



**TRI-COUNTY REGIONAL PLANNING COMMISSION**

456 FULTON STREET, SUITE 420

PEORIA, IL 61602

Phone: 309-673-9330 FAX: 309-673-9802

[www.tricountyrpc.org](http://www.tricountyrpc.org)

**Ways & Means Committee.....8:30 a.m., March 2, 2022**  
**Full Commission/Executive Board (in lieu of Lack of Quorum) ...9:00 a.m., March 2, 2022**

**Please join my meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/291023189>

**You can also dial in using your phone.**

United States: +1 (408) 650-3123

**Access Code: 291-023-189**

**AGENDA**

- 1. Call to Order, Welcome, Recognition of Audience**
- 2. Roll Call**
- 3. Public Input**
- 4. Motion to approve February 2, 2022 Commission minutes**
- 5. Chairman report**
- 6. Executive Director report**
- 7. Ways and Means Report**
  - a. Motion to approve January 2022 Financial Statements and Billings (Resolution 22-37)
- 8. Administration**
  - a. Motion to approve (1) Out of State Travel Request for staff member to attend American Planning Association Conference (Resolution 22-38)
- 9. Planning**
  - a. FHWA/FTA Certification Review (Presentation)
  - b. Discussion of FY2023 Draft Unified Planning Work Program (UPWP) (Attachment)
  - c. Discussion of FY 2025-26 STBG Programming (Attachment)
  - d. Motion to approve STBG Policy Amendment (Resolution 22-39)
  - e. Motion to authorize the Executive Director to enter into a contract with the Village of Minonk for the purpose of developing a Comprehensive Plan (Resolution 22-40)
  - f. Motion to authorize the Executive Director to enter into a contract with the City of Eureka to provide GIS support to Park Planning project (Resolution 22-42)
  - g. Motion to approve sponsorship of the 2022 American Public Works Association Illinois Chapter Conference for an amount not to exceed \$7,500 (Resolution 22-41)
- 10. Updates**
  - Strategic Planning
  - Passenger Rail
  - HSIP Guardrail Grant
  - Hanna City Trail
  - Hazard Mitigation
  - IDOT
  - FHWA
- 11. Other**
- 12. Adjournment**



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## AGENDA

### 1. Call to Order, Welcome, Recognition of Audience

Chairman Mike Hinrichsen called the meeting to order at 9:00 a.m.

He also asked if there were any objections to not have roll call votes on motions unless requested.

### 2. Roll Call

Commissioner	P	A	Commissioner	P	A
<b>Mike Hughes</b> Chillicothe		x	<b>Leon Ricca</b> Bartonville		x
<b>Rita Ali</b> City of Peoria.	x		<b>Nate Parrott</b> Morton	x	
<b>Patrick Ulrich</b> City of Peoria	x		<b>Barry Logan</b> Woodford Co	x	
<b>Rick Powers</b> City of Peoria	x		<b>Chuck Nagel,</b> Woodford Co.	x	
<b>Ron Talbot</b> Creve Coeur		x	<b>Andrew Rand,</b> Peoria Co.		x
<b>John Kahl</b> East Peoria.	x		<b>Don White</b> Peoria Co.	x	
<b>Mike Hinrichsen,</b> Germantown Hills	x		<b>Russ Crawford</b> Tazewell Co.	x	
<b>Mike Phelan,</b> Peoria Heights		x	<b>Greg Menold,</b> Tazewell Co.	x	
<b>Mark Luft</b> City of Pekin.		x	<b>Sharon McBride</b> CityLink	x	
<b>Gary Manier,</b> Washington	x		<b>Karen Dvorsky,</b> IDOT		x
<b>James Dillon</b> West Peoria		x	.		

Virtual: Eric Miller, Rebecca Eisele, Ray Lees, Gabriel Guevara, Michael Bruner, Logan Chapman, Debbie Ulrich, Britney West, and Reema Abi-Akar. Virtual: Brandon Geber- IDOT, and Betsy Tracey-FHWA.

### 3. Public Input-none

**4. Motion to approve December 1, 2021, Commission minutes**

John Kahl moved to approve December 1, 2021, Commission minutes and Gary Manier seconded.  
Motion carried.

**5. Chairman report nothing to report**

**6. Executive Director report**

Eric Miller reported on the following:

- We have been working without a full staff for 5 months. We have done a few interviews for planners and have a few candidates that are interested.
- FY23 draft UWP is due to IDOT by February 14. It is a 20% increase in funds and 20% increase in match.
- STBG allocation is \$4M

**7. Ways and Means Report**

- a. Motion to approve November and December Financial Statements and Billings (Resolution 22-27)  
Chuck Nagel moved to approve November and December Financial Statements and Billings (Resolution 22-27), and Rick Powers seconded.

Rebecca Eisele reported on the following:

- End of month Operating cash was \$663k. Net cash increased in December by \$100k. Operating Activities in December resulted in a net Loss of (1.4k)
- Accounts Receivable at the end of the month was \$376.5k. Of the A/R balance, \$223k was federal funds, \$85 was state funds, and \$68 was local funds.
- Accounts Payable at the end of the month was \$46k, there was \$21k in unpaid pass-through expenses as of the end of December. The remaining \$25k A/P balance included a \$13k for April-August 2021 accounting services from Gorenz & Associates, as well as regular monthly bills, including health, dental, vision, and life insurances.
- Total Billings for December were \$92k, less direct pass-throughs of \$31k, resulting in Operating Revenue of \$61k. December included 20 regular working day, and 3 paid holidays.
- Total Expenses for December were \$94k, less direct pass-throughs of \$31k, resulting in Operating Expenses of \$62k.
- December ended with a Net Loss of (\$1.4k), and FY22 has a year-to-date loss of (\$763). However, there is \$11.7k in pass-through expenses that have not been billed to IDOT as of the end of December.

Motion carried.

**8. Administration**

- a. Motion to approve promotion(s) in place (Resolution 22-28)

Greg Menold moved to approve promotion(s) in place (Resolution 22-28) and Rick Powers seconded.

- Miller explained we have a great staff and to keep them we need to recognize the staff taking on more duties. Money is in budget.

Motion carried.

- b. Motion to approve Employee Health Insurance package (Resolution 22-29)

John Kahl moved to approve Employee Health Insurance package (Resolution 22-29) and Nate Parrott seconded.

- Eric Miller explained the change in insurance to Blue Cross/Blue Shield and the savings of 11% in premiums.

Motion carried.

- c. Motion to approve Executive Director to enter agreement for General Liability, Property, Commercial Auto, Crime, Workers Comp., Professional Liability and Commercial Umbrella Insurance (Resolution 22-30)

Gary Manier moved to approve the Executive Director enter into an agreement for General Liability, Property, Commercial Auto, Crime, Workers Comp., Professional Liability and Commercial Umbrella Insurance and John Kahl seconded.

- Eric Miller explained the process and that this rate is locked in for 3 years.

Motion carried.

- d. Motion to approve Executive Director to renew the contract to the Cleaning Source for janitorial service (Resolution 22-26)

John Kahl moved to approve Executive Director renew the contract to the Cleaning Source for janitorial service (Resolution 22-26) and Nate Parrott seconded.

- Eric Miller this is for the cleaning services for our office, and it increased by \$7.00.

Motion carried.

- e. Motion to approve Executive Director to enter into a computer service agreement with Facet Technologies, Inc. (Resolution 22-36)

Nate Parrott moved to approve Executive Director to enter into a computer service agreement with Facet Technologies, Inc. (Resolution 22-36) and Rita Ali seconded.

- Eric Miller explained this service is for firewall for GIS.

Motion carried.

## **9. Planning**

- a. Motion to approve Transportation Improvement Program Amendments-Attachments:

- 5310-18-02 Pedestrian and Bus Stop Improvements
- 5310-22-01 Washington Paratransit Expansion
- 5310-22-03 East Peoria Sidewalk Improvement

Barry Logan moved to approve all (3) three Transportation Improvement Program Amendments and Nate Parrott seconded.

Reema Abi-Akar explained these are for HSTP:

- 5310-18-02 Pedestrian and Bus Stop Improvements are located at the intersection of Prospect and Arcadia.
- 5310-22-01 Washington Paratransit Expansion is in Washington
- 5310-22-03 East Peoria Sidewalk Improvement is located on the east side of Edmund St. and Cedar St interchange to Richland St.

Motion carried.

- b. Motion to approve Peoria Passenger Rail Study (Resolution 22-31)

Patrick Urich moved to approve Peoria Passenger Rail Study (Resolution 22-31) and Chuck Nagel seconded

- Michael Bruner updated that the staff and City of Peoria staff have reviewed the statements of qualifications received for the project and selected Hanson Professional Services, Inc. as the consultant.

Motion carried.

- c. Motion to approve Hanna City Trail Connection Study (Resolution 22-32)

John Kahl moved to approve Hanna City Trail Connection Study (Resolution 22-32) and Nate Parrott seconded.

- Michael Bruner updated the Commission staff, Peoria County staff, and stakeholders reviewed the statement of qualifications received for the Peoria County Hanna City Trail Connection study for an amount not to exceed \$30,000.

Motion carried.

- d. Motion to approve Pavement Performance Measures (Resolution 22-33)- Attachment

John Kahl moved to approve Pavement Performance Measures (Resolution 22-33) and Rick Powers seconded.

Michael Bruner updated on the following:

- This is to support IDOT's adjusted targets for Pavement & Bridge Condition and System Performance. He explained the 6 Pavement & Bridge Condition Metrics and the new targets that IDOT recommended.

Motion carried.

- e. Motion to approve Transit Safety Performance Measures (Resolution 22-34)- Attachment  
John Kahl moved to approve Transit Safety Performance Measures (Resolution 22-34) and Rick Powers seconded.
- Michael Bruner explained this is to adopt the Transit Safety Program. As we are the MPO here are the base line data and targets we need to follow. MPO's must resolve to support GPMTD PTSAP safety targets.

Motion carried.

