager:** Jon Hallas

**Team:** Matthews, plus other relevant staff

**Description:** Direct public requests for static data and information to appropriate sources of information such as CMAP staff, Census, or other agencies. Timely responses to Freedom of Information Act (FOIA) requests; compile FOIA-eligible staff communication when requested.

**Products:** Timely response to external and Freedom of Information Act (FOIA) requests (ongoing).

#### 1<sup>st</sup> Quarter Progress:

- External Data Requests/FOIA: Staff responded to nineteen (19) external requests and two (2) FOIA requests in Q1.

#### 2<sup>nd</sup> Quarter Objectives:

- External Data Requests/FOIA: Respond to and document FOIA requests as they arise.

# 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:** Stan Ryniewski

**Team:** Becerra, Contreras, Doan, Garrity, Olson

**Description:** Provides administration and support for the accounts payable and accounts receivable activities ensuring timely payments to vendors and collection of funds; processes payroll to ensure timely and accurate payments to employees and associated reporting of taxes, insurance, pension and other benefits; ensures that grants are properly funded and expenditures are appropriate based on grant agreements; provides the financial reporting required by federal, state, the CMAP Board, and others; manages all banking activities including the reconciliation of bank statements and general ledger accounts; and performs other financial management for CMAP, as required. In addition, Finance and Accounting staff are responsible for facilitating the annual audit of CMAP's financial records to achieve unqualified results. Provides oversight and training for CMAP's financial and payroll software system.

**Products:** Issuance of payroll and vendor checks/ETFs, monthly expenditure reports, monthly revenue reports, monthly/quarterly reimbursement requests of funders (On Going). Expenditure and revenue reports for grant programs (On Going).

#### 1<sup>st</sup> Quarter Progress:

- **Budget:** The 2019 budget information was uploaded onto One Solution. Deputy Executive Directors and senior management were provided with their program's budget.
- **Payroll:** During the 1st quarter of the fiscal year, we processed seven regular and three supplemental payrolls. The State and Federal 941 reports for the 1st quarter of the fiscal year were completed and filed in a timely manner. The monthly and quarterly



unemployment compensation reports were 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. The 13<sup>th</sup> period of the fiscal year, which is posted as June 30<sup>th</sup>, is included in the July totals. Approximately 61% of payments were made via ACH during the 1st 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.

Month	Checks	ACH	INV	WT	Total Paid
July	49	111	408	23	\$3,332,595.32
August	55	59	197	23	\$1,591,619.85
September	37	49	142	20	\$1,474,385.45
4th Qtr.	141	219	747	66	\$6,398,600.62

- **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.

Month	Invoices	Amount
July	8	\$1,155,346.35
August	14	\$1,611,724.13
September	15	\$1,216,581.18
1st Qtr.	37	\$3,983,651.66

- **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, rent, telecommunication and utilities allocation, and employee transit payments. Additionally, each month we process journal entries to allocate rent, telecommunication and utility expenses based on actual FTE usage associated with grants and 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.
- **Bank reconciliations:** Our bank reconciliations were 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:** Closed out fiscal year 2018. Provided the auditors with requested work papers and schedules for the year-end annual audit. Auditors completed their review by September 7, 2018. Prepared and submitted the financial statements for June, July August and September 2018 to the Executive Committee. Provided additional information pertaining to the 2018 Indirect Cost Rate Proposal submission. Waiting for response back from the State regarding the indirect cost rate information requested.



## **2<sup>nd</sup> 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.
- Finalize and approve annual audit. Present final annual audit draft to the Executive Committee in November 2018. Review and finalize the FY2018 Annual Financial Report for the State of Illinois Comptroller which will be submitted at the end of January, 2019.

## **OneSolution Business Process Review (BPR) – Financial System**

**Project Manager:** Stan Ryniewski

**Team:** Becerra, Contreras, Doan, Garrity, Olson

**Description:** To maximize the full capabilities and functionality of the Agency’s financial system, CMAP engaged its enterprise software provider, Superior (formally SunGard), to document existing financial processes and workflows, work with CMAP staff to identify opportunities for improvements, document the proposed processes and workflows and develop a plan to prioritize these improvements based on most critical functions, time, cost and implementation risks. This business process review also included an upgrade of the system from version 14.3 to version 16.2 that has been completed, and implementation of Cognos reporting tools and dashboard to reduce the agency’s reliance on spreadsheets.

