

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

Unified Planning Work Program (UPWP)

FISCAL YEAR 2023

Unified Planning Work Program (UPWP)

for the

Tri-County Regional Planning Commission

Fiscal Year 2023

July 1, 2022, through June 30, 2023

Prepared by

Tri-County Regional Planning Commission (TCRPC) Staff

in cooperation with

Illinois Department of Transportation (IDOT)

Federal Highway Administration (FHWA)

Federal Transit Administration (FTA)

Approved by the Commission on April 6, 2022

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TRI-COUNTY MEMBERSHIP AND STAFF

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Updated on February 2022

INTRODUCTION

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

The MPO

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

MPO Organization and Duties

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

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

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

FUNDING AND WORK ELEMENTS

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

PL Funding

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

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

FY 2022 Accomplishments

The primary accomplishments of the MPO in FY 2022 included:

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

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

Work Program

In FY 2023, the MPO will undertake specific transportation planning tasks in four major categories:

Task 1: Management and Administration

Task 2: Data Development and Maintenance

Task 3: Long Range Planning

Task 4: Short Range Planning

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

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

Improve the Resiliency and Reliability of the Transportation System and Reduce or Mitigate Stormwater Impacts of Surface Transportation	RR
Enhance Travel and Tourism	ET

Ladders of Opportunity

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

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

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

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

- Implement the Human Service Transportation Plan (HSTP) for the urbanized area
- Update the Human Service Transportation Plan (HSTP)
- Continued implementation of the Gray Area Mobility Enhancement and Expansion Study
- Programmed FY20 and American Rescue Plan Act FTA 5310 funds based on the goals of the HSTP
- Provided planning and technical support to transit and para-transit providers

IDOT State Planning Funds

The UPWP also includes state funding for transportation planning provided by IDOT, known as State Planning Funds. These funds are meant to supplement the MPO's federal transportation funds, helping the MPO to fulfill its transportation planning obligations. State Planning funds do not require match, and they may be used as match for Metropolitan Planning (PL) funds and Statewide Planning and Research (SPR) funds. The total funding available for FY23 is estimated to be **\$203,549.73**.

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

Activity	Total
Match for PL funds FY 2023	\$203,549.73
Total	\$203,549.73

TASK 1: MANAGEMENT AND ADMINISTRATION

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

Previous Work

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

Objectives

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

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

Products and Staff Activities

(These Activities Support All Ten Planning Factors)

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

Task 1 Budget

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

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

TASK 2: DATA DEVELOPMENT AND MAINTENANCE

Objective

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

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

Products and Staff Activities

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

Task 2 Budget

Description	Total
PL Funds	\$187,123.35
State Planning Funds	\$46,780.84
Total	\$233,904.19

All work will be performed by staff, except for TDM, which will be performed by a consultant.

TASK 3: LONG RANGE PLANNING

Objective

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

Products and Staff Activities

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

Task 3 Budget

Description	Total
PL Funds	\$216,456.96
State Planning Funds	\$54,114.24
Total	\$270,571.20

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

TASK 4: SHORT RANGE PLANNING

Objective

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

Products and Staff Activities

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

Task 4 Budget

Description	Total
PL Funds	\$211,458.84
State Planning Funds	\$52,864.71
Total	\$264,323.55

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

EXHIBIT I: WORK PROGRAM COST DISTRIBUTION

Program Year FY23 PL Funds

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

EXHIBIT II: LINE ITEM BUDGET

Program Year FY23 PL Funds

Program Year 2023					
Item	Annual Salary	Rate	Total PL	80% Federal	20% State
Personnel					
Salaries					
Full-Time					
Executive Director	\$118,145	78%	\$92,153	\$73,722	\$18,431
Planning Program Manager	\$104,283	79%	\$82,383	\$65,907	\$16,477
Planner III	\$53,550	46%	\$24,633	\$19,706	\$4,927
Planner III	\$53,550	90%	\$48,195	\$38,556	\$9,639
Planner I	\$45,423	47%	\$21,349	\$17,079	\$4,270
Planner I (New Hire)	\$42,000	77%	\$32,340	\$25,872	\$6,468
Planner I (New Hire)	\$42,000	77%	\$32,340	\$25,872	\$6,468
GIS Specialist I	\$42,000	68%	\$28,560	\$22,848	\$5,712
GIS Specialist II	\$48,487	68%	\$32,971	\$26,377	\$6,594
Office Administrator	\$50,453	22%	\$11,100	\$8,880	\$2,220
Subtotal Full-Time			\$406,024	\$324,819	\$81,205
Part-Time/Temporary					
Interns	\$12,000	100%	\$12,000	\$9,600	\$2,400
Subtotal Part-Time/Temporary			\$12,000	\$9,600	\$2,400
Subtotal Salaries			\$418,024	\$334,419	\$83,605
Fringe Benefits		31.50%	\$127,898	\$102,318	\$25,580
Indirect Costs		36.05%	\$196,805	\$157,444	\$39,361
Subtotal Personnel			\$742,726	\$594,181	\$148,545
Other Direct Costs					
Travel and Conferences			\$9,500	\$7,600	\$1,900
Equipment			\$8,000	\$6,400	\$1,600
Contractual Services			\$60,844	\$48,675	\$12,169
Consultant Services and Expenses			\$148,000	\$118,400	\$29,600
Occupancy			\$33,207	\$26,566	\$6,641
Training and Education			\$14,650	\$11,720	\$2,930
Miscellaneous			\$822	\$657	\$164
Subtotal Other Direct Costs			\$275,023	\$220,018	\$55,005
Total			\$1,017,749	\$814,199	\$203,550

EXHIBIT III: LABOR DISTRIBUTION

Program Year FY23 PL Funds
 Number of Work Weeks Programmed

Position	Management and Administration	Data Dev't and Maintenance	Long-Range Planning	Short-Range Planning	Total
Executive Director	35.10	-	-	-	35.10
Planning Program Manager	35.55	-	-	-	35.55
Planner III	3.38	-	4.54	12.78	20.70
Planner III	0.97	4.51	19.56	15.46	40.50
Planner I	6.74	1.75	5.96	6.70	21.15
Planner I (New Hire)	5.07	0.59	10.31	18.68	34.65
Planner I (New Hire)	5.07	0.59	10.31	18.68	34.65
GIS Specialist II	-	30.60	-	-	30.60
GIS Specialist I	-	30.60	-	-	30.60
Office Administrator	9.90	-	-	-	9.90
Part-Time and Interns	1.50	7.61	7.61	7.61	24.33
Total	103.28	76.25	58.29	79.91	317.73

EXHIBIT IV: ACCOUNTING NARRATIVE

Program Year FY23

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

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

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

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

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

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

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

The indirect costs (labor and non-labor) are those incurred which cannot be directly associated with the transportation program, but which support the overall functioning of the Commission. These costs are charged to an indirect cost account. The indirect cost rate utilized in the budget is a projection based upon anticipated activity, as well as historical experience. The Indirect Cost Rate for FY23 has been approved by IDOT.

EXHIBIT V: PL MATCH

Program Year FY23

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

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