

**PEORIA/PEKIN
URBANIZED AREA
TRANSPORTATION
STUDY**

TITLE VI PROGRAM

**Striving for Non-Discrimination in
Transportation**

2015

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Tri-County Regional Planning Commission Staff

Eric Miller, Acting Executive Director
Maggie Martino, Planning Program Manager
Debbie Ulrich, Office Manager
Greg Sachau, GIS Manager
Nick Hayward, Senior Planner
David Smesrud, Planner I
Cindy Fletcher, Accountant
Ryan Harms, Planner I
Hannah Martin, Intern

*This document was prepared by:
Tri-County Regional Planning Commission
The Federally-Designated Metropolitan Planning Organization
Peoria/Pekin, Illinois Urbanized Area
456 Fulton Street, Suite 401
Peoria, IL 61602
309-673-9330*

*In Accordance With :
MAP-21, FTA C 4702.1B and FTA C 4703.1*

PURPOSE

Section 601 of Title VI of the Civil Rights Act of 1964 requires that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

All programs which receive funding from the Federal Transit Administration (FTA) and Federal Highway Administration (FHWA) are required to follow the U.S. Department of Transportation's Title VI regulations of 49 CFR Part 21. As a recipient of USDOT financial assistance, the Tri-County Regional Planning Commission is required to prepare a Title VI Program as stipulated in the FTA Circular 4702.1B. The objectives of Circular 4702.1B are to provide FTA recipients with the direction, guidance and procedures to: ensure that the level and quality of the transportation planning process is provided in a nondiscriminatory manner; promote full and fair participation in transportation decision-making without regard to race, color, or national origin; and ensure meaningful access to transportation planning-related programs and activities by persons with limited English proficiency.

Following the requirements laid out in Circular 4702.1B, the Tri-County Regional Planning Commission (TCRPC) is required to prepare a Title VI Program comprised of a public notice of protection against discrimination, procedures to filing a Title VI discrimination complaint, public participation plan, language assistance plan, racial composition of membership on non-elected related boards or committees, demographic profile of the MPO planning area that includes identification of locations of minority populations, description of the procedures by which the mobility needs of minority populations are identified and considered within the planning process, demographic maps that overlay minority /non-minority populations that analyze the impacts of distribution of State and Federal funds for public transportation purposes and an analysis of any disparate impacts on the basis race, color, or national origin. The Title VI program must be approved by the MPO Policy Committee and submitted to USDOT every three years.

This Title VI program was approved by the Peoria/Pekin Urbanized Area Transportation Study on November 4, 2015. A copy of the PPUATS Policy Committee resolution can be found in **Appendix A.**

Definitions

The following are a selection of definitions applicable to this Title VI Program, which can be found in Chapter I of FTA Circular 4702.1B.

Discrimination- Refers to any action or inaction, whether intentional or unintentional, in any program or activity of a Federal aid recipient, sub-recipient, or contractor that results in disparate treatment, disparate impact, or perpetuating the effects of prior discrimination based on race, color, or national origin.

Limited English Proficiency (LEP) Person- Refers to persons for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English. It includes people who reported to the U.S. Census that they speak English less than very well, not well, or not at all.

Low-Income Person- Means a person whose median household income is at or below the U.S. Department of Health and Human Services poverty guidelines.

Metropolitan Planning Organization (MPO)- The organization created and designated to carry out the federal required metropolitan transportation planning process.

Minority Person- Includes the following:

1. American Indian and Alaska Native, which refers to people having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
2. Asian, which refers to people having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
3. Black or African American, which refers to people having origins in any of the Black racial groups of Africa.
4. Hispanic or Latino, which includes persons of Cuban, Mexican, Puerto Rican, South or Central
5. American, or other Spanish culture or origin, regardless of race.
6. Native Hawaiian or Other Pacific Islander, which refers to people having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Primary Recipient- Means any USDOT recipient that extends Federal financial assistance to a sub-recipient.

Sub-recipient- Means an entity that receives Federal financial assistance from USDOT through a primary recipient.

Title VI and Environmental Justice

On February 11th, 1994 President Clinton issued Executive Order 12898 “Federal Actions to Address Environmental Justice in Minority Population and Low-Income Populations.” Environmental Justice (EJ) builds on to Title VI activities by including the consideration of the impacts to low-income populations in addition to minority populations into transportation planning and decision-making processes. The guiding principles of Environmental Justice are:

1. To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effect, on minority populations and low-income populations.
2. To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
3. To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

Prior to 2012, Title VI and EJ requirements were included together under one circular. Given the close relationship between Title VI and EJ, the distinctions between the requirements were often confused. As a result FTA released two separate Circulars, FTA 4702.1B which outlines Title VI requirements and FTA 4703.1 with EJ requirements in 2012. Title VI is a Federal statute, and as such, in the event of discrimination legal action may be sought. Executive Order 12898 however is not enforceable in court and does not create any legal rights or remedies. While E.O. 12898 does not create a protected class for low-income populations, TCRPC recognizes the close relationship between the two and believes it important to include the consideration of effects borne by low-income populations in our Title VI considerations and assessment.

ABOUT TRI-COUNTY REGIONAL PLANNING COMMISSION AND THE PEORIA/PEKIN URBANIZED TRANSPORTATION STUDY

The Tri-County Regional Planning Commission is the designated Metropolitan Planning Organization (MPO) for the Peoria/Pekin Metropolitan Planning Area. TCRPC has delegated the responsibilities and functions of the MPO to the Peoria/Pekin Urbanized Area Transportation Study (PPUATS).

Planning Area

The full jurisdictional area of PPUATS is the Metropolitan Planning Area (MA). To understand what land and jurisdictions are included in the MA, two additional designated areas must be explained: the “Urbanized Area” and the “Adjusted Urbanized Area”.

The Urbanized Area (UA) is defined by the US Census Bureau in accordance with strict population density criteria. Generally speaking, urbanized areas must have a minimum of 50,000 persons living in contiguous dense settlement patterns. From the 2010 Census, the Peoria Urbanized Area covers portions of Peoria County, Tazewell County, and Woodford County; and consisted primarily of the incorporated areas of Peoria, Peoria Heights, Dunlap, Chillicothe, West Peoria, East Peoria, Morton, Washington, Bartonville, Creve Coeur, Pekin, Germantown Hills, and immediately surrounding intensely developed lands.

The Urbanized Area based on the 2010 census contains three areas that were not in the 2000 Urbanized Area – Dunlap, Chillicothe, and Germantown Hills. In addition, South Pekin was removed from the Urbanized Area.

The real importance of the UA is that this area, along with population and other statistics computed for this area relative to other such areas throughout the USA, serve as the basis for several federal funding formulas. Federal transportation funding for the Peoria area is substantial. In recent years, the Peoria area has received Federal transportation planning funds approaching \$615,000 per year, roadway construction funds approaching \$2.8 million per year, and public transit funds close to \$8.5 million per year.

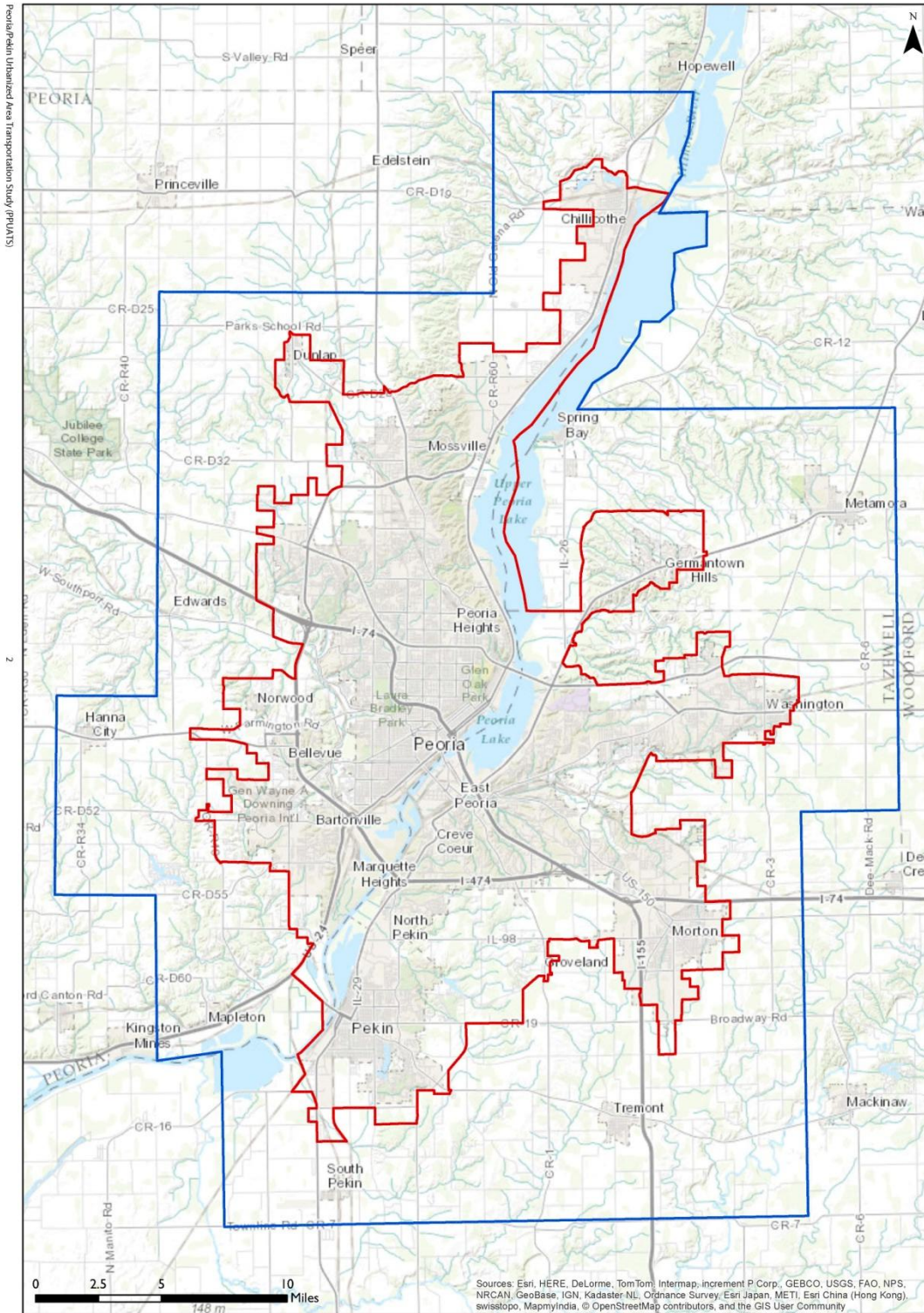
For transportation planning purposes, the Adjusted Urbanized Area includes all of the UA, plus other small areas necessary to round-off the jagged or sometimes irregular boundaries of the UA. In addition, the Adjusted Urbanized Area includes lands that are highly likely to be developed within the next five years, and other abutting or nearby developed lands. The Adjusted Urbanized Area is used primarily to determine which roadways are eligible for federal “urban” and “rural” funding assistance (but does not affect the total amount of federal assistance available).

The Metropolitan Planning Area (MA) is similarly determined by PPUATS. The MA is the area that is expected to be urbanized in the next 20 years. It can be as large as the entire metropolitan statistical area or consolidated metropolitan statistical area, as defined by the Census Bureau.

A map of the Adjusted Urbanized Area and the Metropolitan Planning Area (also referred to as the 20-Year Planning Boundary) can be found on the next page.

2010 PPUATS Urbanized Area and 20-Year Planning Boundary

Approved by PPUATS Policy Committee May 7, 2014



PPUATS Urbanized Area
 PPUATS 20-Year Planning Boundary



PPUATS Membership

Representation on PPUATS is drawn from elected officials and staff of local municipalities and counties, along with the General Wayne A. Downing Peoria International Airport, the Greater Peoria Mass Transit District, and the Illinois Department of Transportation. Other entities such as the Federal Highway Administration and Illinois Department of Transportation – Office of Planning and Programming serve as advisory members to PPUATS.

Two committees make up PPUATS: a Policy Committee and a Technical Committee.

The PPUATS Policy Committee is made up of elected officials representing their respective communities. The Policy Committee function is to determine transportation policy within the framework of the urban transportation planning process.

The PPUATS Technical Committee is made up of individuals appointed by their respective PPUATS communities. Most of the individuals are public works and/or engineering staff. Throughout the year the Technical Committee reviews and recommends planning policies and measures to the Policy Committee.

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

Peoria/Pekin Urbanized Area Transportation Study (PPUATS) Membership

<u>PPUATS Community</u>	<u>Policy Committee</u>	<u>Technical Committee</u>
Peoria County (2 Seats)	STEVE MORRIS – VICE CHAIR Thomas O’Neill	Amy Benecke-McLaren Jeff Gilles (*Josh Sender)
Tazewell County (2)	Greg Sinn Russ Crawford	Craig Fink Dan Parr
Woodford County (1)	Barry Logan	Lindell Loy
City of Peoria (3)	James Ardis (*Nick Stoffer) Michael Rogers Scott Reeise	Scott Reeise Nick Stoffer Stephen Letsky
City of Pekin (1)	John McCabe (*Darin Girdler)	Michael Guerra (*Darin Girdler)
City of East Peoria (1)	Dave Mings (*Steve Ferguson)	Ric Semonski
City of Washington (1)	Gary Manier	Ed Andrews (*Jon Oliphant)
Village of Bartonville (1)	Rhonda Wolfe (*Tina Hart)	Patrick Meyer
Village of West Peoria (1)	James Dillon (*John Carlson)	Henry Strube, Jr. (*Alicia Hermann)
Village of Morton (1)	RONALD RAINSON – CHAIR (*Ginger Hermann)	CRAIG LOUDERMILK – CHAIR (*Frank Sturm)
Village of Peoria Heights (1)	Mark Allen (*Matt Fick)	KYLE SMITH - VICE CHAIR
Village of Creve Coeur (1)	Fred Lang	Vacant (*Alicia Hermann)
City of Chillicothe (1)	Douglas Crew	Ken Coulter
Greater Peoria Mass Transit (1)	Sharon McBride (*Josh Moore)	Josh Moore (*Joe Alexander)
I.D.O.T. – District 4 (1)	Maureen Addis	Terrisa Worsfold
Greater Peoria Airport Auth.	N/A	Gene Olson
Tri-County RPC	N/A	Eric Miller

ALL CAPS - OFFICER
*Alternate

Required MPO Planning Documents

Moving Ahead for Progress in the 21st Century (MAP-21) requires the cooperation of all state and local jurisdictions and other transportation stakeholders to be in concert with each other while addressing transportation and other governmental issues within the PPUATS planning area. No federal funding can be applied towards transportation improvement projects, transportation services, or transportation studies in the planning area unless the project, service, or study are included in one or more of the following three comprehensive, coordinated, and cooperative documents developed by PPUATS:

1. The Long-Range Transportation Plan (LRTP). The LRTP is a comprehensive proposal for the further development, improvement and maintenance of the major transportation systems for the Peoria/Pekin Urbanized Area. The LRTP has a 20-year (minimum) time horizon and addresses all modes of transportation: highway, transit, freight, and enhancement. The LRTP is updated every five years. A new LRTP document, referred to as *Envision HOI*, was completed and approved by PPUATS in March 2015.
2. The Transportation Improvement Program (TIP). The TIP proposes expenditures using federal dollars for transportation improvements scheduled for the next four years. The listing includes all transportation projects proposed within the planning area. The listing establishes priorities and is financially constrained (i.e., a project can only be included if there is a reasonable expectation of sufficient funding for its completion). The TIP is updated annually.
3. The Unified Planning Work Program (UWP). The UWP is prepared annually to direct day-to-day work of the PPUATS staff and committees. The UWP outlines specific planning activities to be accomplished in the coming fiscal year. The bulk of the work is funded by grants from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

Funding

PPUATS is funded through a combination of Federal, State and local dollars. Eighty percent of the funding for the PPUATS organization is provided by Federal funding sources (USDOT, FHWA, FTA) and the remaining twenty percent is provided through a combination of local dollars.

Minority Representation

Minority Representation	Caucasian	African American	Asian American	All Other	Hispanic
PPUATS Urbanized Area	80.7%	12.8%	2.5%	4.0%	3.4%
PPUATS Policy Committee	94.7%	5.23%	0	0	0
PPUATS Technical Committee	95.2%	4.8%	0	0	0

FTA Title VI Circular 4702.1B requires that any recipients that have transportation-related, non-elected planning boards, advisory council or committees, or similar bodies, membership of these committees must be broken down by race, accompanied by a description of efforts made to encourage the participation of minorities on these committees. The table above provides detail as to the demographic representation on the various Committees.

It should be noted that as a result of the PPUATS Policy Committee membership consisting of locally elected officials and the PPUATS Technical Committee membership consisting of State and local planning and engineering staff (based on the individual's position/title), PPUATS does not have control over the racial/ethnic/demographic composition of those committees. PPUATS however will continue to make efforts to promote diversity and encourages participation of all citizens in the transportation planning and programming process.

NONDISCRIMINATION POLICY

PPUATS unequivocally seeks to provide fair and equitable access to the transportation planning process to all persons in the metropolitan planning area. No persons shall be shorted, limited, or in any other way be discriminated against on the basis of race, color, national origin, sex, age, religion, physical or mental abilities or disabilities, ability to speak or understand the English language, or financial wealth or the ability to earn financial income. PPUATS agrees to compile, maintain, and submit in a timely manner Title VI information required by FTA Circular 4702.1B and in compliance with the U.S. Department of Transportation's Title VI Regulation. Furthermore, PPUATS will make it known to the public that those person or persons alleging discrimination on the basis of race, color, or national origin as it relates to the provision of transportation services and transit-related benefits may file a complaint with the Federal Transit Administration, Federal Highway Administration and/or the U.S. Department of Transportation. The following policies and procedures in the duration of this document are

intended to ensure that PPUATS continues to adhere to the requirements of Title VI and Environmental Justice and provides an inclusionary transportation planning process.

Title VI and Environmental Justice must be considered as PPUATS develops transportation proposals, plans and projects. Specifically, PPUATS must make concerted efforts to recognize the adverse impacts of its proposals, as well as the beneficial aspects. Second, PPUATS must take action to identify exactly who will be affected and to what degrees. Third, PPUATS must inform and involve the public, especially those persons likely to be affected, in the planning and decision-making process. Fourth, PPUATS must consider alternatives and choose carefully and fairly among those alternatives. As the MPO proceeds through these steps, PPUATS and the PPUATS participant member agencies must strive to:

- A. Direct fair shares of funding or assistance to minority and low-income persons, populations and geographies.
- B. Minimize the adverse impacts of all activities on all persons and groups, but especially on minority and low-income persons and populations.
- C. Make concerted efforts to determine what populations are going to be affected, before expenditure of any federal funds, implement any federal program, impose any federal regulations, or create or cause any adverse or harmful impacts.
- D. Periodically, review and analyze past actions to determine, to the extent possible, if all groups are being treated equitably.
- E. Make concerted efforts, as PPUATS plans and programs its activities, to involve minority and low income groups, in the decision-making process.
- F. Promote Title VI & Environmental Justice efforts both within PPUATS and by all the PPUATS participant member agencies within their respective jurisdictions, especially the local units of government with transportation responsibilities.
- G. Take into account the diversity of the PPUATS participants and all the communities within the PPUATS planning area. Specifically: the older central cities of Peoria, Pekin, and East Peoria, which have higher concentrations of minorities, should be given special consideration. Similarly, the smaller communities of Peoria Heights, Bartonville, Creve Coeur, Marquette Heights, and North Pekin that have some concentrations of low-income persons should not be neglected.

