



Staff Progress Report

Fiscal Year 2016
Quarter One



Table of Contents

| | |
|---|----|
| LOCAL PLANNING PROGRAM | 2 |
| POLICY ANALYSIS AND DEVELOPMENT PROGRAM | 13 |
| COMPREHENSIVE REGIONAL PLAN UPDATE & PLAN DEVELOPMENT | 25 |
| COMMUNICATIONS PROGRAM | 37 |
| PERFORMANCE-BASED PROGRAMMING PROGRAM | 46 |
| RESEARCH AND ANALYSIS PROGRAM..... | 53 |
| TRANSPORTATION IMPROVEMENT PROGRAM (TIP)..... | 61 |
| INFORMATION TECHNOLOGY MANAGEMENT PROGRAM | 74 |
| FINANCE AND ADMINISTRATION PROGRAM | 78 |



LOCAL PLANNING PROGRAM

Program Oversight: Bob Dean

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

Local Technical Assistance (LTA) Program

Project Manager: Bob Dean, Jason Navota

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

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

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

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

Outreach and engagement through an inclusive public engagement processes is part of each LTA project undertaken. This component includes the development and implementation of a public engagement process as part of each project, as well as media and legislative outreach during and after each LTA project.



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

The projects that were currently underway or committed (and the project manager for each) at the start of the first quarter of FY16 are listed below, divided between staff-led and consultant-led projects.

Staff-led projects:

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



- Winthrop Harbor comprehensive plan (Shenbaga)

Consultant-led projects:

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



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

1st Quarter Progress:

- Reviewed applications and recommended projects to be added to the LTA program. Received recommendation for approval from Transportation Committee.
- Continued to advance projects, with preparation of four existing conditions reports (bringing the total to 147), 11 draft plans (bringing the total to 128), and four final plans (bringing the total to 112).
- Initiated two additional projects. A total of 161 projects had reached this stage by the end of the quarter, including 110 staff-led projects and 51 consultant-led projects.

2nd Quarter Objectives:

- Finalize project selection, receiving approval from Board and MPO. Contact all project sponsors and initiate project scoping.
- Advance ongoing projects, with preparation of several existing conditions reports, development of six additional draft plans, and completion of six final plans.
- Initiate three staff-led projects, preparing other projects for kickoff in early 2016.

| Project stage | End FY11 | End FY12 | End FY13 | End FY14 | End FY15 | 1Q FY16 |
|---------------------------------------|----------|----------|----------|----------|----------|---------|
| Completed and adopted (100% complete) | 0 | 10 | 42 | 78 | 108 | 112 |
| Final draft complete (90%) | 0 | 18 | 48 | 93 | 117 | 128 |
| Existing conditions complete (50%) | 0 | 29 | 62 | 106 | 143 | 147 |
| Fully initiated | 14 | 47 | 95 | 129 | 159 | 161 |

Consultant Management, Evaluation, and Best Practices

Project Manager: Sam Shenbaga

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

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



incorporate them into other projects in the LTA program to advance the state of planning practice across the region.

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

1st Quarter Progress:

- Step-by-step guide created to assist CMAP staff in RFP development.
- Reviewed and provided feedback on several consultant project deliverables.
- Issued RFP for Brookfield comprehensive plan.

2nd Quarter Objectives:

- Complete approximately four consultant-led projects.
- Issue RFPs for approximately two projects.
- Initiate discussions on FY16 LTA projects to be considered for consultant assistance.

Project Implementation

Project Manager: Trevor Dick

Team: Daly, Navota, Smith, Lopez

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

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



1st Quarter Progress:

- The implementation team met on a biweekly and then monthly basis to discuss 14 staff-led LTA projects selected for focused implementation efforts. At each meeting 2-3 projects were discussed in detail.
- Each meeting led to focused implementation strategies for CMAP staff to assist communities in their efforts.
- The following implementation activities were undertaken by the team this quarter: members met with key staff from each of the 14 communities to discuss priorities and ideas where CMAP could provide assistance; set up inter-jurisdictional meetings with other agencies, neighboring municipalities, or other governmental agencies to move forward on recommended shared projects; informed communities about ULI TAP opportunities; and participated in ongoing Collins Street Task Force meetings to assist with the implementation of the CMAP/ULI Former Joliet Prison Study.
- Examples of community implementation that occurred either as a result of, or with assistance from our efforts this quarter included: new commercial development (Northlake); new multi-use trails (Northlake); infrastructure repairs (Blue Island, Riverside); economic development (Riverside, Chicago Heights, Carpentersville); new park facilities (Lan-Oak Park District); and an employer-assisted workshop (Fox Valley Lower Cluster Homes).
- During the quarter helped to set-up two Planning Commissioner trainings (so far) to occur in the 2nd quarter.

2nd Quarter Objectives:

- Continue development of internal strategies to increase and systematize project implementation.
- Work with project managers to determine additional key projects to focus implementation efforts.
- Continue to identify training workshops for Planning Commissioners in communities that have recently completed LTA projects.

Research and Development of New Approaches

Project Manager: Agata Dryla-Gaca

Team: Beck, Burch, Evasic, Ihnchak, Navota, O'Neal, K. Smith, Zwiebach, Vernon, Yeung

Description: This project will explore the use of innovative analytical techniques as part of LTA projects, both as a way to strengthen individual projects and to test the use of different data



sources and techniques which ultimately could be used for other purposes. Initial areas of exploration include but are not limited to stormwater management and community resilience to climate change, production of capital improvement plans, bicycle and pedestrian planning, and incorporation of economic development and market analysis into local plans.

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

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

1st Quarter Progress:

Stormwater Management:

- Collected, formatted and documented available spatial data to be used in local and regional analysis.
- Processed and tested data for three watershed areas.
- Created custom tool summarizing data per catchment area.
- Coordination with Calumet Stormwater Collaborative's "Data and Modeling" group.

Bikeways Prioritization:

- Initial discussion and research of the method used for CMAQ and TAP founded projects.
- Additional research including City of Chicago's Prioritization Model led by John O'Neal.

2nd Quarter Objectives:

Stormwater Management:

- Confirm draft approach to local analysis with stormwater consultants; confirm results and refine approach where needed.
- Run refined approach for pilot LTA communities.



Bikeways Prioritization:

- Finish evaluation of potential projects using CMAQ/TAP criteria when applicable.

Partner Coordination

Project Manager: Bob Dean

Team: Green, Lopez, Smith, Torres, Vallecillos, Communications staff, Legislative staff

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

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

1st Quarter Progress:

- Held technical assistance providers meeting in August.
- Discussed LTA applications with technical assistance providers, County planning directors, transit agencies, and internal committees.

2nd Quarter Objectives:

- Hire new staff to lead partner coordination activities.

External Resource Development and Management

Project Manager: Bob Dean

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

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



assuring that all grant requirements are met, providing periodic financial and program reports, and other activities.

Current grants which fund the LTA program in FY16 are from the Chicago Community Trust, Cook County Department of Planning and Development, Illinois Attorney General, Illinois Department of Natural Resources (IDNR), Illinois Environmental Protection Agency (IEPA), John D. and Catherine T. MacArthur Foundation, and U.S. Department of Commerce (Economic Development Administration).

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

1st Quarter Progress:

- Submitted two applications to NOAA for funding to address stormwater and resilience.

2nd Quarter Objectives:

- Review NOFAs and other potential grant opportunities as they arise. Coordinate with other departments on opportunities of interest.

Municipal Survey

Project Manager: Patrick Day

Team: Interns

Description: This project will conduct a biennial survey of municipalities across the region to understand the degree to which the region's local plans are up-to-date. Survey analysis will also be used to determine local government demand for new LTA project types as well as educational opportunities. The next survey will be conducted during spring-summer 2016, so only the initiation of the survey is included in the FY16 work plan.

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

1st Quarter Progress:

- Reassigned project management responsibilities and initially discussed scope of project.

2nd Quarter Objectives:

- Determine project scope, in collaboration with policy team and data staff, and prepare for spring 2016 survey release.



Water Resources Planning

Project Manager: Jason Navota

Team: Hudson, Thompson

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

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

1st Quarter Progress:

- Staff continued discussions with IEPA, the DCSM, and the DRSCW about working together to create a Lower Salt Creek watershed-based plan. The contract with IEPA for this work has been signed, and draft MOU and resolution have been shared with the DCSM.
- Continued to follow and support efforts of the Fox River Ecosystem Partnership (FREP), Tyler Creek Watershed Coalition, Silver and Sleepy Hollow Creeks Watershed Coalition, Hickory Creek Watershed Planning Group, Jelkes Creek - Fox River Watershed Coalition, and Tower Lakes Drain Partnership.
- Continued work on the Boone-Dutch Watershed Plan, including stream, riparian, and detention basin field work, stakeholder meetings, BMP load reduction modeling discussions, and project management and administration. The next stakeholder meeting will be held October 15.
- Continued to administer the Volunteer Lake Monitoring Program, including project administration, coordination and management; volunteer monitor support; data management for volunteer data forms; and provided technical assistance to IL-IN Sea Grant and lake volunteers; assessed water quality data. No volunteer training occurred this quarter.



2nd Quarter Objectives:

- Finalize Lower Salt Creek MOU and resolution with DCSM.
- Continue to attend monthly meetings and provide technical support to the following watershed organizations as resources allow: Fox River Ecosystem Partnership, Tyler Creek Watershed Coalition, Silver and Sleepy Hollow Creeks Watershed Coalition, Tower Lakes Drain Partnership; Blackberry Creek Watershed Coalition, Ferson-Otter Creek Watershed Coalition, Hickory Creek Watershed Planning Group, Buffalo Creek Clean Water Partnership, Thorn Creek Watershed stakeholders, and Chicago Wilderness.
- Conduct Boone-Dutch Creek Watershed stakeholder meetings October 15, November 12, and December 10; continue to provide project news and documents to FREP to post on the project webpage and include in their monthly e-newsletter; and complete the first and final drafts of the watershed-based plan and submit to IEPA for review and approval.
- VLMP: Continue to review Secchi Monitoring forms received from volunteers, compare the data and information on the forms to the on-line data entries, write notes on each form regarding corrections needed, and mail copies to the Statewide Coordinator at Illinois EPA; provide technical assistance to volunteers as requested.

Water Supply Planning

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

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

1st Quarter Progress: The IDNR grant was suspended on March 16, 2015, and thus all water supply related work by CMAP has been indefinitely suspended as well. That said, the Campton Hills zoning ordinance, which is led by a consultant, and the Pingree Grove comprehensive plan have progressed and are covered in the LTA section of the report. Staff has continued to monitor but not participate in water supply planning activities of partner organizations, such as the NWPAA, MPC, and the Alliance for Water Efficiency.



2nd Quarter Objectives: No work is anticipated for the second quarter due to lack of funding support.

Wastewater planning

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

Products and Key Dates: Reviews are conducted as needed.

1st Quarter Progress:

- Continued revisions of the WQMP manual and the WQMP application.
- Participated in meetings with the Illinois Association of Wastewater Agency's Young Professional's Group and Education Committee.
- Developed public notices and signoff letters for Level III National Pollution Discharge Elimination System Permits.
- Researched the impact of combined sewer overflows in northeastern Illinois in preparation for work on the development of future comprehensive plans.

2nd Quarter Objectives:

- Finalize the WQMP manual and application.
- Develop public notices for Level III NPDES notices.
- Develop materials including an agenda, review and minutes for any upcoming Wastewater Committee Meetings.