- f. Motion to approve Executive Director to execute activities related to Spring 2022 Strategic Planning Session (Resolution 22-35)- Attachment  
Barry Logan moved to approve Executive Director to execute activities related to Spring 2022 Strategic Planning Session (Resolution 22-35) and Russ Crawford seconded.
- Eric Miller updated this is to educate and engage local policymakers, stakeholders, and the general public to help develop and prioritize a regional transportation vision.

Motion carried.

## **10. Updates**

- Hanna City Trail  
Reema Abi-Akar said that the project is fully executed and IDNR passed it, Hanna City purchased the land for the Hanna City right of way.
  - Mike Hinrichsen added this is due to a great individual to be persistent to achieve the goal.
  - Russ Crawford said he is excited for this project.
  - Eric Miller added this is a big lift for Hanna City, twenty-five mile of rail right of way.
- Hazard Mitigation
  - Reema Abi-Akar updated that IEMA is starting the application process. She then explained Hazard Mitigation and the process to apply for getting funding if needed.
- IDOT  
Brandon Geber said to have draft to him by February. There is a form on google for State matching funds.  
He also added the state office is closing at 2:00 p.m. today and closed all day tomorrow.
- FHWA  
Betsy Tracey had nothing to add  
Eric Miller added our 4-year certification review is in process.

## **11. Other**

Chairman Mike Hinrichsen had a request to change the day of the Executive Board meeting due to a conflict with Tazewell County Road meeting. He is suggesting 3<sup>rd</sup> Friday at 9:00 a.m. Russ Crawford said this will not work for Andrew Rand to have any Friday meetings. This is still being discussed.

## **12. Adjournment**

John Kahl moved to adjourn at 9:50 a.m. and Nate Parrott seconded. Motion carried.

Submitted by:

Eric Miller, Executive Director

Transcribed by:

Debbie Ulrich, Office Manager

To: Members of the Commission  
From Eric W. Miller, Executive Director  
Date: February 24, 2022  
Subject: Executive Director Report for February 2022

Project	Activity	Status
<b>Administrative</b>		
Headlines	Working with Consultant regarding regional transportation meeting and strategic planning meeting	Ongoing
	Extended job offer to planner	Ongoing
	Attended several webinars regarding implementation of the BIL (Bipartisan Infrastructure Legislation)	Complete
	Kickoff meetings with Activity Based Travel Demand Model and Congestion Management	Ongoing
	Kickoff meetings with Rail Station location consultant	Ongoing
	Coordination with IDOT re: federal performance measures	Ongoing
	Attended passenger rail working group meeting	Ongoing
	Working with stakeholders with guardrail agreements	Ongoing
	Support to various communities for grant applications	Ongoing
	Coordination with Stakeholders regarding Hanna City Trail implementation	Ongoing
	Started STBG Funding Round	Ongoing
	Responded to Questionnaire from FHWA regarding MPO certification	Ongoing
	Working with staff and stakeholders on various SPR project ideas	Ongoing
Commission vendor selection	Developing RFQ for legal services	Ongoing
Personnel	Annual staff reviews ongoing	Ongoing
Indirect Cost Rate(ICR)	Work on FY21 ICR with State of Illinois GOMB	Complete
Website	Content review of website.	Ongoing
<b>Planning issues</b>		
Illinois River Issues	Continued coordination of Beneficial Use of Dredged Material Pilot project	Ongoing
	Continued coordination and outreach regarding Asian Carp	Ongoing
	Continued discussion with stakeholders re: Island Design Workshop -USACE Engineering with Nature (national)	Ongoing
	Discussion with members regarding organization	Ongoing
Village of Goodfield Comp Plan	Continued discussion with village board regarding Scope of work	On hold
Village of Dunlap Comp Plan	Work is complete	Complete
Village of Tremont Comp Plan	Work has commenced	Ongoing
Village of Germantown Hills Comp Plan	Continued discussion with village board regarding scope of work	Ongoing
Village of Minonk Comp Plan	Continued discussion with village board regarding scope of work	Ongoing
Village of Eureka	Discussion with Village regarding recreational planning	Ongoing
Watershed Planning	Submitted Scope of Work and IEPA 319 Grant Submittal for a Watershed plan in Kickapoo Creek WS	Ongoing
Hazard Mitigation Plan	Selected to submit full proposal to update Hazard mitigation plan, Coordination with IEMA and Stakeholders	Ongoing
Online Collaboration Platform	Implementation of ARC Hub Citizen Engagement Platform	ongoing
<b>GIS Projects/ Asset Management</b>		
Village of Elmwood	Dunlap	Ongoing
Washburn	Peoria Heights	Ongoing
Minonk	Village of North Pekin	Ongoing
Delavan	Village of Washburn	Ongoing
North Pekin	Peoria Park District	Ongoing
El Paso	Tremont	Ongoing
Hollis Park District	Hanna City	Ongoing
Chillicothe	Creve Coeur	Pending
Bartonville		
Maintained COVID-19 dashboard for Woodford County Health Dept.		Ongoing
<b>MPO/Transportation</b>		
Technical Committee	Prepare agenda for and coordination for Technical Meetings	ongoing
Transportation Improvement Program	Development of FY 22 Transportation Improvement Program	Complete
	Created web based TIP document application	
	Processed FY 21 TIP Amendments	Ongoing
Intelligent Transportation Systems	Continued work on update to regional ITS architecture	on hold
Highway Safety Improvement Program Guardrails	working with Stakeholders to identify project lead for implementation	Ongoing
Special Transportation Studies		
City of East Peoria Riverfront Bikeway study	Project is complete	Complete
Woodford County Pavement evaluation	Project is complete	Complete
Hanna City Trail -Taylor Road, South Side Connection Study	Consultant selection is underway	Ongoing
Passenger Rail multimodal Center location study	Project has started	Ongoing
		Ongoing
FY 21 State Planning and Research Funding		
Asset Management software	Project is underway, coordinating with consultant	Ongoing
Activity Based Travel Demand Model	Project is underway, coordinating with consultant	Ongoing
Congestion Management Plan	Project is underway, coordinating with consultant	Ongoing
FY20 State Planning and Research Funding		
Grey Area Study	Report is complete	Complete
GIS Planimetric data acquisition	Project is complete	Complete
<b>HSTP/Transportation</b>		
5310 program Grant	work with 5310 Grant recipients to ensure commitment to project	Ongoing
HSTP meetings		

**RESOLUTION 22-37**

**A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPROVE THE FINANCIAL REPORTS AND BILLINGS FOR JANUARY**

**WHEREAS** the Tri-County Regional Planning Commission is required to establish and maintain proper accounting procedures and cash management records in accordance with Generally Accepted Accounting Principles (GAAP) as applied to governmental agencies, and

**WHEREAS**, on a monthly basis, the staff accountant prepares end-of-month financial reports and a listing of cash disbursements, and

**WHEREAS**, the Ways & Means Committee has reviewed the end-of-month financial statements and cash disbursements report for January 2022 and recommends that the Commission approve said reports.

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

That the financial reports and cash disbursements for January 2022 are approved.

Presented this 2nd day of March 2022

Adopted this 2nd day of March 2022

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Michael Hinrichsen, Chairman  
Tri-County Regional Planning Commission

**ATTEST:**

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

## Tri-County Regional Planning Commission

## Balance Sheet

As of January 31, 2022

	Current Month	Previous Month	Previous Year
	Jan 31, 22	Dec 31, 21	Jan 31, 21
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
10000 · Cash - Unrestricted			
10110 · MCB Checking - Operations	634,835	662,792	690,451
Total 10000 · Cash - Unrestricted	634,835	662,792	690,451
11000 · Cash - Restricted			
11110 · MCB Checking - Flex Benefits	1,530	1,530	1,530
11210 · MCB Money Market - PPUATS	166,301	147,087	51,222
11310 · MCB Checking - IL MPO Adv.	19,238	19,238	19,238
11410 · MCB Savings - Unvested Retirement	11,178	17,559	17,751
Total 11000 · Cash - Restricted	198,248	185,415	89,741
Total Checking/Savings	833,083	848,207	780,193
Accounts Receivable			
13000 · Accounts and Grants Receivable	377,959	376,514	284,728
Total Accounts Receivable	377,959	376,514	284,728
Other Current Assets			
15000 · Prepaid Expenses	25,130	25,872	15,095
Total Other Current Assets	25,130	25,872	15,095
Total Current Assets	1,236,172	1,250,593	1,080,016
Fixed Assets			
17100 · Computer Equipment	33,098	33,098	33,098
17101 · Accum. Deprec. - Computers	(33,098)	(33,098)	(32,156)
Total Fixed Assets	-	-	942
<b>TOTAL ASSETS</b>	<b>1,236,172</b>	<b>1,250,593</b>	<b>1,080,958</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 · Accounts Payable			
20001 · Accounts Payable - Prev. Period	-	7,776	-
20000 · Accounts Payable - Other	32,787	49,206	42,056
20011 · MCB Credit Card	(9)	(25)	-
Other Current Liabilities			
21000 · Accrued Expenses	1,357	1,103	3,483
21100 · Accounts Payable - Employees	299	41	-
22100 · Accrued Wages Payable	20,793	21,065	23,108
22200 · Accrued Vacation/Personal Time	51,653	52,125	60,332
22300 · Unvested Retirement	11,375	17,756	18,004



