

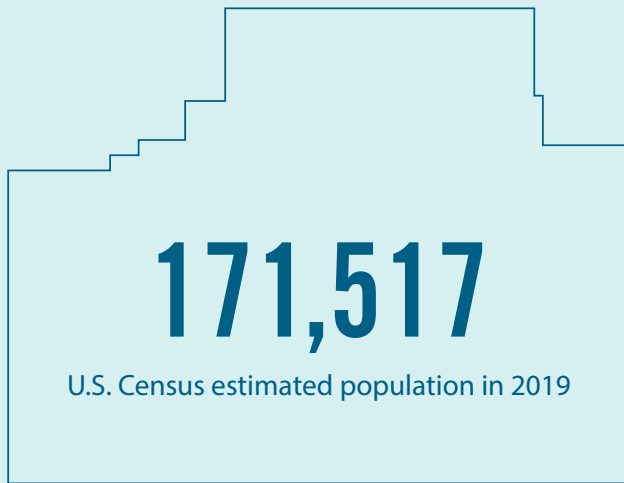
FISCAL YEAR 2022

UNIFIED  
WORK  
PROGRAM  
FY 2022



MCLEAN COUNTY, ILLINOIS  
BLOOMINGTON-NORMAL METROPOLITAN PLANNING ORGANIZATION  
JUNE 25, 2021





SFY 2022 (JULY 1, 2021–JUNE 30, 2022)

# UNIFIED WORK PROGRAM

For Planning and Related Activities to Be Performed by the  
McLean County Regional Planning Commission in Cooperation  
with Federal, State, and Local Units of Government

The preparation of this report was financed in part through a technical studies grant from the U.S. Department of Transportation: Federal Highway Administration and Federal Transit Administration.

This work program is intended to comply with Title VI of the 1964 Civil Rights Act (42 U.S.C. 2000d-1) and Executive Order No. 12898 on environmental justice issued on February 11, 1994. Title VI of the Civil Rights Act (42 U.S.C. 2000-1) states that "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, or activity receiving Federal financial assistance." The Executive Order on environmental justice further amplifies Title VI by providing that "each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations." These items are addressed under work elements 300 and 400 of this Unified Work Program, wherein issues relating to policies affecting transportation, housing, employment and other planning considerations affecting minority and low-income populations are addressed.



# MCRPC VISION, MISSION, & VALUES

## VISION

MCRPC is the leader for [planning tomorrow's McLean County](#).

## MISSION

We bring expert planning, deep local knowledge and vibrant public participation as we shape our future to promote opportunity, livability, and sustainability.

**REGIONALISM**

*We believe regionalism is the cornerstone of our existence, and our unique regional perspective provides us the vantage point to address issues that extend beyond traditional boundaries.*

- We are the catalyst for building consensus from diverse viewpoints.
- We provide forums that facilitate regional dialogue.
- Our planning process promotes regional unity.

**GOVERNANCE**

*We feel policy decisions are best made by the level of government closest to the people.*

- We directly involve local governments in our decision-making process.
- Our process operates through the Commission, an executive board of local government and agency representatives.
- The Commission is supported by the Executive Committee and numerous study, technical, and policy committees.

**PROFESSIONALISM & EXCELLENCE**

*We provide high quality services through well-trained, technically proficient staff.*

- We offer informed and professional technical assistance.
- We have a firm commitment to dedicated, high-quality public service.
- We hold ourselves accountable to municipalities, the public, and granting authorities.

**SERVICE**

*We serve the planning needs of communities of McLean County individually and collectively.*

- We advance the recognition that healthy communities balance diverse needs.
- We work collaboratively with local governments, area organizations, private entities and other public-private efforts to achieve that balance.

**ADVOCACY**

*We advocate on behalf of our regional community at all levels of government.*

- We maintain an objective and impartial approach to issues.
- We adhere to strong standards of professionalism in all aspects of our work for the betterment of our region.

**INNOVATION**

*We recognize our communities are best served by our ability to anticipate the consequences of dynamic change.*

- We focus on innovative solutions to both existing and future challenges facing local governments and the region, grounded in respect for our history and culture.

**INCLUSION**

*We engage the public in an open and broadly participatory planning process.*

- We seek active participation and welcome alternate views of all groups.
- We ensure that all citizens have the opportunity to observe, debate, question, and participate in the planning process.