POLICY ANALYSIS AND DEVELOPMENT PROGRAM

Program Oversight: Tom Kotarac

GO TO 2040 addresses broad issues of governance and policy, which are equally as important as physical infrastructure to our region's future. The plan's approach in this area is to support



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

AREA 1: Regional Mobility

Federal and State Transportation Policy Analysis

Project Manager: Alex Beata

Team: Hollander, Murdock

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

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

1st Quarter Progress:

- Continued to monitor the federal reauthorization process and report on updates to various CMAP committees, including the CMAP Board, MPO Policy Committee, Council of Mayors Executive Committee, Transportation Committee, and Freight Committee.
- Published Policy Update on Amtrak reauthorization bill. Published Policy Update on the Senate's DRIVE Act in Q4 FY15.
- Coordinated letter in support of freight reauthorization principles from the Illinois Congressional delegation. Staff had coordinated a similar letter from regional leaders in Q4 FY15.
- Participated in CAGTC activities.
- No updates on state transportation policy analysis.



2nd Quarter Objectives:

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

Major Capital Projects Implementation

Project Manager: Tom Kotarac

Team: Bozic, Dean, Elam, Leary, Schuh

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

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

1st Quarter Progress:

- Major Capital Projects [Status Update](#) Released.
- Continued staff work on a number of MCPs.
- [Route 53-120 Corridor Land Use Draft Document](#) released in October.
- Participated in meetings and briefings on [Chicago Union Station Master Plan](#).

2nd Quarter Objectives:

- Continue work and determine next steps for next fiscal year.

AREA 2: Freight Planning Policy

Freight Snapshot Update

Project Manager: Alex Beata

Team: Murtha, Schmidt, Frank



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

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

1st Quarter Progress:

- Continued collection of new data from STB and AAR. Continued collection of updated freight rail data sources from FRA and ICC.
- Analysis of ATRI and NPMRDS trucking datasets in other areas of FY16 work plan.
- Published Policy Updates on air and water cargo in the region.
- Drafted Policy Update on freight rail issues in the region.
- Drafted Policy Update on Amtrak blue ribbon panel report.
- Convened Freight Committee in November to brief on progress to date.

2nd Quarter Objectives:

- Continued collection of new rail data sources.
- Continued analysis of trucking data sources.
- Update of items within CMAP Freight Data and Resources webpage.
- Publish Policy Update on freight rail issues in region.
- Publish Policy Update on Amtrak blue ribbon panel report.

Freight Deficiency Analysis

Project Manager: Alex Beata

Team: Murtha, Murdock

Description: This project will combine and analyze the transportation and land use data to identify a general coverage of freight bottlenecks and other deficiencies in the region. It will identify congested locations, safety hot spots, inadequate infrastructure, and conflicts between



modal systems. While the project will not identify specific capital improvements to solve these deficiencies, it will offer a menu of solutions.

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

1st Quarter Progress:

- Began initial research into analyzing highway-rail grade crossing delays.
- Reviewed scopes for related FY16 projects, namely the Highway Needs Analysis.
- Reached out to passenger railroads to collect new delay information.

2nd Quarter Objectives:

- Continue grade crossing analysis.
- Continue coordinating with Highway Needs Analysis project to explore trucking bottlenecks.
- Continue coordinating with passenger railroads to access new delay information.

Local Freight Policy, Planning, and Land Use Analysis

Project Manager: Jacki Murdock

Team: Beata, Brown, Murtha, Schuh, Oo

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

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



1st Quarter Progress:

- Used the regional travel demand model to quantify the impacts of policy-based and infrastructure-based truck restrictions. Used the model to quantify the impacts of overnight delivery under two scenarios.
- Developed methodology to use GIS analysis to identify spatial concentrations of truck restrictions.

2nd Quarter Objectives:

- Research national, state, and local regulatory context of regulating trucks to prepare a memo summarizing this topic.
- Identify concentrations of truck restrictions in the region and identify areas with major routing gaps.

AREA 3: Regional Economy

Regional Economic Analysis

Project Manager: Simone Weil

Staff: B. Peterson, Komp, Hughes

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

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

1st Quarter Progress:

- Published policy updates introducing cluster mapping methodology.
- Provided data and analysis to Crain's for lead story on intermodalism.
- Updated the economic development committee on economic analysis and incorporating findings into next plan snapshot.



- Compiled and analyzed indicator data as available.

2nd Quarter Objectives:

- Compile and analyze indicator data as available.
- Update two indicator themes.
- Draft and publish additional policy updates.
- Scope policy updates for the remainder of fiscal year.
- Share data and analysis among interested stakeholders.

Analyses of Mobility and the Regional Economy

Project Manager: Brian Peterson

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

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

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

1st Quarter Progress:

- Conducted stakeholder outreach and interviews with manufacturers and freight officials in the region.
- Draft completed, final review process started in September.
- Initial findings presented to Freight Committee in September.

2nd Quarter Objectives:

- Publish report.
- Bring findings to CMAP committees where appropriate.



- Gather background research for metals industry and create report outline.

Regional Housing and Development Analysis

Project Manager: Liz Schuh

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

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

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

1st Quarter Progress:

- Drafted the second policy update in the industrial policy update series.

2nd Quarter Objectives:

- Publish the industrial policy update.
- Draft and publish three to five policy updates around the December release of the five-year American Community Survey data.

Regional Tax Policy Analysis

Project Manager: Lindsay Hollander

Team: Murdock, New Policy Hire

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



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

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

1st Quarter Progress:

- Presented previous research on alternatives to the state MFT to DMMC Transportation Committee.
- Drafted Policy Update on retail vacancy and sales tax revenue.

2nd Quarter Objectives:

- Present research on alternatives to the state MFT to SSMMA Transportation Committee and CMAP Council of Mayors Executive Committee.
- Publish Policy Update on retail vacancy and sales tax revenue.
- Begin Policy Update on sales tax rebates.

Assessment of the Transportation Impacts of Retail Corridors

Project Manager: Lindsay Hollander

Team: Schuh, N. Peterson, New Policy Hire

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

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

1st Quarter Progress:

- Issued RFP.
- Began working on identifying potential retail agglomerations for case studies.

2nd Quarter Objectives:

- Complete procurement process for consultant.



- Complete identification of 15 potential retail agglomerations for case studies.

AREA 4: CMAP/MPO Committee Support and Legislative Strategy

State Legislative Strategy

Project Manager: Gordon Smith

Team: Allen, Kotarac, Leary, Weil, other policy staff

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

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

1st Quarter Progress:

- Met with seven legislators and staff to introduce Joe as new Executive Director of CMAP and to discuss 2015 State Legislative Principles and Agenda, CMAP funding, policy initiatives, and other GO TO 2040 implementation activities.
- We continue our tracking of legislative activities due to the state budget impasse.
- We also coordinated meetings with the Directors Bonnett of IEPA and Rosenthal of IDNR to introduce Joe.
- Developed legislative outreach strategy for the next plan.
- Began review and development of the 2016 State Legislative Principles and Agenda documents.



2nd Quarter Objectives:

- Continue to meet with legislators and staff to introduce Joe as new Executive Director of CMAP and to discuss agency funding, State Legislative Principles, CMAP policy initiatives, and other GO TO 2040 implementation activities.
- Continue legislative tracking activities.
- Convene a meeting of the CMAP legislative working group.
- Review legislative outreach strategy for FUND 2040 campaign.
- Continue review and development of the 2016 State Legislative Principles and Agenda documents.

CMAP Operations Funding and Regional Infrastructure Fund

Project Manager: TBD

Team: Aleman, Dean, Garritano, Kotarac, Leary, Smith, Weil

Description: Under this project, staff will pursue FUND 2040, a sustainable funding plan and implementation strategy that diversifies CMAP's resources for operating revenues that will match federal funds, allow some expansion of non-transportation activities, enhance the local technical assistance program and provide capital funding for infrastructure projects that have regional benefits. Based on the progress of activities in the previous fiscal year, staff will develop an action plan that leads to state legislation that enables these activities. Should support for this approach not be realized, staff will develop alternative means for diversifying CMAP revenues.

Products and Key Dates: TBD

1st Quarter Progress:

2nd Quarter Objectives:

Federal Legislative Strategy

Project Manager: Tom Kotarac

Team: Beata, Leary, Murdock, other relevant staff

Description: Under this project, staff will monitor actions in the U.S. Congress and other relevant federal agencies that impact our region. Specific continuing areas of focus include reauthorization of MAP-21, rail safety legislation, annual appropriations bills and Water Resources Development Acts.



Products and Key Dates: Federal Agenda (January 2015); Policy Updates on federal legislative issues (ongoing).

1st Quarter Progress:

- Published [Policy Update on Senate DRIVE Act](#) and its [new freight program](#).
- Met with IL Delegation staff and Members regarding CMAP Federal Legislative Agenda priorities.
- Meetings held with District Directors of Members representing the CMAP area.
- Hosted press conference calls on several Senate Surface Transportation bills.

2nd Quarter Objectives:

- Continue outreach to Illinois congressional delegation and administration officials.
- Continue monitoring federal policy via Policy Updates.

CMAP and MPO Committee Support

Team: Leary (policy committees); Dean, Kotarac (coordinating committees); Aleman, Berry, Weil (advisory committees); Beck, Dixon, Ostrander, Robinson, K. Smith, Weil (working committees).

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

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

1st Quarter Progress:

2nd Quarter Objectives:



COMPREHENSIVE REGIONAL PLAN UPDATE & PLAN DEVELOPMENT

Program Management: Kristin Ihnchak, Liz Schuh

This program will begin developing the successor to GO TO 2040, which is due to be complete in 2018. GO TO 2040 provides a solid foundation and vision for the future of the region. Development of the next comprehensive regional plan will build upon that foundation and refine the major policy objectives of GO TO 2040 in a manner that is supportive of the agency's core land use and transportation functions, as well as identify limited new policy directions that are complementary to CMAP's role. More specific policies and recommendations may address both the granularity in the current plan's policies as well as expand to geographically-oriented approaches for some policy areas. Research and analysis performed in FY16 will refine policy approaches as well as develop the required resources for socioeconomic forecasting, scenario planning, and transportation project assessment and selection. Initial phases of stakeholder outreach and development of the plan's overarching engagement strategy are also included in this approach.

Comprehensive Plan Outreach and Communications Strategy

Project Managers: Tom Garritano

Team: Ihnchak, Schuh, Fassett Smith, Torres, Vallecillos, plus other relevant staff

Description: The next comprehensive regional plan's requirements for outreach and communications will likely differ significantly from our GO TO 2040 processes for development and implementation. This team will support the comprehensive plan program co-leaders by developing and implementing a focused strategy for plan outreach and communications 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. To establish broad support for the next plan, targeted audiences will include elected officials and local governments, service providers, business community, nonprofit, and philanthropic stakeholders and others to be identified by the team. It is anticipated that this project will develop a new or updated outreach and communications strategy document annually. Expected activities in the first half of FY16 include helping the program and project leaders clearly describe their priorities and objectives in concise materials for multiple public audiences. Engagement support in FY16 will include helping to form plan working groups for new policy areas, communication strategies for key stakeholders, vision development, and identification of events and forums for discussion of next plan topics.

Products and Key Dates: Develop a statement of purpose for each new policy area and working group (July 2015); Develop a detailed outreach, messaging, and communications



strategy document including a timeline of activities and target audiences (August 2015); Execute a small, internal executive charrette to engage the new CMAP executive director soon after his or her arrival (September 2015); Prepare public-facing materials to describe the plan effort (September 2015); Hold a public kickoff event for the CMAP board, committees, and partners (January/February 2016); Carry out ongoing outreach and communication activities to be identified in support of the next plan.

