# PEORIA-PEKIN URBANIZED AREA TRANSPORTATION STUDY (PPUATS)

# Unified Planning Work Program (UPWP)

**FISCAL YEAR 2022** 

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

for the

### **Peoria-Pekin Urbanized Area Transportation Study (PPUATS)**

#### Fiscal Year 2022

July 1, 2021 through June 30, 2022

Prepared by

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

in cooperation with

Illinois Department of Transportation (IDOT)
Federal Highway Administration (FHWA)
Federal Transit Administration (FTA)

Approved by the PPUATS Policy Committee on April 22, 2021

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\*As of April 22, 2021

#### INTRODUCTION

The Unified Planning Work Program (UPWP) identifies the funds and activities to be conducted by the Peoria-Pekin Urbanized Area Transportation Study (PPUATS) during Fiscal Year 2022, the period July 1, 2021 to June 30, 2022. The UPWP coordinates planning related to highways, transit, and other transportation modes. PPUATS staff develops the UPWP with direction from the PPUATS Policy Committee, the PPUATS Technical Committee, the Greater Peoria Mass Transit District (CityLink), and the Illinois Department of Transportation (IDOT).

#### The MPO

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

#### **MPO Organization and Duties**

PPUATS is made up of two committees, the Policy Committee and the Technical Committee.

The Policy Committee directs the transportation planning activities of the urbanized area. PPUATS Policy 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 composed 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 Policy Committee. PPUATS Technical prepares, reviews, and recommends actions to the Policy Committee for their approval. The Technical Committee is composed of staff from the urbanized area's jurisdictions.

#### **FUNDING AND WORK ELEMENTS**

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

#### **PL Funding**

The UPWP includes federal funding for transportation planning provided by FHWA Section 5305(d) and FTA Section 5305(e), along with the local match typically provided by the PPUATS member communities. Together FHWA funds and FTA funds make up PPUATS' PL funding for FY22. The total amount of funding available for FY22 is:

Description	Total
PL Funds	\$681,421
Required Match	\$170,355
Total	\$851,776

#### **FY 2021 Accomplishments**

The primary accomplishments of the MPO in FY 2021 included:

- Developed the FY 2022-2025 Transportation Improvement Program;
- Worked with municipalities, counties, and IDOT to process amendments to the FY2021-2024 TIP;
- Updated the Public Participation Plan and Title VI Policy;
- Continued to utilize Travel Demand Modeling (TDM) capabilities to serve the region;
- Continued to work with the Human Services Transportation Plan Committee to coordinate transportation needs in the urbanized area;
- Continued the Regional Server Partnership which provided local government organizations with a low-cost location to store and disseminate spatial (GIS) data;
- Hosted internet mapping sites that allow internal and external (public) access to organizational data;
- Continued implementation of the Long-Range Transportation Plan 2020-2045
- Continued implementation of BikeConnect HOI: Heart of Illinois Regional Bicycle Plan;
- Completed the Gray Area Mobility Enhancement and Expansion Study
- Oversaw special transportation planning studies, performed by consultants:
  - Morton Bicycle Plan
  - East Peoria Riverfront Trail Corridor and Feasibility Study
  - Woodford County Pavement Evaluation and Management Project
- Monitored and participated in efforts to acquire the Hanna City trail corridor;
- Coordinated ongoing regional pavement management study;
- Monitored ground level ozone statistics and followed USEPA revisions to regulations:
- Performed asset management for Village of Peoria Heights, Village of Bartonville, City of East Peoria, and other communities as needed;
- Completed guardrail inventories for communities throughout the region (HSIP submittal);
- Researched and adopted Statewide performance measure targets;

- Authored transportation-related articles for local/regional publications;
- Updated Commission/MPO website;
- Submitted applications for IDOT Statewide Planning and Research Funds;
- Applied for and received FTA Section 5310 funding to provide transit and paratransit services in the urbanized area;
- Assisted the census bureau in updating information as needed;
- Participated in Illinois Marine Transportation System Plan development;
- Coordinated update of regional Intelligent Transportation System (ITS) Architecture;
- Connected and Autonomous Vehicles Policy and Design Guidelines IDOT ICT;
- Participated in Walkability Action Institute steering committee;
- Illinois Transportation Enhancement Program (ITEP) application support;
- Regional coordination of Statewide Planning and Research (SPR) grant applications.

#### **Work Program**

In FY 2022, the MPO will undertake specific transportation planning tasks in four major categories:

**Task 1:** Management and Administration

Task 2: Data Development and Maintenance

Task 3: Long Range Planning

Task 4: Short Range Planning

This Work Program was developed using the ten Planning Factors found at 23 CFR 450.306. The Planning Factor or Factors addressed by each Task on the following pages are indicated in parentheses after the Task Description. The Planning Factors are identified by its two-letter abbreviation.