# Tri-County Regional Planning Commission

## Balance Sheet

As of January 31, 2022

	Current Month	Previous Month	Previous Year
	Jan 31, 22	Dec 31, 21	Jan 31, 21
<b>22500 · Payroll Taxes and Withholdings</b>	3,272	3,232	3,200
<b>Total 22000 · Employer Liabilities</b>	87,094	94,177	104,644
<b>23000 · Unearned Revenue</b>			
<b>23100 · PPUATS</b>	196,441	200,191	29,837
<b>23200 · IL MPO</b>	19,238	19,238	19,238
<b>23250 · Walkability Funds</b>	-	-	11,000
<b>23300 · Woodford County</b>	-	-	9,333
<b>23400 · Regional Server Partnership</b>	3,750	4,500	3,750
<b>23500 · Village of Washburn</b>	488	488	488
<b>Total 23000 · Unearned Revenue</b>	219,917	224,417	73,646
<b>Total Other Current Liabilities</b>	308,666	319,738	181,772
<b>Total Current Liabilities</b>	341,444	376,695	223,829
<b>Total Liabilities</b>	341,444	376,695	223,829
<b>Equity</b>			
<b>31000 · General Fixed Asset Equity</b>	13,450	13,450	13,450
<b>35000 · Capital Contribution</b>	193,000	193,000	193,000
<b>39000 · Retained Earnings</b>	678,902	678,902	619,810
<b>Net Income</b>	<b>9,376</b>	<b>(11,454)</b>	<b>30,869</b>
<b>Total Equity</b>	894,728	873,898	857,129
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,236,172</b>	<b>1,250,593</b>	<b>1,080,958</b>

## Tri-County Regional Planning Commission

## Profit &amp; Loss

January 2022

	Current Month	Previous Month	FY22 - Current YTD	FY21 - Previous YTD
	Jan 22	Dec 21	Jul '21 - Jan 22	Jul '20 - Jan 21
<b>Ordinary Income/Expense</b>				
<b>Revenue by Type</b>				
41000 · Federal Grants and Awards	54,201	69,096	493,922	554,931
42000 · State Grants and Awards	23,867	16,485	161,611	323,749
43000 · Local Matching Contributions	-	-	(7,935)	83,819
44010 · GIS Support	2,786	1,660	15,587	37,028
44020 · Planning & Zoning Support	985	877	9,908	13,565
45000 · Member Dues	4,250	4,250	28,852	29,079
46000 · Interest Income	15	13	80	211
<b>Total Income</b>	<b>86,104</b>	<b>92,381</b>	<b>702,026</b>	<b>1,042,382</b>
Gross Profit	86,104	92,381	702,026	1,042,382
<b>Expense by Account &amp; Category</b>				
Total 61000 · Computer Expenses	1,403	3,948	47,076	16,014
Total 61500 · Outside Services	453	28,312	162,210	377,416
Total 62000 · Depreciation	-	-	157	1,099
Total 63000 · Employee Benefits	13,336	13,514	97,989	105,131
Total 63500 · Office Administration	1,884	1,687	14,048	13,595
Total 64000 · Miscellaneous	249	(74)	(5,364)	14,610
Total 65000 · Professional Fees	-	87	37,735	115,702
Total 65500 · Facility Costs	3,751	3,744	26,295	24,784
Total 66000 · Salaries and Wages	41,547	42,411	303,980	342,085
Total 67000 · Travel and Training	2,651	41	8,525	1,076
<b>Total Expense</b>	<b>65,273</b>	<b>93,670</b>	<b>692,650</b>	<b>1,011,513</b>
<b>Net Income</b>	<b>20,830</b>	<b>(1,289)</b>	<b>9,376</b>	<b>30,869</b>

# Tri-County Regional Planning Commission

## Statement of Cash Flows

July 2021 through January 2022

	Jan 22	Jul '21 - Jan 22
<b>OPERATING ACTIVITIES</b>		
Net Income	20,830	9,376
Adjustments to reconcile Net Income to net cash provided by operations:		
13000 · Accounts and Grants Receivable	(1,445)	60,945
15000 · Prepaid Expenses	743	(4,761)
20000 · Accounts Payable	(24,195)	(84,006)
20011 · MCB Credit Card	16	(60)
21000 · Accrued Expenses	254	365
21100 · Accounts Payable - Employees	257	172
22100 · Accrued Wages Payable	(272)	(1,631)
22200 · Accrued Vacation/Personal Time	(472)	(13,420)
22300 · Unvested Retirement	(6,381)	(3,377)
22503 · FICA & Medicare	(131)	(135)
22504 · IL Unemployment Taxes	184	311
22505 · 457 (b) Contributions	(0)	196
22520 · United Way	(13)	(13)
23100 · PPUATS	(3,750)	166,604
23250 · Walkability Funds	-	(10,975)
23300 · Woodford County	-	(4,667)
23400 · Regional Server Partnership	(750)	3,750
Net cash provided by Operating Activities	(15,123)	118,676
<b>INVESTING ACTIVITIES</b>		
17101 · Accum. Deprec. - Computers	-	157
Net cash provided by Investing Activities	-	157
Net cash increase for period	(15,123)	118,833
Cash at beginning of period	848,207	714,250
Cash at end of period	<b>833,083</b>	<b>833,083</b>

**Tri-County Regional Planning Commission**  
**Check Register - Operating Account**  
**January 2022**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
01/03/2022	ACH	Delta Dental	Dental Insurance	183.54
01/03/2022	ACH	Guardian	Life, Disability, and Vision Insurance	388.78
01/03/2022	ACH	United Healthcare	Health Insurance	6,791.24
01/03/2022	1209	Heart of IL United Way	Community Impact Fund	19.50
01/04/2022	1210	Lardner/Klein Landscape Architects, P.C.	IDOT UPWP FY22 - Consultant Services	9,411.00
01/04/2022	1211	Gorenz and Associates, Ltd.	Accounting Services - 04/2021 - 08/2021	5,184.00
01/04/2022	1212	Gorenz and Associates, Ltd.	Accounting Services - 04/2021 - 08/2021	7,776.00
01/04/2022	1213	City of Peoria	Rent - 01/2022	2,950.00
01/04/2022	1214	Xerox Financial Services	Copier	417.91
01/05/2022	ACH	Staff - Payroll	Payroll 12/16/21 - 12/31/21	15,374.41
01/05/2022	ACH	Department of the Treasury	Payroll Taxes 12/16/21 - 12/31/21	6,288.54
01/05/2022	ACH	CEFCU	Payroll Liability 12/16/21 - 12/31/21	50.00
01/05/2022	ACH	Illinois Department of Revenue	Payroll Taxes 12/16/21 - 12/31/21	1,006.53
01/05/2022	ACH	Nationwide	Retirement 12/16/21 - 12/31/21	8,309.48
01/06/2022	Transfer	PPUATS	Transfer of PPUATS Receipts - 12/2021	22,960.00
01/10/2022	ACH	IL Director of Employment Security	IL Unemployment Remittance	101.10
01/12/2022	1215	Morton Community Bank	Credit Card Payment	3,124.07
01/12/2022	1216	VOID	VOID	0.00
01/13/2022	ACH	Comcast	Phones and Internet	343.06
01/13/2022	ACH	ESRI, Inc.	IDOT UPWP FY22 - Consultant Services	400.00
01/13/2022	ACH	Heartland Parking	Parking Validations	43.00
01/13/2022	ACH	Hinckley Springs	Water	11.25
01/13/2022	ACH	Precision Midwest	Batteries for GPS Unit	289.64
01/13/2022	ACH	The Cleaning Source	Office Cleaning - 12/2021	179.00
01/13/2022	ACH	Verizon Wireless	Phones	308.39
01/13/2022	1217	Illinois Public Transportation Assoc.	IDOT UPWP FY22 - Training & Education	150.00
01/13/2022	1218	Peoria Area Chamber of Commerce	2022 Community Leadership School - 2 Registrations	2,400.00
01/20/2022	ACH	Staff - Payroll	Payroll 01/01/22 - 01/15/22	14,769.70
01/20/2022	ACH	Department of the Treasury	Payroll Taxes 01/01/22 - 01/15/22	4,806.26
01/20/2022	ACH	CEFCU	Payroll Liability 01/01/22 - 01/15/22	50.00
01/20/2022	ACH	Illinois Department of Revenue	Payroll Taxes 01/01/22 - 01/15/22	933.20
01/20/2022	ACH	Nationwide	Retirement 01/01/22 - 01/15/22	1,427.34
01/20/2022	ACH	Unvested Retirement Account	Retirement 01/01/22 - 01/15/22	250.67
01/27/2022	ACH	Facet	Web Hosting, IT Services	985.00
01/27/2022	ACH	Heartland Parking	Parking	765.00
01/27/2022	ACH	WEX Bank	Gas for Commission Vehicle	30.07
01/31/2022	ACH	Morton Community Bank	Service Charge	14.95
<b>Register</b>			<b>Total Checks</b>	<b>118,492.63</b>

**Tri-County Regional Planning Commission**  
**Credit Card Register**  
 January 2022

Date	Employee Card	Vendor	Memo	Amount
01/05/2022	Ulrich	Adobe	Adobe User Subscription	15.93
01/06/2022	Ulrich	USPS	Postage	2.76
01/06/2022	Ulrich	Adobe	Adobe User Subscription	15.93
01/09/2022	Ulrich	Qbox	QuickBooks File Management	12.00
01/12/2022	Ulrich	Uftring Motors	Maint. Service - Commission Vehicle	64.49
01/15/2022	Ulrich	Adobe	Adobe Main Account Subscription	52.99
01/16/2022	Ulrich	Go To Meeting	Annual Subscription	348.00
01/27/2022	Ulrich	USPS	Stamps / Postage	58.00
01/31/2022	N/A	Morton Community Bank	Finance Charges	0.00
<b>Register</b>			<b>Total Charges</b>	<b>570.10</b>

Date	Employee Card	Vendor	Memo	Amount
<b>Register</b>			<b>Total Refunds and Credits</b>	<b>0.00</b>

## **RESOLUTION 22-38**

### **A RESOLUTION BY THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO ALLOW (1) PLANNER I TO ATTEND THE AMERICAN PLANNING ASSOCIATION – 2022 NATIONAL CONFERENCE IN SAN DIEGO, CA FROM APRIL 30 THROUGH MAY 3, 2022**

**WHEREAS**, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, has supported and funded the continuing education, training and professional development of Commission staff members hereafter referred to as Staff, and

**WHEREAS**, one of many opportunities to enhance the capabilities and performance of Staff is to have them attend and participate in Local, Regional and/or National Conferences focusing on planning issues with program content impacting and benefiting the Commission's Planning Mission, and

**WHEREAS**, the Commission's planning interests are best served by retaining committed, motivated, engaged and informed Staff members, and

**WHEREAS**, an Action Item included in the Commission's April 28, 2016 Strategic Planning Session encourages staff to attend conferences to expand their knowledge with new ideas, best practices, and new technologies, and

**WHEREAS**, the Intergovernmental Agreement with IDOT includes funds to allow staff to attend national conferences.

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

That the Commission approves the expenditure of funds for (1) Planner I to attend the American Planning Association National Conference from April 30 through May 3, 2022 in San Diego, CA for a cost not to exceed \$2,000.

