



EXECUTIVE COMMITTEE

AGENDA - FINAL

Wednesday, May 11, 2022

11:00 AM

(or immediately following the Board meeting)

Please join from your computer, tablet or smartphone.

<https://us06web.zoom.us/j/82211738550?pwd=Ri9YbTZTNiB3Ulh5OFR3MzhmOGxXUT09>

Meeting ID: 822 1173 8550

Passcode: 302503

One tap mobile

+13126266799,,82211738550#,,,,*302503# US (Chicago)

+13017158592,,82211738550#,,,,*302503# US (Washington DC)

1.0 Call to Order and Introductions

2.0 Agenda Changes and Announcements

3.0 Approval of Minutes

3.01 Minutes from March 9, 2022

[22-232](#)

ACTION REQUESTED: Approval

Attachments: [Executive Committee 3.9.2022 Minutes - Final](#)

4.0 Financial Statements

4.01 February monthly revenue and expenditure report for Fiscal Year (FY) 2022

[22-184](#)

ACTION REQUESTED: Approval

Attachments: [February 2022 Financials Executive Committee Report 3.30.2022](#)

4.02 March monthly revenue and expenditure report for Fiscal Year (FY) 2022

[22-231](#)

ACTION REQUESTED: Approval

Attachments: [March 2022 Financials Executive Committee Report 5.2.2022](#)

5.0 Grants, Contracts, and Procurements

5.01 May 11, 2022 Executive Committee report

[22-223](#)

ACTION REQUESTED: Information

Attachments: [ExecCmteMemo\(GrantsEtc\) 5.11.2022 v2](#)

6.0 Information Items

6.01 Executive Director expenses for the month of February 2022

[**22-170**](#)

PURPOSE & ACTION: A report of the Executive Director's out-of-region travel expenses for the month of February.

ACTION REQUESTED: Information

Attachments: [Executive Director Travel Summary for month of February](#)

7.0 Other Business

8.0 Public Comment

This is an opportunity for comments from members of the audience. The amount of time available to speak will be at the chair's discretion. It should be noted that the public comment period will immediately follow the last item on the agenda.

9.0 Next Meeting

The next Executive Committee meeting is scheduled for June 8, 2022

10.0 Adjournment



EXECUTIVE COMMITTEE

MEETING MINUTES - FINAL

Wednesday, March 9, 2022

11:00 AM

Please join from your computer, tablet or smartphone.

<https://meet.goto.com/979605509>

United States: +1 (571) 317-3122

Access Code: 979-605-509

- One-touch: tel:+15713173122,,979605509#

1.0 Call to Order and Introductions

Chair Bennett called the meeting to order at 10:26 a.m.

Present: Gerald Bennett, Paul Goodrich, John Noak, Carolyn Schofield, and Diane Williams

Absent: Anne Sheahan

Staff Present: Erin Aleman, Angela Manning-Hardimon, Molly Talkington and Blanca Vela-Schneider

Others Present: Joseph Breinig and Suzette Quentill

2.0 Agenda Changes and Announcements

There were no additions or amendments to the agenda.

3.0 Approval of Minutes

3.01 Meeting minutes from February 9, 2022

[22-124](#)

Attachments: [Exec Committee 2.9.22 Minutes - Final](#)

A motion was made by Diane Williams, seconded by Paul Goodrich, that the minutes be approved.

The motion carried by the following vote:

Aye: Gerald Bennett, Paul Goodrich, John Noak, Carolyn Schofield, and Diane Williams

Absent: Anne Sheahan

4.0 Financial Statements & Grants, Contracts, and Procurements

Approval of the Group Vote

A motion was made John Noak, seconded by Diane Williams, to approve agenda items 4.01 and 4.02 under one vote. The motion carried by the following vote:

Aye: Gerald Bennett, Paul Goodrich, John Noak, Carolyn Schofield, and Diane Williams

Absent: Anne Sheahan

4.01 January monthly revenue and expenditure report for Fiscal Year (FY) 2022 [22-134](#)

Attachments: [January 2022 Financials Executive Committee Report](#)

Finance and Administration Deputy Executive Director Angela Manning-Hardimon reported that CMAP is trending slightly below in expenses in personnel and contractuals for the fiscal year but expects expenditures to increase in the upcoming months.

Approved.

4.02 Contract approval with Embold Research for a one-year contract, with four optional one-year renewals, in the annual amount of \$24,400, a total of \$122,000 over a five-year period, to conduct an annual public opinion poll [22-121](#)

Attachments: [Public Opinion Poll Board Memo 3.2.2022](#)

Finance and Administration Deputy Executive Director Angela Manning-Hardimon reported that this request is to enter into a one-year contract, with four optional renewals, with Embold Research. The annual contract rate is \$24,400 and will total \$122,000 over a five-year period.

Approved.

4.03 March 9, 2022 Executive Committee report [22-115](#)

Attachments: [ExecCmteMemo\(GrantsEtc\) 3 9 2022 AMH](#)

Finance and Administration Deputy Executive Director Angela Manning-Hardimon reported that the report includes a list of grants CMAP is seeking as well as procurements approved by the Board. She clarified that this item is for information only and not for the committee's approval.

The March 9, 2022 Executive Committee report was received and filed.

5.0 Other Business

There was no other business before the Committee.

6.0 Public Comment

There were no comments from the public.

7.0 Next Meeting

The next Executive Committee is scheduled to meet April 13, 2022.

8.0 Adjournment

The meeting was adjourned at 10:32 a.m.

A motion was made by Diane Williams, seconded by Paul Goodrich, that the meeting be adjourned. The motion carried by the following vote:

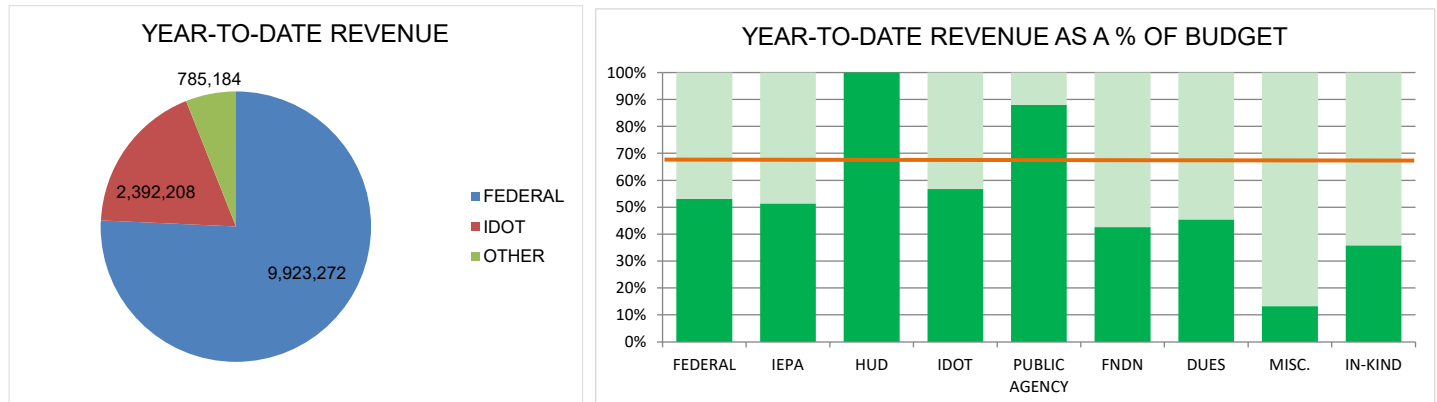
Aye: Gerald Bennett, Paul Goodrich, John Noak, Carolyn Schofield, and Diane Williams

Absent: Anne Sheahan

Minutes prepared by Blanca Vela-Schneider.

CHICAGO METROPOLITAN AGENCY FOR PLANNING MONTHLY REVENUE AND EXPENDITURE REPORT AS OF FEBRUARY 28, 2022

REVENUE



REVENUE OVERVIEW

CMA's funding for FY2022 is comprised of (79%) Federal, (15%) State, (2%) Other Public, Foundation, Non-Public Funding and Miscellaneous, and (4%) Local Dues. Using the straight-line method, CMA's collected revenue in relation to budgeted revenue for the month of February should be approximately 67%. As of February 2022, CMA has collected 53.6% of its budgeted revenue from the sources identified in the Year-To-Date Revenue tables above. CMA's grant with IDOT is a reimbursable agreement. Therefore, revenues will always lag expenses in a given fiscal month.

