



PY 2016 UNIFIED PLANNING WORK PROGRAM

JULY 1, 2015 - JUNE 30, 2016
SPRINGFIELD, ILLINOIS METROPOLITAN PLANNING AREA

REVISED
(October 2015)

Prepared by:



For:



**Program Year 2016
UNIFIED PLANNING WORK PROGRAM
SPRINGFIELD AREA TRANSPORTATION STUDY**

PLANNING AND RELATED ACTIVITIES
TO BE PERFORMED BY
THE SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION
and
THE SPRINGFIELD AREA TRANSPORTATION STUDY

IN COOPERATION WITH

LOCAL UNITS OF GOVERNMENT
AND
APPROPRIATE STATE AND FEDERAL AGENCIES

Original UPWP Adopted by MPO on April 9, 2015
Revised UPWP Adopted by MPO on October 8, 2015

SATS was notified by IDOT on September 3, 2015 that the FTA funding being provided to SATS for PY 2016 had been reduced from that shown in the original UPWP. This revised UPWP reflects the reduced funding available to SATS through FTA planning funds.

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INTRODUCTION

This document represents the Program Year (PY) 2016 Unified Planning Work Program (UPWP) for the Springfield Area Transportation Study (SATS), incorporating transportation planning and support activities within the Springfield Metropolitan Planning Area for the period of July 1, 2015, through June 30, 2016. Because the different partners in SATS use different fiscal years, this document addresses the work program in terms of a “program year” and matches the State of Illinois’ fiscal year.

The UPWP is intended to be a guide for SATS, summarizing transportation planning activities and priorities for the various agencies in the planning area. It is intended to indicate planning activities to be undertaken, when the work will be completed, how it will be managed and coordinated, and what the final products and benefits will be.

The UPWP also serves as a management tool and program budget, addressing anticipated financial resources and expenditures for PY 2016.

The UPWP consists of two parts which are described below.

Part I: Work Program Description

Section 1: Background

SATS is the designated Metropolitan Planning Organization (MPO) for the Springfield urbanized area. In this section the SATS planning area is defined, administration and oversight of SATS is discussed, and general planning activities are outlined.

Section 2: 2040 LRTP Goals

The PY 2016 UPWP supports the goals of the 2040 Long Range Transportation Plan (LRTP) which were developed after careful consideration of citizen input, federal regulations, and state guidance. These goals are listed.

Section 3: PY 2015 UPWP Activities Completed

Activities included in last year’s Unified Planning Work Program that have been completed or begun by the time this document was created are listed.

Section 4: PY 2016 Work Elements

With the LRTP goals, LRTP objectives & strategies, regulatory requirements, and SATS support in mind, the Work Program provides a description of nine work elements which are identified by a goal and include activities to be undertaken. Work elements indicate general concepts and their goals may stretch over more than one year, so there may not be any activities associated with them in the 2016 program year. We instead attempt to

indicate a longer-range and more comprehensive planning approach for SATS planning efforts.

Part II: Work Program Financials

Funding for the activities performed under each Work Element is provided through federal and local sources. The breakdown of funding and the integration of the transportation planning budget into the overall Regional Planning Commission budget is presented.

Costs that support all Planning Commission work are allocated based on a provisional indirect rate applied to the direct salary expenditures associated with each Work Element. Calculation of this provisional rate is also shown.

PART I: WORK PROGRAM DESCRIPTION

SECTION 1: BACKGROUND

The SATS Planning Area

The SATS Metropolitan Planning Area (MPA) lies within Sangamon County and includes the municipalities of Springfield, Chatham, Clear Lake, Curran, Grandview, Jerome, Leland Grove, Riverton, Rochester, Sherman, Southern View, Spaulding, and the surrounding unincorporated areas.

The largest community in the MPA is the City of Springfield, which covers approximately 65 square miles and serves a population of approximately 116,250 (2010 census). This population comprises almost 60% of the total county population. The Village of Chatham is the second largest community in the planning area, covering five square miles and serving a population of slightly more than 11,500 (2010 census). Chatham makes up approximately 6% of the county population. Grandview, Jerome, Leland Grove and Southern View are small communities that have developed within the Springfield area and are adjacent to, or even surrounded by, the City of Springfield. The remaining villages of Clear Lake, Curran, Riverton, Rochester, Sherman and Spaulding developed as small mining or farm communities which have turned into “bedroom” communities of Springfield as the city has grown.

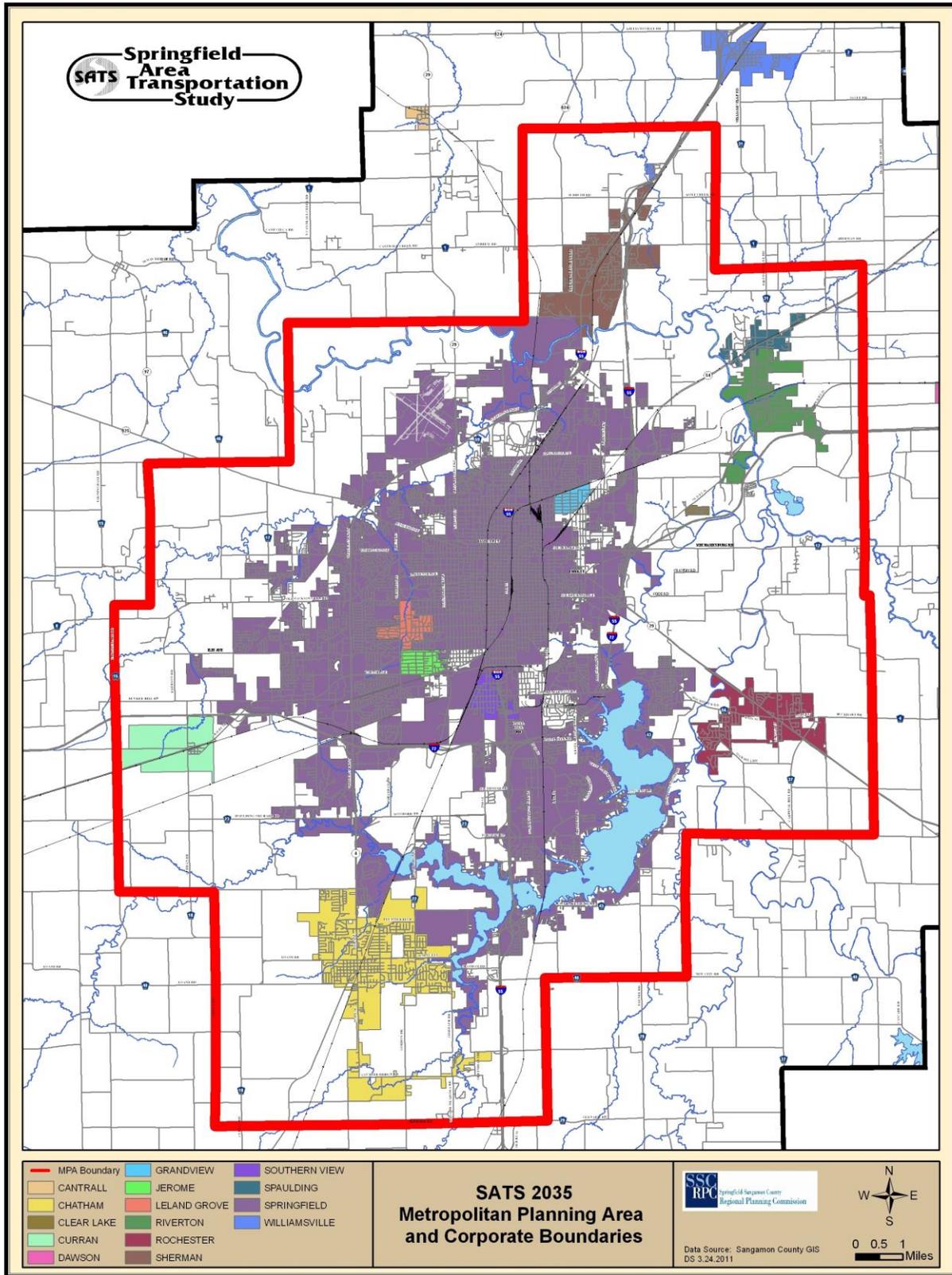
A map of the MPA is on the next page.