Notice To The Public

PPUATS's Title VI Notice is posted within the public reception area of Tri-County Regional Planning Commission offices as well as on the TCRPC website. References to Title VI and Environmental Justice considerations, as well as its inclusion in the transportation planning process, are also contained within the various MPO documents.

To view a copy of PPUATS's Title VI Notice to the public please see **Appendix B**.

Complaint Procedure

TCRPC has developed a procedure for investigating and tracking any Title VI complaints that may be filed. Any person who believes that he or she, or any specific class of persons, has been subjected to discrimination or retaliation by TCRPC's administration of federally funded programs, as prohibited by Title VI of the Civil Rights Act of 1964, as amended, and related statutes, may file a written complaint.

All written complaints received by TCRPC shall be referred immediately to the TCRPC Title VI Coordinator. Verbal and non-written complaints received by TCRPC shall be resolved informally by the TCRPC Title VI Coordinator. If the issue has not been satisfactorily resolved through informal means, or if at any time the complainant requests to file a formal written complaint, the complainant shall be permitted to do so, and the complaint shall follow the process for written complaints.

The TCRPC Executive Director will be informed of any written complaint within 10 days of receipt of the complaint. Within 30 days of receipt of the complaint the TCRPC Title VI Coordinator will acknowledge receipt of the complaint and inform the complainant of proposed action to process the complaint. Within 120 days of receipt of the complaint the TCRPC Title VI Coordinator will conduct and complete a full investigation of the complaint and provide a recommendation for action in a report of findings to the TCRPC Executive Director. Within 150 days of receipt of the complaint, the TCRPC Executive Director will notify the complainant in writing of the final decision reached. The notification will advise the complainant of their right to file a formal complaint with the Federal Transit Administration, the Federal Highway Administration, or the Illinois Department of Transportation if they are dissatisfied with the final decision rendered by TCRPC. The TCRPC Title VI Coordinator will also provide the PPUATS Policy Committee with a copy of this decision and summary of findings.

A person may also file a complaint directly with the following agencies:

- Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.
- Federal Highway Administration, at FHWA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.
- Illinois Department of Transportation, at IDOT Bureau of Civil Rights, 2300 South Dirksen Parkway, Springfield, IL 62764

To view a copy of the Complaint Procedure please see **Appendix C**.

Title VI Investigations

All FTA /FHWA funding recipients are required to prepare and maintain a list of any complaints alleging discrimination on the basis of race, color, or national origin. TCRPC is pleased to report the organization has not received any Title VI complaints since the previously submitted Title VI document.

Additional Information

Previous Submittals and Documents

“Title VI Compliance Report: Striving for Non-Discrimination in Planning” October 2012

“Title VI Compliance Review” August 2008

Recent PPUATS Changes, Improvements, or Efforts

Since the adoption of the previous PPUATS Title VI Report, the following significant changes have occurred in the PPUATS planning process:

- The addition of the communities of Dunlap, Chillicothe, and Germantown Hills to the Adjusted Urbanized Area based on the 2010 U.S. Census.
- The completion of the 2015-2040 Long Range Plan, entitled “Envision HOI: The Heart of Illinois Long Range Transportation Plan”
- The use of social media to disseminate information and gather input. The joint Facebook page shared by Tri-County Regional Planning Commission and the Peoria/Pekin Urbanized Area Transportation Study can be found at www.facebook.com/tcrpc.page.

PUBLIC PARTICIPATION AND OUTREACH

PPUATS is dedicated to providing access to the transportation planning process and associated MPO planning documents to all people, regardless of race, color, national origin, socio-

economic status, English proficiency, or disability. PPUATS has prepared several documents to help guide the agency in ensuring that the transportation planning process is open to everyone.

Public Participation Plan

Public participation is an important component of any planning process. A planning process should both communicate information about the process to the general public and enable the general public to provide input into the process. The constant exchange of information and ideas between planners and the general public helps save time and money by discovering and avoiding issues long before they become burdens on the tax base. Effective participation also builds trust and buy-in from the general public, resulting in not only a better plan, but a more easily executable plan that is more likely to be supported and embraced by the region.

PPUATS's Public Participation Plan (PPP) outlines the strategies developed to distribute information to the public on our transportation planning and programming processes. This plan includes methodologies in which the MPO utilizes in addition to projects, studies and plans, as well as gathering public feedback on these projects. PPUATS recognizes that effective public participation, with an emphasis on traditionally underserved populations, is critical to ensuring that a comprehensive viewpoint and considerations are appropriately incorporated into the transportation planning process. The Public Participation Plan is attached as **Appendix D**.

PPUATS uses numerous methods to communicate information to the public and to obtain input. **Appendix E** describes the public participation efforts that were used as part of the process to develop the most recent Long Range Transportation Plan, which was adopted in March 2015. These outreach methods are also commonly used for other planning activities.

Limited English Proficiency Analysis

PPUATS prepared a Limited English Proficiency (LEP) analysis to determine if the region met the Safe Harbor Threshold. The Safe Harbor Threshold states that if 5% of the population, or 1,000 persons, whichever is less, are defined as those who speak English "not well," or "not at all"), then a Limited English Proficiency Plan that identifies reasonable steps to provide language assistance must be developed.

According to 2013 American Community Survey 5-Year Estimate, 1,082 or 0.4% of the population of the Urbanized Area of 272,615 ages five and over speak English "not well" or "not at all." The number and percent of persons who speak English "not well" or "not at all" is below the Safe Harbor Threshold.

The PPUATs Limited English Proficiency Analysis is attached as **Appendix F**.

MONITORING PROCEDURES AND EFFORTS

PUATS Procedures

PPUATS is charged with the responsibility to direct, coordinate, and administer the continuing, comprehensive, and cooperative (3-C) transportation process. As the MPO, PPUATS takes a comprehensive approach to monitoring population trends across the region. PPUATS assembles detailed Census data to track demographic trends across the area. It studies the employment locations of minority and low-income groups in relation to their place of residence to help identify key transportation linkages.

PPUATS works closely with the Greater Peoria Mass Transit District. Representatives of the mass transit district have had a seat on the PPUATS Technical and Policy Committees for over 15 years. A Memorandum of Understanding for Cooperative Transportation Planning between PPUATS and public transit operators includes:

- Ensuring that plans require federal funding for implementation, including plans for major transit capital investments, conform to priorities established in the Long Range Transportation Plan,
- Ensuring that public transit operators assist PPUATS in securing data and source materials concerning transit plans, programs, and funding necessary to the effective accomplishment of the transportation planning process.

PPUATS ensures that all sub-recipients follow the requirements of Title VI. The following chart shows the funds for which PPUATS is responsible for as a Direct Recipient, and the types of sub-recipients in each program. PPUATS includes the appropriate language in each sub-recipient agreement and monitors the sub-recipient to ensure that all Title VI regulations are followed.

PPUATS Direct Recipient Sources of Funds		
Federal Funding Source	Purpose of Funds	Recipients
JARC (Pre-Map-21)	Transportation for job access for low-income persons	Transit District, local governments
New Freedom (Pre-Map-21)	Transportation for elderly/disabled individuals	Transit District, local governments
FTA 5310	Transportation for elderly/disabled individuals	Transit District, local governments

DEMOGRAPHICS

Analyzing current and past demographic data is an important step in defining future transportation needs for individuals living and working in the PPUATS Metropolitan Planning Area. This section provides an overview of current and historic trends in population, race and ethnicity, poverty, disability, and zero-vehicle households.

As of the 2010 Census, the Tri-County Area of Peoria, Tazewell, and Woodford Counties had a total population of 360,552 people. Of those, 272,615 resided within the Urbanized Area, comprising 108,861 households with an average household size of 2.38 persons.

See **APPENDIX G** for a detailed analysis of the demographic make-up of the PPUATS Urbanized Area.

Consideration of the Mobility Needs of Minority Populations

The minority population of the PPUATS Urbanized Area is 19.3 percent of the population. The areas with the highest density of minority populations are the southside and near north side of the city of Peoria.

The mobility needs of the minority population are identified primarily through the Human Service Transportation Plan (HSTP) process. A HSTP committee was formed in 2008 and includes representatives from the following:

- Mass transit district para-transit service
- Agency on Aging
- Para-transit User
- Community workshop
- Independent living agency

The committee meets bi-monthly.

PPUATS staff also sits on the mass transit district ADA committee and the Accessible Transportation Coalition Initiative of the Greater Peoria area.

Non-Discrimination Procedures

PPUATS, as the Co-Designated Recipient of FTA Section 5310 funds, sub-allocates a portion of the funds to local governments, transit districts, and/or para-transit providers in a

nondiscriminatory manner. Funds are allocated without regard to race, ethnicity, color, or national origin of the beneficiaries. The application for FTA Section 5310 funding (**APPENDIX H**) does not ask for information regarding the race of the potential beneficiaries of the funding.

Funds are allocated based on the following:

- Applicant involvement in the HSTP process;
- Applicant commitment to provide required match;
- Ability of the project to increase mobility for elderly persons or persons with disabilities;
- Applicant ability to begin project in a reasonable time frame;
- Number of new persons who will benefit from the project.

Assistance to Sub-Recipients Serving Predominantly Minority Populations

PPUATS is committed to assisting potential sub-recipients who serve primarily minority populations with the application process. In the most recent funding round, one such potential sub-recipient was assisted (Council for Disadvantaged People).

SELF-CERTIFICATION

The PPUATS self-certification is attached as **APPENDIX I**.

APPENDIX A

RESOLUTION

2015 PPUATS TITLE VI/ENVIRONMENTAL JUSTICE CONSIDERATION AND LIMITED ENGLISH PROFICIENCY PLAN

WHEREAS, the Federal Highway Act of 1962, as amended, and the Urban Mass Transportation Act of 1964, as amended, provides for an urban transportation planning process, and

WHEREAS, the Moving Ahead for Progress in the 21st Century Act (MAP-21) authorizes funding to improve the nation’s transportation system for highways, highway safety, public transit, alternative non-motorized forms of transportation and freight through continuing resolutions, and

WHEREAS, the Tri-County Regional Planning Commission (TCRPC) is the Metropolitan Planning Organization (MPO) for the Peoria/Pekin Urbanized Area, and

WHEREAS, TCRPC has delegated the responsibilities and functions of the MPO to the Peoria/Pekin Urbanizes Transportation Study (PPUATS), and

WHEREAS, all programs and organizations receiving financial assistance from Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) are subject to Title VI of the Civil Rights Act of 1964 and U.S. Department of Transportation’s implementing regulations, and

WHEREAS, Executive Order 12898 “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations” builds on to Title VI activities by including the considerations of the impacts to low-income populations in addition to minority populations into transportation planning and decision-making processes, and

WHEREAS, Executive Order 13166 “Improving Access to Services for Persons with Limited English Proficiency” states that recipients of federal transportation funds shall take reasonable steps to ensure meaningful access to benefits, services, information, and other important portions of their programs and activities for individuals who are limited-English proficient (LEP), and

WHEREAS, PPUATS assures that no person or group of persons on the basis of race, color, or national origin, including LEP persons, are subjected to discrimination in the level and quality of transportation planning programs and activities provided by the MPO, whether federally funded or not, and

WHEREAS, PPUATS has developed an updated Title VI Program/Environmental Justice Considerations document and LEP Plan that meets the requirements of FTA Circular 4702.1B (Title VI) and FTA Circular 4703.1 (Environmental Justice).

NOW, THEREFORE, BE IT RESOLVED, THAT

The PPUATS Policy Committee hereby adopts the 2015 Title VI/Environmental Justice Considerations and Limited English Plan.

Dated this 4th Day of November 2015.

Ronald Rainson, PPUATS Chair
Mayor, Village of Morton, Illinois

Steven Morris, PPUATS Vice-Chair
Member, Peoria County Board

APPENDIX B

NOTIFYING THE PUBLIC OF RIGHTS UNDER TITLE VI

**Peoria/Pekin Urbanized Area Transportation Study
456 Fulton Street, Suite 401
Peoria, IL 61602**

- Peoria/Pekin Urbanized Area Transportation Study operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes he or she has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with Tri-County Regional Planning Commission.
- For more information on Peoria/Pekin Urbanized Area Transportation Study's civil rights program, and the procedures for filing a complaint, contact (309) 673-9330, or visit the agency at the address listed above. For more information, visit www.tricountyrpc.org.
- A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

APPENDIX C

Tri-County Regional Planning Commission Peoria, Illinois

DISCRIMINATION COMPLAINT PROCEDURE

Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color, or national origin in programs and services funded, in whole or part, by financial assistance from the United States Government. Certain services and programs operated or sponsored by the Tri-County Regional Planning Commission (TCRPC) are subject to the requirements and obligations of Title VI. It is the intention of TCRPC to fully comply with Title VI.

Any person who believes that he or she, individually, as a member of any specific class, or in connection with any disadvantaged business enterprise, has been subjected to discrimination on the basis of race, color, or national origin or other discrimination prohibited by Title VI of the Civil Rights Act of 1964, as amended, may file a complaint with TCRPC or the Federal Transit Administration (FTA). A complaint may also be filed by a representative on behalf of such a person. All Title VI complaints will be referred to the TCRPC Executive Director, or his or her designee, to track, investigate and document.

In order to have the complaint considered under this procedure, the complainant must file the complaint no later than 180 days after:

- a) The date of alleged act of discrimination; or
- b) Where there has been a continuing course of conduct, the date on which that conduct was discontinued.

TCRPC may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for so doing.

How to File A Complaint to TCRPC

A person with a Title VI or other complaint may submit the complaint to TCRPC using the following procedures:

1. A complaint may be submitted in writing and must include the person's name and contact information, the date of the incident, the circumstances surrounding the claimed discrimination, and the identity of the person, department, or service that caused the complaint. Written complaints shall be signed by the complainant and/or the complainant's

representative. Complaints may be sent via mail, email, or hand delivered. The Complaint Form can be found at the end of this document.

2. A complaint may be taken verbally and must include the person's name and contact information, the date of the incident, the circumstances surrounding the claimed discrimination, and the identity of the person, department or service that caused the complaint. In the event that a person makes a verbal complaint of discrimination to an officer or employee of TCRPC, the person may be interviewed by the Executive Director. If necessary, the Executive Director or his or her designee will assist the person in reducing the complaint to writing and submit the written version of the complaint to the person for signature.
3. Persons with a complaint may request a neutral third party to hear a verbal complaint or assist with a written complaint. The selection of the neutral third party shall be made cooperatively between TCRPC and the person filing the complaint.
4. All complaints shall be addressed to the TCRPC Executive Director.

TCRPC Complaint Procedure

1. Within 10 days, the Executive Director will:
 - Acknowledge receipt of the allegation,
 - Inform the person filing a complaint (the complainant) of action taken or proposed action to process the allegation, and
 - Inform the complainant that the complaint may be either filed directly with TCRPC or with other appropriate departments such as the Federal Transit Administration (FTA). The contact information for those agencies will be provided should the person opt to file directly with them. TCRPC's Executive Director shall be responsible for follow-up and monitoring FTA action.
2. If the complainant opts to file the complaint with TCRPC, the Executive Director will direct the complaint to the appropriate Program Manager for a fact-finding review.
3. Within 60 days, the Program Manager will conduct an investigation of the allegation and, based on the information obtained, will render a recommendation for action in a report of findings to TCRPC's Executive Director and Personnel Committee. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings.
4. If the complaint is valid and supported by facts, the Executive Director and Personnel Committee will order corrective action to be taken. The Executive Director will also provide the appropriate federal agency with a copy of this decision and summary of findings upon completion of the investigation.

5. Within 90 days of receipt of the complaint, TCRPC will notify the complainant in writing of the final decision reached. If the proposed remedy is acceptable to the complainant, the matter is concluded.
6. If the proposed remedy is not acceptable, TCRPC will advise the complainant how to file the complaint with the FTA.

To file a Title VI complaint or to request additional information about TCRPC's non-discrimination obligations and policies, contact:

Tri-County Regional Planning Commission
456 Fulton Street, Suite 401
Peoria, IL 61602
309-673-9330

Federal Transit Administration Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor – TCR
1200 New Jersey Ave., SE
Washington, D.C., 20590

**PEORIA/PEKIN URBANIZED AREA TRANSPORTATION STUDY
Complaint Form**

Instructions: Fill out this form, sign it, and submit via US Mail or by Hand Delivery

Name	Phone			
Address	City, State, Zip Code			
Name of Employee That You Believe Discriminated Against You				
Date or Dates of Alleged Incident:				
Type of Discrimination (Circle All That Apply)				
Race	Retaliation	Sex	Familial Status	Religion
Color	National Origin	Age	Disability	Other
Explain clearly how discrimination occurred and who participated in the discrimination. Include how you were treated unfairly. Attach any other documents that relate to your case.				
Signature				Date

Peoria/Pekin (IL) Urbanized Area Transportation Study

Public Participation Plan

2007

Produced by Tri-County Regional Planning Commission

ADOPTED:

May 24, 2007



PUBLIC PARTICIPATION PLAN

This report describes the efforts and sets forth the policy of the Peoria/Pekin Urbanized Area Transportation Study (PPUATS) to involve public officials, community leaders, and area citizens in the transportation planning and improvement programming process.

PRIMARY PPUATS PUBLIC PARTICIPATION GOALS

PPUATS hereby declares that a proactive public participation process is critical to the transportation planning process and to the development and implementation of the Long-Range Transportation Plan, the Transportation Improvement Program, and the Unified Planning Work Program. To achieve successful public participation, PPUATS will strive toward the following four primary Public Participation Goals:

- The public will be involved early and continually in the planning process.
 - All citizens and transportation stakeholders will be given opportunities to participate.
 - The public and transportation stakeholders will be provided with clear, timely, and accurate information.
 - The public participation process will be flexible. Several techniques will be employed and/or combined to accommodate varying circumstances.
-

THIS REPORT WAS PREPARED IN COOPERATION WITH THE FOLLOWING:

U.S. Department of Transportation
Federal Highway Administration
Federal Transit Administration
Illinois Department of Transportation



Tri-County Regional Planning Commission
411 Hamilton Blvd, Peoria, Illinois 61602 / 309-673-9330 / FAX 309-673-9802

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PURPOSE OF THIS DOCUMENT

The Tri-County Regional Planning Commission (TCRPC) has been designated as the Metropolitan Planning Organization (MPO) for the Peoria/Pekin Urbanized Area by the Governor of the State of Illinois. The Peoria/Pekin Urbanized Area Transportation Study (PPUATS) serves as the transportation advisory board to the TCRPC.

Representation on PPUATS is drawn from elected officials and staff of local municipalities and counties, along with the Greater Peoria Regional Airport, the Greater Peoria Mass Transit District, the Illinois Department of Transportation, and the Federal Highway Administration.

Two committees make up PPUATS; a **Policy Committee** and a **Technical Committee**.

The **PPUATS Policy Committee** is made up of elected officials representing their respective communities. The Policy Committee function is to determine transportation policy within the framework of the urban transportation planning process. The Policy Committee is mandated to vote on the Technical Committee recommendations.

The **PPUATS Technical Committee** is made up of individuals appointed by their respective PPUATS communities. Most of the individuals are public works and/or engineering staff from their respective communities. Throughout the year the Technical Committee reviews and recommends planning policies and measures to the Policy Committee.

As the MPO, the Tri-County Regional Planning Commission has review authority over PPUATS, and may request that both committees further consider and act upon controversial decisions.

The purpose of this document is to set forth the policies, procedures, methods, and details for involving the general public in the transportation planning of the Peoria/Pekin Urbanized Area Transportation Study (PPUATS).

