



# TRI-COUNTY REGIONAL PLANNING COMMISSION

EST. 1958

## AGENDA

### Metropolitan Planning Organization (MPO) Technical Committee

Wednesday, February 19, 2025, at 9:00 a.m. CT  
456 Fulton St, Room 420  
Peoria, IL 61602

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#### Microsoft Teams

##### [Join the meeting now](#)

Meeting ID: 236 170 102 689

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1. Call to Order
2. Roll Call
3. Public Comment
4. Approval of Meeting Minutes of January 15, 2025
5. **Public Meeting:** Human Services Transportation Plan (HSTP) Region 5 2025 Update  
<https://tricityrpc.org/draft-hstp-update/>
6. Discussion of FY 2026 Unified Planning and Work Program
7. Updates
  - a. Long-Range Transportation Plan 2050 Update
  - b. SS4A – Safety Action Plan Public Meeting Debrief
  - c. IDOT
    - i. Local Roads
    - ii. Central Office
  - d. FHWA
8. Other
  - a. Reminder – Open Meetings Act Training  
<https://illinoisattorneygeneral.gov/open-and-honest-government/pac/pac-training/>
  - b. Kickapoo Creek Watershed Public Meeting – March 19, 2025, 5:00 p.m. to 7:00 p.m.,  
at Peoria County Farm Bureau, 1716 N University St, Peoria, IL 61604
  - c. Next meeting scheduled for March 19, 2025
9. Adjournment

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Tri-County Regional Planning Commission strives to provide an environment welcoming to all persons regardless of physical or mental challenges, race, gender, or religion. Please call 309-673-9330 to request special accommodations at least two days in advance.



# TRI-COUNTY REGIONAL PLANNING COMMISSION

EST. 1958

## MINUTES

### Metropolitan Planning Organization (MPO) Technical Committee

Wednesday, January 15, 2025, at 9:00 a.m. CT  
 456 Fulton St, Suite 420  
 Peoria, IL 61602

#### 1. Call to Order

- a. Chairperson Kinga Krider called the meeting to order at 9:04 a.m.

#### 2. Roll Call

Member	Present	Absent	Member	Present	Absent
<b>Amy McLaren</b> , Peoria County		X	<b>Dustin Sutton*</b> Peoria Heights		X
<b>Jeff Gilles</b> , Peoria County	X		<b>Dennis Carr</b> City of Washington	X	
<b>Mark Gilles*</b> Peoria County		X	<b>Jon Oliphant*</b> City of Washington	X	
<b>Paul Augspurger</b> Tazewell County	X		<b>Patrick Meyer</b> Village of Bartonville	X-V	
<b>Dan Parr</b> Tazewell County		X	<b>Dan Corp</b> IDOT-D4	X	
<b>Conrad Moore</b> Woodford County	X		<b>Karen Dvorsky*</b> IDOT-D4		X
<b>Andrea Klopfenstein</b> City of Peoria		X	<b>Kinga Krider</b> City of West Peoria	X	
<b>Paola Mendez</b> City of Peoria	X		<b>Charles Hess*</b> City of West Peoria		X
<b>Sie Maroon</b> City of Peoria		X	<b>Craig Loudermilk</b> Village of Morton	X	X
<b>Cindy Loos*</b> City of Peoria	X-V		<b>David Horton</b> City of Chillicothe	X	
<b>Josie Esker</b> City of Pekin	X		<b>LD Chaney</b> Village of Creve Coeur		X
<b>Dean Schneider*</b> City of Pekin		X	<b>Kofi Kisseh</b> CityLink		X
<b>Ric Semonski</b> City of East Peoria	X		<b>ShamRA Robinson*</b> CityLink		X
<b>Ty Livingston*</b> City of East Peoria	X		<b>Eric Miller</b> TCRPC	X	
<b>Chris Chandler</b> Village of Peoria Heights		X	<b>Ann Doubet</b> Village of Germantown Hills	X	
<b>Wayne Aldrich*</b> Village of Peoria Heights	X		<b>Gene Olson</b> , Ex-officio MAAP		X

**V = Virtual**

Also in attendance: Doug DeLille, Al Barrae Shebib, Jacob Weck – IDOT

Staff: Michael Bruner, Reema Abi-Akar, Debbi La Rue, Ray Lees, Else Hayes, Isaiah Hageman, Logan Chapman, Adam Crutcher, and Lori Reynolds.

Virtual attendees: Patrick Meyer – Patrick Meyer & Associates, Cindy Loos – City of Peoria, Anna Musial – FHWA

#### 3. Public Comment - None

#### 4. Approval of Meeting Minutes on November 20, 2024

Conrad Moore moved to approve the November 20, 2024 meeting minutes and Jeff Gilles seconded. Motion carried.

**5. Recommend to the Commission the Following Amendments to the FY 2025-28 Transportation Improvement Program (TIP) – Attachment**

Ric Semonski motioned to recommend to the Commission the Following Amendments to the FY 2025-28 Transportation Improvement Program (TIP), and Jeff Gilles seconded the motion. Michael Bruner presented the following:

- a. Project W-25-01 Washington Safe Routes to School Phase II
- b. Project W-24-04 Washington Safe Routes to School Phase I and II
  - i. These two TIP amendments are connected and will merge Project W-25-01 with Project W-24-04, making them one project under TIP number W-24-04. This amendment will update the project location description, action, and funding breakdown.

