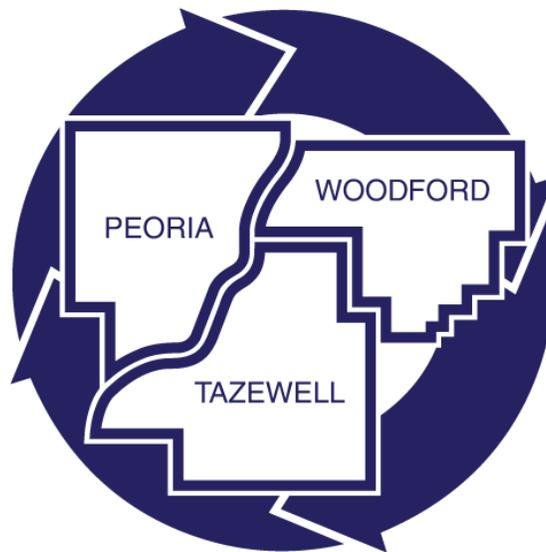


PEORIA-PEKIN URBANIZED AREA TRANSPORTATION STUDY

Fiscal Year
2019

UNIFIED WORK PROGRAM

Adopted by PPUATS Policy Committee: May 2, 2018
Adopted by Tri-County Regional Planning Commission: May 24, 2018



Tri-County Regional Planning Commission
456 Fulton Street, Suite 401, Peoria, Illinois 61602

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Introduction

The Tri-County Regional Planning Commission was established to promote intergovernmental cooperation, regional planning, and a vision for the future. The Commission exists to serve the residents of Peoria, Tazewell and Woodford Counties by offering a forum for leaders of local government, and to develop a vision for the future by defining regional issues, setting goals, and cooperatively implementing plans. The Tri-County Regional Planning Commission is the “Steward of the Regional Vision.”

The Tri-County Regional Planning Commission provides staffing for the Peoria-Pekin Urbanized Area Study (PPUATS), which is recognized as the Metropolitan Planning Organization (MPO) for the Peoria-Pekin Urbanized Area. As the MPO, PPUATS provides technical and policy level decision-making leadership for transportation planning and programming within the Urbanized Area and the 20-Year Metropolitan Planning Boundary.

The PPUATS organization comprises two committees. The Policy Committee directs the transportation planning activities of the urbanized area. It 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 Work Program. It is composed of elected leaders from the major jurisdictions in the urbanized area.

The Technical Committee works under the direction of the Policy Committee. It provides the technical expertise to the process and prepares, reviews, and recommends actions to the Policy Committee for their approval. The Technical Committee is composed of staff from the participating jurisdictions.

The membership of the Policy and Technical Committees can be found on the following page.

Peoria-Pekin Urbanized Area Transportation Study Membership

Community (No. of Seats)	Policy Committee	Technical Committee
City of Peoria (3)	James Ardis (*Ross Black) Patrick Urich (*Nick Stoffer) Scott Reeise (*Jane Gerdes)	Bill Lewis Nick Stoffer (*Jane Gerdes) Stephen Letsky (*Andrea Klopfenstein)
Peoria County (2)	STEPHEN MORRIS – CHAIR Thomas O’Neill	Amy Benecke-McLaren Jeff Gilles
Tazewell County (2)	Greg Sinn (*Greg Menold) Mike Harris	Craig Fink Dan Parr
Woodford County (1)	Doug Huser	Conrad Moore
City of Pekin (1)	JOHN MCCABE – VICE CHAIR (*Mark Rotherth)	Michael Guerra (*Katy Shackelford)
City of East Peoria (1)	Dave Mingus (*Jeff Eder)	Ric Semonski (*Ty Livingston)
City of Washington (1)	Gary Manier (*Jim Culotta)	ED ANDREWS – VICE CHAIR (*Jon Oliphant)
Village of Bartonville (1)	Leon Ricca (*Bob Lawless)	Patrick Meyer
Village of West Peoria (1)	James Dillon (*Kinga Krider)	Henry Strube, Jr. (*Alicia Hermann)
Village of Morton (1)	Jeff Kaufman (*Ginger Herman)	Craig Loudermilk (*Frank Sturm)
Village of Peoria Heights (1)	Dustin Sutton (*Kyle Smith)	KYLE SMITH – CHAIR (*Dustin Sutton)
Village of Creve Coeur (1)	Fred Lang (*Terry Koegel)	Courtney Allyn
City of Chillicothe (1)	Don White	Ken Coulter
Village of Germantown Hills (1)	Mike Hinrichsen	Rich Becklin
Greater Peoria Mass Transit (1)	Sharon McBride (*Doug Roelfs)	Doug Roelfs (*Joe Alexander)
I.D.O.T. – District 4 (1)	Karen Dvorsky (*Terrisa Worsfold)	Terrisa Worsfold (*Karen Dvorsky)
Greater Peoria Airport Auth.	N/A	Gene Olson
Tri-County RPC	N/A	Eric Miller