INTRODUCTION TO THE PPUATS PLANNING PROCESS

The Tri-County Regional Planning Commission is the federally-required Metropolitan Planning Organization (MPO) for the Peoria Urbanized Area (UA) as defined by the US Census Bureau. The Safe, Accountable, Efficient, Transportation Equity Act: A Legacy for Users and its predecessors, the Transportation Equity Act for the 21st Century (TEA-21) and the Intermodal Surface Transportation and Efficiency Act (ISTEA), require the cooperation of all state and local jurisdictions and other transportation stakeholders to be in concert with each other while dealing with transportation and other governmental issues in the 20-Year Metropolitan Planning Area (MA). No federal funding can be applied towards transportation improvement projects, transportation services, or transportation studies in the MA unless the project, service, or study are included in one or more of the following three comprehensive, coordinated and cooperative documents developed by PPUATS and approved by the Tri-County

Regional Planning Commission: the **Long Range Transportation Plan**, the **Transportation Improvement Program**, and the **Unified Planning Work Program**:

1. The Long-Range Transportation Plan (LRTP).

The LRTP is a comprehensive proposal for the further development, improvement and maintenance of the major transportation systems for the Peoria Metropolitan Area. The LRTP has a 20-year (minimum) time horizon and addresses all forms of transportation: highway, transit, pedestrian, public, and private. The LRTP is updated every 4-5 years.

2. The Transportation Improvement Program (TIP).

The TIP proposes expenditures using federal dollars for transportation improvements scheduled for the next four years. The listing includes all transportation projects proposed within the 20-Year Metropolitan Planning Area for the Peoria Metropolitan Area. The listing establishes priorities and is financially constrained (i.e., a project can only be included if there is a reasonable expectation of sufficient funding for its completion). The TIP is updated annually.

3. The Unified Planning Work Program (UWP).

The UWP is prepared annually to direct day-to-day work of the TCRPC staff and committees. The UWP outlines specific planning activities to be accomplished in the coming fiscal year, and assigns responsibilities to the various TCRPC departments. The bulk of the work is funded by grants from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

THE ORGANIZATIONAL STRUCTURE OF PPUATS

The “Joint PPUATS Funding Agreement,” authorizes TCRPC, the State of Illinois, and the legislative bodies of Peoria County, Tazewell County, Woodford County, Peoria, Pekin, East Peoria, Morton, Washington, Peoria Heights, Creve Coeur, Bartonville, and West Peoria to establish PPUATS as the designated advisory board to carry out Tri-County Regional Planning Commission Metropolitan Planning Organization’s responsibilities for the Peoria Metropolitan Area.

The governing body of PPUATS is the **Policy Committee**. The Policy Committee is responsible for all official activities of PPUATS as specified in the “Joint PPUATS Funding Agreement.” The Policy Committee obtains input and advice on transportation matters from a wide variety of public and private sources, but primarily through the PPUATS **Technical Committee**.

The current membership for both PPUATS Policy and Technical committees can be found in the Appendix listed under Tables 9 and 10, respectively. To see a list of tentative meeting dates for both PPUATS Policy and Technical Committees, please see the Appendix.

Voting Structure

Tables 1 & 2 both list the voting structure of PPUATS. Each member has at least one vote. For those communities with multiple votes, one representative can cast all of his or her community's votes. Records of all votes are kept as part of the minutes.

Recommendations made by PPUATS Technical are forwarded to PPUATS Policy Committee for its consideration.

Voting Procedure

The Policy Committee shall vote on all recommendations presented by the Technical Committee. A simple majority is required to approve all Technical Committee recommendations. If a Technical Committee recommendation is not approved, the Policy Committee may, only after discussion, preliminarily approve a change to the recommendation by at least a 2/3 affirmative vote of the quorum present. In this case, the Policy Committee shall notify the Technical Committee of its intended action and wait until its next meeting to vote to modify the project. If at either the initial or subsequent meeting, a 2/3 vote cannot be obtained, the issue shall be automatically and immediately referred back to the Technical Committee for reconsideration with the Policy Committee's reasoning for denial.

Table 1 – PPUATS Policy

PPUATS: Policy Committee	
Jurisdiction	Votes
Peoria County	3
Tazewell County	2
Woodford County	1
City of Peoria	2
City of Pekin	1
City of East Peoria	1
City of Washington	1
Village of Bartonville	1
Village of West Peoria	1
Village of Morton	1
Village of Peoria Heights	1
Village of Creve Coeur	1
CityLink	1
IDOT - District 4	1

Table 2 – PPUATS Technical

PPUATS: Technical Committee	
Jurisdiction	Votes
Peoria County	3
Tazewell County	2
Woodford County	1
City of Peoria	2
City of Pekin	1
City of East Peoria	1
City of Washington	1
Village of Bartonville	1
Village of West Peoria	1
Village of Morton	1
Village of Peoria Heights	1
Village of Creve Coeur	1
CityLink	1
IDOT - District 4	1
Greater Peoria Regional Airport	1
Tri-County Regional Planning Commission	1

Ad Hoc Committees

The Technical Committee has the authority to establish and appoint members to other temporary or special purpose committees as needed to carry out the duties of the Technical Committee. Membership on these committees may consist of individuals from organizations not otherwise represented on the Technical or Policy Committees. Examples of committees formed by the Technical Committee to address specific issues are:

- ByLaws Update Task Force (2002)
- STU Criteria Update Task Force (2003)
- FY 2005-2030 LRTP Task Force (2004)
- 3rd Transportation Symposium Task Force (2004)
- STU Criteria Update Task Force (2006)
- LRTP Update Task Force (2007)

THE PLANNING AREA

The full jurisdictional area of PPUATS is the **Metropolitan Planning Area (MA)**. To understand what land and jurisdictions are included in the MA, two additional designated areas must be explained: the “**Urbanized Area**” and the “**Adjusted Urbanized Area**”.

The **Urbanized Area (UA)** is defined by the US Census Bureau in accordance with strict population density criteria. Generally speaking, urbanized areas must have a minimum of 50,000 persons living in contiguous dense settlement patterns. From the 1990 Census, the Peoria Urbanized Area covered portions of Peoria County and Tazewell County; and consists primarily of the incorporated areas of Peoria, Peoria Heights, East Peoria, West Peoria, Morton, Washington, Bartonville, Creve Coeur, Pekin, and immediately surrounding intensely developed lands.

For the 2000 Census, the UA criteria were altered to become even more strictly dependent on population density and proximity. In general, the core of an UA must be comprised of census block groups or blocks that have a population of at least 1,000 persons per square mile. Other blocks with a minimum of 500 persons per square mile can be added if they are within a defined proximity to the core area. Incorporated areas were not automatically included in the 2000 Census UA, as they were in the 1990 Census UA. To be included, each census block has to meet the density and proximity criteria.

For the most part, the boundaries stayed the same from the 1990 Census UA boundary to the 2000 Census UA.

Portions added to the 2000 Census UA include: the entirety of the Route 6 By-Pass, a portion of the Route 24 By-Pass, the Groveland/Springfield Road Corridor south to Sheridan Road, and a small corridor leading to South Pekin.

The real importance of the UA is that this area, along with population and other statistics computed for this area relative to other such areas throughout the nation, serve as the basis for several federal funding formulas. Federal transportation funding for the Peoria area is substantial. In recent years, the Peoria area has received Federal transportation planning funds approaching \$350,000 per year, roadway construction funds approaching \$1.5 million per year, and public transit planning funds close to \$125,000 per year.

One of the functions of PPUATS is to determine when and on what projects the above funds can be spent locally. In making this determination, federal guidelines require PPUATS to conduct the “3-C” planning process. **This guideline further allows/requires that PPUATS adjust the UA for planning purposes and to forecast a Metropolitan Planning Area.**

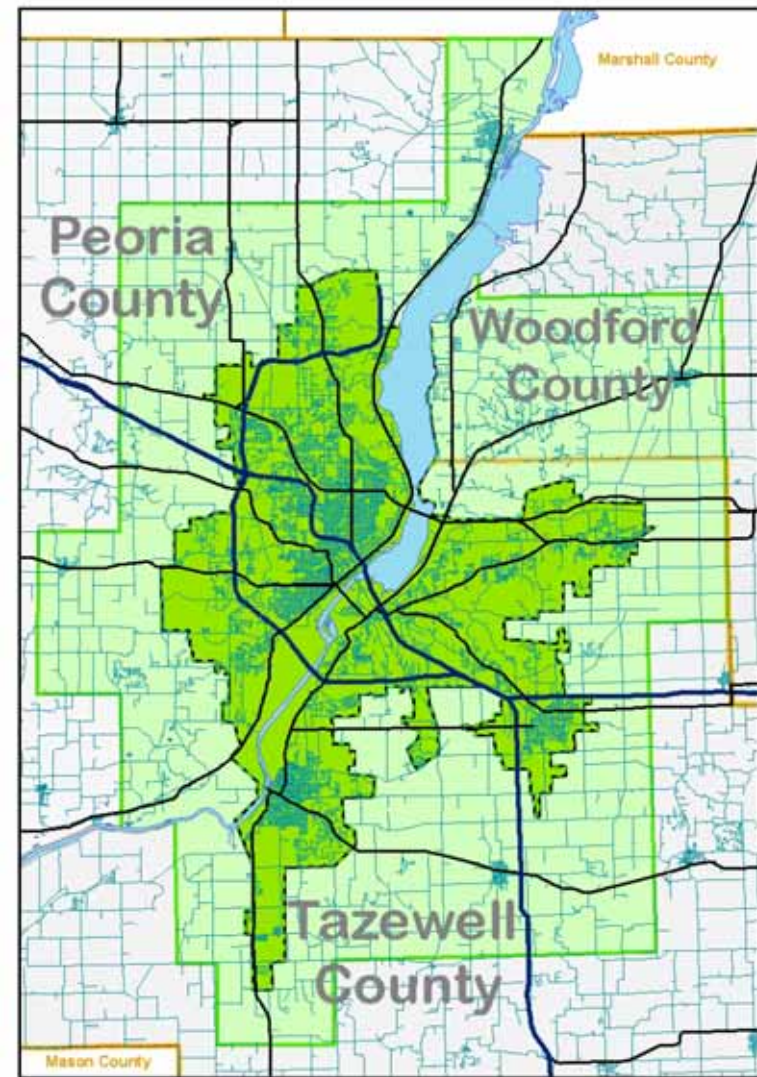
For transportation planning purposes, the **Adjusted Urbanized Area** includes all of the UA, plus other small areas necessary to round-off the jagged or sometimes irregular boundaries of the UA. In addition, the Adjusted Urbanized Area includes lands that are highly likely to be developed within the next five years, and other abutting or nearby developed lands. The Adjusted Urbanized Area is used primarily to determine which roadways are eligible for

federal “urban” and “rural” funding assistance (but does not affect the total amount of federal assistance available). The most recent Adjusted Urbanized Area for PPUATS was adopted by the Tri-County Regional Planning Commission in May 2003.

The **Metropolitan Planning Area (MA)**, also known as the **20-Year Planning Boundary** is similarly determined by PPUATS. The **MA** is the area that is expected to be urbanized in the next 20-25 years. It can be as large as the entire metropolitan statistical area or consolidated metropolitan statistical area, as defined by the Census Bureau.

The most recent MA for PPUATS was adopted by the Tri-County Regional Planning Commission in June 2003 (following adoption of the Adjusted Urbanized Area). The most significant change made to the MA from the 2000 Census was the addition of the South Pekin area, due to the contiguity between the population of South Pekin and recent developments at the southerly boundary of Pekin.

Map 1 – 2003 PPUATS Transportation Boundaries



Peoria/Pekin Urbanized Area Transportation Study
Transportation Planning Area Boundaries - 2003



Urbanized Area Boundary
 20 Year Planning Boundary



FEDERAL PUBLIC PARTICIPATION REQUIREMENTS

Transportation, in all forms, is a basic need of society. Partnering with the Illinois Department of Transportation (IDOT), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Greater Peoria Mass Transit District (CityLink), and many other cooperating agencies, PPUATS seeks to provide an efficient and equitable surface transportation system for the Peoria Metropolitan Area.

In accordance with Title 23, Code of Federal Regulations, Part 450 (23 CFR 450), PPUATS provides continuous, cooperative, and comprehensive transportation planning services (3-C Transportation Planning Process) for the Peoria Metropolitan Area. As part of the 3-C process, PPUATS invites citizen input on the work, projects, and studies proposed by PPUATS.

PPUATS is made up of nine member cities: Peoria, Pekin, East Peoria, Washington, Bartonville, West Peoria, Morton, Peoria Heights, and Creve Coeur; unincorporated portions of three member counties: Peoria County, Tazewell County, and Woodford County; and also the Greater Peoria Mass Transit District (CityLink), Peoria Airport and IDOT-District 4. As of the 2000 Census, PPUATS 20-Year MA encompassed more than 300,000 persons. In serving the twelve governments and the residents within, PPUATS recognizes the importance and necessity of the public participation plan.

The guidelines for Metropolitan Planning as published in the SAFETEA-LU Bill require an extensive public participation process in all future transportation planning.

Previously referred to as public participation plans the SAFETEA-LU requires the new public participation plan to be fulfilled by MPO. The SAFETEA-LU Bill adds to the guidance provided in TEA-21 The eleven criteria of TEA-21- derived guidance remains in effect and are quoted below. With the implementation of SAFETEA-LU new requirements were made as the bill states, **“A participation plan shall be developed in consultation with all interested parties; and shall provide that all interested parties have reasonable opportunities to comment on the contents of the transportation plan. In carrying out (these goals) the metropolitan planning organization shall, to the maximum extent practicable hold any public meetings at convenient and accessible locations and times, employ visualization techniques to describe plans; and make public information available in electronically accessible format and means, such as the World Wide Web, as appropriate to afford reasonable opportunity for consideration of public information.”** The legislation of SAFETEA-LU has been incorporated into the eleven goals established through TEA-21.

The law states eleven specific criteria that the metropolitan planning process shall follow, prefaced by the following statement. The planning process must, **“Include a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing plans and TIPs...”** The eleven criteria are listed below with a summary of the general policy, technique, or approach PPUATS uses to abide by or accomplish the criteria.

1. Public Participation Plan Public Comment Period.

“Require a minimum public comment period of 45 days before the Public Participation Plan (PPP) is initially adopted or revised.”

To comply, PPUATS updates its PPP whenever there are significant changes to: (1) the planning process, (2) the geographic coverage area of the planning process, and/or (3) the approach of PPUATS in facilitating and encouraging public involvement.

When updating the PPP, the *PPP Draft* is distributed to the PPUATS Technical Committee, PPUATS Policy Committee, and the Tri-County Regional Planning Commission. The *PPP Draft* is also forwarded to 39 public review sites within the Peoria Metropolitan Area for the general public to review. Public Notices are published in both the Peoria Journal Star and Pekin Daily Times for three days, beginning the 45- day public review period.

During the 45-day public review period, three Public Hearings are held. Verbal comments and written submissions presented at the Public Hearings are generally responded to immediately or the topic is continued for later response. Minutes are compiled for all Public Hearings, where public comments and responses are recorded therein.

All Public Hearing locations are selected with appreciation of the need to accommodate persons with disabilities.

If significant comments are received, PPUATS will appropriately modify the PPP and redistribute a second draft for further review. This process continues until the PPUATS Policy Committee is satisfied that all comments have been appropriately addressed. A final adopted PPP is then made available to the public.

2. Timely Information.

“Provide timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs and projects (including but not limited to central city and other local jurisdiction concerns).”

PPUATS addresses this requirement in several ways. Some efforts involve direct contact with stakeholders and general citizens while other approaches are indirect. PPUATS continues to employ all of the following under appropriate circumstances.

- A. The primary approach is the maintenance of an extensive mailing list, and the use of direct mailings to all persons on this list. As a matter of practice, TCRPC makes the above mailings in a timely fashion. Mailings are made at least 6-7 days prior to all PPUATS Policy and Technical Committee meetings.
- B. Major PPUATS Documents, specifically the LRTP and the TIP are released to the public and given 30

days to review and comment on the plans. Announcements are made to the public via public notices in the Peoria Journal Star and the Pekin Daily Times prior to the beginning of the public review period.

- C. The Unified Work Plan (UWP) along with other PPUATS documents are not required to go through the formal 30 day public review process including public notices. Despite not going through the formal review there are still many opportunities for the public to comment. Agendas will announce the distribution of the documents for both PPUATS Technical and Policy Committees. At the following month's meetings the committees will discuss the documents and make comments. If no major changes are required they will be approved during those meetings. Public can comment on any of these plans at the meeting where the document is distributed or discussed. If one is not able to attend, their comments and concerns can be sent to Tri-County staff, where they will be forwarded to the committees.
- D. With regard to special transportation studies, extra efforts are made to announce and invite participation. These efforts include sending out transportation related documents to PPUATS 39 Public Review Sites, sending out press releases, publishing legal notices, holding public hearings, and holding press conferences. Examples of studies where special efforts have been made: the Eastern Bypass, the I-74 Reconstruction, the Rt 29 to I-80 Corridor, the IL 336 to Macomb Corridor, the

extension of Veterans Drive in Pekin, and the expansion of US 150 past Route 6 in north Peoria.

As part of its long-range transportation planning process, the Tri-County Regional Planning Commission holds Transportation Symposiums to gather information on transportation priorities for the Peoria Metropolitan Area. These priorities are then incorporated into PPUATS Long-Range Transportation Plans.

The TCRPC hosted its first Transportation Symposium in 1992, a second in 1998, and the most recent symposium was held in 2004 during the creation of the "2005-2030 Long Range Transportation Plan." All three symposiums were successful in providing the opportunity for transportation professionals and local government representatives to review transportation priorities for the Peoria Metropolitan Area. The priorities developed at these symposiums have been listed below.

1992

- Lack of freeway connection to Chicago
- Need for a complete ring road highway around the urbanized area
- Illinois River protection, restoration and use
- Peoria Airport access and expansion
- Improvements to IL-336 into McDonough County
- Regional mass transit infrastructure and service
- I-74 modernization
- Lack of passenger service (rail and air)
- Lack of regional transportation service

1998

- New interstate highway development: Peoria to Chicago and an eastern ring road
- Illinois River protection, restoration and use
- Peoria Airport access and expansion
- Improvements to existing highways: I-74 through Peoria and IL-336 into McDonough County
- Regional mass transit infrastructure and service improvements

2004

Priorities were developed for individual categories. The categories included

- Enhancement – Trails
- Enhancement – Illinois River
- Enhancement – Historic Preservation
- Mass Transit
- Highway – Intersections
- Highway – Capacity Improvements
- Highway – Traffic Signals
- Highway – New Corridors
- Freight

Within each category a short term list of priorities (within 10 years) and a long term list of priorities (within 10 to 20 years) were developed. Please refer to the “2005-2030 Long Range Transportation Plan” for a complete list of priorities.

The symposiums are a great venue to inform the public, at the same time the public has numerous opportunities to voice their opinions and concerns

regarding the transportation goals of the community.

- E. PPUATS makes a special effort to participate in public involvement efforts initiated by other entities throughout the community. In the past, PPUATS has participated by supporting the transportation-related efforts of the Greater Peoria Chamber of Commerce, the Peoria Civic Federation, and the following Chambers of Commerce: Pekin, Washington, Morton, East Peoria, Chillicothe, and Peoria. PPUATS will continue to seek out and participate in such efforts when opportunities arise.
- F. TCRPC makes a special effort to maximize the ability of the PPUATS Policy and Technical Committees to facilitate public involvement. All Policy and Technical Committee meetings are announced ahead of time. On an annual basis, a tentative list of the meeting dates and times for the upcoming year are published in the Peoria Journal Star and Pekin Daily Times for three days in the fall. Also, before each meeting agendas are disseminated to the entire mailing list and posted online on the TCRPC Website.

All meetings are open to the public with public comment solicited on all agenda and/or transportation-related topics. As a matter of practice, all agendas and notices are annotated with the phrase, "**Opportunities for public comment will be afforded**".