Motion carried.

**6. Discussion of FY 2026-29 Transportation Improvement Program**

Michael Bruner presented the following:

- a. As an MPO, Tri-County is federally required to develop and maintain the Transportation Improvement Program (TIP), which is a short-term plan that identifies all federally funded and regionally significant transportation projects programmed for state and local jurisdictions for the next four fiscal years (FY 2026-29).

Tri-County updates the TIP on an annual basis in coordination with IDOT and local jurisdictions. The TIP includes roadway, non-motorized, and transit projects. All projects must be consistent with the region's LRTP. The TIP must be fiscally constrained, meaning projects are not included in the active project lists without a funding source. Projects that are regionally significant, reflect local jurisdiction priorities, and would be included in the TIP if reasonable funding sources were available are included in the Illustrative Project List.

Included in your packet is a listing of all the local jurisdictions' projects in the current TIP. Staff asks you to review this list and make sure all the information is correct (excluding the recent TIP amendment recommendation made earlier). Please ensure the correct Program Year is listed. The program year is based on the letting date, following the July 1<sup>st</sup> through June 30<sup>th</sup> timeline.

If any corrections or additions are needed, please reach out to staff by the end of the month. If staff does not hear from you, we will be reaching out in February to get status updates on your jurisdiction's current projects and to see if there are any additional projects that should be added to the FY 2026-29 TIP.

**7. Discussion of FY 2026 Unified Planning and Work Program**

Michael Bruner presented the following:

- a. As an MPO, Tri-County is federally required to develop and maintain a Unified Planning Work Program (UPWP), which is one of the core MPO planning documents that is updated annually. It serves as the work plan for the metropolitan transportation planning process by directing the programs, projects, and products that the Commission will undertake and accomplish during the fiscal year (July 1 through June 30) with a corresponding budget.

Staff is in the beginning stages of developing the draft FY 2026 UPWP by developing a draft budget and completing the required Programmatic Risk Assessment (PRA) for IDOT. As presented at our November Technical Committee meeting, the Commission is receiving the following apportionment for FY 2026:

- i. Federal Formula: \$841,856.20,
- ii. Federal Provisional: \$132,249.35
- iii. Match Requirement: \$243,526.39

## 8. **Overview of the Final Scope for the Thriving Communities Technical Assistance Program**

Debbi La Rue presented the following:

- Tri-County partnered with the City and County of Peoria in late 2023 to apply for the FY 2023 Thriving Communities Technical Assistance Program (TCP) and was selected to be part of that cohort for a project area extending along the river from the North Valley, through Downtown, and into the unincorporated areas of the South End.
- TCP is a project of the USDOT that aims to accelerate development and implementation of transportation projects in underserved communities such as rural areas and those that have experienced historical, systemic disinvestment.
- For the past six months, our local team has been working with consultants to develop the scope of work for technical assistance.
- Tri-County partnered with the City and County of Peoria in late 2023 to apply for the FY 2023 Thriving Communities Technical Assistance Program and was selected to be part of that cohort for a project area extending along the river from the North Valley, through Downtown, and into the unincorporated areas of the South End.
- TCP is a project of the USDOT that aims to accelerate development and implementation of transportation projects in underserved communities such as rural areas and those that have experienced historical, systemic disinvestment.
- For the past six months, our local team has been working with consultants to develop the scope of work for technical assistance.
- USDOT approved our work plan over the winter holidays and this month marks the beginning of the 18-month implementation window.
- The scope of services is a living document that may be subject to revision as the project progresses, but the current version is included in your packets for review.

A few items to note:

- We have requested that Charles Brown return to Peoria to conduct some community engagement training this year.

- Over the next few months, we'll be drawing from our Public Participation Plan to develop a user-friendly community engagement toolkit to help staff determine what types of activities will be most effective for different types of projects or situations.
- And we'll be looking to implement a quick-win demonstration project this summer.
- Many more details are available in your packets.
- Please feel welcome to reach out with more information.

## 9. Updates

### a. Combined Call for Projects

Michael Bruner reported on the following:

- i. Programed projects need a BLR 17100 TIP Sheet

<https://idot.illinois.gov/content/dam/soi/en/web/idot/documents/idot-forms/blr/blr-17100.pdf>

1. Congratulations to those who received funding from our Combined Call for projects. The Commission approved your recommendation.
2. For those who received funding, please ensure that you submit a BLR 17100 TIP Sheet to Local Roads and staff by the end of the month.
  - a. Please include a project map with your submission

### b. IDOT

#### i. Local Roads

Al Barrae Shebib provided an update on federal marks and bridge program funds, with expectations of no changes in applications. The announcement of special projects and bridge program funds is anticipated in the spring. Gia Biagi new IDOT Secretary. Jacob Weck is joining our Roads district.