1st Quarter Progress:

- Conceived and convened executive charrette over five days in August, leading to consensus among management on broad plan priorities and specific topics.
- Prepared PowerPoint slides for plan managers and others to describe the charrette outcomes and plan directions.
- Developed engagement strategy checklist for project managers.
- Met with project managers to kick off their strategies and began a second round of meetings to help refine them.
- Created a strategy for FY16 near-term engagement, including a short booklet describing the next plan's development (completed in October 2015), a longer transition document similar in format and timing to the GO TO 2040 implementation reports (for January 2016), a launch event for stakeholders (February 2016), topical forums to encourage input and build awareness of snapshots and strategy papers (beginning spring 2016), and plan workshops to increase awareness about the plan as a whole and to collect feedback (beginning spring 2016).
- Began preliminary branding strategy to distinguish the new plan from its predecessor.

2nd Quarter Objectives:

- Continue helping project managers strategize engagement.
- Complete and distribute the transition document.
- Present Next Plan overview to Councils of Governments and Councils of Mayors.
- Arrange the stakeholders launch event for February.
- Develop concrete plans for initial topical forums.
- Start scheduling plan workshops to begin in early 2016.
- Continue development of branding strategy.



Socioeconomic Forecast

Project Manager: David Clark

Team: Heither, N. Peterson, new assistant analyst, Ihnchak, Schuh, and other relevant staff

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

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

1st Quarter Progress:

- Hosted a series of informational presentations on regional socioeconomic forecasting and land use modeling to help staff in fine-tuning RFPs.
- Posted first RFP “Chicago Region Socioeconomic Forecast” on September 4; held pre-bid information session on September 16. Two proposals were received.
- Conducted introductory presentations to working committees: Environment & Natural Resources (September 2), Housing (September 17), Transportation (September 18), and Economic Development (September 28) working committees.
- Scoping underway for second RFP (local allocation of regional forecast).

2nd Quarter Objectives:

- Evaluate regional socioeconomic forecast proposals; conduct interviews and render final decision by October 30. Forward recommendation to CMAP Board for approval during November board meeting.
- Contingent on Board approval, execute contract and initiate Task 1 (confirm approach and assumptions) with consultant.
- Finalize scoping and issue second RFP for local allocation process; hold pre-bid information session. Evaluate proposals with intention of making recommendation at January 2016 Board meeting.



Scenario Development

Project Manager: Kristin Ihnchak, Liz Schuh

Team: D. Clark, Heather, N. Ferguson, N. Peterson, and other relevant staff

Description: Scenario analysis will be a focus of the process to develop the next plan. This project will identify a preferred approach for scenario analysis and potential inputs, reviewing policy-driven, target-focused, and outwardly-driven scenario planning approaches. The scenario inputs and methodologies used for GO TO 2040 will be assessed as a starting point for this task. This project team will coordinate with strategy paper teams to develop new inputs for scenario development and appropriate analytical approaches. These assessments will conclude with memos outlining the chosen scenario inputs. The scenario planning work will continue into FY17.

Products and Key Dates: Approach to scenario development (September 2015); Strategy & Indicator Development memos (November 2015-June 2016).

1st Quarter Progress:

- Researched scenario planning approaches at Peer MPOs, historically within CMAP, and in the broader literature.
- Identified scenario planning options for the next plan development process.

2nd Quarter Objectives:

- Choose a scenario planning approach and identify interim steps needed to complete that approach.
- Develop a memo for CMAP working committees explaining the background and proposed approach.

Regional Snapshot Analyses

Project Managers: Kristin Ihnchak, Liz Schuh

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

Description: This project will develop a series of snapshot reports that assess existing conditions and regional progress on topics and indicators emphasized in GO TO 2040 as well as selected areas being evaluated for the next plan. Key findings from these snapshots will support the development of a regional report or reports in FY17 that summarize existing conditions, progress made toward the GO TO 2040 indicators, and/or the policy directions that will be addressed in the next plan. Snapshot reports are expected to be brought to CMAP



working committees for review and comment. They may also be discussed by appropriate next plan working groups. Specific analyses will include (project managers are listed first for each team):

Regional economic clusters and trends (Weil, B. Peterson, Komp; March 2016)

1st Quarter Progress:

- Finalized the scope and outline of the snapshot.
- Began analysis of economic trends using regional economic indicators, literature review of U.S. Cluster Mapping project, and analyzed cluster data, and developed graphics.
- Shared research via two policy updates on local and traded clusters and presentations to Economic Development and Regional Coordinating Committees.

2nd Quarter Objectives:

- Complete analysis of economic trends and cluster specializations.
- Draft snapshot and circulate to core team for feedback.

Infill and Transit-Oriented Development (TOD) trends (Zwiebach, Menninger, New LTA Hire, Komp, Oo; April 2016)

1st Quarter Progress:

- Finalized the scope of the snapshot.
- Began analysis of infill trends using NDD indicator.
- Began compiling definitions of, and approaches to measuring infill, as well as a list of indicators to use in analysis.

2nd Quarter Objectives:

- Complete analysis of infill trends using NDD and other indicators.
- Begin analysis of trends in TOD and other focus area types.
- Draft annotated outline of snapshot.



Demographic trends (Murdock, Oo, Cruise, R. Lopez; May 2016)

1st Quarter Progress:

- Finalized the scope of the snapshot, and determined the population groups and associated characteristics to analyze.
- Began analyzing Census data over time to highlight regional trends in population, age, race and ethnicity, and immigration and migration population groups.

2nd Quarter Objectives:

- Prepare major takeaways from regional trends over time, analyze population groups by characteristic (i.e. race by educational attainment), and provide comparisons to peer metropolitan areas.
- Prepare a short memo to circulate prior to the joint economic development and land use committee meeting.

Transportation network and trends (Elam, D. Ferguson, Murtha, Menninger; June 2016)

1st Quarter Progress:

- Drafted snapshot scope and began categorizing historical obligation data, identifying past highway investments, describing travel behavior trends, and drafted portion of text on highway performance.

2nd Quarter Objectives:

- Prepare a short memo on the scope to circulate to Transportation Committee at November 2015 meeting.

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

1st Quarter Progress:

- Identified priorities to update the Freight Data and Resources webpage. Pursued new data sources for rail, water, air, and trucking modes and continued collection of baseline data.
- Developed Policy Updates describing recent trends for water, air, and rail modes. Presented findings on air and water trends to the Freight Committee.



2nd Quarter Objectives:

- Complete Policy Update on rail trends and present to the Freight Committee. Continue exploration into new trucking dataset.
- Develop analysis of highway-rail grade crossing delays.

Assessment of New Policy Directions

Project Managers: Kristin Ihnchak, Liz Schuh

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

Description: GO TO 2040 identifies a broad set of transportation and land use policies for the region. This project will evaluate more specific strategies for selected GO TO 2040 policies as well as assess a limited number of new policy areas through creation of internal strategy papers or memos, which will summarize the agency's potential approach to each area. Project areas addressing topics that cross multiple CMAP committees and/or areas of greater potential policy change may develop working groups comprised of committee representatives and other key stakeholders to assist in policy development. Strategy papers are expected to be brought to CMAP working committees and key stakeholders for discussion following their completion. During the development of the strategy paper, each team will develop strategies for assessment in scenario development and appropriate analytical approaches in conjunction with the research & analysis team. These assessments will conclude with memos outlining scenario inputs and options for indicators for the next plan. Topics for evaluation include (project managers are listed first for each team):

Green infrastructure co-benefits (Yeung; January 2016)

1st Quarter Progress:

- Developed scope with feedback from the Environment and Natural Resources (ENR) Committee; initiated literature review.

2nd Quarter Objectives:

- Present initial research findings to ENR and Land Use (LU) Committees for feedback.

Public health indicators and assessments (Zwiebach, Cruise; January 2016)

- This project has been removed and its objectives incorporated into other strategy papers.



Comparative assessment of tax policies and land use frameworks (Hollander, Oo, February 2016)

1st Quarter Progress:

- Completed scope; Completed engagement strategy and held initial engagement strategy meeting; Began initial literature review.

2nd Quarter Objectives:

- Present scope and initial research to working committees; Begin to contact stakeholders; Continue literature review; Identify and research case studies.

Reinvestment and infill strategies (Schuh, Zwiebach, Oo, New LTA Hire; June 2016)

1st Quarter Progress:

- Finalized the scope, engagement strategy, and resource group and recruited resource group members.

2nd Quarter Objectives:

- Convene October, November, and December Resource Group meetings. Identify reinvestment focus area types and refine schedule to address these types. Conduct analysis of schematic boundaries and extent, and research barriers and strategies. Present to the joint Land Use/ED working committee meeting.

Climate resilience (Yeung, Elam, Oo; March 2016)

1st Quarter Progress:

- Developed scope (with feedback from the ENR and LU Committees); initiated background research; formed resource group, and held first two resource group meetings to develop a regional vision of climate resilience.

2nd Quarter Objectives:

- Present initial research and progress to ENR and LU Committees for review



Undeveloped, agricultural, and natural areas of the region (Beck, Daly, Navota, Oo; April 2016)

1st Quarter Progress:

- Developed scope (with feedback from the ENR and LU Committees); began literature review; developed draft engagement strategy.

2nd Quarter Objectives:

- Form resource group and hold meetings which present the existing conditions and policy landscape. Begin research and data analysis of land use change.

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

1st Quarter Progress:

- Developed scope, identified research topics, and initiated literature review. Drafted memo to the Transportation Committee.

2nd Quarter Objectives:

- Present scope and initial research; Complete literature review; prepare for midwinter technical forum if needed.

Emphasis areas for transportation series may include asset condition, highway operations, and transit modernization (Elam, Irvin, Bozic, Hollander, Menninger, Murtha, Frank, Schmidt, Nicholas; May-July 2016)

1st Quarter Progress:

- Developed initial scopes and outreach approaches for three strategy papers and made an initial presentation to the Regional Transportation Operations Coalition.

2nd Quarter Objectives:

- Finalize scopes for papers and form resource group for transit modernization.

Promoting inclusive growth (Murdock and Torres, Lopez; June 2016)

1st Quarter Progress:

- Finalized project scope, engagement strategy, and resource group membership; began to meet with regional stakeholders to discuss inclusive growth.



- Prepared materials on agency activities related to inclusive growth in three main areas: transportation, land use and housing, and individual and community capacity.

2nd Quarter Objectives:

- Convene resource group, review literature on inclusive growth, and continue to engage partners to build understanding of inclusive growth activities underway in the region.

Regional approaches to housing supply and affordability (Burch, K. Smith, New Policy Hire; August 2016)

1st Quarter Progress: no update - this project will kick off in January 2016.

2nd Quarter Objectives: no update - this project will kick off in January 2016.

Key findings from these papers will support the development of a regional report in FY17 that summarizes findings from the regional snapshot reports and the new policy directions identified.

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

Geographically-Based Regional Planning Strategy and Analysis

Project Managers: Kristin Ihnchak, Liz Schuh

Team: Burch, Daly, Navota, B. Peterson, Shenbaga, Vernon, Yeung

Description: GO TO 2040 provides a set of policies for implementers to utilize in planning for housing, land use, transportation, and the environment. This project evaluates place-based strategies that may be used to provide more geographically specific recommendations. A successful geographically-based approach must respect local plans, priorities, and land use authority while making coherent links to regional planning principles and providing suggestions on ways that local jurisdictions might further regional policies. Concepts to be explored include housing market types, place types, infrastructure investment for local plan implementation, and/or priority conservation areas. The project will also assess existing spatially-oriented CMAP resources, including the Green Infrastructure Vision (GIV) and concentrated employment areas. Evaluations of geographic strategies will include review of peer MPOs, development of regional strategies to be implemented in each approach, discussion of indicators and data needs for development of each strategy, identification of a framework for geographic strategies for next plan development, and initial analyses supporting the chosen framework.