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## MCLEAN COUNTY TRANSPORTATION COMMITTEES

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### POLICY COMMITTEE

**Mary Kramp, Chairperson**  
Chairperson, McLean County Regional Planning Commission

**Mboka Mwilambwe**  
Mayor, City of Bloomington

**Chris Koos**  
Mayor, Town of Normal

**Jim Soeldner**  
Chairperson, McLean County Board Transportation Committee

**Scott Neihart**  
Program Development Engineer, IDOT, District 5

### TECHNICAL COMMITTEE

**Raymond Lai, AICP, Chair**  
Executive Director, McLean County Regional Planning Commission

**Tim Gleason**  
City Manager, City of Bloomington

**Pamela Reece**  
City Manager, Town of Normal

**TBA**  
County Administrator, McLean County

**Craig Shonkwiler**  
City Engineer, City of Bloomington

**Ryan Otto**  
Director of Engineering, Town of Normal

**Jerry Stokes**  
County Engineer, McLean County

**Robert Nelson**  
Planning and Services Chief, IDOT, District 5

**Dan Magee**  
Federal-Aid Coordinator, IDOT, District 5, Local Roads

**Carl Olson**  
Director, Bloomington-Normal Airport Authority

**Mark Peterson**  
Interim General Manager, Connect Transit

### LOCAL GOVERNMENT PLANNING STAFF

**TBA**  
City Planner, City of Bloomington

**Mercy Davison, AICP**  
Town Planner, Town of Normal

**Philip Dick, AICP**  
Director of Building and Zoning, McLean County

## MCLEAN COUNTY REGIONAL PLANNING COMMISSION

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### COMMISSIONERS

**Mary Kramp**  
Chairperson, County of McLean

**TBA**  
City of Bloomington

**Bart Bittner**  
County of McLean

**John Burrill**  
B-N Water Reclamation District

**Jim Fruin**  
County of McLean

**Stan Gozer**  
Unit #5 Public School District

**Jennifer Langley**  
City of Bloomington

**Carl Olson**  
Bloomington-Normal Airport Authority

**Michael Pettorini**  
Town of Normal

**TBA**  
Bloomington Public School District #87

**Carl Teichman**  
Town of Normal

*Vice-Chairperson, TBA*

### EXECUTIVE COMMITTEE

**Mary Kramp**  
Chairperson

**Diana Hauman**  
Vice-Chairperson

**Bart Bittner**  
MCRPC Member

**Tim Gleason\***  
City Manager, City of Bloomington

**Pamela Reece\***  
City Manager, Town of Normal

**Cassy Taylor\***  
Interim County Administrator, County of McLean

**Raymond Lai, AICP\***  
Executive Director, MCRPC

\* Non-voting members

### MCRPC STAFF

**Raymond Lai, AICP**  
Executive Director

**Melissa Robinson**  
Office Manager/Executive Assistant

**Jennifer Sicks, AICP**  
Senior Planner, Transportation

**Lauren Gibson, AICP**  
Community Planner

**Alyssa Cooper**  
Community Planner

**Tessa Ferraro**  
Assistant Planner

**Shubhangi Rathor**  
Assistant Planner



## INTRODUCTION

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Each year, federally designated Metropolitan Planning Organizations (MPOs) are required to prepare a Unified Work Program (UWP), in cooperation with member agencies, to describe all anticipated transportation planning activities over the course of the upcoming grant fiscal year. As the designated MPO for the Bloomington-Normal urbanized area, the McLean County Regional Planning Commission (MCRPC) developed the UWP for Illinois grant fiscal year 2022 (July 1, 2021 - June 30, 2022) in compliance with the Fixing America's Surface Transportation (FAST) Act.

This Unified Work Program (UWP) serves as a guide for the efficient use of local, state and federal funds to carry out transportation and related planning activities in McLean County, Illinois. The UWP identifies proposed work activities to be carried out in the coming fiscal year and includes a line item budget in support of those activities. The work activities and budget were developed within the broader framework of a projected five-year work program, which reflects both the MCRPC's overall mission and the planning factors identified by the Fixing America's Surface Transportation Act (FAST Act).

The UWP identifies several tasks to be performed in several program categories, taking into account the planning factors identified in the FAST Act. See **Exhibit A, Transportation Related Work Elements and Tasks**. MCRPC will produce the required quarterly reports to the Illinois Department of Transportation Office of Planning and Programming on the progress of the projects identified in the UWP. These reports will act

as a performance dashboard for the tasks and the outcomes identified in the UWP.

NOTE: Prior to 2018, MCRPC's fiscal year was the same as that of the State (July 1 to June 30) and hence the UWP served as the Overall Work Program (OWP) for the agency. Due to regulatory changes in 2018, originating from the Grants Accountancy and Transparency Act (GATA), MCRPC is mandated to be part of McLean County's single audit. This requires that the MCRPC fiscal year match with that of the County (January 1 to December 31). The UWP uses the state fiscal year.

The UWP document will only contain the Transportation Elements of the MCRPC's Overall Work Program (OWP). The UWP will be approved by the MCRPC Transportation Technical and Policy Committees; the OWP will be approved by the Commission. This proposed UWP takes effect July 1, 2021.

**EXHIBIT A**

**FY 2022 Transportation Related Work Elements & Tasks**

**100 General Administration**

101 General Administration

**300 Comprehensive Planning & Technical Assistance**

301 Regional Comprehensive Plan  
 302 Coordination of Development Activity  
 304 Environmental Planning  
 305 Transportation & Land Use Connection (TLC) Grant Program  
 306 Other

**400 Transportation Planning & Technical Assistance**

401 Transportation Administration & Technical Assistance  
 402 Transportation Improvement Program (TIP)  
 403 Transportation Management, Complete Streets & Transit Oriented Development  
 404 Sustainable Transportation Programming  
 405 Regional Health Initiatives  
 406 Metropolitan Transportation Plan (MTP)  
 407 Travel Demand Modeling

**\*Note: HSTP, Rural and Special Planning projects are funded by IDOT grants separate from FHWA PL or FTA 5305(d) grants. These project totals are not included in Line Item Budget - Table 2.2, or Program Funding Sources-Table 2.3. Costs associated with the aforementioned projects are detailed in the Project Budget section of the UWP, beginning on page 24 of this report.**

**500 Data, Technology & Innovation Alliance**

501 Research and Outreach  
 502 Innovative Projects  
 503 Data Gathering & Dashboard  
 504 Spatial Data Analysis and Maps

**600 Education & Outreach**

601 Website and Social Media  
 602 Outreach Efforts  
 603 Publications

**700\* Human Service Transportation Plan**

701 Administration and Technical Assistance  
 702 HSTP updates and monitoring  
 703 Mobility Management  
 704 Rural Transit Pilot Project

**800\* Rural & Special Planning Projects**

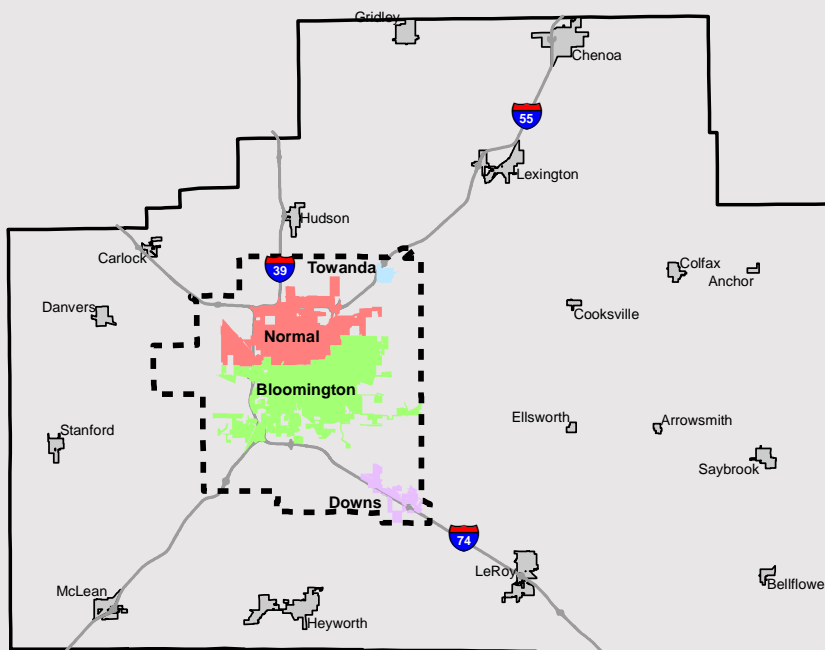
801 Rural Planning Administration  
 802 Data, Metrics and Maps  
 803 Planning Toolkit  
 804 Planning Assistance  
 805 Programing Support  
 806 Education and Outreach  
 807 Other Projects

