

# UPWP

## Unified Planning Work Program

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Fiscal Year 2025

July 1, 2024, through June 30, 2025

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TRI-COUNTY REGIONAL PLANNING COMMISSION

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# Unified Planning Work Program

## Fiscal Year 2025

The Tri-County Regional Planning Commission is dedicated to providing access to the transportation planning process and associated planning documents to all people regardless of race, color, national origin, sex, socioeconomic status, English proficiency, or disability. This document was prepared with financial assistance from the Federal Highway Administration and the Federal Transit Administration of the U.S. Department of Transportation through the Illinois Department of Transportation. The opinions, findings, and conclusions expressed in this publication are those of the authors and do not necessarily represent USDOT and IDOT.

Approved and adopted by the Commission on **MONTH, DAY, YEAR**



Tri-County Regional Planning Commission  
456 Fulton Street | Suite 401 | Peoria, Illinois 61602  
Telephone: (309) 673-9330 | Email: [info@tricountyrpc.org](mailto:info@tricountyrpc.org)  
Website: [tricountyrpc.org](http://tricountyrpc.org)

## Acknowledgments

The Tri-County Regional Planning Commission (Tri-County) prepared this document in cooperation with the Illinois Department of Transportation (IDOT), Federal Highway Administration (FHWA), and Federal Transit Administration (FTA) and in collaboration with its member agencies, partnership organizations, and local stakeholders.

### Commission

Leon Ricca, Bartonville  
Don White, Chillicothe  
Don Knox, CityLink  
Ron Talbot, Creve Coeur  
John Kahl, East Peoria  
Ann Doubet, Germantown Hills  
Karen Dvorsky, IDOT  
Nate Parrot, Morton  
Becky Cloyd, Pekin  
Camille Coates, (Treasurer) Peoria Co  
Dan Phelan, Peoria County  
Rita Ali, Peoria  
Patrick Urich, Peoria  
Rick Powers, Peoria  
Mike Phelan, Peoria Heights  
Russ Crawford, Tazewell County  
Greg Menold (Chair), Tazewell County  
Gary Manier, Washington  
James Dillon, West Peoria  
Autum Jones, Woodford County  
Chuck Nagel (Vice-Chair), Woodford Co

### Technical Committee

Patrick Meyer, Bartonville  
Kenneth Coulter, Chillicothe  
Doug Roelfs, CityLink  
Terry Keogel, Creve Coeur  
Ric Semonski, East Peoria  
Rich Brecklin, Germantown Hills  
Terrisa Worsfold, IDOT  
Craig Loudermilk, Morton  
Josie Esker, Pekin  
Jeff Gilles, Peoria County  
Amy McLaren, Peoria County  
Alyssa Burnett, Peoria  
Andrea Klopfenstein, Peoria  
Paola Mendez, Peoria  
Chris Chandler, Peoria Heights  
Paul Augspurger, Tazewell County  
Dan Parr, Tazewell County  
Eric Miller, TCRPC  
Dennis Carr, Washington  
Kinga Krider (Chair), West Peoria  
Conrad Moore (Vice-Chair) Woodford Co

### Tri-County Staff

Eric Miller, Executive Director  
Ray Lees, Planning Program Manager  
Reema Abi-Akar, Senior Planner  
Michael Bruner, Senior Planner  
Debbi La Rue, Planner III  
Gabriel Guevara, Planner II  
Gavin Hunt, Planner I  
Logan Chapman, GIS Specialist I  
Khephra Jackson, Planner I  
Debbie Ulrich, Office Manager  
Rebecca Eisele, Accountant

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## Overview

The Tri-County Regional Planning Commission (referenced here as TCRPC or Tri-County) was established in 1958 by Peoria, Tazewell, and Woodford counties. Tri-County services the three-county region, supporting 48 communities, and over 350,000 residents.

The primary function of TCRPC is to study the needs and conditions of our region and to develop strategies that enhance the region's communities. Tri-County seeks to promote intergovernmental cooperation, regional planning, and a vision for the future by offering a forum for leaders of local government, defining regional issues, setting goals, and cooperatively implementing plans for the region. Tri-County is the "Steward of the Regional Vision" in Greater Peoria.

Tri-County is the federally recognized Metropolitan Planning Organization (MPO) for the Greater Peoria area, serving Peoria, Tazewell, and Woodford counties. Under federal law, the formation of an MPO is required for any urbanized area (UZA) with a population greater than 50,000. Furthermore, all UZA with over 200,000 in population are classified as a Transportation Management Area (TMA).

The Greater Peoria UZA, also known as the Peoria-Peking UZA, spans three counties, incorporates 16 municipalities, and services over 240,000 residents. Additionally, the Metropolitan Planning Area (MPA), which is the UZA plus the adjacent area expected to urbanize within 20 years, incorporates eight additional municipalities and increases the population by over 55,000.

As the MPO, TCRPC is responsible for transportation planning outlined in Title 23 Code of Federal Regulations Part 450 Subpart C<sup>1</sup>. The transportation planning process brings together local governments, transportation authorities, and interested parties to create transportation policies and develop comprehensive plans that reflect the region's transportation vision.