Products and Key Dates: Geographically-based regional planning strategy paper (August 2015); Scope for development of preferred strategies (September 2015); Initial spatial analysis and geographic area identification (June 2016).

1st Quarter Progress:

- Researched place based approaches taken by peer MPOs, including place types, geographic targeting, and layers. Drafted a memo for internal discussion on ways that CMAP might move forward with providing greater geographic specificity via place types or layers in the next plan. Drafted a memo for internal discussion that identifies considerations for establishing priority development areas.
- Created a memo that outlines the challenges associated with the current GIV and its underlying datasets and identifies steps to update and improve the GIV over the course of the plan's development. The memo also examined the concept of Priority Conservation Areas (PCAs) and its potential application to our region.

2nd Quarter Objectives:

- Select a preferred place based approach for the next plan. Begin discussion with CMAP committees about place based approaches and introduce the preferred approach. Create a scope for moving forward with the approach over the remainder of the fiscal year.
- Create a scope to update the data underlying the GIV and undertake initial analysis. Continue internal discussions and conversations with partners on whether to update the region's vision for green infrastructure preservation.
- Develop an approach to priority development areas and priority conservation areas for internal discussion. Begin discussion with CMAP committees.

Long Range Plan Data and Tool Development

Project Manager: Zachary Vernon

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

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



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

1st Quarter Progress:

- Solicited feedback on “Data, Tools, and Analysis” master document from all snapshot and strategy paper managers, and made each of them aware about availability of project team support.
- Met with managers and/or project teams with Q2/Q3 deliverables who requested support; began identifying data and analytical needs.
 - Infill/TOD Snapshot, Freight System Trends Snapshot, Reinvestment/Infill Strategy Paper, Green Infrastructure Co-Benefits Strategy Paper, Climate Resilience Strategy Paper, Undeveloped/Agricultural/Natural Areas Strategy Paper.
- Began analysis for Q2 deliverables:
 - Undeveloped/Agricultural/Natural Areas Strategy Paper
Completed 1992-2011 Ag-to-Urban Land Use/Land Cover (LU/LC) conversion analysis for county, muni, and region; staged GIS data.
 - Infill/TOD Snapshot
Created Northeastern Illinois Development Database (NDD) Summary tool that replicates CMAP’s NDD Indicator procedure while allowing a flexible municipal envelope and start/end dates.

Created "completed-only" version of NDD Summary tool, which removes developments that are Open, Under Construction, Suspended, etc.

2nd Quarter Objectives:

- Complete analysis for Q2 deliverables.
- Meet with managers with Q3/Q4 deliverables who have requested support; identify key datasets, analysis, and any additional staff support needed.
- Begin analysis for Q3 deliverables.



Transportation Plan Development: Issues and New Directions

Project Manager: Jesse Elam

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

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

Products and Key Dates: Committee discussions (ongoing).

1st Quarter Progress:

- Discussions were held with the Transportation Committee as well as other stakeholder groups on thresholds for regionally significant projects.
- Past investment trends work began (jointly listed under this project and the transportation trends snapshot).

2nd Quarter Objectives:

- Finalize thresholds for regionally significant projects to include in the next plan.
- Begin setting up peer exchange or forum on MPO financial planning to be held in spring 2016.

COMMUNICATIONS PROGRAM

Program Oversight: Tom Garritano

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



Local Planning Communications and Outreach Support

Project Manager: Hillary Beata

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

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

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

1st Quarter Progress:

- Provided ongoing support for LTA promotional materials and final plans, as well as relevant media outreach.
- Promoted various LTA projects through media outreach to reporters.
- Staffed communications working group of the Regional Trees Initiative.
- Plan for October muni-blast and announcement of next round of LTA projects.

2nd Quarter Objectives:

- Promote new LTA projects, including development of a press release and media and social media outreach.
- Send muni-blast about new CMAQ, TAP, and LTA projects and Regional Economic Indicators.
- Continue to provide ongoing support for LTA promotional materials and final plans, as well as relevant media outreach, including the announcement of 2015 LTA projects.
- Promoted various LTA projects through media outreach to reporters.
- Staff the communications working group of the Regional Trees Initiative.



Policy and Programming Communications and Outreach Support

Project Manager: Tina Fassett Smith

Team: Garritano, Catalan, H. Beata, Silberhorn, Torres, Weiskind, plus other relevant staff

Description: Communications and outreach staff will work with policy and programming staff to build awareness of GO TO 2040 activities at the regional, state, and federal levels. Assist with policy-based media outreach, including liaison with external partners as needed. Prepare communication strategies for individual projects as needed, with involvement of outreach and legislative staff. Oversee production and quality control of programming- and policy-based print and web materials, including drill-down reports, issues-driven content, etc.

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

1st Quarter Progress:

- Supported staff who wrote Policy Updates on various topics, including analyses of the federal Amtrak reauthorization bill; the HUD rule on affirmatively furthering fair housing; three freight updates encompassing air, water, and rail freight trends; and description of new cluster mapping research into local and traded industry clusters.
- Developed supporting collateral to describe agency work on the Fair Housing and Equity Assessment.

2nd Quarter Objectives:

- Complete change of lobby signage to display CMAP's Motor Fuel Tax analyses.
- Support publication of the first in a series of two 20-plus-page reports covering regional supply chains.
- Continue work on highlighting specific policy updates on website.
- Complete updates to two sections of the Regional Economic Indicators microsite.

External Talks and Partnerships

Project Manager: Tina Fassett Smith

Team: Garritano, Kane, Torres, Vallecillos, plus other relevant staff

Description: GO TO 2040 implementation depends on a continually expanding base of engaged stakeholders, including governments, businesses, non-profits, and residents. To identify and engage such targets, communications staff will work with staff in policy and outreach. The executive staff can help with coordination, scheduling, preparation of talking points and other materials, etc. Tasks include finding opportunities for the executive director



and other staff to give public talks, especially to audiences that include potential partners targeted strategically for timely CMAP products and priorities. Outreach and policy staff should work together with communications to identify and take on-going advantage of these opportunities.

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

1st Quarter Progress:

- Joe Szabo external talks that required remarks in Q1 included Young Professionals in Transportation, Will County Global Logistics Summit, and the Michigan Rail Annual Conference.
- Joe Szabo events that required communications/outreach support included a meeting with a delegation from Galway, Ireland at the Chicago Chamber of Commerce, FLIP Presentation, Eno Transportation Policy call, and the Amtrak Blue Ribbon panel report release.
- Outreach staff engagement efforts included presenting at events including: APA-CMS Innovative Engagement—Tools & Techniques for Outreach Workshop, IL-08th District Infrastructure Workshop, the IDOT Fall Planning Conference (October 2015), and hosting events on CMAP and GO TO 2040 for external groups including Concordia University, University of Illinois at Chicago, and Ryerson University.

2nd Quarter Objectives:

- Joe Szabo external talks and appearances that will require communications/outreach support include keynote speeches at the Loyola University Supply Chain Summit, the Smart Rail conference, the John Noel Public Transit Conference, and at the Traffic Club of Chicago Executive Luncheon and a panel appearance at the Alliance for Regional Development conference.
- Outreach staff will continue to lead and support external engagement to help create and strengthen relationships with implementation partners.

Media Relations

Project Manager: Tom Garritano

Team: Fassett Smith, H. Beata, Silberhorn

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



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

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

1st Quarter Progress:

- Worked with Crain's on front-page coverage of CMAP intermodal freight analysis.
- CMAP's Fair Housing and Equity Assessment was included in front-page coverage in the Washington Post.
- Held multiple media briefings with reporters to discuss how pending federal legislation impacting the region.
- Supported Joe Szabo's participation in multiple media requests, including ones related to Positive Train Control and electronically controlled pneumatic brakes.
- Managed media inquiries related to federal transportation legislation, regional population projections, building permit data, reclassification of local roads, brownfields, the Chicago Green Healthy Neighborhoods plan, industrial and manufacturing districts.
- Prepared for October announcement of CMAQ and TAP awards.

2nd Quarter Objectives:

- Continue support for media regarding federal transportation legislation.
- Develop approach to build awareness of topics in the next comprehensive plan.

Moving Forward, 2015: Implementation Report

Project Manager: Tina Fassett Smith

Team: Weiskind, Catalan, H. Beata, plus other relevant staff

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

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

1st Quarter Progress: We have decided, instead of another implementation report, to do a "transition" document that will describe where the next comprehensive plan is headed. It will be in similar format and similar length as the implementation reports.



2nd Quarter Objectives: Prepare the draft document for review in December and printing in January, so it can be distributed at a February 2016 launch event.

Graphic Design

Project Manager: Adam Weiskind

Team: Catalan, Garritano, H. Beata, 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 with InDesign. Whenever feasible, these materials should be printed in-house, and this project's manager is responsible for determining whether a larger job might require off-site commercial printing.

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

1st Quarter Progress:

- Completed layout and design of LTA Plans -- DuPage Homes, Waukegan, Chicago Heights, Hinsdale.
- Completed Layout and design of CMAP Personnel Handbook.
- Completed design of Alternative MFT booklet
- Completed design of CMAP Annual Report.
- Completed design of FLIP Materials (invites, program).
- Completed design of STP-L Expenditures booklet.
- Began design of CMAP lobby displays.
- Began design of Next Regional Plan booklet.
- Began consulting with Thirst consultants for future CMAP branding.
- Continued design of promotional materials for LTA events.
- Continued graphic support for CMAP website and microsites.
- Continued development of CMAP infographics for policy blog updates, web and print.
- Management/art direction of assistant graphic designer.



- Continued oversight of LTA staff using CMAP plan and poster/postcard templates in creation of CMAP documents, as well as ongoing template updates.
- Mentoring CMAP LTA staff through Adobe Creative Suite training.
- Continued collaboration with external consultants in developing CMAP identity elements for web and print materials -- new CMAP artwork/elements.

2nd Quarter Objectives:

- Completion of LTA Reports – Lower Fox River, Rosemont, Kane County Health Impact Assistance Study, DuPage County Sustainability Guide, Fox Lake, Berwyn Zoning.
- Begin design of CMAP Transitions document.
- Begin design of Strategy Papers and Snapshot reports.
- Begin design of FLIP yearbooks and applications.
- Begin design of Supply Chain report and infographics.
- Complete design of CMAP lobby displays.
- Complete design of Federal Fiscal Obligations report (cover and graphics).
- Assist with finalizing IL 53/120 Corridor Plan.
- Assist with online design for quarterly congestion reports.
- Complete design of Kane County Health Impact Assistance.
- Complete updates for CMAQ, STP-L, and TIP materials.
- Continued design of promotional materials for LTA events.
- Continued graphic support for CMAP website and microsites.
- Continued development of CMAP infographics for web and print.
- Management/art direction of assistant graphic designer.
- Continued oversight of LTA staff using CMAP plan and poster/postcard templates in creation of CMAP documents, as well as ongoing template updates.
- Mentoring CMAP LTA staff through Adobe Creative Suite training.
- Continued collaboration with external consultants in developing CMAP identity elements for web and print materials -- new CMAP artwork/elements.