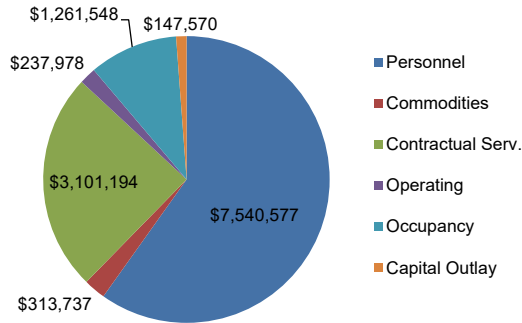
Local dues continues to be a critical component of CMA's funding strategy as it supports work not funded through the State or other grant funding sources. Since its inception, CMA has maintained local dues at its adopted amount of approximately \$887,000. With CMA's increasing operating budget, the agency has not instituted a pass-thru of these increased cost through an increase in local dues to our partners and communities. The Agency issued the FY2022 Local Dues Invoices in November. Since its inception in 2016, the agency has collected each year 99% of all local dues. CMA collected 97% for FY2021.

Notes:

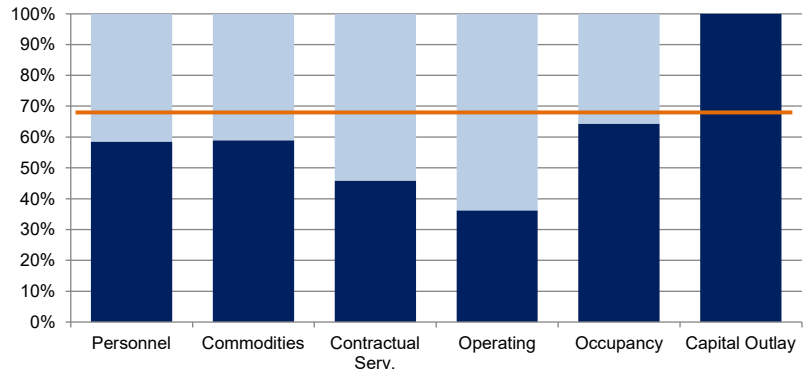
As of 02/28/2022, 67% of the fiscal year is complete. See orange trend line on YTD Revenue as a % of year complete.

EXPENDITURES

YEAR-TO-DATE EXPENDITURES

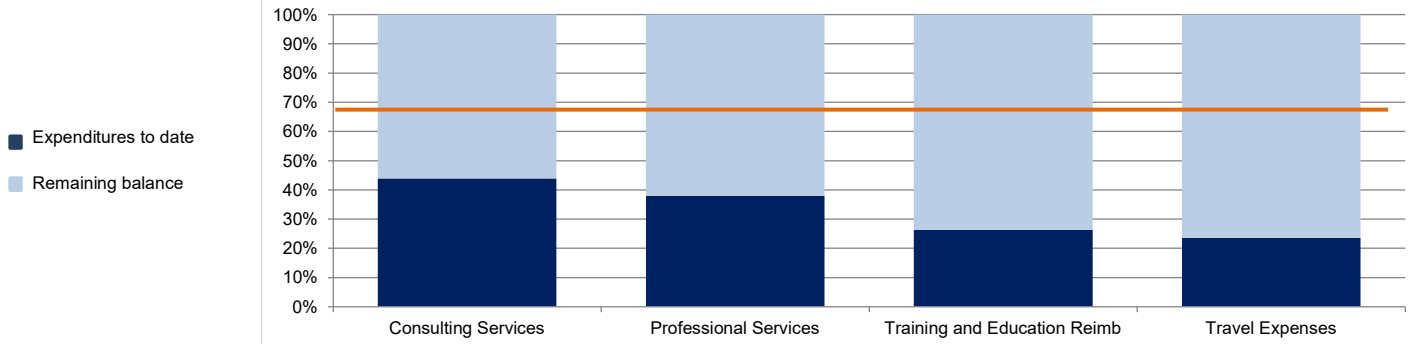


YEAR-TO-DATE EXPENDITURES AS A % OF BUDGET



EXPENDITURE HIGHLIGHTS

YEAR-TO-DATE EXPENDITURES AS A % OF BUDGET DETAIL



EXPENDITURE OVERVIEW

Using the straight-line method, CMAP's expenses for the month of February should trend towards 67% of budget. As of February 2022, the agency has expended 55.1% of its budget. The four highest categories of expenditures for the fiscal year-to-date are personnel at 58.5%, commodities at 59.0%, contractual services at 45.8%, and occupancy at 64.4%. Personnel expenses along with contractual services continue to lag behind expectations. The largest contributor to below trending expenses is staff recruitment and turnover. Similar to employers throughout the country, the agency is contending with the "Great Resignation" and a competitive job market. The agency is experiencing greater than 15% turnover as compared to a historical average turnover of around 10%. It is also increasingly challenging to recruit and maintain talent in this highly competitive market. This also has a direct impact on consultant service expenditures as staff are required to manage consultant-led projects. Consultant expenses were 43.9% fiscal year-to-date. In addition, the agency has paused its project management implementation project until a new Director of Strategic Alignment can be hired that would be responsible for managing this process. Implementation of project management will be a critical component to effectively managing projects going forward.

The first table "Expenditures" provides expenditures for the six categories that make up the agency's budget. The second table reflects the highest four sub-categories in CMAP's budget. Consulting and Professional Services are under the Contractual Expense Category and Training & Education and Travel Expenses are under the Operating Expense Category. For definition of the six categories that comprise the CMAP budget, see below.

CMAP Expenses Categories

Personnel expenses for salaries and wages provided for all persons employed by CMAP are included in this category. Leave hours taken such as vacation, sick, personal days, parental and family & medical leaves are included in this category.

Commodities are supplies, materials and articles which are consumed during their use or are materially altered when used. These items have a unit cost under \$3,000.00, a limited life, and are not subject to depreciation.

Contractual Services are expenditures for contracted services performed by non-employees which are required by a division or the board in the execution of its assigned function.

General Operating expenses include payments for services provided to CMAP in the normal operations of a business. These include postage, meeting expenses, memberships, conferences, etc. Employee travel reimbursements are also under this expenditure category including both in-region and out-of-region travel and related related training expenses.

Occupancy expenses are rent/office maintenance expenses which include payment of utility costs, office lease, real estate taxes, telephone charges, monthly parking fees related to the leases, and office maintenance provided by the building operations. This would include all costs paid by CMAP to occupy the physical office space.

Capital expenses include payments for the acquisition, replacement, or substantial increase in value of assets which are not expendable in first use, with a life expectancy exceeding one year, subject to depreciation and with a unit cost greater than \$3,000.00.

Notes:

As of 02/28/2022, 67% of the fiscal year is complete. See orange trend line on YTD Expenditures as a % of year complete.

CHICAGO METROPOLITAN AGENCY FOR PLANNING
MONTHLY SUMMARY REPORT
February 28, 2022

	Received/ Expended To Date	FY 2022 Budget	Remaining Balance	% of Budget
OPERATIONAL				
REVENUES				
By Program				
Federal	\$ 8,736,619	\$ 15,034,450	\$ 6,297,831	58.1%
Federal Carry Forward	562,510	1,739,575	1,177,066	32.3%
Statewide Research & Local Planning	624,144	1,928,686	1,304,542	32.4%
IDOT	2,392,208	4,216,152	1,823,945	56.7%
IEPA	60,910	118,594	57,684	51.4%
HUD	3,067	-	(3,067)	100.0%
Other Public Agencies	211,333	240,191	28,858	88.0%
Foundations and Non-Public Agencies	102,493	240,575	138,082	42.6%
Contributions	403,058	887,486	484,428	45.4%
Miscellaneous	4,323	32,500	28,177	13.3%
Total Revenues	<u><u>\$ 13,100,663</u></u>	<u><u>\$ 24,438,210</u></u>	<u><u>\$ 11,337,547</u></u>	<u><u>53.6%</u></u>