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<sup>1</sup> 23 CFR 450: <https://www.ecfr.gov/current/title-23/chapter-I/subchapter-E/part-450#subpart-C>



## MPO Organization and Duties

In 1976, TCRPC was federally designated as the MPO for the Peoria-Pekin Urbanized Area. In response, Tri-County created a new organization, the Peoria-Pekin Urbanized Area Transportation Study (PPUATS) to carry out the work of the MPO. PPUATS was comprised of two committees: the Policy Committee and the Technical Committee.

From 1976 to 2021, the PPUATS Policy Committee functioned as the MPO. On July 1, 2021, the PPUATS Policy Committee merged with TCRPC. Following the merger, the Full Commission assumed the MPO's role, duties, and responsibilities. The Technical Committee continues preparing, reviewing, and recommending actions to the Full Commission for approval.

The Full Commission directs the transportation planning activities of the urbanized area. The Commission is responsible for adopting and implementing policies and plans to meet federal guidelines, including but not limited to the Long-Range Transportation Plan, the Transportation Improvement Program, and the annual Unified Planning Work Program. It is comprised of elected leaders and senior administrators of the urbanized area's major jurisdictions.

The Technical Committee provides technical expertise to the planning process under the direction of the Commission. The Technical Committee prepares, reviews, and recommends actions to the Commission for approval. The Technical Committee is composed of staff from the urbanized area's jurisdictions.

The MPO coordinates and completes many transportation plans, projects, and studies, some required by federal law. These plans and programs result from the inclusive transportation planning process and delineate the region's future transportation vision, help implement and monitor projects, and provide financial guidance for the MPO.

## Transportation Funding

Federal funding for transportation projects is programmed through the transportation planning process. Tri-County receives federal funding on an annual basis to carry out a Continuing, Cooperative, and Comprehensive transportation planning process, also known as the 3Cs, in the Tri-County MPA as outlined in federal legislation. The amount and allocation of federal transportation funds are determined through the current legislation. The federal funds come from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) of the U.S. Department of Transportation through the Illinois Department of Transportation (IDOT).

The Infrastructure Investment and Jobs Act (IIJA), also known as the Bipartisan Infrastructure Law or BIL, is the most recent funding and authorization bill for federal surface transportation spending. President Joe Biden signed the bill on November 15, 2021.

The bill authorizes approximately \$550 billion in federal money over five years for a variety of funding streams: bridges, mass transit, roads, broadband, water infrastructure, resilience, and more. Within these funds, IIJA authorizes approximately \$350 billion for federal highway programs, also for five years ending in fiscal year 2026.

Tri-County receives a portion of the money from the IIJA via IDOT to program for roadway, transit, bicycle-pedestrian infrastructure, and other types of surface transportation projects in the MPA. To manage this process, TCRPC develops its Unified Planning Work Program (UPWP) on an annual basis to outline the day-to-day activities of the MPO and sets the budget for all transportation planning activities during Fiscal Year (FY) 2025, the period from July 1, 2024 through June 30, 2025. Tri-County staff develops the UPWP with direction from the TCRPC governing board, known as the Full Commission, the MPO Technical Committee, the Greater Peoria Mass Transit District (CityLink), and IDOT.

## Funding and Work Elements

Tri-County actively monitors both the development and implementation of the UPWP. Annual development and periodic updates of the UPWP ensure the planning work detailed in this document (1) satisfies federal and state requirements, (2) addresses the region's transportation needs, and (3) is performed cost-effectively.

In FY 2025, the Tri-County MPO will undertake transportation planning tasks in the following four major categories:

- **Task 1:** Management and Administration
- **Task 2:** Data Development and Maintenance
- **Task 3:** Long Range Planning
- **Task 4:** Short Range Planning

### Metropolitan Planning Funding

The UPWP includes federal funding for transportation planning provided by FHWA Section 5305(d) and FTA Section 5305(e), along with the non-federal match typically provided by IDOT's Metropolitan Planning Fund. Together, FHWA, FTA, and IDOT funds make up TCRPC's Metropolitan Planning (PL) funding for FY 2025. Additionally, IDOT is dispersing previously unspent PL funding to all MPOs in the State of Illinois. This additional PL distribution is categorized below as Provisional PL Funds. The total amount of funding available for FY 2025:

Description	Total
PL Funds	\$ 860,572.94
Provisional PL Funds	\$ 113,962.08
Non-Federal Match	\$ 243,633.76
<b>Total</b>	<b>\$ 1,218,168.78</b>

*Table 1: FY 2025 Metropolitan Planning Funding*

### *IDOT State Planning Funds*

The UPWP also includes state funding for transportation planning provided by IDOT, known as State Planning Funds. These funds are meant to supplement the MPO's federal transportation funds, helping the MPO to fulfill its transportation planning obligations. State Planning funds do not require a match and may be used as a match for Metropolitan Planning (PL) funds and Statewide Planning and Research (SPR) funds. The total funding available for FY 2025 is estimated to be \$243,633.76. For FY 2025, TCRPC will utilize these available state resources to match PL funds.

