

HELPING COMMUNITIES PROSPER

Staff Progress Report

Fiscal Year 2019
Quarter Three

Table of Contents

LOCAL PLANNING PROGRAM.....	1
POLICY ANALYSIS AND DEVELOPMENT PROGRAM	20
ON TO 2050 DEVELOPMENT.....	36
COMMUNICATIONS AND OUTREACH PROGRAM	42
PERFORMANCE-BASED PROGRAMMING PROGRAM.....	58
RESEARCH AND ANALYSIS PROGRAM.....	70
TRANSPORTATION IMPROVEMENT PROGRAM (TIP)	83
INFORMATION TECHNOLOGY MANAGEMENT PROGRAM	95
FINANCE AND ADMINISTRATION PROGRAM.....	103

LOCAL PLANNING PROGRAM

Program Oversight: Stephane Phifer

CMAP adopted 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, and others as assigned.

Description: ON TO 2050 includes 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 builds 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).

3rd Quarter Progress:

- Finalized review of ON TO 2050 recommendations and identified topics that could potentially be addressed in LTA projects.
- Conducted Planning Department work planning on ON TO 2050 chapters to further identify ways that ON TO 2050 can be integrated in local projects.



4th Quarter Objectives:

- Prioritize identified topics and activities that may serve to forward ON TO 2050 objectives in LTA work. Conduct initial conversations with topical experts on prioritized topics.
- Draft summary memo for integrating policy outputs in local planning initiatives by end of fiscal year.

Research and Development of New Planning Topics and Approaches

Project Managers: Agata Dryla-Gaca and Jonathan Burch

Team: Bayley, Dixon, Elam, Smith, 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 FY19 will continue, such as community resilience to climate change, 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.

3rd Quarter Progress:

- **Climate Resilience:**
 - Completed draft data guide and reviewed other components of guidebook APA and Illinois State Climatologist are authoring as part of NOAA project.
 - Continued to coordinate with APA staff on guidebook and webinars for NOAA project.
 - Presented project at APA National Planning Conference.
 - Continued to present on NOAA project to external partners, including Chicago Wilderness Climate Committee, for feedback and knowledge exchange.
- **Bikeways Prioritization:**
 - On hold due to other priorities.
- **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:**
 - Collected feedback.
 - Presented the approach to the Planning Department.
 - Developed wiki page and presented final products to local planning and programming staff.
- **Innovative Visualizations:**
 - Finalized the scope.
 - Presented available tools for Planning Department discussion.
 - Continued research.

4th Quarter Objectives:

- **Climate Resilience:**
 - Complete final review of project guidebook prior to publication by APA.



- Continue to coordinate with APA staff on webinars for NOAA project.
- **Innovative Visualizations:**
 - Convene internal project team.
 - Select two to three test projects for visualization tools from new LTA projects.
 - Research best practices for web based plans.

Local Capacity Initiatives

Project Managers: Kristin Ihnchak and Patrick Day

Team: Burch, Dryla-Gaca, Evasic, Hallas, Hyland, Jarr, Phifer, Pudlock, 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).

3rd Quarter Progress:

- Continued consideration of capacity building strategies through ON TO 2050 local implementation activities.



- Executed MOUs for ESP Group One partners and began two-year engagements in Calumet Park and Sauk Village (March).
- Continued development of ESP program structure, refined goals, objectives, and standard operating procedures.
- Convened first ESP Support Team meeting.
- Initiated team consideration of ESP Group Two candidate municipalities.
- Team continued outreach to explain & champion capacity building program: CMAP Brown Bag; Quad States quarterly meeting.
- Continued development of CMAP approach to capacity building trainings, including Plan Commissioner Trainings, as well as other relevant capacity building trainings for appointed officials, elected officials, and staff.
- Continued meetings with partners to explore complementary activities and partnerships (e.g. planning liaisons, MMC, MPC).
- Second ArcGIS workshop was held in February.

4th Quarter Objectives:

- Finalize ESP Goals and Objectives document.
- Convene ESP Support Team Meeting #2.
- Complete ESP Group One Phase I.
- Conceptualize full scope of necessary Standard Operating Procedures for ESPs and schedule completion of SOPs.

Local Technical Assistance (LTA) Program

Project Managers: Stephane Phifer, Jason Navota, Kristin Ihnchak, Jonathan Burch

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 Reference Guide
- McHenry County Council of Governments Shared Services Study
- McHenry County Fox River Corridor plan
- McKinley Park 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 Unified 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
- 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 Streetscape Improvement 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.

3rd Quarter Progress:

- Continued to advance previously approved projects, with preparation of five draft plans (bringing the total to 201) and three final plans (bringing the total to 205).
- Of 38 projects started since October 2017, all are underway at some stage of administration or execution.
- Approved seventeen LTA full project proposals from the 2018 call for projects, and approved eleven projects for ‘alternative assistance’, a less resource intensive staff effort to support applicants efforts, but not conduct a full LTA project.

4th Quarter Objectives:

- Advance ongoing projects, with preparation of existing conditions reports, drafts, and final plans. Target completion of one existing project, including:
 - Regional Mobility Plan for Aurora, Algonquin, McHenry, Naperville, Elgin, South Elgin.



- Assign project managers and begin to advance administrative tasks to initiate new round of LTA projects in early FY20.

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	Q2 FY19	Q3 FY19
Completed and adopted (100% complete)	0	10	42	78	108	133	149	178	188	200
Final draft complete (90%)	0	18	48	93	117	148	169	187	194	201
Existing conditions complete (50%)	0	29	62	106	143	163	181	188	205	214
Fully initiated	14	47	95	129	159	178	188	208	224	224

Consultant Management, Evaluation, and Best Practices

Project Manager: Stephen Ostrander

Team: Bayley, Beck, Daly, Day, Evasic, Ihnchak, Lopez, Manno, 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).

3rd Quarter Progress:

- Completed the following consultant-led LTA projects:
 - Campton Hills Zoning and Subdivision Regulations
 - Richton Park Stormwater Master Plan
 - Sauk Village Comprehensive Plan
- Selected consultants for following projects:
 - Illinois International Port District Master Plan
 - Northern Lakeshore Trail Connectivity Plan (for Village of Beach Park and neighboring communities)



- Kicked off following consultant-led projects:
 - Matteson Streetscape Improvement Plan
 - Northwest Municipal Conference Multimodal Transportation Plan
 - Northern Lakeshore Trail Connectivity Plan (for Village of Beach Park and neighboring communities)
 - Summit Zoning Code Update
- Project Authorization Order (PAO) for Valerie S. Kretchmer Associates (on contract) to complete commercial and residential market analysis to assist Algonquin-Cary Subarea Plan (LTA project).
- Drafted PAOs for Valerie S. Kretchmer Associates (on contract) to complete market analysis to assist the following LTA projects:
 - Robbins TOD and Industrial Plan (to study market potential of industrial area)
 - Village of Thornton Planning Priorities Report (to implement recommendation of report)
- Completed deliverables for existing projects, including:
 - Beecher Comprehensive Plan
 - Belmont Cragin Avenues for Growth
 - Calumet Park Comprehensive Plan
 - Channahon Comprehensive Plan
 - DuPage County IL-83 Corridor Land Use Study
 - Huntley Zoning Update
 - Justice I&M Canal Trail Extension Feasibility Study
 - Midlothian Stormwater Management Capital Plan
- Reviewed and provided feedback on several consultant project deliverables.

4th Quarter Objectives:

- Kick-off Illinois International Port District Master Plan project.
- Proceed with PAOs with Valerie S. Kretchmer Associates (on contract) to complete market analysis to assist the following LTA projects:
 - Robbins TOD and Industrial Plan (to study market potential of industrial area)
 - Village of Thornton Planning Priorities Report (to implement recommendation of report)
- Select consultant for Will County Freight Transportation and Land Use Strategy project (which is being combined under a single RFP with the Western Will County Truck Routing and Communities Study project).
- Complete the following consultant-led LTA projects:
 - Beecher Comprehensive Plan
 - Midlothian Stormwater Management Capital Plan



- 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, 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).

3rd Quarter Progress:

- Continued partner involvement in ongoing projects, and also continued to expand partner involvement in LTA implementation approach.
- The Technical Assistance Providers Group met at CMAP on January 9th to discuss and provide feedback on the FY20 LTA applications.
- The County Planning Directors met at CMAP on January 9th to discuss and provide feedback on the FY20 LTA applications.
- Other external partners, including the transit agencies, were invited to provide feedback on FY20 LTA applications.

4th Quarter Objectives:

- Meet with the Technical Assistance Providers Group to identify partnership and collaboration opportunities in the FY20 LTA project group.
- Continue monthly coordination calls with the Transit Agencies to provide updates on underway LTA projects.



- Continue to establish and expand partnership opportunities with additional implementing agencies and support organizations in the region.
- Work with CMAP partners to participate in a CMAP symposium later in the summer.
- Continue coordination meetings with Chicago DPD to provide updates on underway LTA projects and underway Chicago DPD projects.
- Continue to assist LTA project managers with partner outreach and engagement as underway LTA projects progress.

Plan Implementation Assistance

Project Manager: Tony Manno

Team: Daly, Day, Grover, Jarr, Navota, Persaud, Phifer, Raby, Cambray, 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).

3rd Quarter Progress:

- Completed a second workshop in Brookfield (focused on staff) to identify priority projects to focus on in the near-term, mid-term, and long-term.
- Continued working with identified communities on specific tasks and met with the Implementation Team on a monthly basis.



- Began planning for a developer panel in Bridgeport/Canaryville in early summer to focus on retail along Halsted Street.
- Continued to identify barriers to increased capacity and potential solutions, and identified ways the Implementation Team can provide capacity building and training to past LTA sponsors and upcoming completed LTA plans.
- Continued exploring additional ways CMAP staff can provide grant-seeking and application assistance to past sponsors, including creating an outreach process when grants are announced.
- Continued to meet and communicate with Chicago DPD to coordinate and collaborate on ongoing City of Chicago planning projects.
- Coordinated with ON TO 2050 implementation activities.
- Continued local capacity building assistance in Albany Park, North Lawndale, and Des Plaines.

4th Quarter Objectives:

- Revise LTA implementation approach to be more integrated in the planning process.
- Continue working with Albany Park, North Lawndale, and Des Plaines on priority-setting and partner connections.
- Survey past LTA sponsors to identify additional ways CMAP can provide implementation support.
- Develop topics and programming for workshops and a CMAP summer symposium focused on LTA implementation and capital funding.

Partner Coordination on Inclusive Growth

Project Manager: Elizabeth Scott

Team: Tineh, 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).



3rd Quarter Progress:

- Partners met several times to continue to refine the concept for an Inclusive Growth Accelerator.

4th Quarter Objectives:

- Accelerator partners will evaluate the feasibility of moving the concept developed in the previous quarters into the next phase: detailed scope development.

Local Government Survey

Project Manager: Patrick Day

Team: G. Smith, Weil, Pudlock, 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 (Throughout FY19); Update internal MARCEL contact database and publish Municipal directory (TBD); finalize County Survey questionnaire (Q3); conduct County Survey (Q4)

3rd Quarter Progress:

- Continued analysis of priority 2018 Municipal Survey data:
 - **Coordinated Investments and Partnerships** (Baseline-setting Existing Conditions for Region, Trends).
 - **Professional Development, Workshops, and Trainings** (Baseline-setting Existing Conditions for Region, Trends, and Municipalities' Stated Needs).
 - **Requested Forms of Implementation Assistance** (LTA Municipalities).



