

# Unified Planning Work Program

## Program Year 2019

July 1, 2018—June 30, 2019

Prepared by:



Springfield-Sangamon County Regional Planning Commission

200 South 9th Street, Room 212

Springfield, Illinois 62701-1629

217.535.3110 phone

[www.sscrpc.com](http://www.sscrpc.com)

Adopted by the MPO on April 12, 2018

Amended June xx, 2018

The preparation of this report was financed in part through a planning grant from the Illinois Department of Transportation, in cooperation with the U.S. Department of Transportation, Federal Highway Administration and Federal Transit Administration. The contents of this report reflect the views of the author who is responsible for the facts and the accuracy of the data presented herein. The contents do not necessarily reflect the official views of those agencies listed above. This report does not constitute a standard, specification or regulation.

## **SSCRPC Staff**

Molly Berns, Acting Executive Director  
Mary Jane Niemann, Accounting Technician  
Vacant, Administrative Secretary  
Shannan Karrick, Senior Transportation Planner, Transportation Planning  
Neha Soni, AICP; Associate Planner, Transportation Planning  
Jason Sass, Associate Planner, Transportation Planning  
Brian Sheehan, GISP, CNU-A; Associate Planner, Transportation Planning  
Joe Zeibert, Senior Planner, Development Planning  
Ethan Hendricks, Planning Specialist, Strategic Planning  
Steve Keenan, CFM, Senior Planner, Land Use Planning  
Emily Prather, Associate Planner, Land Use Planning  
Jordan Leaf, Associate Planner, Community Assistance & Improvement

## **SATS Policy Committee**

Hon. Jim Langfelder, Mayor, City of Springfield (Bonnie Drew)  
Hon. Andy Van Meter, Chairman, Sangamon County Board (Brian McFadden)  
Hon. Dave Kimsey, Board President, Village of Chatham (Pat McCarthy)  
Ms. Val Yazell, Chair, SSCRPC (Molly Berns)  
Mr. Jeff South, IDOT Region 4 Engineer (Jeff Myers)  
Mr. Brian Brewer, SMTD Board Chair (Frank Squires)

## **SATS Policy Advisors (non-voting position)**

Mr. Michael Vanderhoof, Metro Planning Section Chief, IDOT  
Mr. J.D. Stevenson, Planning, Environmental & ROW Team Leader, FHWA (Vontra Giles)

## **SATS Technical Committee**

Mr. Nate Bottom, Springfield City Engineer (Andrew Bodine)  
Mr. Brian Davis, Sangamon County Engineer  
Mr. Pat McCarthy, Village Manager, Village of Chatham (Terry Fountain)  
Ms. Molly Berns, SSCRPC Acting Executive Director (Shannan Karrick)  
Mr. Jeff Myers, Program Development Engineer IDOT Region 4/District 6 (Sal Madonia)  
Mr. Frank Squires, Managing Director, SMTD (Shoun Reese)

## **SATS Technical Advisors (non-voting position)**

Mr. Mark Hanna, Executive Director, Springfield Airport Authority (Roger Blickensderfer)  
Mr. Michael Vanderhoof, Metro Planning Section Chief, IDOT  
Mr. Mike Stead, Illinois Commerce Commission Rail Safety Program Administrator  
Mr. J.D. Stevenson, Planning, Environmental & ROW Team Leader, FHWA (Vontra Giles)

(Indicates primary official representative in the member's absence.)