Activity	Total
Non-Federal Match – IDOT State Planning Funds	\$ 243,633.76
<b>Total</b>	<b>\$ 243,633.76</b>

*Table 2: FY 2025 IDOT State Planning Funds*

### *Federal Discretionary Funds*

Occasionally, the MPO receives Federal Discretionary funding on top of the PL and State Planning Funds. The MPO applied for and received FFY 2022 Safet Streets and Roads for All (SS4A) funding for developing a Comprehensive Safety Action Plan (CSAP) to prevent deaths and serious injuries on roads and streets involving all users. Developing a qualifying CSAP will better position the tri-county region to pursue implementation grants through the SS4A future funding cycles and other transportation grants, such as the Highway Safety Improvement Program (HSIP). TCRPC applied for and received \$400,000 in SS4A funding through the FHWA, requiring a \$100,000 non-federal cost share for a total project cost of \$500,000. The SS4A project is consultant-led and will encompass the entire tri-county region, including both urban and rural areas.

Recently TCRPC has utilized State Planning Funds to match PL funds. However, TCRPC still collects the PL Match from member jurisdictions as dues and utilizes these funds as local funding. The FY 2024 Membership Dues will be used to match the SS4A \$100,000 non-federal cost share requirement. This project started in FY 2024 and will continue in FY 2025.

Activity	Total
SS4A Funds	\$ 400,000
Non-Federal Match	\$ 100,000
<b>Total</b>	<b>\$ 500,000</b>

*Table 3: Federal Discretionary Funds*

### Membership Dues

If State Planning Funds are available to offset the required 20 percent non-federal match for PL funds, the Full Commission programs a separate local work program for the Tri-County membership dues. Each member jurisdiction's dues are determined by the contributing percentage of motor fuel tax (MFT) funds each agency received in the previous calendar year. The Greater Peoria Mass Transit District provides \$3,800 as a pass-through membership fee for participation in the planning process.

Jurisdiction	2023 MFT Allotment	2023 MFT %	Cost Share
Peoria County	\$ 2,193,728.28	22.37%	\$ 53,661.42
Tazewell County	\$ 1,735,433.88	17.70%	\$ 42,450.95
Woodford County	\$ 605,737.76	6.18%	\$ 14,817.13
Bartonville, Village of	\$ 135,537.37	1.38%	\$ 3,315.42
Chillicothe, City of	\$ 139,709.52	1.42%	\$ 3,417.47
Creve Coeur, Village of	\$ 112,488.03	1.15%	\$ 2,751.60
East Peoria, City of	\$ 512,602.59	5.23%	\$ 12,538.92
Germantown Hills, Village of	\$ 77,788.65	0.79%	\$ 1,902.81
Morton, Village of	\$ 390,242.77	3.98%	\$ 9,545.84
Pekin, City of	\$ 723,420.78	7.38%	\$ 17,695.80
Peoria Heights, Village of	\$ 134,693.83	1.37%	\$ 3,294.78
Peoria, City of	\$ 2,579,655.89	26.31%	\$ 63,101.71
Washington, City of	\$ 366,395.50	3.74%	\$ 8,962.51
West Peoria, City of	\$ 97,190.22	0.99%	\$ 2,377.40
CityLink	N/A	N/A	\$ 3,800.00
<b>Total</b>	<b>\$ 9,804,625.07</b>		<b>\$ 243,633.76</b>

Table 4: FY 2025 Membership Dues



## Planning Factors

The MPO's overall transportation planning goal is to provide for the adequate, safe, and efficient movement of persons and goods in the UZA. In concert with the IIJA, the MPO utilizes the ten thematic planning factors<sup>2</sup> to help reach the above-mentioned goal. The Planning Factor or Factors addressed by each task on the following pages are indicated in parentheses after the Task Description. The Planning Factors are identified by their two-letter abbreviations as shown in the below table. Activities that support all ten planning factors are identified with the abbreviation **ALL**.

Planning Factor	Abbreviation
Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency	EV
Increase the safety of the transportation system for motorized and non-motorized users	SS
Increase the security of the transportation system for motorized and non-motorized users	TS
Increase accessibility and mobility of people and freight	AM
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	EE
Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight	CI
Promote efficient system management and operation	MO
Emphasize the preservation of the existing transportation system	PE
Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation	RR
Enhance travel and tourism	ET

Table 5: Ten Planning Factors

<sup>2</sup> 23 CFR 450.306: <https://www.ecfr.gov/current/title-23/section-450.306>

The degree of consideration and analysis of the planning factors should be based on the scale and complexity of many issues, including transportation system development, land use, employment, economic development, human and natural environment, and housing and community development.

### Ladders of Opportunity

The FTA established the Ladders of Opportunity program to expand transit service to connect disadvantaged and low-income individuals, veterans, seniors, youths, and others with local workforce training, employment centers, health care, and other vital services. The program goals are:

- Enhancing access to work for individuals lacking ready access to transportation, especially in low-income communities
- Supporting economic opportunities by offering transit access to employment centers, educational and training opportunities, and other basic needs
- Supporting partnerships and coordinated planning among state and local governments and social, human service, and transportation providers to improve coordinated planning and delivery of workforce development, training, education, and basic services to veterans, seniors, youths, and other disadvantaged populations

Tri-County has embraced these goals and will continue to do so. In the past, TCRPC was the Designated Recipient of Job Access Reverse Commute (JARC) funds and New Freedom funds in the urbanized area. TCRPC is currently the co-designated recipient, along with IDOT's Office of Intermodal Project Implementation (OIPI), for FTA Section 5310 funds.