## PURPOSE & ROLE OF A METROPOLITAN PLANNING ORGANIZATION (MPO)

A MPO is a transportation policy-making organization composed of representatives from local government and transportation implementers. The 1962 Federal-Aid Highway Act required the formation of a MPO for all urbanized (metropolitan) areas with a population greater than 50,000. MPOs were established to ensure that existing and future expenditures for transportation projects and programs were based on a comprehensive, cooperative, and continuing (3C) planning process. Federal funding for transportation projects and programs are channeled through this planning process. Over successive authorization cycles leading to the passage and extension of the Fixing America's Surface Transportation Act (FAST Act) in 2015, Congress has added and revised substantive content expected from the 3C process.



MCRPC is the designated MPO for the Bloomington-Normal urbanized area. Current members include the City of Bloomington, Town of Normal, McLean County, Connect Transit and the Bloomington-Normal Airport Authority, along with the Illinois Department of Transportation (IDOT), Federal Highway Administration and Federal Transit Administration. Each year, MPOs are required to prepare a Unified Work Program (UWP) in cooperation with member agencies, to describe all anticipated transportation planning activities over the course of the upcoming state fiscal year. The UWP is an essential step in the development of a continuing, cooperative, and comprehensive (3C) transportation planning process in an urbanized area.



Dotted line delineates the McLean County Metropolitan Planning Area

## Fixing America's Surface Transportation (FAST) Act

The FAST Act was signed into law in 2015—the first federal law in a decade to provide multi-year funding for surface transportation infrastructure planning and investment. It addresses all modes of transportation and enhances many of the existing provisions and programs defined in past transportation legislation. The FAST Act was extended in 2020, with an expiration date of September 30, 2021. A new transportation bill is under discussion, with preliminary proposals from both branches of Congress and the Biden Administration. The extended FAST Act defines ten specific planning factors to be considered when developing transportation plans and programs in a metropolitan area to ensure consistency with national goals and objectives:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the security of the transportation system for motorized and non-motorized users.
4. Increase the accessibility and mobility options available to people and for freight.
5. Promote efficient system management and operation.
6. Local planned growth and economic development patterns.
7. Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and state and enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
8. Emphasize the preservation of the existing transportation system.
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation.
10. Enhance travel and tourism.





## PROJECTED FIVE-YEAR WORK PROGRAM

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The MCRPC actively monitors development and is actively engaged in the periodic updates of plans to ensure maximum effectiveness and applicability. These philosophies are embedded in the MCRPC's long range planning strategy and are reflected in the Projected Five-Year Work Program. The five-year program will be updated and extended each year as part of the annual process of preparing the OWP. The projected five-year work program will continue to be an important component of the UWP as it serves to illuminate the vision of the work that lies ahead.

Exhibit B

Projected Five-Year Strategic Priorities (Adopted: March 7, 2018)

Work Element by Category	Activity by Fiscal Year				
	2020	2021	2022	2023	2024
*Rural and special planning	.....	.....	.....	.....	.....
Regional Comprehensive Plan	.....	.....	.....	.....	.....
Regional housing initiatives	.....	.....	.....	.....	.....
Coordination of development activity	.....	.....	.....	.....	.....
Regional economic development efforts	.....	.....	.....	.....	.....
*Regional Energy Plan	.....	.....	.....	.....	.....
*Regional environmental planning	.....	.....	.....	.....	.....
*Neighborhood planning/Historic Preservation	.....	.....	.....	.....	.....
Transportation Administration	.....	.....	.....	.....	.....
Complete streets, TOD and placemaking	.....	.....	.....	.....	.....
Regional health initiatives	.....	.....	.....	.....	.....
BN Mobile: Metropolitan Transportation Plan	.....	.....	.....	.....	.....
Multi-modal travel demand modeling	.....	.....	.....	.....	.....
Human Service Transportation Planning	.....	.....	.....	.....	.....
Tracking and reporting data	.....	.....	.....	.....	.....
Toolkit of best practices and resources	.....	.....	.....	.....	.....
Data gathering and dashboards	.....	.....	.....	.....	.....
Spatial data and maps	.....	.....	.....	.....	.....
Research, education, and advocacy on technology	.....	.....	.....	.....	.....
*Establish innovation district	.....	.....	.....	.....	.....
* Technology pilot projects	.....	.....	.....	.....	.....
*Regional technology plan	.....	.....	.....	.....	.....
Website, and social media	.....	.....	.....	.....	.....
Outreach	.....	.....	.....	.....	.....
Publications	.....	.....	.....	.....	.....
Professional development	.....	.....	.....	.....	.....

- ..... Ongoing activities
- Intense activities
- ..... Activity specifics unknown at this time

Note: Strategic priorities identified with an \* are unfunded or underfunded at the time these priorities were approved by the Executive Committee and the Commission. The exact scope of work activities will be determined based on the availability of funding during each fiscal year.

## Organizational Structure

MCRPC's work programs are carried out through the interaction of Commission members, elected officials, governmental agencies, and staff. This interaction is graphically illustrated in **Exhibit C**. Commission membership is composed of eleven citizens nominated by major units of government and appointed by the McLean County Board. The current Commission membership is listed on page 6 of this report.