#### ii. Central Office

Doug DeLille provided information that the Statewide Planning and Research funds Call for Projects will come out in about a month.

### c. FHWA

No report. Anna Musial introduced herself virtually, filling in for Betsy Tracy today.

## 10. Other

- a. Michael Bruner discussed Open Meetings Act Training

<https://illinoisattorneygeneral.gov/open-and-honest-government/pac/pac-training/>

- i. All Technical Committee Members are required to complete OMA training. Please complete and submit a PDF of the certification of completion to Lori.
- ii. If you have already completed this training in the last few years, please find and submit the certification of completion to Lori.

- b. Long-Range Transportation Plan

- i. Staff is actively working on the LRTP, and it is our goal to have the draft LRTP submitted for review in early February.

- c. Reema Abi-Akar shared a handout about Tri-County Comprehensive Safety Action Plan. A public meeting for the Tri-County Comprehensive Safety Action Plan is scheduled for February 6th at the Peoria Public Library Lincoln Branch from 5:00-7:00 p.m. The meeting aims to gather feedback and enhance the plan.
- d. Reema mentioned that IDOT asked Tri-County to participate in a Resiliency Improvement Plan. It focuses on building climate resilience into the transportation system.
- e. Next meeting scheduled for February 19, 2025

## **11. Adjournment**

Paul Augsperger made a motion to adjourn, seconded by Paola Mendez, and the meeting was adjourned at 9:31 a.m.

Submitted by:

Eric Miller, Executive Director

Recorded by:

Michael Bruner

Transcribed by:

Lori Reynolds

# UPWP

## Unified Planning Work Program

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Fiscal Year 2026

July 1, 2025, through June 30, 2026

# DRAFT



TRI-COUNTY REGIONAL PLANNING COMMISSION

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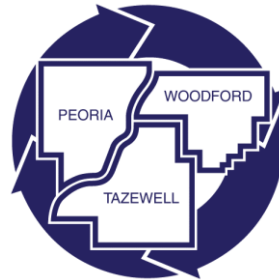


# Unified Planning Work Program

## Fiscal Year 2026

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

Approved and adopted by the Commission on **MONTH DAY**, 2025



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## Acknowledgments

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

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

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David Horton, Chillicothe  
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Ric Semonski, East Peoria  
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Craig Loudermilk, Morton  
Josie Esker, Peoria  
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Andrea Klopfenstein, Peoria  
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Debbi La Rue, Senior Planner  
Logan Chapman, GIS Specialist II  
Adam Crutcher, Planner II  
Isaiah Hageman, GIS Specialist II  
Else Hayes, Planner I  
Gavin Hunt, Planner I  
Lori Reynolds, Office Administrator  
Rebecca Eisele, Accountant

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## Overview

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

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

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

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

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

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

## MPO Organization and Duties

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

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

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

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

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



## Transportation Funding

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

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

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

Tri-County receives a portion of the money from the IIJA via IDOT to program for roadway, transit, bicycle-pedestrian infrastructure, and other types of surface transportation projects in the MPA. To manage this process, TCRPC develops its Unified Planning Work Program (UPWP) on an annual basis to outline the day-to-day activities of the MPO and sets the budget for all transportation planning activities during Fiscal Year (FY) 2026, the period from July 1, 2025, through June 30, 2026. Tri-County staff develops the UPWP with direction from the TCRPC governing board, known as the Full Commission, the MPO Technical Committee, the Greater Peoria Mass Transit District (CityLink), and IDOT.



## Funding and Work Elements

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

During this fiscal year, the Tri-County MPO will undertake transportation planning tasks in the following four major categories:

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

### Metropolitan Planning Funding

The UPWP includes federal funding for transportation planning provided by FHWA Section 5305(d) and FTA Section 5305(e), along with the non-federal match typically provided by IDOT’s Metropolitan Planning Fund. Together, FHWA, FTA, and IDOT funds make up TCRPC’s Metropolitan Planning (PL) funding for FY 2026. Additionally, IDOT is dispersing previously unspent PL funding to all MPOs in the State of Illinois. This additional PL distribution is categorized below as Provisional PL Funds. The total amount of funding available for this fiscal year is outlined in **Table 1**.

Description	Total
PL Funds	\$ 841,856.20
Provisional PL Funds	\$ 132,249.35
Non-Federal Match	\$ 243,526.39
<b>Total</b>	<b>\$ 1,217,631.94</b>

Table 1: Metropolitan Planning Funding

### *IDOT State Planning Funds*

The UPWP also includes state funding for transportation planning provided by IDOT, known as State Planning Funds. These funds are meant to supplement the MPO's federal transportation funds, helping the MPO to fulfill its transportation planning obligations. State Planning funds do not require a match and may be used as a match for Metropolitan Planning (PL) funds and Statewide Planning and Research (SPR) funds. The total funding available for the fiscal year is estimated to be \$243,526.39. These State Planning Funds will be utilized by TCRPC to match PL funds.