- Confirmed receipt of all response data by relevant CMAP staff; internal distribution closed out (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).
- Established 2018 Municipal Survey reporting schedule for remainder of FY19.
- Created DRAFT 2019 County Survey questionnaire.
- Established a CMAP data distribution policy for Local Government Survey data (Municipal and County).

4th Quarter Objectives:

- Present on 2018 Muni Survey findings at 5/14 COM EC.
- Present 2018 Muni Survey LTA Plan Implementation Assistance findings (perceived barriers & requested assistance) (Q4 Implementation Team meeting b/w expanded agency attendance by relevant staff to allow due exploration of needs & opportunities + additional workshops w/ additional staff as needed).
- Distribute 2019 County Survey and coordinate w/ COS's to ensure completion by seven counties.
- Facilitate discussion of 2019 County Survey findings and future survey needs at 6/7 County Planning Directors Meeting.
- Complete update of Municipal Directory once full roster of April election changes is verified, and publish resource.

Housing Planning

Project Manager: Jonathan Burch

Team: Castillo, Scott, and others as assigned.

Description: ON TO 2050 recognizes 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.

3rd Quarter Progress:

- **Assistance to housing funders:**
 - **Regional Housing Initiative:**
 - Worked with public housing authorities, legal representation, and partners to make additional modifications to the draft IGA and supplemental administrative plan.
 - Held pre-application meetings with two developers.
 - Developed potential funding options for discussion among the public housing authorities.
 - **Chicago OBM project:**
 - Finalized data packet for the City.
- **Housing technical assistance to communities:**
 - Held focus group meeting with community 1.
 - Held expert panel with community 1.
 - Drafted action plan for community 1.
 - Held kickoff meeting with community 2.
 - Prepared data workup for community 2.
 - Selected communities 3 and 4 assistance via the IHDA/MMC funding.

4th Quarter Objectives:

- **Assistance to housing funders:**
 - **Regional Housing Initiative:**
 - Convene public housing authorities to discuss potential funding options.
 - Develop additional potential funding options for review by the public housing authorities.
 - Meet with potential funders as needed.
- **Housing technical assistance to communities:**



- Hold expert panel with community 2.
- Review draft action plan for community 2.
- Hold kickoff meeting with community 3.
- Prepared data workup for community 3.
- Hold focus group meeting for community 3.
- Hold kickoff meeting with community 4.
- Prepared data workup for community 4.
- Selected communities 5 and 6 assistance via the IHDA/MMC funding.

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 (WQMP) 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.

3rd Quarter Progress:

- Continue to advance the IDNR water supply planning activities. Developed outreach materials and presentations to communicate regional water demand forecast and develop data resources for municipalities. Support for the Northwest Water Planning Alliance included presentations, agenda development, drafting newsletter template, and updating distribution lists. Support for Will and Grundy counties by MPC included continued strategy sessions and development of educational resources.
- Continued to advance CDBG-DR Year 3 funded projects: completed stormwater analysis for Sauk Village comprehensive plan, which was subsequently adopted by village. Completed phase 2 of the stormwater plan for Richton Park. Continued developing stormwater analysis for LTA comprehensive plan in Calumet Park and the stormwater management capital plan for Midlothian.

4th Quarter Objectives:

- Continue outreach and support activities under the IDNR water supply planning activities. Deliver presentations to Council of Governments on findings of the regional water demand forecast. Integrate water withdrawal data in CMAP's Community Data Snapshot. Explore data needs of a water demand forecast methodology that is integrated with CMAP's upcoming land use model. Develop policy update on non-residential water withdrawals and potential impacts to industries in water scarce areas. Support the Northwest Water Planning Alliance by distributing two newsletters, agenda development, and updates to water use assessment and organizational one-pager. Continue organizing support via MPC to Will and Grundy counties.
- Complete remaining two CDBG-DR Year Three projects – Calumet Park and Midlothian.



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).

3rd Quarter Progress:

- Monitored federal activities and policy development. Tracked progress of FY19 appropriations bills and provided summary of enacted omnibus appropriations bill to the MPO Policy Committee.
- Published CMAP's federal agenda.



- Participated CAGTC reauthorization working groups and coordinated Chicago region project submittals for booklet to publicize freight needs nationwide.
- Participated in IDOT ISFAC activities.

4th 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 ON TO 2050 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 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).

3rd Quarter Progress:

- Completed analysis of two proposed amendments (O'Hare Express System and the Jackson Park Transportation and Mobility Improvements). Presented to the CMAP Board and MPO for inclusion in the ON TO 2050 plan.
- Updated status and contacts for all fiscally constrained RSPs



- Began strategic planning process.

4th Quarter Objectives:

- Draft strategic plan.
- Monitor progress of regionally significant projects.

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).

3rd Quarter Progress:

- Worked on analysis and modeling of implementation considerations for a road usage charge.
- Continued revenue, legislative, and policy analysis for legislative outreach and hearings
- Met with partners and stakeholders.

4th Quarter Objectives:

- Continue to meet with stakeholders and partners.
- Continue analysis and modeling of implementation considerations for a road usage charge.
- Continued revenue, legislative, and policy analysis for legislative outreach and hearings.

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).

3rd Quarter Progress:

- Continued to monitor freight-related policy developments at federal, state, and regional levels, and attend convenings such as ISFAC to participate in the State of Illinois' freight planning process.
- Prepared Executive Director for testimony before U.S. Senate subcommittee hearing on freight policy and funding needs.
- Continued collaboration with the City of Chicago, railroads, and other stakeholders to identify priority grade crossings within the region.

4th Quarter Objectives:

- Continue to monitor freight-related policy developments at federal, state, and regional levels.
- Begin analysis of the impacts of emerging technology on 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).

3rd Quarter Progress:

- Initiated drafting of RFP for Will County study, in coordination with a related Local Technical Assistance program study in Joliet and Elwood.
- Coordinated with City of Chicago to begin scoping of the Southwest Side study.

4th Quarter Objectives:

- Release Will County RFP and evaluate responses.
- Complete drafting of RFP for Southwest Side of Chicago study.

Private Sector Mobility Providers Task Force

Project Manager: Liz Schuh

Team: Kenney, Menninger, Schnobrich

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 (TBD). Final Report (TBD).

3rd Quarter Progress:

- Project on hold pending new staff.

4th Quarter Objectives:

- Scope goals, process, and task force membership.

New and Emerging Trends in Transportation Technology

Project Manager: Liz Schuh

Team: Kenney, Schnobrich, Menninger, 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).

3rd Quarter Progress:

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

4th Quarter Objectives:

- Scope FY20 whitepaper on the changing nature of retail and freight, and regional transportation and land use implications.

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).

3rd Quarter Progress:

- Data gathering and analysis.
- Draft findings.
- Engagement strategy development and planning with Communications.
- Internal vetting of drafted indicators.

4th Quarter Objectives:

- External engagement strategy refinement.
- Product development.

Equity Analysis of Transportation Fares, Fees, and Enforcement

Project Manager: Aseal Tineh

Team: Murtha, Hollander, Levine, Schnobrich, 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).

3rd Quarter Progress:

- Established project team.
- Developed project scope.
- Developed tentative timeline for key deliverables.

4th Quarter Objectives:

- Begin research and analysis for objective one in scope.
- Identify relevant partners and stakeholders for engagement.



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 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. In implementing 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).

3rd Quarter Progress:

- Scoped renovations to Regional Economic Indicators microsite to incorporate planning priorities and principles identified through ON TO 2050.
- Evaluating current indicators and identifying potential revisions.

4th Quarter Objectives:

- Gather and analyze data for proposed indicators. Gather internal feedback.
- Coordinate with Communications and project managers on related data products.

Metropolitan Chicago's Traded Clusters

Project Manager: Austen Edwards

Team: Cooke

Description: ON TO 2050 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).

3rd Quarter Progress:

- Discussed primary findings and recommendations with Economic Development Committee.
- Finalizing draft report, develop accompanying products (data interactive, Policy Update, etc.).

4th Quarter Objectives:

- 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).

3rd Quarter Progress:

- Background research, begin scoping project.

4th Quarter Objectives:

- Project on hold due to staffing changes.

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).

3rd Quarter Progress:

n/a

4th Quarter Objectives:

- Scoping will begin in Q4.

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 (early 2019). Policy update series on Displacement (February-June 2019).

3rd Quarter Progress:

- Conducted empirical analysis on how disinvested communities utilize incentives common to northeastern Illinois
- Conducted stakeholder outreach and interviews, convened staff, and presented to HCD and Coordinating Committees
- Substantially drafted the report.

4th Quarter Objectives:

- Continue engaging stakeholders, and present initial findings to HCD and other committees and stakeholder groups.
- Conduct additional empirical analysis on tax policy and fiscal condition.
- Finalize draft for internal and stakeholder review.

Regional Housing and Development Analysis

Project Manager: Elizabeth Schuh

Team: Daly, Cooke, Kenney, Scott, Tineh

Description: The ON TO 2050 plan emphasizes the need to coordinate planning for transportation, land use, and housing. This project will continue to enhance the agency's understanding of housing and land use changes in the region and provide education on topics related to the interaction of land use, transportation, and economic competitiveness. Quarterly analyses via Policy Updates and/or issue briefs will continue to cover trends such as building permits, housing diversity, 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).

3rd Quarter Progress:

- Began scoping for FY 19 series.
- Drafted an early version of an industrial land use primer, highlighting the effects of e-commerce.
- Drafted policy update on regional population trends, in response to April Census PEP data release.
- Most analysis deferred for other agency priorities.

4th Quarter Objectives:

- Finalize scope, begin research on housing, retail, and office updates.



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).

3rd Quarter Progress:

- Continued with policy update on the interaction of EDAs and flood-prone areas.
- Collected ABM model data to assess inequity in commutes and high priority areas.
- Alignment with other indicator projects.
- Inclusive Growth Multi-Year Work Plan.
- MPC commutes pilot.

4th Quarter Objectives:

- Begin preliminary analysis of ABM output to assess potential inequities in commutes.
- Continue with policy update on the interaction of EDAs and flood-prone areas.

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).

3rd Quarter Progress:

- Completed Policy Update on how other states encourage local government consolidation.
- Completed five Policy Updates on transportation revenues and funding.

4th Quarter Objectives:

- Complete Policy Update on property taxes.
- 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).

3rd Quarter Progress:

- Draft of report completed and reviewed internally.

4th 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 (TBD).

3rd Quarter Progress:

- Continued research and interviews.

4th Quarter Objectives:

- Continued 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).

3rd Quarter Progress:

- Policy and Programming and Local Planning staff collaborated extensively on project evaluation for the 2018 LTA call for projects, ensuring capture of ON TO 2050 priorities in the scopes of the selected projects.
- Staff began developing 3 – 5 year work plans of research, partner coordination, and implementation activities as a follow-up to ON TO 2050.

4th Quarter Objectives:



- Staff continues developing 3 – 5 year work plans of research, partner coordination, and implementation activities as a follow-up to ON TO 2050.

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).

3rd Quarter Progress:

- Met with legislators to discuss State Agenda, policy initiatives, ON TO 2050 implementation update and related activities and CMAP funding.
- Received approval of the State and Federal Framework and State Agenda for spring 2019 legislative session.
- Continued development of the 2019 CMAP Legislative Working Group, to focus on partner’s individual legislative initiatives.
- Staff continued to track legislative activities.



- Monitored activity in Springfield.

4th 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 mid-session meeting of the CMAP legislative working group for the 2019 Spring 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 the FAST Act, rail safety legislation, annual appropriations bills, and Water Resources Development Acts.

Products and Key Dates: Federal Agenda (January 2019). Policy Updates on federal legislative issues (ongoing).

3rd 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 19 appropriations bills.
- Continue technical assistance and outreach to Illinois congressional delegation and administration officials on relevant legislation and administrative action.