**Products:** Implementation of Phase I BPR recommendations to address workflow and general ledger improvements.

### **1<sup>st</sup> Quarter Progress:**

- Continue to review so as to finalize the draft report by the outside vendor (Koa Hills Consulting/SunGard) regarding CMAP’s Business Process Re-engineering (BPR) project relating to the “As Is” maps and the prioritization of the BPR recommendations. Have implemented a new workflow process for travel expense request.

### **2<sup>nd</sup> Quarter Objectives:**

- Need to review and prioritize the schedule regarding the Phase I recommendations from the BPR report. Continue the documentation of system anomalies and work with Superior to implement required corrections.

## **Budget**

**Project Manager:** Angela Manning-Hardimon

**Team:** Management, Olson, Ryniewski

**Description:** Prepares annual CMAP budget to ensure that the MPO core activities and contract funding is appropriated. Monitor expenditures and revenues during the fiscal year to ensure that the fiscally constrained budget is being maintained and adjusted as needed to meet that goal. Coordinates UWP Committee review and approval of annual UWP program budget

requests. Prepares annual indirect allocation for IDOT identifying costs that are not directly related to specific programs.

**Products and Key Dates:** UWP budget (January). Semi-annual revisions of budget (January). Draft CMAP budget (May). Annual CMAP budget and UWP Annual report (June). Indirect Allocation Request (September).

**1<sup>st</sup> Quarter Progress:**

- The FY2019 project numbers and budget information was uploaded into One Solution. Deputy Executive Directors and senior management were provided with their program's budget. Facilitated completion of all GATA paperwork and the execution of the FY2019 Operating, FY2019 Competitive, 5-Year Carryover, SPR Pavement Management Project, SPR Crash Data Project, SPR Port Project, SPR LTA Project, SPR Truck Routing Project and the SPR Alternative Fuel Project grants with IDOT. Issued FY2019 sub-recipient UWP agreements for signature by the agencies. Completed close out of FY2018 fiscal year in OneSolution.

**2<sup>nd</sup> Quarter Progress:**

- Complete 1<sup>st</sup> quarter BOBs 2832 reporting to IDOT for FY2019 Operating, FY2019 Competitive, and 5-Year Carryover grants. Complete the execution of the FY2019 Operating, FY2019 Competitive, and 5-Year Carryover, SPR Pavement Management Project, SPR Crash Data Project, SPR Port Project, SPR LTA Project, SPR Truck Routing Project and the SPR Alternative Fuel Project grants with IDOT. Execute the FY2019 sub-recipient UWP agreements. Commence the FY2020 Budget process with guidance on new work plan design (to reflect BOB 2832 reporting requirement) and budget requirements.

## **Procurements, Contracts and UWP Grant Compliance**

**Project Manager:** Penny DuBernat

**Description:** Manage all procurements for professional consulting services, and other goods and services required for CMAP operations; ensure Request for Proposals comply with policy and federal requirements; participate in procurement selection; and prepare and negotiate contracts, amendments and Intergovernmental agreements. Responsible for ensuring that contracts are updated to reflect appropriate federal requirements. Managing UWP grant compliance. Responsible for posting and archiving RFP/RFQ/RFIs on CMAP's website.

**1<sup>st</sup> Quarter Progress:**

- Procurements:
  - Reviewed, processed and approved 121 procurements and PO changes.
- Contracts/Amendments/Audits:
  - Prepared 5 PAO's or PAO Amendments under current contracts.
  - Conducted 3 contract/IGA negotiations.
  - Prepared 34 new contracts, contract amendments, IGA's or Agreements.
  - Reviewed 6 Vendor Justification Reports.
  - Drafted 5 Board Reports.