Tasks included in this UPWP that address the goals of the Ladders of Opportunity Program are:

- Implement the Human Service Transportation Plan (HSTP) for the urbanized area
- Update the Human Service Transportation Plan (HSTP)
- Continued implementation of the Gray Area Mobility Enhancement and Expansion Study
- Programmed FY 2023 FTA 5310 funds based on the goals of the HSTP
- Provided planning and technical support to transit and paratransit providers

## Task 1: Management and Administration

Tri-County must ensure that the transportation process is conducted in conformity with applicable federal and state regulations. TCRPC's governing board, known as the Full Commission, oversees the transportation planning process and makes final decisions on the activities of the Tri-County MPO.

### Previous Work and Accomplishments

Tri-County's FY 2024 UPWP was carried out starting July 1, 2023, and ending on June 30, 2024. During this time, the previous work and accomplishments carried out by TCRPC or its consultants for Task 1: Management and Administration include:

- Unified Planning Work Program
  - Developed materials and information to support decisions by MPO committees
- Public Engagement
  - Reviewed FHWA and FTA public participation and Title VI guidance
  - Update Tri-County's Title VI Program
  - Finalized our Public Participation Plan (PPP)
  - Participate in public outreach activities
  - Organized and provided support for MPO Technical Committee and Full Commission meetings
  - Prepared monthly status reports for Full Commission
  - Maintained TCRPC's website
  - Presented transportation-related topics for nationwide, statewide, and regional conferences and student populations
- Grant Management & Accounting
  - Prepared grant applications for federal and state funding
    - Coordinated regional CFI grant application
    - Coordinated regional Statewide Planning and Research (SPR) grant application
    - Coordinated regional FY 2023 PROTECT grant application

- Coordinated regional FY 2023 Thriving Communities Program grant application
- Coordinated regional grant application for IDOT's Statewide Non-Metropolitan Transit Planning 5305e funding program
- Registered with GATA, completed the required questionnaire, and ensured compliance
- Maintained financial management system
- Prepared Indirect Cost Rate Proposal
- Processed invoices and payroll
- Prepare quarterly financial and progress reports (BoBS Reports) for grants through IDOT
- Prepared quarterly financial and progress reports for federal grants through FTA
- Contracted for Annual Compliance Audit
- Purchased and upgraded software (including GIS) in support of planning activities
- Purchased and upgraded computer equipment to enhance transportation planning activities
- Office Administration
  - Administered Personnel, Affirmative Action, EEO Programs, and other agency policies
  - Maintained MPO database of media, consultants, and state and local officials
  - Recruited and hired TCRPC staff and interns as needed

### Objectives

The Tri-County MPO must conduct federal and state-mandated program administration requirements by supporting the functions of the Full Commission (Policy board) and Technical Committees and any subcommittees in carrying out the transportation planning process. Specific objectives are:

- To establish administrative procedures for the organization of the planning process
- To coordinate the planning activities of the MPO with other transportation agencies
- To ensure that the transportation process is conducted in conformity with applicable federal and state regulations
- To maintain accounting records in conformity with applicable federal and state regulations

## Products and Staff Activities

- Unified Planning Work Program
  - Coordinate transportation planning work with member jurisdictions and stakeholders **ALL**
  - Ensure the 3C transportation planning process is conforming with all applicable federal and state regulations **ALL**
  - Monitor the UPWP budget and amend, if necessary **ALL**
  - Develop the FY 2026 UPWP **ALL**
- Public Engagement
  - Implement objectives of the updated Public Participation Plan **ALL**
  - Maintain and update MPO information on the TCRPC website **ALL**
  - Maintain the monthly newsletter outreach **ALL**
  - Organize meetings and public hearings as necessary **ALL**
  - Form and administer advisory committees as necessary **ALL**
- Transportation Improvement Program
  - Develop the Annual Listing of Federally Obligated Projects **ALL**
- Transit Planning
  - Provide staff support for the Human Service Transportation Plan – Urban Subcommittee **ALL**
  - Administer (provide quarterly reports, process invoices, etc.) Section 5310 projects that have not been closed out **ALL**
- Special Transportation Planning Studies
  - Administer procurement activities and consultant selection for special studies **ALL**
- Grants
  - Research and Identify potential grant opportunities for TCRPC and the region **ALL**
  - Apply for relevant grant opportunities **ALL**
  - Administer SS4A Discretionary Grant **ALL**
- Professional Development

- Maintain technical and professional subscriptions and association membership dues **ALL**
- Participate in local, state, and national conferences, meetings, seminars, and training programs related to transportation **ALL**
- Office Administration
  - Provide general program management and supervisory functions **ALL**
  - Support Full Commission and Technical Committee with agendas, minutes, and reports **ALL**
  - Administer the Personnel, Affirmative Action, EEO Program, Title VI, and other policies **ALL**
  - Maintain the administrative procedures for TCRPC and ensure conformity with applicable federal and state regulations **ALL**
  - Provide staff support for the MPO Technical Committee and Full Commission **ALL**
  - Recruit and hire new MPO personnel (if necessary) and prepare employee evaluations **ALL**
  - Serve as a liaison between local governments and state and federal agencies **ALL**
- Accounting
  - Prepare monthly, quarterly, and annual financial and performance reports for transportation planning programs and grants **ALL**
  - Perform an audit of the FY24 Financial Statements of TCRPC **ALL**
  - Purchase software and hardware to support transportation planning functions **ALL**

Description	Total
PL Funding	\$ 341,087.26
State Planning Funds	\$ 85,271.81
<b>Total</b>	<b>\$ 426,359.07</b>

*Table 6: Management and Administration Budget*

All work will be performed by staff, except the financial audit, which will be performed by an independent auditor.