Presented this 2nd day of March 2022

Adopted this 2nd day of March 2022

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Michael D. Hinrichsen, Chairman  
Tri-County Regional Planning Commission

**ATTEST:**

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Eric Miller, Executive Director  
Tri-County Regional Planning Commission



# MEMORANDUM

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**TO:** Commission

**FROM:** Staff

**SUBJECT:** Unified Planning Work Program (UPWP) FY 2023 Draft

**DATE:** March 2, 2022

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**Action needed by Commission:**

None. Information and discussion item only.

**Background:**

Every year, MPO staff is required to develop and submit a Unified Planning Work Program (UPWP) to the Illinois Department of Transportation (IDOT) that includes the transportation planning work program and budget for the upcoming fiscal year. The draft UPWP FY 2022 is attached for review.

The UPWP FY 2022 will be developed and approved according to the following schedule.

- February 14, 2022: Draft uniform budget template submitted to IDOT
- February 16, 2022: Staff presents draft UPWP to Technical Committee
- March 2, 2022: Staff presents draft UPWP to Commission
- March 16, 2022: Technical recommends UPWP to Commission for approval
- April 1, 2021: Staff submits draft UPWP to IDOT
- April 6, 2022: Commission approves final UPWP, staff submits document to IDOT
- July 1, 2021: IDOT accepts UPWP, work begins

**TRI-COUNTY REGIONAL PLANNING  
COMMISSION  
(TCRPC)**

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# **Unified Planning Work Program (UPWP)**

**FISCAL YEAR 2023**



# **Unified Planning Work Program (UPWP)**

for the

**Tri-County Regional Planning Commission**

**Fiscal Year 2023**

July 1, 2022, through June 30, 2023

Prepared by

**Tri-County Regional Planning Commission (TCRPC) Staff**

in cooperation with

**Illinois Department of Transportation (IDOT)**

**Federal Highway Administration (FHWA)**

**Federal Transit Administration (FTA)**

Approved by the Commission on XXXX

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## **TRI-COUNTY MEMBERSHIP AND STAFF**

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### **Commission**

#### **Peoria County**

Andrew Rand  
Don White

#### **Tazewell County**

Russ Crawford  
Greg Menold

#### **Woodford County**

Barry Logan  
Chuck Nagel

#### **City of Peoria**

Rita Ali  
Patrick Ulrich  
Rick Powers

#### **City of Pekin**

Mark Luft

#### **City of East Peoria**

John Kahl

#### **City of Washington**

Gary Manier

#### **Village of Bartonville**

Leon Ricca

#### **City of West Peoria**

James Dillon

#### **Village of Morton**

Nate Parrott

#### **Village of Peoria Heights**

Mike Phelan

#### **Village of Creve Coeur**

Ron Talbot

#### **City of Chillicothe**

Mike Hughes

#### **Village of Germantown Hills**

Mike Hinrichsen - Chair

#### **CityLink**

Sharon McBride

#### **IDOT**

Karen Dvorsky

### **Technical Committee**

#### **Peoria County**

Amy Benecke-McLaren  
Jeff Gilles

#### **Tazewell County**

Craig Fink - Chair  
Dan Parr

#### **Woodford County**

Conrad Moore

#### **City of Peoria**

Andrea Klopfenstein  
Alyssa McCain  
Sie Maroon

#### **City of Pekin**

Justice Reeise

#### **City of East Peoria**

Ric Semonski

#### **City of Washington**

Dennis Carr

#### **Village of Bartonville**

Patrick Meyer

#### **City of West Peoria**

Kinga Krider – Vice-Chair

#### **Village of Morton**

Craig Loudermilk

#### **Village of Peoria Heights**

Chris Chandler

#### **Village of Creve Coeur**

Terry Koegel

#### **City of Chillicothe**

Kenneth Coulter

#### **Village of Germantown Hills**

Rich Brecklin

#### **CityLink**

Nick Standefer

#### **IDOT**

Terrisa Worsfold

#### **Greater Peoria Airport**

Gene Olson

#### **TCRPC**

Eric Miller

### **TCRPC Staff**

#### **Eric Miller**

Executive Director

#### **Ray Lees**

Planning Program Manager

#### **Reema Abi-Akar**

Planner III

#### **Michael Bruner**

Planner III

#### **Gabriel Guevara**

Planner I

#### **Britney West**

GIS Specialist II

#### **Logan Chapman**

GIS Specialist I

#### **Debbie Ulrich**

Office Manager

#### **Rebecca Eisele**

Accountant

\*As of December 14, 2021

## **INTRODUCTION**

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The Unified Planning Work Program (UPWP) identifies the funds and activities to be conducted by the Peoria-Pekin Urbanized Area Metropolitan Planning Organization (MPO) during Fiscal Year 2022, the period of July 1, 2022 to June 30, 2023. The UPWP coordinates planning related to highways, transit, and other transportation modes. MPO staff develops the UPWP with direction from the Tri-County Regional Planning Commission governing board, known as the Commission, the MPO Technical Committee, the Greater Peoria Mass Transit District (CityLink), and the Illinois Department of Transportation (IDOT).

### **The MPO**

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

### **MPO Organization and Duties**

The MPO is comprised of two boards: the Commission and Technical Committee.

The 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 their approval. The Technical Committee is composed of staff from the urbanized area's jurisdictions.

# FUNDING AND WORK ELEMENTS

TCRPC actively monitors both the development and the implementation of the UPWP. Annual development and periodic updates of the UPWP ensure that the planning work detailed inside (1) is in keeping with Federal and State requirements, (2) addresses the region's transportation needs, and (3) is performed in a cost-effective manner.

## PL Funding

The UPWP includes federal funding for transportation planning provided by FHWA Section 5305(d) and FTA Section 5305(e), along with the local match typically provided by the MPO member communities. Together, FHWA funds and FTA funds make up MPO PL funding for FY23. The total amount of funding available for FY23 is:

Description	Total
PL Funds	\$814,198.91
Required Match	\$203,549.73
<b>Total</b>	<b>\$1,017,748.64</b>

## FY 2022 Accomplishments

The primary accomplishments of the MPO in FY 2022 included:

- Worked with municipalities, counties, and IDOT to process amendments to the FY2021-2024 TIP
- 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 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
- Continued implementation of the Long-Range Transportation Plan 2020-2045
- Continued implementation of *BikeConnect HOI: Heart of Illinois Regional Bicycle Plan*
- Completed the Gray Area Mobility Enhancement and Expansion Study
- Oversaw special transportation planning studies, performed by consultants:
  - East Peoria Riverfront Trail Corridor and Feasibility Study
  - Woodford County Pavement Evaluation and Management Project
  - City of Peoria Passenger Rail Station Location Study
  - Peoria County Hanna City Trail Connection Study
- Monitored and participated in efforts to acquire the Hanna City trail corridor
- Coordinated the usage of regional pavement data through software analysis
- Monitored ground level ozone statistics and followed USEPA revisions to regulations
- Performed asset management for Village of Peoria Heights, Village of Bartonville, City of West Peoria, Village of Hanna City, and other communities as needed
- Completed guardrail inventories for communities throughout the region (HSIP submittal)
- Researched and adopted Statewide performance measure targets

- Presented transportation-related topics for nationwide, statewide, and regional conferences and student populations
- Updated Commission/MPO website
- Submitted applications for IDOT Statewide Planning and Research Funds
- Applied for and received FTA Section 5310 funding to provide transit and paratransit services in the urbanized area
- Analyzed 2020 census redistricting data
- Participated in Illinois Marine Transportation System Plan development
- Coordinated with local and regional stakeholders in the restructuring of the Heart of Illinois Port District
- Coordinated with local and regional stakeholders in establishing the Port Statistical Area (PSA)
- Coordinated update of regional Intelligent Transportation System (ITS) Architecture
- Keep attuned to the Connected and Autonomous Vehicles Policy and Design Guidelines – IDOT ICT
- Participated in Walkability Action Institute steering committee
- Participated in a Complete Street Popup Demonstration
- Coordinated with IDOT and local and regional stakeholders for pedestrian improvements along the Bob Michel Bridge
- Coordinated regional Statewide Planning and Research (SPR) grant applications
- Reviewed and prepared for the FHWA/FTA certification

### **Work Program**

In FY 2023, 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 their two-letter abbreviations.

<b>Planning Factor</b>	<b>Abbreviation</b>
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
- **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 has embraced these goals and will continue to do so. 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'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 FY20 and American Rescue Plan Act FTA 5310 funds based on the goals of the HSTP
- Provided planning and technical support to transit and para-transit providers

### **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 match, and they may be used as match for Metropolitan Planning (PL) funds and Statewide Planning and Research (SPR) funds. The total funding available for FY23 is estimated to be **\$203,549.73**.

Recently TCRPC has utilized State Planning Funds to create regional plans, engage consultants for special studies, and as a match for transportation grants. These activities are recorded in the annual UPWP. For FY 2023, TCRPC will utilize this available state resources to match PL funds.