SATS Administration and Oversight

Federal laws and regulations require the formation and designation by the Governor of a Metropolitan Planning Organization (MPO) for each urbanized area with a population of more than 50,000 to coordinate a comprehensive, cooperative and continuing (3-C) transportation planning process. The Springfield-Sangamon County Regional Planning Commission (SSCRPC) is the designated MPO for the Springfield-Sangamon County area, and the Planning Commission serves as staff to the Springfield Area Transportation Study. Through a cooperative agreement SATS was established to take the lead responsibility ensuring that the transportation planning process is consistent with Federal and State regulations and mandates.

SATS currently operates through a cooperative agreement approved Sept. 21, 2007. The cooperative agreement is between and among six jurisdictional entities that are represented on the SATS Technical and Policy Committees:

- County of Sangamon;
- City of Springfield;
- Village of Chatham;
- Springfield Mass Transit District;
- Springfield-Sangamon County Regional Planning Commission;
- Illinois Department of Transportation, Region 4, District 6.



The SATS Policy Committee is responsible for direction, oversight and coordination of the transportation planning process for the region in a manner that will ensure that transportation planning and programming decisions are reflective of the needs and desires of its members and the general public. The work of the Policy Committee is supported by a Technical Committee responsible for providing technical advice and recommendations to the Policy Committee and MPO staff on all matters pertaining to the SATS planning function as well as other related matters referred to them by the Policy Committee. This responsibility includes reviewing and providing advice for the development of the annual Unified Planning Work Program (UPWP) as well as other planning documents, and the assignment of funding and prioritization of projects for the annual Transportation Improvement Program.

The SATS Policy and Technical Committees may establish subcommittees to provide advice on specific issues or projects, and have done so for such matters as revising the cooperative agreement and the by-laws (which was done in 2007) and developing a project prioritization system (which was done in 2008 and again in 2014 to review and update this system).

General Planning Activities

Much of the planning activities of SATS is directed toward developing, implementing and updating the MPA's Long-Range Transportation Plan. The Long-Range Plan is intended to identify the MPO's priorities and how it intends to invest in the area's transportation system. It involves several elements:

- Assessment of regional land use, development, housing and employment goals and plans, and the effect that they might have on the transportation system.
- Policies, strategies and priorities for the future.
- Determination of what anticipated project demand will be over a 25 year period.
- Assessment of the various components of the transportation system, such as roadways, public transit, bikeways, pedestrian ways, and intermodal connections.
- Identification of estimated costs and reasonably available financial sources for operation, maintenance and capital investments.
- Strategies to preserve existing transportation facilities in order to increase transportation efficiency and cost-effectiveness.
- Efforts to increase consistency with statewide transportation plans.

The Long-Range Transportation Plan is updated by SATS every five years with the most recent Plan adopted in March 2015.

The MPO is also responsible for the development and maintenance of the Transportation Improvement Program (TIP). The TIP is a "financially constrained" four-year program covering the most immediate implementation priorities for transportation projects and strategies generated by the Long-Range Plan. Since it is fiscally constrained – meaning

that the projects approved must not total more than the funds available – it is the MPO’s means of prioritizing and allocating limited resources among the area’s identified capital and operating needs. According to Federal Law, the TIP must:

- Cover a minimum four-year period of investments.
- Be up-dated at least every four years.
- Be realistic in terms of available funding rather than a “wish list”.
- Conform with the Statewide Transportation Improvement Program (STIP) if the region is designated as an air quality nonattainment or maintenance area (the SATS MPA is not such an area).
- Be approved by the MPO and the Governor for air quality.
- Be incorporated into the STIP.

These efforts involve data collection, analysis and the formulation of studies and forecasts, as well as the prioritization of projects for funding and implementation. Planning activities of the MPO often require forecasting population and employment growth, assessing projected land uses, forecasting future travel demand, identifying major growth corridors (as well as areas that would benefit from redevelopment), estimating the impact of the transportation system on the environment, and developing financial plans to cover system capital, operating, maintenance and preservation costs and investments.

They may also require the development of special plans, such as the Human Services Transportation Plan, involvement in targeted studies, such as the preparation and inputting of data for crash analysis, and responding to requests for assistance from other levels of government and jurisdictions, such as providing information and comment on the State Transportation Plan, that are necessary for effective and coordinated long-range transportation planning.

In all such planning the involvement of the general public and affected interests is required and desired.

SECTION 2: 2040 LRTP GOALS

Although the UPWP is a document covering a one year period, it was developed in the context of a long-range, comprehensive approach to planning. The 2040 Long Range Transportation Plan established goals that lay the ground work for a unified planning program. These goals are presented below. (The goal numbers do not reflect a prioritization.)

- GOAL #1** To support economic opportunities for our residents and advance the overall economic vitality of the MPA by providing for the travel needs of workers to jobs, customers to goods and services, and visitors to tourist destinations, as well as the transport of freight within, through, and to destinations beyond the area.
- GOAL #2** To provide a safe and secure transportation system for all travelers in the MPA.
- GOAL #3** To offer efficient, effective, and accessible travel through intra-modal and inter-modal connectivity.
- GOAL #4** To sustain the quality of life for all residents through preservation of the natural and cultural environments when developing and updating the transportation system.
- GOAL #5** To facilitate wise investment in the transportation system by integrating SATS planning activities with other planning efforts within the MPA.
- GOAL #6** To utilize the transportation system as a catalyst for improving neighborhoods and communities.
- GOAL #7** To create the transportation system envisioned by citizens and leaders in the MPA.

SECTION 3: PY 2015 UPWP ACTIVITIES COMPLETED

The following activities programmed in PY 2015 were completed or undertaken at the time the 2016 UPWP was prepared and are listed by the goal they addressed in the PY 2015 UPWP.

WORK ELEMENT 200: SATS MANAGEMENT

Goal: To provide governance through which public officials and other transportation stakeholders can come together in a collaborative process to address transportation issues in the planning area, and to provide for the management and administration of SATS in an effective and efficient working environment.

- Agency administration and financial management was performed including the preparation of agreements, billings, progress reports, and fiscal reports.
- Clerical and staff support was provided to SATS including the preparation of agendas, meeting minutes, correspondence, and technical reports..
- Conferences, webinars, and workshops were attended by SATS staff.

WORK ELEMENT 210: MUNICIPAL AND REGIONAL SERVICE

Goal: To provide SATS members, the State of Illinois, the Federal Government, citizens and other stakeholders with informational, technical, and planning services for transportation planning and related community development activities.