## Task 2: Data Development and Maintenance

### Previous Work and Accomplishments

Tri-County's FY 2024 UPWP was carried out starting July 1, 2023, and ending on June 30, 2024. During this time, the previous work and accomplishments carried out by TCRPC or its consultants for Task 2: Data Development and Maintenance include:

- GIS and Data Collection
  - Continued to monitor ground-level ozone statistics and followed US EPA revisions to regulations
  - Researched and started the process of developing a CO<sup>2</sup> emissions model with MOVES
  - Continued the Regional Server Partnership, which provided local government organizations with a low-cost location to store and disseminate spatial (GIS) data
  - Hosted internet mapping sites that allow internal and external (public) access to organizational data
  - Coordinated the usage of regional pavement data through software analysis
  - Performed asset management for the Village of Peoria Heights, Village of Bartonville, City of East Peoria, City of West Peoria, Village of Hanna City, and other communities as needed
- Travel Demand Model
  - Continued to utilize Travel Demand Modeling (TDM) capabilities to serve the region
  - Finalized the development of Tri-County's Activity-Based Travel Demand Model (ABM)
  - Participated in TransCAD training for utilizing TCRPC's ABM
  - Participated in the Illinois Model Users Group (ILMUG)

### Objective

Information is crucial to the planning process. This Task has been established to gather, maintain, and disseminate social, economic, and transportation data in an efficient and logical manner. Surveillance and database management activities have been integral aspects of the transportation planning process since

the initial MPO plan was completed in 1970. The effective maintenance of these activities provides the basis from which all transportation planning and policies will evolve in the future.

These work elements define the areas of concentration for database development, information collection, and information dissemination. Maintaining and building an effective comprehensive planning database and network is the focus of this element of the UPWP.

### Products and Staff Activities

- Long-Range Transportation Plan
  - Ensure that the Urbanized Area boundary and Planning Boundary remain accurate **MO**
  - Coordinate activities for a comprehensive region-wide land use, demographic, economic, and transportation database for analyzing trends in the long-range planning process **EV**
- Transportation Improvement Plan
  - Maintain and update the TIP Project Database **ALL**
- Transportation Performance Measures
  - Monitor and collect performance measure data **SS, TS, CI, MO, PE, RR**
- Bicycle and Pedestrian Planning
  - Maintain and update the bike/ped project database **ALL**
- Travel Demand Model
  - Continue to use the Activity-Based Travel Demand Model (ABM) to project future transportation volumes for proposed surface transportation improvements **MO, PE**
  - Update the ABM with current signal timing information with FY 2023 SPR grant **MO, SS, EE**
- GIS and Data Development
  - Coordinate with IDOT and other state agencies on statewide GIS development **MO**
  - Coordinate and collaborate with regional and local entities to provide requested transportation data/information **SS, MO**
  - Continue a process designed to lead to the development of a regional GIS capability **MO**

- Continue in structuring, expanding, updating, and maintaining transportation data layers in a Geographic Information System (GIS) **MO**
- Lead and assist communities in developing GIS transportation applications that will benefit the region at large, including asset inventories and management tools **MO, RR**
- Continue the Regional Server Partnership which provides local government organizations with a low-cost location to store and disseminate spatial (GIS) data **MO**
- Continue to host internet mapping sites that allow both internal and external (public) access to organizational data **MO, RR**
- Administer regional pavement management system for MPO members **SS, TS, MO, PE, RR**

Description	Total
PL Funds	\$ 146,180.25
State Planning Funds	\$ 36,545.06
<b>Total</b>	<b>\$ 182,725.32</b>

*Table 7: Data Development and Maintenance Budget*

All work will be performed by staff, except for collecting signal timing data for ABM, which will be performed by a consultant.

## Task 3: Long-Range Planning

### Previous Work and Accomplishments

Tri-County's FY 2024 UPWP was carried out starting July 1, 2023, and ending on June 30, 2024. During this time, the previous work and accomplishments carried out by TCRPC or its consultants for Task 3: Long-Range Planning include:

- Long-Range Transportation Plan
  - Continued implementation of the 2045 Long-Range Transportation Plan (LRTP)
  - Started the process develop the 2050 LRTP
    - Compiled regional data
    - Issued Call for Projects
    - Developed Financial Plan
    - Developed public engagement plan
  - Continued the regional project prioritization process
    - Interviewed project sponsors
    - Grade and rank projects
- Transportation Performance Measures
  - Researched and adopted Safety Performance Measures (PM1)
  - Researched and adopted Greenhouse Gas (GHG) Performance Measures
- Safe Streets and Roads for All
  - Executed grant agreement with FHWA
  - Procured consultant for SS4A grant
  - Formed Regional Safety Committee
    - Held monthly meetings
  - Presented at the T.H.E. Conference
- Bicycle and Pedestrian Planning
  - Continued implementation of BikeConnect HOI: Heart of Illinois Regional Bicycle Plan