Web Administration and Content Management

Project Manager: Hillary Beata

Team: Garritano, Silberhorn, 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. Also includes helping others at the agency to prepare, post, and maintain their web-based content. Oversee work of consultants to ensure that all web development projects are accessible on mobile devices, follow CMAP's style guides, and meet high standards of accessibility and usability. Encourage and coordinate efforts of staff to communicate via the web. As part of the responsibility, this project also includes management of CMAP's web consultants. Includes management of e-blasts (Weekly Update, Federal Update, committee communications) and social media (Twitter, Facebook, Pinterest, YouTube).

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

1st Quarter Progress:

- Launched enhancements to the mobile version of the website, generating an increase in percentage of total web sessions conducted on mobile devices.
- Continue to update web content management training materials.
- Continue to develop Google Analytics and Twitter Analytics reports on a monthly and quarterly basis and implement changes to improve SEO and user experience.
- Coordinate web activities with media outreach for culminating LTA projects. Further enhance the CMAP web news archive.
- Help policy, planning, and programming staff to develop content, including creating a new section for the next plan.
- Coordinated with consultants for design tweaks, development debugging, and hosting optimizations.

2nd Quarter Objectives:

- Create a usability reference guide for web development.
- Continue to update web content management training materials, including training additional web administrators.



- Continue to develop Google Analytics reports on a monthly and quarterly basis and implement changes to improve SEO and user experience.
- Coordinate web activities with media outreach for culminating LTA projects. Further enhance the CMAP web news archive.
- Help policy, planning, and programming staff to develop content, including creating a new section for more-in depth policy analysis called Research Briefs.
- Continue to coordinate with consultants for design tweaks, development debugging, and hosting optimizations.

Future Leaders in Planning

Project Manager: Ricardo Lopez

Team: Daly, Prasse, Rivera, Yeung, plus other relevant staff

Description: The Future Leaders in Planning (FLIP) project is a leadership development program for high school students. This year's FLIP program will be an intensive one-week summer program rather than its original format of monthly Saturday meetings throughout the school year. The program provides students with the opportunity to learn about past, present, and future regional and local planning issues from elected officials, community leaders, and CMAP staff. Through hands-on activities and field trips, students go "behind the scenes" to explore the region's communities. Session topics are closely related to GO TO 2040 and include: transportation, housing, human services, land use, economic development, and the environment. In addition to learning how local governments address these important issues, students will engage with one another to explore solutions to existing problems. At the end of the program, students will present what they learn to the CMAP Board and others.

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

1st Quarter Progress:

- Held FLIP retreat on July 10. Students started the day with a scavenger hunt to acquaint themselves with planning design elements in downtown Chicago. Next, students engaged in a panel discussion with planners representing various aspects of the field. Students ended the day applying the lessons of the day during FLIPville.



- Held week-long session on July 13-17. Sites visited during the week include Chicago’s Pullman Historic District, the Stickney Water Reclamation Plant, and the Joseph C. Szabo Chicago Control Center among other locations.
- Worked with communications team to develop final presentation materials, including certificates of completion and event program.
- Held final presentations event on August 12 at CMAP. Near 100 participants attended the event, including students’ parents and family, CMAP board members, staff, and local partners.
- Worked with communications team to finalize promotional video.
- Held Summer program debrief session on August 19 with core team and relevant staff.
- Conducted FLIP evaluation survey with participants to improve program.

2nd Quarter Objectives:

- Work with communications team to develop 2016 FLIP application.
- Establish a recruitment strategy.
- Complete yearbooks for cohort 2014-15 and Summer 2015

PERFORMANCE-BASED PROGRAMMING PROGRAM

Program Oversight: Jesse Elam

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



TAP/CMAQ Program Development and Refinement of Methods

Project Manager: Doug Ferguson

Team: Murtha, Schmidt, Frank, Menninger, Nicholas

Description: As part of this project, work on the FFY16-20 CMAQ and FFY15-16 TAP programming cycle will be completed with CMAP Board and MPO approval expected in fall. Staff will also continue making improvements to analysis methods in discussion with CMAP committees.

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

1st Quarter Progress:

- Released the FFY15-2017 proposed TAP program and FFY 2016-2020 proposed CMAQ for 30 day public comment period.
- Presented the proposed programs to the Council of Mayors Executive Committee.
- Received approval from the CMAQ Project Selection Committee and Transportation Committee of the proposed programs.

2nd Quarter Objectives:

- Present the proposed programs to the Regional Coordinating Committee, MPO Policy Committee and Board for final approvals.
- Notify the project sponsors of funding availability and hold initiation meetings to help sponsors understand their responsibilities and complete projects in a timely manner.
- Begin review of project evaluations methodologies for the next call for projects.

Defining Investment-Performance Relationships

Project Manager: Todd Schmidt

Team: Bozic, Hollander, Menninger, Peterson

Description: A key aspect of performance-based planning and programming is being able to predict system-level performance resulting from a given level of investment. Such a relationship can be used to help develop performance targets and also to determine the expected results from implementing programmed projects. This project will develop investment-performance relationships for three to four indicators, e.g., pavement condition,



congestion, and ridership, selected through the committee process. Staff will seek to estimate transit asset condition through partnership with RTA.

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

1st Quarter Progress:

- Worked with HERS-ST developers to read in network improvement file.
- Updated HERS-ST model results with more recent pavement data and network improvement file.
- HERS-ST model outputs were shared with partner agencies at that the Setting Pavement Condition Targets Forum.

2nd Quarter Objectives:

- Negotiate development of investment/performance relationships for transit asset condition with RTA and bridge condition with IDOT.
- Continue to refine HERS-ST analysis for pavement condition.
- Explore using HERS-ST for congestion related investment-performance relationships.

Highway Needs Analysis

Project Manager: Claire Bozic

Team: A. Brown, Murtha, Schmidt, Frank

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

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

1st Quarter Progress:

- Developed a dataset with score information for the NHS system.



- Developed a tool that automates, to the extent possible, collection of score information for individual projects in a shapefile.
- As a test, collected score information for IDOT multiyear program projects.
- Developed a NHS system network flag input file to aid in model results analysis for the project.
- Met with IDOT staff to present scoring method.
- Planning factors have been identified, and methods to assign them to the network have been explored.

2nd Quarter Objectives:

- Conflate the model network to the IRIS file to allow transfer of planning factor results to the scoring dataset.
- Incorporate IDOT ADA accessibility survey into the intersection scoring procedure.
- Adapt scoring information and methods to freight strategy paper analysis needs.
- Continue finding ways to test scoring method on real programs of projects.

Development of Reliability Estimation Methods

Project Manager: Tom Murtha

Team: Schmidt, Frank, Nicholas

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

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

1st Quarter Progress: Re-scoped project to provide more timely information for integration into the agency operations strategies being developed for the next plan. The revised scope is reflected above. Also, staff worked on a technical evaluation of railroad grade crossings, a major source of reliability problems on the arterial system.



2nd Quarter Objectives: Prepare draft alternative transportation operations strategies to improve travel time reliability.

Improvement of Economic and Environmental Analysis Tools

Project Manager: Jesse Elam

Team: Frank, Menninger, Beck, Beata, Komp, Irvin

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

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

1st Quarter Progress:

- Researched environmental evaluation for capital projects in use by other MPOs and DOTs and made initial presentation to Environment and Natural Resources (ENR) committee
- Implemented means of estimating labor productivity increase from smaller transportation improvements using SHRP2 C11 method
- Explored new qualitative metrics for economic development impact based on transportation costs by industry, impact on regional clusters, etc.

2nd Quarter Objectives:

- Refine SHRP2 method using disaggregate wage data from IDES.
- Develop draft qualitative scoring system for economic development impacts.
- Identify any recommended improvements to environmental analysis for major capital project evaluation and discuss with ENR committee.

Performance Monitoring

Project Manager: Tom Murtha



Team: Schmidt, Nicholas, Frank, Rodriguez

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

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

1st Quarter Progress:

Prepared a scope of work for the project. Prepared draft code for quarterly congestion report, but database performance problems resulted in a need to restructure the NPMRDS database into monthly files. Quarterly report code needs to be revised to reflect this new structure. In addition, progress was substantial in preparing the Regional Transportation Data Archive; the projected availability of this in Q2 will facilitate timely completion of this project

2nd Quarter Objectives:

Complete first draft quarterly congestion report (without incident or weather data from the Regional Transportation Data Archive). Commence annual calculation of expressway vehicle miles travelled.

Greenways and Trails Plan Update

Project Manager: Brian Daly

Team: Beck, Brown, Murtha, O'Neal

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

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

1st Quarter Progress:

- Completed scope of work and made brief initial mention of project to Bicycle and Pedestrian Task Force.



2nd Quarter Objectives:

- Review status of trails from 2009 Greenways and Trails Plan in Bikeway Inventory System and compare most recent Green Infrastructure Vision (2.3) with greenways element of 2009 plan.
- Draft memo of potential policy directions for new plan, data gaps for regional stakeholders to assist in filling, and next steps for discussion with Bicycle and Pedestrian Task Force in December.

Transit Ridership Growth Study

Project Manager: Martin Menninger

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

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

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

1st Quarter Progress:

- Completed scope of work and developed outline for report.
- Defined several scenarios of system level improvements for modeling.

2nd Quarter Objectives:

- Model potential system improvements.
- Collect data for case studies and complete literature review.



RESEARCH AND ANALYSIS PROGRAM

Program Oversight: David Clark and Craig Heither

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

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

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

Regional Inventories

Project Manager: David Clark

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

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

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



1st Quarter Progress:

- Land Use Inventory: Production continues, with McHenry County completed and ongoing work in Lake (20% complete), DuPage (90%), Kendall (25%) and Will (20%). One additional staff (Northwestern fellow) completed training and will begin production in Q2.
- Development Database: Data update tool is now in use, allowing for faster and more accurate data entry. One additional staff member trained on data entry. A total of 138 new development records plus 175 updates to existing development records were added; data gathered by summer field interns incorporated into database.
- Employment: Non-response follow-up from local government employment survey completed; manual data collection for priority non-responders completed.
- Bikeways Inventory: Updated bikeway plan data for DuPage County and Schaumburg added.
- LTA Archive: Land Use recommendations data collection method modified and tested with Blue Island and Bensenville comprehensive plans. Spatial data archive created for zoning GIS files.
- Historic Aerials Archive: Scanning and georeferencing of 1980 images completed and ready for inclusion on CMAP Imagery Explorer.
- New Dataset Development: Testing of tools and techniques for Bike Count Database underway.

2nd Quarter Objectives:

- Land Use Inventory: Completion of DuPage and Lake Counties; begin production for Cook County. Begin scoping procedures for 2015 update.
- Development Database: Set up local review meeting with Elgin; test offline data collection methods prior to meetings. Clean-up of inconsistent records prior to use as an input to infill study. Ongoing updates.
- Employment: Geocoding of local government employment survey data. Receipt and initial processing of 2015 Q1 data file. Create lists of employers and school districts requiring “breakout” work due to single-site reporting issues. Final 2012 estimates to be completed in November.
- Bikeways Inventory: Incorporate new plan data as they arrive. Updates to Regional Greenways and Trails layer. Post updated version on Data Depot (internal) and Data Hub (external).



- LTA Archive: Develop means to automate processing of land use recommendations data; test with three additional projects; update documentation and share with staff. Continue to organize zoning data.
- Historic Aerials Archive: Posting of 1980 aerials on Imagery Explorer (contingent on I.T. contractor availability).
- New Dataset Development: Prepare input data for Bike Count Database. Discussion of Traffic Signal Inventory database requirements at upcoming RTOC meeting.