EXPENDITURES				
By Category				
Personnel	\$ 7,540,577	\$ 12,881,392	\$ 5,340,815	58.5%
Commodities	313,737	531,796	218,059	59.0%
Contractual Services	3,101,194	6,766,601	3,665,407	45.8%
Operating Expenses	237,978	657,456	419,478	36.2%
Occupancy Expenses	1,261,548	1,960,043	698,495	64.4%
Capital Outlay	147,570	92,740	(54,830)	159.1%
Total Expenditures	<u><u>\$ 12,602,604</u></u>	<u><u>\$ 22,890,027</u></u>	<u><u>\$ 10,287,424</u></u>	<u><u>55.1%</u></u>

NON-OPERATIONAL

REVENUE				
Pass-Through	\$ 631,030	\$ 1,988,300	\$ 1,357,270	31.7%
Council of Mayors	657,698	1,526,019	868,321	43.1%
CMAP Match	-	25,000	25,000	0.0%
In-Kind Services	336,629	938,580	601,951	35.9%
Total, Non-Operations Revenues	<u><u>\$ 1,625,357</u></u>	<u><u>\$ 4,477,899</u></u>	<u><u>\$ 2,852,542</u></u>	<u><u>36.3%</u></u>

EXPENDITURES				
Pass-Through	\$ 631,030	\$ 2,228,300	\$ 1,597,270	28.3%
Council of Mayors	657,698	1,526,019	868,321	43.1%
CMAP Match	2,950	25,000	22,050	11.8%
In-Kind Services	336,629	938,580	601,951	35.9%
Applied Overhead	-	2,655,323	2,655,323	0.0%
Total, Non-Operations Expenditures	<u><u>\$ 1,628,307</u></u>	<u><u>\$ 7,373,222</u></u>	<u><u>\$ 5,744,916</u></u>	<u><u>22.1%</u></u>

CHICAGO METROPOLITAN AGENCY FOR PLANNING

MONTHLY CASH REPORT

AS OF FEBRUARY 28, 2022

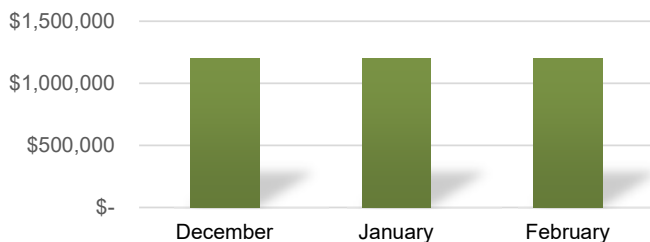
BMO HARRIS CHECKING



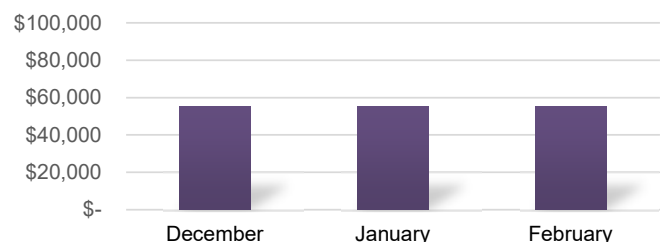
BMO HARRIS GENERAL INVESTMENT



BMO HARRIS CD



BMO HARRIS PDP



MONTHLY CASH OVERVIEW

What caused the change in balance for each of the cash accounts?

BMO Harris Checking Account: Wire transfers of \$1.7 million from the General Investment account funded operating activities for the month of February. Operating activities were comprised of \$705 thousand in personnel related costs, and \$1 million in payables.

BMO Harris General Investment Account: Wire transfers of \$1.4 million resulting from monthly revenue activity funded \$1.7 million in transfers to the Checking account for the month of February.

BMO Harris CD: No activity has occurred in this account during FY2022.

BMO Harris Peters Fellowship: Monthly interest was the only activity in this account during FY2022.

Are we meeting our Federal reserve commitment of \$5,000,000 as outlined in the agency's 2018 MPO Certification?

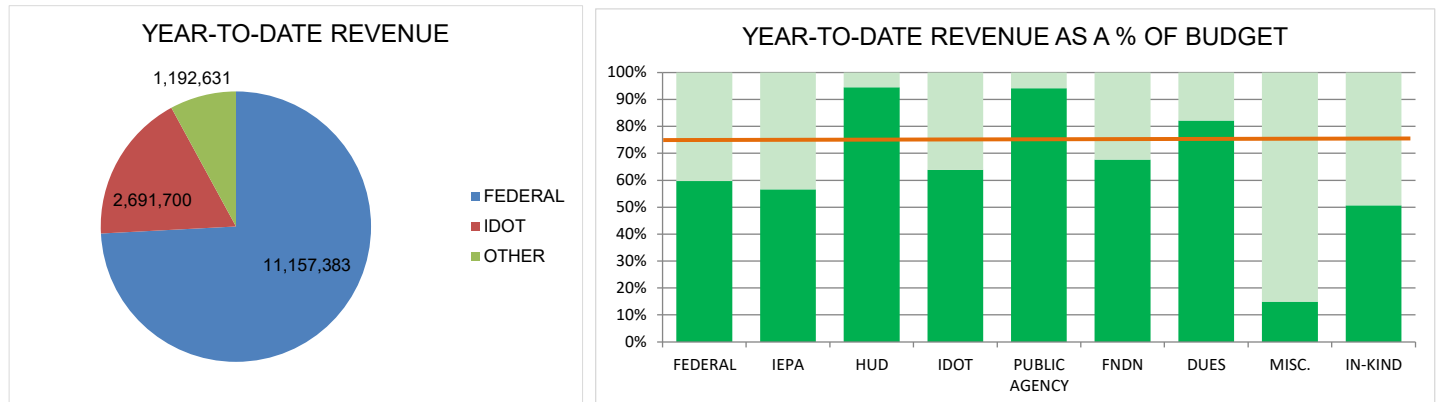
The agency's cash balance fluctuates throughout the year since the funding is mainly on a reimbursement basis. Annually, the cash level during June and July is at its lowest point. This is due to the State's and the agency's fiscal year end close. Therefore, 2nd and 3rd quarter cashflow is in line with this requirement. 1st and 4th quarter cashflow are more impacted by the fiscal year-end close-out process. This reserve commitment includes the \$1.2 million CD the agency holds as a security deposit with the OPO landlord.