4th Quarter Objectives:

- Monitor FY 19 appropriations bills.
- Continue technical assistance and outreach to Illinois congressional delegation and administration officials on relevant legislation and administrative action.



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); 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. 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 ON TO 2050 implementation occurring throughout the region at the working committee level (ongoing).

3rd Quarter Progress:

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

4th Quarter Objectives

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

ON TO 2050 DEVELOPMENT

Program Management: Liz Schuh

This program completed development of ON TO 2050 in October 2018. A draft plan was released in June 2018, and work in early FY 2019 focused on refining recommendations per feedback, completing all technical processes and documentation, and other work essential to finalizing and implementing the plan. This work culminated in a 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. ON TO 2050 builds upon GO TO 2040's foundation and refines major policy objectives in a manner that is supportive of the agency's core land use and transportation functions, as well as identifying new policy directions that are complementary to CMAP's role.

AREA 1: Plan Outreach and Communications

Comprehensive Plan Communications Strategy

Project Manager: Tina Fassett Smith

Team: Ihnchak, Schuh, 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 ON TO 2050, 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.

3rd Quarter Progress:

- Work with staff to develop engagement strategies with a focus on implementation of ON TO 2050 and CMAP's goal of helping every community in the region prosper.

4th Quarter Objectives:

- Continue to support ON TO 2050 implementation activities as necessary.

Comprehensive Plan Outreach Strategy

Project Manager: Jane Grover

Team: Ihnchak, Schuh, Harris, Raby-Henry, 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).

3rd Quarter Progress:

- Support ON TO 2050 implementation activities.
- Target and recruit broad-based private sector support for specific ON TO 2050 implementation initiatives reflecting the diversity of the region's business community.
- Prepare and present interactive ON TO 2050 PowerPoint presentation, "Helping Communities Prosper".

4th Quarter Objectives:

- Continue to support ON TO 2050 implementation activities as necessary.

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).

3rd Quarter Progress:

- Project complete.

AREA 2: Draft Plan Development

Plan Development

Project Manager: Liz Schuh

Team: Beck, Burch, Day, Edwards, Elam, Hollander, Ihnchak, Irvin, Navota, Weil, Williams-Clark, Fassett Smith, 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).

3rd Quarter Progress:

- Project complete.

Regionally Significant Project Evaluation

Project Manager: Jesse Elam

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

Description: This project determined 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).

3rd Quarter Progress:

- Project complete.

Financial Plan Development

Project Manager: Lindsay Hollander

Team: Elam, Schuh, Schmidt

Description: This project updated 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).

3rd Quarter Progress:

- 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).

3rd Quarter Progress:

- Project complete.

Plan Indicators Development

Project Manager: Noel Peterson

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

Description: In FY 2019, this project will finalize indicators for ON TO 2050. GO TO 2040 included 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.

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

3rd Quarter Progress:

- Project complete.

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).

3rd Quarter Progress:

- Project complete (other layers improvement is ongoing in other parts of the work plan)

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 were 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).

3rd Quarter Progress:

- Implementation of Board-approved changes and implementation of committee management best practices.

4th Quarter Objectives:

- Implementation of committee management best practices.

COMMUNICATIONS AND OUTREACH PROGRAM

Program Oversight: Tina Fassett Smith and Jane Grover

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 implement ON TO 2050.

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 ON TO 2050 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).

3rd Quarter Progress:

- Continued to provide ongoing support for LTA through promotional materials and final plans, including the Bridgeport and Canaryville Priorities Plan.
- Coordinated and promoted media coverage of LTA projects including North Avenue Corridor Plan and the Sandwich Planning Priorities Report.
- Supported development of a shorter, designed executive summary to the ON TO 2050 Regional Water Demand Forecast, to be finalized in early Q4.
- Began work with planning staff to develop messaging around the agency's water work.
- 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.
- Planned social and media promotion of new LTA projects being approved by the CMAP Board in early Q4.

4th Quarter Objectives:

- Plan summer outreach, events, and kiosk deployment for the next call for projects.
- Release and promote *Changing water demand: Projecting water use in the Chicago region to 2050*, a brief overview of the ON TO 2050 Water Demand Forecast.
- Support internal and external rollout of new branding for planning department programs.
- Manage media and social media rollout of new LTA projects approved by the CMAP Board
- Work with local planning project managers to develop engagement strategies, message maps, and supporting materials for various projects including capacity building, water, and individual LTA plans.
- Begin scoping and development work to present a few LTA plans in a web-first format.
- 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.

3rd Quarter Progress:

- Supported CMAP's effort to pull together a group of regional and statewide leaders in support of a new kind of state capital bill with reforms that protect the public, while delivering a safe, reliable transportation system. Work included messaging, meeting preparation, testimony for public hearings, and content ranging from a one-pager on the group's principles to media strategy.
- Refocused work on the Expressway Vision toward development of a draft full/technical report by the end of FY19, and an executive summary available shortly thereafter. Continued to support stakeholder outreach on the Vision, including a presentation to the Board in January, using a revamped PowerPoint that we continue to refine.
- Continued promoting the My Daily Travel survey, including support for targeted outreach to school districts, college students, online influencers, and churches. As the survey began to show signs of meeting its survey completion goals, developed language that will be used to officially close the survey in early Q4.
- Supported release and promotion of a Policy Update series on transportation revenue needs and options, published between February 14 and March 7, which informed stakeholders and media of CMAP's transportation recommendations.
- Developed a new printable template for Policy Updates to make it easier for staff to share our analyses in a professionally designed, easy to read format.
- Continued to provide strategic communications to advance the policy and programming recommendations of ON TO 2050 through the "Helping communities prosper" campaign. This included ongoing work with staff to hone in on audiences, goals, messaging, and tactics to communicate CMAP projects including traded clusters, Inclusive Growth, and indicators.



4th Quarter Objectives:

- Continue to provide strategic communications to advance the policy and programming recommendations of ON TO 2050, with a near-term emphasis on transportation funding and related reforms.
- Finalize the Expressway Vision draft full report by the end of June. Continue to develop the executive summary report and media strategy to deploy shortly thereafter. Continue support to stakeholder outreach on the Vision, including presentations to the transportation committees of the COMs and COGs.
- Communicate the successful close-out of the My Daily Travel survey, likely at the end of April or early May.
- Continue to support the development of the Traded Clusters report.
- Continue to support the launch of transportation indicators and publication of our Regional Economic Indicators.

ON TO 2050 Launch Communications Strategy

Project Manager: Mandy Burrell Booth

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

Description: 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).

3rd Quarter Progress:

- Working with staff across the agency, promoted ON TO 2050 through the "Helping communities prosper" campaign and brand.
- Internally, provided messaging training; a staff brownbag on our new presentation materials, templates and photo database; and numerous engagement strategy sessions for specific projects touching every department.



- Externally, ensured the “Helping communities prosper” messaging infiltrated all relevant public-facing messages.

4th Quarter Objectives:

- Continue to support staff to use clear, concise, and consistent messaging to communicate their work and the agency’s goals.
- Continue to seek speaking engagements, media, and other opportunities to keep the key messages and recommendations of ON TO 2050 central to regional and statewide discussions.

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.

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).

3rd Quarter Progress:

- Conducted staff-wide training on approved CMAP and ON TO 2050 messaging and how to incorporate it into all external engagement strategies.
- Facilitated coverage of CMAP changes including the announced move to the Old Post Office and the retirement of Executive Director Joe Szabo in the Chicago Tribune and Crain’s Chicago Business.
- Facilitated coverage of CMAP’s principles for sustainable transportation funding as conversations continued at the state and regional level about the need to increase the motor fuel tax and increase infrastructure spending.
- Managed media coverage of the ON TO 2050 amendment process for the O’Hare Express System and the Roadway Improvements to Support the Update to the South Lakefront Framework Plan with articles in the Chicago Tribune and Streetsblog Chicago.



- Fielded media inquiries and facilitated coverage of various LTA projects.
- Updated the [CMAP media archive](#) with all coverage.

4th Quarter Objectives:

- Continue to expand media relationships with reporters and publications in diverse areas of the region.
- Pitch appropriate media and respond to media requests in a timely manner.
- Update media database and move it to MARCEL.

Graphic Design

Project Manager: Nancy Catalan-Sanchez and Chris Apap

Team: Catalan, Fassett Smith, 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.

3rd Quarter Progress:

- Completed design of translation documents for ON TO 2050.
- Continued to work with Expressway Vision team to produce graphics and design for the executive summary report.
- Refreshed LTA and agency outreach material templates to reflect new ON TO 2050 and "Helping Communities Prosper" styling.
- Held three lunch brownbag trainings for staff on how to use new PowerPoint template and Adobe Bridge photo library.
- Completed the state and federal agendas.
- Assisted LTA with Bridgeport / Canaryville report, Water Quality report, Des Plaines plan, and Chinatown and Montgomery outreach materials.



- Created promotional materials for FLIP’s spring boot camp and summer 2019 application cycle.
- Introduced new graphic design request form to improve workflow and response time to staff needs.

4th Quarter Objectives:

- Release RFP for design services and complete procurement and selection process for board approval.
- Continue to support and design for the Expressway Vision report.
- Create plan for quarterly staff trainings and onboarding materials from the Communications team.
- Assist LTA with Thornton, Montgomery, North Ave Corridor, Sandwich, McKinley Park, and other plans as needed.

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).

3rd Quarter Progress:

- Finalized importing and tagging all images from ON TO 2050.

4th Quarter Objectives:

- Respond to requests for graphics in additional formats as needed.



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).

3rd Quarter Progress:

- Finalized importing and tagging all images from ON TO 2050.
- Worked with IT to install Adobe Bridge on all staff computers.
- Provided training on how to use and import images into the photo library using Adobe Bridge.

4th Quarter Objectives:

- Continue to provide trainings on how to upload and search for photos using Adobe Bridge.
- Continue to add designed images (infographics, maps, illustrations, etc) into the photo library.

Web Administration

Project Manager: Joey-Lin Silberhorn

Team: Catalan-Sanchez, Apap, Fassett Smith, 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).

3rd Quarter Progress:

- Released website hosting RFP.
- Started discussions and scoping for web development projects in FY20.
- Worked with consultants on other outstanding website issues.

4th Quarter Objectives:

- Select vendor and finalize contract for website hosting RFP
- Continue strategizing and prioritizing web development projects for the next fiscal year.
- 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 consults to streamline site templates and navigation (2nd Quarter, FY 18). Develop of promotional strategies and related content (ongoing). Collect user engagement and create reports on engagement efforts (quarterly).

3rd Quarter Progress:

- Continued to develop original, engaging content and promote CMAP work for the Weekly Newsletter, social media, and other channels.
- Started working with project managers to revamp their pages to reflect ON TO 2050.

4th Quarter Objectives:

- Continue to promote ON TO 2050 and implementation activities across all CMAP channels.
- Continue to work with project managers to ensure their pages are up to date and reflect ON TO 2050.
- Develop social media goals and plan for FY20.
- Send Municipal Matters newsletter with useful information for municipal partners.
- Work with website team to think about content in developing new web organization and tools.

Data Development Support

Project Manager: Melissa Silverberg

Team: Fassett Smith, Silberhorn, 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

3rd Quarter Progress:

- Worked with web development consultants to move story map capabilities to the main CMAP channel and plan for future use of this technology to promote CMAP data products.
- Introduced tools developed for ON TO 2050 to Local Planning staff as part of the conversation about moving local plans online in FY20.

4th Quarter Objectives:

- Meet with Research & Analysis staff to develop an engagement strategy for better promotion of their work, including the CMAP Data Hub and other data products.
- Work with R&A staff to discuss future updates to the Community Data Snapshots.