Planning Factor	Abbreviation
Support Economic Vitality of the Metropolitan Area	EV
Increase Transportation System Safety for Motorized and Non-Motorized	SS
Users	
Increase Transportation System Security for Motorized and Non-Motorized	TS
Users	13
Increase Accessibility and Mobility of People and Freight	AM
Protect and Enhance the Environment	EE
Enhance the Connectivity and Integration Between Modes	CI
Promote Efficient System Management and Operation	MO
Emphasize the Preservation of the Existing System	PE
Improve the Resiliency and Reliability of the Transportation System and	DD
Reduce or Mitigate Stormwater Impacts of Surface Transportation	RR
Enhance Travel and Tourism	ET

#### **Ladders of Opportunity**

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

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

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

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

- Implement the Human Service Transportation Plan (HSTP) for the urbanized area;
- Update the Human Service Transportation Plan (HSTP);
- Develop a plan to provide transit and para-transit services in those areas of the urbanized area that are not served by a public transit system;
- Programmed FY17 & FY18 FTA 5310 funds based on the goals of the HSTP; and
- Provide planning and technical support to transit and para-transit providers.

#### **IDOT State Planning Funds**

The UPWP also includes state funding for transportation planning provided by IDOT, known as State Planning Funds. These funds are meant to supplement the MPO's federal transportation funds, helping the MPO to fulfill its transportation planning obligations. State Planning funds do not require match, and they may be used as match for Metropolitan Planning (PL) funds and Statewide Planning and Research (SPR) funds. The total funding available for FY22 is estimated to be \$170,355.

Recently PPUATS has utilized State Planning Funds to create regional plans, engage consultants for special studies, and as match for transportation grants. These activities are recorded in the annual UPWP. For FY 2022, PPUATS will utilize this available state resource to match PL funds.

Activity	Total
Match for PL funds FY 2022	\$170,355
Total	\$170,355

#### TASK 1: MANAGEMENT AND ADMINISTRATION

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

#### **Previous Work**

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

# **Objectives**

PPUATS must conduct federal and state mandated program administration requirements by supporting the functions of the Policy and Technical Committees and any subcommittees in carrying out the transportation planning process. Specific objectives are:

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

#### **Products and Staff Activities**

(These Activities Support All Ten Planning Factors)

- Prepare monthly and annual financial and performance reports for the transportation planning program;
- · Amend, if necessary, the FY22 UPWP;
- Develop the FY23 Unified Planning Work Program;
- Provide staff support for PPUATS Technical and Policy Committees;

- Provide staff support for Human Service Transportation Plan Urban Subcommittee;
- Administer (provide quarterly reports, process invoices, etc.) Section 5310 projects that have not been closed out;
- Recruit and hire new PPUATS personnel (if necessary) and prepare employee evaluations;
- Administer the Personnel, Affirmative Action, EEO Program, Title VI, and other agency policies;
- Serve as a liaison between local governments and state and federal agencies;
- Provide general program management and supervisory functions;
- Monitor the UPWP budget;
- Administer requests for proposals/qualifications and consultant selection for special studies;
- Perform an audit of the FY21 Financial Statements of PPUATS/TCRPC;
- Purchase software and hardware to support transportation planning functions;
- Support Policy Committee and Technical Committee with agendas, minutes, reports;
- Maintain technical and professional subscriptions and association membership dues;
- Maintain and update PPUATS information on the TCRPC website;
- Organize meetings and public hearings as necessary;
- Participate in local, state and federal conferences, meetings, seminars, and training programs related to transportation;
- Develop the Annual Listing of Federally Obligated Projects;
- Implement objectives of the updated Public Participation Plan.

#### Task 1 Budget

Description	Total
PL Funding	\$166,681
State Planning Funds	\$41,670
Total	\$208,351

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

#### TASK 2: DATA DEVELOPMENT AND MAINTENANCE

#### **Objective**

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

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

#### **Products and Staff Activities**

- Coordinate activities for a comprehensive region-wide land use, demographic, economic and transportation database for analyzing trends in the long-range planning process EV
- Coordinate and collaborate with regional and local entities to provide requested transportation data/information SS, MO
- Continue a process designed to lead to the development of a regional GIS capability MO
- Continue in structuring, expanding, updating, and maintaining transportation data layers in a Geographic Information System (GIS) MO
- Lead and assist communities in developing GIS transportation applications that will benefit the region at large, including asset inventories and management tools *MO*, *RR*
- Coordinate with IDOT and other state agencies on statewide GIS development MO
- Ensure that the Urbanized Area boundary and Planning Boundary remain accurate MO
- Continue to use the Travel Demand Model to project future transportation volumes for proposed surface transportation improvements MO, PE
- Update the TDM with current ADT information and signal timing information MO, SS, EE
- Develop or acquire regional land use projections for TDM; MO, PE
- Continue the Regional Server Partnership which provides local government organizations with a low-cost location to store and disseminate spatial (GIS) data MO
- Continue to host internet mapping sites that allow both internal and external (public) access to organizational data MO, RR
- Administer regional pavement management system for MPO members SS, TS, MO, PE, RR
- Develop activity-based travel demand model MO, PE