Activity	Total
Non-Federal Match – IDOT State Planning Funds	\$ 243,526.39
<b>Total</b>	<b>\$ 243,526.39</b>

*Table 2: IDOT State Planning Funds*

*Other Federal and State Transportation Funds*

Occasionally, the MPO applies for and receives Federal and State Discretionary funding on top of the PL and State Planning Funds. The table below details projects that the MPO applied for, received, and will undertake or complete during FY 2026. Additionally, the table shows the funding source, starting budget, and indicates the status of the grant agreement as executed or pending for each project.

Project	Grant	Status	Federal	State	Local	Total
Multi-Jurisdictional Comprehensive Plan	FY23 SPR	Executed	\$240,083		\$60,021	\$300,104
Regional Port District Master Plan	FY23 SPR	Executed	\$372,400	\$93,100		\$465,500
Multi-modal Network Inventory and Acquisition	FY24 SPR	Executed	\$384,000		\$96,000	\$480,000
Illinois Route 29 Multi-modal Corridor Study	FY25 SPR	Executed	\$240,000	\$60,000		\$300,000
Bus Stop Condition Inventory and Analysis	FY23 5305e	Pending	\$159,599		\$39,900	\$199,499
Human Service Transportation Plan	FY26-27 HSTP	Pending	\$136,638			\$136,638*

*Table 3: Other Federal and State Transportation Grant Funds*

\*Estimated using Tri-County’s FY 2024-25 HSTP funding amount.



### Membership Dues

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

Jurisdiction	2024 MFT Allotment	Total 2024 MFT Allotment%	Cost Share
Peoria County	\$2,177,653.44	22.48%	\$53,900.81
Tazewell County	\$1,714,516.84	17.70%	\$42,437.35
Woodford County	\$596,926.38	6.16%	\$14,774.99
Bartonville, Village of	\$133,644.24	1.38%	\$3,307.93
Chillicothe, City of	\$137,758.11	1.42%	\$3,409.76
Creve Coeur, Village of	\$110,916.85	1.15%	\$2,745.39
East Peoria, City of	\$505,442.75	5.22%	\$12,510.61
Germantown Hills, Village of	\$76,702.12	0.79%	\$1,898.51
Morton, Village of	\$384,792.00	3.97%	\$9,524.29
Pekin, City of	\$713,316.31	7.37%	\$17,655.85
Peoria, City of	\$2,543,624.20	26.26%	\$62,959.24
Peoria Heights, Village of	\$132,812.47	1.37%	\$3,287.35
Washington, City of	\$361,277.82	3.73%	\$8,942.27
West Peoria, City of	\$95,832.72	0.99%	\$2,372.03
CityLink	N/A	N/A	\$3,800.00
<b>Total</b>	<b>\$9,685,216.25</b>		<b>\$243,526.39</b>

Table 4: Membership Dues

## Planning Factors

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

Planning Factor	Abbreviation
Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency	EV
Increase the safety of the transportation system for motorized and non-motorized users	SS
Increase the security of the transportation system for motorized and non-motorized users	TS
Increase accessibility and mobility of people and freight	AM
Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns	EE
Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight	CI
Promote efficient system management and operation	MO
Emphasize the preservation of the existing transportation system	PE
Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation	RR
Enhance travel and tourism	ET

Table 5: Ten Planning Factors

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

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

### Ladders of Opportunity

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

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

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

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

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

## Task 1: Management and Administration

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

### Previous Work and Accomplishments

Tri-County's FY 2025 UPWP was carried out starting July 1, 2024, and ending on June 30, 2025. During this time, the previous work and accomplishments carried out or expected to be completed by TCRPC or its consultants for Task 1: Management and Administration include:

- Unified Planning Work Program
  - Developed materials and information to support decisions by MPO committees
- Public Engagement
  - Participate in public outreach activities
  - Organized and provided support for MPO Technical Committee and Full Commission meetings
  - Prepared monthly status reports for Full Commission
  - Maintained TCRPC's website
  - Presented transportation-related topics for nationwide, statewide, and regional conferences and student populations
- Grant Management
  - Prepared grant applications for federal and state funding
    - Coordinated regional Statewide Planning and Research (SPR) grant application
    - Participated in IDOT's Statewide FY 2024 PROTECT grant application
  - Coordinated and administered federal and state grant awards
    - Prepared quarterly financial and progress reports (BoBS Reports) for IDOT grants
    - Prepared quarterly financial and progress reports for federal (FHWA/FTA) grants



- Coordinated with GPMTD in preparation for IDOT’s FY 2023 Statewide Non-Metropolitan Transit Planning 5305e grant award for regional bus stop condition inventory and analysis.
- Managed FY 2022 SS4A Safety Action Plan Grant
  - Participate in monthly project coordination meetings
  - Advertised and attended public engagement opportunities
  - Anticipated June 30, 2025 project completion
- Managed FY 2023 Thriving Communities Program
  - Attended the 2024 Thriving Communities Program Convening in Washington, DC
  - Participate in project coordination and technical assistance meetings
- Managed SPR Grants
  - Tri-County Multi-Jurisdictional Comprehensive Plan – FY 2023
    - Submitted no-cost, extension request
  - Regional Port District Master Plan and Strategy Implementation – FY 2023
    - Participate in project coordination meetings with selected consultant
  - Multi-modal Network Inventory and Acquisition – FY 2024
    - Multi-modal Counting Equipment
      - Procured four MioVision Scout Plus devices
    - Locally Controlled Traffic Signal Asset Management Plan
      - Procured a consultant
      - Participated in project coordination meetings with selected consultant
  - Illinois Route 29 Multi-modal Corridor Study – FY 2025
    - Started the procurement process
- Managed FY 2024-25 HSTP Grant
  - Held bimonthly HSTP Committee meetings
  - Coordinated with local transit providers