Data and Information Services

Project Manager: David Clark

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

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

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

1st Quarter Progress:

- Internal Data Library: Seven new datasets added to CMAP internal data collection, with a focus on improving collection of freight-related GIS datasets. Updated versions of 11 regularly-collected datasets, including 2014 assessment data from four counties. Implemented policy requiring all internal library datasets to have their own metadata page on KERMIT (the CMAP wiki).
- External Data Requests/FOIA: A total of 79 external requests and two FOIA requests were handled in the first quarter.
- Data Sharing Hub: Raw data files and associated metadata for the Community Data Snapshots series were added to the Data section; scans of historic traffic volume maps



dating back to the 1950's were added to the CATS/NIPC Archive section. A list of fixes and enhancements to the site are on hold while I.T. and contractor investigate transition from current CKAN environment to the more stable DKAN environment. Data associated with original data sharing hub eliminated, with references on CMAP website re-directed to current Data Hub locations.

2nd 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.
- External Data Requests/FOIA: Respond to/document external and FOIA requests as they arise. Continue to enhance access to summary information on External Requests SharePoint site.
- Data Sharing Hub: Add new datasets/update recurring datasets as they become available. Continue investigation of potential transition to DKAN environment (pending resolution of State budget issues).

Advanced Urban Model Implementation

Project Manager: Craig Heither

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

Description: FY15 concluded implementation of the agency's strategic plan for advanced model development which established guidelines and priorities for improving the policy responsiveness of CMAP's forecasting, evaluation, and analysis tools over a 10-year period. Many of the modeling improvements incorporate advanced agent-based and microsimulation techniques that provide more robust sensitivity to the policy objectives of GO TO 2040. Major tasks for the fiscal year are to develop procedures and input datasets to transition the freight and dynamic traffic assignment demonstration models into production-quality analysis tools, which can help address policy questions asked during development of the region's next comprehensive plan. This project will also promote and support the use of existing advanced modeling products among partners and GO TO 2040 implementation efforts.

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

1st Quarter Progress:

- Activity-Based Model:



- Closed-out the project integrating the ABM with a Dynamic Traffic Assignment model; final code, user guide and final report received. Consultant delivered a working demonstration of ABM-DTA integration for a subarea.
- FY16 contract to estimate and calibrate submodels of the ABM: RFP issued, proposals reviewed and scored, and recommendation memo to the Board prepared.
- Developed updated input files for ABM: socioeconomic files updated from 2000 Census to 2010 Census data; subzone attribute file includes updated information on households, employment by NAICS code and school enrollment figures. Initiated setup and testing of ABM on new modeling servers.
- Freight forecasting:
 - Modified model code to implement transport cost minimization function; restructured code for improved efficiency; developed procedures to create full set of commodity transport options for every potential supply chain pair.
 - Continued compiling commodity flow summary data from the Freight Analysis Framework for model validation purposes. Tested enhancements to the Meso Freight Network.
 - Presented the status of the freight model to the Freight Committee at their Sept. 24 meeting.

2nd Quarter Objectives:

- **Activity-Based Model:**
 - CMAP Board is scheduled to vote on consultant selection in October.
 - Initiate contract, hold kick-off meeting and get work underway.
 - Continue testing new ABM input files.
- Freight forecasting:
 - Complete modeling procedure revisions.
 - Finish validation of commodity flows.
 - Implement zonal level truck tour stop procedures and validate heavy truck tours.



Travel and Emissions Modeling

Project Manager: Nick Ferguson

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

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

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

1st Quarter Progress:

- Researched travel model validation and explored recent validation reports by other MPOs and identified innovative ideas for testing the model and presenting results.
- Created an initial list of validation tests and began data development.
- Developed procedures for representing vertical clearance truck restrictions in the model network. This was done to support the freight planning staff interested in the effects of physical and policy-based commercial vehicle restrictions.

2nd Quarter Objectives:

- Complete all scenario modeling for c16q1 conformity analysis.
- Continue data development/analysis for updated travel demand model validation report.
- Continue testing and evaluation of refined methods of measuring project-level impacts: link-level highway congestion function to better represent level-of-service impacts; develop procedures to measure the impact of single transit projects; and initiate testing of intersection-specific turn data. These will provide the Performance-based Programming staff with better analysis tools.
- Continue evaluating improved methods for representing commercial vehicles in regional travel demand model.



Transportation Data Analysis

Project Manager: Jose Rodriguez

Team: Wies, Heither, Bozic, Rice, A. Brown, Cruise

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

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

1st Quarter Progress:

- Completed 59 Small Area Traffic (SATF) requests, for which five alternate scenario emmebanks were completed, using c15q3 conformity network.
- Developed 11 alternate scenarios and respective databanks for I-55 at Airport Road (new) and at IL 126 (expansion) and in process of refining 2040 projected ADTs for each with IDOT and V3 companies input.
- Completed Summer Data Collection program with 35 bicycle/pedestrian trail counts (15 in July) and 10 truck turning movement counts (seven completed in Chicago Near South Side near 25th Place at Canal Street UP RR intermodal facility, July-August).
- Bicycle switching model work completed in late FY 2015 has facilitated 1st quarter development of correspondence tables between respective networks (IRIS → MHN, MHN → HERE/TMC). This model is used for CMAQ analysis of bicycle system project evaluation.

2nd Quarter Objectives:

- Continue fulfillment of SATF requests, with October 2015 (c15q3) conformity network.
- Finalize I-55 Will County work activities and other major capital project derived work (projects for I-55 Managed Lane Corridor and I-294 are foreseen).
- Initiate graphic improvements which will better depict intersection and corridor geometry of proposed improvements, similar to what is received from consultants, to SATF response materials.



- Conceptualize new/enhanced Traffic Data Archive applications.
- Continue improvement of Bicycle Switching Model – complete IRIS to Navtech layer matching (conflation) and improve BLOS calculation procedures.

Survey Research

Project Manager: Craig Heither

Team: N. Ferguson, Matthews, Lopez

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

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

1st Quarter Progress:

- Staff continued to build professional capacity in survey research development, administration and management. Completed initial testing of inferring activities from spatial location data obtained from a smartphone GPS application and administering a prototype prompted recall survey to verify respondents’ activities.
- Acquired and processed data from RTA’s Chicago Area Visitors Survey for staff use.

2nd Quarter Objectives:

- Conduct second round of prompted recall survey with CMAP staff volunteers implementing lesson learned from initial round of testing.
- Begin development of a web-based Bicycle Usage Survey which will be used to calibrate the coefficients in the Bicycle Switching model used for CMAQ project evaluation. Initial tasks are to review the switching model data needs, begin to develop specific survey questions and to assess survey mechanisms.

Plan Indicator Tracking

Project Manager: Noel Peterson

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



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

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

Products and Key Dates: Maintenance and update of plan indicator values (on-going). Data analysis and support for annual plan implementation report (November 2014). Inventory of potential indicator changes due to MAP-21 requirements and next plan development (June 2016).

1st Quarter Progress:

- Updated four plan indicators (Trail Greenway Mileage; Percentage of National Highway System with Acceptable Ride Quality; Percentage of Bridges in "Structurally Deficient" Condition; CREATE Project Completion) and one kindred indicator (Percentage of Regional Trails Plan Completed).
- MAP-21 rules have not yet been finalized.

2nd Quarter Objectives:

- Assist with development of content for 2015 Implementation Highlights report as needed.
- Coordinate with Performance-Based Programming staff on impact of MAP-21 requirements on indicators.
- Continue collection and analysis of indicator information as data releases become available.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Program Oversight: Management staff

This program develops and actively manages the region's TIP. The CMAP Board and MPO Policy Committee program, track and actively manage the use of local, state, and federal transportation funds through the Transportation Improvement Program (TIP). The purpose of the TIP is to establish and implement a short-range transportation program implementing the



long-range transportation goals identified in GO TO 2040. Products developed under this work program also assess accomplishment of the TIP, evaluate how it meets the goals of GO TO 2040, and move the region toward performance-based programming.

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

Transportation Improvement Program (TIP) Development and Management

Project Manager: Teri Dixon

Team: Dixon, Dobbs, Kos, Ostdick, Patronsky, Pietrowiak

Description: Work with stakeholders in the region to align the TIP with GO TO 2040. Use robust reporting to influence implementers' project choices and move the region toward performance-based programming. Ensure all local, state and federal requirements are met including fiscal constraint, public involvement, data accuracy, documentation and reporting. Maintain ongoing communication with state and federal agencies to ensure that the region is aware of changes to state and federal requirements and that these agencies understand the programming needs of the region. Manage TIP line item project entry and changes; process TIP change approvals through the Transportation Committee and MPO Policy Committee. Develop an annual obligation report, documenting accomplishment of capital projects in the region.

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

1st Quarter Progress:

- TIP with Updates and Amendments:

Regular review of TIP updates and amendment requests from programmers and programmer assistance continued. Two TIP amendments were approved at the July 17 and September 18 Transportation Committee meetings. A semi-annual conformity analysis and TIP amendment was prepared and released for public comment. It will be considered at the October 14 CMAP Board and MPO Policy Committee meeting.



- TIP Documentation:

The TIP summary brochure and interactive TIP map will continue to be updated to reflect TIP amendments made this quarter. Updates to fiscal marks, training materials, the TIP data, and TIP Programmer Resources will be prepared and updated as needed. The map of limited English proficiency data was imported into an online viewer for greater partner access.

- Analysis of expenditure information to identify spending trends:

Began analysis of historic obligation report information.

- Annual Obligation Analysis Report:

The FFY 14 obligation analysis report is being finalized and trend analyses will be completed for the snapshot report.

- Consultation with local, state and federal agencies:

Staff worked with stakeholders to receive input into proposed programs and policies through frequent communication.

- Fiscal Marks:

Initial data to establish marks gathered.

2nd Quarter Objectives:

- TIP with Updates and Amendments:

Review TIP updates and amendment requests from programmers and programmer assistance for the November Transportation Committee. Begin work on the next semi-annual GOTO 2040 TIP Amendment

- TIP Documentation:

The TIP summary brochure and interactive TIP map will continue be updated to reflect TIP amendments made this quarter. As needed training materials, TIP data, and TIP Programmer Resources will be prepared and updated. Train new planning liaisons.

- Annual Obligation Analysis Report:

Begin work on the FFY15 obligation information and analysis. Staff will gather information and work with partner agencies.

- Consultation with local, state and federal agencies:

No activity planned.



- Fiscal Marks:

Prepare FFY 2016 fiscal marks. As marks are developed staff will confer with partner agencies and agree on marks.

Conformity of Plans and Program

Project Manager: Ross Patronsky

Team: Berry, Bozic, Dobbs, Heither, Kos, Pietrowiak, Wies

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

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

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

1st Quarter Progress:

- GO TO 2040/TIP conformity analyses:
 - Completed emissions inventories for conformity analysis and Plan/TIP amendment.
 - Released analysis for public comment; no comments received.
 - Transportation Committee recommended approval of analysis and amendment.