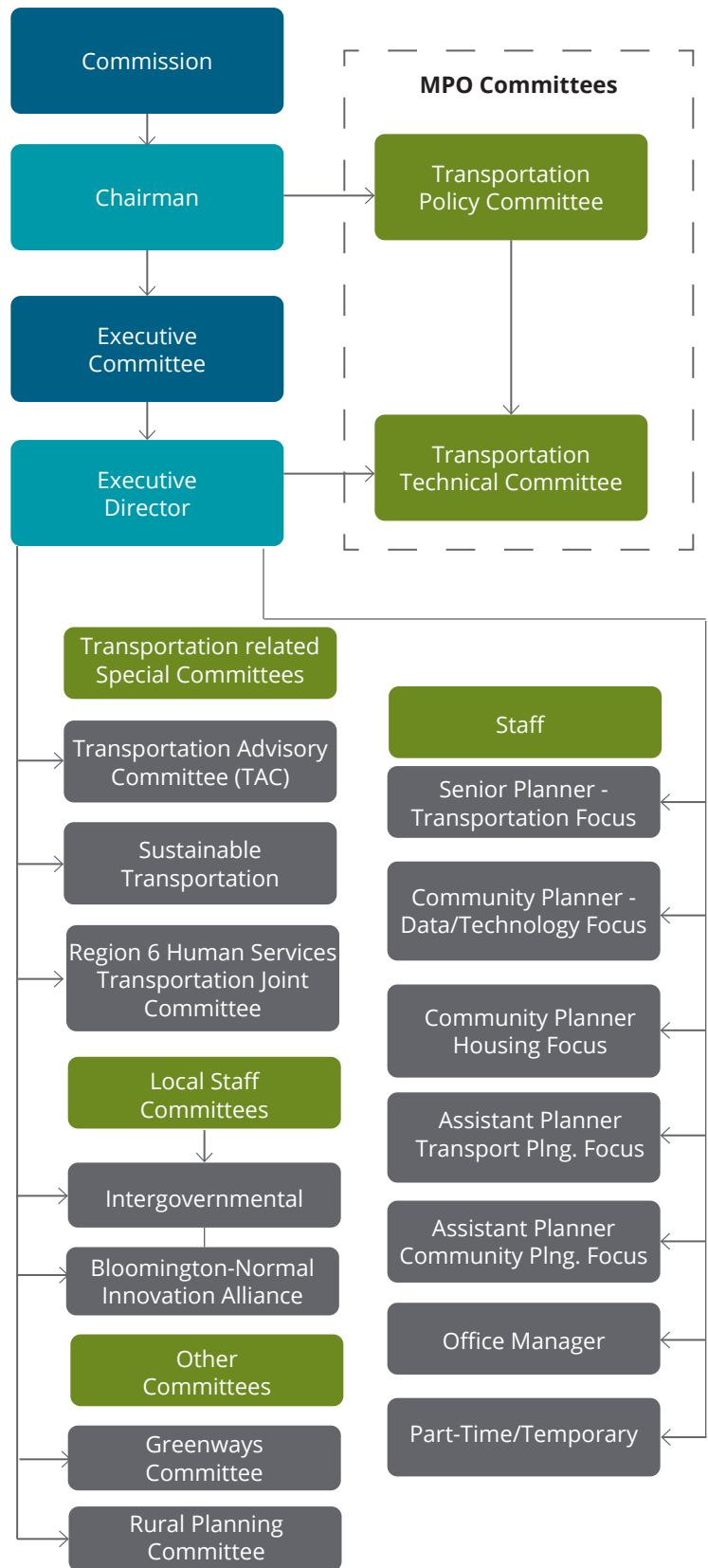
MCRPC interacts with local and state officials through the Transportation Technical and Policy Committees (membership listed on Page 6). The Commission interacts with local elected officials through the Commission Chairperson, who is also the permanent chair of the Transportation Policy Committee. The Policy Committee also provides for interaction with Illinois Department of Transportation officials as well as local and state elected officials.

At the staff level, the Commission Chairperson chairs the Executive Committee, which includes three voting Commissioners, and the McLean County Administrator, and the City Managers of Bloomington and Normal and the Executive Director of MCRPC who serve as the non-voting members. The Executive Director of the MCRPC participates in each of the above committees and is the permanent chair of the Transportation Technical Committee. This committee reports to the Transportation Policy Committee on transportation matters and includes management and engineering staff from the City of Bloomington, Town of Normal, McLean County, Bloomington-Normal Airport Authority, Connect Transit and the Illinois Department of Transportation. All final action is taken by the Policy Committee, which is chaired by the Chairperson of MCRPC, and includes the Chair of the County Board Transportation Committee, the mayors of Bloomington and Normal, and a representative of IDOT District 5.

MCRPC staff also facilitates a variety of Advisory Committees, including various transportation committees, local committees and others as identified in **Exhibit C**. In addition, staff participates in the McLean County Wellness Coalition, Historic Route 66 Bikeway, Solid Waste Technical, Greenways and other committees to coordinate activities between local and regional planning staffs in each of major work element.

Exhibit C

## MPO Structure



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## PROGRAM SUMMARY AND BUDGET

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This section presents an overview of the UWP for the coming year. It presents the estimated total staffing requirements and costs to carry out the identified work activities and includes a line item budget. Also included is a summary of anticipated funding by source and project.

## Staffing Requirements

The work program provides for seven (7) full time staff members. In addition to the Executive Director, the budgeted staff positions include office manager, senior transportation planner, two community planners and two assistant planners, and temporary/part-time staff.

*Table 2.1* lists the staff allocations to complete the programmed work activities.

## Costs

The total estimated cost to implement this work program is \$626,383.36. The anticipated line item costs are illustrated in *Table 2.2*, along with a breakdown of allocations to direct costs. Direct costs are chargeable to specific projects and include salaries and non-salary costs, such as materials, services and supplies used directly on projects. Indirect costs, which also include both salaries and non-salary costs, cannot be related to specific projects. Such costs include general administration, supplies, and equipment costs.

The budget provides for 14 different line item expenses, each applied as direct costs. These line item expenses are shown in *Table 2.2* and discussed briefly below.

## Salaries and Fringe Benefits

Salaries and benefits account for nearly 70% of the budget and constitute the largest expense. Seven (7) full time staff members are eligible for fringe benefits, which include the Illinois Municipal Retirement Fund, group insurance, paid vacations, paid sick leave, paid holidays, and unemployment insurance.

## Advertising/Legal Notices

Advertising is a direct expense and includes event advertising, advertising for employment, public hearings and other required notices.

## Copy Machine Expenses

Includes paper, staples, envelopes, machine supplies and other copy machine related expenses.

## Contractual Services and Sub Awards

Contractual payment for services performed for MCRPC in accordance with terms and conditions of a written contract. This line item includes: expenses for data analysis and expenses for a research fellow through Illinois State University, and may also encompass consultant services.

## Dues and Memberships

Professional dues for the staff and subscriptions for the agency.