Number	Date	Vendor Name	Transaction Description	Amount
11225	2/1/2022	Blue Cross Blue Shield of Illinois	2/22 Retiree Health	\$115,469.55
11227	2/3/2022	AECOM Technical Services Inc	11/28-1/14/22 Proj Mngmnt PMP	\$1,010.00
11228	2/3/2022	Aflac	January 2021 - Addl. Health Ins.	\$362.04
11229	2/3/2022	Applied Research Association Inc	12/21 TID-CMAP Pilot PMS	\$34,458.56
11230	2/3/2022	Baker Tilly Virchow Krause & Company LLP	12/21 Accounting services	\$13,248.00
11231	2/3/2022	Village of Bedford Park	11/21 Southwest COM	\$9,847.10
11232	2/3/2022	BerryDunn	ERP Assessment project	\$1,300.00
11233	2/3/2022	CDW Government Inc	11/21 Azure Overage	\$6,981.46
11234	2/3/2022	DANIEL LEE COMEAUX	TRB Annual Conference	\$490.00
11235	2/3/2022	GovTempsUSA LLC	Interim HR Director w/e 1/9/22	\$10,290.00
11236	2/3/2022	Inc. Jacobs Engineering Group	12/21 Grade Crossing Study	\$7,264.29
11237	2/3/2022	Kane County Division of Transportation	11/21 Kane-Kendall COM	\$17,388.02
11238	2/3/2022	McHenry County Division of Transportation	10/21 McHenry COM	\$1,013.10
11239	2/3/2022	Metra	12/21 Operating	\$83,257.14
11240	2/3/2022	THOMAS J. MURTHA	Intermodal Volume Analyzer	\$1,886.29
11241	2/3/2022	Northwest Municipal Conference	12/21 NWMC COM	\$12,932.88
11242	2/3/2022	STEPHANE PHIFER	APA Membership Dues	\$250.00
11243	2/3/2022	Regional Transportation Authority	10-12/21 RTA Communtiy Planning	\$30,269.70
11244	2/3/2022	REX Electric and Technologies LLC	Labor for Lobby Door Repair	\$284.00
11245	2/3/2022	Sam Schwartz Engineering	12/21 PAOA Bartlett Streamwood	\$5,420.00
11246	2/3/2022	TODD E SCHMIDT	Travel Expenses-TRB Conference	\$855.25
11247	2/3/2022	Sentinel Technologies Inc	Phone Support services	\$625.00
11248	2/3/2022	South Suburban Mayors & Managers Associatic	10/21 Operations	\$27,982.95
11249	2/3/2022	Warehouse Direct	Office supplies	\$190.94
11250	2/3/2022	West Central Municipal Conference	11/21 Central COM	\$17,104.86
11313	2/7/2022	Comcast	2/11-3/10/22 cable	\$78.67
11252	2/10/2022	AECOM Technical Services Inc	12/21 Mobility Recovery	\$20,480.00
11253	2/10/2022	Village of Bedford Park	12/21 Southwest COM	\$8,420.86
11254	2/10/2022	CDW Government Inc	10/21 Azure Overage	\$6,537.44
11255	2/10/2022	Center for Neighborhood Technology	12/21 Equitable Engagement	\$4,208.00
11256	2/10/2022	Chicago Transit Authority	12/21 CTA Operations	\$31,765.75
11257	2/10/2022	Cogent Communications Inc	2/22 Internet	\$2,172.00
11258	2/10/2022	Health Care Cost Management Inc	2/11/22 Flex Spending Contribution	\$2,426.52
11259	2/10/2022	ICF Incorporated LLC	12/21 GHG inventory	\$4,828.61
11260	2/10/2022	Inc. Jacobs Engineering Group	12/21 PAO C Bellwood	\$9,406.05
11261	2/10/2022	Kane County Division of Transportation	12/21 Kane-Kendall COM	\$23,590.42
11262	2/10/2022	The Lakota Group	12/21 Hickory Hills Comp Plan	\$7,188.40
11263	2/10/2022	DIANA MARTINEZ	WPD Dues	\$75.00
11264	2/10/2022	McHenry County Division of Transportation	11/21 McHenry COM	\$882.53
11265	2/10/2022	REALTIMEBOARD INC	Miro business licenses	\$1,920.00
11266	2/10/2022	REX Electric and Technologies LLC	East Elevator Door Repair	\$1,060.00
11267	2/10/2022	JACOB D SEID	Metra fare-site visit	\$16.50
11268	2/10/2022	SLG Innovation Inc	1/22 IT consulting	\$45,177.75
11269	2/10/2022	South Suburban Mayors & Managers Associatic	12/21 SSMMA 80-20	\$13,257.06
11270	2/10/2022	TierPoint LLC	12/21 Colocation overage	\$462.90
11271	2/10/2022	US Bank HSA	Employee Deposit	\$2,560.23
11272	2/10/2022	West Central Municipal Conference	12/21 N Central COM	\$6,352.26
11273	2/10/2022	Will County Governmental League	12/21 Will County COM	\$9,130.01
11291	2/14/2022	ComEd	1/3/22-2/2/22 Electricity	\$1,503.35
11274	2/17/2022	Aon Consulting Inc	DEI Roadmap	\$96,000.00
11275	2/17/2022	Baker Tilly Virchow Krause & Company LLP	1/22 Accounting services	\$20,016.00
11276	2/17/2022	CDW Government Inc	Veeam license renewal	\$26,708.02
11277	2/17/2022	Center for Neighborhood Technology	1/22 Equitable Engagement	\$6,776.00
11278	2/17/2022	EcolInteractive Inc	1/22 Integrated TIP database	\$14,321.92
11279	2/17/2022	Gewalt Hamilton Associates Inc	12/21 A2 PAO A Central COM	\$8,527.50
11280	2/17/2022	GovTempsUSA LLC	HR Director w/e 1/30 & 2/6	\$7,402.50
11281	2/17/2022	GRM Information Management Services of Chic	1/22 Offsite Storage	\$284.68
11282	2/17/2022	Inc. Jacobs Engineering Group	12/21 PAO A Flossmoor	\$2,397.77
11283	2/17/2022	McHenry County Division of Transportation	12/21 McHenry COM	\$1,463.53
11284	2/17/2022	Muse Community Design LLC	1/22 Work Equity Guidebook	\$5,721.86
11285	2/17/2022	STEPHEN C OSTRANDER	Mileage and tolls	\$71.55
11286	2/17/2022	Resource Systems Group Inc	11-12/21 Activity Based Model	\$44,062.81
11287	2/17/2022	South Water Signs	CMAP Lobby Logos	\$2,416.00
11288	2/17/2022	Teska Associates	12/21 DuPage Lake St Zoning	\$3,637.50
11289	2/17/2022	TIP Strategies Inc	1/22 Post COVID Regnl Assess	\$6,425.00
11290	2/22/2022	Vision Service Plan (IL)	2/22 Vision	\$1,083.87
11292	2/24/2022	601W Companies Chicago MT LLC	3/12 Office maintenance	\$159,313.10

11293	2/24/2022	ERIN L ALEMAN	Travel Expenses	\$1,211.98
11294	2/24/2022	DUSTIN CALLIARI	Mileage	\$45.16
11295	2/24/2022	Chicago Office Technology Group	HP Plotter Ink & Toner	\$1,307.00
11296	2/24/2022	Classic Color	Printing of 1,000 CMAP posters	\$1,644.61
11297	2/24/2022	Coffee Unlimited	7/21 Coffee & coffee supplies	\$3,499.66
11298	2/24/2022	Creative Financial Staffing LLC	1/31-2/7/22 J Fulk HR temp	\$2,686.80
11299	2/24/2022	KAMA DOBBS	2/18/22 mileage	\$37.01
11300	2/24/2022	Garveys Office Products Inc	Office Supplies	\$342.30
11301	2/24/2022	JANE GROVER	11/2/21 travel expenses	\$133.31
11302	2/24/2022	Guardian Data Destruction Inc	Hard Drive & Tape Destruction	\$4,767.00
11303	2/24/2022	LAURA NICOLE GUILLOT WILKISON	Travel Expenses-NARC conf	\$1,105.89
11304	2/24/2022	Health Care Cost Management Inc	2/25/22 Flex Spending Contribution	\$2,426.52
11305	2/24/2022	HR Source	1/18/22 mgmt training	\$1,950.00
11306	2/24/2022	JAEMI JACKSON	APA Annual dues	\$250.00
11307	2/24/2022	Inc. Jacobs Engineering Group	1/22 PAO C Bellwood	\$6,049.34
11308	2/24/2022	Lake County Division of Transportation	10/21 Lake County	\$14,604.36
11309	2/24/2022	TIMOTHY D. MCMAHON	Travel Expenses-NARC conf	\$1,165.67
11310	2/24/2022	SHI International Corporation	Adobe Acrobat License	\$1,075.80
11311	2/24/2022	US Bank HSA	1/22 HSA EE Contributions	\$1,387.91
69999	2/24/2022	Midwest Awards Corporation	Name badges	\$226.20
70000	2/24/2022	Office Depot	30 inch mailing tubes	\$54.89
70001	2/24/2022	State Employee Retirement System of Illinois	1/22 Pension Funding	\$34,094.33
WT	2/2/2022	Internal Revenue Service	Federal Income Taxes	\$80,187.92
WT	1/10/2022	Jessica Matthews	EREG- Return Transit Funds	\$75.03
DD	2/11/2022	BMO Harris Bank	Payroll	\$207,451.75
WT	2/18/2022	Illinois Municipal Retirement Fund	Retirement	\$62,023.10
DD	2/25/2022	State Disbursement Unit	Payroll Withholding	\$391.76
DD	2/16/2022	RTA	Transit Benefit Card Payment	\$612.25
WT	2/14/2022	Empower Financial Group	Deferred Comp Payroll Payment	\$17,356.93
WT	2/2/2022	IL Department of Revenue	State Income Taxes	\$13,421.02
WT	2/16/2022	Internal Revenue Service	Federal Income Taxes	\$82,270.18
WT	2/18/2022	Michigan Department of Revenue	State Income Taxes	\$57.97
WT	2/16/2022	IL Department of Revenue	State Income Taxes	\$13,745.32
DD	2/23/2022	BMO Harris Bank	Bank Service Fee	\$783.44
WT	2/24/2022	Ventra	Employee Card Loads	\$555.00
DD	2/25/2022	BMO Harris Bank	Payroll	\$210,106.54
DD	2/25/2022	State Disbursement Unit	Payroll Withholding	\$391.76
WT	2/28/2022	Empower Financial Group	Deferred Comp Payroll Payment	\$17,564.22
CR	2/1/2022	IMRF	Cash receipt for Retirees Insurance	(\$2,917.66)
				<u>\$1,794,453.32</u>

CHICAGO METROPOLITAN AGENCY FOR PLANNING MONTHLY REVENUE AND EXPENDITURE REPORT AS OF MARCH 31, 2022

REVENUE



REVENUE OVERVIEW

CMA's funding for FY2022 is comprised of (79%) Federal, (15%) State, (2%) Other Public, Foundation, Non-Public Funding and Miscellaneous, and (4%) Local Dues. Using the straight-line method, CMA's collected revenue in relation to budgeted revenue for the month of March should be approximately 75%. As of March 2022, CMA has collected 61.5% of its budgeted revenue from the sources identified in the Year-To-Date Revenue tables above. CMA's grant with IDOT is a reimbursable agreement. Therefore, revenues will always lag expenses in a given fiscal month.