- Drafted 3 Executive Committee Report.
- Prepared 5 RFP's/RFQ's/RFB.
- Attended 9 interviews.
- Attended 2 pre-bid meetings.
- Secured 5 concurrence from IDOT/Third party.
- Reviewed 31 RFP responses.
- Prepared 3 FOIA requests.
- Reviewed 12 Consultant Performance Evaluation or Mid Term Reports.
- Conferred Procurement meetings bi-weekly or as needed.
- Closed 3 contracts.
- Collected and transmitted all available Q1 work products to IDOT.
- Conducted 6 Accounting Meeting with Vendors.
- Conducted 0 Procurement Investigation.
- Populated the Procurements website with new or revised materials including step-by-step instructions for all procedures used within the department.
- Conducted 0 Risk Committee Meeting.
- Reviewed and processed 14 vendor concurrence requests.
- Met with CMAP auditors.
- Obtained 107 Certificates or Workman's Compensation Insurance for open contracts.

## **2<sup>nd</sup> Quarter Objectives:**

- Procurements:
  - Review and process any new procurements and/or travel requests originated by staff.
  - Continue to maintain and update Contract files.
  - Develop and implement a methodology to ensure UWP grant compliance in accordance with BOB 2832 reporting requirements.
  - Develop content for Contract Management presentation planned for 3rd quarter
  - Develop a comprehensive database to manage UWP grant compliance.
- Contracts/Amendments/IGAs:
  - Prepare RFPs as necessary.
  - Negotiate IGA's as necessary.
  - Prepare and process any new contracts, PAOs, IGAs, amendments and agreements as necessary.

## **External Resources Development and Management**

**Project Manager:** Tricia Hyland

**Team:** Finance and Administration staff, other 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 as required. Under this program, pre-established agency priorities will strategically guide external fundraising efforts.

Current non-UWP grants, which fund the LTA program in FY19, are from the Chicago Community Trust, The John D. and Catherine T. MacArthur Foundation, Cook County Department of Planning and Development, Illinois Environmental Protection Agency, Illinois Department of Natural Resources, and U.S. Department of Commerce (National Oceanic and Atmospheric Administration).

**Products and Key Dates:** Strategic external grant seeking to fund non-transportation work (Ongoing). Monitoring and evaluation of federal, state, and philanthropic 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).

**1<sup>st</sup> Quarter Progress:**

- All staff completed their annual review of the “Grant & Contract Fraud, Waste and Abuse” self-guided presentation as required for compliance with the Grant Accountability and Transparency Act. Grant applications submitted to the John D. and Catherine T. MacArthur Foundation and the Chicago Community Trust (in partnership with the Metropolitan Mayors Caucus and Metropolitan Planning Council) to support the agency’s Local Government Capacity Building demonstration program were approved (see table below). With the support of the Chicago Community Trust, CMAP hosted an LTA Call for Projects workshop for Chicago-based non-profit organizations at the Trust’s office. The workshop was intended to encourage participation in the program from Chicago-based non-profit partners and to increase their awareness of CMAP and the LTA program. The first phase of submitting budget modification requests to current state and federal funders reflecting the agency’s updated indirect rate is underway.

**2<sup>nd</sup> Quarter Objectives:**

- External grant seeking efforts will focus on the agency’s water implementation priorities. Early discussions with funders such as the Kinship Foundation, Chicago Community Trust, and the Donnelley Foundation will proceed on the topic of Transfer of Development Rights with Kane County. Quarterly grant team meetings will continue to ensure adherence to funder requirements through inter-departmental collaboration. These efforts are intended to mitigate risk by minimizing extension requests and providing additional resources and support, as needed. The agency’s updated indirect rate will be communicated to all funders and uniformly applied to all active grants, pending grantor approval.