Activity	Total
Match for PL funds FY 2023	\$203,549.73
<b>Total</b>	<b>\$203,549.73</b>

## **TASK 1: MANAGEMENT AND ADMINISTRATION**

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

### **Previous Work**

- Organized and provided support for MPO Technical Committee and Full Commission meetings
- Prepared monthly status reports for Full Commission and IDOT
- Prepared quarterly financial and progress reports for federal grants through FTA
- Maintained MPO database of media, consultants, and state and local officials
- Recruited and hired TCRPC staff as needed
- Recruited and hired interns to collect data and do research as needed
- Developed materials and information to support decisions by MPO committees
- Purchased and upgraded software (including GIS) in support of planning activities
- Purchased and upgraded computer equipment to enhance transportation planning activities
- Maintained TCRPC's 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, completed the required questionnaire, and ensured compliance

### **Objectives**

Peoria-Pekin Urbanized Area MPO must conduct federal and state mandated program administration requirements by supporting the functions of the Policy (Full Commission) 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

### (These Activities Support All Ten Planning Factors)

- Prepare monthly and annual financial and performance reports for the transportation planning program
- Amend, if necessary, the FY23 UPWP
- Develop the FY24 UPWP
- Provide staff support for MPO Technical Committee and Full Commission
- Provide staff support for Human Service Transportation Plan – Urban Subcommittee
- Administer (provide quarterly reports, process invoices, etc.) Section 5310 projects that have not been closed out
- Recruit and hire new MPO 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 UPWP budget
- Administer requests for proposals/qualifications and consultant selection for special studies
- Perform an audit of the FY22 Financial Statements of TCRPC
- Purchase software and hardware to support transportation planning functions
- Support Full Commission and MPO Technical Committee with agendas, minutes, and reports
- Maintain technical and professional subscriptions and association membership dues
- Maintain and update MPO information on the TCRPC website
- Organize meetings and public hearings as necessary
- Form and administer advisory committees as necessary
- Participate in local, state and federal conferences, meetings, seminars, and training programs related to transportation
- Develop the Annual Listing of Federally Obligated Projects
- Implement objectives of the updated Public Participation Plan

## Task 1 Budget

Description	Total
PL Funding	\$199,159.76
State Planning Funds	\$49,789.94
<b>Total</b>	<b>\$248,949.69</b>

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 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 for this element of the UPWP.

### 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**
- 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**
- Coordinate with IDOT and other state agencies on statewide GIS development **MO**
- Ensure that the Urbanized Area boundary and Planning Boundary remain accurate **MO**
- Continue to use the Travel Demand Model (TDM) to project future transportation volumes for proposed surface transportation improvements **MO, PE**
- Update the TDM with current ADT information and signal timing information **MO, SS, EE**
- Develop or acquire regional land use projections for TDM **MO, PE**
- 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**
- Coordinate with consultant on activity-based travel demand model **MO, PE**

### Task 2 Budget

Description	Total
PL Funds	\$187,123.35
State Planning Funds	\$46,780.84
<b>Total</b>	<b>\$233,904.19</b>

All work will be performed by staff, except for TDM, 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 2020-2045 Metropolitan Transportation Plan **EV, SS, TS, AM, EE, CI, MO, PE**
- Update the *BikeConnect HOI: Heart of Illinois Regional Bicycle Plan* **EV, SS, TS, AM, EE, CI**
- Monitor and update Performance Management targets and programming as required by MAP-21/FAST Act **SS, TS, MO, PE**
- Update Safety Performance Measures **SS, TS, MO, PE, RR**
- Update Road/Bridge Condition Performance Measures **SS, TS, MO, PE, RR**
- Update System Performance/Freight/CMAQ Measures **EV, AM, CI**
- Update Transit Asset Management Measures **MO**
- 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**
- Work with local agencies to develop policies that apply storm water management best practices to transportation projects **EE, RR**
- Organize seminars regarding the future of various transportation modes in the region **MO**
- Implement the Human Service Transportation Plan (HSTP) for the Urbanized Area **AM**
- Update the HSTP **EV, SS, TS, AM, EE, CI, MO**
- 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**
- 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**

### Task 3 Budget

Description	Total
PL Funds	\$216,456.96
State Planning Funds	\$54,114.24
<b>Total</b>	<b>\$270,571.20</b>

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.

## TASK 4: SHORT RANGE PLANNING

### Objective

TCRPC 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 FY2023-2026 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**
- Update the Congestion Management Process **SS, TS, MO**
- Program FY21 and FY22 FTA Section 5310 funds in the urbanized area, both capital and non-capital funds, based on the goals of the Human Service Transportation Plan **AM**
- Coordinate and implement the Gray Area Mobility Enhancement and Expansion Study **AM, CI**
- Maintain/update the Surface Transportation Block Grant (STBG) program of projects as needed **MO, PE**
- Program STBG and other federal transportation capital funds as available **MO, PE**
- Program/administer Transportation Alternatives Program (TAP) funds **AM, CI**
- Promote alternative transportation modes such as transit, walking, and bicycling **AM, CI**
- Coordinate and implement planning efforts for East Peoria Riverfront Trail **AM, CI**
- Assist with an implementation plan for the Hanna City Trail **AM, CI**
- Assist communities with ADA transition plans **SS, AM, CI, PE**
- Continue to monitor air quality issues as they relate to transportation planning (Note: As of February 2022, the region is in attainment) **EE**
- Develop a regional model Complete Streets policy (awareness and education vs. model ordinance) **EV, SS, AM, EE, PE, RR, ET**
- Coordinate regional safety asset management effort resulting in annual HSIP applications **SS, TS, MO, PE, RR**
- Develop and coordinate a highway safety committee **SS, TS, MO, PE, RR**
- Oversee completion of FY22 Special Projects **AM, MO**
- Program and administer FY23 Special Transportation Planning Studies **EV, SS, TS, AM, EE, CI, MO, PE**
- Provide technical support to transit and paratransit providers **AM**

### Task 4 Budget

Description	Total
PL Funds	\$211,458.84
State Planning Funds	\$52,864.71
<b>Total</b>	<b>\$264,323.55</b>

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 FY23 PL Funds

<b>Task</b>	<b>UWP Category</b>	<b>Total costs</b>	<b>PL</b>	<b>State</b>
1	Management and Administration	\$ 450,402.15	\$ 360,321.72	\$ 90,080.43
2	Data Development and Maintenance	\$ 193,153.82	\$ 154,523.06	\$ 38,630.76
3	Long-Range Planning	\$ 155,208.81	\$ 124,167.05	\$ 31,041.76
4	Short-Range Planning	\$ 218,983.86	\$ 175,187.09	\$ 43,796.77
<b>Total</b>		<b>\$1,017,748.64</b>	<b>\$ 814,198.91</b>	<b>\$ 203,549.73</b>

## EXHIBIT II: LINE ITEM BUDGET

Program Year FY23 PL Funds

Item	Annual Salary	Rate	Total PL	80% Federal	20% State
<b>Personnel</b>					
<b>Salaries</b>					
<b>Full-Time</b>					
Executive Director	\$118,145	78%	\$92,153	\$73,722	\$18,431
Planning Program Manager	\$104,283	79%	\$82,383	\$65,907	\$16,477
Planner II	\$53,550	46%	\$24,633	\$19,706	\$4,927
Planner II	\$53,550	90%	\$48,195	\$38,556	\$9,639
Planner I	\$45,423	47%	\$21,349	\$17,079	\$4,270
Planner I (New Hire)	\$42,000	77%	\$32,340	\$25,872	\$6,468
Planner I (New Hire)	\$42,000	77%	\$32,340	\$25,872	\$6,468
GIS Specialist I	\$42,000	68%	\$28,560	\$22,848	\$5,712
GIS Specialist II	\$48,487	68%	\$32,971	\$26,377	\$6,594
Office Administrator	\$50,453	22%	\$11,100	\$8,880	\$2,220
<b>Subtotal Full-Time</b>			<b>\$406,024</b>	<b>\$324,819</b>	<b>\$81,205</b>
<b>Part-Time/Temporary</b>					
Interns	\$12,000	100%	\$12,000	\$9,600	\$2,400
Accountant	\$37,128	5%	\$1,856	\$1,485	\$371
<b>Subtotal Part-Time/Temporary</b>			<b>\$13,856</b>	<b>\$11,085</b>	<b>\$2,771</b>
<b>Subtotal Salaries</b>			<b>\$419,880</b>	<b>\$335,904</b>	<b>\$83,976</b>
Fringe Benefits		31.50%	\$127,898	\$102,318	\$25,580
Indirect Costs		36.05%	\$192,479	\$153,983	\$38,496
<b>Subtotal Personnel</b>			<b>\$740,257</b>	<b>\$592,205</b>	<b>\$148,051</b>
<b>Other Direct Costs</b>					
Travel and Conferences			\$9,500	\$7,600	\$1,900
Equipment			\$8,000	\$6,400	\$1,600
Contractual Services			\$60,844	\$48,675	\$12,169
Consultant Services and Expenses			\$149,000	\$119,200	\$29,800
Occupancy			\$33,363	\$26,690	\$6,673
Training and Education			\$14,650	\$11,720	\$2,930
Miscellaneous			\$2,135	\$1,708	\$427
<b>Subtotal Other Direct Costs</b>			<b>\$277,492</b>	<b>\$221,994</b>	<b>\$55,498</b>
<b>Total</b>			<b>\$1,017,749</b>	<b>\$814,199</b>	<b>\$203,550</b>

### EXHIBIT III: LABOR DISTRIBUTION

Program Year FY23 PL Funds  
Number of Work Weeks Programmed

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	35.55	-	-	-	35.55
Planner III	3.38	-	4.54	12.78	20.70
Planner III	0.97	4.51	19.56	15.46	40.50
Planner I	6.74	1.75	5.96	6.70	21.15
Planner I (New Hire)	5.07	0.59	10.31	18.68	34.65
Planner I (New Hire)	5.07	0.59	10.31	18.68	34.65
GIS Specialist II	-	30.60	-	-	30.60
GIS Specialist I	-	30.60	-	-	30.60
Office Administrator	9.90	-	-	-	9.90
Part-Time and Interns	1.50	7.61	7.61	7.61	24.33
<b>Total</b>	<b>103.28</b>	<b>76.25</b>	<b>58.29</b>	<b>79.91</b>	<b>317.73</b>

## **EXHIBIT IV: ACCOUNTING NARRATIVE**

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Program Year FY23

MPO 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 provide 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 UPWP 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 goods 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 FY23 has been approved by IDOT.