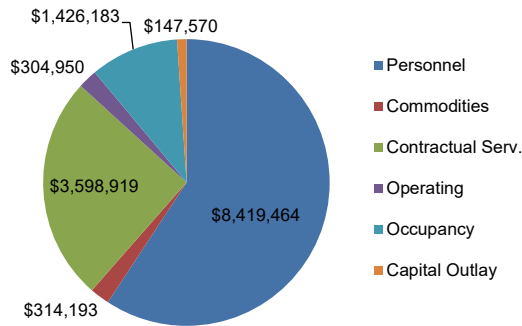
Local dues continues to be a critical component of CMA's funding strategy as it supports work not funded through the State or other grant funding sources. Since its inception, CMA has maintained local dues at its adopted amount of approximately \$887,000. With CMA's increasing operating budget, the agency has not instituted a pass-thru of these increased cost through an increase in local dues to our partners and communities. The Agency issued the FY2022 Local Dues Invoices in November. Since its inception in 2016, the agency has collected each year 99% of all local dues. CMA collected 97% for FY2021.

Notes:

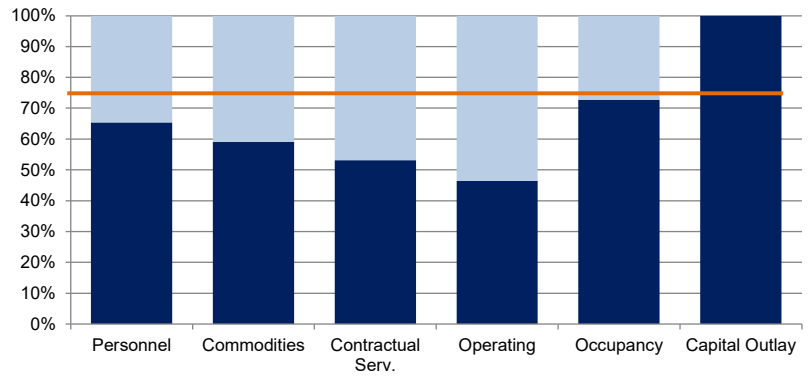
As of 03/31/2022, 75% of the fiscal year is complete. See orange trend line on YTD Revenue as a % of year complete.

EXPENDITURES

YEAR-TO-DATE EXPENDITURES

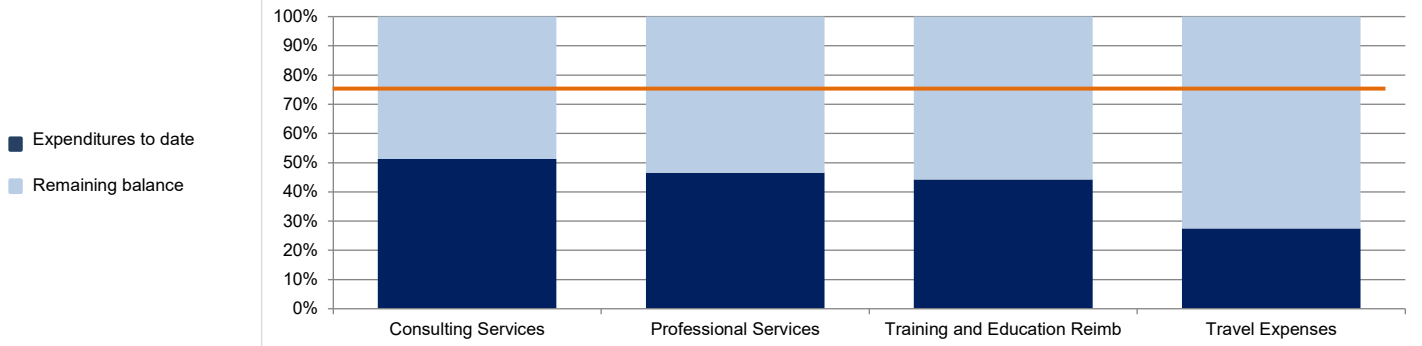


YEAR-TO-DATE EXPENDITURES AS A % OF BUDGET



EXPENDITURE HIGHLIGHTS

YEAR-TO-DATE EXPENDITURES AS A % OF BUDGET DETAIL



EXPENDITURE OVERVIEW

Using the straight-line method, CMAP's expenses for the month of March should trend towards 75% of budget. As of March 2022, the agency has expended 62.1% of its budget. The four highest categories of expenditures for the fiscal year-to-date are personnel at 65.4%, commodities at 59.1%, contractual services at 53.2%, and occupancy at 72.7%. Personnel expenses along with contractual services continue to lag behind expectations. The largest contributor to below trending expenses is staff recruitment and turnover. Similar to employers throughout the country, the agency is contending with the "Great Resignation" and a competitive job market. The agency is experiencing greater than 15% turnover as compared to a historical average turnover of around 10%. It is also increasingly challenging to recruit and maintain talent in this highly competitive market. This also has a direct impact on consultant service expenditures as staff are required to manage consultant-led projects. Consultant expenses were 51.2% fiscal year-to-date. In addition, the agency has paused its project management implementation project until a new Director of Strategic Alignment can be hired that would be responsible for managing this process. Implementation of project management will be a critical component to effectively managing projects going forward.

The first table "Expenditures" provides expenditures for the six categories that make up the agency's budget. The second table reflects the highest four sub-categories in CMAP's budget. Consulting and Professional Services are under the Contractual Expense Category and Training & Education and Travel Expenses are under the Operating Expense Category. For definition of the six categories that comprise the CMAP budget, see below.

CMAP Expenses Categories

Personnel expenses for salaries and wages provided for all persons employed by CMAP are included in this category. Leave hours taken such as vacation, sick, personal days, parental and family & medical leaves are included in this category.

Commodities are supplies, materials and articles which are consumed during their use or are materially altered when used. These items have a unit cost under \$3,000.00, a limited life, and are not subject to depreciation.

Contractual Services are expenditures for contracted services performed by non-employees which are required by a division or the board in the execution of its assigned function.

General Operating expenses include payments for services provided to CMAP in the normal operations of a business. These include postage, meeting expenses, memberships, conferences, etc. Employee travel reimbursements are also under this expenditure category including both in-region and out-of-region travel and related related training expenses.

Occupancy expenses are rent/office maintenance expenses which include payment of utility costs, office lease, real estate taxes, telephone charges, monthly parking fees related to the leases, and office maintenance provided by the building operations. This would include all costs paid by CMAP to occupy the physical office space.

Capital expenses include payments for the acquisition, replacement, or substantial increase in value of assets which are not expendable in first use, with a life expectancy exceeding one year, subject to depreciation and with a unit cost greater than \$3,000.00.

Notes:

As of 03/31/2022, 75% of the fiscal year is complete. See orange trend line on YTD Expenditures as a % of year complete.