**Table 2.1**

## Allocation of Staff Hours by Work Element

UWP CODE	Project	Executive Director	Senior Planner	Assistant Planner - C	Assistant Planner - T	Community Planner 1	Community Planner 2	Office Manager	Part-Time Professional	TOTAL
100	General Administration	700	200	50	50	140	150	1200	0	2,490
300	Comprehensive Planning	350	350	300	143	450	400	50	465	2,508
400	Transportation Planning	250	775	385	885	50	75	200	0	2,620
500	Data, Technology & Innovation	250	0	249	197	1,210	0	50	500	2,456
600	Education and Outreach	100	0	206	100	0	50	50	0	506
700	HSTP*	20	600	40	500	0	0	100	0	1,260
800	Rural & Special Planning *	100	25	55	25	50	0	100	50	405
<b>TOTAL</b>		<b>1,770</b>	<b>1,950</b>	<b>1,485</b>	<b>1,900</b>	<b>1,900</b>	<b>675</b>	<b>1,750</b>	<b>1,015</b>	<b>12,245</b>

\*Note: HSTP, Rural Planning and Special Planning projects are funded by IDOT grants separate from FHWA PL or FTA 5305(d) grants. Hence the project totals are not included in Line Item Budget - Table 2.2, or Program Funding Sources-Table 2.3. Costs associated with the aforementioned projects are detailed in the Project Budget section of the UWP beginning on page 24 of this report.

### Letterheads and Printed Forms

Letterheads, printed envelopes or any special type of form which is printed for a particular use that cannot be purchased in open stock.

### Non-Contract Services

Payment for specific services not covered elsewhere such as time keeping software, survey software, and document design services.

### Operating & Office Supplies

Minor operational and office supplies, including: paper for copiers & printers, paper plates, cups, etc.

### Other Equipment

Copy charges by a third party, includes expenses associated with copy machine rental.

### Postage

Direct expenses for mailed items, including stamps, UPS and/or equivalent services, etc.

### Purchase of Computers & related equipment

Equipment and furnishings purchased such as: computer accessories, calculators, computer monitors,

### Schooling & Conferences (includes parking)

Travel and expenses for eight conferences (mileage, flight tickets, train tickets, hotel costs, meals at the per diem rates per State of Illinois schedule, and conference registration).

### Software License Agreement

Adobe and GIS software licenses, dashboards, website, travel demand modeling, data acquisition, and maintenance.

### Travel Expenses (not used for training)

Any travel expenses incurred in conducting MCRPC business including travel to meetings and other project-related travel within the State of Illinois.

### Telephone Expenses

Payment for telephone service and support for 10 telephones.

Table 2.2

## Line Item Budget

Expense Item	Direct Costs	Percent of Budget
Salaries & Fringe	\$428,951	68.48%
Advertising/Legal Notices	\$4,100	<1%
Copy Machine Expense	\$3,500	<1%
Contractual Services and Sub Awards	\$45,647	7.29%
Consultants	\$94,000	15%
Dues & Memberships	\$4,211	<1%
Letterheads and Printed Forms	\$7,550	1.2%
Non-Contract Services	\$8,135	1.3%
Operating & Office Supplies	\$3,750	<1%
Other Equipment	\$1,720	<1%
Postage	\$400	<1%
Computers and Related Equipment	\$10,803	1.72%
Schooling & Conferences (incl parking)	\$6,882	1.1%
Software License Agreement	\$1,411	<1%
Travel Expense (not associated with training)	\$4,124	<1%
Telephone Expenses	\$1,200	<1%
<b>TOTAL</b>	<b>\$626,383</b>	

Note: As in Fiscal Year 2021, MCRPC is not claiming Indirect Cost for Fiscal Year 2022.

## Funding

Funding for this year's work program will come from the sources indicated in **Table 2.3** and **Chart 2.1**. Federal transportation funds will continue to account for a significant part of the MCRPC budget with Federal Highway Administration (FHWA-PL) funds and Federal Transit Administration (FTA-5305(d)) funds totaling at \$377,107. State Metropolitan Planning Funds of \$94,277 provide the required local match. The Regional Service Agreements with Bloomington, Normal, and McLean County provide local match requirements for various projects and fund the Transportation and Land Use Connection (TLC) program. Funding identified as Local comes from the Special Planning Services Agreement with Connect Transit, and MCRPC Reserve Funds. The total amount provided by local funding sources is \$155,000, including \$117,500 from the Regional Service Agreement (shared equally among Bloomington, Normal, and McLean County), \$22,500 from MCRPC Reserve Funds, and \$25,000 from the Special Planning Services Agreement with Connect Transit.