- Socio-economic data, crash data, and SMTD operational data was collected.
- Local planning assistance and coordination was provided to numerous entities in the planning area.
- Staff assisted in the facilitation of the IDOT Performance Management Technical Advisory Group.

WORK ELEMENT 220: TRANSPORTATION PLANNING DECISION SUPPORT

Goal: To enhance the reliability of plans and forecasts by establishing the systems and products necessary for improved decision making.

- The PY 2016 Unified Planning Work Program was prepared.
- The GIS transportation database was expanded and maintained.
- The Travel Demand Model was utilized in project evaluation.
- The master database of the road network was expanded incorporating a number of attributes identified by SATS as important to long-range planning efforts.
- The Springfield Area Parking Study is scheduled to be completed by June 30, 2015.

WORK ELEMENT 230: PLANNING COORDINATION

Goal: To ensure that the policies, plans and programs of SATS are coordinated with local and regional comprehensive plans.

- 2035 Long Range Transportation Plan 4.5-Year Progress Report and Final Progress Report were prepared.
- The Riverton Comprehensive Plan was completed.
- All development plans submitted were reviewed for conformity with transportation network plans.
- The 2040 Long Range Transportation Plan was adopted.

WORK ELEMENT 240: TRANSPORTATION PROGRAMMING

Goal: To efficiently and effectively allocate, program, monitor and keep current Federal funds for transportation improvements in the SATS planning area.

- The SATS FY 2014-2017 Transportation Improvement Program was maintained and updated based on amendments and modifications.
- The FY 2015-2018 Transportation Improvement Program was prepared, reviewed by the public, and adopted by SATS.
- The FY 2015-2018 TIP has been kept updated with amendments and modifications. The most current version is posted on the SATS website.
- The Transportation Improvement Program Project Tracking System has been maintained.
- The PY 2014 Annual Listing of Federally Obligated Projects was prepared.
- The SATS prioritization procedure was conducted for evaluating project applications submitted for MPO's ST-U funding allotment through FY 2019.

WORK ELEMENT 250: MULTIMODAL TRANSPORTATION PLANNING

Goal: To develop, monitor, maintain and keep current long range plans for multimodal transportation.

- Coordination and support services were provided to the Springfield Area Human Services Transportation Plan Advisory Committee.
- Staff continued to serve on the Region 7 Rural Human Services Transportation Planning Committee.
- Work continued to create a coordinated rural/urbanized area transit system in Sangamon County.
- A "Curb Your Car" promotion is being planned in collaboration with several community partners for Bike to Work week in May 2015.
- Plans are underway to participate in the Earth Awareness Fair in April, 2015.
- Support was provided to the Springfield Mass Transit District in supplying data for operations and grant applications.

- Assistance was provided to local communities to implement the SATS Bicycle and Pedestrian Plan.

WORK ELEMENT 260: TRANSPORTATION SAFETY PLANNING

Goal: To increase the safety of the transportation system for motorized and non-motorized users.

- Crash data for the MPA was analyzed to assist in developing strategies to improve safety.

WORK ELEMENT 270: PUBLIC INVOLVEMENT AND COMMUNICATION

Goal: To include all of the citizens of the region in the development of transportation plans, programs and projects, and to provide information to all sectors of the community about SATS and its activities.

- Core public engagement activities outlined in the SATS Public Participation Plan were conducted.
- Communications were active between SATS and local governmental bodies, public agencies, private groups, and citizens. Meeting notices, information, and documents were sent to interested parties on the SATS email list.
- The SATS website was updated and maintained.
- A Citizens Advisory Committee and a Communities Advisory Committee provided recommendations on the 2040 LRTP to SATS.
- A public review and comment period for the 2040 LRTP was conducted.
- A TrendLines issue on “Transportation Infrastructure – Thinking About Ways to Reduce Costs and Improve System Performance” was created.

SECTION 4: PY-2016 WORK ELEMENTS

The PY-2016 Work Program contemplates nine work elements as being critical to the ongoing work of the MPO in addressing the goals, objectives, and strategies outlined in the 2040 Long Range Transportation Plan, federal and state requirements related to transportation planning, and support of the Springfield Area Transportation Study. These work elements are described in terms of a Work Program goal they are intended to address and activities to be undertaken to meet that goal.

- Activities are identified as three types:

Core tasks: Committed activities to be undertaken during the 2016 program year. Core tasks that continue from year to year are identified as “ongoing” or “as needed”. Core task activities are in bold. The core task work products are listed at the end of this section.

Stretch efforts: Additional activities that may be taken up once core tasks are addressed and should resources allow.

Future initiatives: Activities not anticipated to be addressed in this program year but which should be considered in future Work Program development.

- Additionally, activities may be identified as supporting the following:

(2040 LRTP Strategy): These activities are listed in the SATS 2040 Long Range Transportation Plan as strategies to meet specific goals and objectives, as support for the sustainability principles discussed, or to fulfill other obligations in that Plan.

(USDOT PEAS): These activities support one or more of the Planning Emphasis Areas outlined by the U.S. Department of Transportation. 1) Transition to Performance-based Planning and Programming, 2) Ensure a Regional Approach to Transportation Planning by Promoting Cooperation and Coordination across Transit Agency, MPO, and State Boundaries, and 3) Access to Essential Services. See Appendix A for further discussion on the USDOT PEAS.

Core task work products are listed at the bottom of each Work Element description. The nine Work Elements are:

200 SATS Management
210 Municipal and Regional Service
220 Transportation Planning Decision Support Systems
230 Planning Coordination
240 Transportation Programming
250 Multimodal Transportation Planning
260 Transportation Safety Planning
270 Public Involvement and Communications
314 SMTD Materials and Support

Work Element 200: SATS Management

Goal: To provide governance through which public officials and other transportation stakeholders can come together in a collaborative process to address transportation issues in the planning area, and to provide for the management and administration of SATS in an effective and efficient working environment.

200.1 Coordination and Staff Support of Committee Activities.

Core Tasks:

- Provide staff clerical and support services to the SATS Policy and Technical committees for which SSCRPC serves as the secretariat. (*ongoing*)
- Review and prepare amendments for SATS Bylaws. (*as needed*)
- Prepare 2017 annual service agreements with SATS members.
- Undertake administrative functions. (*ongoing*)
- Facilitate effective transportation decisionmaking and a coordinated approach to transportation planning by maintaining cross-jurisdictional communication among SATS members including IDOT, Springfield Mass Transit District, the proposed Sangamon-Menard Area Regional Transit service, and MPO communities. (*USDOT PEAS*)

Stretch Efforts:

- Research planning funding opportunities available to SATS.

200.2 Maintenance of SATS Operating Processes and Procedures.

Core Tasks:

- Review and update the boundaries for the SATS Urban Area and MPA. (*as needed*)
- Review and update roadway functional classifications. (*as needed*)

200.3 Training and staff development.

Core Tasks:

- Provide opportunities for meeting identified training needs by attendance at conferences and training workshops. (*ongoing*)
- Meet any state training requirements that may develop.

Work Element 210: Municipal and Regional Service

Goal: To provide SATS members, the State of Illinois, the Federal Government, citizens and other stakeholders with informational, technical, and planning services for transportation planning and related community development activities.