- Documentation of conformity process:
 - No action required.
- Updated data used in conformity analyses:
 - IDOT reviewed analysis of continuous count data and concurred in its use for monthly and daily VMT distributions.
 - Tested updated distributions using MOVES2010b and MOVES 2014; the region conformed to the SIP.
 - Presented the updated data and MOVES results to Tier II Consultation Team; final concurrence from IEPA still required.
- Support for development of State Implementation Plans:
 - No action required.
- Analyses of air quality issues for regional decision-makers:
 - Discussed the proposed ozone standard with DuPage County officials, and participated in a telephone conference with US EPA and DuPage county officials and Metropolitan Mayors Caucus staff.
- Mobile source greenhouse gas emissions estimates to support other agency work
 - No action required.
- Agendas, meeting minutes, findings and interagency agreements, and supporting materials for the Tier II Consultation Team
 - Met in September, discussed conformity analysis, data update, ozone standard and I-290 project. Consultation Team concurred in conformity analysis.

2nd Quarter Objectives:

- GO TO 2040/TIP conformity analyses:
 - Obtain CMAP Board and MPO Policy Committee approval of conformity analysis and Plan/TIP amendment.
 - Update project data for conformity analysis and Plan/TIP amendment to be approved in March, 2016.
- Documentation of conformity process:
 - No action anticipated.



- Updated data used in conformity analyses:
 - Obtain final IEPA concurrence in use of updated monthly and daily VMT data.
 - Incorporate updated data in next conformity analysis.
- Support for development of State Implementation Plans:
 - No action anticipated.
- Analyses of air quality issues for regional decision-makers:
 - Monitor release of new ozone standard.
- Mobile source greenhouse gas emissions estimates to support other agency work:
 - Test application of greenhouse gas emissions on municipal-level VMT.
- Agendas, meeting minutes, findings and interagency agreements, and supporting materials for the Tier II Consultation Team:
 - Prepare for potential meeting in November.
 - Consider discussion of role of consultation in PM_{2.5} hot spot analyses.

CMAQ and TAP-L Active Program Development

Project Manager: Holly Ostdick

Team: Dixon, Dobbs, Patronskey, Pietrowiak

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

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

1st Quarter Progress:

- Review of CMAQ project status:



Staff met with IDOT and the planning liaisons to receive status on current CMAQ projects. Staff also attended two federal coordination meetings on CMAQ projects.

- Accomplishment of the annual CMAQ obligation goal:

Obligations were monitored through regular obligation tracking. Through September 25 2015, \$140.1 million (86% of the goal) in CMAQ funds had been obligated. The overall unobligated balance is \$15 million, down from as much as \$300 million in 2012. New reports have been developed to identify target authorization and lettings, to improve CMAP's ability to manage the program with the reduced balance. Over-authorizations of several million dollars of CMAQ funds have been identified and brought to the attention of IDOT and FHWA. CMAP staff is working to close this loophole.

- CMAQ Project Change Request Actions:

Staff evaluated and analyzed eleven project change requests. Staff continually receives phone calls and emails regarding possible schedule, scope, and cost change requests and advises appropriately. Additionally, staff reviewed TIP changes to CMAQ projects to ensure accurate reflection of programming status and funding.

- Review of TAP-L project status:

There was no action needed this quarter.

- TAP project cost/scope change request actions:

There was no action needed this quarter.

- CMAQ Project Selection Committee support:

Prepared agendas and supporting materials for a September committee meeting. Worked to develop 2016 schedule.

- Initiation Meeting for new project sponsors:

There was no action needed this quarter.

2nd Quarter Objectives:

- Review of CMAQ project status:

Conduct October status updates.

- Accomplishment of the annual CMAQ obligation goal:



Tracking of FFY15 obligations relative to the obligation goal will continue. Staff will continue working with transit agencies, CDOT, IDOT, FHWA, and FTA to enhance the FTA transfer and grant approval process to speed up federal authorizations.

- CMAQ Project Change Request Actions:
Evaluate change requests for November 5 CMAQ Project Selection Committee meeting.
- Review of TAP-L project status:
Prepare update for November transportation committee.
- TAP project cost/scope change request actions:
Continue monitoring TIP changes to ensure no changes were made to the TIP that were not pre-approved for TAP-L projects.
- CMAQ Project Selection Committee support:
Prepare agenda and supporting materials and staff November committee meeting.
- Initiation Meeting for new project sponsors:
Develop location, invite lists, and materials for initiation meetings for new project sponsors.

Local STP Active Program Management and Council of Mayors Support

Project Manager: Holly Ostdick

Team: Dixon, Dobbs, Pietrowiak

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

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

1st Quarter Progress:

- Fiscal Marks:



Worked with IDOT and CDOT to better understand discrepancies between Council of Mayors Executive Committee approved STP-L marks and the amount available for programming in IDOT's program.

- Program Management Reports and Recommendations:

Staff continued to track obligations and prepared the FFY15 STP-L expenditure report.

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

Talking points are updated after every weekly email, if relevant. Talking points are also updated as staff makes requests to inform local municipalities of reports, classes or any other relevant information at the agency.

- Locally Programmed Project Status Assessments:

Staff spent two days meeting with IDOT and the Planning Liaisons to coordinate information on local project accomplishment, including providing assistance to ensure project accomplishment.

- Outreach with Councils and Local Municipalities:

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

- Council of Mayors Executive Committee:

Staff prepared materials, collected RSVPs, and staffed one Council of Mayors Executive Committee. The agenda included information on the call for projects for the Local Technical Assistance Program, the Future Leaders in Planning program, and an update on federal transportation activity including the DRIVE act. The committee also approved seven projects for advance funding. Staff facilitated seven advance funding approvals requested between meetings of the Council of Mayors Executive Committee.

2nd Quarter Objectives:

- Fiscal Marks

Meet with IDOT central office to further discuss discrepancy issue.

- Program Management reports and recommendations:

Work with communications to revamp the STP-L status report.

- Locally programmed project status assessments:

Continue to provide assistance to programmers on accomplishing local projects.

- Talking points for COM/COG/TC meetings:



Continue to update the talking points. Begin working with outreach staff on enhancements. Prepare or consider alternatives for preparing written reports for technical meetings.

- Council of Mayors Executive Committee support:

Prepare agenda and materials for the November 10, 2015 meeting.

TIP Database Management

Project Manager: Kama Dobbs

Team: Dixon, Kos, Ostlick, Patronsky, Pietrowiak

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

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

1st Quarter Progress:

- TIP Database maintenance:

There was no action needed this quarter.

- Documentation and training materials:

There was no action needed this quarter.

- Exports of TIP data:

Regular data exports occurred under the Transportation Improvement Program (TIP) Development and Management project. Clean-up of incomplete data to prepare for import into the integrated database continued.

2nd Quarter Objectives:

- TIP Database maintenance:

Maintenance for minor bugs will continue as needed until the roll-out of the integrated database.



- Documentation and training materials:

Revisions to documentation for TIP programmers, partner agency users, public users, and staff will continue as needed. Three planning liaisons are to be trained.

- Exports of TIP data:

Regular data exports will occur under the Transportation Improvement Program (TIP) Development and Management project. Programming and structural changes that can enhance data exports will be conducted as needed.

Integrated Transportation Planning, Programming and Tracking Database Development (New for FY15)

Project Manager: Kama Dobbs

Team: Beata, Bozic, Clark, Dixon, Dubernat, Elam, Green, Hollander, Kos, Leary, Murtha, Ostdick, Patronsky, Peterson, Pietrowiak, Tiedemann

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

Specific database requirements will be developed in late FY 2014, in coordination with the results of Regional Transportation Performance Measures: Phase 1 Prioritization and Development, Capital Program Data Transformation, and Transportation Data Analysis projects to be completed in FY 2014. The requirements are anticipated to include capabilities to support more robust project descriptions and cost breakdowns, more detailed obligation and expenditure data, and project-level performance measures. Performance measure data will also be needed for the entire transportation network to support predictive analyses and deficiency analyses.

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

1st Quarter Progress:

- Customize the proposed Software as a Service (SaaS) with CMAP styles:



Customization of public and secure website styles, in coordination with CMAP Communications and IT staff continued.

- Implement CMAP TIP business rules and processes:

Validation of transferred data from the existing TIP database began. Data for "valid value lists" to be used to populate the database with consistent information, such as highway route numbers, municipalities, and fund sources, were developed. Data fields that need to be changed or added were identified. Staff work to add new or missing data to the existing database continued. Customizations of the software to address CMAP's business rules and amendment procedures began.

- Implement obligation tracking:

Early coordination with IDOT, FHWA, and FTA to establish the direct transfer of obligation data from state and federal databases to the integrated database began. Planning for interim obligations tracking within the database until direct transfers can be established began.

- Implement document tracking:

The structure for document management within the database was created. Existing project documents were transferred to the database.

- Implement public web site:

Implementation of the public site, including the identification of data and reports, began.

- Implement GIS module:

Roadway, bridge, transit, bicycle/pedestrian, and local geographic information was provided to the consultant. Development of the mapping tool began.

- Training, documentation, and rollout:

A small group of TIP database users, including the regional planning liaisons, have been given login credentials to begin to explore the function and layout of the database. Comments from these users will be used to make adjustments to the structure and appearance of both the secure and public sites.

- Ongoing maintenance and enhancements:

No activity needed this quarter.

2nd Quarter Objectives:

- Customize the proposed SaaS with CMAP styles:



Customization of public and secure website styles, in coordination with CMAP Communications and IT staff will continue.

- Implement CMAP TIP business rules and processes:

Staff work to add new or missing data will continue. Customizations to address CMAP's business rules for processing of TIP amendments, fiscal constraint, and data validation will continue.

- Implement obligation tracking:

Coordination with IDOT, FHWA, and FTA to establish the direct transfer of obligation data from state and federal databases to the integrated database will continue. Development of interim tracking tools to be used until direct transfers are established will continue.

- Implement document tracking:

Complete document management module.

- Implement public website:

Implementation of the public site, including the identification of data and reports, will continue.

- Implement GIS module:

Development of the GIS module will continue.

- Training, documentation, and rollout:

Development of training materials and user documentation will begin. Rollout of the basic TIP functions for user training and testing is anticipated in the latter part of the quarter. Rollout will be coordinated with the current TIP amendment schedule to ensure a smooth transition of up-to-date data.

- Ongoing maintenance and enhancements:

No activity anticipated until 3rd quarter.



INFORMATION TECHNOLOGY MANAGEMENT PROGRAM

Program Oversight: Matt Rogus

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

Internal Hardware and Software Management

Project Manager: Matt Rogus

Team: Stromberg, Tiedemann, contract support, intern

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

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

1st Quarter Progress:

- Implemented ArcGIS Pro for test team.
- Implemented ArcGIS Business Analyst 2014-15 for staff.
- Implemented new test server for Regional Transportation Data Archive (RTDA).

2nd Quarter Objectives:

- To upgrade and implement new VM hosts at remote data center.
- To implement additional storage devices for remote data center.
- To implement new 10gb switch at remote data center.
- To implement additional storage devices for backup systems at remote data center.
- To continue refreshing Transportation modeling server environment.

Web Infrastructure Management

Project Manager: Lance Tiedemann



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

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

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

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

1st Quarter Progress:

- Implemented new cable internet service for guest network.
- Began working on Media Wiki upgrade and refresh.
- Began testing and researching DKAN software.
- Began posting positions on new Applicant tracking System.
- Planned and implemented role customization for ArcGIS Online users.

2nd Quarter Objectives:

- To continue assisting with HR Applicant Tracking System implementation.
- To enhance Google search optimization (SEO) for CKAN and Aerial sites with new tools.
- To continue working with team to implement graphical enhancements for Datahub.
- To continue maintenance of Aerial imagery application and add 1980 data layer.
- To continue implementing ArcGIS Online site.
- To continue testing and researching DKAN software.