---

# Table of Contents

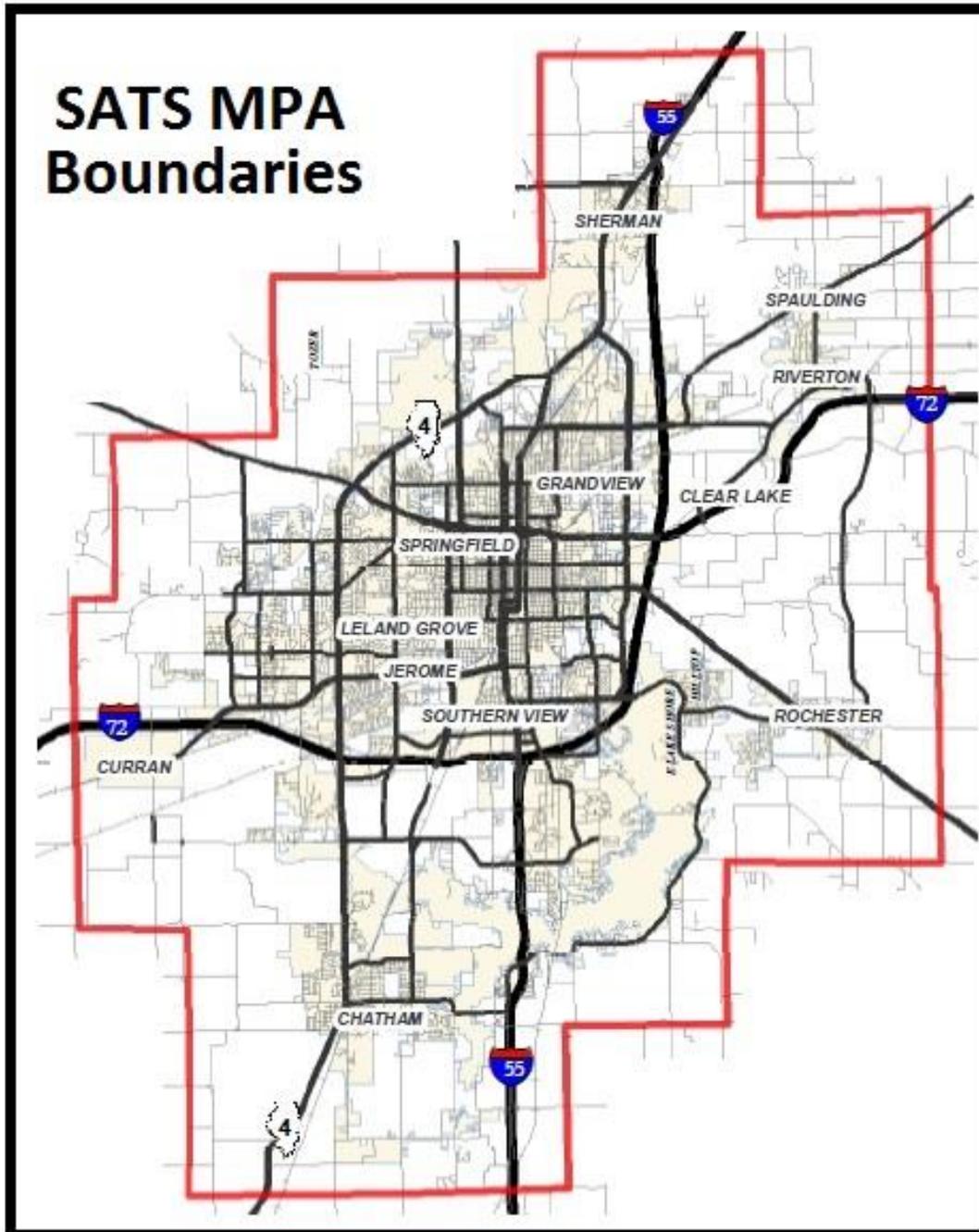
---

Introduction	1
Transportation Planning Process	2
MPO Planning Products	3
Work Elements	4
200: SATS Administration	5
210: Long Range Planning Coordination	7
220: Short Range Planning	9
230: Public & Stakeholder Coordination, Communication and Engagement	10
240: Transportation Planning Decision Support Systems	12
Work Element Time Table	14
Work Program Financials	15
SATS Funding	16
SATS Budget	17
Estimation of Funds Distributed by Activity Line Item	18

# Introduction

## What is the MPO?

The Springfield Area Transportation Study (SATS) is one of 408 metropolitan planning organizations (MPOs) across the United States that serve as a forum for cooperative transportation decision-making. MPOs are formed when the U. S. Census Bureau defines an urban area with a population of at least 50,000. SATS was initiated in 1964 under the 1962 Federal-Aid Highway Act as the designated MPO for the area. Originally covering the immediate Springfield area only, it was expanded in 2003 to include the enlarged urbanized area defined by the 2000 Census and includes the communities of Cantrall, Chatham, Clear Lake, Curran, Dawson, Grandview, Jerome, Leland Grove, Riverton, Rochester, Sherman, Southern View, Spaulding, Springfield, and Williamsville.



# The Transportation Planning Process

## 3-C Transportation Planning

In accordance with federal regulation found in 23 CFR Part 306(b), "The metropolitan transportation planning process shall be continuous, cooperative, and comprehensive, and provide for consideration and implementation of projects, strategies, and services that will address the following factors: (1) Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency; (2) Increase the safety of the transportation system for motorized and non-motorized users; (3) Increase the security of the transportation system for motorized and non-motorized users; (4) Increase accessibility and mobility of people and freight; (5) Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns; (6) Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight; (7) Promote efficient system management and operation; (8) Emphasize the preservation of the existing transportation system; (9) Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation; and (10) Enhance travel and tourism."

## SATS Transportation Planning Process

The transportation planning process provides a forum for informed decision makers comprised of jurisdictional partners, local, state and federal agencies, other stakeholders and the public to create a regional transportation system that meets the mobility needs of the area's residents and serves the region's economy.