210.1 Local Planning Assistance and Coordination.

Core Tasks:

- Process A-95 reviews of local programs and projects to determine conformance with area-wide planning activities. *(as needed)*
- Assure road right-of-way is dedicated when tract surveys are approved for Grandview, Riverton, Rochester, Springfield and unincorporated Sangamon County, and other communities if requested. *(ongoing)*
- Provide expertise to entities within the SATS jurisdiction such as: Springfield Historic Sites Commission, Sangamon County Historic Preservation Commission, Downtown Springfield Inc., Greater Springfield Chamber of Commerce. *(ongoing)*
- Provide technical planning assistance to SATS member agencies, local municipalities, and other entities seeking guidance on transportation issues, project development, and/or coordination. *(ongoing)*
- Provide municipalities in service area with access to supplemental staff resources for planning purposes. *(ongoing)*
- Assist as requested with the Capitol Complex planning effort. *(as needed)*
- Assist with Mid-Illinois Medical District related planning efforts. *(as needed)*
- Participate in and provide expertise to: SMTD Disabled Persons Advisory Committee, ILMPO Advisory Council, Sangamon Valley Local Emergency Planning Committee, Springfield Bicycle Advisory Council, IDNR Greenways and Trails Committee, Regional Leadership Council, and Route 66 Trail South Region Committee.
- Present reports and updates to the SMTD Board of Trustees.
- Assist older, urban neighborhoods involved in redevelopment planning efforts with transportation planning associated with sustainability concepts and the transportation enhancement planning and conceptual design necessary to achieve them.
- Provide technical assistance related to high speed rail and the consolidation of the 3rd Street rail line on the 10th Street corridor.

210.2 Traffic Alert Efforts.

Future Initiatives:

- Establish a common internet presence for SATS members where current road projects are listed.

210.3 Transportation For Livable Communities Activities.

Core Tasks:

- **Assist the Quantum 5 Partnership Infrastructure Committee.** *(as needed)*

Stretch Efforts

- Incorporate strategies and design standards from the Medical District Masterplan in transportation projects through that area. *(2040 LRTP Strategy)*
- Partner with the Springfield Park District, schools, the medical community, and businesses to incentivize healthier lifestyles through travel by active transportation. *(2040 LRTP Strategy)*

210.4 Best Practices Identification

Core Tasks:

- **Provide presentations on operations and management best practices to SATS Technical Committee members to generate new ideas that promote efficiency through innovative, cost-effective means.** *(ongoing)*

210.5 Preserving existing transportation infrastructure.

Work Element 220: Transportation Planning Decision Support Systems

Goal: To enhance the reliability of plans and forecasts by establishing the systems and products necessary for improved decision making.

220.1 Preparation of the UPWP.

Core Tasks:

- Prepare the PY-2017 Unified Planning Work Program.

220.2 Data Collection and Maintenance.

Core Tasks:

- Collect socio-economic and land use data for Springfield and Sangamon County, including up-to-date census data and traffic analysis zone data. *(ongoing)*
- Collect and maintain crash and traffic data. *(ongoing)*
- Review and update, as necessary, information and data concerning Springfield Mass Transit District operations. *(ongoing)*

220.3 Mapping and Graphics Support of MPO Operations.

Core Tasks:

- Continue maintenance and updating of GIS data library. *(ongoing)*
- Maintain crash data. *(ongoing)*
- Maintain comprehensive Road Database. *(ongoing)*
- Map existing truck routes on local roads in the MPA and submit to IDOT for inclusion on the state's truck route map for easy access by truck drivers. *(2040 LRTP Strategy)*

Stretch Efforts:

- Assist in the updating of various GIS data layers, particularly service areas, natural resource data, commercial/industrial data base, and utilities and facilities.

220.4 Planning Tools.

Core Tasks:

- Maintain TransCad travel demand computer model (TDM). *(ongoing)*
- Utilize TDM in transportation planning and project evaluation. *(ongoing)*

Stretch Efforts:

- Create a format for maintaining the TDM that allows SATS members and other jurisdictions in the County to provide periodic updates of socioeconomic data and transportation infrastructure to the Regional Planning Commission for consideration in the assessment of both local and regional projects.

Future Initiatives:

- Employ planning tools, such as the Landuse Evolution and Impact Assessment Model (LEAM), to assess the ecological and economic impact of policy and investment management decisions in our communities. *(2040 LRTP Strategy)*

220.5 Project Definition, Scoping and Other Special Studies.

Core Tasks:

- **Maintain an inventory of physical and operational characteristics of the SMTD fixed route system and Access Springfield, the complementary paratransit system.** *(ongoing)*
- **Create a plan to identify and prioritize improvements to roadways carrying more traffic than they were built for.** *(2040 LRTP Strategy)*

Stretch Efforts:

- Research municipal air-rights ordinances and their application to construction over highways.
-

Work Element 230: Planning Coordination

Goal: To ensure that the policies, plans and programs of SATS are coordinated with local and regional comprehensive plans.

230.1 Long-range transportation planning.

Core Tasks:

- Implement goals and objectives of the 2040 Long Range Transportation Plan. *(ongoing)*
- Provide information to communities on how to establish parameters to prioritize needed improvements to existing Roadways.
- Prepare six-month progress reports on implementation of the 2040 Long Range Transportation Plan.
- Monitor performance measures identified in the 2040 Long Range Transportation Plan and include evaluation in six-month progress reports. *(USDOT PEAS)*
- Engage communities in the MPA that are not represented on SATS through the Regional Leadership Council to coordinate transportation planning activities. *(2040 LRTP Strategy)*

230.2 Regional Comprehensive Planning.

Core Tasks:

- Implement Sangamon County Regional Strategic Plan. *(ongoing)*

230.3 Local Comprehensive Planning.

Core Tasks:

- Coordinate SATS planning actions with the plans of all communities in the MPA. *(ongoing)*
- Provide transportation planning assistance to communities in the MPA developing comprehensive plans.

Future Initiatives:

- Prepare comprehensive plans for interested communities.

230.4 Development Review.

Core Tasks:

- Provide objective reviews of transportation matters on City of Springfield and Sangamon County development proposals under the established land subdivision and large-scale development review processes. *(ongoing)*
- Provide checklist for developers to identify coordination with SATS 2040 Long Range Transportation Plan. *(to meet several 2040 LRTP Strategies)*

- **Develop suggestions that could be included in MPA communities' subdivision and land development ordinances to support the SATS 2040 LRTP.** *(to meet several 2040 LRTP Strategies)*

Stretch Efforts:

- Review and update Planned Unit Development ordinances.
- Promote innovative designs in new developments.
- Identify what planning is occurring in the MPA where transportation planning has a particular relevance. *(2040 LRTP Strategy)*
- Provide communities/stakeholders with best transportation-related practices for incorporation in other planning efforts. *(2040 LRTP Strategy)*

230.5 Corridor Development and Transportation Planning.

Core Tasks:

- **Provide planning assistance as needed for U.S. Route 66 Heritage Corridor Project.**
- **Identify corridors in need of redevelopment including gateways to the City of Springfield.**

Stretch Efforts:

- Incorporate strategies and design standards in transportation projects to promote economic growth and sustainability along identified corridors. *(2040 LRTP Strategy)*
- Promote the historical and cultural significance of Route 66 through relevant corridor improvements and support of the Route 66 Bike Trail. *(2040 LRTP Strategy)*
- Use the Character Areas for Transportation Corridors described in the Sangamon County Regional Strategic Plan as guidance for developing a sense of place along corridors in the MPA. *(2040 LRTP Strategy)*
- Identify ways to improve road and pedestrian signage to tourist destinations. *(2040 LRTP Strategy)*

230.6 Freight Transportation Planning.

Core Tasks:

- **Provide planning assistance concerning rail line consolidation in Springfield.** *(as needed)*

Work Element 240: Transportation Programming

Goal: To efficiently and effectively allocate, program, monitor and keep current Federal funds for transportation improvements in the SATS planning area.