Following all PPUATS meetings, detailed minutes are prepared, documenting actions and significant discussions. These minutes are available to the public upon request or can be found on the TCRPC Website.

G. PPUATS utilizes special sub-committees on an ad hoc basis. For example, subcommittees have been formed to update the PPUATS Bylaws and to update the Surface Transportation Urban (STU) Criteria. PPUATS will continue to utilize such subcommittees in the future when appropriate. Citizens who are interested in the specific topics of ad hoc committees are encouraged to attend as non-voting members.

H. The Tri-County Regional Planning Commission website provides links to PPUATS meeting agendas, minutes, committee representatives, staff contact information, news, maps, plans, and publications produced by PPUATS. Revitalized in 2006, the website is a great place to find out further information about particular initiatives, plans and documents. All major PPUATS documents can be accessed via the website at <http://www.tricountyrpc.org>.

3. Reasonable Public Access.

“Provide reasonable public access to technical and policy information used in the development of plans and TIPs and open public meetings where matters related to the Federal-aid highway and transit programs are being considered.”

To the extent possible, PPUATS policy puts actual copies of all documents and information in the hands of the public. The LRTPs & TIPs are distributed to PPUATS 39 Public Review Sites located throughout the Peoria Metropolitan Area for public review. The copies that are distributed to the Public Review Sites and to the PPUATS Committees are drafts of documents. The preliminary work and documentation used to create these draft documents can be acquired by contacting Tri-County staff.

Public Notices announcing the review of the TIP and the LRTP are published in both the Peoria Journal Star and Pekin Daily Times for three days. The notice denotes when the 3 public hearings will be held and the location of the 39 Public Review Sites. The public review period is 30 days for all major PPUATS documents, with the exception of the Public Participation Plan, which has a 45 day review period.

PPUATS 39 Public Review Sites are accessible by the area’s minority and low-income populations, and are accessible by mass transit, particularly the South Side Mission, the Urban League, the Friendship House, the Peoria Housing Authority, Tri-County Regional Planning Commission, the Peoria Public Library, and IDOT District 4. A complete list of PPUATS 39 Public Review Sites is located in the Appendix.

During the 30-day public review period, three Public Hearings are held. Verbal comments and written submissions presented at the Public Hearings are generally responded to immediately or the topic is

continued for later response. Minutes are compiled for all Public Hearings, where public comments and responses are recorded therein.

All Public Hearing locations are selected with appreciation of the need to accommodate persons with disabilities.

All PPUATS meetings are open to the public and public comment is allowed on all matters. Open discussion, under "Other" is permitted on any transportation-related matter at the end of every Technical and Policy Committee meeting.

However, if an individual and/or organization would like more time to address a specific transportation-related matter, it is recommended that the individual and/or organization contact TRCPC at least two weeks ahead of the scheduled PPUATS meeting they would like to speak at. Time will then be afforded on the Agenda at the meeting for their attention.

4. Adequate Public Notice.

"Require adequate public notice of public involvement activities and time for public review and comment at key decision points, including, but not limited to, approval of plans and TIPs."

PPUATS provides review periods of 30 days or more for all major PPUATS documents including LRTPs and TIPs; 45 days are allotted for PPP.

Amendments to PPUATS documents (plans and programs) are treated on an individual basis but are generally less rigorous than the adoption of the full document, depending on the significance or potential impact of the amendment. More specific statements regarding timing and notice are in the LRTP, TIP, and UWP timetable sections of this policy, and in the documents themselves.

As previously noted, all PPUATS meetings are announced through mailings of agendas to all on the mailing list. In addition, a tentative meeting schedule for the next calendar year is prepared and distributed each fall at the PPUATS meetings, and sent to the Peoria Journal Star and Pekin Daily Times.

5. Respond to Public Input.

"Demonstrate explicit consideration and response to public input received during the planning and program development processes."

PPUATS accepts input and comments from the public through a variety of means.

- A. Members of the public may make comments by calling the Tri-County Regional Planning Commission at (309) 673-9330.
- B. Written comments may be:
 - 1. Faxed to Tri-County Regional Planning Commission at (309) 673-9802;
 - 2. E-mailed to info@tricityrpc.org.

3. Mailed to Tri-County Regional Planning Commission, 411 Hamilton Blvd, Suite 2001, Peoria, IL 61602.
- C. The public may submit comments to their respective PPUATS representatives for transmittal to the respective full committees.
- D. Comments on PPUATS plans, documents, and/or studies may be made at Public Hearings. PPUATS ensures that all Public Hearing locations are accessible in accordance with the Americans with Disabilities Act.
- E. Time scheduled on Tri-County Regional Planning Commission agenda or PPUATS agenda may be requested by members of the public or a representative of a group, to offer input to the full committees.
- F. General comments by the public and/or organizations can be made at both PPUATS meetings. The comments are generally reserved towards the end of the meeting, under "Other."

All public comments and input received by the Tri-County Regional Planning Commission and PPUATS are shared at the PPUATS Policy and Technical Committees either in verbal or written form. Verbal comments made at PPUATS meetings are generally responded to immediately or the topic is continued for later response. Minutes are compiled for all PPUATS Technical and Policy Committee meetings, where public comments and responses are recorded therein.

PPUATS Policy responds to all public input received during the planning and program development of the LRTP and the TIP. Specific sections are reserved in

both the LRTP and TIP for public comments and the responses PPUATS provide at the meetings. These documents are not considered complete and are not adopted until all comments are responded to or changes made to the documents to accommodate the comments.

6. ***Needs of the Under-served.***

"Seek out and consider the needs of those traditionally under served by existing transportation systems, including but not limited to low-income and minority households."

PPUATS considers the needs of those traditionally under served by existing transportation systems.

- A. PPUATS periodically distributes updates on the assessments of Environmental Justice and Title VI (Nondiscrimination). The Title VI report documents the spatial distribution of the area's low-income and minority population, and compares the distribution of these populations to the distribution of publicly-funded transit services and other transportation improvements.

PPUATS continues to prepare these assessments with the goal of determining whether transportation decisions adversely impact or neglect low-income and minority persons or groups. With the-release of the Census 2000 data, PPUATS updated its Title VI assessment of the geographical distribution of the area low income and/or minority persons with respect to transportation in 2003.

- B. PPUATS supports the development and maintenance of efficient and comprehensive mass transit services as provided publicly and privately.
- C. When financially feasible, PPUATS supports the development and maintenance of efficient and comprehensive facilities for pedestrians and bicyclists.
- D. PPUATS supports the development of facilities to provide equal or better service to persons with disabilities and the modification of existing transportation systems to remove barriers to persons with disabilities.
- E. Tri-County Regional Planning Commission will work with individuals needing language translation of plans or publications to a language other than English. A minimum of two weeks notice of such requests is recommended.
- F. PPUATS promotes its availability to make presentations on transportation related topics to local citizens, organizations, and groups. To schedule a presentation call (309) 673-9330, fax (309) 673-9802, or e-mail info@tricountyrpc.org.

7. Include Comments/Responses in TIP and Plan.

“When significant written and oral comments are received on the draft transportation plan or TIP (including the financial plan) as a result of the public involvement process or the interagency consultation

process required under the U.S. EPA's conformity regulations, a summary, analysis, and report on the disposition of comments shall be made part of the final plan and TIP.”

PPUATS continues to comply with this requirement, as evidenced in all of PPUATS documents since the guidelines for ISTEA were enacted into law.

All comments are brought forth to both PPUATS Committees. After the comments are discussed at the meetings a response is then given to the interested party. Comments and the response letters are included in the appendix of the LRTP and TIPs.

8. Extending the Comment Period.

“If the final transportation plan or TIP differs significantly from the one which was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts, an additional opportunity for public comment on the revised plan or TIP shall be made available.”

If there are enough significant changes to the drafts of any of the PPUATS documents the public comment period will be extended. The PPUATS Committees will decide in coordination with IDOT and FHWA as to what amount of changes requires an additional comment period. The extended comment period will last for 30 days. Within the 30 days additional comments will be afforded at the regularly scheduled PPUATS meetings.

9. Periodically Update the PPP.

“Public Participation Plan shall be periodically reviewed by the MPO in terms of their effectiveness in assuring that the process provides full and open access to all.”

This document marks the fourth time PPUATS has comprehensively reviewed and updated its public participation process since the requirement was first developed in the early 1990s.

With the most recent update a survey was distributed to the mailing list asking about the effectiveness of the Public Participation Plan. The survey also requested additional ways in which the public should be informed. Over twenty people responded to the survey. Some of their suggestions included:

- Contact more people via internet or email
- Get local broadcast channels to highlight projects
- Meet with civic organizations
- Use Tri-County Website more

10. PPP Available for FHWA/FTA Review.

“These procedures will be reviewed by the FHWA and the FTA during certification reviews for TMAs, and as otherwise necessary for all MPOs to assure that full and open access is provided to MPO decision making processes.”

Since the PPP was first developed in 1994, the FHWA and FTA have conducted four certification reviews of

PPUATS: the first in 1996, the second in 1998, the third in 2001 and the last in 2005.

It should also be noted that the certification process is itself used as an opportunity for public participation. Announcements of the past certification reviews were disseminated and the public was invited to attend, participate, and comment. PPUATS will continue this practice.

11. Coordinate with Statewide PPP.

“Metropolitan public participation plan shall be coordinated with statewide public involvement processes wherever possible to enhance public consideration of the issues, plans, and programs and reduce redundancies and costs.”

PPUATS and IDOT have agreed to and will endeavor to coordinate their public involvement efforts as prescribed by this requirement.

MAILING LIST GENERATION AND MAINTENANCE

The primary mailing list of PPUATS has evolved through years of effort and numerous attempts by PPUATS to find persons interested in participating in the planning process.

The press and media component has been in existence from the beginning and is easily maintained via current telephone directories. Added to this list and also easily maintained are the county, city, and village clerks of the various municipalities in the area.

Another large component of the mailing list is the Policy and Technical Committee members themselves, along with numerous other members of their respective organizations. This component has been a steady source of participants and interested parties. Over the years, the governmental component has been expanded to include other governmental agencies not directly involved in transit or road building but is concerned with transportation because of its effect on their plans and programs, its effect on the environment, and/or its effect on their residents.

Any entity or individual that expresses a desire can be added to the mailing list, simply by contacting the Tri-County Planning Commission. Over the years the following types of organizations and individuals have been part of the PPUATS mailing list and many of them continue to receive information about PPUATS.

- **Private transportation providers** (bus companies, taxi companies, rail providers, etc.)
- **Paratransit providers** (social service agencies, public transportation providers, ambulance

companies, taxis, limo companies, etc) is continually updated.

- **Disadvantaged business enterprises (DEB)**
- **Social service** agencies
- Groups representing **minorities**
- Groups representing the **disabled**
- **Public Housing**
- Area **bicycle** clubs
- **Pedestrian/fitness** clubs
- **Environmental** protection groups
- **Trucking** industry
- **Railroad** companies
- **Intermodal agencies**
- **Elected and appointed officials**
- **Township Road Commissioners** throughout Peoria, Tazewell, and Woodford Counties
- **Media**
- **Newspapers**
- **Television**
- **Radio**
- Local **Chambers of Commerce**
- **Realtors**

Any company, organization, or citizen can request to be put on the mailing list at any time. As a mailing list member, the entity will receive all meeting agendas and press releases. If further information is desired please contact Tri-County Regional Planning Commission or refer to the Tri-County website where meeting agendas, packets, and documents can be obtained. An agency can request to be removed from the list at any time by contacting Tri-County Regional Planning Commission.

When necessary, meeting agenda items are expanded to provide a broader explanation of what will be addressed (and/or voted on) at the meetings.

Meeting agendas are annotated to announce that meetings are open to the public and that opportunities for public comment will be afforded on all agenda items.

The public is highly encouraged to participate in the planning process. Staff is willing and desires to hear what comments and suggestions the public has.

CONTACT INFORMATION

The Tri-County Regional Planning Commission firmly believes in the essential role of the public in the 3-C transportation planning process, welcoming any and all comments from citizens or groups concerning transportation issues.

The Tri-County Regional Planning Commission may be contacted at the following:

Tri-County Regional Planning Commission
411 Hamilton Blvd, Suite 2001
Peoria, IL 61602

Phone: 309-673-9330

Fax: 309-673-9802

E-Mail: info@tricountyrpc.org

Website: www.tricountyrpc.org

UPDATING THE PUBLIC PARTICIPATION PLAN

Following is the schedule for the development and adoption of this PPP update. This schedule will be extended to allow further public review if significant changes are made to the draft. Subsequent updates will be repeated every 4-5 years or whenever a significant change to the process is contemplated, in accordance with a similar notification procedure and schedule. Table 3 outlines the PPP Development Schedule:

Table 3 – PPP Schedule

2007 Public Participation Plan (PPP) Development Schedule	
Dates	Activities
January	Develop Public Participation Plan (PPP) Draft.
	Distribute PPP Draft to PPUATS Technical & Policy Committees, PPUATS Mailing List, and to the Public Review Sites.
	Publish Public Notices in Peoria Journal Star and Pekin Daily Times for three days, beginning the 45-day public review period.
February - March	Hold three Public Hearings for citizens to comment on the plan
March	Discuss PPP Draft and received comments at Technical Committee meeting. Recommend PPP for Policy Committee approval.
April	Discuss PPP Draft , receive comments and Technical Committee recommendations at Policy Committee, adopt PPP document
April - May	If changes have been significant, redistribute revised <i>2nd Draft</i> to PPUATS Technical Committee.
	Discuss the revised <i>2nd Draft</i> at Technical Committee meeting. Recommend PPP for Policy Committee approval.
	Discuss revised <i>2nd Draft</i> at Policy Committee meeting. If no revisions, <i>adopt PPP</i> document.

UNIFIED WORK PROGRAM DEVELOPMENT

The Unified Work Program (UWP) is prepared annually. It describes, prioritizes, assigns responsibility, and allocates funds for planning work carried out within the Tri-County Regional Planning Commission (specifically PPUATS). The TCRPC fiscal year corresponds with the IDOT fiscal year, running from July 1st through June 30th. Even though formal work on the UWP does not normally begin until the January or February months, PPUATS begins consideration of items to be included in the next year's UWP as early as September or October. For this reason, individuals and/or organizations seeking planning work on a special topic should approach PPUATS as early as possible. The following schedule of activities related to the development of the UWP is proposed as an annual recurring process. Various parts of this schedule may have to be compressed or expanded to accommodate unforeseen conditions but every effort is made to allow reasonable amounts of time and opportunities for public input. Table 4 outlines the UWP Development Schedule:

Table 4 – UWP Schedule

Annual Unified Work Program (UWP) Development Schedule	
Dates	Activities
October	Initial considerations begin for the next year's UWP .
January - February	IDOT issues funding marks for coming years. Open discussion of UWP begins at all regular meetings at Tri-County Regional Planning Commission.
February - March	<i>Preliminary Draft</i> of UWP is distributed at all regular meetings PPUATS Meetings and to Tri-County Regional Planning Commission. Discussion on the UWP is placed on all agendas.
March	Present UWP Draft to PPUATS Technical Committee.
	Submit UWP Draft to IDOT for review and comment.
	Present UWP Draft to the Tri-County Regional Planning Commission.
April	Present UWP Draft to PPUATS Policy Committee.
	Local match (20%) assurance sought.
	Present UWP Final Draft to PPUATS Technical Committee.
May	Present UWP Final Draft to PPUATS Policy Committee.
	Present UWP Final Draft to Tri-County Regional Planning Commission where the document is received and filed.

Note: Amendments to the UWP are possible at any time. The public review period for amendments need not be more than the approximate 2 week time period between when proposed amendments are prepared and mailed out to the time of the Policy Committee meeting. The review period may be shortened or extended by the Policy Committee depending on the significance of the amendment. Public comment will be accepted at any time.

TRANSPORTATION IMPROVEMENT PROGRAM DEVELOPMENT

Early Participation Encouraged – The implementation of a transportation improvement, whether it is as simple as buying a new transit bus or as complex as the construction of a freeway, can be a lengthy process. A large project can take several years from the time it is conceived to the time it is implemented. Federally-funded projects or projects involving multiple jurisdictions may take even longer.

Projects that have been planned for a long time and have already been engineered or have right-of-way purchased cannot easily be stopped or changed. Agencies are reluctant to abandon or alter projects in which sizable investments in time and public funds have been made.

Therefore, whether a citizen is seeking to encourage or discourage a particular project, it is best they become involved in the planning process as early as possible.

TIP Defined – The Transportation Improvement Program (TIP) is prepared annually to coordinate major improvements among the many jurisdictions in the Peoria Metropolitan Area and to encourage greater citizen knowledge and involvement in selecting and assigning priority to transportation improvements. The TIP is a detailed list of all transportation projects to be funded with federal and state dollars in the next four years.

The first year of the TIP is the “implementation year,” and the second, third and fourth years are the “out years”.

Ideally, a project will first be identified in the third year of the TIP, and will then over the next three TIPs advance to the “implementation year.” Sometimes, projects may advance faster than others, and sometimes projects may be listed under the “implementation year” its first year in the TIP. Conversely, some projects may stay in the “out years” for several years before reaching the “implementation year,” or may even be dropped entirely as community priorities change.

Large complicated projects are often phased or spread over several years. For such projects, the initial project planning, conceptualization, feasibility analysis, and alternatives analysis will take place well before the project is even listed in the TIP. The efforts are part of the Long-Range Transportation Planning process, part of which will appear first in the annual Unified Work Program (UWP). Projects/proposals that pass muster through these preliminary studies then typically proceed to the engineering stages where the project is actually designed and where the project will first show up in a TIP. If a project is especially large or complex, actual construction may be divided into several phases, spread over several years, and hence various parts of a major project may appear in all years of the 4-year TIP, advancing through the TIP for several years in succession.

Jurisdictional Timing Considerations -- The TIP is generally prepared to coincide with IDOT's fiscal year, from July 1st through June 30th. For example, the FY 2007 TIP programs projects to be implemented between July 1, 2006 and June 30, 2007. It will also list projects

proposed for FY 2008, FY2009, and FY 2010 (7/1/2006 - 6/30/2010).

Work on the TIP begins approximately six months prior to the start of the fiscal year, in January and February of each year. However, input for the TIP from the various jurisdictions begins sooner in many cases and is complicated by the differing fiscal years of the various federal, state, and local jurisdictions. Citizens seeking to influence project selection are urged to begin making contact with the officials in the various jurisdictions no later than six months before the start of the jurisdiction's fiscal year. In addition, some jurisdictions, such as IDOT, internally prepare improvement programs covering longer time spans.

Each of the above jurisdictions determines the extent and priorities of their proposed capital improvements through their own respective public participation processes. The general purpose units of government, such as the City of Peoria or Tazewell County, have elaborate committee structures and routinely scheduled meetings for making these decisions. These meetings are announced to the press and media and are open to the public. The special districts such as the Greater Peoria Mass Transit District have less elaborate committee structures but programming issues are discussed at various announced meetings throughout the year. These meetings are also open to the public. Special formal public hearings are also conducted for major decisions or whenever state or federal funds are involved.

Table 5 – Fiscal Years

Fiscal Year Start Dates	
Dates	Jurisdiction
1-Jul	Illinois Dept of Transportation
1-Jan	Peoria County
1-Dec	Tazewell County
1-Dec	Woodford County
1-Jul	PPUATS
1-Jan	City of Peoria
1-May	City of Pekin
1-May	City of East Peoria
1-May	City of Creve Coeur
1-May	City of Morton
1-May	City of Washington
1-May	City of West Peoria
1-May	City of Bartonville
1-May	City of Peoria Heights
1-Jul	CityLink

Opportunities in the TIP Process – The TIP process encourages public participation. Citizens can influence project selection and priority setting in two ways. By scrutinizing the "out year" projects, the public can determine if the projects they believe to be important are included. Although, by federal law, a project cannot be included in the TIP unless funding is likely to be available, citizens can question why some projects are included and others not. Second, citizens can influence the priority setting (i.e., which projects are advanced to the implementation year). Sometimes a project cannot be hastened because engineering, right of way acquisition, funding and/or various components have not been accomplished. But many times, all of these aspects can be adjusted and the time for implementation can be lessened.