SATS currently operates through a cooperative agreement approved September 21, 2007. The following jurisdictional entities are parties to the agreement and serve on both the Policy and Technical Committees:

- County of Sangamon;
- City of Springfield;
- Village of Chatham;
- Sangamon 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.

## Funding the Transportation Planning Process

Funding is provided by the Consolidated Planning Grant (CPG), which includes Planning (PL) funds from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) Section 5303 funds, and local contributions. The CPG is administered by the Illinois Department of Transportation (IDOT) and allocated each year based on a formula. The CPG funds require a non-federal match, or local contributions. These remaining funds are provided by Sangamon County, the City of Springfield, Village of Chatham and the Sangamon Mass Transit District (SMTD).

---

## MPO Planning Products

---

### The Long Range Transportation Plan (LRTP) - Adopted March 12, 2015

The LRTP is a long range multimodal plan of strategies, capital projects and programs to guide the effective investment of public funds in transportation facilities to adequately serve the area to the year 2040 and beyond. 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. The plan also relies on public participation activities, review and input from various advisory committees, stakeholder interviews, coordination with other regional plans, and assistance from IDOT and other planning partners. The plan is updated every five years and covers a 25 year period.

### The Transportation Improvement Plan (TIP)- Adopted October 12, 2017

The TIP is a financially constrained four year program that implements the LRTP and provides details and financial information for federally funded or regionally significant projects. 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 also conform with and be incorporated into the Statewide Transportation Improvement Program (STIP). SATS produces a TIP annually.

### The Unified Planning Work Program (UPWP) - Adopted April 12, 2018

The UPWP is an annual planning tool created to identify and prioritize the multimodal transportation activities that are conducted within a metropolitan planning area (MPA). It is also a financial planning tool that identifies and assigns the sources of funding for carrying out the projects and activities for the year.

The UPWP serves as a guide for The Springfield Area Transportation Study (SATS) by summarizing the scheduling, budgeting and monitoring of planning activities conducted by member agencies in the MPA while reinforcing the priorities, goals, objectives and actions as outlined in SAT’s 2040 Long Range Transportation Plan and 2017-2020 Transportation Improvement Plan.

### Public Participation Plan (PPP) - Adopted May 11, 2017

The PPP outlines the methods and processes for involving the public in the transportation planning process, and documents the review and approval processes for all MPO documents and projects. The PPP is updated every two years.

### Title VI Plan - Adopted April 14, 2016

This plan describes how the MPO will discourage discrimination in the MPO planning process and how the MPO will address any complaints of discrimination from MPO activities. This document is updated every three years.

### Annual Listing of Federally Obligated Projects - Prepared September 15, 2017

All MPOs are required to compile a report no later than 90 days after the end of the fiscal year of their TIP, listing all projects which utilized federal funding under 23 USC 134 or 49 USC Chapter 53 obligated in the preceding Fiscal Year of their TIP.

---

## Work Elements

---

The PY-2019 UPWP contemplates five work elements as being critical to the on-going 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.