<b>FY19 GRANTS AND AGREEMENTS UPDATES</b> (* denotes new grant this quarter)			
<u>Grantor</u>	<u>Amount</u>	<u>Dates</u>	<u>Purpose</u>
<u>FY19 Grants Received:</u>			
*MacArthur Foundation	\$500,000	09/01/2018 - 08/31/2020	Local Government Capacity Building Program
*Chicago Community Trust	\$200,000	Two year term	Local Government Capacity Building Program with Metropolitan Mayors Caucus and Metropolitan Planning Council
*Illinois Department of Natural Resources	\$75,000	10/22/2018 - 6/30/2020	Northern Lakeshore Bike Trail Connectivity Project
Illinois Housing Development Authority	\$140,240	9/1/2018 – 8/31/2020	Support of Homes for a Changing Region Program
Chicago Housing Authority (IGA)	\$140,000	6/13/2018 – 6/30/2019	Regional Housing Initiative review of affordable housing developers for project based vouchers.
Illinois Department of Transportation – Statewide Planning and Research Grant	\$355,997	Two year term	International Port District Master Plan Project
Illinois Department of Transportation – Statewide Planning and Research Grant	\$400,000	3/1/2019 – 6/30/2023	Local Technical Assistance Program Planning Support
Illinois Department of Transportation – Statewide Planning and Research Grant	\$1,600,000	8/15/18 – 12/30/21	Pavement Management Plans for Chicago Local Agencies
Illinois Department of Transportation – Statewide Planning and Research Grant	\$695,682	10/1/2018 – 6/30/2021	Truck Routing and Community Studies Project
<u>FY19 Grants Pending:</u>			
Illinois Department of Natural Resources	\$245,000	Two year term (FY19 \$120,000; FY20 \$125,000)	Regional water supply planning

## **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.

## **Benefits Administration**

**Project Manager:** Jake Koepsel

**Team:** Ambriz, King, Roby

**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 all federal or state regulations to maintain compliance with various programs.

### **1<sup>st</sup> Quarter Progress:**

- Final planning and preparation for Principal to Empower conversion (July - September).

### **2<sup>nd</sup> Quarter Objectives:**

- Final planning and conversion of plan and assets from Principal to Empower (October - November).
- Benefit Planning and Strategy with Assurance; benefit renewal planning; review of plan performance metrics; HSA / PPO alternate plan design; alternate PPO plan; analysis of benefit benchmarking information / communication strategy; schedule and conduct annual open enrollment (October - December).

## **Diversity and Inclusion**

**Project Manager:** Jake Koepsel

**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).



### **1<sup>st</sup> Quarter Progress:**

- Coordinated development, Senior Management review, and finalization of Working Group Charter (July – September).

### **2<sup>nd</sup> Quarter Objectives:**

- Schedule and facilitate Senior Management and DIWG meeting to adopt Working Group Charter (November).
- Schedule and conduct non-discrimination and anti-harassment training (December).
- Review of additional training resources and offerings, capabilities, and resources required for comprehensive training (D & I, communications, culture) and costs (Ongoing).
- Develop initiatives supporting diversity and inclusion (Ongoing).

## **Employee Relations**

**Project Manager:** Jake Koepsel

**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 with 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).

### **1<sup>st</sup> Quarter Progress:**

- Completed performance reviews and merit planning (July – August - September); provided support to performance planning. Emphasis: enhance the management of expectations with more specific and quantifiable goals, as well as managing actionable development plans; work with Planning to enhance effectiveness of performance plans (Ongoing).
- Implemented Telework Policy pilot (September).
- Prepared narrative and analysis of Annual Employee Survey (September).
- Initiated HR Source policy review (September).
- Utilized Management Association resources for policy and procedure reference and development; legislative updates; training; general and compliance questions (Ongoing).

### **2<sup>nd</sup> Quarter Objectives:**

- Coordinate Telework Agreements; monitor pilot (October - December).
- Schedule and conduct non-discrimination and anti-harassment training (December).
- Review, revise, refine and implement HR Source policy review recommendations (December).



- Utilize HR Source resources for policy and procedure reference and development; legislative updates; training; general and compliance questions (Ongoing).

## Payroll Administration

**Project Manager:** Stan Ryniewski

**Team:** Doan, King

**Description:** Finance is responsible for the bi-weekly processing of payroll and HR is responsible for routine employee changes in OneSolution to ensure that employee benefits and compensation are accurate. Finance 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 and paycheck information in OneSolution is implemented under this program.

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

### 1<sup>st</sup> Quarter Progress:

- Processed 113 payroll related changes in OneSolution/online.
- Processed two payrolls in July for a total of \$416,459.50.
- Processed three payrolls in August for a total of \$634,873.42.
- Processed two payrolls in September for a total of \$419,395.53.