## Task 2 Budget

Description	Total
PL Funds	\$156,607
State Planning Funds	\$39,152
Total	\$195,759

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

#### **TASK 3: LONG RANGE PLANNING**

#### **Objective**

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

#### **Products and Staff Activities**

- Implement the FY 2020-2045 Metropolitan Transportation Plan EV, SS, TS, AM, EE, CI, MO, PE
- Monitor and update Performance Management targets and programming as required by MAP-21/FAST Act SS, TS, MO, PE
- Update Safety Performance Measures SS, TS, MO, PE, RR
- Update Road/Bridge Condition Performance Measures SS, TS, MO, PE, RR
- Update System Performance/Freight/CMAQ Measures EV, AM, CI
- Update Transit Asset Management Measures MO
- Continue non-motorized transportation planning, including bike/ped traffic counts, trail plans in small communities AM, CI
- Coordinate with the Greater Peoria Economic Development Council on transportation elements of the Comprehensive Economic Development Strategy (CEDS), a requirement of the Economic Development Administration (EDA) EV
- Work with local agencies to develop policies that apply storm water management best practices to transportation projects *EE*, *RR*
- Organize seminars regarding the future of various transportation modes in the region MO
- Implement the Human Service Transportation Plan (HSTP) for the Urbanized Area AM
- Update the HSTP EV, SS, TS, AM, EE, CI, MO
- Promote passenger/commuter rail for the region EV, AM, EE
- Continue to dedicate resources to freight transportation planning EV, AM, CI
- Coordinate with regional stakeholders to promote multimodal freight transportation options for the region as related to surface transportation EV, AM, CI

# **Task 3 Budget**

Description	Total
PL Funds	\$181,157
State Planning Funds	\$45,289
Total	\$226,446

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

#### **TASK 4: SHORT RANGE PLANNING**

#### **Objective**

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

#### **Products and Staff Activities**

- Develop the FY2022-2025 Transportation Improvement Program (TIP) EV, SS, TS, AM, EE, CI, MO, PE
- Amend the adopted TIP as needed EV, SS, TS, AM, EE, CI, MO, PE, RR, ET
- Update the Congestion Management Process SS, TS, MO
- Program FY17 and FY18 FTA Section 5310 funds in the urbanized area, both capital (CVP) and non-capital funds, based on the goals of the Human Service Transportation Plan AM
- Maintain/update the Surface Transportation Block Grant (STBG) program of projects as needed MO, PE
- Program STBG and other federal transportation capital funds as available MO, PE
- Program/administer Transportation Alternatives (TAP) funds AM, CI
- Promote alternative transportation modes such as transit, walking, and bicycling AM, CI
- Continue to monitor air quality issues as they relate to transportation planning (Note: As of March 2021, the region is in attainment) *EE*
- Develop a regional model Complete Streets policy (awareness and education vs. model ordinance) EV, SS, AM, EE, PE, RR, ET
- Coordinate regional safety asset management effort resulting in annual HSIP applications SS, TS, MO, PE, RR
- Oversee completion of FY21 Special Projects AM, MO
- Program and administer FY22 Special Transportation Planning Studies EV, SS, TS, AM, EE, CI, MO, PE
- Provide technical support to transit and paratransit providers AM

# **Task 4 Budget**

Description	Total
PL Funds	\$176,974
State Planning Funds	\$44,244
Total	\$221,218

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

#### **EXHIBIT I: WORK PROGRAM COST DISTRIBUTION**

### Program Year FY22 PL Funds

Task	UWP Category	Total costs	PL	State
1	Management and Administration	\$208,351.44	\$166,681.15	\$41,670.29
2	Data Development and Maintenance	\$195,759.53	\$156,607.62	\$39,151.91
3	Long-Range Planning	\$226,446.95	\$181,157.56	\$45,289.39
4	Short-Range Planning	\$221,218.16	\$176,974.53	\$44,243.63
Total		\$851,776.08	\$681,420.86	\$170,355.22