## **EXHIBIT V: PL MATCH**

Program Year FY23

<b>MPO Community</b>	<b>2021 MFT Allotment</b>	<b>%</b>	<b>Cost Share</b>
Peoria County	\$2,163,028	22.30%	\$44,537
Tazewell County	\$1,716,677	17.70%	\$35,346
Woodford County	\$609,932	6.29%	\$12,558
City of Peoria	\$2,522,577	26.00%	\$51,940
City of Pekin	\$747,822	7.71%	\$15,398
City of East Peoria	\$513,302	5.29%	\$10,569
City of Washington	\$363,361	3.75%	\$7,482
Village of Bartonville	\$141,936	1.46%	\$2,922
Village of West Peoria	\$102,191	1.05%	\$2,104
Village of Morton	\$356,802	3.68%	\$7,347
Village of Peoria Heights	\$135,026	1.39%	\$2,780
Village of Creve Coeur	\$119,563	1.23%	\$2,462
City of Chillicothe	\$133,732	1.38%	\$2,754
Village of Germantown Hills	\$75,409	0.78%	\$1,553
CityLink	N/A	N/A	\$3,800
<b>Required PL Match</b>			<b>\$203,550</b>

**Note:** The MPO will use IDOT State Planning Funds for match in FY23.

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# MEMORANDUM

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**TO:** Commission

**FROM:** Technical Committee

**SUBJECT:** FY25-26 STBG Process and Scoring Criteria

**DATE:** March 2, 2022

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## **Action needed by Commission**

- Discuss STBG FY 2025-2026 funding round
- Amend STBG Policy to automatically use leftover STBG funding to make underfunded projects whole, first.

## **Items to be considered For STBG FY 2025-26 Funding Round**

1. FY 2023-2024 funding round
  - MPO programmed \$6,286,526 in traditional STBG program
  - MPO programmed \$1,679,000 in maintenance set-aside program
  - IDOT released actual STBG allotments for FY23: \$4,184,028.33
2. Upcoming funding round
  - Staff estimates \$8,000,000 to be available for FY 25-26 STBG projects.
  - FY 2025-26 traditional STBG program: \$6,400,000.00
  - FY 2025-26 maintenance set-aside program: \$1,600,000.00
    - i. No jurisdiction could be awarded both regular STBG funds and resurfacing set-aside funds during the FY23-24 funding round.
    - ii. A jurisdiction that received resurfacing set-aside funds during FY23-24 is not eligible to receive resurfacing funds in FY 25-26.
3. Selection Criteria
  - Existing Roadways
  - New Roadways
  - Resurfacing Set-Aside (20%)

## **Items to be considered for STBG Policy Amendment**

At the Technical Committee's February meeting they discussed the FY25-26 Surface Transportation Block Group (STBG) programming. The consensus of the Technical Committee was to utilize the existing STBG criteria. It was recommended that any leftover STBG funding should go towards existing underfunded projects. The recommendation was second and the Technical Committee unanimously agreed and directed staff to edit the STBG policy to include language that leftover funding will be used to make underfunded projects whole, first.

## Background

The Tri-County Regional Planning Commission (TCRPC) is the Metropolitan Planning Organization (MPO) for the Peoria-Pekin urbanized area. One of the responsibilities of the MPO is to program federal Surface Transportation Block Grant (STBG) funds allocated on an annual basis to the urbanized area through the Illinois Department of Transportation. It is the intent of TCRPC to direct the use of STBG funds toward projects which have regional significance, and which will have benefit to the entire region as a whole, rather than projects which benefit only single communities or small parts of the urbanized area. For FY25-26 funds, staff will facilitate a competitive application process through which TCRPC may prioritize projects for funding.

For FY 2023-2024, the MPO programmed a total of \$6,286,526 of STBG funding for traditional projects. In addition, the MPO programmed a total of \$1,679,000 of STBG funding for maintenance projects. FY 2023-2024 funded projects are as follows.

Traditional STBG Projects						
Project	Extent	Applicant	FY	Requested STBG	Funded STBG	Difference
Court St	Reconstruct from Stadium to Parkway Dr	Pekin	2023	\$1,890,000	\$1,719,900	\$170,100
Freedom Pkwy	Extension to 1000' W of N Cummings Ln	Washington	2023	\$2,358,270	\$2,146,026	\$212,244
Pioneer Pkwy & University St	Reconstruct Intersection	Peoria	2024	\$2,660,000	\$2,420,600	\$239,400
<b>Total</b>				<b>\$6,908,270</b>	<b>\$6,286,526</b>	<b>\$621,744</b>

Maintenance Set-Aside Projects						
Project	Extent	Applicant	FY	Requested STBG	Funded STBG	Difference
Adams St	US-24 to Franklin Ave	Bartonville	2023	\$595,000.00	\$595,000.00	\$ -
Detroit Ave	Main St to ~0.7 mi N of Birchwood St	Morton	2024	\$720,000.00	\$720,000.00	\$ -
Washington St	Main St to I-74 interchange	East Peoria	2024	\$364,000.00	\$364,000.00	\$ -
<b>Total</b>				<b>\$1,679,000.00</b>	<b>\$1,679,000.00</b>	<b>\$ -</b>

# Surface Transportation Block Grant (STBG) New Roadways and Existing Roadways Application Instructions & Selection Criteria

Fiscal Years 2023-24

Peoria-Pekin Urbanized Area Transportation Study (PPUATS)

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## Introduction

The Peoria-Pekin Urbanized Area Transportation Study (PPUATS) is the Metropolitan Planning Organization (MPO) for the Peoria/Pekin urbanized area. One of the responsibilities of the MPO is to program federal Surface Transportation Urban (STU) funds allocated on an annual basis to the urbanized area through the Illinois Department of Transportation.

Congress passed the United States' most recent transportation funding bill, the *FAST Act*, in 2015. The *FAST Act* rebranded the STU program, combining it with other transportation funding programs to form the Surface Transportation Block Grant (STBG) Program. Despite the rebranding, STBG functions similarly to STU and provides federal dollars for regionally-significant transportation projects on Federal-Aid-eligible roadways. To help prevent confusion, PPUATS continues to refer to the program as "STU."

## Purpose of this Document

PPUATS intends to direct the use of STU funds toward projects which will benefit the entire region, rather than projects which benefit only single communities or small parts of the urbanized area. Approximately \$6.3M total is available for New Roadway and Existing Roadway projects in FYs 23-24.

This document explains the procedures for applying for funding and establishes the evaluation criteria PPUATS will use to guide project selection. It is important to note that the evaluation criteria are a guide to aid members with the selection process. Selection criteria and project scores are not meant to be the sole determinant in project selection. PPUATS may choose a lower scoring project based on funding availability, significant regional priority, severe safety concerns, or other non-quantitative factors.

## Pilot Program

For the FYs 2021-22 Funding Years, PPUATS Policy established a Pilot Program to set aside 20% of the region's STU funds for resurfacing projects. PPUATS Policy established the program in response to the lack of state and local funds for road maintenance. Three (3) resurfacing projects received PPUATS STU funds through the FYs 21-22 Resurfacing Pilot Program.

As of the writing of these Instructions and Criteria, no resurfacing projects have been funded through the Pilot Program have received funding. As such, PPUATS Policy has had no opportunity to evaluate the effectiveness of the Pilot Program.

Instructions and Criteria for the Resurfacing Set-Aside Pilot Program may be found in a separate document, titled "Pilot Program for Resurfacing Projects."

## Project Requirements and Eligibility

The following rules and requirements govern all New Roadway and Existing Roadway projects. Applicants with questions regarding these rules should contact PPUATS staff.

### General Requirements

All project must meet these general requirements to be considered for STU funding.

1. Projects must be in the 20-Year Metropolitan Planning Area.
2. Roadways must have a Functional Classification of Minor Collector or above.
3. Projects must be listed in *Envision HOI: Heart of Illinois Long Range Transportation Plan*.
4. Projects must be ready to implement/construct by the programmed fiscal year.
5. Applicant must commit via resolution to provide a 30% local match at the time of application.
6. Only dues-paying members of PPUATS are eligible to apply for funding. Other local jurisdictions within the 20-Year Planning Boundary must be sponsored by a PPUATS member.
7. Applications must be submitted on-line.

### Eligible Activities

The following activities (1) are eligible for STU funding and (2) may be counted toward a project's local match requirement.

1. Construction, reconstruction (defined as more than 50% removal and replacement), rehabilitation, or operational improvements of roadways.
2. Projects relating to intersections that have high accident rates and/or high levels of congestion.
3. Capital costs for transit projects eligible for assistance under Chapter 53 of Title 49,
4. Transportation alternatives, including recreational trails.

### Ineligible Activities

The following activities (1) are **not** eligible for STU funding and (2) **cannot** be counted toward a project's local match requirement.

1. Engineering
2. Right-Of-Way Acquisition
3. Utility Relocation
4. All other activities otherwise eligible under 23 USC 133 Surface Transportation Block Grant Program

## Submission Procedure

PPUATS will use the following procedure to solicit projects submissions, prioritize those submissions, and ultimately decide where the region's FYs 23-24 STU funds should be used.

1. Staff issues a Call for Projects for Fiscal Years 2023-24.
2. Staff reviews all received applications:
  - a. Evaluating them for eligibility (see Project Requirements and Eligibility);
  - b. To determine if all required information has been submitted; and
  - c. To verify the reasonableness of the points assigned under the Quantitative Criteria.
3. Each applicant makes a brief presentation at a PPUATS Technical Committee meeting. PPUATS Policy Committee members are encouraged to attend.
4. PPUATS establishes a Review Subcommittee to assign Regional Significance points, composed of Technical and Policy Committee members. They name a Chair, who serves as spokesperson for the subcommittee at Technical and Policy meetings. Staff keeps minutes of all meetings.
5. Staff tallies Quantitative and Regional Significance scores into final scores for each submitted project. Staff finds natural breaks in project scores to establish project "Tiers" (i.e. Tier 1, Tier 2).
6. Staff presents the final scores and tiers to the subcommittee. The subcommittee considers project scoring, available funding, and any other relevant information and recommends projects to the Technical Committee.
7. The Technical Committee considers the subcommittee's recommendation and makes their own recommendation to the Policy Committee at a joint meeting of the two committees. Members of the public receive the opportunity to comment. The Policy Committee considers Technical's recommendation and makes a final decision for STU funding.
8. PPUATS adopts their final project selection(s) into the Transportation Improvement Program (TIP) for the appropriate fiscal year(s).