### 2<sup>nd</sup> Quarter Objectives:

- Participate in implementation of HR / Payroll BPR enhancements and recommendations (December 2018).
- Continue to process payroll and payroll changes to ensure timely processing (Ongoing).

## OneSolution Business Process Review (BPR) – HR System

**Project Manager:** Jake Koepsel

**Team:** Ambriz, Doan, King, Roby

**Description:** To maximize the full capabilities and functionality of the Agency's HR system, CMAP engaged its enterprise software provider, Superior, to document existing HR processes and workflows; work with CMAP staff to identify opportunities for improvements; document the proposed processes and workflows; and develop a plan to prioritize these improvements based on most critical functions, time, cost and implementation risks. This business process review also included an upgrade of the system from version 14.3 to version 16.2 that has been completed, and implementation of Cognos reporting tools and dashboard to reduce the agency's reliance on spreadsheets.

**Products:** Implementation of Phase I BPR recommendations to address workflow and general database maintenance.

### 1<sup>st</sup> Quarter Progress:

- Plan to prioritize and implement improvements based on most critical functions, time, and cost and implementation risks (Pending).

**2<sup>nd</sup> Quarter Objectives:**

- Participate in implementation of HR / Payroll BPR enhancements and recommendations (Pending).

## Human Resources Policy Development

**Project Manager:** Jake Koepsel

**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 (Ongoing). Annual Employee Survey (May). Policy and procedure trainings (Ongoing).

**1<sup>st</sup> Quarter Progress:**

- Implemented Telework Policy pilot (September).
- Prepared narrative and analysis of Annual Employee Survey (September).
- Initiated HR Source policy review (September).

**2<sup>nd</sup> Quarter Objectives:**

- Coordinate Telework Agreements; monitor pilot (October - December).
- Schedule and conduct non-discrimination and anti-harassment training (December).
- Review, revise, refine and implement HR Source policy review recommendations (December).
- Utilize HR Source resources for policy and procedure reference and development; legislative updates; training; general and compliance questions (Ongoing).

## Recruitment and Training

**Project Manager:** Yesenia Ambriz

**Team:** Deputy Executive Directors, King, Roby, 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 collaborating 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 with 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 complies 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 and ON TO 2050, 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:** Identification, development and facilitation of professional development and training (Ongoing). Identification and utilization of more diverse job posting opportunities (Ongoing).

**1<sup>st</sup> Quarter Progress:**

- Successfully placed Assistant R & A (07/30), IT Intern (07/02).
- Created, reviewed and posted job advertisements/postings for the following new vacant positions: Senior Planner Freight (3 year assignment), Assistant Planner and Analyst; Associate Planner and Analyst, and Senior Analyst R & A.
- Conducted exit interviews and termination processing for 2 fulltime employees 14 interns.
- Conducted new hire orientations with benefits for 1 fulltime employee, 1 intern.

**2<sup>nd</sup> Quarter Objectives:**

- Post revised advertisement for Senior Planner Transportation (regular hire) (October - November).
- Design and implement Interview Training for interview teams (October – November).
- Review, interview and successfully place candidates for the following full-time positions: Assistant Analyst / Planner, Associate analyst / Planner, Senior Analyst R & A, Senior Planner Transportation (November – December).
- Post, review, interview and successfully place candidate for re-opened Research & Analysis internship to fill position for the remainder of the year (November – December).
- Train employees involved in the hiring process on interviewing techniques, legal compliance and diversity considerations, and the use of Hyrell for their role in the hiring process (Ongoing).
- Initiate revised CMAP Mentoring Program (requirements and materials); prepare for re-



launch to include full-year interns, NUPIP Fellow, and new hires looking to be assigned with mentor candidates (Q1 2019).

## **Compensation and Organization Structure**

**Project Manager:** Jake Koepsel

**Team:** Roby, Other staff as assigned

**Description and Product:** Organization review and compensation study.

### **1<sup>st</sup> Quarter Progress:**

- Provided final job documentation for market pricing. Identified comparison organizations by job group, including internal contacts; reviewed and approved draft survey (July – September).

### **2<sup>nd</sup> Quarter Objectives:**

- Monitor survey progress. Analyze comparability data, preliminary pay plan and implementation options; develop recommendations; communication and implementation of accepted recommendations (November – December).



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