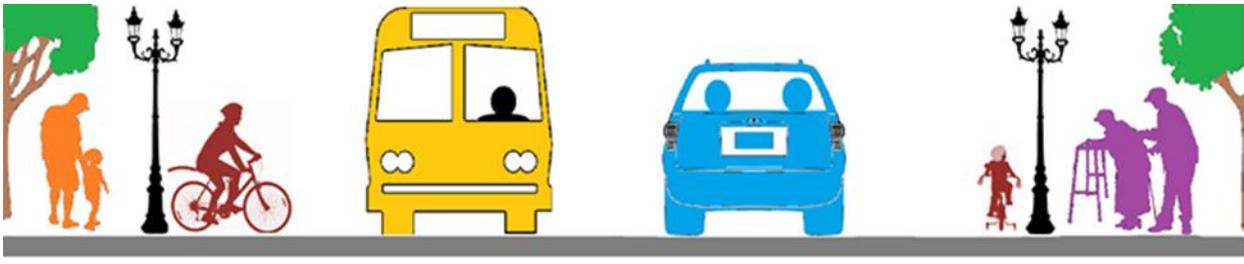
Each work element will list

**Tasks:** Activities to be undertaken during the 2019 program year.

**Work Products:** Physical work product in the form of documents, maps and plans.

**Staff Activities:** Work undertaken that may not result in a physical work product.

**PY 2018 Work Products and Activities:** Staff accomplishments from the previous planning year.



## Work Element 200: SATS Administration

**Objective:** 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.

### **Tasks:**

- Schedule, attend and administratively support SATS Technical, Policy, Communities and Multi-Use Trails Jurisdictions Committees.
- Prepare and distribute agenda packages, meeting minutes, resolutions, plans, reports and other documentation on behalf of SATS.
- Maintain mailing lists for various groups including, but not limited to, SATS committees, interested parties, and MPA local government contacts.
- Develop Unified Planning Work Program (UPWP).
- Track the status of UPWP activities and budget.
- Participate in local, state and federal meetings, seminars, webinars and training programs.
- Provide opportunities for SATS staff and members to meet professional training needs by attendance at conferences, seminars, webinars and workshops.
- Prepare, review and update SATS annual agreements with Sangamon County, City of Springfield, Village of Chatham and SMTD (both FTA match and marketing).
- Prepare and submit invoices, activity and progress reports quarterly for reimbursement.
- Prepare annual closeout report of activities undertaken by staff.
- Actively seek additional funding opportunities to maximize transportation planning work.
- Prepare and file grant applications for financial assistance.
- Calculate, analyze and maintain financial data, including records of receipts and expenditures for all MPO planning funds.
- Update criteria, evaluation matrices, application and support documents for allocation of future ST-U funds and other funding opportunities as needed.
- Conduct call for projects for ST-U and other funding opportunities.
- Update and maintain Title VI Program.
- Prepare letters of support for project sponsors as needed.
- Undertake administrative functions as required.

### **Work Products:**

- Agendas and minutes for SATS Technical, SATS Policy, Communities and Multi-use Trails Jurisdictions Committees.
- PY 2020 UPWP.
- FY 2020 annual agreements.
- Title VI Report.
- Quarterly and year end progress reports and invoices.
- Letters of support for project sponsors.

### **Staff Activities:**

- Attend numerous meetings, conferences, seminars, webinars and workshops for informational purposes, training and continued education.
- Seek, prepare and file applications for grants or other funding opportunities.
- Prepare and update applications, evaluation criteria and support documents for funding opportunities.

- Conduct calls for projects.
- Miscellaneous administrative tasks.

#### **PY 2018 Work Products and Activities:**

- Provided staff clerical and support services to the SATS Technical, Policy, Communities and Multi-Use Trails Jurisdictions Committees, such as maintaining mailing list and preparing all transportation correspondence including agendas, minutes, meeting notices and supporting documents.
- Prepared and submitted FY 2017 4<sup>th</sup> quarter and year end and FY 18 1<sup>st</sup> through 3<sup>rd</sup> quarterly progress reports and billings.
- Prepared Annual Agreements.
- Developed PY 2019 UPWP.
- Tracked status of UPWP staff activities and budget.
- Continued as coordinator of the Springfield Urbanized Area Human Services Transportation Plan Advisory Committee.
- Attended several webinars, including: Charging Ahead: The Rise of Electric Vehicles, Promoting Equitable Change through Creative Placemaking & Complete Streets, Fitting the road to the context: Florida's Context Classification and Complete Streets implementation, Putting People First: Analysis Can Place Citizens at the Center of Smart City Projects, New Complete Streets Policy Framework Webinar, Beyond Gadgets: Public Safety in the Digital World, Talking Freight: Good Practices in MPO Freight Planning, Greening the Streetscape: Complete Streets & Stormwater Management, A Conversation with UC Davis' National Center for Sustainable Transportation, A Crash Course on Federal TOD Financing Programs, Celebrating 20 Years of Making America a Great Place to Walk, Policies to Prepare for an Automated Future (AV Webinar Series Part II), Impact of Emerging Technologies on Complete Streets, Advancements in Measuring Bicycle and Pedestrian Accessibility, Walking Towards Justice- The Color of Law, and A Winning Public Involvement Approach for LRTPs.
- Attended 2 day classes on Designing for Bicycle Safety, The Role of Data in Transportation Performance Management, Transportation Performance Management for Safety, Highway Program Funding and GIS education credit training.
- Provided modeling and technical assistance to the City of Springfield for Two-Way streets project.
- Completed FHWA Annual Freight Program Assessment.
- Updated Application for ST-U Funds Project Prioritization Review and supporting files.
- Conducted ST-U call for projects and project selection process.