- Fiscal Administration
  - Registered with GATA, completed the required questionnaire, and ensured compliance
  - Renewed System Award Management (SAM) registration
  - Maintained financial management system
  - Prepared Indirect Cost Rate Proposal
  - Processed invoices and payroll
  - Contracted for Annual Compliance Audit
  - Purchased and upgraded software (including GIS) in support of planning activities
  - Purchased and upgraded computer equipment to enhance transportation planning activities
- Office Administration
  - Administered Personnel, Affirmative Action, EEO Programs, and other agency policies
  - Procured goods and services and ensured compliance with TCRPC policies, and State and Federal legislation
  - Maintained equipment inventory
  - Maintained MPO database of media, consultants, and state and local officials
  - Recruited and hired TCRPC staff and interns as needed

### Objectives

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

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

## Products and Staff Activities

- Unified Planning Work Program
  - Coordinate transportation planning work with member jurisdictions and stakeholders **ALL**
  - Ensure the 3C transportation planning process is conforming with all applicable federal and state regulations **ALL**
  - Monitor the UPWP budget and amend, if necessary **ALL**
  - Develop the FY 2027 UPWP **ALL**
- Public Engagement
  - Implement objectives of the Public Participation Plan **ALL**
  - Maintain and update MPO information on the TCRPC website **ALL**
  - Maintain the monthly newsletter outreach **ALL**
  - Organize meetings and public hearings as necessary **ALL**
  - Form and administer advisory committees as necessary **ALL**
- Transportation Improvement Program (TIP)
  - Develop the Annual Listing of Federally Obligated Projects **ALL**
- Transit Planning
  - Provide staff support for the Human Service Transportation Plan – Urban Subcommittee **ALL**
  - Administer (provide quarterly reports, process invoices, etc.) Section 5310 projects that have not been closed out **ALL**
- Special Transportation Planning Studies
  - Administer procurement activities and consultant selection for special studies **ALL**
- Grants
  - Research and Identify potential grant opportunities for TCRPC and the region **ALL**
  - Apply for relevant grant opportunities **ALL**
  - Administer federal and state discretionary grants **ALL**
- Professional Development

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

Description	Total
PL Funding	\$ 340,936.94
State Planning Funds	\$ 85,234.24
<b>Total</b>	<b>\$ 426,171.18</b>

*Table 6: Management and Administration Budget*

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

## Task 2: Data Development and Maintenance

Tri-County recognizes that data is fundamental to an effective and valuable regional planning process. It is necessary to have a process in place to regularly collect regional economic, social, and transportation data to create a holistic, data-informed metropolitan transportation planning process.

### Previous Work and Accomplishments

Tri-County's FY 2025 UPWP was carried out from July 1, 2024, to June 30, 2025. During this time, the previous work and accomplishments carried out under Task 2: Data Development and Maintenance are:

- GIS and Data Collection
  - Continued the Regional Server Partnership, which provided local government organizations with a low-cost location to store and disseminate spatial (GIS) data
  - Hosted internet mapping sites that allow internal and external (public) access to organizational data
  - Continued to monitor and analyze performance measure data
  - Continued to monitor greenhouse gas (GHG) statistics
  - Collected bicycle and pedestrian count data on regional trails
  - Conducted audit on regional bicycle and pedestrian GIS data
  - Participated in MioVision Scout Plus training
  - Start collecting multi-modal counts with MioVision Scout Plus
  - Performed asset management for the Village of Peoria Heights, Village of Bartonville, City of East Peoria, City of West Peoria, and other communities as needed
  - Collected, updated, and mapped regional demographic, economic, environmental, and transportation data for Long-Tange Transportation Plan 2050 Update
- Travel Demand Model
  - Continued to utilize Tri-County's Activity-Based Travel Demand Model (ABM) capabilities to serve the region

- Participated in TransCAD training for utilizing TCRPC's ABM
- Participated in the Illinois Model Users Group (ILMUG)
- Presented at the IDOT Fall Planning Conference and ILMUG meeting
- Contracted with consultant to perform travel demand model runs on submitted STBG applications and regional transportation priorities

### Objective

Information is crucial to the planning process. This Task has been established to gather, maintain, and disseminate social, economic, and transportation data in an efficient and logical manner. Surveillance and database management activities have been integral aspects of the transportation planning process since the initial MPO plan was completed in 1970. The effective maintenance of these activities provides the basis from which all transportation planning and policies will evolve in the future.