240.1 Transportation Improvement Program (TIP) Development.

Core Tasks:

- Develop a 4-year (FY 2017-2020) TIP document.
- Use the prioritization procedure adopted by SATS to evaluate STU projects to be included in the TIP. *(as needed)*
- Identify the Complete Streets elements included in projects when they are listed in the Transportation Improvement Program. *(2040 LRTP Strategy)*

240.2 TIP Project Tracking and Management.

Core Tasks:

- Maintain an updated 4-year TIP (FY 2016 – 2019).
 - Continue using reporting system that allows longitudinal tracking of transportation project completion. *(ongoing)*
 - Prepare 2015 Annual Listing of Federally Obligated Projects.
-

Work Element 250: Multimodal Transportation Planning

Goal: To develop, monitor, maintain and keep current long range plans for multimodal transportation.

250.1 Public Transportation Planning.

Core Tasks:

- Provide staff services and coordination assistance to SMTD to improve public transit in the Springfield area. *(as needed)*
- Provide assistance to SMTD regarding annexation issues. *(as needed)*
- Assist SMTD as requested in the development of a strategic plan. *(as needed)*
- Provide technical assistance to SMTD, Sangamon County, and the City of Springfield with planning pertaining to development of a multi-modal transportation center and associated Transit Oriented Development.
- Provide staff services in support of grant applications. *(as needed)*

Stretch Efforts:

- Identify key pedestrian corridors of travel to bus stops, evaluating the condition of sidewalks along these corridors and create a plan to fill in gaps. *(2040 LRTP Strategy) (USDOT PEAS)*

250.2 Human Services Transportation Planning.

Core Tasks:

- Coordinate and provide support services for the Springfield Urbanized Area Human Services Transportation Plan Advisory Committee. *(ongoing)*
- Facilitate update of the Springfield Urbanized Area Human Services Transportation Plan. *(USDOT PEAS)*
- Support the Sangamon-Menard Area Regional Transit system which will serve rural areas of Sangamon County as well as urbanized areas outside of the SMTD boundaries. *(USDOT PEAS)*
- Participate on the Region 7 Rural Human Services Transportation Planning Committee. *(USDOT PEAS)*
- Facilitate discussion to address the gap in services related to 24-hour accessible transportation to and from medical services. *(2040 LRTP Strategy) (USDOT PEAS)*

Future Initiatives:

- Explore the demand and define opportunities for coordinated public transportation to the Airport.

250.3 Environmental Planning.

Core Tasks:

- Monitor adherence to the “Working Toward Sustainability” strategies in the 2040 Long Range Transportation Plan. *(ongoing) (2040 LRTP Strategy)*

Stretch Efforts:

- Conduct activities to increase the awareness of decision-makers, planners and the public about the relationship between transportation choices and air quality.
- Work with SATS partners on strategies to reduce emissions of Clean Air Act criteria pollutants.
- Establish a forum to communicate with agencies responsible for the natural and cultural environments in the MPA in order to create comprehensive maps of natural and cultural sites and transportation-related strategies for enhancing and preserving them.

250.4 Non-motorized Transportation Planning.

Core Tasks:

- **Implement the SATS Bicycle and Pedestrian Plan. (*ongoing*)**
- **Prepare annual progress report on implementation of the SATS Bicycle and Pedestrian Plan.**
- **Conduct a “Curb Your Car” promotion in conjunction with Bike to Work week. (*May 2016*)**
- **Work with local jurisdictions to help identify funding opportunities for existing and needed bikeway and pedestrian way routes. (*ongoing*)**
- **Promote non-motorized connection of neighborhoods through the land subdivision process. (*ongoing*)**
- **Promote use of non-motorized transportation and mass transit in connection with the “Earth Awareness Fair”.**
- **Identify key bicycle corridors that will provide access to Economic Activity Centers for citizens in census tracts with high rates of households without vehicles. (*2040 LRTP Strategy*) (*USDOT PEAS*)**
- **Develop a policy/program to provide directional signage to businesses on the multi-use trails. (*2040 LRTP Strategy*) (*USDOT PEAS*)**
- **Create a Master Bicycle Plan Map that is continually updated to show completed and committed bicycle facilities and that is used by the various jurisdictions to coordinate development of an interconnected bicycle network. (*2040 LRTP Strategy*) (*USDOT PEAS*)**
- **Identify corridors on the Envisioned Bicycle Network that could create routes (similar to bus routes) that are named and numbered with signage as they are completed. (*2040 LRTP Strategy*) (*USDOT PEAS*)**
- **Create a Master Priority Pedestrian Plan Map that is continually updated to show completed and committed pedestrian facilities and that is used by the various jurisdictions to coordinate development of an interconnected pedestrian network. (*2040 LRTP Strategy*) (*USDOT PEAS*)**
- **Create a Multi-Use Trail Jurisdictions Group to coordinate messaging, rules, amenities, mileage marking, 9-1-1 addressing, access points, education, maintenance, and funding potential to create a consistent trail experience throughout the area. (*2040 LRTP Strategy*)**

Stretch Efforts:

- Work with convention and visitors agencies to promote bicycle tourism in the area related to multi-use trails and Lincoln sites. (*2040 LRTP Strategy*)

- Promote bicycle networks on community website visitor pages. *(2040 LRTP Strategy)*
- Identify permanent obstructions in pedestrian accommodations. *(2040 LRTP Strategy) (USDOT PEAS)*
- Create a policy to avoid placing obstructions on sidewalks that reduce the passable width. *(2040 LRTP Strategy) (USDOT PEAS)*

Future Initiatives:

- Engage citizens in planning for the re-use of abandoned rail corridors. *(2040 LRTP Strategy)*

250.5 Ride-share Planning.

Stretch Efforts:

- Assess the viability of a ride-sharing or joint transit program that would allow those in communities outside the MPA but working in the MPA to “park-and-ride”.

250.6 Multi-Modal Coordination.

Core Tasks:

- **Assist with planning for a multi-modal center that incorporates a greater vision for revitalizing the surrounding area through a process that includes Downtown and East Springfield stakeholders.** *(2040 LRTP Strategy) (USDOT PEAS)*
 - **Bolster the SATS Complete Streets Policy Statement to a more comprehensive policy document that once adopted will be presented to the Springfield Metropolitan Area communities for endorsement.** *(2040 LRTP Strategy) (USDOT PEAS)*
-

Work Element 260: Transportation Safety Planning

Goal: To increase the safety of the transportation system for motorized and non-motorized users.

260.1 Safe Routes to Schools.

Stretch Efforts:

- Work with school districts to identify where sidewalks are needed to allow students to walk or bike to school and to develop a plan for building these sidewalks. (2040 LRTP Strategy) (USDOT PEAS)

260.2 Congestion management processes.

Stretch Efforts:

- Identify components of a congestion management system, data needs, and examples from other jurisdictions.

260.3 Highway Planning Performance Monitoring.

Future Initiatives:

- Develop a system to verify and update roadway inventory and performance of SATS planning efforts leading to road construction/improvement.