Broad-Based External Engagement

Project Manager: Jane Grover

Team: Cefali, Cambray, Fassett Smith, 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 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).

3rd Quarter Progress:

- Began series of informational focus groups to support transportation funding initiatives; prepared focus group PowerPoint presentation in consultation with Communications and Policy.
- Began strategic planning for engagement events to support local planning and ON TO 2050 in FY20.
- Facilitated and participated in events with CONEX expo at A.A. Stagg High School, Smart Cities Symposium, MetroQuest webinar (Katanya Raby and Lindsay Bayley), Rotary Club of Chicago Cosmopolitan, Chicago Bar Association Local Government Committee (Kelwin Harris), National Shared Use Mobility Summit, University of Chicago Harris School of Public Policy career fair, Going Green Matters expo, Calumet Area Industrial Commission, and Kane Kendall Council of Mayors Bike Planning Workshop.
- Coordinated agency-wide public engagement activities, resources, and calendars with Communications, Planning, Policy and Programming, Governmental Affairs, Executive Office, and Development.
- Staffed and reported on Councils of Government, Councils of Mayors meetings.
- Supported and promoted public engagement for the My Daily Travel survey.
- Finalized draft of the Public Participation Plan, prepared draft for public comment, including webpage, review by the Citizens' Advisory Committee.
- Explored new audiences for partnership, ON TO 2050 presentations, and speaking opportunities, including Chicago Cares, Cook County Assessor Fritz Kaegi and new staff, the Hana Center, the Consulate General of Denmark, the University of Chicago Civic Engagement Center, Executives Club of Chicago, Northwestern University Office of Community Relations, Institute of Cultural Affairs, BKD LLP, Volunteers of America of Illinois, Fauré Bros. Warehousing, Evanston Chamber of Commerce, Google, Meeting Tomorrow and Albany Park SSA#60,
- Hosted and presented to visitor delegation from Utrecht University.
- Monitored Census 2020 state and regional Complete Count activities, coordinated CMAP involvement, contributed to State and Local Subcommittee of Illinois Complete Count Commission.



- Coordinated Communications' ON TO 2050 web demo presentations at Chicago Area Library Forecasting Group, Metropolitan Planning Council, UIC University Transportation Center, and DePaul University Sustainable Urban Development class.
- Managed CMAP's participation in the Women's' Transportation Seminar, Chicago Chapter, events.
- Recruited new members to the Citizens' Advisory Committee.
- Continued to expand and deepen the agency's network of allies and advocates, including civic organizations, community groups, municipalities, and the private sector.

4th Quarter Objectives:

- Continue expansion of CMAP's engagement with community organizations and private sector supporters to support ON TO 2050 implementation initiatives and campaigns.
- Continue transportation funding focus groups.
- Develop and begin to implement strategy for CMAP's summer engagement for local planning and ON TO 2050.
- Finalize public and committee review of the Public Participation Plan, including review and approval by the Transportation Committee, CMAP Board and MPO Policy Committee.
- Coordinate agency-wide public engagement activities, resources, and calendars with Communications, Planning, Policy and Programming, Governmental Affairs, Executive Office, and Development.
- Monitor Census 2020 state and regional Complete Count activities, coordinate CMAP involvement, and contribute to State and Local Subcommittee of Illinois Complete Count Commission.
- Field and coordinate requests for CMAP participation in community, educational, and municipal events.
- Continue to recruit members to 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.

Corporate and Civic Engagement

Project Manager: Jane Grover

Team: Cambray, Cefali, Harris, Hyland, McMahon, Porter, Raby, Smith, plus other relevant staff



Description: Implementation of ON TO 2050 and its priorities requires support and advocacy of not just CMAP's public partners, but also the region's diverse business interests and corporate anchors. CMAP's private sector partners can provide perspective on challenges regional planning can address and opportunities for implementation and support for prospective campaigns. In FY 2019, CMAP will continue to expand its base of private sector allies and advocates, deepen those connections, seek opportunities to include the private sector in agency initiatives, and track all contacts through MARCEL. Because these relationships are enriched by sharing the full range of CMAP expertise, Outreach staff will include planning, policy and programming staff in private sector engagement activities.

Products and Key Dates: Execute the corporate engagement strategy to build support for ON TO 2050 implementation (ongoing). Identify and secure speaking opportunities for CMAP staff (ongoing).

3rd Quarter Progress:

- Continued to identify and generate new corporate contacts at civic and community events and included new contacts in MARCEL.
- Secured and coordinated meetings with BKD LLP, Fauré Bros. Warehousing (for tour with Policy staff), Evanston Chamber of Commerce, and Meeting Tomorrow (with planning staff).

4th Quarter Objectives:

- Update Corporate Engagement Strategy to support CMAP initiatives for implementation of ON TO 2050.
- With Chief of Staff and development staff, investigate and develop optimal structure for corporate funding support for CMAP initiatives.
- Expand the agency's network of private sector allies through continual outreach and engagement.

Contacts Management (MARCEL)

Project Manager: Kelwin Harris

Team: Cambray, 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 and optimize MARCEL for the new website platform.

Products and Key Dates: Explore and implement enhancements to MARCEL (ongoing). Move MARCEL to new website platform. Track all engagement contacts (ongoing).

3rd Quarter Progress:

- Helped transition CRM system to be housed on new agency website (ongoing).
- Tested CRM and continued to advise web development consultant on critical CRM features and fixes along with cost estimates.

4th 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: Cambray, Grover, 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 all methods including: kiosks, surveys, MetroQuest, public meetings, keypad polling, and website. Supply reports and analysis of those activities, both qualitative and quantitative as necessary.

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

3rd Quarter Progress:

- Maintained ongoing "Activity Tracker" document of outreach prospects, successfully scheduled workshops, and overall outreach activity.
- Orchestrated, collected and summarized comments for ON TO 2050 plan amendments.

4th Quarter Objectives:

- Track and record comments for draft Public Participation Plan.
- Record comments from outreach focus groups associated with transportation funding.
- Update website to support the Programming Department's TIP and Conformity analysis comment periods.



- Provide feedback support for additional outreach as needed.

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).

3rd Quarter Progress:

- Hosted MetroQuest webinar to share CMAP's outreach and engagement strategies for ON TO 2050 and local planning projects.
- Developed and released RFP for procurement of a new online engagement tool that covers both agency-wide and local planning needs.
- Hosted national MetroQuest webinar to share about CMAP's outreach and engagement strategies for ON TO 2050 and local planning.
- Coordinated requests for borrowing of TurningPoint keypad polling equipment and laptop software updates.

4th Quarter Objectives:

- Finalize procurement process for online public engagement tool RFP for board approval.



- Coordinate requests for borrowing of TurningPoint keypad polling equipment and laptop software updates.
- Continue to monitor progress with POLCO until July 2019.

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).

3rd Quarter Progress:

- Developed and executed the first FLIP Boot Camp in partnership with UIC’s College of Urban Planning and Policy in March.
- Released the FLIP Summer 2019 application and began recruiting.
- Recruited a new FLIP staff team to begin building the 2019 curriculum with a focus on transportation.

4th Quarter Objectives:

- Continue to expand network of youth-serving organizations to promote ON TO 2050 and FLIP and participate in regional school events.



- Maintain the relationship with UIC to develop future FLIP boot camps and workshops.
- Restructure FLIP 10-year review as a video feature rather than a written document.
- Continue to develop and build the curriculum for FLIP Summer 2019. Prepare to execute another fantastic week and introduce more youth to planning and policy in early FY20.

PERFORMANCE-BASED PROGRAMMING PROGRAM

Program Oversight: Jesse Elam

Prioritized transportation investment through performance-based funding is a major transportation policy priority of ON TO 2050 and GO TO 2040. While these plans recommend new or innovative revenue sources, the larger emphasis for this program is on making more cooperative, transparent, prioritized decisions that promote inclusive growth, using the best evaluation criteria possible. This core program carries out MPO programming functions (CMAQ, Transportation Alternatives, STP) 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 for these two programs will be held starting in January 2019, followed by staff evaluation and discussion by CMAP committees. In advance of the call for projects, staff will review the evaluation and prioritization methods to ensure they align with draft ON TO 2050 recommendations and other priorities with committee discussion. This will also include internal processes to incorporate feedback from planning and policy staff on project selection. In discussion with stakeholders, staff will also implement methodological improvements where needed.

Products and Key Dates: Revisions to methods (ongoing); call for projects released (January 2019). Call for Projects (Jan-March 2019).

3rd Quarter Progress:

- Held an open call for CMAQ and TAP-L projects from January 15, 2019 until March 15, 2019 in conjuncture with STP-Shared Fund. 136 applications were received.
- Hosted one webinar for the training of Planning Liaison staff and two information webinars for prospective applicants.
- Staff began the process of reviewing applications for completeness, assessing any potential issues that may arise and starting the application analysis and evaluation process.

4th Quarter Objectives:

- Complete the analysis and score all applications for the evaluation criteria.
- Present the applications and their scores to the Bike-Ped Task Force and the Regional Transportation Operations Coalition for their review and input on the applications.
- Hold meetings with sponsors on the applications.

STP Shared Fund Program Development

Project Manager: Kama Dobbs

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)

3rd Quarter Progress:

- Completed call for projects, in conjunction with CMAQ and TAP-L, began.

4th Quarter Objectives:

- Complete analysis and scoring of project applications for internal review in May and external review in June.
- Hold meetings with project sponsors, as needed.



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).

3rd Quarter Progress:

- Completed analysis of HSP funding.
- Initial analysis of TIP program intersection with IDOT safety tiers.
- Reached out to partners for latest data.

4th Quarter Objectives:

- Update baseline for several measures with new data.
- Refine analysis linking TIP projects to safety measures.

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 updating performance measure website with more recent data and visualizations and use of the Regional Data Archive, the National Performance Research Dataset, and IDOT safety data together to understand the impacts of incidents on highway performance. This project also includes development and support of the



Transportation Data Archive, which this year will focus on user-friendliness and determining the best approach to archiving transit operations data as well as scoping a potential regional FY 2019 Comprehensive Budget parking pricing study. Traffic signal and non-motorized facility and count field data collection and inventory work will continue.

Products and Key Dates: Update performance measure website (October 2018); Deliver VMT data to IDOT (February 2019); introduce new applications for Transportation Data Archive (June 2019).

3rd Quarter Progress:

- Completed analyses of field data collected for the analysis of motorist delay at highway-rail grade crossings. We have found that previous estimates of delay significantly underestimated actual delay. Staff wrote a brief report for the executive team, which was shared with federal partners. We continued engagement of public-agency working group, which is preparing a summary of priority crossings for further study.
- Completed estimate of 2018 expressway annual average daily traffic and VMT.
- Other work was deferred pending completion of the prioritized Regional Expressway Vision.

4th Quarter Objectives:

- Continue grade crossing delay analysis, comparing ICC estimates to CMAP field data.
- Continue collection of municipal signal data.
- Integration of 2018 bicycle and pedestrian counts into the regional database.

Analysis of Emerging Issues in Transportation

Project Manager: Liz Schuh

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).

3rd 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.

4th Quarter Objectives:

- 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).

3rd Quarter Progress:

- Completed initial model runs for all baseline scenarios.

4th Quarter Objectives:

- Evaluate initial scenario results.
- Reach out to key stakeholders with initial results for feedback.

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).

3rd Quarter Progress:

- Collected pavement condition for remaining 4 municipalities.
- Reviewed 4 draft municipal pavement management plans.
- Selected next round of municipalities to participate in the SPR pavement management plan program.
- Reviewed SPR project tracking dashboard developed by consultant.