CHICAGO METROPOLITAN AGENCY FOR PLANNING
MONTHLY SUMMARY REPORT
March 31, 2022

	Received/ Expended To Date	FY 2022 Budget	Remaining Balance	% of Budget
OPERATIONAL				
REVENUES				
By Program				
Federal	\$ 9,802,493	\$ 15,034,450	\$ 5,231,957	65.2%
Federal Carry Forward	614,332	1,739,575	1,125,243	35.3%
Statewide Research & Local Planning	740,559	1,928,686	1,188,127	38.4%
IDOT	2,691,700	4,216,152	1,524,452	63.8%
IEPA	67,166	118,594	51,428	56.6%
HUD	3,067	3,246	179	100.0%
Other Public Agencies	226,201	240,191	13,990	94.2%
Foundations and Non-Public Agencies	162,655	240,575	77,920	67.6%
Contributions	728,682	887,486	158,804	82.1%
Miscellaneous	4,859	32,500	27,641	15.0%
Total Revenues	<u><u>\$ 15,041,714</u></u>	<u><u>\$ 24,441,456</u></u>	<u><u>\$ 9,399,742</u></u>	<u><u>61.5%</u></u>

EXPENDITURES				
By Category				
Personnel	\$ 8,419,464	\$ 12,883,594	\$ 4,464,130	65.4%
Commodities	314,193	531,796	217,603	59.1%
Contractual Services	3,598,919	6,766,601	3,167,682	53.2%
Operating Expenses	304,950	657,506	352,556	46.4%
Occupancy Expenses	1,426,183	1,960,476	534,293	72.7%
Capital Outlay	147,570	92,740	(54,830)	159.1%
Total Expenditures	<u><u>\$ 14,211,280</u></u>	<u><u>\$ 22,892,713</u></u>	<u><u>\$ 8,681,433</u></u>	<u><u>62.1%</u></u>

NON-OPERATIONAL

REVENUE				
Pass-Through	\$ 1,123,768	\$ 1,988,300	\$ 864,532	56.5%
Council of Mayors	721,731	1,526,019	804,288	47.3%
CMAP Match	-	25,000	25,000	0.0%
In-Kind Services	475,822	938,580	462,758	50.7%
Total, Non-Operations Revenues	<u><u>\$ 2,321,322</u></u>	<u><u>\$ 4,477,899</u></u>	<u><u>\$ 2,156,577</u></u>	<u><u>51.8%</u></u>

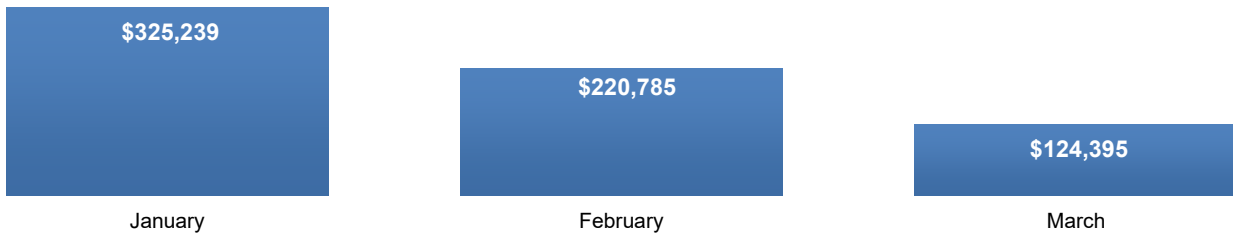
EXPENDITURES				
Pass-Through	\$ 1,123,768	\$ 2,228,300	\$ 1,104,532	50.4%
Council of Mayors	721,731	1,526,019	804,288	47.3%
CMAP Match	3,292	25,000	21,708	13.2%
In-Kind Services	475,822	938,580	462,758	50.7%
Applied Overhead	-	2,655,884	2,655,884	0.0%
Total, Non-Operations Expenditures	<u><u>\$ 2,324,614</u></u>	<u><u>\$ 7,373,783</u></u>	<u><u>\$ 5,049,169</u></u>	<u><u>31.5%</u></u>

CHICAGO METROPOLITAN AGENCY FOR PLANNING

MONTHLY CASH REPORT

AS OF MARCH 31, 2022

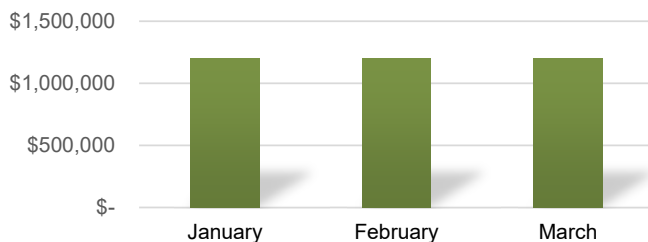
BMO HARRIS CHECKING



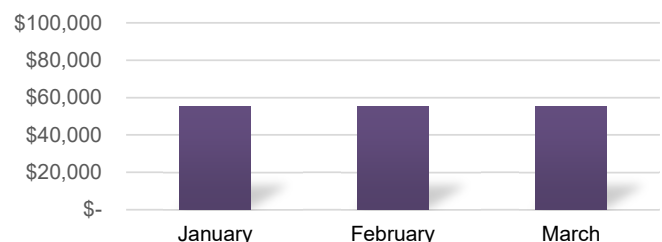
BMO HARRIS GENERAL INVESTMENT



BMO HARRIS CD



BMO HARRIS PDP



MONTHLY CASH OVERVIEW

What caused the change in balance for each of the cash accounts?

BMO Harris Checking Account: Wire transfers of \$2.3 million from the General Investment account funded operating activities for the month of March. Operating activities were comprised of \$814 thousand in personnel related costs, and \$1.6 million in payables.

BMO Harris General Investment Account: Wire transfers of \$1.4 million resulting from monthly revenue activity partially funded \$2.3 million in transfers to the Checking account for the month of March.

BMO Harris CD: No activity has occurred in this account during FY2022.

BMO Harris Peters Fellowship: Monthly interest was the only activity in this account during FY2022.

Are we meeting our Federal reserve commitment of \$5,000,000 as outlined in the agency's 2018 MPO Certification?

The agency's cash balance fluctuates throughout the year since the funding is mainly on a reimbursement basis. Annually, the cash level during June and July is at its lowest point. This is due to the State's and the agency's fiscal year end close. Therefore, 2nd and 3rd quarter cashflow is in line with this requirement. 1st and 4th quarter cashflow are more impacted by the fiscal year-end close-out process. This reserve commitment includes the \$1.2 million CD the agency holds as a security deposit with the OPO landlord.