260.4 Safety-By-Design Review.

Core Tasks:

- **Identify areas where traffic calming elements could reduce the number of crashes.** (2040 LRTP Strategy)
- **Identify all underpasses and overpasses that do not have accessible accommodations for bicyclists (on Envisioned Bicycle Network corridors) and pedestrians (on Priority Pedestrian Network corridors) and create a plan to address these gaps in the transportation system.** (2040 LRTP Strategy) (USDOT PEAS)
- **Identify bridges in the planning area that may be in need of repair or improvement.** (2040 LRTP Strategy)

Stretch Efforts:

- Research low-cost methods that could be implemented to improve safety and efficiency of the transportation network.
- Evaluate pedestrian crossing signal timing, need for countdown style pedestrian signals, and need for signals for people with visual impairments at signalized intersections. (2040 LRTP Strategy) (USDOT PEAS)

- Identify ways to improve wayfinding, particularly for visitors, by upgrading the visibility and placement of signage and installing additional directional signage. *(2040 LRTP Strategy)*
- Evaluate the safety of pedestrians crossing commercial corridors in close proximity to residential areas and visitor accommodations. *(2040 LRTP Strategy) (USDOT PEAS)*
- Identify areas where pedestrian lighting should be improved. *(2040 LRTP Strategy) (USDOT PEAS)*
- Work with stakeholders to plan for safe and accessible treatments at pedestrian crossings along the 10th Street rail corridor and implement the identified treatments. *(2040 LRTP Strategy) (USDOT PEAS)*
- Identify ways to provide appropriate crossing amenities along the Envisioned Bicycle Network at major intersections. *(2040 LRTP Strategy)*

Future Initiatives:

- Begin to collect information on safety by design criteria for public transit stops.

260.5 Emergency Transportation Planning.

Core Tasks:

- **Work with emergency responders to identify transportation-related issues.**

260.6 Safety Data.

Core Tasks:

- **Analyze crash data to identify causes and trends.**

260.7 Community Outreach.

Stretch Efforts:

- Work with law enforcement to reduce driving behaviors that lead to accidents; such as speeding, impaired driving, texting, phone use, red light running, and inappropriate turns on red; and undertake public outreach and enhanced enforcement efforts. *(2040 LRTP Strategy)*
- Work with law enforcement to reduce accidents at rail crossings. *(2040 LRTP Strategy)*

Work Element 270: Public Involvement and Communications

Goal: To include all of the citizens of the region in the development of transportation plans, programs and projects, and to provide information to all sectors of the community about SATS and its activities.

270.1 Public Involvement.

Core Tasks:

- Provide opportunities for public participation in the planning process and the development of transportation plans as laid out in the SATS Public Participation Plan. *(ongoing)*

270.2 Communications.

Core Tasks:

- Provide information and services to local governments, public agencies, private groups, and individuals that will assist them in making planning and development decisions. *(ongoing)*
- Provide expertise as members of such entities as: Downtown Springfield, Inc. and Quantum 5 Partnership. *(ongoing)*
- Provide TrendLines component related to transportation. *(ongoing)*
- Assist organizations such as Citizens Club of Springfield in holding public sessions on transportation issues and infrastructure needs in MPA. *(as needed)*
- Maintain and continue development of the SATS Transportation segment of the SSCRPC website. *(ongoing)*
- Utilize the Planning Commission's Facebook page for SATS and other relevant transportation projects.
- Enlist the help of neighborhood associations in outreach and awareness campaigns. *(2040 LRTP Strategy)*

Stretch Efforts:

- Prepare Transportation Fact Sheets that provide insight to the transportation planning process.

270.3 Legislative Monitoring.

Core Tasks:

- Provide MPO members with ongoing information pertaining to pending legislative and regulatory actions relevant to SATS. *(ongoing)*

PY 2016 Deliverables – Work Elements 200 through 270

- Planning Year 2017 Unified Planning Work Program
- Planning Year 2017 Annual Service Agreements
- 2040 Long Range Transportation Plan Progress Reports
- FY 2017 – 2020 Transportation Improvement Program
- PY 2015 Annual Listing of Federally Obligated Projects
- Complete Streets Policy Document

Work Element 314: SMTD Materials and Support

Goal: To provide support to the Springfield Mass Transit District by creating public information materials and by performing special activities as requested.

314.1 Passenger Information Materials

Core Tasks:

- Develop and maintain up-to-date marketing materials for SMTD, including the main route and schedule brochure, individual route brochures, State Fair schedule brochure, and special requests. *(ongoing)*

314.2 Demographic Materials

Core Tasks:

- Provide up-to-date demographic materials to SMTD with statistics about the District as a whole and along current and future routes. *(ongoing)*

314.3 Boundary Maps

Core Tasks:

- Provide up-to-date SMTD boundary maps and paratransit service area maps. *(ongoing)*

314.4 Infrastructure and Asset Inventory Collection and Mapping

Core Tasks:

- Collect and maintain information about SMTD assets, amenities and infrastructure along bus routes. *(ongoing)*

314.5 Route Development Support

Core Tasks:

- Provide support during the development phase of new or changing routes, including mapping, statistics, professional expertise and marketing materials. *(ongoing)*

314.6 Methods and Innovations Research

Core Tasks:

- Research and review new methods and innovations in the transit industry and provide information briefs, comments and suggestions to the SMTD. *(ongoing)*

314.7 Curb Your Car Week

Core Tasks:

- Promote the use of SMTD services throughout Curb Your Car Week(*annual*)

314.8 Additional Transit Support

Core Tasks:

- Provide additional support to the Springfield Mass Transit District when requested.

WORK ELEMENT 314

SMTD Materials and Support

Deliverables:

- Updated main route schedule brochure
- Updated individual route brochures
- State Fair schedule brochure
- Demographic data and statistics
- Updated boundary maps
- Information briefs
- Maps and statistics to support route development and changes

PART II: WORK PROGRAM FINANCIALS

SATS planning funds are administered by the Springfield Sangamon County Regional Planning Commission which has established an accounting system based on the work element activities undertaken by staff members. All expenses (salaries and non-salary) are assigned to a specific work element or to the indirect costs account. Reports are then run to document work element costs for quarterly billing cycles. The assignment process is discussed below.

DIRECT costs are allocated as follows:

Salaries are staff time applied directly to an individual work element. Salaries include base wages plus fringe benefits authorized by the Sangamon County Board including FICA; Medicare; Illinois Municipal Retirement Fund; Worker's Compensation Insurance; Health, Dental and Life Insurance; and Employee Assistance Program.

Contractual services related to a specific work element will be treated as a direct cost.

Other costs that support a specific work element, such as supplies, meetings & dues, travel, publications, and equipment purchases, are also considered a direct cost.

INDIRECT COSTS are as follows:

Salaries spent on the overall operation of the Commission and allocated to indirect costs are estimated at 20% of the Executive Director, 91% of the Clerk Typist, and 75% of the Accounting Technician. The balance of their time will be spent on specific work elements. Paid leave authorized by the Sangamon County Board (sick, vacation, holidays, and personal days) of all staff is also included in indirect salaries.

Non-salary Overhead relating to the overall operation including office supplies, printing, meetings & dues, travel, publications, postage, building rent & utilities, photocopier costs, new equipment and contractual services will be a part of a provisional indirect rate.