**Table 2.3**

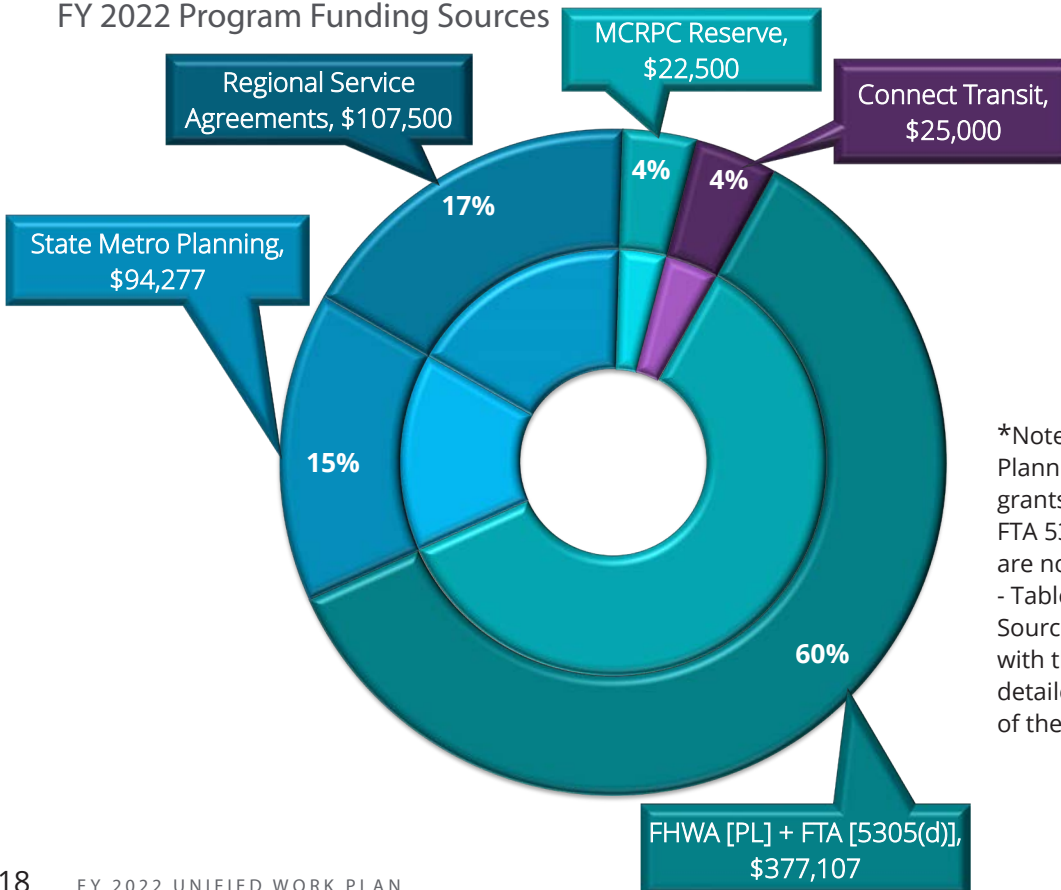
### FY 2022 Program Funding Sources

UWP CODE	Program and Project	Budgeted Amount	FTA Section 5305(d)	State Metro	Technical Service/Local
100	General Administration	\$157,541	\$108,033	\$20,008	\$22,500
300	Comprehensive Planning & Technical Assistance	\$211,204	\$100,963	\$25,241	\$85,000
400	Transportation Planning & Technical Assistance	\$123,470	\$76,376	\$19,094	\$28,000
500	Data Gathering, Technology & Innovation Alliance	\$102,662	\$72,530	\$18,132	\$12,000
600	Education & Outreach	\$31,507	\$19,206	\$4,801	\$7,500
	<b>TOTAL</b>	<b>\$626,383*</b>	<b>\$377,107</b>	<b>\$94,277</b>	<b>\$155,000</b>

\*Adjusted for rounding

**Chart 2.1**

### FY 2022 Program Funding Sources



\*Note: HSTP, and Rural & Special Planning projects are funded by IDOT grants separate from FHWA PL or FTA 5305(d) grants. The project totals are not included in Line Item Budget - Table 2.2, or Program Funding Sources-Table 2.3. Costs associated with the aforementioned projects are detailed in the Project Budget section of the UWP.



## CONTRACT COSTS



This section presents the scope of services of transportation planning activities to be included in the contract between MCRPC and the Illinois Department of Transportation (IDOT) for the Bloomington-Normal metro area. It identifies line item costs and total agency costs as well as the methodology used to allocate costs. It also summarizes the projected funding levels for transportation related planning activities. This section concludes with a presentation of itemized cost reports for PL and Section 5305(d) funding.

## Scope of Services

Those activities in which the Illinois Department of Transportation will participate with federal metropolitan planning funds and FTA Section 5305(d) funds are shown in Exhibit A.

These activities will result in the following major end products by work element:

### Work Element 100—General Administration

FY 2022 UWP and OWP; FY 2021 McLean County audit report; Quarterly and annual performance reports; Monthly financial reports; and other correspondence.

### Work Element 300—Comprehensive Planning

Comprehensive Planning work products for the fiscal year include consistency reviews, compilation of GIS data sets needed to conduct the regional comprehensive plan, spatial analysis and rural comprehensive plan for one rural community in McLean County.

### Work Element 400—Transportation Planning

FY 2022–FY 2026 Transportation Improvement Program; Regional Transportation Dashboard; Travel Demand Model; implementation of LRTP and development of the 2022 MTP; updates of Title VI and Public Participation plans, reports on completed transportation projects, and other plans or reports relating to transportation.

### Work Element 500—Data Gathering, Technology, Innovation Alliance

Major work products include spatial analysis and web-based dashboards, educational programs, and pilot/test projects.

### Work Element 600—Education and Outreach

MCRPC website and social media updates; periodic newsletters; and presentations to the community.

## Projected Funding

Determining projected funding levels is an important part of the programming and budgeting process. Sections 2 and 4 of this report address this subject in detail. Table 3.1 summarizes the projected funding for PL and Section 5305(d) work activities programmed for FY 2022.

**Table 3.1**

### Projected Funding for Transportation Planning Elements

FHWA PL Funds + FTA 5305(d) Funds	\$377,107	80%
State Metropolitan Planning Funds	\$94,277	20%
<b>TOTAL FUNDS</b>	<b>\$471,383*</b>	<b>100%</b>
*Adjusted for rounding.		

## Cost Allocation Methodology



### Project Cost Allocation Methodology and Itemized Cost Reports

The cost allocation methodology was developed in accordance with federal planning guidelines for the purpose of allocating funding for MCRPC program areas and transportation program areas in particular. It is presented in order to document the procedures employed in developing this work program. It outlines the procedure used to allocate project costs. The allocation of line item budget costs for FHWA PL and FTA Section 5305(d) funds are presented in Table 3.2. Table 3.3 identifies the total costs for each work element, along with the amount (80%) to be reimbursed by PL and Section 5305(d) funds and 20% by State Metro Planning Funds. This report provides a guide for monthly project billings and provides a means to gauge the relative progress towards completing each program area.

Table 3.2

## FY 2022 Budget by Cost Item

Cost Item	Federal Funding	State Metro	Total Amount
	FHWA/FTA		
	80%	20%	100%
<b>Personnel Cost (Wages+ Fringes)</b>			
Executive Director	\$78,225	\$19,556	\$97,781
Senior Planner—Transportation	\$39,179	\$9,795	\$48,973
Assistant Planner—Community Planning	\$22,829	\$5,681	\$28,406
Assistant Planner - Transportation Planning	\$25,370	\$6,343	\$31,713
Community Planner 1	\$46,606	\$11,651	\$58,257
Community Planner 2	\$14,388	\$3,597	\$17,985
Office Manager	\$29,585	\$7,396	\$36,981
Part-Time professional	\$10,360	\$2,590	\$12,949
<b>Total for Personnel Services</b>	<b>\$266,437</b>	<b>\$66,609</b>	<b>\$333,046</b>
Advertising/Legal Notices	\$2,332	\$583	\$2,915
Copy Machine Expense	\$2,296	\$574	\$2,870
Contract Services	\$28,098	\$7,024	\$35,122
Consultants	\$47,012	\$11,753	\$58,766
Dues & Memberships	\$2,776	\$692	\$3,458
Letterheads & Printed Forms	\$4,018	\$1,004	\$5,022
Non-Contract Services	\$4,078	\$1,219	\$6,097
Operating & Office Supplies	\$2,274	\$569	\$2,843
Other Equipment	\$1,179	\$295	\$1,474
Postage	\$274	\$69	\$343
Purchase of Computers & Related Equipment	\$7,429	\$1,857	\$9,286
Schooling & Conferences (include parking)	\$4,210	\$1,052	\$5,262
Software License Agreement	\$979	\$245	\$1,224
Travel Expense (not associated with training)	\$2,101	\$525	\$2,626
Telephone Expense	\$829	\$206	\$1,029
<b>Total Direct Expenses</b>	<b>\$110,670</b>	<b>\$27,667</b>	<b>\$137,337</b>
<b>Total Cost</b>	<b>\$377,107</b>	<b>\$94,277</b>	<b>\$471,383</b>