Notes: OFFICER, (*Alternate)

Fiscal Year 2019 Unified Work Program

The Unified Work Program (UWP) identifies the funds and activities to be conducted by PPUATS during the period July 1, 2018 to June 30, 2019 (FY19). The UWP coordinates planning related to highways, transit, and other surface transportation modes. The development of the UWP was coordinated with the PPUATS Policy Committee, the PPUATS Technical Committee, the Greater Peoria Mass Transit District, and the Illinois Department of Transportation.

PL-FTA Funding

The UWP includes federal funding for transportation planning provided by FHWA Section 5305(d) and FTA Section 5305(e), along with the local match provided by the PPUATS member communities. The total amount of funding available for FY19 is:

Description	Federal	Local	Total
FY19 FHWA PL 5305(d)	\$518,825	\$129,706	\$648,531
FY19 FTA 5303(e)	\$135,109	\$33,777	\$168,886
Total FY18 PL-FTA Funding	\$653,934	\$163,483	\$817,417

FY18 Accomplishments

The primary accomplishments of the MPO in FY18 included:

- Continued to implement the FY 2015-2040 Long-Range Transportation Plan, adopted in March 2015;
- Developed the FY 2019-FY2022 Transportation Improvement Program;
- Worked with municipalities, counties, and IDOT to process amendments to the FY2018-2021 TIP;
- Updated the Public Participation Plan;
- Cooperated with FHWA and FTA for 2017-18 Quadrennial Review;
- Continued to utilize Travel Demand Modeling (TDM) capabilities to serve the region;
- Continued to work with the Human Services Transportation Plan Committee to coordinate transportation needs in the urbanized area;
- Continued to support the Eastern By-Pass Coalition, a regional group of partners who support the Eastern By-Pass with river crossing;
- 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;
- Began implementation phase of the Regional Bicycle Plan;
- Continued to work with transit providers to provide service in parts of the urbanized area that do not have transit service;
- Named a Planner I and GIS Specialist I for the organization;
- Oversaw special transportation planning studies, performed by consultants:
 - Chillicothe 4th Street Corridor Revitalization Plan;
 - East Peoria Sidewalk Plan and ADA Compliance Study;
 - Pekin Derby Street Corridor Plan and Revitalization Study; and
 - Peoria Downtown Wayfinding Study;
- Monitored efforts to acquire and railbank the Hanna City rail corridor;
- Developed scope and oversaw consultant selection for regional pavement management system;
- Monitored ground level ozone statistics and followed USEPA revisions to regulations;
- Performed asset management for Village of Peoria Heights and Bartonville;

- Undertook pilot project for roadway asset management for Washington Township;
- Undertook pilot project for guardrails for Limestone Township;
- Researched and adopted State safety performance measure targets;
- Organized regional complete streets symposium;
- Authored transportation-related articles for local/regional publications;
- Updated Commission/MPO website; and
- Applied for and received FTA Section 5310 funding to provide transit and paratransit services in the urbanized area.