Who to Contact – Whenever citizens are concerned about the inclusion and/or priority of a project, **they should first contact the specific jurisdiction responsible for the project.** Tables 9 & 10 in the Appendix list the various agencies involved in programming transportation improvements and contact persons for those agencies. If they are not satisfied with answers from the jurisdictional level, they can bring their concerns before the PPUATS Technical and Policy Committees. Of course, if they are unsure what jurisdiction is responsible or if the project is of a multi-jurisdictional nature, PPUATS would be the place to start.

Timing and Scheduling – **TABLE 6** outlines the typical schedule for the annual TIP development. Various parts of this schedule may have to be compressed or expanded to accommodate unforeseen conditions but every effort will be made to allow reasonable amounts of time and opportunities for public input.

Note: Significant changes to the TIP will require a formal amendment and the public will be afforded a review/comment period. Length of the review comment period will be based on the nature and significance of the change. Simply moving a project from the out year to the implementation year or minor changes to the project scope, costs, and funding sources are not normally considered significant changes that will necessitate a lengthy review period. Typically, non-significant changes can be made by placing the proposal on the Technical and Policy Committee agendas, distributing the agenda in the normal fashion, and allowing opportunity for comment on the change at the Technical and Policy Committee meetings.

Table 6 – TIP Schedule

Annual Transportation Improvement Program (TIP) Development Schedule	
Dates	Activities
Jan - Feb	Deliberations for next year's TIP begin. The TIP is placed on the Agendas of the Technical and Policy Committee meetings. Agendas are mailed out through the PPUATS mailing list, inviting public comment. Mass transit and paratransit providers are also contacted.
	Progress reports are reviewed on projects in the current TIP.
	Federal funding forecasted, available, and recently spent on specific projects are reviewed and reported. Federal funding allocated and unallocated on specific projects are also reviewed and reported. Special attention is given to federal sources.
	Comments or proposals regarding the project selection criteria, or priorities for the use of federal STP funds and the methodology for sub-allocating federal transit subsidies, are accepted by PPUATS.
	New proposals or requests for the use of special federal/state funds for Paratransit are accepted by PPUATS.
	Input from CityLink (GPMTD), Pekin Municipal Bus, Rural Peoria County Council on Aging, and Tazewell County (We Care) is noted.
	Pertinent material related to recent Transportation Plan changes or other special technical studies conducted the previous year is presented.
March	Staff prepares <i>Draft</i> of the TIP. <i>Draft</i> is distributed to Technical Committee
April	Staff distributes <i>Draft</i> of the TIP to Policy Committee meetings.
	Public Notices are published in Peoria Journal Star and Pekin Daily Times for three days, beginning the 30-day public review period.
	Three Public Hearings are held for the public to make comments.
May	Discuss TIP Draft and received comments at PPUATS Technical Committee meeting. Public comments are addressed. Recommend TIP for Policy Committee approval.
June	Discuss TIP Draft , received comments, and Technical Committee recommendations at PPUATS Policy Committee. Public comments are addressed. If no further discussion is needed, PPUATS Policy adopts TIP document.
	Discuss adopted TIP Draft at the Tri-County Regional Planning Commission where the document is received and filed.
July	If changes to the TIP are needed as a result of the comments, the changes are duly noted. The Policy Committee determines if changes are significant enough to delay adoption and extend the public comment period. If changes are significant, adoption is delayed a minimum of a week. If quick adoption is not needed to allow a project bid letting, adoption may be delayed until the following regular meeting.
August - December	Progress on the implementation of the projects in the TIP is reported to the PPUATS Technical and Policy Committees, and is documented as part of the meeting minutes.

Making Changes – As **TABLE 6** shows, the TIP development process takes place over several months and there are numerous opportunities for citizens to provide input about project selection or priority.

Sometimes, however, proposals for **significant changes** to the draft TIP are made late in the TIP development process. In these instances, the Policy Committee will weigh a variety of factors in determining if an extended public review period is warranted. Such factors include: the nature or degree of the change, the cost of the change, the advice of the Technical Committee, the likelihood that the change will be opposed by citizens or other entities and the need for action on the TIP to meet time lines or deadlines on other projects in the TIP. Changes likely to be significant include the addition of a completely new project, the deletion of a project, major cost or funding changes or changes of priority that bump other projects from the implementation year or from the TIP entirely.

Furthermore, any change in a project priority or project scope which meets the objection of a member of the PPUATS Policy Committee would be considered a significant change. In rare situations, it may be necessary to take action on the TIP because of deadlines on projects unrelated to a proposed change. In these instances, the Policy Committee may elect to adopt the TIP with the change included but provide for further post-adoption public review and comment.

However, it is recognized that special circumstances may arise necessitating a project to be moved forward (project advancement) from the "out years" to

the implementation year. Project advancement (or deferral) is allowed without formal amendment to an adopted TIP under the judgment of the implementing agency or agencies. However, the implementing agency and/or the TCRPC staff are required to inform the Technical and Policy Committees of the project advancement/deferral at the next regularly scheduled committee meetings. Also, if there is doubt about whether a proposed TIP change, project advancement or deferral should be considered significant, TCRPC staff or staff of the implementing agency will poll Policy Committee members for advice.

Amendments and Public Hearings - When significant changes are proposed after a TIP has already been adopted, an additional public review period may need to be provided. Significant changes to the TIP will require a formal amendment by the Policy Committee. Notification of the public via the PPUATS agenda mailings is considered sufficient notice when the changes are minor. However, objections from citizens or Policy Committee members may warrant more lengthy comment periods.

If an amendment needs to be made to the TIP, such as an addition of a transportation project, a lengthy comment period may need to be provided. The Policy Committee in conjunction with IDOT will determine whether or not the amendment should involve a Public Hearing. If the amendment is for a project already listed in the Long-Range Transportation Plan, a Public Hearing is not necessary. However, if the transportation project is not listed in the LRTP, a Public Hearing will be held only if it is determined by the Policy Committee the amendment

needs a Public Hearing. Please see the LRTP Timetable (Table 7) for more information. Factors the Policy Committee and IDOT will consider to determine whether or not the amendment warrants a Public Hearing are: the cost of the project, the scope of the project, and the maintenance/safety of the project.

LONG-RANGE PLAN DEVELOPMENT AND MAINTENANCE

The PPUATS Long-Range Transportation Plan (LRTP) is developed in the interest of promoting, developing and maintaining a safe and efficient multi-modal transportation system that will meet the needs of the area's citizens, businesses and industries over a much longer time span than planned in the TIP. By federal law, the LRTP considers a time span of 20-25 years and, like the TIP, can only include those projects or improvements for which there is sufficient funding based on reasonable forecasts. (The PPUATS LRTP includes projects that will be needed in the future, but do not have a reasonably assured potential funding source. These projects are programmed beyond the 20-year time span and known as illustrative projects.)

The first comprehensive long-range transportation plan (LRTP) developed by PPUATS was adopted in the late 1960s. Although the plan was updated several times over the last four decades, the basic foundations of that plan remain valid and accepted today.

By law, the Plan must be comprehensively updated, adopted, and republished every five years, at a minimum. Assuming roughly 10-12 months to accomplish the process, Table 6 outlines the LRTP Development Schedule generally followed by PPUATS. To see a complete LRTP Development Schedule for the next LRTP in development, please see Table 11-in the Appendix.

Copies of the current LRTP plan are available in the public libraries, at the TCRCP offices, and at the offices of PPUATS members.

Table 7 – LRTP Schedule

General Long-Range Transportation Plan (LRTP) Schedule	
Month	Activities
One & Two	PPUATS announces the LRTP update is scheduled for the following fiscal year. Technical Committee forms an LRTP Subcommittee for the purpose of providing direction to Tri-County Regional Planning Commission, and encouraging public input on the LRTP.
Three	LRTP Subcommittee determines if work is to be done in-house or with consultant assistance. If by consultant, RFPs are issued, consultant selected, and scope and contract negotiated.
Four, Five, Six, Seven, & Eight	Documents, reports, resolutions and other work pertinent to the update are assembled; copies are provided to the Subcommittee and made available to the public. A detailed and updated schedule is prepared, including meetings, times, and locations. New State/Federal requirements are investigated and summarized, summary reported to Policy and Technical Committees. Transportation Symposium is held to receive input/direction from the public on transportation priorities for the Tri-County Area. Input/direction is sought by Policy Committee.
Nine, Ten, & Eleven	Preliminary Draft of the LRTP update is developed. Preliminary Draft distributed to PPUATS Policy and Technical Committee, and PPUATS mailing list. Public Notices are published in Peoria Journal Star and Pekin Daily Times for 3 days, beginning the 30-day public review period. Three Public Hearings are held to allow for public comment. The public hearing times will be announced in the Public Notice. Comments invited/reviewed at PPUATS Policy and Technical Meetings 2nd Preliminary Draft of the LRTP update is developed, if necessary. 2nd Preliminary Draft distributed to PPUATS Policy and Technical Committee, and PPUATS Public Review Sites. Further comment invited at regular meetings.
Twelve	Discuss LRTP 2nd Draft and received comments at PPUATS Technical Committee meeting. Public comments are addressed. Recommend LRTP for Policy Committee approval. Discuss LRTP 2nd Draft, received comments, and Technical Committee recommendations at PPUATS Policy Committee. Public comments are addressed. If no further discussion is needed, PPUATS Policy adopts LRTP document. Discuss adopted LRTP at the Tri-County Regional Planning Commission where the document is received and filed.

The LRTP can be amended or updated for reasonable cause at any time. Persons seeking to amend or refine the plan can initiate the process by contacting the TCRPC staff or any member of the PPUATS Technical or Policy Committees.

When significant changes are proposed once the LRTP has been adopted, an additional public review period will be provided. Significant changes to the LRTP will require a formal amendment by the Policy Committee. Normally, notification of the public via the PPUATS agenda mail outs is considered sufficient notice. Objections from citizens or Policy Committee members may warrant more lengthy comment periods.

Amendments and Public Hearings - If the amendment in question calls for a more lengthy comment period, the Policy Committee in conjunction with IDOT will determine whether or not the amendment should involve a Public Hearing. If it is determined the amendment will need a Public Hearing, three Public Hearings will be held and the amendment will be made available at PPUATS 39 Public Review Sites. The amendment will also be available to the public by request. Factors the Policy Committee and IDOT will consider to determine whether or not the amendment warrants a Public Hearing are: the cost of the project, the scope of the project, and the maintenance/safety of the project.

ADDITIONAL PUBLIC PARTICIPATION OPPORTUNITIES

Triennial Certification Reviews – Federal guidelines require the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) to jointly review the transportation planning process on a periodic basis (no less than every three years) to determine compliance with federal laws and guidelines. As a matter of practice, area officials, community leaders and the general public are afforded opportunities during these reviews to comment on the planning process.

The Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) significantly enhanced the stewardship role of the Federal Highway Administration (FHWA) and the Federal Transit Authority (FTA) in the metropolitan transportation planning process. This stewardship continues today under the 2005 Safe, Accountable, Efficient, Transportation Equity Act: A Legacy for Users Transportation Bill (SAFETEA-LU). Sections 134 of 23 U.S.C., and 1607 of 49 U.S.C. identify these new planning requirements. One of these requirements, further described in 23 § 450.334, calls for the Federal agencies to review and certify, at least every three years, that the transportation planning process of Metropolitan Planning Organizations (MPOs) in Transportation Management Areas (TMAs), is in compliance with the SAFETEA-LU requirements. This review, coupled with routine oversight mechanisms, provides an opportunity to assess the progress being made toward these requirements.

The last Certification Review was initiated in March of 2005 and completed in July of 2005. During this period, officials from the FHWA and the FTA examined all

aspects of the PPUATS planning process. Over a 2-day period in April 2005, FHWA and FTA official met with PPUATS staff and participants and conducted an on-site review. Prior to the on-site meeting, comments were solicited from the general public through an announcement of the review via the PPUATS mailing list. No comments were subsequently received from the general public. Overall, the PPUATS planning process was certified to be in compliance. A document detailing the findings, comments, and recommendations of the FHWA and FTA is on file in the TCRPC offices and is available for public review at any time. The document was also distributed at the Tri-County Regional Planning Commission, PPUATS Technical Committee, and PPUATS Policy Committee meetings.

The FHWA/FTA will conduct the next certification review of the PPUATS planning process sometime in mid to late 2008. Opportunities for public comment will be afforded again at that time. Contact TCRPC staff for meeting times and locations. Written comments regarding the planning process can be submitted at any time. Comments may be addressed to the TCRPC staff or submitted directly to the Federal Highway Administration, Federal Transit Administration, or Illinois Department of Transportation (see Table 8, for contact specifics).

APPENDIX

Last Updated March 2007

**Table 8. Certification Review
Contacts**

Certification Review Contacts					
Agency	Contact	Address	City	Phone	E-Mail
FHWA	John Donovan	3250 Executive Pkwy.	Springfield, IL 62703	217-492-4625	john.donovan@fhwa.dot.gov
FTA	Linda Glover	200 W. Adams, Suite 2410	Chicago, IL 60606	312-353-2789	linda.glover@fta.dot.gov
IDOT	Betsy Tracy	2300 S. Dirksen Pkwy.	Springfield, IL 62764	217-785-2995	Elizabeth.Tracy@illinois.gov
PPUATS	Nicole Nutter	411 Hamilton Blvd., Suite 2001	Peoria, IL 61602	309-673-9330	nnutter@tricityrpc.org

Table 9. PPUATS Policy Committee

PPUATS: Policy Committee				
Jurisdiction	Contact	Title or Department	Phone #	Address
Peoria County	Jeff Joyce	Board Member	(309) 672-6056	324 Main Street, Room 401, Peoria, Illinois 61602
	Brian Elsasser	Board Member	(309) 672-6056	324 Main Street, Room 401, Peoria, Illinois 61602
	Thomas O'Neill	Board Member	(309) 672-6056	324 Main Street, Room 401, Peoria, Illinois 61602
Tazewell County	Greg Sinn	Board Member	(309) 477-2272	334 Elizabeth Street, Pekin, Illinois 61554
	Mel Stanford	Board Member	(309) 477-2272	334 Elizabeth Street, Pekin, Illinois 61554
	<i>Larry Koch*</i>	Board Member	(309) 477-2272	334 Elizabeth Street, Pekin, Illinois 61554
Woodford County	Pete Lambie	Board Member	(309) 467-2822	115 N. Main Street , Eureka, Illinois 61530
City of Peoria	James Ardis	Mayor	(309) 494-8519	419 Fulton , Peoria, Illinois 61602
	Steve Van Winkle	City Administrator	(309) 494-8524	419 Fulton , Peoria, Illinois 61602
City of Pekin	Frank Mackaman	Mayor	(309) 477-2300	111 S. Capital Street , Pekin, Illinois 61554
	<i>Dennis Keif*</i>	Planning/Zoning	(309) 478-5355	111 S. Capital Street , Pekin, Illinois 61554
City of East Peoria	Charles Dobbelaire	Mayor	(309) 698-4750	100 S. Main , East Peoria, Illinois 61611
	<i>Ty Livingston*</i>	City Planner	(309) 698-4750	100 S. Main , East Peoria, Illinois 61611
City of Washington	Gary Manier	Mayor	(309) 444-3196	115 W. Jefferson , Washington, Illinois 61571
	<i>Robert Morris*</i>	City Administrator	(309) 444-3196	115 W. Jefferson , Washington, Illinois 61571
Village of Bartonville	Jeff Zircher	Mayor	(309) 633-2053	5912 S. Adams Street , Bartonville, Illinois 61607
	<i>Leon Ricca*</i>	Council Member	(309) 633-2053	5912 S. Adams Street , Bartonville, Illinois 61607
Village of West Peoria	James Dillon	Mayor	(309) 674-1993	2506 W. Rohmann Avenue , West Peoria, Illinois 61604
	<i>John Carlson*</i>	City Administrator	(309) 674-1993	2506 W. Rohmann Avenue , West Peoria, Illinois 61604
Village of Morton	Norm Durflinger	Mayor	(309) 266-5361	120 N. Main , Morton, Illinois 61550
	<i>Ginger Hermann*</i>	Council Member	(309) 266-5361	120 N. Main , Morton, Illinois 61550
Village of Peoria Heights	Mark Allen	Mayor	(309) 686-2380	4901 N. Prospect Road , Peoria Heights, Illinois 61616
	<i>Thomas Horstman*</i>	City Administrator	(309) 686-2380	4901 N. Prospect Road , Peoria Heights, Illinois 61616
Village of Creve Coeur	Wayne Baker	Mayor	(309) 699-6714	101 N. Thorncrest Avenue , Creve Coeur, Illinois 61610
CityLink	Sharon McBride	Chair Person	(309) 676-8015	2105 NE Jefferson Street , Peoria, Illinois 61603
	<i>Ella Bowman*</i>	General Manager	(309) 676-8015	2105 NE Jefferson Street , Peoria, Illinois 61603
IDOT - District 4	Eric Therikildsen	Programming Engineer	(309) 671-3333	401 Main Street, Peoria, Illinois 61602
	<i>Scott Carpenter*</i>	Programming Engineer	(309) 671-3333	401 Main Street, Peoria, Illinois 61602

Name* = Alternate

Advisors

Scot LaSalle, IDOT District 4

Betsy Tracy, IDOT Office of Planning and Programming

John Donovan, FHWA

revised Jan 2007

Table 10. PPUATS Technical Committee

PPUATS: Technical Committee				
Jurisdiction	Contact	Title or Department	Phone #	Address
Peoria County	Amy Benecke McLaren	Civil Engineer	(309) 697-6400	6915 W Plank Road, Peoria, Illinois 61604
	Thomas McFarland	County Engineer	(309) 697-6400	6915 W Plank Road, Peoria, Illinois 61604
	Jeff Gilles	Civil Engineer	(309) 697-6400	6915 W Plank Road, Peoria, Illinois 61604
Tazewell County	John Anderson	County Engineer	(309) 925-5532	21308 Illinois Rt 9, Tremont, Illinois 61568
	<i>Dan Parr</i>	Asst. County Engineer	(309) 925-5532	21308 Illinois Rt 9, Tremont, Illinois 61568
Woodford County	Dennis Bachman	County Engineer	(309) 923-2891	301 South Main Street, Roanoke, Illinois 61561
	<i>Jon Hodel</i>	County Engineer	(309) 923-2891	301 South Main Street, Roanoke, Illinois 61561
City of Peoria	Gene Hewitt	City Engineer	(309) 494-8816	419 Fulton, Peoria, Illinois 61602
	Nick Stoffer	City Engineer	(309) 494-8846	419 Fulton, Peoria, Illinois 61602
City of Pekin	Joe Wuellner	Public Works Director	(309) 477-2328	111 S. Capital, Pekin, Illinois 61554
	<i>Dave Pagliaro</i>	City Engineer	(309) 477-2328	111 S. Capital, Pekin, Illinois 61554
City of East Peoria	Rick Jeremiah	Director of Public Works	(309) 698-4716	2232 E. Washington, East Peoria, Illinois 61611
	<i>Ric Semonski</i>	Superintendent of Streets	(309) 698-4716	2232 E. Washington, East Peoria, Illinois 61611
City of Washington	Ken Newman	City Engineer	(309) 444-3196	115 W. Jefferson , Washington, Illinois 61571
	<i>Jon Oliphant</i>	Planner	(309) 444-3196	115 W. Jefferson , Washington, Illinois 61571
Village of Bartonville	Roger Rocke	Consultant	(309) 676-9000	5912 S. Adams Street , Bartonville, Illinois 61607
Village of West Peoria	Henry Strube	Public Works Director	(309) 674-1993	2506 W. Rohmann, West Peoria, Illinois 61604
	<i>Alicia Hermann</i>	Consultant	(309) 264-9019	198 Hillside Rd, East Peoria, Illinois 61611
Village of Morton	Robert Wraight	Superintendent of Public Works	(309) 266-5361	120 N. Main , Morton, Illinois 61550
Village of Peoria Heights	Jeff Hermann	Consultant	(309) 264-9019	198 Hillside Rd, East Peoria, Illinois 61611
Village of Creve Coeur	Frank Thatcher		(309) 699-6714	101 N. Thorncrest Avenue , Creve Coeur, Illinois 61611
CityLink	John Stokowski	Planner	(309) 679-8140	2105 NE Jefferson Street , Peoria, Illinois 61603
IDOT - District 4	<i>Scott Carpenter</i>	Programming Engineer	(309) 671-3333	401 Main Street, Peoria, Illinois 61602
	<i>Eric Therkildsen</i>		(309) 671-3333	401 Main Street, Peoria, Illinois 61602
Greater Peoria Airport	Ken Spirito	Director of Airports	(309) 697-8272	6100 W. Everett McKinley Dirksen Pkway, Peoria, IL 61607

Name* = Alternate

Advisors

Scot LaSalle, IDOT District 4

Betsy Tracy, IDOT Office of Planning and Programming

John Donovan, FHWA

revised March 2007

TENTATIVE MEETING DATES

All PPUATS Policy and Technical Committee meetings are held at Tri-County Regional Planning Commission, 411 Hamilton Blvd, Suite 2001, Peoria, IL 61602

Note: All dates are subject to change without further notice. Contact TCRPC to confirm all meeting dates and time. In compliance with the American with Disabilities Act, should any person wishing to attend this meeting need special accommodations for signing or other communications, please contact the TCRPC at 673-9330

PPUATS Policy Committee

All PPUATS Policy Committee meetings are scheduled for the **first** Wednesday of each month.