4th Quarter Objectives:

- Review and receive final deliverable of pavement condition data for federal aid eligible routes.
- Final pavement management plans for pilot project.
- Start work on round 1 of SPR pavement management plans.
- Work with PMO to select next round of municipalities for pavement management plans funded through SPR grant.

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).

3rd Quarter Progress:

- Project scope development.
- Analysis to select geography to pilot United States Road Assessment Program (usRAP).
- Calculated crash rates by municipality.
- Multi-year work program.
- Worked with consultant to get copy of data module of usRAP.

4th Quarter Objectives:

- Select geography to pilot usRAP.
- Start data input into usRAP.

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 (February 2019 - June 2019), procurement (winter 2018), final architecture update (January 2020).

3rd Quarter Progress:

- Develop work plan & present project to Advanced Technology Task Force (ATTF).
- Conversion of Northeastern Illinois architecture to new RAD-IT software.
- Current architecture review underway.
- Stakeholder list generated and development of interview materials began.
- Begin outreach and data collection.

4th Quarter Objectives:

- Document V3 (current) architecture findings in a memo.
- Complete most stakeholder interviews (outreach and data collection).
- Begin drafting outreach summary document.
- Begin coordination with IT for Architecture directory structure and location.

Freight Bottleneck Elimination Conceptual Engineering Analysis

Manager: Tom Murtha

Team: Bozic, Schnobrich, consultant services

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).

3rd Quarter Progress:

- Worked to hire an engineer to work on this project.
- After multi-agency consultation, we have come very close to consensus on the list of priority grade crossings for analysis.

4th Quarter Objectives:

- Reevaluate hiring of staff engineer for 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

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).

3rd Quarter Progress:

- No additional progress. The goals were circulated for comment in the 2nd quarter.

4th Quarter Objectives:

- In order to document in one place what the Vision will achieve, a new element of the Goals section of the Vision has been identified as necessary. This new element will include, among other items, model results showing the forecast impact of the Vision. This revision will be initiated in the third quarter and completed in the fourth quarter.

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.

3rd Quarter Progress:

- Integrated results of consultant’s trends and emerging strategies report into Chapter 4 of the Vision text, particularly the environment strategies.

4th Quarter Objectives:

- Review draft of Chapter 4.

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.

3rd Quarter Progress:

- Completed cash flow analysis of additional scenarios.
- As of this writing, began drafting corridor recommendations chapter.

4th Quarter Objectives:

- Draft remainder of 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.



3rd Quarter Progress:

- This work was completed and summarized in spreadsheet form for integration into text.

4th Quarter Objectives:

- Wrap up corridor recommendations.

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).

3rd Quarter Progress:

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

4th Quarter Objectives:

- Engage stakeholders.
- Complete final document.
- Prepare for release of Executive Summary in June.

RESEARCH AND ANALYSIS PROGRAM

Program Oversight: David 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, 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 FY19 is the development of additional datasets necessary for successful implementation of a land use model. Also for FY19 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).

3rd Quarter Progress:

- Land Use Inventory: Review of current documentation and procedures.
- Community Data Snapshots:
 - There were numerous improvements to the profile generation procedures which: allow for more flexibility in updating, adding, or removing tables; incorporate QA/QC procedures in the programming code; and generate a cover sheet with release date, version number, and listing of primary data sources.
 - Archive created in CMAP data library for snapshot PDFs and data tables

- Internal Wiki page updated to include project background and updated procedures/scripts.
- Development Database: Continued review and update of records. Prepared meeting materials for Orland Park and Tinley Park.
- New Regional Map: Revisions based on review by the Cartographic team have been completed, as well as the draft layout in GIS. Ongoing testing of conversion to Adobe Illustrator format.
- Bikeway Inventory System: Begin push to add remaining LTA bike plans into the BIS; Pilsen and Pullman added to the BIS in Q3, along with the DuPage County bike/ped plan.
- LTA Archive: Data for Carol Stream, Franklin Park, Harvard, and Winthrop Harbor LTA projects have been incorporated into the Land Use Recommendations database.
- Sidewalk Inventory: Lake and Kane Counties are more than 60% completed; Cook County 40% complete.

4th Quarter Objectives:

- Community Data Snapshots: generate draft snapshot series for internal review; post new series in June: PDF snapshots on the CMAP website and raw data tables on CMAP Data Hub.
- Land Use Inventory: Finalize documentation and procedures; resume production with summer interns.
- Development Database: Continued review and update of records. Hold on-line development review meeting with Orland Park and Tinley Park.
- New Regional Map: Final review by Subject Matter Expert team, with final adjustment of content (if necessary). Apply graphic enhancements and finalize layout in Illustrator in collaboration with Communications team. Generate PDF file for website download and print.
- Sidewalk Inventory: Continued work on Cook and Kane Counties; complete Kendall and Lake Counties; begin McHenry County
- Bikeway Inventory System: Review list of remaining LTA plans and determine whether they have bike/ped recommendations that merit inclusion in the BIS. Post updated version in late June on CMAP Data Hub.
- Highway Traffic Signal Inventory: Begin processing data provided by municipalities in 2018.



Data and Information Services

Project Manager: David Clark

Team: Matthews, 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).

3rd Quarter Progress:

- Internal Data Library has been updated with the latest American Community Survey (2013 – 2017) data and newer floodzone data from FEMA. The region-wide Parcel Based Housing Inventory developed by Planning Research staff is now available to agency staff as well.
- Data-Sharing Hub: Additional data and documentation were added to the 2050 Water Demand Forecast page. Ongoing discussions with state personnel regarding migration to data.illinois.gov. Informational phone call with staff from the Regional Planning Council (Rockford) who are considering starting a portal similar to the Data Hub.
- Other: Participated in quarterly Data Dissemination and Training status call with Census Information Center and State Data Center staff. Begin holding recurring meetings with CMAP Outreach and Governmental Affairs staff to discuss strategies for assisting with Census outreach efforts in the run-up to the 2020 Census.

4th 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.

- Other: Continue to work with Outreach and Governmental Affairs staff to assist with Complete Count and other Census activities. Acquire embargoed Census population estimate data for inclusion in forthcoming policy update.

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).

3rd Quarter Progress:

- CMAP tasks: Ongoing development of parcel & building databases; begin process of assigning individual households and businesses to buildings. Zoning data collection work completed.
- UrbanSim (consultant) tasks: Incorporation of additional data provided by CMAP into Lake County test model. Adjustment of proforma logic to use zoning data. Additional enhancements to UrbanCanvas user interface.
- Communication & coordination: Bi-weekly online meetings to review progress and outline next steps.

4th Quarter Objectives:

- CMAP: Continued work on parcel, building, household and business data inputs. Perform QA on region-wide zoning data. Begin work to convert CMAP Development Database records to “pipeline” development inputs. Collect data for 14-county surrounding region as inputs for lower-resolution external modelling area.
- UrbanSim: Continue to develop notebooks and code for data validation and model estimation.
- Communication & coordination: Continued bi-weekly online meetings to discuss data requirements and model development progress.



Regional Indicators

Project Manager: Noel Peterson and Brittaney Harkness

Team: 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).

3rd Quarter Progress:

- Updated nine ON TO 2050 indicators with latest data from the American Community Survey. For these indicators, the update procedures are now fully automated to save staff time in the future.
- Calculated community-level measures of nine ON TO 2050 Regional Indicators for inclusion in future Community Data Snapshots (including the upcoming June 2019 set).

4th Quarter Objectives:

- Update ON TO 2050 Regional Indicators, as new source data becomes available.
- Continue 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).

3rd Quarter Progress:

- Activity-Based Model:
 - Continued finalizing template of ABM calibration and validation report using GitHub pages. Investigated alternative data visualization package for ABM results. Finalized chord diagram and mapping applications.
 - Investigated additional validation datasets including taxi trip information from the City of Chicago and conducted an examination of the differences in work locations between different samples of households in the synthetic population.
 - Tested modified parameters of the population synthesis software to better address the data needs of the land use model being developed.
 - Continued engaging with Policy and Programming staff to develop methods to answer social equity questions using the ABM.
- Freight forecasting:
 - Corrected model freight network issue that was unfairly penalizing certain rail movements. Developed revised modal time and cost values between zones to support the freight forecasting model shipment choice calculations.
 - Began developing additional data files to support calibration of the national supply chain model; focusing on data from the rail public use waybill sample and the Commodity Flow Survey public use data.
 - Began investigating procedures to modify the preliminary industry input-output file detailing the value of goods consumed by producer industries for year 2040 based on labor productivity trends.
 - Continued coordination with USDOT freight model consultants on model improvements and updates.



4th Quarter Objectives:

- Activity-Based Model:
 - Finalize all summaries of ABM model calibration and validation results. Post calibration/validation report to agency website. Complete ABM documentation update.
 - Continue 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.
 - Begin investigating dynamic transit assignment as a potential tool to augment the ABM and evaluate its potential to provide improved level of service metrics.
- Freight forecasting:
 - Review and test updates to model code. Begin calibration of the national supply chain model. Finalize development of model calibration data files.
 - Continue evaluation and refinement of input files to support modeling a 2040 scenario.

Travel and Emissions Modeling

Project Manager: Nick Ferguson

Team: Heither, Bozic, Rodriguez, N. Peterson, 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 finer-grained 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).

3rd Quarter Progress:

- Completed an analysis year 2016 model run and provided customized MOVES inputs to IEPA and LADCO for development of new SIP.
- Tested two methods for reducing model stochasticity.
- Prepared C19Q1 conformity model run products for release on the data hub.



4th Quarter Objectives:

- Update model network transit itineraries.
- Continue to test methods for reducing model stochasticity and run time.
- Develop web repository for production model.
- Continue to develop and test methods for improving transit assignment and mode choice.
- Finish upgrade of 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).

3rd Quarter Progress:

- **Small Area Traffic Analysis:**
 - Completed 100 traffic projection requests for year 2050 ADT (ONTO 2050, October 2018 conformity) from January 1 to March 31.
 - Freight and other large scale development-responsive projects:
 - 143rd Street @ IL 59 plus 143rd St west extension to Ridge Road (Village of Plainfield).
 - Franklin Avenue from east of Western O'Hare Bypass to Mannheim Road (add-lanes, anticipated increase in CP Rail intermodal lifts, with/without Taft Road connector to Irving Park Road).



- Chicago Southwest Area – Central Avenue Underpass (65th St to 73rd St); Central Avenue @ BRC, 63rd St / Harlem Ave @ BRC, Archer Ave @ BRC and Columbus Ave (west of Western Ave) @ BRC).
 - Local Planning Influenced projects:
 - US 20 @ Reinking Road – 3 –way intersection studied for possible roundabout, located north of planned Pingree Creek residential (+1,500 du) and mixed use developments.
 - Palatine, Palatine Road from Quentin Road to Smith Street.
 - Arlington Heights Road from Golf Road to Algonquin Road.
 - Village of Flossmoor CBD – Sterling Avenue north of Flossmoor Road.
 - Chicago Pullman Area – 111th Street Road Diet, 111th St. @ I-94 Bridge Rehabilitation.
 - Busse Highway Road Diet – both Des Plaines and Park Ridge sections (Miner St south to Touhy St).
- **Travel Modeling Assistance to Partners:**
 - Developed and Refined with CDOT and Consultant feedback 2050 ADT for South Lakefront Framework Plan / Jackson Park – meeting held between CMAP, CDOT and Civiltech, March 18 to explain ONTO 2050 socioeconomic forecast assumptions and traffic assignment results of capacity and geometric changes ahead of EPA and National Park Service review of Obama Presidential Center project.
 - Provided multi-scenario draft year 2050 ADT results to CDOT/Civiltech for North Lake Shore Drive Terminus- scenarios included Hollywood tunnel, left-turn restrictions, and unbalanced Sheridan Road lane alignments.
 - North Lake Shore RSP study – continued testing alternatives and providing results for multiple toll levels, tunnel/boulevard configurations and cross-section tolling.
 - Lake County /Tri-County Access Area: Provided alternate build/no-build scenarios with and without add-lanes and with/without for IL 83/IL 137 (from Petite Lake Rd to US 45), IDOT and Cedar Lake Road Realignment (Round Lake, Lake County DOT).
- **Field Data Collection:**
 - Formatted 12 completed Will County Freight Counts, updated SharePoint Archive (also added Summer 2018 Expressway Counts).