Work Program

In FY19, the MPO will undertake specific transportation planning tasks in four major categories:

Task 1: Management and Administration

Task 2: Data Development and Maintenance

Task 3: Long Range Planning

Task 4: Short Range Planning

This Work Program was developed using the ten Planning Factors found at 23 CFR 450.306. 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 its two-letter abbreviation.

Planning Factor	Abbreviation
Support Economic Vitality of the Metropolitan Area	EV
Increase Transportation System Safety for Motorized and Non-Motorized Users	SS
Increase Transportation System Security for Motorized and Non-Motorized Users	TS
Increase Accessibility and Mobility of People and Freight	AM
Protect and Enhance the Environment	EE
Enhance the Connectivity and Integration Between Modes	CI
Promote Efficient System Management and Operation	MO
Emphasize the Preservation of the Existing 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

Ladders of Opportunity

FTA established the Ladders of Opportunity program to expand transit service for the purpose of connecting 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; and
- **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.

The Tri-County Regional Planning Commission and the Peoria-Pekin Urbanized Area Transportation Study have, and will continue, to embrace these goals. In the past, TCRPC was the Designated Recipient for Job Access Reverse Commute (JARC) funds and New Freedom funds in the urbanized area. TCRPC is currently the co-designated recipient, along with IDOT-IPI, for FTA Section 5310 funds.

Tasks included in this UWP 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);
- Develop a plan to provide transit and para-transit services in those areas of the urbanized area that are not served by a public transit system;
- Program FY17 and FY18 FTA 5310 funds based on the goals of the HSTP; and
- Provide planning and technical support to transit and para-transit providers.

Other Funding

FY18 PL-FTA Funds Extension

The amount of unspent federal PL-FTA funds from the FY18 Agreement is **\$61,551**. These funds went unspent due to:

Lower-than-expected travel/training/conference expenses.....	\$6,911
Lower-than-expected audit expenses.....	\$16,000
Travel Demand Modeling work being performed with other funds	\$24,092
Staff time remaining	\$14,243
Special projects funds remaining.....	\$305

These funds will be used by December 31, 2018 toward additional special transportation planning projects to be performed in FY19.

State Metropolitan Planning Funds

The UWP also includes state funding for transportation planning provided by IDOT as State Metropolitan Planning Funds. These funds are intended to supplement PPUATS’ federal transportation funds and to help the MPO fulfill its obligations for transportation planning. The funds require no local match. The total funding available for FY19 is **\$160,000**. PPUATS anticipates utilizing these funds as follows.

Activity	Performed by	Budget
GIS Guardrail Inventory	Staff	\$65,000
Feasibility Study, Beneficial Use of Sediment – Local Match	Consultant	\$30,000
LRTP Engagement Tools	Consultant	\$25,000
Performance Measures Dashboard Web Tool	Consultant	\$15,000
Transportation Symposium (Topic TBD)	Staff	\$15,000
Regional Bicycle Map	Staff	\$10,000
Total State Metro Planning Funds		\$160,000

The activities listed above are subject to review and approval by IDOT. This section will be amended following final approval of FY19 State Metropolitan Planning Funds approval by IDOT.

Task 1: Management and Administration

PPUATS must ensure that the transportation process is conducted in conformity with applicable federal and state regulations. The PPUATS Policy Committee oversees the transportation planning process and makes final decisions on the activities of PPUATS.