- In the process of updating and converting the BikeConnect HOI to an Active Transportation Plan
- Participate in Social Determinants of Health regional initiatives
- Participated in the Walkability Action Institute steering committee
- Regional Initiatives
  - Participated in the regional Passenger Rail Initiative
  - Participated in regional CFI steering committee for grant application
  - Coordinated with local and regional stakeholders in the restructuring of the Heart of Illinois Regional Port District – Master Planning
  - Keep attuned to the Connected and Autonomous Vehicles Policy and Design Guidelines – IDOT ICT

### Objective

Manage and support a planning process that incorporates an appropriate level of involvement and understanding by local governmental agencies, special interests, and the general citizenry in the activities and policies associated with the continuing, comprehensive, and coordinated (3Cs) local transportation planning process.

### Products and Staff Activities

- Public Engagement
  - Organize seminars regarding the future of various transportation modes in the region **MO**
  - Participate in public outreach activities **MO**
- Long-Range Transportation Plan
  - Implement the FY 2020-2045 Long-Range Transportation Plan **EV, SS, TS, AM, EE, CI, MO, PE**
  - Develop the FY 2025-2050 Long-Range Transportation Plan **EV, SS, TS, AM, EE, CI, MO, PE**
  - Continue the regional project prioritization process **EV, SS, TS, AM, EE, CI, MO, PE**
- Transportation Performance Measures

- Monitor and update Performance Management targets and programming as required by IIJA **SS, TS, MO, PE, RR**
- Update System Performance/Freight/CMAQ Measures **EV, AM, CI**
- Bicycle and Pedestrian Planning
  - Update the BikeConnect HOI: Heart of Illinois Regional Bicycle Plan **EV, SS, TS, AM, EE, CI**
  - Continue non-motorized transportation planning, including bike/ped traffic counts, trail plans in small communities **AM, CI**
- Transit Planning
  - Implement the Human Service Transportation Plan (HSTP) for the Urbanized Area **AM**
  - Start the process to update the region's HSTP plan **AM**
- Freight Planning
  - Continue to dedicate resources to freight transportation planning **EV, AM, CI**
  - Continue to support and coordinate with regional stakeholders to promote the regional port district **EV, AM, CI**
  - Coordinate with regional stakeholders to promote multimodal freight transportation options for the region as related to surface transportation **EV, AM, CI**
- Safe Streets and Roads For All
  - Continue working with the consultant on the Comprehensive Safety Action Plan for the region
- Travel Demand Modeling
  - Continued to utilize ABM capabilities to serve the region **AM, CI, MO**
- Regional Initiatives
  - Promote passenger/commuter rail for the region **EV, AM, EE**
  - Coordinate with regional stakeholders to promote smart mobility in the region **EV, SS, TS, AM**
  - Coordinate with the Greater Peoria Economic Development Council on transportation elements of the Comprehensive Economic Development Strategy (CEDS), a requirement of the Economic Development Administration (EDA) **EV**
  - Work with local agencies to develop policies that apply stormwater management best practices to transportation projects **EE, RR**



Description	Total
PL Funds	\$ 243,633.76
State Planning Funds	\$ 60,908.44
<b>Total</b>	<b>\$ 304,542.20</b>

*Table 8: Long-Range Planning Budget*

All work will be performed by staff, except for Special Projects, for which consultants will be hired, and the future transportation seminars, which will be led by outside subject experts.

DRAFT

## Task 4: Short-Range Planning

### Previous Work and Accomplishments

Tri-County's FY 2024 UPWP was carried out starting July 1, 2023, and ending on June 30, 2024. During this time, the previous work and accomplishments carried out by TCRPC or its consultants for Task 4: Short-Range Planning include:

- Transportation Improvement Plan
  - Developed the FY 2024-27 Transportation Improvement Program (TIP)
  - Worked with member jurisdictions and IDOT to process amendments to the FY 2024-27 TIP
  - Started the process of developing the FY 2025-28 TIP
  - Developed the FY 2023 Previous Obligated Projects
- Transit Planning
  - Continued to work with the Human Services Transportation Plan Committee to coordinate transportation needs in the urbanized area
  - Continued implementation of the Gray Area Mobility Enhancement and Expansion Study
  - Provided planning and technical support to transit and paratransit providers
  - Start the process to update the region's HSTP plan
  - Programmed FTA Section 5310 projects
  - Administered and completed NEPA for FTA Section 5310-funded projects
- Special Transportation Planning Studies
  - Chillicothe Trail Master Plan- Completed
  - East Peoria IL-116 Crossing Feasibility Study – Completed
  - Pekin Master Bicycle and Pedestrian Plan – Completed
  - Peoria Intersection Safety Study at Sterling and Forrest Hill - Completed
  - IL-29 Viaduct Benefit-Cost Analysis – Initiated
  - Germantown Hills to McClugage Bridge Trail Feasibility Study - Initiated

- Peoria Heights Active Transportation Plan - Initiated
- Waverly Ave Access, Circulation, and Parking Study - Initiated

### Objective

Tri-County must continually fulfill various state and federal requirements in support of regional and local projects. Short-range planning functions are those that address near-term needs or requirements.