4th Quarter Objectives:

- **Small Area Traffic Analysis:**
 - Continue fulfillment of SATF forecast requests, with March 2019 conformity network (April 1 – June 30); 2050 ADT updates expected to continue.
 - Continue support of CDOT Regionally Significant Projects (South Lakefront, North Branch, North Lake Shore Drive).
 - Coordinate and Finalize RSP-Arterial and Other Arterial Multi-scenario 2050 forecasts in Central Lake County with drafts prepared by CMAP and currently under review (IL 83/137, US 45, Cedar Lake Road).
 - Continue support of intertwined IDOT and locally-derived Arterial/RSP projects in Will County as requested.
- **Transportation Data Archive:**
 - Convert 3-Leg 2017 IDOT Intersection Counts and obtain 2018 Intersection Count sets.
 - Update Traffic Forecast CMAPGIS based Traffic Tool to focus on 2040 and emerging 2050 results and include .csv-enabled IDOT 24-hour counts.
- **Field Data Collection:**
 - Complete 24-hour intersection traffic counts at additional locations for Will County Freight initiatives – May to June utilizing CMAP staff plus new interns as needed.
 - Train and deploy new interns to complete remaining township coverages for Sidewalk Inventory (May - June).
 - Train and deploy new interns to begin work on US-RAP road safety inventory (May - June).
 - Deploy new interns on additional traffic, non-motorized facility and rail-focused observations as needed (May-June).

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).

3rd Quarter Progress:

- Continued survey data collection. Expanded social media advertising to cover all counties and employed social media influencers to broaden social media reach. Implemented convenience sampling of households by sending direct mail to all residences on selected mail routes. Conducted direct survey intercept outreach at selected locations. Engaged with regional partners to expand outreach and continued working through school districts.
- Continued monitoring survey completion rates of various demographic groups and adjusted data collection efforts to increase response rates from under-represented groups. Implemented a respondent screening process to only accept new survey participants in under-represented groups.
- Received interim monthly survey data deliveries and reviewed for data quality and completeness. Provided recommendations on revisions to data structure and variable values. Identified additional data processing required for tolled trips.
- Continued refining the survey weighting methodology that will be used to expand and weight the final survey data.

4th Quarter Objectives:

- Complete survey data collection.
- Continue processing survey data for development of final dataset. Continue evaluating quality and completeness of survey data collected, with a focus on data processing for transit itineraries, toll rates and transit fares.
- Receive final memo detailing the survey data weighting methodology and memo describing the benefits and challenges of moving to a recurrent household survey framework that operates more frequently than once a decade.

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).

3rd Quarter Progress:

- **Bicycle Switching Model:**
 - Prepared updated input files required for evaluating new CMAQ bicycle projects, and created shared workspace(s) for 2020-2024 project evaluation.
 - Created a bike model user guide outlining steps/procedures for running the Bicycle Switching Model.
- **Model Input Validation:**
 - Began examination of synthetic population characteristics and their usefulness for evaluating zonal travel demand model input data using the new zone system.

4th Quarter Objectives:

- **Bicycle Switching Model:**
 - Complete CMAQ project evaluation and report results.
 - Update Bicycle Switching Model documentation.
- **Model Input Validation:**
 - Continue evaluation of synthetic population characteristics and develop preliminary templates to evaluate and/or visualize zonal travel demand model input data.

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).

3rd Quarter Progress:

- **Transportation Data Archive Prototype:**
 - Complete.
- Researching tools to develop freight scenario comparison prototype.

4th Quarter Objectives:

- **Freight Model Scenario Prototype:**
 - Develop scenario comparison application using Jupyter notebooks.
 - Create metadata and document procedures to format and visualize data using Jupyter notebooks and Bokeh.

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 ON TO 2050. 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 ON TO 2050, 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 ON TO 2050, 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 ON TO 2050. Develop and use reporting tools to support project choices implementing ON TO 2050 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).

3rd Quarter Progress:

- **TIP with Updates and Amendments:**
 - Regular reviews of TIP updates and amendment requests from programmers and programmer assistance continued. Two formal amendments to the TIP (19-02 and 19-03) were approved by the Transportation Committee, IDOT, FHWA and FTA. As discussed in the Conformity of Plans and Program project, the first semi-annual conformity amendment (19-04) process was completed.
- **TIP Documentation:**
 - No activity this quarter.
- **Analysis of Expenditure Information to identify spending trends:**
 - No activity this quarter.
- **Annual Obligation Analysis Report:**
 - Data collection for the FFY 2018 obligation report continued.
- **Fiscal Marks:**
 - No activity this quarter.
- **Catalog of TIP/MPO information:**



- No activity this quarter. This activity is on hold until hiring of a summer intern occurs.
- **Transportation Committee Support:**
 - The committee met twice this quarter (January 18 and February 22). In addition to approving TIP amendments, the committee recommended MPO Policy Committee approval of the semi-annual ON TO 2050/TIP conformity analysis and TIP amendment 19-04 and the ON TO 2050/TIP conformity analysis and TIP amendment 19-04.1 in support of the ON TO 2050 Regionally Significant Projects amendment. The committee also recommended CMAP Board and MPO Policy Committee approval of the FY20 Local Technical Assistance program.

4th Quarter Objectives:

- **TIP with Updates and Amendments:**
 - Three formal amendments to the TIP (19-05, 19-05.3, and 19-06) are anticipated for consideration by the Transportation Committee. Formal amendment 19-05.3 will include ten IDOT projects targeting the June 2019 state letting that will utilize Transportation Development Credits (TDCHs; also known as toll credits) in lieu of state matching funds to increase the federal funding participation.
- **TIP Documentation:**
 - Updates to brochures, training materials, and web pages will continue, as needed.
- **Analysis of Expenditure Information to identify spending trends:**
 - Upon completion of the FFY 18 Obligation Analysis Report, development of a scope for this task is will begin.
- **Annual Obligation Analysis Report:**
 - Publication of the FFY 17 report, which was completed in the second quarter, is expected this quarter.
 - Completion of the FFY 18 report is expected this quarter.
- **Fiscal Marks:**
 - Review of the annual IDOT Circular Letter containing programming marks for FFY 2020 is expected.
 - Updates to the State/Regional resources table to reflect final FFY 2019 Federal Transit Administration (FTA) allocations will be made.
- **Catalog of TIP/MPO information:**



- The scope of this new FY 19 task will be developed this quarter and, pending the hiring of a summer intern, work will begin.
- **Transportation Committee Support:**
 - The committee is scheduled to meet twice this quarter (April 26 and June 7). In addition to considering TIP amendments, the committee will consider recommending CMAP Board and MPO Policy Committee approval of the FY 2020 Unified Work Program (UWP) and CMAP's Public Participation Plan.
 - The committee will also consider recommending MPO Policy Committee approval of subarea allocations of Federal Transit Administration (FTA) §5307/§5340, §5337, §5339, and §5310 funding with northwestern Indiana and FTA §5307/§5340, §5339, and §5310 funding with southeastern Wisconsin.

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 and 2015.

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).

3rd Quarter Progress:

- **ON TO 2050/TIP conformity analyses:**



- The ON TO 2050/2019-2024 TIP Conformity Analysis and TIP Amendment 19- 04 and 19-04.1 were released for public comment (no comments were received)
- The ON TO 2050/2019-2024 TIP Conformity Analysis and TIP Amendment 19- 04 and 19-04.1 were approved by the MPO policy committee at the March MPO meeting
- **Updated data and methods used in conformity analyses:**
 - Provided data inputs for MOVES modeling to the IEPA and LADCO to be used as part of the new SIP and Motor Vehicle Emissions Budget (MVEB) development.
 - CMAP held conference calls with IEPA and LADCO to prepare for a reclassification from moderate to serious for the 2008 Ozone NAAQS.
 - CMAP began to review the new vehicle population file from the Illinois Secretary of State that is used as an input into the MOVES model.
 - Continued to review and update various data sources, inputs, and outputs 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.
 - Provided an update on current issues regarding conformity and air quality to the transportation committee in January.
 - Staff has begun attending IDOT’s monthly FHWA-BDE coordination meeting to be proactive engaged with implementers regarding projects that are or will need to be conformed.
- **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:**
 - A Tier II consultation meeting was held in February during which the committee discussed the reclassification the proposed plan amendments, the change in the in the region’s nonattainment status from moderate to serious nonattainment under the 2008 Ozone NAAQS, updates on regulations and court cases, and technical issues.

4th Quarter Objectives:



- **ON TO 2050/TIP conformity analyses:**
 - The TIP will be open for conformity amendments from June 10 – 21. Transportation conformity analysis will take place in early July with a public comment period in August and final MPO consideration for approval at the MPO Policy Committee in October.
- **Updated data and methods used in conformity analyses:**
 - Continue to review and update various data sources, inputs, and outputs that are used in emissions modeling.
- **Analyses of air quality issues for regional decision-makers:**
 - The AMPO Air Quality working group meet at the beginning of April to discuss technical issues related to conformity, Ozone NAAQS standards, modeling issues, etc. Support work on a white paper for FHWA by the AMPO Air Quality working group is in process.
 - LADCO held a 1 day Air Quality summit in early April that brought together stakeholders from across the Midwest.
 - 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 is currently not scheduled for this quarter. The next one is likely to occur in September.
 - 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); update CMAQ and TAP-L project change requests in project change memos containing staff recommendations for action (ongoing); 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).

3rd Quarter Progress:

- **Review of CMAQ/TAP-L project status**
 - No action this quarter.
- **Accomplishment of the annual CMAQ obligation goal**
 - Obligations at the end of the third quarter totaled \$51.46 million.
- **CMAQ/TAP-L Project Change Request Actions**
 - Received and processed eleven project change requests for the April 11, 2019 CMAQ Project Selection Committee meeting.
- **CMAQ Project Selection Committee support**
 - Held the January 8, 2019 CMAQ Project Selection Committee meeting. Prepared supporting materials for the April 11, 2019 CMAQ Project Selection Committee meeting.
- **Supporting information for CMAQ/TAP-L call for projects**
 - Held a series of workshops and webinars held in coordination with the call for projects. Utilized the eTIP database for use in the funding application process and creating summary reports.

4th Quarter Objectives:

- **Review of CMAQ/TAP-L project status**
 - Request semi-annual project status updates from sponsors, adjusted program years and summarize the results for the CMAQ Project Selection Committee.
- **Accomplishment of the annual CMAQ obligation goal**
 - Obligation tracking will continue. Coordinate with transit agencies, IDOT, FHWA and FTA to transfer CMAQ funds to transit project grants.
- **CMAQ/TAP-L Project Change Request Actions**
 - Receive and process change requests for the July 18, 2019 CMAQ Project Selection Committee meetings.