Previous Work

- Organized and provided support for PPUATS Technical and Policy Committees meetings;
- Prepared PPUATS monthly status reports for PPUATS and IDOT;
- Prepared quarterly financial and progress reports for federal grants through FTA;
- Maintained PPUATS database of media, consultants, and state and local officials;
- Recruited and hired PPUATS staff as needed;
- Recruited and hired interns to collect data and do research;
- Developed materials and information to support decisions by PPUATS' committees;
- Attended monthly TCRPC meetings in order to keep Commission informed of PPUATS decisions;
- Purchased and upgraded software (including GIS) in support of planning activities;
- Purchased and upgraded computer equipment to enhance transportation planning activities;
- Maintained TCRPC website;
- Prepared grant applications for federal and state funding;
- Prepared Indirect Cost Rate Proposal;
- Maintained financial management system;
- Processed invoices and payroll;
- Contracted for Annual Compliance Audit;
- Administered Personnel, Affirmative Action, EEO Programs, and other agency policies;
- Registered with GATA, complete questionnaire, and ensure compliance;
- Updated the Public Participation Plan; and
- Developed and approved a Memorandum of Understanding with TCRPC.

Objectives

PPUATS must conduct federal and state mandated program administration requirements by supporting the functions of the Policy 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 PPUATS with other transportation agencies;
- To ensure that the transportation process is conducted in conformity with applicable federal and state regulations; and
- To maintain accounting records in conformity with applicable federal and state regulations.

Products and Staff Activities *(These Activities Support All Ten Planning Factors)*

- Prepare monthly and annual financial and performance reports for the transportation planning program;
- Amend, if necessary, the FY19 UWP;
- Develop the FY20 Unified Work Program;
- Provide staff support for PPUATS Technical and Policy Committees;
- Provide staff support for Human Service Transportation Plan – Urban Subcommittee;

- Administer (provide quarterly reports, process invoices, etc.) JARC, New Freedom, and Section 5310 projects that have not been closed out;
- Recruit and hire new PPUATS personnel (if necessary) and prepare employee evaluations;
- Administer the Personnel, Affirmative Action, EEO Program, Title VI, and other agency policies;
- Serve as a liaison between local governments and state and federal agencies;
- Provide general program management and supervisory functions;
- Monitor the UWP budget;
- Administer requests for proposals/qualifications and consultant selection for special studies;
- Perform an audit of the FY18 Financial Statements of PPUATS/TCRPC;
- Purchase software and hardware to support transportation planning functions;
- Support Policy Committee and Technical Committee with agendas, minutes, reports;
- Maintain technical and professional subscriptions and association membership dues;
- Maintain and update PPUATS information on the TCRPC website;
- Organize meetings and public hearings as necessary;
- Participate in local, state and federal conferences, meetings, seminars, and training programs related to transportation; and
- Develop the Annual Listing of Federally Obligated Projects.

Task 1 Budget

	Federal Funds	Local Match	Total
FY19 FHWA	\$116,576	\$29,144	\$145,720
FY19 FTA	\$33,461	\$8,365	\$41,926
FY19 Total	\$150,037	\$37,509	\$187,546

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

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 data base management activities have been integral aspects of the transportation planning process since the initial PPUATS 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 data base development, information collection, and information dissemination. Technology has advanced quickly in the area of data procurement with a considerable amount of data now available. Maintaining and building an effective comprehensive planning database and network is the main focus for this element of the work program.

Products and Staff Activities

- Coordinate activities for a comprehensive region-wide land use, demographic, economic and transportation database for analyzing trends in the long range planning process **EV**
- 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**
- Assist the census bureau in updating information as needed **EV**
- 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 asset management tools **MO, RR**
- Coordinate with IDOT and other state agencies on statewide GIS development **MO**
- Ensure that the Urbanized Area boundary and the 20-year Planning Boundary remain accurate **MO**
- Update the Travel Demand Model to include current ADT information and signal timing information **MO, SS, EE**
- Continue to use the Travel Demand Model to project future transportation volumes for proposed surface transportation improvements **MO, PE**
- Integrate Travel Demand Model with CommunityViz **EV, MO**
- 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**
- Develop and launch regional pavement management system for MPO members **SS, TS, MO, PE, RR**

Task 2 Budget

	Federal Funds	Local Match	Total
FY19 FHWA	\$117,016	\$29,254	\$146,270
FY19 FTA	\$33,587	\$8,397	\$41,984
FY19 Total	\$150,603	\$37,651	\$188,254

All work will be performed by staff, except for Travel Demand Modeling, which will be performed by a consultant.