Indirect costs are billed by applying the provisional indirect cost rate of **51.81%** (see page 35) to the total direct salary cost attributed to each work element for the reporting period. The resulting amounts are billed and reported under Work Element 121. When the contract period closes (June 30, 2016) actual indirect charges will be determined and compared to the indirect charges which were billed based on the provisional rate. Adjustments will be made if needed to insure that the actual indirect charges align with the indirect charges billed.

(Arrangements will be made for the FY-2016 financial and compliance audit to be prepared within the prescribed audit reporting cycle during FY-2017.)

**PY 2016
SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION
AGENCY BUDGET**

WORK ELEMENT #	WORK ELEMENT DESCRIPTION	WORK ELEMENT COST BREAKDOWN	STREET & HIGHWAY Program**	TRANSIT Program**	LOCAL PROGRAMS	TOTAL BUDGET
200	SATS Management	Direct Salaries	18,935	4,863		43,130
		Indirect Costs*	9,811	2,520		
		Direct Non-salary Costs	5,569	1,430		
210	Municipal & Regional Service	Direct Salaries	51,961	13,345		99,144
		Indirect Costs*	26,923	6,915		
220	Transportation Support	Direct Salaries	18,173	4,668		48,914
		Indirect Costs*	9,416	2,418		
		Direct Non-salary Costs	11,329	2,910		
230	Planning Coordination	Direct Salaries	60,452	15,526		115,348
		Indirect Costs*	31,323	8,047		
240	Transportation Programming	Direct Salaries	23,857	6,127		45,521
		Indirect Costs*	12,361	3,175		
250	Multimodal Transportation	Direct Salaries	46,945	12,057		89,574
		Indirect Costs*	24,324	6,247		
260	Transportation Safety Planning	Direct Salaries	13,104	3,366		25,004
		Indirect Costs*	6,790	1,744		
270	Public Involvement & Communications	Direct Salaries	8,836	2,270		21,860
		Indirect Costs*	4,578	1,176		
		Direct Non-salary Costs	3,978	1,022		
314	SMTD Materials & Support	Direct Salaries			16,468	25,000
		Indirect Costs*			8,532	
132	Sangamon County Projects	Direct Salaries			195,437	376,270
		Indirect Costs*			101,264	
		Direct Non-salary Costs			79,569	
133	City of Springfield Projects	Direct Salaries			112,638	171,000
		Indirect Costs*			58,362	
490	Other Projects	Direct Salaries			25,016	37,978
		Indirect Costs*			12,962	
Total Direct Salaries			242,264	62,223	349,559	654,046
Total Indirect Costs*			125,527	32,242	181,120	338,889
Total Direct Non-salary Costs			20,877	5,362	79,569	105,808
TOTAL COST			\$388,668	\$99,828	\$610,248	\$1,098,743

* Indirect Costs = 51.81% of Direct Salaries

** "Street & Highway" and "Transit" Programs include federal funding and local match. See next page for breakdown.

BUDGET BY FUNDING SOURCE										
		STREET AND HIGHWAY					TRANSIT			
		LOCAL 20%								
WORK TASK	WORK TASK DESCRIPTION	FHWA/PL 80%	SPRINGFIELD 9%	COUNTY 9%	CHATHAM 2%	TOTAL 100%	FTA (80%)	SMTD (20%)	TOTAL (100%)	GRAND TOTAL
200	SATS Management	27,454	3,089	3,089	686	34,318	7,051	1,763	8,814	43,132
210	Municipal & Regional Service	63,107	7,100	7,100	1,578	78,884	16,209	4,052	20,261	99,145
220	Transportation Support	31,134	3,503	3,503	778	38,918	7,998	1,999	9,997	48,915
230	Planning Coordination	73,420	8,260	8,260	1,836	91,775	18,858	4,714	23,572	115,347
240	Transportation Programming	28,974	3,260	3,260	724	36,218	7,442	1,860	9,302	45,520
250	Multimodal Transportation Planning	57,015	6,414	6,414	1,425	71,269	14,643	3,661	18,304	89,573
260	Transportation Safety Planning	15,915	1,790	1,790	398	19,894	4,088	1,022	5,110	25,004
270	Public Involvement and Communications	13,914	1,565	1,565	348	17,392	3,574	894	4,468	21,860
	TOTAL	\$310,934	\$34,980	\$34,980	\$7,773	\$388,668	\$79,862	\$19,966	\$99,828	\$488,496

**PY 2016
 SPRINGFIELD SANGAMON COUNTY REGIONAL PLANNING COMMISSION
 PROJECTED EXPENSES AND COST ALLOCATION**

ACCOUNT	STREET & HIGHWAY	TRANSIT	OTHER	TOTAL DIRECT	INDIRECT	TOTAL
Salaries	242,266	62,223	349,557	654,046	258,530	912,576
Office Supplies	4,774	1,226		6,000	3,000	9,000
Printing					1,250	1,250
Meetings & Dues	3,978	1,022		5,000	3,000	8,000
Travel	796	204		1,000	1,000	2,000
Equipment Maintenance	3,978	1,022		5,000	800	5,800
Publications	2,387	613		3,000	1,500	4,500
Equipment Rental					500	500
Postage			1,500	1,500	3,000	4,500
Building Rental & Utilities					55,259	55,259
Contractual	865	222	2,366	3,453	6,000	9,453
Photocopier Expense					1,550	1,550
New Equipment	4,096	1,056		5,152	3,500	8,652
County Services Cost Allocation			69,004	69,004		69,004
Other County Direct			6,699	6,699		6,699
TOTAL DIRECT COST	263,140	67,588	429,126	\$759,854		
INDIRECT COST	125,528	32,240	181,120		\$338,889	
TOTAL PROGRAM COST	\$388,668	\$99,828	\$610,246			\$1,098,743

Total Indirect Costs ÷ Direct Salaries = **INDIRECT RATE**
 338,889 ÷ 654,049 = **.5181**

SATS FUNDING		
Federal Metropolitan Planning (PL) Funds	\$310,934	80%
Local Funds	\$77,734	20%
TOTAL PL	\$388,668	100%
FTA Section 5305(d) Funds	\$79,863	80%
Local Funds	\$19,965	20%
TOTAL FTA	\$99,828	100%
GRAND TOTAL	\$488,496	
PARTICIPATION		
Federal Funding Through IDOT:		
FED PL	\$310,934	
FED FTA	\$79,863	
TOTAL FEDERAL FUNDS	\$390,797	
Local Funds:		
LOCAL PL	\$77,734	
LOCAL FTA	\$19,965	
TOTAL LOCAL FUNDS	\$97,699	
GRAND TOTAL	\$488,496	

BUDGET BY WORK ELEMENT								
Work Task	Description	PL FUNDING			FTA FUNDING			Total
		Fed	Local	Subtotal	Fed	Local	Subtotal	
200	SATS Management	27,454	6,864	34,318	7,051	1,763	8,814	43,132
210	Municipal and Regional Service	63,107	15,777	78,884	16,209	4,052	20,261	99,145
220	Transportation Planning Decision Support	31,134	7,784	38,918	7,998	1,999	9,997	48,915
230	Planning Coordination	73,420	18,355	91,775	18,858	4,714	23,572	115,347
240	Transportation Programming	28,974	7,244	36,218	7,442	1,860	9,302	45,520
250	Multimodal Transportation Planning	57,015	14,254	71,269	14,643	3,661	18,304	89,573
260	Transportation Safety Planning	15,915	3,979	19,894	4,088	1,022	5,110	25,004
270	Public Involvement and Communication	13,914	3,478	17,392	3,574	894	4,468	21,860
TOTAL		310,934	77,734	388,668	79,862	19,966	99,828	488,496