2007

January	3 rd
February	7 th
March	7 th
April	4 th
May	2 nd
June	6 th
July	11 th
August	1 st
September	5 th
October	3 rd
November	7 th
December	5 th

2008

January	2 nd
February	6 th
March	5 th
April	2 nd
May	7 th
June	4 th
July	2 nd
August	6 th
September	3 rd
October	1 st
November	5 th
December	3 rd

PPUATS Technical Committee

All PPUATS Technical Committee meetings are scheduled for the **third** Wednesday of each month.

2007

January	17 th
February	21 st
March	21 st
April	18 th
May	16 th
June	20 th
July	18 th
August	15 th
September	19 th
October	17 th
November	21 st
December	19 th

2008

January	16 th
February	20 th
March	19 th
April	16 th
May	21 st
June	18 th
July	16 th
August	20 th
September	17 th
October	15 th
November	19 th
December	17 th

PUBLIC REVIEW SITES

1. **Alpha Park Public Library**, 3527 S Airport Rd, Bartonville
2. **Carver Community Center**, 710 W Third Ave, Peoria
3. **City Link**, 2105 NE Jefferson Ave, Peoria
4. **City of Chillicothe**, 908 N Second St, Chillicothe
5. **City of East Peoria Planning**, 100 S Main St, East Peoria
6. **City of Pekin**, Pekin Service Center, 1130 Koch St, Pekin
7. **City of Pekin**, Public Works Dept, 111 S. Capitol St, Pekin
8. **City of Peoria Engineering**, 419 Fulton St, Peoria
9. **City of Washington**, 115 W Jefferson St, Washington
10. **City of West Peoria**, 2506 W Rohmann, West Peoria
11. **Creve Coeur Public Library**, 311 N Highland Ave, Creve Coeur
12. **Fondulac District Library**, 140 E Washington St, East Peoria
13. **Friendship House**, 800 NE Madison Ave, Peoria
14. **IDOT District IV**, 401 Main St, Peoria
15. **Morton Public Library**, 315 W Pershing, Morton
16. **Neighborhood House**, 1020 S Mathew, Peoria
17. **Pekin Public Library**, 301 S 4th St, Pekin
18. **Peoria County Hwy**, 6915 W Plank Rd, Peoria
19. **Peoria Heights Public Library**, 816 E. Glen Ave, Peoria Heights
20. **Peoria Housing Authority**, 100 S Sheridan Rd, Peoria
21. **Peoria Housing Authority**, 2601 Reservoir Blvd, Peoria
22. **Peoria Housing Authority**, 2638 W Meidroth, Peoria
23. **Peoria Public Library**, 107 NE Monroe St, Peoria
24. **Peoria Public Library**, Lakeview Branch, 1137 W Lake, Peoria
25. **Peoria Public Library**, Lincoln Branch, 1312 W Lincoln Ave, Peoria
26. **Peoria Public Library**, McClure Branch, 315 W McClure Ave, Peoria
27. **Peoria Public Library**, Southside Branch, 2605 W Krause Ave, Peoria
28. **South Side Mission**, 1127 S Laramie, Peoria
29. **Tazewell County**, Hwy Dept, 21308 IL Rt 9, Tremont
30. **Tri-County Urban League**, 317 S MacArthur Hwy, Peoria
31. **Village of Bartonville**, Village Office, 5912 S Adams St, Bartonville
32. **Village of Creve Coeur**, 101 N Thorncrest Ave, Creve Coeur
33. **Village of Germantown Hills**, 216 Holland Rd, Metamora
34. **Village of Metamora**, 102 N Davenport, Metamora
35. **Village of Morton**, Village Hall, 120 N Main St, Morton
36. **Village of Peoria Heights**, 4901 N Prospect, Peoria Heights
37. **Washington District Library**, 301 Walnut St, Washington
38. **Woodford County Hwy**, 301 S Main, PO Box 467, Roanoke
39. **Tri-County Regional Planning Commission**, 411 Hamilton Blvd, Suite 2001, Peoria

APPENDIX E

SUMMARY OF OUTREACH METHODS FOR THE LONG RANGE TRANSPORTATION PLAN

PPUATS recently adopted “Envision HOI: Heart of Illinois Long Range Transportation Plan.” This plan covers the period from 2015 to 2014. During the development of the plan, numerous outreach methods were used.

Public participation is an important component of any planning process. A planning process should both communicate information about the process to the general public and enable the general public to provide input into the process. The constant exchange of information and ideas between planners and the general public helps save time and money by discovering and avoiding issues long before they become burdens on the tax base. Effective participation also builds trust and buy-in from the general public, resulting in not only a better plan, but a more easily executable plan that is more likely to be supported and embraced by the region.

The geographic scope of the long range transportation plan is the 20-year planning area, an area that consists of portions of Peoria, Tazewell, and Woodford Counties that encompass the densely developed areas of the region centered on the City of Peoria and land immediately surrounding the densely developed areas. Given the size and large population of this area, engaging residents in meaningful interaction is challenging.

In order to effectively engage the general public in this planning process, TCRPC used a variety of outreach methods in order to maximize the number and type of opportunities for residents to become involved in the process. From participating in special meetings to attending community events to offering input online, residents became involved in the planning process through all of the outreach opportunities used during this process.

Outreach Methods

L RTP Technical Committee. The technical committee that oversaw the LRTP process included individuals who represent a local bicycle advocacy group and a local advocacy group for individuals with disabilities. Including non-practitioners on the committee enabled direct input from system users into discussions pertaining to the management of this planning process. This committee structure also enabled a variety of perspectives to be shared when different transportation issues were being discussed.

MindMixer Website. A website was established with the sole intent of engaging residents in the LRTP process. The website was developed in cooperation with MindMixer, a company devoted to building stronger relationships between communities and residents through transparent, meaningful and productive interactions. TCRPC worked with MindMixer to establish an online platform through which residents could provide input into the LRTP process from their own homes and on their own schedules. The website enabled residents to:

- Click on a map of the region to identify locations where a transportation issue or challenge exists;
- Select the project types for which a hypothetical \$100 for transportation should be spent; and
- Submit ideas on innovative transportation improvements that the region should explore.

Innovation Board. Instead of asking residents only to ‘come to us’ to provide input into the LRTP process, TCRPC staff sought to go out into the community to inform residents of the LRTP process and seek input. To do this, staff attended the following community events and meetings in the region:

- Bike Peoria Meeting;
- Bradley University Welcome Week Event;
- Central Illinois Artists Organization First Friday;
- Central Illinois Black Expo;
- Chillicothe Ride the Rails Event;
- CityLink ADA Subcommittee Meeting;
- Focus Forward Central Illinois Technical Working Group Meeting;
- Human Services Transportation Plan Committee Meeting;
- Illinois Department of Transportation Open House;
- Pekin Chamber of Commerce Transportation Committee Meeting;
- Peoria Chamber of Commerce Transportation Committee Meeting;
- PPUATS Policy Committee Meeting;
- PPUATS Technical Committee Meeting; and
- Tri-County Regional Planning Commission Meeting.

When attending community events, TCRPC staff brought the ‘Innovation Board,’ a portable chalkboard custom-built by TCRPC staff for the purpose of gathering input from residents at community events. Questions such as “What do you think are the region’s biggest transportation challenges?” were written on the board, and residents, armed with sidewalk chalk provided by TCRPC staff, wrote their responses on the board. The Innovation Board proved to be a fun way of engaging residents in the LRTP process.

Focus Groups. In order to obtain detailed input from stakeholders on important transportation-related issues, several focus group meetings were held. For each focus group meeting, TCRPC brought together a group of stakeholders, posed questions to the stakeholders about a particular topic, and facilitated a group discussion. The following focus group discussions occurred during the LRTP process:

- **Economic Development.** A facilitated discussion occurred at a regular meeting of the Focus Forward Central Illinois Technical Working Group (TWG) on September 23, 2014.

The TWG is a group consisting of local economic development and community development professionals that helps guide regional economic development.

- **Tri-County Regional Planning Commission.** A facilitated discussion occurred at a regular meeting of the Tri-County Regional Planning Commission on September 25, 2014. The Commission – the governing board of the agency of the same name – primarily consists of county board members representing Peoria, Tazewell, and Woodford Counties.
- **Environment.** Stakeholders representing environmental advocacy groups gathered at TCRPC offices on November 10, 2014 for a facilitated discussion.
- **Individuals with Disabilities.** Stakeholders representing organizations that advocate for individuals with disabilities gathered at TCRPC offices on November 13, 2014 for a facilitated discussion.
- **Bicycle and Pedestrian Transportation.** Stakeholders representing bicycle and pedestrian transportation advocacy groups gathered at the Peoria Heights Public Library on November 17, 2014 for a facilitated discussion.

In addition to the verbal input that was gathered at the focus group meetings, an artistic record of the discussion was created for two meetings. A local artist was hired to create a drawing that reflected the discussion at the Environment and Individuals with Disabilities focus group meetings. This artwork served as another record of the discussion. The artwork was shown at the LRTP open house events, enabling attendees to learn about the input that was gathered at the focus group meetings.

Open House Events. TCRPC hosted two open house events to enable residents to learn about the LRTP and provide input. The open house events were held from 5:00 pm to 8:00 pm at Five Points Washington on November 18, 2014 and the Gateway Building on the Peoria Riverfront on November 20, 2014. Residents could arrive at any time and stay as long as they wanted. Residents that attended the open house events represented 27 different zip codes.

Attendees could visit three stations at the open house events. At Station 1, attendees could view display boards that explained what the LRTP is and how the LRTP is developed. At Station 2, several iPads were available to allow attendees to log on to the MindMixer website and provide input via the website. At Station 3, attendees could play the “Money Game.” To play, each attendee was given \$25 of play money and asked to spend their money according to how they would prioritize transportation funding for various projects. Attendees could spend their money on 34 high-volume roadway projects, 17 trail/non-motorized transportation projects, and two potential CityLink mass transit transfer centers. Each attendee was instructed to spend no more than \$5 on any one project; this instruction was given in order to replicate the current transportation funding climate in which limited funding exists for many different transportation needs. The Money Game proved to be a fun and engaging way to encourage residents to think about the future of transportation in our region.

Media Coverage. The LRTP attracted coverage from media outlets in the region. The Peoria Journal Star newspaper published an article on October 27 promoting the MindMixer website. The newspaper also published an article on November 10, 2014 promoting focus group

meetings. An advertisement for the MindMixer website also appeared on the Peoria Journal Star website.

WMBD-TV aired a story promoting the Open House events during its November 18, 2014 evening newscast. The story described the purpose of the Open House events and notified viewers of the November 20, 2014 event occurring in Peoria.

Online Resources. The Whiskey City Collaborative is a local blog developed to create and cultivate ideas, serve as an inspiration, and take action to spark change in the City of Peoria. Public participation activities were communicated via the blog as another method of informing residents of the LRTP and opportunities to provide input.

APPENDIX F

LIMITED ENGLISH PROFICIENCY FOUR FACTOR ANALYSIS

It is the policy of the Peoria/Pekin Urbanized Area Transportation Study (PPUATS) to ensure that persons with limited English proficiency are neither discriminated against nor denied meaningful access to and participation in the agency's programs and services. This Limited English Proficiency (LEP) Analysis was developed per the requirements of FTA Circular 4702.1B and Executive Order 13166.

1. Number or proportion of LEP people eligible to be served or likely to be served or encountered by the program or recipient

According to 2013 American Community Survey 5-Year Estimate, 1,082 or 0.4% of the population of the Urbanized Area of 272,615 ages five and over speak English "not well" or "not at all."

The primary use of federal transportation funds is transportation planning. Residents likely to be served are members of the general public who serve on planning focus groups, who attend public hearings on transportation plans, and who comment on transportation plans and projects.

PPUATS does not provide direct public transportation. PPUATS is, however, a Co-Designated Recipient of FTA Section 5310 funds, along with the Illinois Department of Transportation. As a Co-Designated Recipient, PPUATS programs FTA Section 5310 funds for non-capital projects in the Urbanized Area.

2. Frequency with which LEP people come into contact with the program.

For the reasons listed above, LEP people seldom come into direct contact with PPUATS's transportation programs.

3. The nature and importance of the program, activity, or service provided by the recipient to people's lives.

While transportation planning benefits peoples' lives in many ways, PPUATS's services are neither life-sustaining nor critical to the daily needs of the public.

4. The resources available to the recipient and costs.

The production of developing written documents, such as transportation plans, transportation improvement programs, and comprehensive plans in a second language would be expensive.

Given the low encounter rates discussed earlier, the cost of translating these documents would not be cost-effective.

Conclusion

The low number of LEP people accessing services in the past, the low frequency at which LEP people encounter TCRPC's services, and the relatively minor value of our services to the daily lives of people all indicate that only very limited measures are needed to address needs of the LEP population. When necessary, TCRPC will provide translation services to targeted groups.

APPENDIX G

DEMOGRAPHICS

Analyzing current and past demographic data is an important step in defining future transportation needs for individuals living and working in the PPUATS Metropolitan Planning Area. This section provides an overview of current and historic trends in population, race and ethnicity, poverty, disability, and zero-vehicle households.

POPULATION CHARACTERISTICS

As of the 2010 Census, the Tri-County Area of Peoria, Tazewell, and Woodford Counties had a total population of 360,552 people. Of those, 272,615 resided within the Urbanized Area, comprising 108,861 households with an average household size of 2.38 persons.

Race and Ethnicity

A large majority of the urbanized area's population is white, although the percentage of white residents decreased by 3.2% between 2000 and 2010. The second-largest racial group is Black or African Americans, which increased 0.5% between 2000 and 2010. Asians represent the racial group with the largest increase in percentage between 2000 and 2010, from 1.4% to 2.5% of the population.

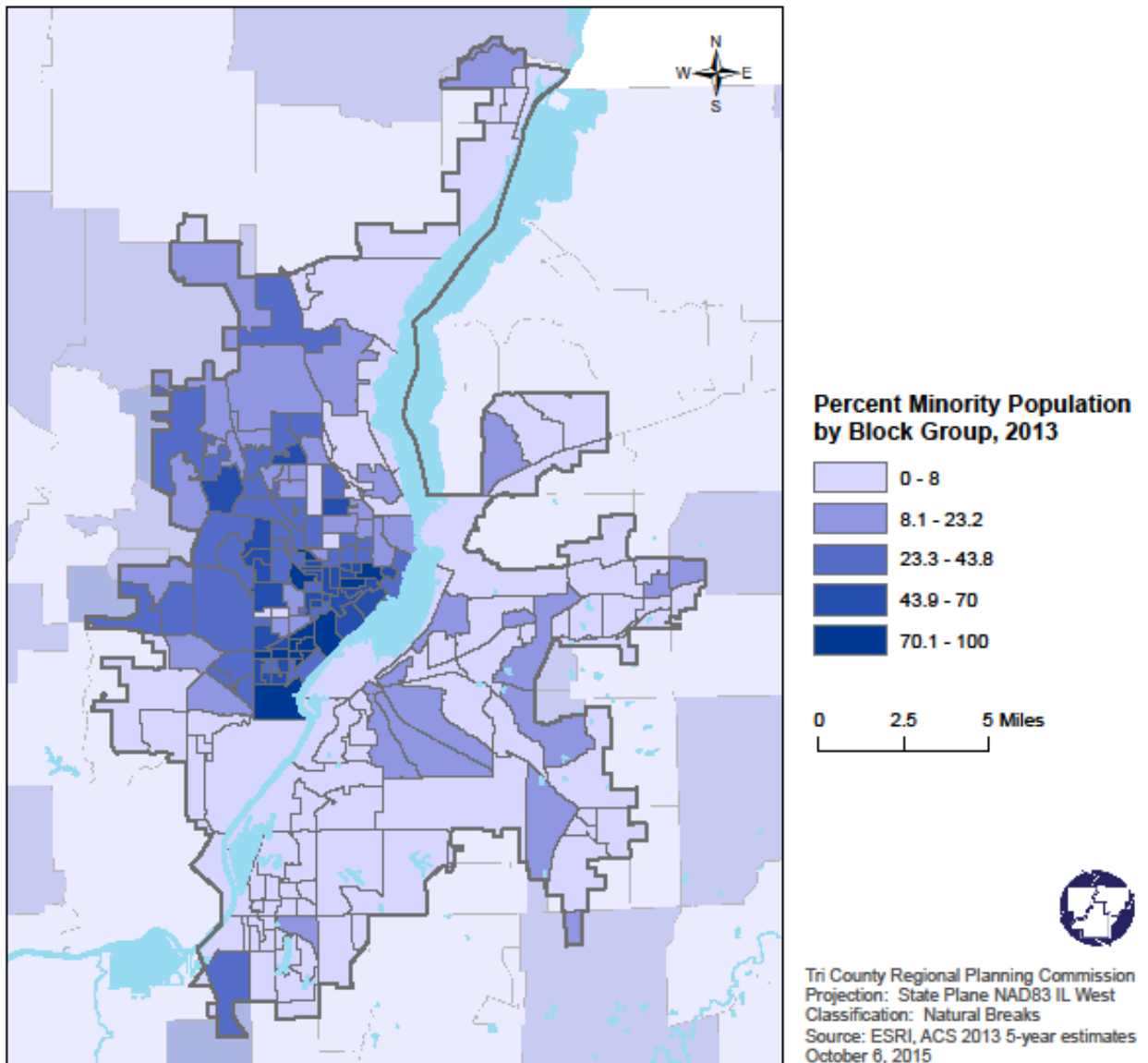
Peoria-Pekin Urbanized Area Race and Ethnicity (2010)

Race	2000	2010
White alone	83.9%	80.7%
Black or African American alone	12.3%	12.8%
American Indian and Alaska Native alone	0.2%	0.3%
Asian alone	1.4%	2.5%
Native Hawaiian and Other Pacific Islander alone	0.0%	0.0%
Some Other Race alone	0.7%	1.3%
Two or More Races	1.4%	2.4%

Ethnicity	2000	2010
Hispanic or Latino	1.8%	3.4%
Not Hispanic or Latino	98.2%	96.6%

The urbanized area also shows an increase in population identifying as Hispanic or Latino. The Hispanic or Latino population nearly doubled between 2000 and 2010 according to data from the US Census. As of 2010 approximately 3.4% of the urbanized area population is Hispanic or Latino.