Task 3: Long Range Planning

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 (3-C) local transportation planning process.

Products and Staff Activities

- Implement the FY 2015-2040 Metropolitan Transportation Plan *EV, SS, TS, AM, EE, CI, MO, PE*
- Begin development of FY 2020-2045 Metropolitan Transportation Plan *EV, SS, TS, AM, EE, CI, MO, PE*
- Monitor the Performance Measures outlined in the FY2015-2040 Metropolitan Transportation Plan *EV, SS, TS, AM, EE, CI, MO, PE*
- Develop a Performance Management approach to transportation planning and programming as required by MAP-21/FAST Act *SS, TS, MO, PE*
- Develop Safety Performance Measures *SS, TS, MO, PE, RR*
- Develop Road/Bridge Condition Performance Measures *SS, TS, MO, PE, RR*
- Develop System Performance/Freight/CMAQ Measures *EV, AM, CI*
- Continue non-motorized transportation planning, including bike/ped traffic counts, trail plans in small communities *AM, CI*
- 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*
- Develop a plan to provide transit and para-transit service in those areas of the urbanized area that are not served by a public transit system *AM*
- Work with local agencies to develop policies that apply storm water management best practices to transportation projects *EE, RR*
- Organize a series of seminars regarding the future of various transportation modes in the region *MO*
- Implement the Human Service Transportation Plan for the Urbanized Area *AM*
- Promote passenger/commuter rail for the region *EV, AM, EE*
- Continue to dedicate resources to freight transportation planning *EV, AM, CI*
- Program \$90,000 in FY19 funds for Special Projects *EV, SS, TS, AM, EE, CI, MO, PE*
- Oversee completion of scope additions to FY18 Special Projects *AM, MO*
- Update the Human Services Transportation Plan (HSTP) *EV, SS, TS, AM, EE, CI, MO*
- Coordinate with regional stakeholders to promote multimodal freight transportation options for the region as related to surface transportation *EV, AM, CI*

Task 3 Budget

	Federal Funds	Local Match	Total
FY19 FHWA	\$146,050	\$36,512	\$182,562
FY19 FTA	\$41,921	\$10,480	\$52,401
FY19 Total	\$187,971	\$46,992	\$234,963

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 matter experts.

Task 4: Short Range Planning

Objective

PPUATS 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

- Develop the FY2019-2022 Transportation Improvement Program (TIP) *EV, SS, TS, AM, EE, CI, MO, PE*
- Amend the adopted TIP as needed *EV, SS, TS, AM, EE, CI, MO, PE, RR, ET*
- Begin process to update the Congestion Management Process to be completed in FY20 *SS, TS, MO*
- Program FY17 and FY18 FTA Section 5310 funds in the urbanized area, both capital (CVP) and non-capital funds, based on the goals of the Human Service Transportation Plan *AM*
- Maintain/Update the STU program of projects as needed *MO, PE*
- Program STU and other federal transportation funds as available *MO, PE*
- Administer Transportation Alternative Program (TAP) funds *AM, CI*
- Program FY17-20 Transportation Alternatives (TAP) funds *SS, EE, RR, ET*
- Promote alternative transportation modes such as transit, walking, and bicycling *AM, CI*
- Support the Eastern Bypass Coalition *EV*
- Continue to monitor air quality issues as they relate to transportation planning (Note: As of May 2018, the region is in attainment) *EE*
- Develop a regional model Complete Streets policy *EV, SS, AM, EE, PE, RR, ET*
- Coordinate with IDOT to pursue update of regional Intelligent Transportation System (ITS) Architecture *SS, TS, AM, MO*
- Develop an Off-Road Multi-Use Facility Study for the City of Pekin *EV, SS, EE, ET*
- Provide technical support to transit and paratransit providers *AM*