- To complete Media Wiki upgrade and refresh.

Information Security

Project Manager: Lance Tiedemann

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

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

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

Products: Infrastructure auditing and monitoring.

1st Quarter Progress:

- Began implementing software patching and security updating using new security platform.
- Implemented stricter controls over remote access.
- Provided ongoing support for VPN access.

2nd Quarter Objectives:

- To work towards 100% software patching and security updating across the network.

Office Systems Management

Project Manager: Ben Stromberg



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

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

Resources: Software applications, telephone system, copiers and printers.

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

1st Quarter Progress:

- Continued to modify features of new print management software.
- Documented and trained staff on new AV equipment for main conference room.

2nd Quarter Objectives:

- To continue researching webcasting options for main conference room.

User Support

Project Manager: Ben Stromberg

Team: Brown, Kelley, Rivera, intern

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

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

1st Quarter Progress:

- Continued refreshing desktop computers for staff.
- Continued assistance with OneSolution financial software.
- Continued updating user documents for staff.
- Implemented new laptops for the Cook and DuPage conference rooms.
- Assisted staff with PC/phone problems as needed.
- Worked with building on office refresh.
- Assisted with computer & telephone moves for office suite refresh.



2nd Quarter Objectives:

- To continue implementing new desktop computers for staff.
- To continue assisting in OneSolution financial software training and implementation.
- Continue to update user documents for staff as needed.
- Continue to assist staff with PC/phone problems as needed.
- To complete office refresh project.
- To complete computer & telephone moves for office suite refresh

FINANCE AND ADMINISTRATION PROGRAM

Program Oversight: Angela Manning-Hardimon

This program provides for the design, implementation and management of finance, procurement, and human resources at CMAP. This program also provides the administrative support to the CMAP operations. The costs for administration are distributed to the projects based on a percentage of direct personnel costs. The projected indirect cost for FY 2015 is 40.70% and for FY 2016 is 38.18%.

Finance and Accounting

Project Manager: Lorrie Kovac

Team: Becerra, Doan, Contreras, Preer, Olson

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

Resources: ONESolution financial software system

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



1st Quarter Progress:

Budget Transfers: There were six budget transfers completed during the 1st quarter. They were to set up budgets for a new grant and for two projects not included in the FY16 budget that were on going and to cover costs for the UWP FY15 Operating Grant that were not received/processed prior to year-end.

Payroll: During the 1st quarter of the fiscal year we processed a total of nine payrolls, six regular and three supplemental. The supplemental payrolls were for vacation payouts to terminated employees. The State and Federal 941 reports for the 4th quarter of the previous fiscal year were completed and filed in a timely manner. The monthly and quarterly unemployment compensation reports were also filed with the State of Illinois on a timely basis.

Accounts Payable: The table below provides information on the number of invoices processed, checks issued and ACH payments paid. Approximately 59% of payments were made via ACH during the 1st quarter of the fiscal year. The wire transfer activity shown in the fourth column is for all payments made directly from our checking account and processed with journal entries such as payments for the employee transit passes, IMRF, state and federal payroll taxes, etc. The amount paid in August was high as that is when all FY15 final invoices were paid, except for amounts owed to the transit agencies. The September amount is very small as only employee expenses, rent, utilities and insurances were paid.

| Month | Checks | ACH | INV | WT | Total Paid |
|---------------------|--------|-----|-----|----|----------------|
| July | 45 | 66 | 179 | 15 | \$1,004,694.87 |
| August | 44 | 73 | 335 | 16 | \$2,339,260.67 |
| Sept | 10 | 4 | 43 | 3 | \$393,481.57 |
| 1 st Qtr | 99 | 143 | 557 | 34 | \$3,737,437.11 |

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. The July invoices include the final FY2015 invoices issued along with the invoices issued for July activity. IDOT has paid us for the final FY2015 invoices and IEPA has paid us for the July and August invoices issued.

| Month | Invoices | Amount |
|---------------------|----------|----------------|
| July | 32 | \$2,674,705.92 |
| August | 19 | \$1,176,080.39 |
| September | 16 | \$1,378,732.05 |
| 1 st Qtr | 67 | \$5,229,518.36 |

Journal Entries: We had approximately 28 normal journal entries in each month of this quarter. These journal entries are normally to process payroll related payments for state and federal taxes, deferred compensation payments, and employee transit payments. Additionally, each



month we process journal entries to move postage and printing costs from the Overhead key into the appropriate grant keys based on usage reports. We also process journal entries to move revenue earned each month into the grant from the grant advance liability object code this allows us to tie revenues earned to expenditures incurred. Additionally, in July we processed another 30 journal entries which were related to year end activities, such as moving accrued payroll amounts from FY16 back into FY2015 for the last few days of June that were paid in July. We also processed another six adjusting journal entries given to us from the Auditor's to record our Net Pension Liability in accordance with GASB #68 which went into effect in FY2015.

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

2nd 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. We will also be continuing the training on the OneSolution software so that all staff members are comfortable using the new version of the software.

Budget

Project Manager: Angela Manning-Hardimon

Team: Management, Olson

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

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

1st Quarter Progress:

Due to the State Budget impasse on the FY16 Budget, expenditures in the 1st quarter have been limited to payroll, payroll taxes and benefit expenses, employee reimbursements, technical support and infrastructure, office supplies and utilities. Salary increases and promotions were implemented and effective August 30, 2015. Provided BMOHarris with documentation required to secure a line of credit to maintain cash flow during budget impasse.

2nd Quarter Objectives:

- Temporarily freeze posting new positions until cash flow resumes.



- Continue to work with BMOHarris to provide documentation for an unsecured line of credit.
- Continue to monitor cash flow as Agency work to secure FY16 federal and state funding.
- If funding is restored, begin the process of paying vendors based on mission critical activities and age of invoice.
- Work with Deputy Executive Directors to begin the process of developing FY2017 Budgets.

Procurements, Contracts and Commercial Datasets

Project Manager: Penny DuBernat, Dan Olson

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

1st Quarter Progress:

Commercial Datasets:

- Reviewed and renewed/purchased three commercial dataset subscriptions.
- Negotiated two data agreements.
- Responded to questions from staff regarding agreements and limits.
- Negotiated one special data extract.

Procurements:

- Reviewed, processed, and approved 114 procurements.
- Drafted one PO extension letter.

Contracts/Amendments:

- Prepared nine PAOs or PAO Amendments under current contracts.
- Conducted two contract negotiations.
- Prepared 10 new contracts.
- Reviewed six Vendor Justification Reports.
- Drafted two Board Reports.



- Drafted two Executive Committee Reports.
- Prepared eight amendments to current contracts.
- Reviewed and drafted one Service Board IGA amendment.
- Provided concurrence for one Service Board contract request.
- Prepared eight RFP/RFQs.
- Attended five interviews.
- Attended six pre-bid meetings.
- Secured two concurrences from IDOT.
- Prepared two concurrence requests.
- Reviewed 34 RFP responses.
- Prepared one FOIA request.
- Reviewed one Consultant Performance Evaluations.
- Attended two FTA webinars.

2nd Quarter Objectives:

Commercial Datasets:

- Review and possible renew three commercial dataset subscriptions.

Procurements:

- Review and process any new procurements originated by staff.

Contracts/Amendments:

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

Human Resources

Project Manager: Dorienne Preer

Team: Holland-Hatcher, King

Description: Responsible for human resource activities for CMAP; includes recruitment,



benefit management, salary administration, performance program and policy development

1st Quarter Progress:

Benefits:

- Processed 325 payroll related changes in IFAS/online.
- Processed one tuition reimbursement applications.
- Processed the payment of three loans in OneSolution.
- Processed the BCBS Medicare Secondary payer form (MSP).
- Emailed Medicare and Creditable Coverage Notice to all staff and retirees.
- Forwarded staff increases to Mutual of Omaha for Life Insurance.
- Forwarded employee census to Assurance for requests for bids on insurances.
- Coordinated a deferred compensation meeting for staff.

EAP:

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

EEOC:

- Completed annual EEOC report.

Ergonomics:

- 10 staff consultations, evaluations and personal ergo chair adjustments; distributed six keyboards and six mouse pads.

FMLA/Leaves:

- Maintaining data for a total of eight staff.
- Six approved – intermittent.
- Two approved – continuous- active.

New Hire Orientations:

- Six full time – one Intern.



Performance:

- Processed nine promotions and 86 merit increases.

Recruitment:

- Four Full Time Positions – Active postings.

Resume Receipt and Distribution:

- Received a total of 240 resumes for posted positions.

Terminations/Exit Interviews:

- Five FT and seven Interns.

Workers Compensation:

- Completed annual audit with Hartford.

Work Station maintenance / Office moves:

- Coordinated staff moves/assigned new employee workstations.
- Directed HR Intern to clean and organize cubicles for all new staff.
- Clean and maintain empty cubicles.
- Worked with Drennan and Hallas to set-up class rooms.
- Assisting all staff as requested.

2nd Quarter Objectives:

- Distribute Personalized Benefits Statements to All Staff.
- Process employee evaluations in OneSolution.
- Begin the Open Enrollment Process.
- Fill open positions and post new vacancies.

Administration/Administrative Support

Project Managers: Dorianne Preer

Team: Ambriz, Brown, Kelley, Witherspoon, Rivera

Description: Provide administrative support for CMAP



1st Quarter Progress:

Facility /Office Management:

- Worked with building electricians to repair malfunctioning light fixtures.
- Collaboratively worked with outside contractors on various matters.
- Provided administrative back-up for Executive Office.
- Rented 35 cars for staff for work related business.
- Reserved rooms for eight external partners totaling approx. 220 guests with an average of 28 guests.
- Used 552 (232 Seattles Best @ \$3.66 ea. and 320 Starbucks at \$3.78) for a total of \$2,058.72 which does not include the other kitchen areas.

Photocopy/Printing/Copiers:

- New data will be provided next quarter.
- Secured new copiers and facilitated training on equipment.

Grants & Contracts

- Posted RFP/RFQs to CMAP website and partner agencies.
- Scheduled consultant interviews.
- Continue to keep grants/contract original files up to date.
- Setup and sit in on interviews including webinar.
- Upload all submissions to S: drive.
- Send out constant contact notices for all new proposals.
- Open proposals on due date.
- Attend weekly procurement meetings.

Safety:

- Scheduled one fire and evaluation drills.
- Provided life safety tours for new staff and interns.

Storage:

- Worked with staff to clean up office area and move files off-site.



- Updated latest version of on-site storage room inventory.
- Continually updating process for records disposal.

2nd Quarter Objectives:

- Coordinate first aid and defibrillator training (waiting for availability from the bldg.).
- Complete project to replace carpet and paint the facility.
- Ongoing organization and maintenance of storage rooms ensuring that only necessary items are stored. Send more boxes to off-site facility.
- Continue work on off-site inventory records for CMAP needs.
- Attend One Solution meetings to become more familiar with program.
- Attend Pre-bid meetings and interviews in place of Penny.
- Continue to strategize to make contract/grant process run smooth with Penny Dubernat.
- Assist with UWP process as needed.





Chicago Metropolitan
Agency for Planning

233 South Wacker Drive, Suite 800
Chicago, IL 60606

312-454-0400

info@cmap.illinois.gov

www.cmap.illinois.gov

The Chicago Metropolitan Agency for Planning (CMAP) is the region's official comprehensive planning organization. Its GO TO 2040 plan is helping the seven counties and 284 communities of northeastern Illinois to implement strategies that address transportation, housing, economic development, open space, the environment, and other quality-of-life issues.