## Work Element 210: Long Range Planning Coordination

**Objective:** 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.

### **Tasks:**

- Amend the 2040 Long Range Transportation Plan (LRTP) as needed.
- Monitor performance measures outlined in the 2040 LRTP.
- Develop and update performance measures as necessary to assure compliance as required by federal regulations and timelines.
- Prepare 6 month progress reports on the implementation of the 2040 LRTP.
- Implementation of multimodal programs detailed in the 2040 LRTP and Bicycle and Pedestrian Plan regarding trails, complete streets and intelligent transportation systems.
- Monitor adherence to the “Working Towards Sustainability” strategies in the 2040 LRTP.
- Gather data, conduct studies and prepare reports on matters of importance within the MPA such as traffic calming elements, overburdened roadways, corridors in need of redevelopment and the use of character areas to develop a sense of place.
- Provide technical assistance to member jurisdictions as requested by supplying data, participating in committees and helping the agencies in their efforts to be consistent with the LRTP.
- Coordinate LRTP with local comprehensive plans and plans from other agencies and take steps to achieve consistency.
- Support implementation of the Sangamon County Regional Strategic Plan.
- Provide objective reviews and suggestions on transportation matters regarding land subdivision and large-scale development ordinances and processes.
- Present communities/stakeholders with best transportation-related practices for incorporation in other planning efforts.
- Assist stakeholders with planning efforts as requested.

### **Work Products:**

- 2040 LRTP amendments.
- 2040 LRTP progress reports.
- Transportation element of comprehensive plans for Village of Chatham and Sangamon County.
- Various studies and reports on transportation-related matters.

### **Staff Activities:**

- Monitor and report progress towards achievement of strategies, goals and objectives identified in the 2040 LRTP.
- Track progress towards meeting performance targets.
- Provide technical and planning assistance to member jurisdictions and other stakeholders.

### **PY 2018 Work Products and Activities:**

- Prepared 3 amendments to 2040 LRTP.
- Prepared 2.5 and 3.0 Progress Reports on the 2040 LRTP.
- Reported on progress of performance measures, strategies, objectives and goals identified in the 2040 LRTP.

- Compiled data and prepared additional safety performance measure regarding non-motorized fatalities and serious injuries not previously included in the 2040 LRTP.
- Worked on the transportation portion of comprehensive plans for Springfield and Chatham.
- Attended meetings and provided expertise to entities within the SATS jurisdiction including 217 BikeShare program, IDOT's MYP Conversation Café, Identifying Critical Rural Freight Corridors, IDOT's MacArthur Feasibility Study, Sangamon Valley Local Emergency Planning Committee (SVLEPC), SVLEPC Hazardous Materials Subcommittee, Downtown Springfield, Inc., Human Services Transportation Plan Region 7.
- Attended IDOT Fall Planning Conference.
- Provided technical planning assistance to SATS member agencies, local municipalities, and other entities seeking guidance on transportation issues, project development, and/or coordination.
- Provided objective reviews of transportation matters on development proposals under the established land subdivision and large-scale development review processes.

## Work Element 220: Short Range Planning

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

### **Tasks:**

- Maintain a current Transportation Improvement Plan (TIP) by amending and modifying as necessary.
- Utilize the project prioritization procedure to evaluate ST-U projects to be included in the TIP.
- Development and implementation of TIP.
- Integrate performance measures into the TIP.
- Continue use of Project Tracking Log to allow longitudinal tracking of transportation project completion.
- Prepare annual List of Federally Obligated Projects.
- Update Public Participation Plan.

### **Work Products:**

- 2019-2022 TIP, including performance measures.
- 2018-2021 and 2019-2022 TIP amendments and modifications.
- List of Federally Obligated Projects.
- Public Participation Plan.

### **Staff Activities:**

- Maintain Project Tracking Log.

### **PY 2018 Work Products and Activities:**

- Prepared SATS FY 2018-2021 Transportation Improvement Program.
- Conducted public comment period for the FY 2018-2021 TIP.
- Maintained and updated FY 2017-2020 and FY 2018-2021 TIPs, including the following items
  - 1 amendment to the FY 2017-2020 TIP,
  - 2 modifications to the FY 2017-2020 TIP,
  - 3 amendments to the FY 2018-2021 TIP,
  - 5 modifications to the FY 2018-2021 TIP.
- Prepared FY 2017 Annual Listing of Federally Obligated Projects.
- Maintained project tracking document.