The following map shows the locations of minority populations within the urbanized area based on the 2013 American Community Survey.

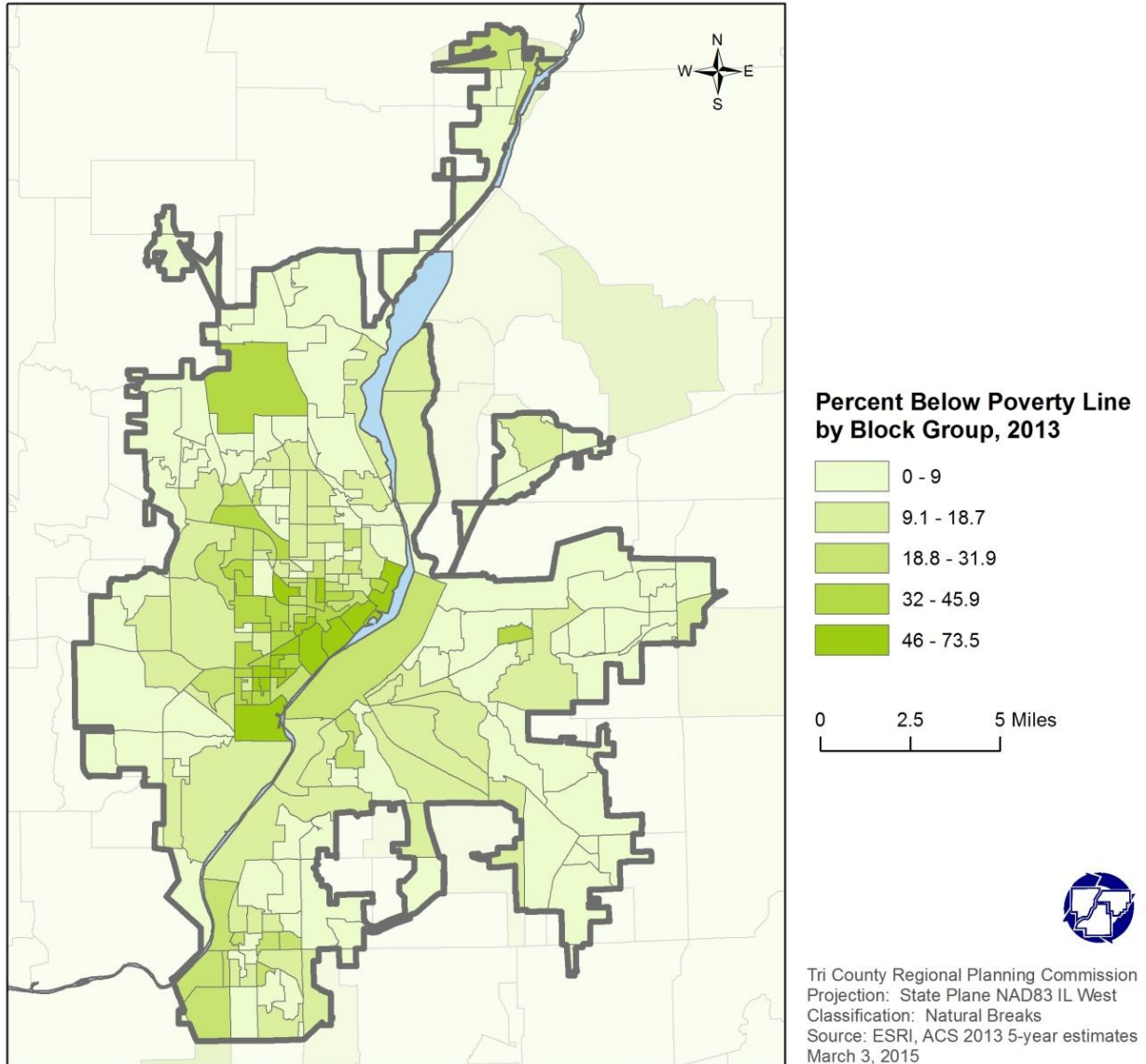


Poverty Level

According to the 2009 – 2013 American Community Survey, the total population living below the poverty level in the Peoria-Pekin urbanized area is 37,706, or 16.4 percent of the total population. The municipalities with the highest percent of individuals living below the poverty level are Peoria at 22.5 percent, West Peoria at 15.5 percent, and Pekin at 14.1 percent. The following table shows the population living below the poverty level for each community in the urbanized area.

POPULATION BELOW POVERTY LEVEL (ACS 2009-2013)			
Municipality	Total Population for whom poverty status is determined	Population below Poverty Level	Percent of Total
Bartonville	6,466	716	11.1
Chillicothe	6,111	716	11.7
Creve Coeur	5,469	715	13.1
Dunlap	1,592	24	1.5
East Peoria	22,901	2,671	11.7
Germantown Hills	3,423	167	4.9
Morton	15,878	813	5.1
Pekin	32,166	4,527	14.1
Peoria	111,058	24,975	22.5
Peoria Heights	5,867	698	11.9
Washington	15,235	1,008	6.6
West Peoria	4,361	676	15.5
Total	230,527	37,706	16.4

The map on the following page shows the percent of individuals living below the poverty level in the Peoria-Pekin Urbanized Area by census block group. The block groups with the highest percentage of individuals living below the poverty line are located in Peoria’s Southside, Downtown, North Valley, and West Bluff neighborhoods. There is also a concentration of individuals living below the poverty line near the IL Route 6 and Knoxville Avenue intersection, as well as just west of the City of Washington’s municipal boundaries. Both of these areas contain apartment complexes. This may explain the higher concentration of individuals living below the poverty line, particularly in the census tract west of Washington, which includes an apartment complex that accepts Section 8 vouchers.

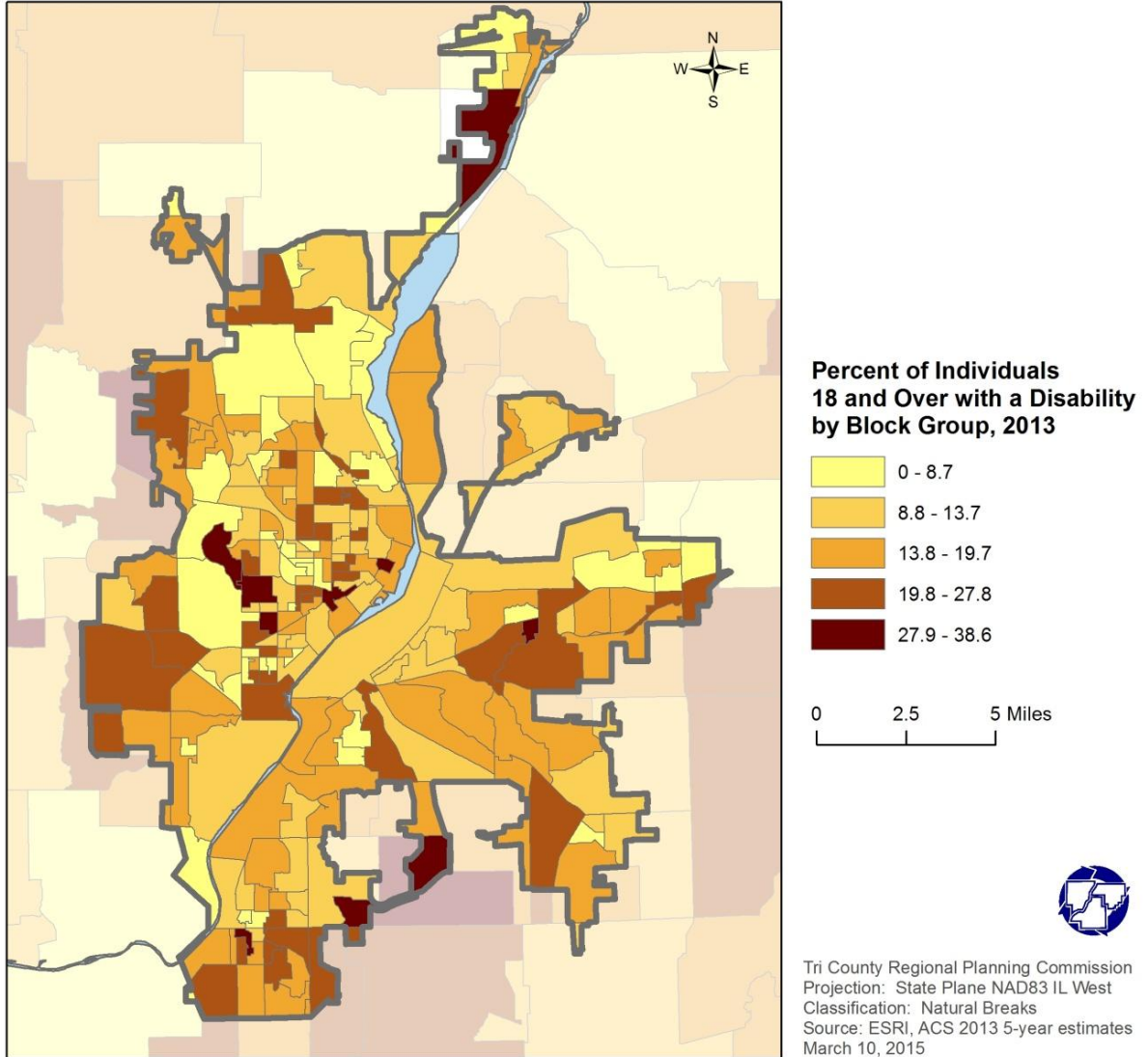


Disability Status

According to the 2009 – 2013 American Community Survey, the total disabled population in the Peoria-Pekin urbanized area is 26,359 or 11.3 percent of the population. Communities with the highest percent of individuals living with a disability are Pekin at 14.1 percent, Creve Coeur at 13.3 percent, and Peoria Heights at 13.0 percent. The table at the top of the next page shows total disabled individuals for each municipality within the Peoria-Pekin urbanized area.

DISABLED POPULATION 2009-2013 ACS			
Municipality	Total Population	Disabled Population	Percent of Total
Bartonville	6,459	764	11.8
Chillicothe	6,111	674	11.0
Creve Coeur	5,498	730	13.3
Dunlap	1,599	78	4.9
East Peoria	23,000	2,479	10.8
Germantown Hills	3,423	172	5.0
Morton	15,905	1,356	8.5
Pekin	32,281	4,560	14.1
Peoria	114,006	12,952	11.4
Peoria Heights	5,978	777	13.0
Washington	15,239	1,362	8.9
West Peoria	4,399	455	10.3
Total	233,898	26,359	11.3

The map on the next page shows the percent of individuals 18 and over with a disability in the Peoria-Pekin Urbanized Area by census block group. The block groups with the highest percentage of individuals over 18 with a disability are located in western Peoria, just east of IL-8; in West Peoria; in the North Valley and Downtown neighborhoods in Peoria; just west of the municipal boundaries of the Washington; in southern Chillicothe; in Pekin, just south of IL-9/Court Street; and in Tazewell County, south of IL-98.

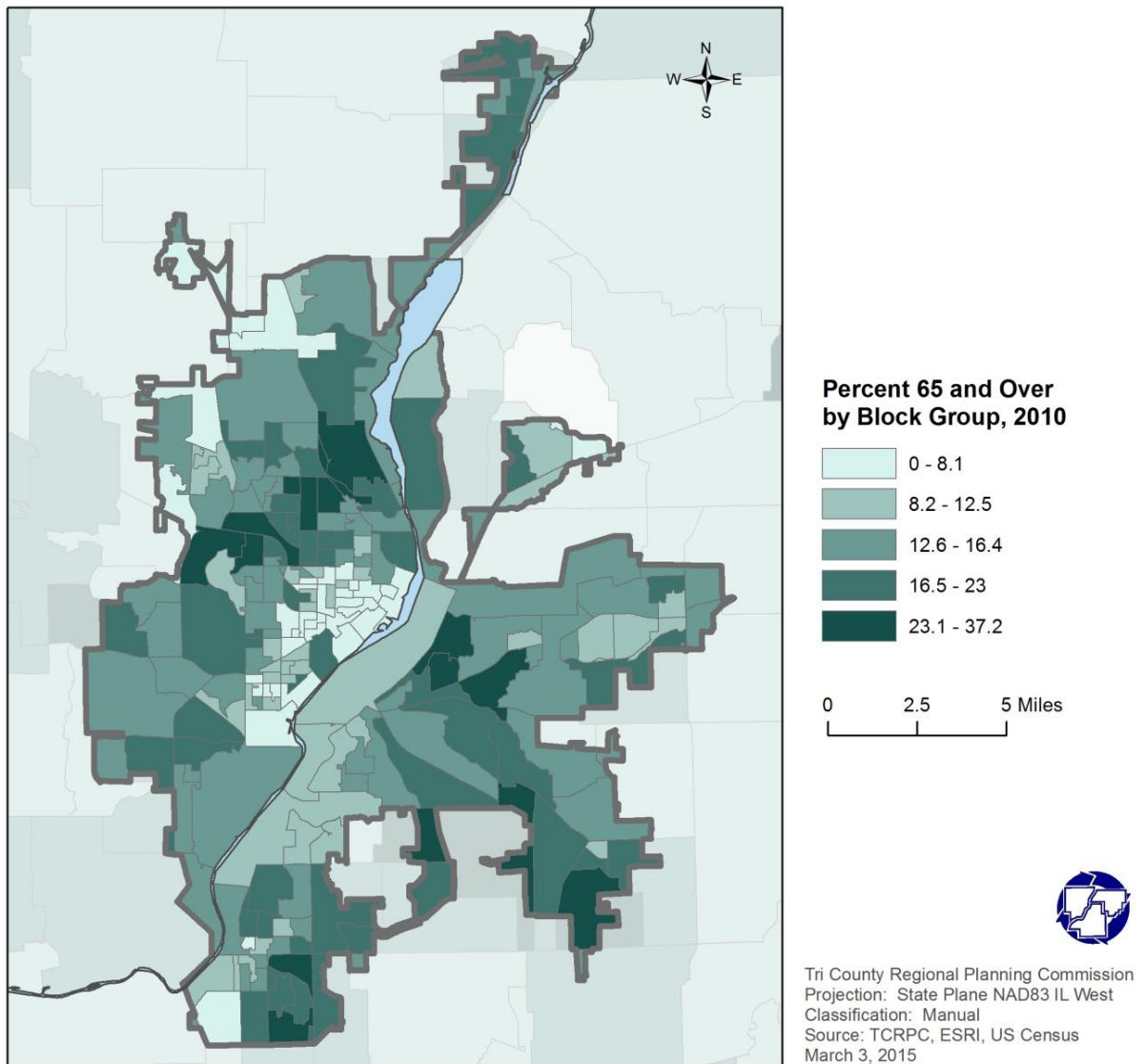


Elderly Population

According to the 2010 U.S. Census, the total elderly population (age 65 and older) in the Peoria-Pekin urbanized area is 34,232, or 14.4 percent of the total population. The municipalities with the highest percent of elderly population are Morton at 19 percent, East Peoria at 17 percent, and Chillicothe at 16.8 percent. The table below shows the elderly population by municipality for each community in the Peoria-Pekin urbanized area.

ELDERLY POPULATION			
Municipality	Total Population	Elderly Population	Percent of Total
Bartonville	6,471	1,030	15.9
Chillicothe	6,097	1,023	16.8
Creve Coeur	5,451	692	12.7
Dunlap	1,386	108	7.8
East Peoria	23,402	3,978	17.0
Germantown Hills	3,438	225	6.5
Morton	16,267	3,084	19.0
Pekin	34,094	5,439	16.0
Peoria	115,007	15,073	13.1
Peoria Heights	6,156	892	14.5
Washington	15,134	2,030	13.4
West Peoria	4,458	658	14.8
Total	237,361	34,232	14.4

The map on the next page shows the percent of elderly individuals living in the Peoria-Pekin Urbanized Area by census block group. The block groups with the highest percentage of elderly individuals are located in north Peoria just west of Old Galena Road as well as west of Knoxville Avenue in Central Peoria. Other areas with high percentages of elderly individuals are in East Peoria just south of Centennial Drive; in East Peoria, just west of the City of Washington and south of IL-8; in southern and western Morton; in southern Pekin; and in Pekin, just north of IL-9/Court Street.

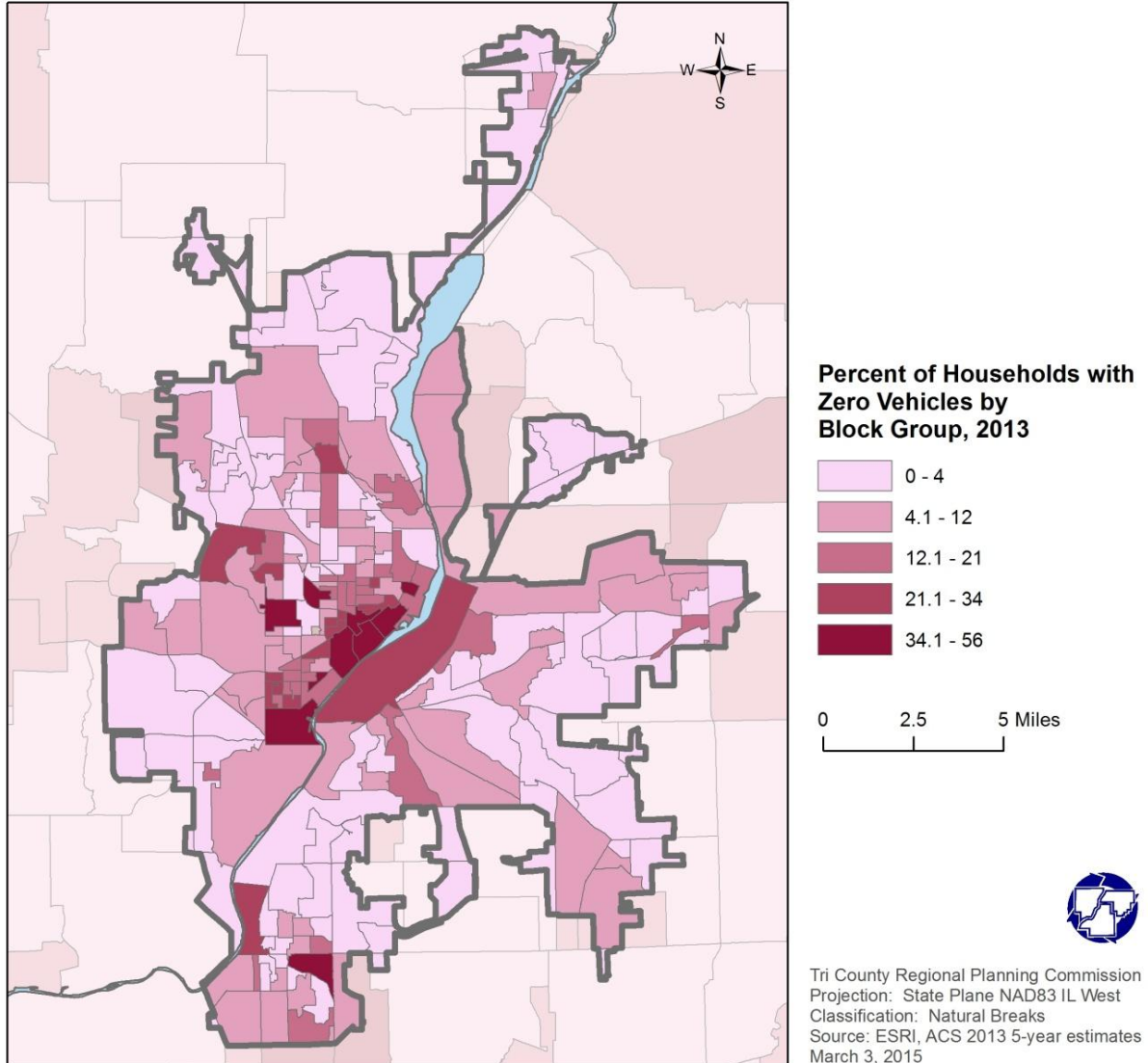


Zero-Vehicle Households

According to the 2009-2013 American Community Survey, the total number of zero-vehicle households is 9,055, or 9.3% of the total population. The municipalities with the highest percent of zero-vehicle households are Peoria at 13.1 percent, East Peoria at 7.6 percent, and Pekin at 7.5 percent. The table on the next page shows the number and percent of zero-vehicle households for each municipality in the urbanized area.