Task 4 Budget

	Federal Funds	Local Match	Total
FY19 FHWA	\$128,453	\$32,113	\$160,567
FY19 FTA	\$36,870	\$9,218	\$46,088
FY19 Total	\$165,323	\$41,331	\$206,654

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

Program Year FY19 PL-FTA Funds

Task	UWP Category	Total Costs	IDOT - PL Reimbursement	Local Match	Total IDOT-PL	FTA Reimbursement	Local Match	Total FTA
1	Management and Administration	\$187,546	\$116,576	\$29,144	\$145,720	\$33,461	\$8,365	\$41,826
2	Data Development and Maintenance	\$188,254	\$117,016	\$29,254	\$146,270	\$33,587	\$8,397	\$41,984
3	Long-Range Planning	\$234,963	\$146,050	\$36,512	\$182,562	\$41,921	\$10,480	\$52,401
4	Short-Range Planning	\$206,654	\$128,453	\$32,113	\$160,567	\$36,870	\$9,218	\$46,088
	TOTAL	\$817,417	\$508,094	\$127,024	\$635,118	\$145,839	\$36,460	\$182,299

EXHIBIT II: Line Item Budget

Program Year FY19 PL-FTA Funds

	Annual Salary	% of Time	Direct Labor	Federal	Local	Total
<u>Salaries</u>						
Executive Director	\$106,600	60%	\$63,960	\$51,168	\$12,792	\$63,960
Planning Program Manager	\$93,808	70%	\$65,666	\$52,532	\$13,133	\$65,666
Planner III	\$51,168	80%	\$40,934	\$32,748	\$8,187	\$40,934
Planner II	\$46,904	50%	\$23,452	\$18,762	\$4,690	\$23,452
Planner I	\$44,772	70%	\$31,340	\$25,072	\$6,268	\$31,340
Planner I	\$44,772	70%	\$31,340	\$25,072	\$6,268	\$31,340
GIS Specialist II	\$52,191	50%	\$26,096	\$20,877	\$5,219	\$26,096
GIS Specialist I	\$40,500	50%	\$20,250	\$16,200	\$4,050	\$20,250
Office Administrator	\$44,985	21%	\$9,447	\$7,558	\$1,889	\$9,447
Subtotal Salaries			\$312,485	\$249,988	\$62,497	\$312,485
<u>Salaries (Part-Time/Temporary)</u>						
Interns	\$10,000	100%	\$10,000	\$8,000	\$2,000	\$10,000
Accountant	\$35,693	25%	\$8,923	\$7,139	\$1,785	\$8,923
Subtotal Part-Time Salaries			\$18,923	\$15,139	\$3,785	\$18,923
Total Salaries			\$331,409	\$265,127	\$66,282	\$331,409
Fringe Benefits	27.14%		\$84,809	\$67,847	\$16,962	\$84,809
Indirect Costs	55.89%		\$232,624	\$186,099	\$46,525	\$232,624
Total Personnel			\$648,841	\$519,073	\$129,768	\$648,841
<u>Direct Costs</u>						
Travel/Training/Conferences			\$15,000	\$12,000	\$3,000	\$15,000
APWA Conference			\$7,500	\$6,000	\$1,500	\$7,500
Equipment - Hardware & Software			\$25,000	\$20,000	\$5,000	\$25,000
Contractual - Special Projects			\$92,076	\$73,661	\$18,415	\$92,076
Contractual - Audit			\$24,000	\$19,200	\$4,800	\$24,000
Miscellaneous			\$5,000	\$4,000	\$1,000	\$5,000
Subtotal Direct Costs			\$168,576	\$134,861	\$33,715	\$168,576
TOTAL COSTS			\$817,417	\$653,934	\$163,483	\$817,417

EXHIBIT III: Revenue Allocation

Program Year FY19 PL-FTA Funds

Revenue Summary

Description	Federal (80%)	Local (20%)	Total
IDOT-PL	\$508,094	\$127,024	\$635,118
FTA Section 5303	\$145,839	\$36,460	\$182,299
Total Revenue	\$653,934	\$163,483	\$817,417