## Work Element 230: Public and Stakeholder Coordination, Communication and Engagement

**Objective:** 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 through outreach and engagement.

### **Tasks:**

- Host, attend and/or participate in public educational events, briefings, meetings and open houses to further the strategies, objectives and goals of SATS.
- Provide expertise and assistance to and engage with entities within the MPA regarding guidance on transportation issues, project development and/or coordination.
- Provide opportunities for public participation in the planning process and the development of transportation plans as laid out in the SATS Public Participation Plan.
- Monitor state and federal legislative issues and assist in developing policies, positions and priorities.
- Produce fact sheets, project progress reports, newsletters, visualization techniques, website, social media posts and other publications as needed.
- Utilize social and electronic media to promote activities, events, plans and programs.
- Solicit, compile, report and address public comments on UPWP, LTRP, TIP, PPP, Title 6 plan and special studies.
- Review and comment on studies, plans and proposals produced by other agencies as needed in order to determine consistency with MPO planning documents.
- Provide reasonable assistance and supporting information to jurisdictions within the MPA with grant applications.
- Undertake studies in SATS communities as requested or necessary to further the goals established in the LRTP by hiring qualified consultants/engineers or performing work in-house when capability exists.
- Provide technical support to transit and paratransit operators.
- Work with urban and rural transit providers to maximize limited operating funds.
- Participate in the Human Service Transportation Plan process.
- Work with providers to develop a Transit Asset Management Plan and monitor progress.
- Coordinate the inventory of pedestrian and bicycle infrastructure in the MPA.
- Plan and advocate for non-motorized transportation infrastructure and the advancement of non-motorized transportation opportunities.
- Provide reasonable assistance and support local jurisdictions and organizations with projects and plans supporting the SATS Bicycle and Pedestrian Plan.
- Prepare annual report on the progress of the SATS Bicycle and Pedestrian Plan.
- Update and prepare other documents not specifically addressed in the UPWP to improve the regional transportation system.

### **Work Products:**

- 2019 Downtown Parking Survey.
- Fact sheets, reports, newsletters, website and social media posts.
- Annual SATS Bicycle and Pedestrian Plan progress report.
- Facilitate “Curb Your Car” Commute Challenge.

### Staff Activities:

- Conduct Public Participation opportunities.
- Attend meetings and provide assistance, including but not limited to: Region 7 Human Services Transportation Planning Committee, SMTD Disabled Persons Advisory Committee, SMTD Board of Trustees, ILMPO Advisory Council, Sangamon Valley Emergency Planning Committee, Springfield Bicycle Advisory Council, IDNR Greenways and Trails Committee, Regional Leadership Council, and Downtown Springfield Inc.

### PY 2018 Work Products and Activities:

- Provided technical planning assistance to SATS member agencies, local municipalities, and other entities seeking guidance on transportation issues, project development, and/or coordination.
- Facilitated Multi-Use Trails Jurisdiction Committee (MUTJC).
- Continued as coordinator of the Springfield Urbanized Area Human Services Transportation Plan Advisory Committee.
- Facilitated public participation in the planning process including:
  - Posted all draft documents, final documents, notices, agendas, and minutes on the transportation portion of the SSCRPC website and sent these to members of the public and the media on the SATS Contact List.
  - Sent out press releases and participated in media interviews.
- Participated in and provided expertise to the 217 BikeShare program, IDOT's MYP Conversation Café, Identifying Critical Rural Freight Corridors, IDOT's MacArthur Feasibility Study, Sangamon Valley Local Emergency Planning Committee (SVLEPC), SVLEPC Hazardous Materials Subcommittee, SMTD Disabled Persons Advisory Council meetings, Downtown Springfield, Inc., Human Services Transportation Plan Region 7.
- Presented reports and updates to SMTD Board of Trustees.
- Provided information for transportation segment of SSCRPC Executive Director's Annual Report.
- Participated on Region 7 Human Services Transportation Planning Committee.
- Provided input on Springfield Comprehensive Plan.
- Continued implementing the 2040 Long Range Transportation Plan.
- Provided MPO members with ongoing information pertaining to pending legislative and regulatory actions relevant to SATS.
- Assured road right-of-way was dedicated when tract surveys were approved.
- Submitted responses regarding National Highway System and critical rural freight corridors.
- Completed the 2017 Downtown Parking Survey.
- Completed preparation and formatting for SMTD Passenger Guide.
- Assisted Sangamon-Menard Area Regional Transit with maps and planning support.
- Performed geographic data and mapping services for SMART and census data research for SMTD.
- Facilitated "Curb Your Car" Commute Challenge.

# Work Element 240: Transportation Planning Decision Support Systems

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

## **Tasks:**

- Develop and perform clean up and maintenance procedures to update GIS layers.
- Create, update, expand and maintain various GIS data layers beneficial to the system.
- Coordinate with IDOT and other agencies on statewide GIS development.
- Continue to provide internal and external mapping sites that allow access to organizational data.
- Maintain TransCad travel demand model and utilize for a variety of analytical purposes.
- Maintain crash data to provide information regarding hazards and other safety data as required.
- Compile and maintain transit data for use in route maps, marketing and public information materials.
- Compile and maintain an inventory of physical and operational characteristics of Sangamon/Menard Area Regional Transit (SMART), SMTD fixed route system and paratransit services.
- 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.

## **Work Products:**

- Applications and maps available on the SSCRPC website.
- SMTD Route Book.
- Crash data storybook.
- Maps for comprehensive plans, crash sites, project status, etc.