- **CMAQ Project Selection Committee support**
 - Hold the April 11, 2019 CMAQ Project Selection Committee meeting. Prepare agenda and supporting materials for the July 18, 2019 CMAQ Project Selection Committee meeting.
- **Supporting information for CMAQ/TAP-L call for projects**
 - As needed support to troubleshoot the eTIP database in the application evaluation process.

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).

3rd Quarter Progress:

- **Fiscal Marks:**
 - While no new marks were developed IDOT did release a circular that contained information regarding STP-L, STP-C, and IDOT's contribution to the STP shared fund which will be used to develop new marks for FFY 20.
- **Program Management Reports and Recommendations:**
 - Staff continued to track STP-Local obligations this quarter. With the implementation of the new STP Agreement underway, staff developed 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.
 - \$91.8M in STP-L had been obligated in FFY 19 by the end of March.
 - \$24.9M in local bridge, enhancements, earmarks, and safe routes to school funds that are processed through IDOT BLRS were also obligated through March.



- Continued to closely monitor STP-L funded project phases in the TIP and review all TIP changes that involve STP-L funds.
- **Programmed projects report of activities:**
 - Staff worked with IDOT to put together a training seminar on IDOT forms and processes in February.
 - In March staff meeting held their biannual coordination meeting with all of the PL's, CDOT, and IDOT to go over and update the status of locally programmed projects using federal 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 PLs reviewing the status of every STP-Local project prior to each TIP change deadline this quarter, giving CMAP staff, the PLs and IDOT time to update the status of projects and make any necessary TIP changes.
 - Continued to implement a set of procedures/programming policies to be used by CMAP staff, IDOT, and the PLs to program STP-Local projects in eTIP between FFY 18-20.
 - Worked with Lake County PLs and the county engineers to update the multi-year program for STP-C projects for FFY 19-23.

4th 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 ensure that the region has the resources necessary to implement STP-L funded projects.
 - Begin implementing the STP-L accounting MOU between IDOT and CMAP.
 - Work with RTA and FTA to address "carryover" funds in the development of transit marks
- **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 as much or more than FFY 18's record number. This will require constant monitoring and coordination to implement such a robust program in FFY 19.
- **Programmed projects report of activities:**



- Staff has been attending (in April) coordination meetings between project sponsors, PL's, FHWA, and IDOT staff in an attempt to be proactive in regards to programming and coordination efforts. These are monthly meetings that CMAP plans to attend when necessary.
- **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).

3rd 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 January meeting and special March 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 one PL meeting 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:**
 - Continued development of eTIP training part 2 materials.
 - Staff along with the PLs attended IDOT Forms and Processes Training

4th 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 May 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.
- **Planning Liaison training materials:**
 - eTIP part 2 training.
 - 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).

3rd Quarter Progress:

- **Active Program Management (APM) system:**
 - No activity this quarter.
- **STP Project Selection Committee support:**
 - No activity this quarter.
- **Local Program Methodologies:**
 - Brainstorming and idea sharing continued with subregional council and CMAP staff. Staff also attended several local council committee or subcommittee meetings to provide support for council staff in development of methodologies.

4th Quarter Objectives:

- **Active Program Management (APM) system:**
 - No activity anticipated this quarter.
- **STP Project Selection Committee support:**
 - One committee meeting is anticipated this quarter on April 11.
- **Local Program Methodologies:**
 - Staff will continue assisting the subregional councils and CDOT 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 interface (Ongoing); Up-to-date, fully functional administrator interface (Ongoing); Up-to-date, fully functional public interface (Ongoing).

3rd 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.
 - Made changes 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

4th 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.)
- Upload IRIS road mapping data to enhance the GIS module.
- **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).

3rd Quarter Progress:

- **Hardware:** Continued to research and evaluate hardware options for upgrading server virtualization infrastructure. Began implementing new HPE backup system hardware infrastructure. Deployed new laptops to staff. Researched upgrading server and storage infrastructure for Policy team. Began researching new server room infrastructure for new Post Office build out.
- **Software:** Continued deploying and patching software updates to staff computers, continued researching Project Management software applications, began process of annual Microsoft licensing renewal.

4th Quarter Objectives:

- **Hardware:** Continue deploying upgraded staff desktops and implementation of Microsoft Windows 10. Acquire new monitors, PCs, laptops and networking equipment. Complete new backup system implementation. Continue researching new server room infrastructure for new Post Office build out.
- **Software:** Continue researching Project Management software applications.
- **Disaster Recovery:** Continue researching plan for migrating DR services to new cloud service provider.

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).

3rd Quarter Progress:

- CMAP.Wiki project: Continued creating pages and updating content.
- iPads: Prepared iPads for Local Planning's embedded planners.
- DNS: Renewed domain names and DNS services associated with GOTO2040.COM, ONTO2050.COM, and LAKECORRIDOR.ORG.

4th Quarter Objectives:

- CMAP.Wiki project: Continue creating pages and updating content.
- Data Sharing Hub: Continue reviewing options for moving hosting to State of Illinois.
- 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).

3rd Quarter Progress:

- Staff Security Training: Performed three phishing campaigns for all staff.
- Staff Security Training: Trained staff on using new VPN tool for connecting to CMAP network and distributed instruction sheets.
- Network Security: Deployed new firewall.
- Network Security: Renewed three SSL certificates CMAP's main website.
- Network Security: Began annual network security analysis.

4th Quarter Objectives:

- Network Security: Complete annual network security analysis.
- 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.

3rd Quarter Progress:

- Facilities: Managed facilities team on operations throughout the office. Completed documentation for procedures on the UPS software, postage machine, and post office procedures.
- Print Management: Received quote for Xerox quote renewal.
- AV Support: Completed live streams of the January, February, and March Board meetings. Contracted services to complete the update of A/V services which included upgrading the firmware of our streaming software and fixing issues with our Crestron tablet. Received quotes for A/V support contract.



- Telecommunications Support: Completed purchase of telecommunication switch purchases. Began research for SIP conversion of current phone system. Ordered new Mi-Fi devices for staff.

4th Quarter Objectives:

- Print Management: Continue providing printer support for CMAP staff. Complete contract renewal for Xerox copiers.
- Communications and Outreach Support: Continue providing kiosk/iPad support for Communications.
- Facilities: Continue reviewing equipment inventory process and integration with OneSolution. Continue inventory of agency file cabinet content. Complete documentation for ordering and shipping supplies.
- Telecommunications Support: Continue providing phone support to staff. Complete implementation of new switches for the phone environment. Complete procurement of SIP integration and implementation. Receive quotes on Cloud PBX hosting services.
- AV Support: Continue to provide live streaming for the agency during board meetings. Continue providing AV support for various meetings/events. Procure new service contract with AV support vendor.

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.

3rd Quarter Progress:

- OneSolution financial system project: Completed data refresh of the test environment January, February, and March. Created and scheduled OneSolution training classes for both managers and staff. Attended the annual CentralSquare conference. Research training options through CentralSquare University.
- User support: Completed 122 helpdesk tickets. Purchased 30 new monitors for staff. Completed new employee presentation guide.

4th Quarter Objectives:



- OneSolution financial system project: Continue to refresh data in the test environment as needed. Complete OneSolution training for managers and staff. Review AP/PR workflow model with F&A and adjust as necessary. Work with F&A to procure services as related to next steps in the BPR. Update OneSolution in the development environment to 18.2 and Cognos to latest version. 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. Implement new monitors for staff. Complete implementation of Windows 10 conversion when new PC's are purchased. 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.

3rd Quarter Progress:

- Rented 38 cars for staff for work related business.
- Reserved rooms for 7 external partners totaling approximately 270 guests with an average of 39 guests.
- Used 631 (257 Chicago's Best @\$1.50ea. and 374 Starbucks @\$2.80ea. from our current vendor).
- Initiated 19 service calls to the office of the building for issues regarding plumbing, electrical, housekeeping and locksmith issues.
- Coordinated conference room set-ups for 53 meetings along with attending 3 board meetings.
- Finalized 4 employee and intern separation forms.
- Finalized 6 new employee/intern forms and new employee/intern orientations.
- Reissued 5 replacement ID badges for current staff members.
- Completed 22 print jobs for CMAP and MMC staff.



- Reordered and stocked all break room supplies.
- Contacted COTG for 9 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: Continued to identify additional records/files for disposal.
- Document Management: Converted 85 paper publications to digital documents.
- Office Move: Coordinated tour of new office site.

FY19 Q3 Copier Usage Report

<u>Machine</u>	<u>Black and White</u>	<u>Color</u>	<u>Total</u>
NEXerox	17,699	7,173	24,872
NWXerox	11,825	6,895	18,720
SEXerox	20,538	12,094	32,632
SWXerox	9,320	13,492	22,812
XeroxC60	7,467	13,204	20,671
Totals	66,849	52,858	119,707

4th Quarter Objectives:

- Records Management: Continue to process and prepare records/files for disposal.
- Document Management: Continue Converting paper publications to digital documents.
- 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 One Note regarding copying and printing, ID badges and supply orders.
- Schedule first aid training with office of the building.
- Office Move: Coordinate contract amendments for PM and Architect. Begin schematic



design process for new offices.

Freedom of Information Act (FOIA) Response Coordination

Project Manager: Jessica Matthew

Team: 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).

3rd Quarter Progress:

- External Data Requests/FOIA: Staff responded to four (4) external requests and six (6) FOIA requests in Q3.

4th 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).

3rd Quarter Progress:

- **Payroll:** During the 3rd quarter of the fiscal year, we processed seven regular and six supplemental payrolls. The State and Federal 941 reports for the 3rd quarter of the fiscal year were completed and filed in a timely manner. The monthly and quarterly unemployment compensation reports were filed with the State of Illinois on a timely basis.
- **Accounts Payable:** The table below provides information on the number of invoices processed, checks issued and ACH payments paid. Approximately 60% of payments were made via ACH during the 3rd 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
January	41	44	174	20	\$2,154,405.68
February	35	63	214	18	\$2,641,412.93
March	48	80	346	24	\$1,653,387.91
3rd Qtr.	124	187	734	62	\$6,449,206.52

- 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
January	20	\$2,126,344.40
February	26	\$2,074,546.05
March	23	\$1,786,391.62
3rd Qtr.	69	\$5,987,282.07

- 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: Processed 2019 calendar year 941s, and 1099 Miscellaneous tax forms. Prepared and submitted the financial statements for January, February and March 2019 to the Executive Committee.

4th 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.

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.

3rd Quarter Progress:

- Continued progress with CMAP's Business Process Re-engineering (BPR) project to implement enhancements within OneSolution. Implemented a new workflow process for receiving on purchase requests as well as a new timecard approval process. Continue to obtain additional knowledge pertaining to the Payroll system.

4th Quarter Objectives:

- Will implement an electronic leave request process and a new budget setup for fiscal year 2020 within OneSolution, as well as a streamlined purchase request and accounts payable workflow. Will further review and prioritize the schedule regarding the Phase I recommendations from the BPR report. Continue to document system anomalies and work with CentralSquare 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 (February). Draft CMAP budget (May). Annual CMAP budget and UWP Annual report (June). Indirect Allocation Request (September).

3rd Quarter Progress:

- Completed 3rd quarter BOBs 2832 reporting of FY2019 Operating, FY2019 Competitive, 5-Year Carryover, SPR Pavement Management, SPR Port Projects to IDOT. Released FY2020 UWP Call for Projects with new Deliverables and Performance Measurement requirements identified in BOBs 2832 reporting and grant agreements. Scheduled meetings with DEDs and staff to understand budget requests. Compiled budget requests for management review and approval. Submitted CMAP's FY2020 Core and



Competitive proposals as part of UWP FY2020 Budget process. Reviewed Core and Competitive proposal submissions from all agencies to compile FY2020 Budget recommendations meeting the federal mark. Facilitated February and March UWP Committee meetings to seek approval for FY2020 UWP Budget.