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

### Products and Staff Activities

- Long-Range Transportation Plan
  - Ensure that the Urbanized Area boundary and Planning Boundary remain accurate **MO**
  - Coordinate activities for a comprehensive region-wide land use, demographic, economic, and transportation database for analyzing trends in the long-range planning process **EV**
- Transportation Improvement Plan
  - Maintain and update the TIP Project Database **ALL**
- Transportation Performance Measures
  - Monitor and collect performance measure data **SS, TS, CI, MO, PE, RR**
- Bicycle and Pedestrian Planning
  - Maintain and update the bike/ped project database **ALL**

- Collect bike/ped count data on regional active transportation network **SS, MO**
- Travel Demand Model
  - Continue to use the Activity-Based Travel Demand Model (ABM) to project future transportation volumes for proposed surface transportation improvements **MO, PE**
  - Update the ABM with current signal timing information with FY 2023 SPR grant **MO, SS, EE**
- GIS and Data Development
  - Coordinate with IDOT and other state agencies on statewide GIS development **MO**
  - Coordinate and collaborate with regional and local entities to provide requested transportation data/information **SS, MO**
  - Collect multi-modal count data on locally controlled roadways and intersections **SS, MO**
  - Research best management practices for incorporating drone technology into the metropolitan transportation planning process. **MO, RR**
  - Continue a process designed to lead to the development of a regional GIS capability **MO**
  - Continue in structuring, expanding, updating, and maintaining transportation data layers in a Geographic Information System (GIS) **MO**
  - Lead and assist communities in developing GIS transportation applications that will benefit the region at large, including asset inventories and management tools **MO, RR**
  - Continue the Regional Server Partnership which provides local government organizations with a low-cost location to store and disseminate spatial (GIS) data **MO**
  - Continue to host internet mapping sites that allow both internal and external (public) access to organizational data **MO, RR**
  - Administer locally controlled traffic signal asset management plan for MPO members **SS, TS, MO, PE, RR**

Description	Total
PL Funds	\$ 146,115.83
State Planning Funds	\$ 36,528.96
<b>Total</b>	<b>\$ 182,644.79</b>

*Table 7: Data Development and Maintenance Budget*

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



### Task 3: Long-Range Planning

Tri-County collaborates with local jurisdictions, federal and state agencies, stakeholders, and the public to develop a framework for informed decision-making that aligns with regional priorities.

#### Previous Work and Accomplishments

Tri-County's FY 2025 UPWP was carried out starting July 1, 2024, and ending on June 30, 2025. During this time, the previous work and accomplishments carried out by TCRPC or its consultants for Task 3: Long-Range Planning include:

- Long-Range Transportation Plan
  - Continued implementation of the 2045 Long-Range Transportation Plan (LRTP)
  - Developed the LRTP 2050 Update
    - Complied regional data
    - Developed Financial Plan
    - Engaged the public
    - Incorporated the regional Active Transportation Plan
  - Conducted the regional project prioritization process
    - Interviewed project sponsors
    - Grade and rank projects
    - Incorporated in the LRTP 2050 Update
- Transportation Performance Measures
  - Researched and adopted Safety Performance Measures (PM1)
  - Researched and adopted Pavement and Bridge Condition (PM2) and System Performance (PM3) measures
- Safe Streets and Roads for All
  - Participated in monthly Safety Committee meetings
  - Promoted regional safety survey
  - Advertised and attended public engagement opportunities



- Bicycle and Pedestrian Planning
  - Continued implementation of BikeConnect HOI: Heart of Illinois Regional Bicycle Plan
  - Incorporated an Active Transportation Plan section in the LRTP 2050 Update
  - Participate in Social Determinants of Health regional initiatives
  - Participated in the Walkability Action Institute steering committee
- Regional Initiatives
  - Participated in the regional Passenger Rail Initiative
  - Coordinated with local and regional stakeholders in the restructuring of the Heart of Illinois Regional Port District – Master Planning
  - Keep attuned to the Connected and Autonomous Vehicles Policy and Design Guidelines – IDOT ICT

### Objective

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

### Products and Staff Activities

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

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

- Coordinate with the GPMTD and local jurisdictions to implement the Grey Area Mobility Enhancement and Expansion Study **AM, CI**
- Work with local agencies to develop policies that apply stormwater management best practices to transportation projects **EE, RR**

Description	Total
PL Funds	\$ 243,526.39
State Planning Funds	\$ 60,881.60
<b>Total</b>	<b>\$ 304,407.99</b>

*Table 8: Long-Range Planning Budget*

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

## Task 4: Short-Range Planning

Tri-County utilizes its long-range planning framework to fund studies and program projects to meet the immediate transportation needs of the region.