BUDGET BY COST ITEM			
ACCOUNT	PL/FTA 80%	Local Match 20%	TOTAL
A. DIRECT COSTS			
<i>STAFF COSTS (salary plus fringe benefits):</i>			
Senior Transportation Planner (LW)	62,584	15,646	78,230
Associate Transportation Planner (NS)	39,022	9,756	48,778
Associate Transportation Planner (JS) 90%	35,398	8,850	44,248
Transportation Planning Specialist (BS)	32,015	8,004	40,019
Executive Director (NS) 30%	36,565	9,141	45,706
Senior Planner (JZ) 35%	21,879	5,470	27,349
Associate Planner (PJ) 24%	\$10,590	\$2,648	\$13,238
Admin. Secretary (GW) 8%	2,526	631	3,157
Accounting Technician (MN) 4%	3,011	753	3,764
TOTAL FOR PERSONNEL	\$243,590	\$60,899	\$304,489
OTHER DIRECT COSTS			
Office Supplies	4,800	1,200	6,000
Meetings & Dues	4,000	1,000	5,000
Travel	800	200	1,000
Equipment Maintenance	4,000	1,000	5,000
Publications	2,400	600	3,000
Contractual	870	217	1,087
New Equipment	4,122	1,030	5,152
TOTAL OTHER DIRECT COSTS	\$20,991	\$5,248	\$26,239
SUBTOTAL	\$264,581	\$66,147	\$330,728
B. INDIRECT COST*	\$126,216	\$31,552	\$157,768
C. TOTAL COST	\$390,797	\$97,699	\$488,496

* The provisional indirect cost rate is 51.81%.

APPENDIX A

U.S. DOT Planning Emphasis Areas Letter



U.S. Department
of Transportation

Federal Highway
Administration
Federal Transit
Administration

1200 New Jersey Avenue, SE.
Washington, DC 20590

March 18, 2015

In Reply Refer To: HEPP-1/TPE-1

Attention: Executive Directors of Metropolitan Planning Organizations

In 2014, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) sent a letter to the Executive Directors of the Metropolitan Planning Organizations (MPO) and the heads of the State Departments of Transportation (State DOT) encouraging you to give priority to the following planning and research programs: MAP-21 Implementation, Regional Models of Cooperation, and Ladders of Opportunity. These three priorities are included in Secretary Foxx's strategic objectives for the Surface Transportation Program. We are requesting State DOTs and MPOs reiterate and emphasize these planning emphasis areas in their respective planning work programs for Fiscal Year 2016. We are also directing our FHWA and FTA field offices to continue to work with you and your organizations to identify tasks that advance these U.S. Department of Transportation priorities.

MAP-21 Implementation

Transition to Performance-based Planning and Programming – We encourage State DOTs and MPOs to further develop their performance management approach to transportation planning and programming. Performance-based planning and programming includes using transportation performance measures, setting targets, reporting performance, and programming transportation investments directed toward the achievement of transportation system performance outcomes. Appropriate UPWP work tasks could include working with local planning partners to identify how to implement performance-based planning provisions such as collecting performance data, selecting and reporting performance targets for the metropolitan area, and reporting actual system performance related to those targets. The MPOs might also explore the option to use scenario planning to develop their metropolitan transportation plan. We encourage you to use the following resources to help develop your approach: *Performance Based Planning and Programming Guidebook*; *Model Long Range Transportation Plans Guidebook* and *Small Metropolitan Areas: Performance Based Planning*.

Regional Models of Cooperation

Ensure a Regional Approach to Transportation Planning by Promoting Cooperation and Coordination across Transit Agency, MPO and State Boundaries – To improve the effectiveness of transportation decisionmaking, we encourage State DOTs, MPOs, and providers of public transportation to think beyond traditional borders and adopt a coordinated approach to transportation planning. A coordinated approach supports common goals and capitalizes on opportunities related to project delivery, congestion management, safety, freight, livability, and

commerce across boundaries. Improved multi-jurisdictional coordination by State DOTs, MPOs, providers of public transportation, and rural planning organizations (RPO) can reduce project delivery times and enhance the efficient use of resources, particularly in urbanized areas that are served by multiple MPOs. The MPOs can revisit their metropolitan area planning agreements to ensure that there are effective processes for cross-jurisdictional communication among State DOTs, MPOs, and providers of public transportation to improve collaboration, policy implementation, technology use, and performance management. State DOTs and MPOs can explore the opportunity to partner with RPOs to conduct transportation planning in nonmetropolitan areas. We encourage you to visit FHWA's [Regional Models of Cooperation](#) and [Every Day Counts Initiative](#) Webpages for more information.

Ladders of Opportunity

Access to Essential Services – We encourage State DOTs, MPOs, and providers of public transportation, as part of the transportation planning process, to identify transportation connectivity gaps in accessing essential services. Essential services include employment, health care, schools/education, and recreation. Suggested UPWP work tasks include developing and implementing analytical methods to identify gaps in the connectivity of the transportation system and developing infrastructure and operational solutions that provide the public, especially the traditionally underserved populations, with adequate access to essential services. Other effective work tasks could include: evaluating the effectiveness of public participation plans for engaging transportation disadvantaged communities in the transportation decisionmaking process; updating the Section 5310 Coordinated Human Service Public Transportation Plans; assessing the safety and condition of pedestrian and bicycle facilities; and evaluating compliance with Americans with Disabilities Act, particularly around schools, concentrations of disadvantaged populations, social services, medical, and transit facilities.

Sincerely yours,



Gregory G. Nadeau
Deputy Administrator
Federal Highway Administration



Therese W. McMillan
Acting Administrator
Federal Transit Administration

APPENDIX B

IDOT Guidance on 2016 UPWP Preparation Letter



Illinois Department of Transportation

Office of Planning and Programming
2300 South Dirksen Parkway / Springfield, Illinois / 62764

March 18, 2015

Mr. Norm Sims, Executive Director
Springfield Area Transportation Study
200 S. Ninth Street, Room 212
Springfield, IL 62701

Dear Mr. Sims, *Norm,*

As always, we appreciate your dedication and engagement with the Department in all matters MPO. Your letter stating the confusion of us issuing eight month marks has been a topic of discussion since we received it, and we've come to the conclusion that we will no longer issue the financial estimates in a partial year. The only danger of that is, of course, if our estimation of what the Federal Highway Administration and Federal Transit Authority will make available is way off for some reason, then UWPs would have to be adjusted anyway. We understand that completely, and we will cooperate with any MPO that has to amend the UWP based on an inaccurate estimate of available funding made by the Department.

We have decided that the more appropriate thing to do in a year when there is so much uncertainty is to write the UWPs based on last year's marks. We are instructing those who have not already done that to proceed in that way. Your point is valid about a twelve month work plan with eight month money being a bit of a stretch. Again, this office does not intend to issue marks in that manner again. At times we are so anxious to get those figures to people as soon as they begin asking for them that we rush to something we find to be less than the ideal solution.

Again, Norm, we thank you for your valuable input and hope this letter serves as an answer to most of your concerns. We look forward to our continued teamwork in accomplishing the goals of the MPOs and the Department.

Respectfully,

A handwritten signature in cursive script that reads "Bruce Carmitchel".

Mr. Bruce Carmitchel
Acting Section Chief
Metropolitan Planning Section