### Products and Staff Activities

- Congestion Management Process
  - Monitor and implement the Congestion Management Process **SS, TS, MO**
- Transportation Improvement Program
  - Finalize the FY 2025-28 TIP **ALL**
  - Amend the adopted TIP as needed **ALL**
  - Start the process of developing the FY 2026-29 TP **ALL**
- Transportation Performance Measures
  - Continue to research and monitor transportation performance measures **SS, TS, AM, MO**
- Bicycle and Pedestrian Planning
  - Continued implementation of BikeConnect HOI **AM, CI**
  - Coordinate and implement bicycle and pedestrian planning efforts **AM, CI**
- Transit Planning
  - Provide technical support to transit and paratransit providers **AM**
  - Coordinate and implement the Gray Area Mobility Enhancement and Expansion Study **AM, CI**
  - Program available FTA Section 5310 funds in the urbanized area **AM**
  - Administered and completed NEPA for FTA Section 5310-funded projects **AM**
- Programming Funding
  - Maintain the Surface Transportation Block Grant (STBG) program of project **MO, PE**

- Program STBG, Transportation Alternative Set-Aside (TA), Carbon Reduction Program (CRP), and other federal transportation capital funds as available **AM, CI, MO, PE**
- Special Transportation Planning Studies
  - Oversee completion of FY 2024 Special Projects **AM, MO**
  - Program and administer FY 2025 Special Transportation Planning Studies **EV, SS, TS, AM, EE, CI, MO, PE**
- Safe Streets and Roads for All
  - Coordinate a highway safety committee **SS, TS, MO, PE, RR**
  - Coordinate regional safety asset management effort resulting in SS4A and HSIP applications **SS, TS, MO, PE, RR**
- Travel Demand Model
  - Continued to participate in training for the new ABM to better serve the region **AM, CI, MO**
- GIS and Data Development
  - Continue to monitor air quality issues as they relate to transportation planning **EE**
  - Continue to start the process of developing a CO<sup>2</sup> emissions model with MOVES **EE**

Description	Total
PL Funds	\$ 243,633.76
State Planning Funds	\$ 60,908.44
<b>Total</b>	<b>\$ 304,542.20</b>

*Table 9: Short-Range Planning Budget*

All work will be performed by staff except for development and data collection for the pavement management system, which will be completed by a consultant.

## Exhibit I: Work Program Cost Distribution

Task	UPWP Category	Total Cost	PL Funds	State Funds
1	Management and Administration	\$ 426,359.07	\$ 341,087.26	\$ 85,271.81
2	Data Development and Maintenance	\$ 182,725.32	\$ 146,180.25	\$ 36,545.06
3	Long-Range Planning	\$ 304,542.20	\$ 243,633.76	\$ 60,908.44
4	Short-Range Planning	\$ 304,542.20	\$ 243,633.76	\$ 60,908.44
<b>Total</b>		<b>\$ 1,218,168.78</b>	<b>\$ 974,535.02</b>	<b>\$ 243,633.76</b>

Table 10: FY 2025 UPWP Cost Distribution

## Exhibit II: Line-Item Budget

Item	Annual Salary	Rate	Total PL	80% Federal	20% State
<b>Personnel</b>					
<b>Salaries</b>					
<b>Full-Time</b>					
Executive Director	\$129,623	78%	\$101,106	\$80,885	\$20,221
Planning Program Manager	\$114,413	75%	\$85,810	\$68,648	\$17,162
Senior Planner	\$69,620	50%	\$34,810	\$27,848	\$6,962
Senior Planner	\$69,620	90%	\$62,658	\$50,127	\$12,532
Planner III	\$65,208	70%	\$45,646	\$36,516	\$9,129
Planner II	\$53,295	70%	\$37,307	\$29,845	\$7,461
GIS Specialist I	\$47,002	70%	\$32,901	\$26,321	\$6,580
GIS Specialist – New Hire	\$60,610	70%	\$42,427	\$33,942	\$8,485
Planner – New Hire	\$53,295	50%	\$26,648	\$21,318	\$5,330
<b>Subtotal Full-Time</b>			<b>\$469,312</b>	<b>\$375,450</b>	<b>\$93,862</b>
<b>Part-Time/Temporary</b>					
Interns	\$11,250	100%	\$11,250	\$9,000	\$2,250
<b>Subtotal Part-Time/Temporary</b>			<b>\$11,250</b>	<b>\$9,000</b>	<b>\$2,250</b>
<b>Subtotal Salaries</b>			<b>\$480,562</b>	<b>\$384,450</b>	<b>\$96,112</b>
Fringe Benefits		36.00%	\$168,952	\$135,162	\$33,790
Indirect Costs		36.05%	\$234,150	\$187,320	\$46,830
<b>Subtotal Personnel</b>			<b>\$883,665</b>	<b>\$706,932</b>	<b>\$176,733</b>
<b>Other Direct Costs</b>					
Travel and Conferences			\$14,955	\$11,964	\$2,991
Equipment			\$0	\$0	\$0
Supplies			\$6,500	\$5,200	\$1,300
Contractual Services			\$62,616	\$50,093	\$12,523
Consultant Services and Expenses			\$200,000	\$160,000	\$40,000
Occupancy			\$31,687	\$25,349	\$6,337
Training and Education			\$17,882	\$14,306	\$3,576
Miscellaneous			\$864	\$691	\$173
<b>Subtotal Other Direct Costs</b>			<b>\$334,504</b>	<b>\$267,603</b>	<b>\$66,901</b>
<b>Total</b>			<b>\$1,218,169</b>	<b>\$974,535</b>	<b>\$243,634</b>