## **Staff Activities:**

- Create, update and maintain GIS data layers, such as service areas, functional road classification, rail consolidation, trails, sidewalks and areas with underserved populations.

## **PY 2018 Work Products and Activities:**

- Continued to incorporate transportation data in the County GIS system.
- Continued housekeeping of GIS data library.
- Utilized the Travel Demand Model in project evaluation.
  - Provided modeling and technical assistance to the City of Springfield for Two-Way streets project.
- Maintained comprehensive road database.
  - Maintain RPL Streets GIS layer providing up-to-date information on roads in the MPA and countywide.
  - Updated GIS data for Priority Pedestrian Network (PPN) and associated maps.
  - Updated Envisioned Bicycle Network (EBN) GIS layer.
- Employed the use of the Landuse Evolution and Impact Assessment Model (LEAM).
- Provided comments on land use policy suggestions for Springfield Comp Plan, including a map showing locations of existing vacant rail corridors that have potential to be linear parks.
- Provided transportation maps needed for Springfield Comprehensive Plan.
- Submission of proposed critical rural freight corridors for inclusion in state network.
- Completed the 2017 Downtown Parking Survey.

- Completed preparation and formatting for SMTD Passenger Guide.
- Assisted Sangamon-Menard Area Regional Transit with maps and planning support.
- Provide GIS shapefiles and maps to support SMTD network reconfiguration.
- Maintain legacy maps and schedules for SMTD.
- Performed geographic data and mapping services for SMART and census data research for SMTD.

# Work Element Time Table

	2018						2019					
	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
<b>Work Element 200: SATS Administration</b>												
PY 2020 Unified Work Planning Program									Final			
Title VI Plan										Final		
Public Participation Plan								Draft		Final		
2019 Annual Agreements												
Quarterly Progress Reports												
Quarterly Invoices												
Attend conferences, workshops and webinars												
<b>Work Element 210: Long Range Planning Coordination</b>												
2040 LRTP Amendments and Modifications												
Year 3.5 LRTP Progress Report			Final									
Year 4.0 LRTP Progress Report								Final				
<b>Work Element 220: Short Range Planning</b>												
FY 2018-2021 TIP, Maintain												
FY 2019-2022 TIP, Develop		Draft		Final								
FY 2019-2022 TIP, Maintain												
FY 2018 List of Federally Obligated Projects			Final									
<b>Work Element 230: Public and Shareholder Coordination, Communication and Engagement</b>												
Attend public meetings and briefings, provide expertise to communities and other entities in and affecting the SATS MPA												
Curb Your Car Commute Challenge												
Provide expertise and engage with various entities within SATS jurisdictions												
<b>Work Element 240: Transportation Planning Decision Support Systems</b>												
Update, create and maintain GIS data layers												

---

## 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, paid leave, and 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:

The provisional indirect cost rate used in the preparation of this work program is 37.60% (the approved rate for PY 2018).

An Indirect Cost Allocation Plan (ICAP) for PY 2018 was submitted in accordance with the Grant Accountability and Transparency Act to the Office of Management and Budget on August 31, 2017, and was approved in April 2018. An ICAP for PY 2019 is expected to be submitted for approval in August 2018.

(Arrangements will be made for the FY-2018 financial and compliance audit to be prepared within the prescribed audit reporting cycle during FY-2019.)

# SATS Budget

SATS Funding		
Federal Metropolitan Planning (PL) Funds	\$339,922	80%
Local Funds	\$84,980	20%
<i>Total PL</i>	\$424,902	100%
FTA Section 5305 (d) Funds*	\$81,255	80%
Local Funds	\$20,314	20%
<i>Total FTA</i>	\$101,569	100%
<b>Grand Total</b>	<b>\$526,471</b>	

Participation		
Federal Funding Through IDOT:		
Federal PL	\$339,922	
Federal FTA*	\$81,255	
<i>Total Federal Funds</i>	\$421,177	
Local Funds:		
Local PL	\$84,980	
Local FTA	\$20,314	
<i>Total Local Funds</i>	\$105,294	
<b>Grand Total</b>	<b>\$526,471</b>	

SATS Local Match Funding		
Federal Metropolitan Planning (PL) Funds	\$339,922	80%
Springfield	\$38,241	9%
Sangamon County	\$38,241	9%
Village of Chatham	\$8,498	2%
<i>Total PL</i>	\$424,902	100%
FTA Section 5305 (d) Funds*	\$81,255	80%
SMTD	\$20,314	20%
<i>Total FTA</i>	\$101,569	100%
<b>Grand Total</b>	<b>\$526,471</b>	