## Schedule

<b>February 19, 2020</b>	Staff issues Call for Projects
<b>April 10, 2020 2020</b>	Applications due to staff, staff reviews project submissions
<b>April 30, 2020</b>	Match resolutions due to staff
<b>April-May 2020</b>	Presentations to Technical Committee
<b>May 2020</b>	Subcommittee assigns Regional Significance scores, staff assigns project Tiers
<b>June 2020</b>	Subcommittee makes recommendation to Technical Committee, Technical develops recommendation to Policy Committee
<b>July 2020</b>	Policy Committee makes final decision

## Questions

Potential applicants may contact Ryan Harms at [rharms@tricountyrpc.org](mailto:rharms@tricountyrpc.org) with any questions regarding STU or the application process.



## Project Prioritization

The over-arching goal of PPUATS is to direct the use of STU funds toward projects which are regionally significant. A regionally significant project is one that will benefit the entire region, instead of a single community or a small part of the urbanized area.

### Priorities

Over the years, PPUATS has utilized several resources and spent countless hours to develop an objective project selection process. One essential resource remains the *FAST Act*, the Federal highway bill that enables the STU program. The goals of the *FAST Act*, listed below, are the foundation upon which PPUATS has built its STU selection process.

- **Safety** – To achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
- **Infrastructure Condition** – To maintain the highway infrastructure asset system in a state of good repair
- **Congestion Reduction** – To achieve a significant reduction in congestion on the National Highway System
- **System Reliability** – To improve the efficiency of the surface transportation system
- **Freight Movement and Economic Vitality** – To improve the National Highway Freight Network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development
- **Environmental Sustainability** – To enhance the performance of the transportation system while protecting and enhancing the natural environment
- **Reduced Project Delivery Delays** – To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices.

## Selection Criteria

The following scoring criteria are guides which will aid PPUATS with project prioritization for Existing Roadway and New Roadway project submissions, respectively. The criteria are organized by category.

Criteria in most categories are scored objectively, meaning that they are scored by matters-of-fact in the project application. For example, Average Daily Traffic is an objective criterion because we can measure it the exact same way for every project. Another example of an objective measure is Permeable Pavement; a project either includes permeable pavement or it does not.

Regional Significance criteria are the only ones scored differently. Regional Significance criteria are scored subjectively by the Review Subcommittee. The subcommittee will assign points for Regional Significance criteria based on narratives supplied by the applicants. These criteria address topics which are more difficult to measure, such as impacts on employment or proximity to important facilities. Definitions of all Regional Significance criteria may be found on the following page.

### Existing Roadway Projects

Criterion	Points
<b>Safety</b>	
Crash Rate	10
Crash Severity	10
<b>Subtotal Safety</b>	<b>20</b>
<b>Existing Conditions</b>	
Average Daily Traffic	8
Volume/Capacity Ratio	7
<b>Subtotal Existing Conditions</b>	<b>15</b>
<b>Multi-Modal</b>	
Pedestrian	5
Bicycle	5
Transit	5
Freight	5
<b>Subtotal Multi-Modal</b>	<b>20</b>
<b>Sustainability</b>	
Roundabout or Road Diet	3
Permeable Pavement or Bioswales	2
<b>Subtotal Sustainability</b>	<b>5</b>
<b>Regional Significance<sup>1</sup></b>	
Regional Connector	8
Employment Center	8
Transportation Facility	8
Public Facility	8
Project Phasing Continuity	8
<b>Subtotal Regional Significance</b>	<b>40</b>
<b>Total Available Points</b>	<b>100</b>

### New Roadway Projects

Criterion	Points
<b>Local Priority</b>	
Joint Project Bonus	15
Local Comprehensive Plan	15
<b>Subtotal Local Priority</b>	<b>30</b>
<b>Multi-Modal</b>	
Pedestrian Accommodations	5
Bicycle Accommodations	5
Transit	5
Freight Accommodations	5
<b>Subtotal Multi-Modal</b>	<b>20</b>
<b>Sustainability</b>	
Permeable Pavement	3
Bioswales	3
Roundabout	4
<b>Subtotal Sustainability</b>	<b>10</b>
<b>Regional Significance<sup>1</sup></b>	
Regional Connector	8
Employment Center	8
Transportation Facility	8
Public Facility	8
Project Phasing Continuity	8
<b>Subtotal Regional Significance</b>	<b>40</b>
<b>Total Available Points</b>	<b>100</b>

**<sup>1</sup> Regional Significance Criteria Definitions**

Regional Connector

Connects municipalities – the proposed project serves as a primary route between two municipalities, and/or Connects major roads – the proposed project serves as a primary link between arterials

Employment Center

Improves movement of employees and/or shopping patrons

Freight Transportation Facilities

The proposed project serves as a primary route for freight, such as manufacturing or warehouse facilities, airports, intermodal terminals, etc.

Public Facility

The proposed project serves as a major connector to a school, medical center, government facility, library, etc.

Project Phasing Continuity

The proposed project is a supplementary phase of a project previously funding through STU funds.

# Surface Transportation Block Grant (STBG) Preservation Set-Aside Pilot Program Application Instructions & Selection Criteria

Fiscal Years 2023-24

Peoria-Pekin Urbanized Area Transportation Study (PPUATS)

Approved by the PPUATS Policy Committee **February 5, 2020** as updated **August 19, 2020**

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## Introduction

The Peoria-Pekin Urbanized Area Transportation Study (PPUATS) is the Metropolitan Planning Organization (MPO) for the Peoria-Pekin urbanized area. One of the responsibilities of the MPO is to program federal Surface Transportation Block Grant (STBG) funds allocated on an annual basis to the urbanized area through the Illinois Department of Transportation.

Congress passed the United States' most recent transportation funding bill, the *FAST Act*, in 2015. The *FAST Act* rebranded the Surface Transportation—Urban (STU) program, combining it with other transportation funding programs to form the Surface Transportation Block Grant (STBG). Despite the rebranding, STBG functions similarly to STU and provides federal dollars for regionally significant transportation projects on Federal-Aid-eligible roadways.

Beginning in the FYs 2021-2022 Funding Years, PPUATS Policy established a Pilot Program to set aside 20% of the region's STBG funds for preservation (resurfacing) projects. PPUATS Policy established the program in response to the lack of state and local funds for road preservation. Three (3) preservation projects received PPUATS STBG funds through the FYs 21-22 Preservation Pilot Program.

As of the writing of these Instructions and Criteria, no preservation projects have been funded through the Pilot Program have received funding. As such, PPUATS Policy has had no opportunity to evaluate the effectiveness of the Pilot Program.

## Purpose of this Document

PPUATS intends to direct the use of STBG funds toward projects which will benefit the entire region, rather than projects which benefit only single communities or small parts of the urbanized area. Approximately \$1.72M total is available for Preservation projects in FYs 2023-2024. This amount represents twenty percent (20%) of the estimated total FYs 23-24 STBG funding.

This document explains the procedures for applying for funding and establishes the evaluation criteria PPUATS will use to guide project selection. It is important to note that the evaluation criteria are a guide to aid members with the selection process. Selection criteria and project scores are not meant to be the sole determinant in project selection. PPUATS may choose a lower scoring project based on funding availability, significant regional priority, severe safety concerns, or other non-quantitative factors.

## Project Requirements and Eligibility

The following rules and requirements govern all Preservation Set-Aside Pilot Program projects. Applicants with questions regarding these rules should contact PPUATS staff.

### General Requirements

All projects must meet these general requirements to be considered for Preservation Set-Aside funding.

1. Projects must be located in the 20-Year Metropolitan Planning Area.
2. Roadways must have a Functional Classification of Minor Collector or above.
3. Projects must be ready to implement/construct by the programmed fiscal year.
4. Applicant must commit via resolution to provide at least 20% local match at the time of application.
5. Only dues-paying members of PPUATS are eligible to apply for funding; other local jurisdictions within the 20-Year Planning Boundary must be sponsored by a PPUATS member.
6. The maximum amount that can be applied for any one project is \$720,000.
7. A jurisdiction that received funding from the FYs 2023-2024 Traditional Program is not eligible to receive funding from the FYs 2023-2024 Preservation Pilot Program.
8. A jurisdiction that received funding from the FYs 2021-2022 Preservation Pilot Program is not eligible to receive funding from the FYs 2023-2024 Preservation Pilot Program.
9. Applications must be submitted on-line.

### Eligible Activities

The following activities (1) are eligible for STBG preservation funding and (2) may be counted toward a project's local match requirement.

1. Resurfacing, defined as adding a new layer of asphalt over existing pavement on driving lanes, parking lanes, turn lanes, and/or shoulders in order to extend the life of the roadway.
2. The following activities are eligible when done in conjunction with a resurfacing project:
  - a. Milling
  - b. Base repair, if the cost is 6% or less of the project
  - c. Crack filling/sealing
  - d. Manhole/valve adjustments
  - e. Striping

### Ineligible Activities

The following activities (1) are **not** eligible for STBG preservation funding and (2) **cannot** be counted toward a project's local match requirement.

1. Hot-in-place resurfacing, slurry seal, chip seal, asphalt reclamation, fog seal
2. Base repair not performed in conjunction with a resurfacing project
3. Base repair, if the cost is more than 6% of the project
4. Repair or construction of sidewalks, curbs, ramps, traffic signals, regulatory signage (e.g. stop signs), whether or not required by the Americans with Disabilities Act
5. Manhole reconstruction
6. Engineering
7. Right-Of-Way Acquisition
8. Utility Relocation



## Submission Procedure

PPUATS will use the following procedure to solicit projects submissions, prioritize those submissions, and ultimately decide where the region's FYs 2023-2024 STBG funds should be used.