Table 11: FY 2025 UPWP Line-Item Budget



### Exhibit III: Labor Distribution

Position	Management and Administration	Data Dev't and Maintenance	Long-Range Planning	Short-Range Planning	Total
Executive Director	35.10				35.10
Planning Program Manager	33.75				33.75
Senior Planner	7.20	1.80	6.75	6.75	22.50
Senior Planner	12.96	3.24	12.15	12.15	40.50
Planner III	10.08		10.71	10.71	31.50
Planner II	10.08		10.71	10.71	31.50
GIS Specialist I	10.08	21.42			31.50
GIS Specialist	10.08	21.42			31.50
Planner	7.20		7.65	7.65	22.50
Part-Time and Interns		7.14	7.14	7.14	21.43
<b>Total</b>	<b>136.53</b>	<b>55.02</b>	<b>55.11</b>	<b>55.11</b>	<b>301.78</b>

Table 12: FY 2025 UPWP Labor Distribution in Work Weeks

## Exhibit IV: Accounting Narrative

MPO funds for FY 2025 are administered by the Tri-County Regional Planning Commission as follows:

Separate accounts have been established in the general ledger. The account records identify the receipt and expenditure of funds for each grant and/or provide documentation that supports the entry and provides accurate and current financial reporting information.

Costs within the accounting system are classified into the following groups:

1. Direct labor costs,
2. Non-labor costs directly related to a specific program, and
3. Indirect costs (both labor and non-labor).

Direct labor hours are charged to the specific general ledger account and work elements within that account based on actual work hours spent. Work elements of the UPWP are numerically coded and are utilized in preparing staff time sheets. The payroll computer printout accumulates staff names, hours, and costs for each work element within the grant account. Non-labor costs are those incurred as being directly related to a specific program, e.g., Transportation. Typical non-labor costs directly chargeable to the appropriate programs include:

- Costs of goods acquired, consumed, or expended specifically for the grant, and
- Services and contractual items specifically related to the grant program.

These costs are chargeable to the appropriate grant program based on source documentation maintained by the accounting system evidencing the nature and purpose of the charges. Once charged to the transportation program, these costs will be distributed to the various program work elements according to the proportion of direct salaries charged to each work element during the period.

The indirect costs (labor and non-labor) are those incurred which cannot be directly associated with the transportation program, but which support the overall functioning of the Commission. These costs are charged to an indirect cost account. The indirect cost rate utilized in the budget is a projection based on anticipated activity, as well as historical experience. The Indirect Cost Rate for FY24 has been approved by IDOT.

## Exhibit V: Adoption Resolution

### RESOLUTION 24-XX

**A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO ADOPT THE FISCAL YEAR 2025 UNIFIED PLANNING WORK PROGRAM AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE INTERGOVERNMENTAL AGREEMENT WITH THE ILLINOIS DEPARTMENT OF TRANSPORTATION.**

**WHEREAS**, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, is recognized as the Metropolitan Planning Organization (MPO) for the Peoria-Pekin Urbanized Area, and

**WHEREAS**, the Commission has established a continuing, comprehensive, and cooperative planning process that follows 23 CFR 450.308 and the Commission's Public Participation Plan to develop the FY 2025 Unified Planning Work Program (UPWP), and

**WHEREAS**, the work tasks identified in the Commission's UPWP are in conjunction with the programs and planning emphasis areas of the Federal Highway Administration and Federal Transit Administration, and

**WHEREAS**, the Commission is utilizing Illinois Department of Transportation (IDOT) State Planning Funds for the \$243,633.76 non-federal match requirement and using MPO member jurisdiction FY 2025 dues for local funding, and

**WHEREAS**, on March 20, 2024, the Technical Committee recommended to the Commission the adoption of the FY 2025 Unified Planning Work Program, which specifies the Scope of Work and Budget for FY 2025 transportation planning funds provided by the Illinois Department of Transportation, and

**WHEREAS**, the Commission has reviewed the FY 2025 Unified Planning Work Program.

**THEREFORE, BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:**

The Tri-County Regional Planning Commission hereby adopts the FY 2025 Unified Planning Work Program for the period of July 1, 2024, to June 30, 2025, and authorizes the Executive Director to execute the Intergovernmental Agreement and any amendments thereto with the Illinois Department of Transportation for federal transportation planning funding.

Presented this 3rd day of April 2024

Adopted this 3rd day of April 2024

**ATTEST:**

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Greg Menold, Chairman  
Tri-County Regional Planning Commission

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Eric W. Miller, Executive Director  
Tri-County Regional Planning Commission