4th Quarter Objectives:

- Complete the work plan and draft FY2020 CMAP Budget book. In April, submit for approval to Coordinating and Transportation Committee FY2020 UWP Budget. In May, submit CMAP's Draft FY2020 Budget for CMAP Board review. In June, submit for approval to the MPO Committee, CMAP Board and Programming Committee the FY2020 UWP Budget. Also in June, submit to the CMAP Board CMAP's FY2020 Budget for approval. Finalize FY2020 UWP Budget book for June 30th publication. Complete BOBs 4th quarter reporting for the projects listed above.

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.

3rd Quarter Progress:

Procurements

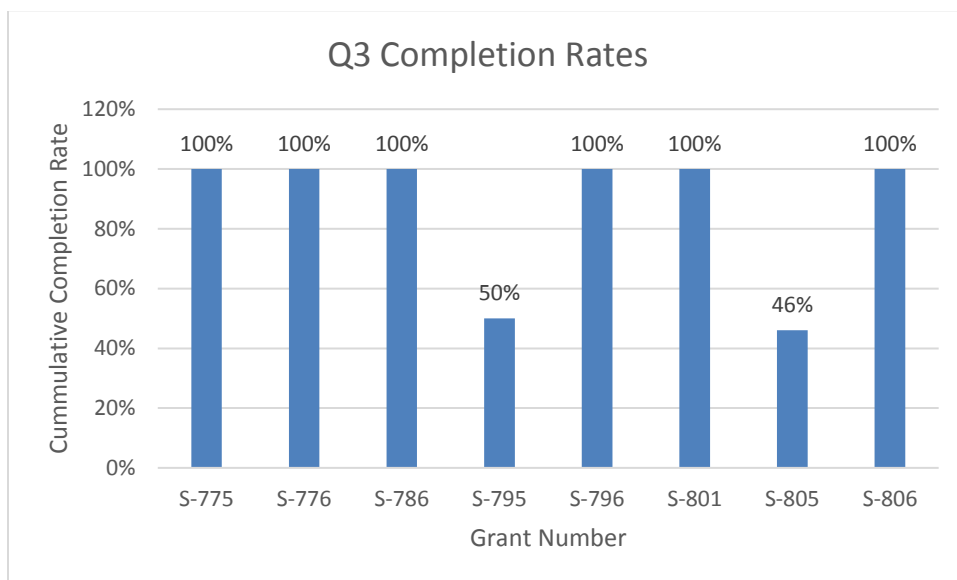
- Reviewed, processed and approved 144 procurements and PO changes.

Contracts/Amendments/Audits

- Conducted 3 contract/IGA negotiations.
- Prepared 21 new contracts, contract amendments, IGA's or Agreements.
- Reviewed 11 Vendor Justification Reports.
- Drafted 11 Board Reports.
- Drafted 3 Executive Committee Report.
- Prepared 6 RFP's/RFQ's/RFB.
- Attended 15interviews.
- Attended 5 pre-bid meetings.
- Secured 5 concurrence from IDOT/Third party.
- Reviewed 24 RFP responses.
- Prepared 1 FOIA requests.



- Reviewed 7 Consultant Performance Evaluation or Mid Term Reports.
- Conferred Procurement meetings bi-weekly or as needed.
- Closed 1 contracts.
- Collected and transmitted all available Q2 work products to IDOT 51 due, 25 received.
- Conducted 4 Accounting Meeting with Vendors.
- Conducted 0 Procurement Investigation.
- Conducted 0 Risk Committee Meeting.
- Reviewed and processed 15 vendor concurrence requests.
- Obtained 14 Certificates or Workman’s Compensation Insurance for open contracts.
- Attended 3 reference verifications.



4th Quarter Objectives:

Procurements

- Review and process any new procurements originated by staff.
- Continue to maintain and update Contract files.
- Develop content for Contract Management presentation planned for 4th quarter.
- Continue to develop and maintain 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).

3rd Quarter Progress:

- Funding requests submitted to 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 and the Illinois Department of Natural Resources application to support regional water supply planning work were approved and contracts were fully executed (see table below).
- Monthly meetings are being held to support successful completion of the FY19 Illinois Department of Natural Resources regional water supply planning contract and ensure timely start-up of the FY20 contract.
- Continued efforts to update the agency's indirect rate through budget modification requests to current state and federal funders are nearly complete. At this time, the



Illinois Environmental Protection Agency’s Mill Creek grant is the only request still pending.

- Scope and budget modification request approved by Illinois Department of Natural Resources for the Northern Lakeshore Trail Connectivity Plan.
- External grant seeking efforts continued to focus on the agency’s ON TO 2050 implementation priorities with a particular emphasis on water and the local government capacity building program.

4th Quarter Objectives:

- Attend Grant Management training with other F&A staff on May 2-3 offered through Grant Writing USA with an emphasis on government grants management.
- External grant seeking efforts will continue to focus on the agency’s ON TO 2050 implementation priorities with an emphasis on water and strategically coordinate inter-departmentally.
- A staff “Brown Bag” will be offered in mid to late May on the topic of Grants Management with a particular emphasis on best practices for sourcing, identifying, and managing external grants. As not all staff members have had experience with managing non-UWP grants, this will provide an overview of grantor expectations and CMAP best practices.
- Quarterly grant team meetings will continue with “grant teams” to ensure adherence to funder requirements (i.e. reporting, closeout requirements, budget). These efforts are intended to mitigate risk by minimizing extension requests and providing additional resources and support, as needed.

FY19 GRANTS AND AGREEMENTS UPDATES			
(* denotes new grant/agreement Q3)			
<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
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

FY19 GRANTS AND AGREEMENTS UPDATES

(* denotes new grant/agreement Q3)

<u>Grantor</u>	<u>Amount</u>	<u>Dates</u>	<u>Purpose</u>
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
Metropolitan Mayors Caucus (Chicago Community Trust funding)	\$100,000	11/2018 – 12/2019	Local Government Capacity Building Project in partnership with the Metropolitan Mayors Caucus (lead grantee) and the Metropolitan Planning Council
*Illinois Department of Natural Resources	\$120,000	7/1/2018 – 6/30/2019 (renewal option)	Regional water supply planning
*Chicago Community Trust	\$75,000	3/1/2019 – 3/1/2020	General Operating Exit Grant

<u>FY19 Grants & Agreements Pending:</u>			
Illinois Environmental Protection Agency	\$258,915	10/1/2019 – 9/30/2021	Indian Creek Watershed-based Plan (Kane – DuPage Counties)
Illinois Environmental Protection Agency	\$276,474	10/1/2019 – 9/30/2021	Water Quality Management Planning
*Illinois Department of Natural Resources	\$125,000	7/1/2019 – 6/30/2020	Regional water supply planning
*Enterprise Community Partners	TBD	TBD	Assessment of Fair Housing

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.

3rd Quarter Progress:

- Converted the Principal Fixed Guaranteed Income Fund to Empower January 25.

4th Quarter Objectives:

- 457(b) Retirement Savings Plan: Empower enhancements, communication, performance monitoring.
- Benefit Planning and Strategy with Assurance: review of plan performance metrics; HSA / PPO alternate plan design; alternate PPO plan; analysis of benefit benchmarking information / communication strategy.

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).

3rd Quarter Progress:

- All Staff DIWG meeting conducted February 6th.
- Conducted non-discrimination and anti-harassment make-up training (March).

4th Quarter Objectives:

- All Staff DIWG meeting scheduled for May 1st.
- Review of additional training resources and offerings, capabilities, and resources required for comprehensive training (D & I, communications, culture) and costs (Ongoing).
- Support DIWG 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).

3rd Quarter Progress:

- Analysis of performance plan and review document and performance management process; recommendations (February – March).
- Evaluated Telework Pilot (March).
- Conducted non-discrimination and anti-harassment make-up training (March).
- Utilize HR Source resources for policy and procedure reference and development; legislative updates; training; general and compliance questions (Ongoing).

4th Quarter Objectives:

- Evaluate Flex and Compressed Schedule utilization; update as necessary (April - May).
- Communicate performance plan and review document and performance management process changes (May – June).
- Review and develop prioritization and implementation plan for HR Source policy review recommendations (May - June).
- 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).

3rd Quarter Progress:

- Coordinate preparation and distribution of electronic W – 2 forms.
- Coordinate preparation and distribution of 1095-c forms.
- Processed 207 payroll related changes in OneSolution/online.
- Processed two payrolls in January for a total of \$390,856.75.
- Processed two payrolls in February for a total of \$384,857.18.
- Processed three payrolls in March for a total of \$580,826.67.

4th Quarter Objectives:

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

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.

3rd Quarter Progress:

- Participate in implementation of HR / Payroll BPR enhancements and recommendations.

4th Quarter Objectives:

- Participate in implementation of HR / Payroll BPR enhancements and recommendations.



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).

3rd Quarter Progress:

- Evaluated Telework Pilot (March).
- Conducted non-discrimination and anti-harassment make-up training (March).
- Utilize HR Source resources for policy and procedure reference and development. legislative updates; training; general and compliance questions (Ongoing).

4th Quarter Objectives:

- Evaluate Flex and Compressed Schedule utilization; update as necessary (April - May).
- Review and develop prioritization and implementation plan for HR Source policy review recommendations (May - June).
- 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).

3rd Quarter Progress:

- Successfully placed 2 Assistant Planners, 1 Associate Planner, 1 Senior Analyst R & A, 1 Senior Planner Transportation (January – February); Peters' Fellow (March).
- Created structured interview questions / template for all positions including Interns (January – March).
- Trained interview teams 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 (January – March).
- Created, reviewed and posted job advertisements/posting for the Principals, Planning and Analysis; new Senior Engineer position; new Associate Procurement position; Principal Accounting; Associate Transportation Planner / Analyst; Associate Analyst / Modeler R & A; Associate Policy Analyst; as well as seventeen (17) interns (January - March).
- Screened and interviewed candidates for Deputy Executive Director Communications & Outreach; Senior Engineer; Principal Accounting; Associate Transportation Planner / Analyst; NUPIP Fellow (January – March).
- Conducted exit interviews and termination processing for 2 fulltime employees; 1 voluntary separation and 1 retirement.



4th Quarter Objectives:

- Successfully placed NUPIP Fellow (April).
- Create, review and post job advertisements/posting for the A/P Specialist (April).
- Screen and interview candidates for the Principals, Planning and Analysis; Associate Procurement; Associate Analyst / Modeler R & A; Associate Policy Analyst; A/P Specialist as well as the following interns: (April - June).
 - Communications & Outreach Intern (2)
 - Planning Intern (3)
 - Transportation / Policy Planning Intern (2)
 - Data Analyst Modeling Intern (1)
 - Field Data Collection Intern (5)
 - TIP Intern (1)
 - Planning Research GIS Intern (4)
 - Information Technology Intern (2)
- Create structured interview questions / template for all positions including Interns (April – June).
- Train interview teams 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).
- Determine interest in and need for CMAP Mentoring Program (June 2019).

Compensation and Organization Structure

Project Manager: Jake Koepsel

Team: Roby, Other staff as assigned

Description and Product: Organization review and compensation study.

3rd Quarter Progress:

- Comparability data, pay plan and implementation options analyzed; organization and compensation study reviewed and analyzed, recommendations developed (January - February).
- Communication of findings and recommendations (March).



4th Quarter Objectives:

- Implement approved recommendations (April – June).



233 South Wacker Drive, Suite 800
Chicago, Illinois 60606
312-454-0400
info@cmap.illinois.gov
www.cmap.illinois.gov

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