ZERO-VEHICLE HOUSEHOLDS (2009-2013 ACS)			
Municipality	Occupied Housing Units	Zero-Vehicle Households	Percent of Total
Bartonville	2,749	193	7.0
Chillicothe	2,436	64	2.6
Creve Coeur	2,465	132	5.4
Dunlap	502	3	0.6
East Peoria	9,631	734	7.6
Germantown Hills	1,173	7	0.6
Morton	6,508	152	2.3
Pekin	14,049	1,050	7.5
Peoria	47,202	6,193	13.1
Peoria Heights	2,922	188	6.4
Washington	5,774	234	4.1
West Peoria	1,900	105	5.5
Total	97,311	9,055	9.3

The map on the following page shows the percent of occupied housing units with no vehicle available in the Peoria-Pekin Urbanized Area by census block group. The block groups with the highest percentage of households with no vehicle available are located in Peoria's Southside and Downtown, North Valley and West Bluff neighborhoods; in West Peoria near Farmington Road, and in Pekin just north of IL Route 9/Court Street.



Transportation Needs

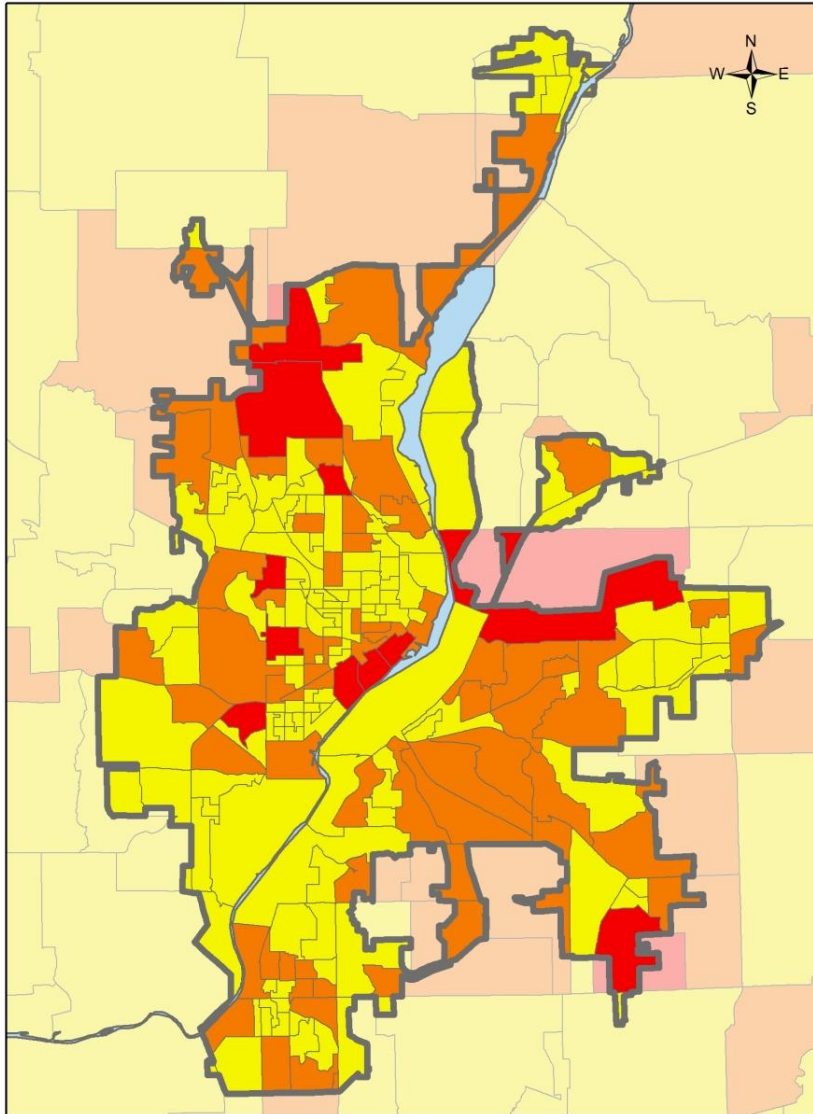
Transportation needs for the Peoria-Pekin Urbanized Area were determined based on the following criteria:

- Number of individuals living below the poverty line;
- Number of individuals age 65 and older;
- Number of individuals age 17 and under;
- Number of individuals age 18 and over living with a disability; and
- Number of zero-vehicle households.

To determine relative transportation needs, each census block group was given a score of 1 to 10 for each of the criteria listed above. As an example, to determine the scores for the elderly criteria, the number of elderly for each census block group was gathered from 2010 United States Census data. Next, the entire range of values was broken up into ten equal intervals. Finally, the values in the highest interval were given a score of 10, the values in the next highest interval were given a score of 9, and so forth, with the values in the lowest interval given a score of 1. This method was used for each of the criteria listed above.

Once individual scores were determined, an overall score was assigned to each block group. This score was calculated by adding the scores of the five criteria for each block group. The lowest overall score calculated was 5, and the highest overall score calculated was 33. This range of values was divided into three equal intervals (high need, medium need, and low need) and then mapped.

The following map shows the transportation needs in the Peoria-Pekin Urbanized Area. Block groups with the highest transportation needs are located in Peoria's Southside, Downtown, and North Valley neighborhoods; in West Peoria near Farmington Road; southeast of Bellevue, just south of Harmon Highway; in Peoria, west of Sterling Avenue between I-74 and Forrest Hill Avenue; in North Peoria; in West Peoria near Farmington Road; in Morton near the intersection of Queenwood Road and 4th Avenue; and just north of the municipal boundaries of East Peoria and Washington.



Level of Transportation Dependence, 2013

Tot_Score

- Low Need
- Medium Need
- High Need

0 2.5 5 Miles



Tri County Regional Planning Commission
 Projection: State Plane NAD83 IL West
 Classification: Equal Intervals
 April 21, 2015

Conclusion



APPENDIX H

**2015 Call for Projects
Section 5310
Grant Application**

Section 5310: Transportation for Elderly Persons and Persons with Disabilities

2015 Grant Application

All applications are to be submitted to Tri-County Regional Planning Commission:

Attn: Jill Goforth

456 Fulton Street, Suite 401

Peoria, IL 61602

OR

jgoforth@tricountyrpc.org

SUBMITTED BY

Insert Applicant Name Here

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I. SECTION 5310 GRANT PROGRAM OVERVIEW

A. *Program Purpose*

The Section 5310 Program provides capital and operating grants to assist communities or agencies in meeting the transportation needs of individuals with disabilities and older adults when the existing transportation service provided is unavailable, insufficient, or inappropriate to meeting these needs.

B. *Eligible Recipients*

There are three categories of eligible sub-recipients of Section 5310 funds: a) private non-profit organizations; b) state or local government authorities; and c) operators of public transportation services. If applying for a vehicle, equipment, or mobility management projects, state or local government authorities must certify that there are no nonprofit organizations readily available in the area to provide that service.

C. *Project Requirements*

In order to be eligible for funding, submitted projects must:

- Exceed the ADA minimum requirements;
- Improve access to fixed-route service and decrease reliance by individuals with disabilities on ADA-complementary paratransit service; or
- Provide alternatives to public transportation that assist seniors and individuals with disabilities with transportation.

D. *Eligible Projects*

Following is a list of project types and examples of projects that are eligible for funding under the Section 5310 Grant Program (if you have a question as to whether your project is eligible, please contact Jill Goforth at jgoforth@tricountyrpc.org):

Capital Projects

- **Rolling Stock**
Replacement vehicles; New service vehicles; and Expanded service vehicles.
- **Non-Rolling Stock**
Radios or other communication equipment; Computer hardware and software; Transit-related intelligent transportation systems (ITS); Wheelchair restraints; Wheelchair lifts; Benches, shelters, and other passenger amenities; Wayfinding and signage; and Dispatch systems.
- **Mobility Management and Coordination Programs**
Promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities and seniors; Support for short-term management activities to plan and implement coordinated services; Development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of geographic information systems (GIS) mapping, global positioning system technology, coordinated vehicle scheduling, dispatching and monitoring technologies, as well as technologies to track costs and billing in a coordinated system, and single smart customer payment systems; and Funding to support the administrative costs of sharing services provided to clients along with other seniors and/or individuals with disabilities and the coordinated usage of vehicles with other nonprofits.

Operating Projects

- **Operating Projects**
Expansion of paratransit service parameters beyond the three-fourths mile required by the ADA; Expansion of current hours of operation for ADA paratransit services that are beyond those provided on the fixed-route services; Incremental cost of providing same day service; Incremental cost of making door-to-door service available to all eligible ADA paratransit riders, but not on a case-by-case basis for individual riders in an otherwise curb-to-curb system; Enhancement of the level of

service by providing escorts or assisting riders through the door of their destination; Support of administration and expenses related to voucher programs for transportation services offered by human service providers; Mileage reimbursement as part of a volunteer driver program, taxi trips or trips provided by human service agencies; and support for volunteer driver programs.

E. Local Match Requirements

- For capital costs, the local share is 20%.
- For operating costs, the local share is 50%.

II. APPLICATION INSTRUCTIONS

GENERAL

This is an interactive form and designed to be filled out in Microsoft Word. Use the Tab key to move between fields or click directly in a text box to begin entering your information.

PROPOSED PROJECT

- Please be sure to identify each component of the project for which funding is being requested (i.e., This project is requesting capital funding for a new mini-van and dispatching software for same-day reservations, and operating funding to hire a driver and run the service).
- To determine the estimated annual number of trips generated, use one of the following equations which best suits your project (please note that a trip is defined as each time a passenger boards):

If estimate is based on trips per hour:

no. of trips per hour X hours of service operated per day X no. of days service is operated per year

Example: 3(trips/hour) X 13(hours/day) X 312(days/year) = 12,168 passenger trips generated per year

If estimate is based on trips per day:

no. of trips per day X no. of days service is operated per year

Example: 8(trips/day) X 220(days/year) = 1,760 passenger trips generated per year

PROJECT BUDGET

- Please manually total the project budget and review the required match calculations: All numbers are to be entered manually.
- The match requirement for capital projects (including mobility management) is 80% federal / 20% local.
- The match requirement for operating projects is 50% of the net project cost. Revenues are strictly based on fares generated by the project. Please note that revenues are not an eligible operating expense and should not be included in the net operating cost of the project.
- For operating projects, outline the costs for the duration of the project (1-2 years). When estimating your cost over the two-year period, be sure to factor in cost escalations. Please identify all 'other expenses' (under operating budget) in the space provided.
- Total Project Costs and Local Match must be entered manually.

SOURCES OF LOCAL MATCH

- Indicate all sources of local match and status. Status could be noted as secured or dependent upon grant approval

SCALABILITY

- Describe whether or not the project for which you are applying can be implemented on (a) a more limited scope or if it can (b) be implemented in phases. This question will help the selection committee decide on funding amounts for the projects selected.

APPLICATION PROCESS:

APPLICATIONS ARE DUE FRIDAY, MAY 15, 2015 AT CLOSE OF BUSINESS.

Once applications are received, TCRPC staff will review for completion. Applications will be scored by TCRPC staff (please see scoring criteria in Appendix A of each application) and will be endorsed/voted on by the HSTP Urban Subcommittee at the Wednesday, June 3 HSTP meeting. Final selection is contingent upon approval from the FTA. Funding for awarded projects will be available in Fall 2015.

For questions about the application process, or to determine if your project is eligible, contact Jill Goforth at jgoforth@tricountyrpc.org or 309-673-9796 x226.

Please submit your applications to:

Tri-County Regional Planning Commission OR jgoforth@tricountyrpc.org
 Attn: Jill Goforth
 456 Fulton St. Suite 401
 Peoria, IL 61602

IV. PROJECT APPLICATION

A. *Applicant, Existing Services, and Service Area*

1. Please provide a brief description of the applicant and its background with implementing this type of project.

2. Provide a brief description of the applicant's existing services and clients.

3. Provide a description of the applicant's service area. Attach any maps if necessary.

B. *Proposed Project*

1. Describe the proposed project, indicating the specific service to be provided to implement, support, or maintain transportation service for elderly individuals or individuals with disabilities.

2. Identify the number of estimated individuals with disabilities and older adults to be served by the project and describe how this estimate was derived.

3. Describe how the project will increase accessibility for older adults or individuals with disabilities.

4. Estimate the number of one way passenger trips per year this service will generate (if applicable). A trip is defined by each time an individual passenger boards.

5. Identify the service area to be covered by the project (if applicable). Attach maps if necessary.

C. Responsiveness to Project Selection Criteria

1. Describe how the project responds to one or more of the strategies identified in the Region 5 HSTP. This includes service gaps, challenges of the project area, or other issues:

2. Describe any coordination activities that your organization participates in. (e.g. HSTP meetings, obtaining customer input, joint driver training, coordination of client rides, vehicle sharing, etc.)

3. What efforts have been undertaken to identify and obtain local funding for this project? What local funding sources have been committed to the project? (Attach documentation if necessary).

D. Project Budget

Capital Equipment (Rolling Stock, Non-Rolling Stock, Mobility Management)			Total Capital Cost
Rolling Stock			
Non-Rolling Stock			
Mobility Management			
Total Capital Cost			(1)
Federal Share Capital Cost (80%)			(2)
Local Share Capital Cost (20%)			(3)
Operating	Year 1	Year 2	Total Operating Cost
Labor			
Fringe Benefits			
Indirect Costs			
Fuel and Oil			
Maintenance			
Vehicle Insurance			
Purchased Transportation			
Other Expenses*			
Total Operating Expenses (A)	(5)		
Total Operating Revenue (B)	(6)		
Net Operating Project Cost (A-B)	(7)		
Note: The amount of eligible Operating expense does not include revenues.			
Federal Share Operating (50%)	(8)		
Local Share Operating (50%)	(9)		
PROJECT COST SUMMARY			
<i>**Enter sum of all sub-totals for entire project (capital and operating) in the boxes below:</i>			
Total Project Cost			(1+7)
Total Federal Share			(2+8)
Total Local Share			(3+9)
Total Revenue			(6)
* Please Indicate Other Expenses Here:			

E. Sources of Project Funding

Please list the source of local matching funds. Include specific dollar amounts for each. Please note that fare box revenue cannot be used as a source of local match.

Agency Name/Source	Type	Amount	Matching Project			
			Rolling Stock	Non-Rolling Stock	Mobility Management	Operating
<i>Example Agency</i>	<i>Donation</i>	<i>\$5,000</i>		X		
	TOTAL					

F. Project Scalability

1. Could the project be implemented on a more limited scope with less funding?

Yes No

If "Yes" please describe:

2. Could the project be implemented in phases depending upon the availability of project funding?

Yes No

If "Yes" please describe:

V. Appendices

A. Section 5310 Project Evaluation Criteria

Project Eligibility Screening Criteria		Eligible / Ineligible
Proposed Project addresses unmet transportation needs of persons with disabilities and/or older adults seeking integration into the workforce and full participation in society.		Eligible / Ineligible
Project application identifies and addresses one or more of the goals, objectives, or service gaps identified in the Region 5 HSTP. The application should identify the goals/objectives/service gap(s) addressed by the project and how the project addresses the goals/objectives/service gap(s).		Eligible / Ineligible
Project Evaluation Criteria / Corresponding question in application	Definition (possible points)	Maximum Points
Applicant participates in local coordination process. (Page 8, Question 2)	<ul style="list-style-type: none"> • Leadership participant/evidence of extra effort (20) • Active Participant/evidence of some effort (15) • Participant/evidence of minimal effort (10) • Does not participate/little or no effort (0) 	20
Project application identifies one or more local funding sources and evidences those sources are committed to supplying the necessary local match for duration of the project. (Pages 8, 9, & 10)	<ul style="list-style-type: none"> • Strong evidence of local match (10) • Some evidence of local match (5) • No evidence of local match (0) 	10
Project increases mobility options for elderly individuals and/or individuals with disabilities. (Page 7)	Project provides greater mobility by: <ul style="list-style-type: none"> • Increasing service levels (hours of a day / days of a week) or providing a new service to meet a need(5) • Increasing/improving/adding accessibility features for target populations (lifts, signage, bus stops, etc.) (5) • Introduces mobility management techniques (5) • Continuing service to targeted populations (5) 	20
Projects will be operational within a reasonable timeframe. (Page 12)	Project is operational (i.e., starts providing services) within a short time-frame (for operating: within said time of receiving grant agreement; for capital: within said time of receiving the asset): <ul style="list-style-type: none"> • Within 6 months (10) • Within 6-12 months (5) • Over 12 Months (0) 	10
Estimate number of new customers that will be served or benefited by the project for the target population. (Page 7, Question 2)	Estimate number of new customers as a result of the project for the target population: <ul style="list-style-type: none"> • 20 or more new customers (25) • 10 – 20 new customers (10) • 1 – 10 new customers (5) 	25
Maximum Points Available		85

Peoria/Pekin Urbanized Area Transportation Study


2016-2019

ANNUAL MPO CERTIFICATION


In accordance with 23 CFR 450.334 (b), the planning process in the Peoria-Pekin Urbanized Area was certified by USDOT in April 2014.

In accordance with 23 CFR 450.334, the Illinois Department of Transportation and the Tri-County Regional Planning Commission, Metropolitan Planning Organization for the Peoria-Pekin Urbanized Area, hereby certify the metropolitan transportation planning process is being carried out in accordance with all applicable requirements including:

- 1) 23 U.S.C. 134, 49 U.S.C. 5303, and 23 CFR 450 Subpart C;
- 2) In non-attainment and maintenance areas, Sections 174 and 176 (c) and (d) of the Clean Air Act as amended (42 U.S.C. 7504, 7506 (c) and (d) and 40 CFR 93);
- 3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21; Executive Order 13166(Limited English Proficiency) and Executive Order 12898(Environmental Justice);
- 4) 49 U.S.C. 5332, Section 324 of title 23 U.S.C. and the Older Americans Act as amended 42 U.S.C. 6101) prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- 5) Section 1101(b) of the SAFETEA-LU (pub. L. 109-59) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
- 6) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- 7) The provision of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37 and 38, and Section 504 of the Rehabilitation Act of 1973(29 U.S.C. 794) regarding discrimination against individuals with disabilities.


James Dillon, Mayor of West Peoria
PPVATS Policy Chairman

6-3-15
Date


Karen Shoup, Bureau Chief Urban Program Planning
Illinois Department of Transportation

6/4/15
Date