### Previous Work and Accomplishments

Tri-County's FY 2025 UPWP was carried out starting July 1, 2024, and ending on June 30, 2025. During this time, the previous work and accomplishments carried out by TCRPC or its consultants for Task 4: Short-Range Planning include:

- Transportation Improvement Plan
  - Developed the FY 2025-28 Transportation Improvement Program (TIP)
  - Worked with member jurisdictions and IDOT to process TIP amendments
  - Started the process of developing the FY 2026-29 TIP
  - Developed the FY 2024 Previous Obligated Projects
- Transit Planning
  - Continued to work with the Human Services Transportation Plan Committee to coordinate transportation needs in the urbanized area
  - Continued implementation of the Gray Area Mobility Enhancement and Expansion Study
  - Provided planning and technical support to transit and paratransit providers
  - Administered and completed NEPA for FTA Section 5310-funded projects
- Project Programming
  - Conducted a Combined Call for Projects for the first time
    - Programmed Carbon Reduction Program (CRP), Section 5310, Surface Transportation Block Grant (STBG), and Transportation Alternatives Set-Aside (TA)
- Special Transportation Planning Studies
  - IL-29 Viaduct Benefit-Cost Analysis – Completed
  - Germantown Hills to McClugage Bridge Trail Feasibility Study - Completed

- Peoria Heights Active Transportation Plan - Completed
- Waverly Ave Access, Circulation, and Parking Study – Completed
- Bartonville Active Transportation Plan – Initiated
- East Peoria Stormwater Inventory Phase II – Initiated
- Peoria Bicycle Master Plan Update – Initiated
- Peoria Heights Central Business District Access, Circulation, and Parking Study – Initiated

### Objective

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

### Products and Staff Activities

- Congestion Management Process
  - Monitor and implement the Congestion Management Process **SS, TS, MO**
- Transportation Improvement Program
  - Finalize the FY 2026-29 TIP **ALL**
  - Amend the adopted TIP as needed **ALL**
  - Start the process of developing the FY 2027-30 TP **ALL**
  - Incorporate the regional prioritization process in the TIP **ALL**
- Transportation Performance Measures
  - Continue to research and monitor transportation performance measures **SS, TS, AM, MO**
- Bicycle and Pedestrian Planning
  - Continued implementation of BikeConnect HOI **AM, CI**
  - Coordinate and implement bicycle and pedestrian planning efforts **AM, CI**
  - Continue bicycle and pedestrian count efforts **SS, TS, AM, EE, CI, MO, PE, ET**
- Transit Planning
  - Provide technical support to transit and paratransit providers **AM**

- Coordinate and implement the Gray Area Mobility Enhancement and Expansion Study **AM, CI**
- Program available FTA Section 5310 funds in the urbanized area **AM**
- Administered and completed NEPA for FTA Section 5310-funded projects **AM**
- Programming Funding
  - Maintain the Surface Transportation Block Grant (STBG) program of project **MO, PE**
  - Program STBG, Transportation Alternative Set-Aside (TA), Carbon Reduction Program (CRP), and other federal transportation capital funds as available **AM, CI, MO, PE**
  - Improve the Combined Call for Projects process **AM, CI, MO, PE**
- Special Transportation Planning Studies
  - Oversee completion of FY 2025 Special Projects **AM, MO**
  - Program and administer FY 2026 Special Transportation Planning Studies **EV, SS, TS, AM, EE, CI, MO, PE**
- Safe Streets and Roads for All
  - Monitor and Implement the Comprehensive Safety Action Plan **EV, SS, TS, AM, EE, CI, MO, PE, RR, ET**
  - Coordinate a highway safety committee **SS, TS, MO, PE, RR**
  - Coordinate regional safety asset management effort resulting in SS4A and HSIP applications **SS, TS, MO, PE, RR**
- Travel Demand Model
  - Continued to participate in training for the new ABM to better serve the region **AM, CI, MO**
- GIS and Data Development
  - Continue to monitor air quality issues as they relate to transportation planning **EE**
  - Develop and implement traffic count program for locally controlled roadways and intersections **SS, TS, AM, MO**

Description	Total
PL Funds	\$ 243,526.39
State Planning Funds	\$ 60,881.60
<b>Total</b>	<b>\$ 304,407.99</b>

*Table 9: Short-Range Planning Budget*

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

## Exhibit I: Work Program Cost Distribution

Task	UPWP Category	Total Cost	PL Funds	State Funds
1	Management and Administration	\$426,171.18	\$340,936.94	\$85,234.24
2	Data Development and Maintenance	\$182,644.79	\$146,115.83	\$36,528.96
3	Long-Range Planning	\$304,407.99	\$243,526.39	\$60,881.60
4	Short-Range Planning	\$304,407.99	\$243,526.39	\$60,881.60
<b>Total</b>		<b>\$ 1,217,631.94</b>	<b>\$974,105.55</b>	<b>\$243,526.39</b>