# **EXHIBIT II: LINE ITEM BUDGET**

# Program Year FY22 PL Funds

Item	Annual Salary	Rate	Total PL	80% Federal	20% State
Personnel					
Salaries					
Full-Time					
Executive Director	\$112,519	70%	\$78,763	\$63,011	\$15,753
Planning Program Manager	\$99,317	75%	\$74,488	\$59,590	\$14,898
Planner III	\$54,305	80%	\$43,444	\$34,755	\$8,689
Planner II	\$48,111	60%	\$28,867	\$23,093	\$5,773
Planner II	\$47,063	35%	\$16,472	\$13,178	\$3,294
Planner I	\$41,200	85%	\$35,020	\$28,016	\$7,004
GIS Specialist III	\$58,926	60%	\$35,356	\$28,284	\$7,071
GIS Specialist II	\$42,757	60%	\$25,654	\$20,523	\$5,131
Office Administrator	\$48,050	20%	\$9,610	\$7,688	\$1,922
Subtotal Full-Time			\$347,674	\$278,139	\$69,535
Part-Time/Temporary					
Part-Time and Interns	\$27,300	100%	\$27,300	\$21,840	\$5,460
Subtotal Part-Time/Temporary			\$27,300	\$21,840	\$5,460
Subtotal Salaries			\$374,974	\$299,979	\$74,995
Fringe Benefits		31.50%	\$109,517	\$87,614	\$21,903
Indirect Costs		36.05%	\$174,659	\$139,727	\$34,932
Subtotal Personnel			\$659,150	\$527,320	\$131,830
Other Direct Costs					
Travel and Conferences			\$13,000	\$10,400	\$2,600
Equipment			\$8,000	\$6,400	\$1,600
Contractual Services			\$55,172	\$44,138	\$11,034
Consultant Services and Expenses			\$80,000	\$64,000	\$16,000
Occupancy			\$25,683	\$20,546	\$5,137
Training and Education			\$9,000	\$7,200	\$1,800
Miscellaneous			\$1,772	\$1,417	\$354
Subtotal Other Direct Costs			\$192,627	\$154,101	\$38,525
Total			\$851,776	\$681,421	\$170,355

#### **EXHBIT III: LABOR DISTRIBUTION**

Program Year FY22 PL Funds Number of Work Weeks Programmed

Position	Management and Administration	Data Dev't and Maintenance	Long-Range Planning	Short-Range Planning	Total
Executive Director	16.02	5.00	5.00	5.00	31.02
Planning Program Manager	15.75	-	9.00	9.00	33.75
Planner III	1.00	2.86	16.00	16.00	35.86
Planner II	1.00	-	14.00	12.00	27.00
Planner II	1.00	-	7.75	7.00	15.75
Planner I	1.00	-	18.63	18.63	38.25
GIS Specialist III	1.00	26.00	-	-	27.00
GIS Specialist II	1.00	26.00	-	-	27.00
Office Administrator	8.97	-	-	-	8.97
Part-Time and Interns	-	17.33	17.33	17.33	52.00
Total	46.74	77.20	87.71	84.96	296.60

#### **EXHIBIT IV: ACCOUNTING NARRATIVE**

Program Year FY22

PPUATS funds are administered by the Tri-County Regional Planning Commission as follows:

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

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

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

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

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

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

The indirect costs (labor and non-labor) are those incurred which cannot be directly associated with the transportation program, but which support the overall functioning of the Commission. These costs are charged to an indirect cost account. The indirect cost rate utilized in the budget is a projection based upon anticipated activity, as well as historical experience. The Indirect Cost Rate for FY22 has been approved by IDOT.

### **EXHIBIT V: PL MATCH**

Program Year FY22

PPUATS Community	2020 MFT Allotment	%	Cost Share
Peoria County	\$2,184,374	21.67%	\$36,090
Tazewell County	\$1,744,308	17.30%	\$28,820
Woodford County	\$591,836	5.87%	\$9,778
City of Peoria	\$2,691,272	26.70%	\$44,465
City of Pekin	\$797,832	7.91%	\$13,182
City of East Peoria	\$547,629	5.43%	\$9,048
City of Washington	\$387,660	3.85%	\$6,405
Village of Bartonville	\$151,427	1.50%	\$2,502
Village of West Peoria	\$109,025	1.08%	\$1,801
Village of Morton	\$380,663	3.78%	\$6,289
Village of Peoria Heights	\$144,056	1.43%	\$2,380
Village of Creve Coeur	\$127,558	1.27%	\$2,108
City of Chillicothe	\$142,676	1.42%	\$2,357
Village of Germantown Hills	\$80,452	0.80%	\$1,329
CityLink	N/A	N/A	\$3,800
Required PL Match			\$170,355

Note: PPUATS will use IDOT State Planning Funds for match in FY22.