Cost Allocation

Description	IDOT-PL	FTA	Total
Total Funds Available	\$635,118	\$182,299	\$817,417
Distribution Percentages	77.7%	22.3%	100%

EXHIBIT IV: Labor Distribution

Program Year FY19 PL-FTA Funds

Number of Work Weeks Programmed

Task	UWP Category	Executive Director	Planning Program Manager	Planner III	Planner II	Planner I	Planner I	GIS Specialist III	GIS Specialist I	Office Administrator	Part-Time Acct.	Total
1	Management and Administration	18	16	2	2	2	2			11	13	66
2	Data Development and Maintenance	7		8				26	26			67
3	Long-Range Planning	3	10	18	12	20	20					83
4	Short-Range Planning	3	10	14	12	17	17					73
TOTAL		31	36	42	26	39	39	26	26	11	13	289

EXHIBIT V: Accounting Narrative

Program Year FY19

PPUATS funds 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 support 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
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 upon actual work hours spent. Work elements of the UWP are numerically coded and are utilized in preparing staff time sheets. The payroll computer printout accumulates staff names, hours, and cost 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 good acquired, consumed or expended specifically for the purpose of the grant,
- 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 upon anticipated activity, as well as historical experience. The Indirect Cost Rate for FY19 has been approved by IDOT.

Exhibit VI: PPUATS Match

Program Year FY19

PPUATS Community	2017 MFT Allotment	2017 %	FY2019 Match
Peoria County	\$2,481,299	22.34%	\$36,515
Tazewell County	\$1,935,225	17.42%	\$28,479
Woodford County	\$636,057	5.73%	\$9,360
City of Peoria	\$2,949,204	26.55%	\$43,401
City of Pekin	\$874,296	7.87%	\$12,866
City of East Peoria	\$600,114	5.40%	\$8,831
City of Washington	\$388,092	3.49%	\$5,711
Village of Bartonville	\$165,940	1.49%	\$2,442
Village of West Peoria	\$119,474	1.08%	\$1,758
Village of Morton	\$417,146	3.76%	\$6,139
Village of Peoria Heights	\$157,863	1.42%	\$2,323
Village of Creve Coeur	\$139,784	1.26%	\$2,057
City of Chillicothe	\$156,350	1.41%	\$2,301
Village of Germantown Hills	\$88,163	0.79%	\$1,297
<i>Subtotal</i>	<i>\$11,109,006</i>	<i>100.00%</i>	<i>\$163,483</i>
Greater Peoria Mass Transit	N/A	N/A	\$3,800
TOTAL MATCH			\$167,283

Exhibit VII: Budget by Cost Item

Program Year FY19

	PL/FTA	Local Funds	Total
Direct Costs			
Salaries & Wages	\$265,127	\$66,282	\$331,409
Fringe Benefits	\$67,847	\$16,962	\$84,809
TOTAL COMPENSATION AND FRINGE	\$332,974	\$83,243	\$416,217
Other Direct Costs			
Travel/Training/Conferences	\$12,000	\$3,000	\$15,000
APWA Conference	\$6,000	\$1,500	\$7,500
Equipment - Hardware & Software	\$20,000	\$5,000	\$25,000
Contractual - Special Projects	\$73,661	\$18,415	\$92,076
Contractual - Audit	\$19,200	\$4,800	\$24,000
Miscellaneous	\$4,000	\$1,000	\$5,000
TOTAL OTHER DIRECT COSTS	\$134,861	\$33,715	\$168,576
TOTAL DIRECT COSTS	\$467,835	\$116,959	\$584,793
Indirect Costs	\$186,099	\$46,525	\$232,624
TOTAL INDIRECT COSTS	\$186,099	\$46,525	\$232,624
TOTAL COSTS	\$653,934	\$163,483	\$817,417