Table 10: UPWP Cost Distribution



## Exhibit II: Line-Item Budget

Item	Annual Salary	Rate	Total PL	80% Federal	20% State
<b>Personnel</b>					
<b>Salaries</b>					
<b>Full-Time</b>					
Executive Director	\$134,797	65%	\$87,618	\$70,095	\$17,524
Planning Program Manager	\$118,987	65%	\$77,342	\$61,873	\$15,468
Senior Planner	\$72,401	50%	\$36,201	\$28,960	\$7,240
Senior Planner	\$72,401	90%	\$65,161	\$52,129	\$13,032
Senior Planner	\$72,219	70%	\$50,553	\$40,443	\$10,111
Planner II	\$57,750	50%	\$28,875	\$23,100	\$5,775
Planner I	\$52,500	70%	\$36,750	\$29,400	\$7,350
Planner I	\$48,306	72%	\$34,780	\$27,824	\$6,956
GIS Specialist II	\$66,150	60%	\$39,690	\$31,752	\$7,938
GIS Specialist II	\$53,550	70%	\$37,485	\$29,988	\$7,497
<b>Subtotal Full-Time</b>			<b>\$494,455</b>	<b>\$395,564</b>	<b>\$98,891</b>
<b>Part-Time/Temporary</b>					
Interns	\$15,000	100%	\$15,000	\$12,000	\$3,000
<b>Subtotal Part-Time/Temporary</b>			<b>\$15,000</b>	<b>\$12,000</b>	<b>\$3,000</b>
<b>Subtotal Salaries</b>			<b>\$509,455</b>	<b>\$407,564</b>	<b>\$101,891</b>
Fringe Benefits		36.00%	\$178,004	\$142,403	\$35,601
Indirect Costs		36.05%	\$247,829	\$198,263	\$49,566
<b>Subtotal Personnel</b>			<b>\$935,288</b>	<b>\$748,231</b>	<b>\$187,058</b>
<b>Other Direct Costs</b>					
Travel and Conferences			\$13,500	\$10,800	\$2,700
Equipment			\$0	\$0	\$0
Supplies			\$11,000	\$8,800	\$2,200
Contractual Services			\$71,800	\$57,440	\$14,360
Consultant Services and Expenses			\$135,000	\$108,000	\$27,000
Occupancy			\$33,531	\$26,825	\$6,706
Training and Education			\$16,650	\$13,320	\$3,330
Miscellaneous			\$863	\$690	\$173
<b>Subtotal Other Direct Costs</b>			<b>\$282,344</b>	<b>\$225,875</b>	<b>\$56,469</b>
<b>Total</b>			<b>\$1,217,632</b>	<b>\$974,106</b>	<b>\$243,526</b>

Table 11: UPWP Line-Item Budget

### Exhibit III: Labor Distribution

Position	Management and Administration	Data Dev't and Maintenance	Long-Range Planning	Short-Range Planning	Total
Executive Director	29.25				29.25
Planning Program Manager	29.25				29.25
Senior Planner	5.00		8.75	8.75	22.50
Senior Planner	7.00		16.75	16.75	40.50
Senior Planner	5.00		13.25	13.25	31.50
Planner II	3.00		9.75	9.75	22.50
Planner I	3.00		14.25	14.25	31.50
Planner I	3.00		14.70	14.70	32.40
GIS Specialist II	3.00	24.00			27.00
GIS Specialist II	3.00	28.50			31.50
Part-Time and Interns	1.43	10.00	5.00	5.00	21.43
<b>Total</b>	<b>91.93</b>	<b>62.50</b>	<b>82.45</b>	<b>82.45</b>	<b>319.33</b>

Table 12: Labor Distribution in Work Weeks

## Exhibit IV: Accounting Narrative

MPO funds for FY 2026 are administered by the Tri-County Regional Planning Commission as follows:

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

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

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

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

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

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

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

## Exhibit V: Adoption Resolution

### RESOLUTION 25-##

**A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO ADOPT THE FISCAL YEAR 2026 UNIFIED PLANNING WORK PROGRAM AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE INTERGOVERNMENTAL AGREEMENT WITH THE ILLINOIS DEPARTMENT OF TRANSPORTATION.**

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

**WHEREAS**, the Commission has established a continuing, comprehensive, and cooperative planning process that follows 23 CFR 450.308 and the Commission's Public Participation Plan to develop the FY 2026 Unified Planning Work Program (UPWP), and

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

**WHEREAS**, the Commission is utilizing Illinois Department of Transportation (IDOT) State Planning Funds for the \$243,526.39 non-federal match requirement and using MPO member jurisdiction FY 2026 dues for local funding, and

**WHEREAS**, on MONTH DAY, 2025, the Technical Committee recommended to the Commission the adoption of the FY 2026 Unified Planning Work Program, which specifies the Scope of Work and Budget for FY 2026 metropolitan planning funds provided by the Illinois Department of Transportation, and

**WHEREAS**, the Commission has reviewed the FY 2026 Unified Planning Work Program.

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

The Tri-County Regional Planning Commission hereby adopts the FY 2026 Unified Planning Work Program for the period of July 1, 2025, to June 30, 2026, and authorizes the Executive Director to execute the Intergovernmental Agreement and any amendments thereto with the Illinois Department of Transportation for federal transportation planning funding.

Presented this DAY day of MONTH 2025

Adopted this DAY day of MONTH 2025

**ATTEST:**

\_\_\_\_\_  
Greg Menold, Chairman  
Tri-County Regional Planning Commission

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Eric Miller, Executive Director  
Tri-County Regional Planning Commission