Number	Date	Vendor Name	Transaction Description	Amount
11312	3/1/2022	BMO Harris Bank Master Card	Amazon - Air/Water Filter	\$5,757.61
11314	3/3/2022	Aflac	February 2022 -Addl. Health Ins. Aflac	\$362.04
11315	3/3/2022	LAURENT M AHIBLAME	CY22 Dues - ASABE	\$170.00
11316	3/3/2022	Altair Engineering Inc	Data analytics software lease	\$6,982.50
11317	3/3/2022	JULIE BURROS	8/10-8/20/21 food srv-prj mtgs	\$288.31
11318	3/3/2022	DUSTIN CALLIARI	CY21 Dues - ULI	\$240.00
11319	3/3/2022	Carahsoft Technology Corp	Teamviewer Corporate License	\$1,775.33
11320	3/3/2022	Chicago Transit Authority	5-11/21 Bus Priority Network	\$23,404.51
11321	3/3/2022	Creative Financial Staffing LLC	2/14-2/18/22 J Fulk HR temp	\$4,725.80
11322	3/3/2022	Delta Dental - Risk	3/22 dental -retirees/cobra	\$7,820.34
11323	3/3/2022	DuPage County	DuPage Trails Plan	\$57,440.04
11324	3/3/2022	Health Care Cost Management Inc	2/22 Flex Spending Admin Fees	\$234.00
11325	3/3/2022	KeldairHR	Online hiring system	\$1,800.00
11326	3/3/2022	Metra	1/22 Operating	\$51,756.36
11327	3/3/2022	Multilingual Connections	7/21 translation services	\$1,145.73
11328	3/3/2022	Mutual of Omaha	3/22 life insurance - EE	\$4,885.07
11329	3/3/2022	S2Verify LLC	10/21 emp background check	\$874.67
11330	3/3/2022	SHI International Corporation	RedBeam hardware-tablet	\$1,215.78
11331	3/3/2022	TierPoint LLC	3/22 Colocation services	\$6,447.06
11332	3/3/2022	Valerie S Kretchmer Associates Inc	1/22 Butterfield Rd	\$3,817.50
70002	3/3/2022	IAP2 USA	IAP2 association membership	\$585.00
70003	3/3/2022	Mutual of Omaha	1/22 Social Security tax	\$274.47
11333	3/7/2022	Blue Cross Blue Shield of Illinois	3/22 Retirees health	\$115,203.56
11334	3/7/2022	Vision Service Plan (IL)	3/22 Vison - COBRA	\$1,114.50
11364	3/7/2022	Comcast	1/11-2/10/22 cable	\$78.67
11335	3/10/2022	Anderson Lock	Bike Room Lock Replacement	\$1,427.50
11336	3/10/2022	Village of Bedford Park	1/22 Southwest COM	\$12,739.25
11337	3/10/2022	JONATHAN BURCH	CY22 Dues - LAI	\$250.00
11338	3/10/2022	JULIE BURROS	5/18-5/20/22 APA online conf	\$350.00
11339	3/10/2022	Creative Financial Staffing LLC	03/06 Finance temp help	\$1,687.50
11340	3/10/2022	Design Workshop Inc	1/22 Sugar Grove Comp Plan	\$11,580.00
11341	3/10/2022	ESRI	1/25 ArcGIS training-6 staff	\$14,250.00
11342	3/10/2022	PARRY M FRANK	01/08 - 01/13 Trb conference	\$1,278.26
11343	3/10/2022	Gewalt Hamilton Associates Inc	1/22 Central COM transp plan	\$7,177.50
11344	3/10/2022	GovTempsUSA LLC	2/7-2/18/22 Interim HR Dir	\$6,956.25
11345	3/10/2022	HDR Engineering Inc	1/22 PAO A Riverdale	\$28,713.92
11346	3/10/2022	Health Care Cost Management Inc	3/11/22 Flex Spending	\$2,597.67
11347	3/10/2022	Holland and Knight LLP	Legal Services	\$357.70
11348	3/10/2022	HOLLY L HUDSON	CY22 Dues - NALMS	\$140.00
11349	3/10/2022	Inc. Jacobs Engineering Group	1/22 PAO A Flossmoor	\$3,305.19
11350	3/10/2022	Kane County Division of Transportation	1/22 Kane-Kendall COM	\$21,600.48
11351	3/10/2022	Lake County Division of Transportation	12/21 Lake County	\$26,142.40
11352	3/10/2022	The Lakota Group	1/22 Hickory Hills Comp Plan	\$8,515.00
11353	3/10/2022	Omegabit LLC	1/22 Website hosting	\$2,212.45
11354	3/10/2022	Pace Suburban Bus Service	11/28-12/25 Pace Operations	\$16,301.56
11355	3/10/2022	ERIK PEDERSEN	2/14/22 ESRI Online training	\$820.00
11356	3/10/2022	Sam Schwartz Engineering	1/22 PAOB Lemont Parking Study	\$3,324.50
11357	3/10/2022	TierPoint LLC	1/22 Colocation overages	\$1,314.61
11358	3/10/2022	US Bank HSA	02-11-2022 HSA EE Contributions	\$1,376.91
11359	3/10/2022	West Central Municipal Conference	1/22 N Central COM	\$11,123.84
11360	3/10/2022	Will County Governmental League	1/22 Will County COM	\$9,428.95
11361	3/10/2022	ANNA JANE WILLIAMS	03/07 Online grammar class	\$595.00
70004	3/10/2022	Claire E Bozic	Transit refund	\$1,114.50
70005	3/10/2022	Food For Thought	3/14/22 Brookings event- food	\$917.00
70006	3/10/2022	Hertz Corporation	Late Fee	\$468.32
70007	3/10/2022	COLE R NEDER	CY22 Dues - TRF	\$184.00
70008	3/10/2022	Will County Division of Transportation	10/30-11/26 Will ITS Study	\$12,750.59
11362	3/15/2022	CenturyLink	12/21 teleconferencing	\$76.34
11363	3/15/2022	Comcast	1-2/22 internet	\$2,000.00
11365	3/17/2022	Applied Research Association Inc	1/22-31/22 TID-CMAP Pilot PMS	\$22,440.75
11366	3/17/2022	BerryDunn	ERP Assessment project	\$2,395.00
11367	3/17/2022	JULIE BURROS	09/01/21 APA and AICP dues	\$250.00
11368	3/17/2022	Cambridge Systematics Inc	10/21-1/22 IIPD Plan	\$35,174.24
11369	3/17/2022	Chicago Transit Authority	1/22 CTA Operations	\$52,568.94
11370	3/17/2022	Clarity Partners LLC	1/22 Website dev/support	\$9,480.00
11371	3/17/2022	Cogent Communications Inc	3/1-3/31 Cogent Internet	\$2,172.00
11372	3/17/2022	Creative Financial Staffing LLC	03/06/22 HR temp help	\$3,572.69

11373	3/17/2022	BRIAN THOMAS DALY	3/14/22 APA Membership Dues	\$250.00
11374	3/17/2022	Design Workshop Inc	2/1-2/28 Sugar Grove Comp Plan	\$6,765.00
11375	3/17/2022	Diane McCoy	Graphic Design work	\$1,500.00
11376	3/17/2022	Egret & Ox Planning LLC	1/22 Washington Park plng	\$1,125.00
11377	3/17/2022	First Communications LLC	2/13-3/12/22 phone	\$365.74
11378	3/17/2022	Granicus LLC	Legistar Agenda Mgmt software	\$33,366.00
11379	3/17/2022	HR Source	12/15/21 Supervisory Training	\$4,100.00
11380	3/17/2022	HOLLY L HUDSON	Mileage	\$128.97
11381	3/17/2022	International Facility Management Association	G Rivera- Facilities class	\$590.00
11382	3/17/2022	Omegabit LLC	2/22 Website hosting	\$2,314.95
11383	3/17/2022	YOUSEF R SALAMA	02/28-03/02 BAB	\$782.12
11384	3/17/2022	Sam Schwartz Engineering	1/22 PAO A Bartlett/Streamwood	\$9,568.50
11385	3/17/2022	MOLLY B TALKINGTON	02/17 DIGFOA Conf Registration	\$568.00
11386	3/17/2022	UrbanLab Inc	Fox River Corr Illustrations	\$23,919.00
11387	3/17/2022	US Bank HSA	2/22 Statement Fee	\$11.00
11388	3/17/2022	Warehouse Direct	General Office Supplies	\$456.08
70009	3/17/2022	RA Malatest and Associates	12/1-12/31 Commercial Vehicle	\$8,176.15
11389	3/21/2022	ComEd	2/2-3/3/22 FY22 Electricity	\$1,410.47
11390	3/24/2022	601W Companies Chicago MT LLC	4/22 Office maintenance	\$158,397.89
11391	3/24/2022	ERIN L ALEMAN	2/22/22 LAI Membership Dues	\$315.00
11392	3/24/2022	Baker Tilly Virchow Krause & Company LLP	2/22 accounting services	\$21,006.20
11393	3/24/2022	CBIZ Risk and Advisory Services LLC	IT Security Analysis Contract	\$31,915.00
11394	3/24/2022	Creative Financial Staffing LLC	HR temp help	\$1,868.25
11395	3/24/2022	Delta Dental - Risk	4/22 dental -retirees/cobra	\$7,381.27
11396	3/24/2022	Egret & Ox Planning LLC	2/28 Logan Square planning	\$600.00
11397	3/24/2022	Elrod Friedman LLP	2/22 legal services	\$219.00
11398	3/24/2022	KATE EVASIC	3/8-3/8/22 IAFSM conf travel	\$40.09
11399	3/24/2022	GRM Information Management Services of Chic	2/22 Offsite Storage	\$345.17
11400	3/24/2022	Health Care Cost Management Inc	3/25/22 Flex Spending Account	\$8,539.97
11401	3/24/2022	ICF Incorporated LLC	1/1-1/28/22 GHG inventory	\$4,450.79
11402	3/24/2022	Iron Mountain	1/26-2/22/22 Shredding Srv	\$47.70
11403	3/24/2022	JAEMI JACKSON	1/20/22 UDO proj travel	\$18.80
11404	3/24/2022	Lake County Press Inc	MacArthur C-build Brochure	\$1,296.00
11405	3/24/2022	Mutual of Omaha	4/22 life insurance - EE	\$4,069.87
11406	3/24/2022	DANIEL D OLSON	3/21/22 NIU Seminar Travel	\$46.22
11407	3/24/2022	KATARZYNA M PIOTROWSKA	Reg fee for APA National conf	\$350.00
11408	3/24/2022	SLG Innovation Inc	02/01 - 02/28/22 IT consulting	\$45,177.75
11409	3/24/2022	TIP Strategies Inc	2/22 Post COVID Reg Assessment	\$17,550.00
11410	3/24/2022	BLANCA VELA-SCHNEIDER	3/4 Equip for Brookings Event	\$45.97
70010	3/24/2022	Total Insurance Services Inc	7/22-3/23 Cyber Liability	\$31,115.00
11411	3/28/2022	Blue Cross Blue Shield of Illinois	4/22 Retirees health	\$108,537.92
11412	3/28/2022	Pitney Bowes Inc	1/22-3/22 mail equipment lease	\$1,951.20
11413	3/28/2022	Vision Service Plan (IL)	4/22 Vision	\$1,025.70
11430	3/29/2022	BMO Harris Bank Master Card	APA - job postings	\$3,575.49
11414	3/30/2022	UPS	3/20-3/25/22 shipping	\$337.45
11415	3/31/2022	AECOM Technical Services Inc	01/15-02/11 PMP	\$3,745.00
11416	3/31/2022	Aflac	March 2022 -Addl. Health Ins. Aflac	\$362.04
11417	3/31/2022	Village of Bedford Park	2/1-2/28/22 Southwest COM	\$9,081.70
11418	3/31/2022	City of Chicago Department of Transportation	07/01-12/01CDOT FY22 Operating	\$265,094.28
11419	3/31/2022	Clarity Partners LLC	2/1-2/28/22 Web Develop/Supp	\$480.27
11420	3/31/2022	Creative Financial Staffing LLC	HR temp help	\$1,905.62
11421	3/31/2022	Inc. Jacobs Engineering Group	2/22 PAOC Bellwood Safety TA	\$5,838.65
11422	3/31/2022	AMY MCEWAN	3/22 New Hire Expense	\$55.47
11423	3/31/2022	McHenry County Division of Transportation	08/18/21-11/30 2050 Trans plan	\$46,343.33
11424	3/31/2022	Northwest Municipal Conference	NWMC 1/22	\$15,238.37
11425	3/31/2022	Sam Schwartz Engineering	2/25/2022 PAO A Bartlett	\$13,273.25
11426	3/31/2022	TierPoint LLC	4/1-4/30 Colocation services	\$6,447.06
11427	3/31/2022	US Bank HSA	Lump sum payment HSA	\$3,000.00
11428	3/31/2022	West Central Municipal Conference	2/1-2/28 North Central COM	\$10,294.18
11429	3/31/2022	Will County Governmental League	Will County Govt League	\$9,428.95
CR	3/1/2022	IMRF	Cash receipt for Retirees Insurance	(\$2,917.66)
WT	3/2/2022	IL Department of Revenue	State Income Taxes	\$13,967.52
WT	3/2/2022	Internal Revenue Service	Federal Income Taxes	\$83,960.98
WT	3/7/2022	Wisconsin Department of Revenue	WI Payroll Tax Filing Fee	\$50.00
WT	3/10/2022	Empower Financial Group	Deferred Comp Payroll Payment	\$17,078.37
DD	3/11/2022	BMO Harris Bank	Payroll	\$219,464.91
DD	3/11/2022	State Disbursement Unit	PY Withholding	\$391.76
DD	3/16/2022	RTA	Transit Benefit Card Payment	\$693.50