\* As of 05/01/2018

# SATS Budget

Budget by Cost Item			
Account	PL/FTA 80%	Local Match 20%	Total
<b>A. Direct Costs</b>			
Staff Costs (salary, paid leave, employee benefits)			
Senior Transportation Planner	\$ 80,793	\$ 20,198	\$ 100,991
Associate Transportation Planner	\$ 46,067	\$ 11,517	\$ 57,584
Associate Transportation Planner 70%	\$ 28,534	\$ 7,133	\$ 35,667
Associate Transportation Planner	\$ 41,652	\$ 10,413	\$ 52,065
Executive Director 35%	\$ 40,475	\$ 10,119	\$ 50,594
Senior Development Planner 30%	\$ 18,449	\$ 4,612	\$ 23,061
Planning Specialist 23%	\$ 8,454	\$ 2,114	\$ 10,568
Associate Community Assistance and Implementation Planner 11%	\$ 4,610	\$ 1,153	\$ 5,763
Accounting Technician 20%	\$ 14,546	\$ 3,636	\$ 18,182
Administrative Secretary 10%	\$ 3,483	\$ 871	\$ 4,354
<b>Total for Personnel:</b>	<b>\$ 287,063</b>	<b>\$ 71,766</b>	<b>\$ 358,829</b>
Other Direct Costs:			
Office Supplies	\$ 2,514	\$ 628	\$ 3,142
Meetings & Dues	\$ 4,000	\$ 1,000	\$ 5,000
Travel	\$ 1,600	\$ 400	\$ 2,000
Equipment Maintenance	\$ 4,000	\$ 1,000	\$ 5,000
Publications	\$ 2,400	\$ 600	\$ 3,000
Contractual	\$ 7,664	\$ 1,916	\$ 9,580
New Equipment	\$ 4,000	\$ 1,000	\$ 5,000
<b>Total Other Direct Costs</b>	<b>\$ 26,178</b>	<b>\$ 6,544</b>	<b>\$ 32,722</b>
<b>Subtotal</b>	<b>\$ 313,241</b>	<b>\$ 78,310</b>	<b>\$ 391,551</b>
<b>B. Indirect Cost</b>	<b>\$ 107,936</b>	<b>\$ 26,984</b>	<b>\$ 134,920</b>
<b>Total Cost</b>	<b>\$ 421,177</b>	<b>\$ 105,294</b>	<b>\$ 526,471</b>

Budget by Work Element							
Work Task	PL Funding			FTA Funding			Total
	Federal	Local	Subtotal	Federal*	Local	Subtotal	
200	\$ 89,928	\$ 22,482	\$ 12,410	\$ 21,496	\$ 5,374	\$ 26,870	\$ 139,280
210	\$ 39,909	\$ 9,977	\$ 49,886	\$ 9,540	\$ 2,385	\$ 11,925	\$ 61,811
220	\$ 78,492	\$ 19,623	\$ 98,115	\$ 18,763	\$ 4,691	\$ 23,454	\$ 121,569
230	\$ 42,710	\$ 10,678	\$ 53,388	\$ 10,210	\$ 2,552	\$ 12,762	\$ 66,150
240	\$ 88,883	\$ 22,220	\$ 111,103	\$ 21,246	\$ 5,312	\$ 26,558	\$ 137,661
<b>TOTAL</b>	<b>\$ 339,922</b>	<b>\$ 84,980</b>	<b>\$ 424,902</b>	<b>\$ 81,255</b>	<b>\$ 20,314</b>	<b>\$ 101,569</b>	<b>\$ 526,471</b>

## Estimation of Funds Distributed by Work Element

Work Element	Description of Work Element	Percentage of Total Dollars
Work Element 200	<b>SATS Administration:</b> Facilitating meetings, providing clerical and support services, participating in professional training opportunities, maintaining website and social media, and preparing the 2020 Unified Planning Work Program.	26%
Work Element 210	<b>Long Range Planning Coordination:</b> Maintaining and implementing the 2040 Long Range Transportation Plan, preparing 2040 LRTP progress reports, and coordinating planning efforts with other jurisdictions in the Metropolitan Planning Area.	12%
Work Element 220	<b>Short Range Planning:</b> Maintaining a current Transportation Improvement Program and updating the SATS Public Participation Plan.	23%
Work Element 230	<b>Public and Stakeholder Coordination, Communication and Engagement:</b> Engaging, coordinating, and communicating with citizens and stakeholders in the Metropolitan Planning Area.	13%
Work Element 240	<b>Transportation Planning Decision Support Systems:</b> Maintaining GIS databases, TransCad travel demand model, crash data, operational characteristics inventories, and other planning decision support systems.	26%
<b>Total</b>		<b>100%</b>

### Projected Distribution of Funds by Work Element