Table 3.3

## Itemized Cost Report for FHWA and FTA Funds

	Program Category	Total Program Category Charges	FHWA & FTA Contract Limiting Amount
100	General Administration	\$157,541	\$108,033
300	Comprehensive Planning and Technical Assistance	\$211,204	\$100,963
400	Transportation Planning and Technical Assistance	\$123,470	\$76,376
500	Data Gathering, Technology & Innovation Alliance	\$102,662	\$72,529
600	Education & Outreach	\$31,507	\$19,206
	<b>TOTAL</b>	<b>\$626,383</b>	<b>\$377,107</b>



## PROJECT BUDGETS

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The annual work program identifies individual elements and tasks to be initiated or completed during the fiscal period. This section provides a brief description of each project and identifies the output to be achieved. It also considers the major tasks to be completed for each project and defines the estimated staffing requirements by staff position needed to complete those tasks. Also addressed in this section are total estimated costs to complete the work scheduled for each project.

## Work Element 100—General Administration

This work element encompasses the general administration and support of the 3C transportation process to ensure that state and local partners maintain eligibility for the use of federal transportation funds to improve area surface transportation systems.

### Accomplishments during FY 2021

- Timely submission of financial and project reports.
- Completion of County FY 2020 audit with no significant findings.
- Continuing practice reflecting decision not to use indirect rate structure.
- Creation of FY 2022 UWP (July 1, 2021 - June 30, 2022).
- Creation of FY 2021 OWP (January 1, 2021 - December 31, 2021).
- Management of multi-tiered grants from disparate sources.

### Planned activities during FY 2022

**Task 101—General Administration** All general administration tasks including but not limited to: budget, finance, and HR management; coordination of meetings; grant and contract management.

### Work products

FY 2022 (State Fiscal Year) UWP and OWP (County fiscal year), quarterly and annual performance reports, monthly financial reports, other correspondence, descriptions of advisory groups along with roles and responsibilities of membership and each groups' project priorities, and hiring of two assistant planners.

## GENERAL ADMINISTRATION BUDGET

<b>Non-Salary Expenses</b>	
Advertising/Legal Notices	\$100
Books/Videos/Publications	\$0
Copy Machine Expense	\$3,000
Contract Services and Sub Awards	\$13,000
Consultants	\$10,000
Dues and Memberships	\$2,000
Food	\$0
Letterhead and Printed Forms	\$550
Non-Contract Services	\$1,109
Operating & Office Supplies	\$500
Other Equipment	\$1,720
Postage	\$400
Purchase of Computers & related equipment	\$9,803
Schooling & Conferences (incl parking)	\$1,400
Software License Agreement	\$861
Travel Expense (not associated with training)	\$624
Telephone Expenses	\$1,200
<b>TOTAL MINUS FRINGE</b>	<b>\$46,267</b>

<b>Salaries</b>		
<b>Staff Position</b>	<b>Time (Hours)</b>	<b>Dollar Total</b>
Executive Director	700	\$52,674
Senior Planner—Transportation	200	\$9,996
Assistant Planner—Community Planning	50	\$1,584
Assistant Planner—Transportation Planning	50	\$1,492
Community Planner 1	140	\$5,451
Community Planner 2	150	\$5,818
Office Manager	1,200	\$34,259
Part-Time professional	0	\$0
<b>TOTAL</b>	<b>2,490</b>	<b>\$111,274</b>

**TOTAL PROJECT COSTS \$157,541**

<b>Funding Sources</b>	
IDOT-PL + FTA Section 5305(d)	\$108,033
State Metro Planning Funds	\$27,008
MCRPC Reserve Fund	\$22,500
<b>Total Funding</b>	<b>\$157,541</b>

## Work Element 300—Comprehensive Planning & Technical Assistance

This component seeks to improve coordination between land use and transportation planning in a manner that supports the economic vitality of the metropolitan area. It strives to promote smart growth, protect and enhance the environment, promote energy conservation and improve the quality of life and place in the Bloomington-Normal urbanized area.

### Accomplishments during FY 2021

- Collaboration with the Historic Route 66 Bikeway, Greenways and other committees to identify and manage grants
- Continued rural community planning research and data gathering
- Provided assistance and consultation to City staff, health coalitions, not-for-profit organizations, educational institutions and other entities working towards implementing comprehensive plans

### Planned activities during FY 2022

**Task 301 — Regional Comprehensive Plan** Conduct rural planning activities such as data and information gathering in support of these efforts. Establish partnerships with a variety of agencies to carry out these activities. This work will feed into the Regional Comprehensive Plan scheduled to begin in FY 2022.

**Task 302—Coordination of Development Activity** Work with municipal and other partners to track the progress of the plans, coordinate intergovernmental meetings to monitor development activity for consistency with adopted plans, continued organization and hosting of Intergovernmental Staff Committee to maintain active collaboration between city, town, county, and other government stakeholders, maintain and update Consistency Review forms, and work with McLean County GIS for integration of development monitoring process with GIS.

**Task 304—Environmental Planning** Partner with Ecology Action Center in regional energy planning and air quality maintenance planning.

**Task 305—Transportation & Land Use Connection (TLC) Grant Program** Through this program, MCRPC will provide support for implementation of projects identified in the Comprehensive Plan and the LRTP.