1. Staff issues a Call for Projects for Fiscal Years 2023-24.
2. Staff reviews all received applications:
  - a. Evaluating them for eligibility (see Project Requirements and Eligibility);
  - b. To determine if all required information has been submitted; and
  - c. To verify the reasonableness of the points assigned under the Quantitative Criteria.
3. Each applicant makes a brief presentation at a PPUATS Technical Committee meeting. PPUATS Policy Committee members are encouraged to attend.
4. PPUATS establishes a Review Subcommittee to assign Regional Significance points, composed of Technical and Policy Committee members. They name a Chair, who serves as spokesperson for the subcommittee at Technical and Policy meetings. Staff keeps minutes of all meetings.
5. Staff tallies Quantitative and Regional Significance scores into final scores for each submitted project. Staff finds natural breaks in project scores to establish project "Tiers" (i.e. Tier 1, Tier 2).
6. Staff presents the final scores and tiers to the subcommittee. The subcommittee considers project scoring, available funding, and any other relevant information and recommends projects to the Technical Committee.
7. The Technical Committee considers the subcommittee's recommendation and makes their own recommendation to the Policy Committee at a joint meeting of the two committees. Members of the public receive the opportunity to comment. The Policy Committee considers Technical's recommendation and makes a final decision for STBG funding.
8. PPUATS adopts their final project selection(s) into the Transportation Improvement Program (TIP) for the appropriate fiscal year(s).

## Schedule

<b>September 16, 2020</b>	Staff issues Call for Projects
<b>October 23, 2020</b>	Applications due to staff, staff reviews project submissions
<b>October-November, 2020</b>	Subcommittee assigns Regional Significance scores, assigns project Tiers, and makes recommendation to Technical Committee
<b>November 18, 2020</b>	Technical develops recommendation to Policy Committee
<b>December 2, 2020</b>	Policy Committee makes final decision

## Questions

Potential applicants may contact Ryan Harms at [rharms@tricountyrpc.org](mailto:rharms@tricountyrpc.org) with any questions regarding STBG Preservation Set-Aside Pilot Program or the application process.

## Project Prioritization and Selection Criteria

The following scoring criteria are guides which will aid PPUATS with prioritization for preservation projects. The criteria are organized by category. Criteria in most categories are scored objectively, meaning that they are scored by matters-of-fact in the project application. For example, Average Daily Traffic is an objective criterion because we can measure it the exact same way for every project.

Regional Significance criteria are the only ones scored differently. Regional Significance criteria are scored subjectively by the Review Subcommittee. The subcommittee will assign points for Regional Significance criteria based on narratives supplied by the applicants. These criteria address topics which are more difficult to measure, such as impacts on employment or proximity to important facilities. Definitions of all Regional Significance criteria may be found on the following page.

### Preservation Set-Aside Pilot Program

<b>Criterion</b>	<b>Points</b>
<b>Pavement Condition<sup>1</sup></b>	
Excellent	0
Good	40
Fair (with justification)	40
Poor	0
Very Poor	0
<b>Subtotal Pavement Condition</b>	<b>40</b>
<b>Average Daily Traffic (ADT)</b>	
>10,000	20
6,000 - 9,999	14
3,000 - 5,999	8
<3,000	2
<b>Subtotal ADT</b>	<b>20</b>
<b>Sub-Regional Significance<sup>2</sup></b>	
Calculated based on square feet of project area	20
<b>Subtotal Sub-Regional Significance</b>	<b>20</b>
<b>Regional Significance<sup>3</sup></b>	
Regional Connector	4
Employment Center	4
Transportation Facility	4
Public Facility	4
Project Phasing Continuity	4
<b>Subtotal Regional Significance</b>	<b>20</b>
<b>Total Available Points</b>	<b>100</b>

<sup>1</sup> Pavement Condition	Pavement Condition Index (PCI)
Excellent	81-100
Good	61-80
Fair	41-60
Poor	21-40
Very Poor	0-20

## <sup>2</sup> Sub-Regional Significance

The Sub-Regional Impact score is based on a project's impact on a community's STBG-eligible road system. It compares the square footage of road affected by the project to a community's total square footage of roadways eligible for PPUATS STBG funds.

The proportion of project square-feet to total eligible square feet is multiplied by 100 to produce the Sub-Regional Impact score, with a maximum of 20 points for 20% and above. Examples are below.

- A project that covered 3% of a community's STBG-eligible roads would receive 3 points.
- A project that covered 15% of a community's STBG-eligible roads would receive 15 points.
- A project that covered 20% of a community's STBG-eligible roads would receive 20 points.
- A project that covered 38% of a community's STBG-eligible roads would receive 20 points.

## <sup>3</sup> Definition of Regional Significance

### Regional Connector

Connects municipalities – the proposed project serves as a primary route between two municipalities, and/or Connects major roads – the proposed project serves as a primary link between arterials

### Employment Center

Improves movement of employees and/or shopping patrons

### Freight Transportation Facilities

The proposed project serves as a primary route for freight, such as manufacturing or warehouse facilities, airports, intermodal terminals, etc.

### Public Facility

The proposed project serves as a major connector to a school, medical center, government facility, library, etc.

### Project Phasing Continuity

The proposed project is a supplementary phase of a project previously funding through STBG funds

## RESOLUTION 22-39

**A RESOLUTION BY THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO AMEND THE SURFACE TRANSPORTATION BLOCK GROUP (STBG) POLICY TO APPROPRIATE ANY LEFTOVER STBG FUNDS FROM PREVIOUS YEARS TO EXISTING UNDERFUNDED PROJECTS FIRST.**

**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 MPO receives federal transportation funds from the Federal Highway Administration (FHWA) via the Illinois Department of Transportation, hereafter referred to as IDOT, and

**WHEREAS**, the MPO is responsible for programming federal Surface Transportation Block Group, hereafter referred as STBG, funds allocated on an annual basis to the Peoria-Pekin Urbanized Area through IDOT, and

**WHEREAS**, it is the intent of the MPO to direct the use of STBG funds toward projects which have regional significance and which will benefit the entire region, and

**WHEREAS**, it has been the unofficial practice of the MPO to utilize any leftover STBG funding from previous years to make any underfunded projects whole before appropriating any additional funding to future STBG programming pots, and

**WHEREAS**, the MPO Technical Committee recommended changing the STBG Policy to include additional language that leftover funding from previous programmed years will be used to make underfunded projects whole before including the leftover funds in special or future STBG Calls for Projects.

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

That Commission amends the STBG Policy to appropriate leftover STBG Funds from previous years towards existing underfunded projects first.

Presented this 2nd day of March 2022

Adopted this 2nd day of March 2022

ATTEST:

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Michael Hinrichsen, Chairman  
Tri-County Regional Planning Commission

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

## **RESOLUTION 22-40**

### **A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO AND IMPLEMENT A CONTRACT FOR COMPREHENSIVE PLANNING SUPPORT SERVICES FOR THE VILLAGE OF MINONK.**

**WHEREAS**, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, has provided comprehensive planning support services to local governments at various times since 1958, and

**WHEREAS**, the Commission staff met with officials from the Village of Minonk to develop a scope of services, and

**WHEREAS**, the Commission submitted a proposal and budget to the Village of Minonk for the scope of services, and

**WHEREAS**, the proposal, budget, and scope of services includes the assignment of hours of Planning and GIS staff to the Village of Minonk for support services.

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

That the Commission authorizes its Executive Director to enter into a contract for comprehensive planning support services with the Village of Minonk for an amount not to exceed \$10,000.

Presented this 2nd day of March 2022

Adopted this 2<sup>nd</sup> day of March 2022

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Michael Hinrichsen, Chairman  
Tri-County Regional Planning Commission

ATTEST:

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

**RESOLUTION 22-42**

**A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO AND IMPLEMENT A CONTRACT FOR GEOGRAPHIC INFORMATION SYSTEM SUPPORT SERVICES FOR THE CITY OF EUREKA LAKE PARK MAP.**

**WHEREAS**, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, has provided geographic information system support services to local governments at various times since 1999, and

**WHEREAS**, the Commission staff met with officials from the City of Eureka to develop a scope of services, and

**WHEREAS**, the Commission submitted a proposal and budget to the City of Eureka for the scope of services, and

**WHEREAS**, the proposal, budget, and scope of services includes the assignment of hours of Planning and GIS staff to the City of Eureka for support services.

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

That the Commission authorizes its Executive Director to enter into a contract for geographic information system support services with the City of Eureka for an amount not to exceed \$2,475.

Presented this 2nd day of March 2022

Adopted this 2<sup>nd</sup> day of March 2022

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Michael Hinrichsen, Chairman  
Tri-County Regional Planning Commission

ATTEST:

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

**RESOLUTION 22-41**

**A RESOLUTION BY THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO SPONSOR THE 2022 AMERICAN PUBLIC WORKS ASSOCIATION ILLINOIS CHAPTER CONFERENCE FOR AN AMOUNT NOT TO EXCEED \$7,500.**

**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 MPO receives federal transportation planning funds from the Federal Highway Administration (FHWA) via the Illinois Department of Transportation (IDOT), and

**WHEREAS**, the American Public Works Association Illinois Chapter hosts its annual Chapter Conference in Peoria, and

**WHEREAS**, Peoria-Pekin Urbanized Area MPO has traditionally been a sponsor of the event, and

**WHEREAS**, sponsorship of the event allows for MPO members to attend at a reduced cost when they register before the deadline, and

**WHEREAS**, the 2022 American Public Works Association Illinois Chapter Conference will be held at the Peoria Civic Center from May 4 to 6, 2022.

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

That Commission authorizes sponsorship of the 2022 American Public Works Association Illinois Chapter Conference for amount not to exceed \$7,500.

Presented this 2nd day of March 2022

Adopted this 2nd day of March 2022

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Michael Hinrichsen, Chairman  
Tri-County Regional Planning Commission

ATTEST:

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