WT	3/16/2022	IL Department of Revenue	State Income Taxes	\$14,726.18
WT	3/16/2022	Internal Revenue Service	Federal Income Taxes	\$90,695.32
WT	3/16/2022	Michigan Department of Revenue	State Income Taxes	\$67.50
WT	3/18/2022	IMFR	IMFR	\$63,030.66
DD	3/22/2022	BMO Harris Bank	Bank Service Fee	\$669.70
WT	3/23/2022	Empower Financial Group	Deferred Comp Payroll Payment	\$16,512.30
WT	3/24/2022	Ventra	Employee Card loads	\$555.00
DD	3/25/2022	BMO Harris Bank	Payroll	\$199,316.68
DD	3/25/2022	State Disbursement Unit	PY Withholding	\$391.76
WT	3/30/2022	IL Department of Revenue	State Income Taxes	\$13,284.39
WT	3/30/2022	Internal Revenue Service	Federal Income Taxes	\$81,712.56
				<hr/> \$2,389,389.94



MEMORANDUM

TO: Executive Committee

FROM: Finance and Administration

Date: May 11, 2022

Re: Grants and Procurements

A monthly update of activity relating to grants, contracts and procurements will be made to the Executive Committee for its review.

The following list identifies grants received and pending grant proposals.

GRANTS AND AGREEMENTS			
<u>Grantor</u>	<u>Amount</u>	<u>Dates</u>	<u>Purpose</u>
<u>Grants Received:</u>			
<u>Grants Pending:</u>			
Illinois Environmental Protection Agency	\$314,393	2/1/2022 – 1/31/2024	Tyler Creek Watershed Based Plan
Illinois Department of Natural Resources	\$375,000	7/1/2022 – 6/30/2025	Regional Water Supply Planning
Illinois Department of Transportation – Statewide Planning and Research	\$347,504.01	7/1/2023 – 6/30/2025	Truck Routing Studies and Implementation
<u>Agreements Executed:</u>			
DuPage Housing Authority	\$10,000	2/17/2022 - 12/31/2022 (renewal options)	Regional Housing Initiative
<u>Agreements Pending:</u>			

The CMAP bylaws provide authority to the executive director to enter into contractual commitments under \$50,000. For those commitments \$50,000 and greater, the Executive Committee has retained authority for approval. For all projects not included in the approved UWP, Board approval is required.

CONTRACTS				
<u>Provider</u>	<u>Amount</u>	<u>Fund Source</u>	<u>Type of Procurement</u>	<u>Purpose</u>
<u>\$50,000 and over, Approval Requested of Committee (May11, 2022):</u>				
Oates Associates, Inc.	\$157,400	SPR/UWP	RFP	ADA Self-Assessment Transition Plans Education
ADP	\$300,000	UWP	RFP	Human Capital Management System
Cities GPS	\$52,000	UWP	Sole Source	Chicago Inclusive Regional Economy Engagement
Jacobs Engineering	\$80,000	UWP	RFP	Grade-Crossing Feasibility Project
<u>Under \$50,000, Approved by Executive Director since (March 9, 2022):</u>				
Change Research	\$24,400	UWP	RFP	Public Opinion Poll

The following list identifies pending procurements.

PROCUREMENTS				
<u>Provider</u>	<u>Estimated Amount</u>	<u>Fund Source</u>	<u>Type of Procurement</u>	<u>Purpose</u>
TBD	\$250,000	UWP	RFP	Economic Development Consultant
TBD	\$250,000	UWP	RFP	New CMAP Website
TBD	\$460,000	UWP	RFP	Business Process Improvement Services – PMO
TBD	\$250,000	SPR	RFP	Highway Safety Project
TBD	\$100,000	SPR/UWP	RFP	ADA Self-Assessment Transition Plans Data Gathering
TBD	\$700,000	FHWA	RFP	Regional Infrastructure Accelerator/P3 Management Consultant

Note: UWP operating funds can only be used in the fiscal year budgeted. UWP competitive contract funds are available for a five-year period.

ACTION REQUESTED: Information

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Chicago Metropolitan Agency for Planning

433 West Van Buren Street
Suite 450
Chicago, IL 60607

312-454-0400
cmap.illinois.gov

To: CMAP Board

From: Blanca Vela-Schneider

Date: March 21, 2022

Re: Executive Director Erin Aleman
Out-of-region travel summary for the month of February 2022

Below is a list of expenses related to Executive Director Aleman's out-of-region travel during the month of February 2022. Expenses listed below are from the National Conference of Regions (NARC) Executive Directors Conference.

**National Conference of Regions
Washington, DC
02/06/2022 – 02/09/2022**

Description	Date Expense Incurred	Expense Amount
Conference Registration	02/06/2022	\$1,635.00
Flight – American Airlines & United Airlines	12/30/2021	\$266.80
Transportation	02/06/2022-02/09/2022	\$88.50
Hotel Reservation – Hilton Hotel	02/06/2022	\$858.69
Total:	\$2,848.99	

ACTION REQUESTED: Information