**Task 306—Other:** Other projects that may arise in support of this element.

### Work products

Reports regarding Intergovernmental Committee development review, rural data development and coordination, planning project implementation, Regional Energy Plan development, plan tracking tool progress, an interactive consistency review form, and TLC Program grants and implementation.

## COMPREHENSIVE PLANNING & TECHNICAL ASSISTANCE BUDGET

### Non-Salary Expenses

Advertising/Legal Notices	\$1,500
Books/Videos/Publications	\$0
Copy Machine Expense	\$500
Contract Services and Sub Awards	\$10,268
Consultants	\$84,000
Dues and Memberships	\$0
Food	\$0
Letterhead and Printed Forms	\$5,500
Non-Contract Services	\$2,500
Operating & Office Supplies	\$1,500
Other Equipment	\$0
Postage	\$0
Purchase of Computers & related equipment	\$0
Schooling & Conferences (incl parking)	\$1,500
Software License Agreement	\$0
Travel Expense (not associated with training)	\$3,500
Telephone Expenses	\$0
<b>TOTAL</b>	<b>\$110,768</b>

### Salaries

Staff Position	Time (Hours)	Dollar Total
Executive Director	350	\$26,337
Senior Planner—Transportation	350	\$17,494
Assistant Planner—Community Planning	300	\$9,504
Assistant Planner—Transportation Planning	143	\$4,267
Community Planner 1	450	\$17,522
Community Planner 2	400	\$15,515
Office Manager	50	\$1,427
Part-Time professional	465	\$8,370
<b>TOTAL</b>	<b>2,508</b>	<b>\$100,436</b>

**TOTAL PROJECT COSTS** **\$211,204**

### Funding Sources

IDOT-PL + Section 5305(d)	\$100,963
State Metro Grants	\$25,241
Regional Service Agreements	\$85,000
<b>Total Funding</b>	<b>\$211,204</b>

## Work Element 400—Transportation Planning & Technical Assistance

This work element encompasses activities that directly support the implementation of the projects and programs outlined in the 2017 Long-Range Transportation Plan (LRTP), and preparation for the 2022 Metropolitan Transportation Plan.

### Accomplishments during FY 2021

- Completed transition to McLean County program accounting with FY 2021 Unified Work Program
- Completed the Go:Safe McLean County Action Plan (Vision Zero) and developed an implementation strategy
- Initiated the Vision Zero Network recognition process
- Management of the Town of Normal PASER pavement condition survey and analysis
- Established the McLean County Transportation Management Consortium by intergovernmental agreement
- Participation in FHWA/FTA Health in Transportation Framework Test; preparation of case study

### Planned activities during FY 2022

**Task 401—Transportation Administration & Technical Assistance** Manage transportation committee meetings and activities; provide technical assistance on transportation projects and day-to-day operations of supporting the regional transportation system. This includes review of local transportation projects and plans, issuing RFQs and managing consultants for special transportation studies, applying for and administering grants.

**Task 402—Transportation Improvement Program (TIP)** Preparation and development of annual TIP update for the implementation of area transportation projects over five-year periods. Tasks include publicizing and holding hearings and meetings on TIP projects, and amendments or administrative modifications to the TIP.

**Task 403—Transportation Management, Complete Streets & Transit-Oriented Development** Implement Action Plan for Go:Safe McLean County, and develop a continuing community engagement program for the project, identify regional opportunities for system management, advocate for implementation of complete streets policies, work with Connect Transit on implementation of their plans, review and guide transit-oriented development and complete streets implementation.

**Task 404—Sustainable Transportation Programing** Support expansion of sustainable transportation programs for all modes, continuing development of Intelligent Transportation Systems regional inventory, support the Greenways Committee and promote greenways initiative, integrate statewide model development and local data, and expand collection of transportation environmental impact data.

**Task 405— Regional Health Initiatives** MCRPC partners with the McLean County Wellness Coalition and other partners to promote active transportation and other health initiatives. MCRPC will build upon its participation in the FHWA/FTA assessment of the Health in Transportation Corridor Planning Framework process.

**Task 406—Metropolitan Transportation Plan (MTP)** Monitor progress; support implementation, and begin development of 2022 Metropolitan Transportation Plan with a planning horizon of 2050.

**Task 407—Travel Demand Modeling** Continue updating and maintaining the regional travel demand model and its capabilities for modeling multi-modal trips, travel patterns and freight movements.

### Work products

2045 Long-Range Transportation Plan updates or amendments, FY 2022-2026 Transportation Improvement Program, updated Travel Demand Model, Draft 2050 Metropolitan Transportation Plan, and report on regional transportation management activities and outcomes.

## TRANSPORTATION PLANNING & TECHNICAL ASSISTANCE BUDGET

### Non-Salary Expenses

Advertising/Legal Notices	\$2,500
Books/Videos/Publications	\$0
Copy Machine Expense	\$0
Contract Services and Sub Awards	\$10,219
Consultants	\$0
Dues and Memberships	\$800
Food	\$0
Letterhead and Printed Forms	\$0
Non-Contract Services	\$2,000
Operating & Office Supplies	\$250
Other Equipment	\$0
Postage	\$0
Purchase of Computers & related equipment	\$0
Schooling & Conferences (incl parking)	\$982
Software License Agreement	\$0
Travel Expense (not associated with training)	\$0
Telephone Expenses	\$0
<b>TOTAL MINUS FRINGE</b>	<b>\$16,751</b>

### Salaries

Staff Position	Time (Hours)	Dollar Total
Executive Director	250	\$18,812
Senior Planner—Transportation	775	\$38,736
Assistant Planner—Community Planning	385	\$12,197
Assistant Planner—Transportation Planning	885	\$26,408
Community Planner 1	50	\$1,947
Community Planner 2	75	\$2,909
Office Manager	200	\$5,710
Part-Time professional	0	\$0
<b>TOTAL</b>	<b>2,620</b>	<b>\$106,719</b>

**TOTAL PROJECT COSTS** **\$123,470**

### Funding Sources

IDOT-PL + Section 5305(d)	\$76,376
State Metro Grants	\$19,094
Connect Transit Service Agreement	\$25,000
Regional Service Agreements	\$3,000
<b>Total Funding</b>	<b>\$123,470</b>

## Work Element 500—Data, Technology & Innovation Alliance

This work element is geared towards measuring the outcomes of plans and programs facilitated or led by MCRPC. Work to be completed in this element incorporates research, technology, and data to inform our planning practices through the usage of dashboards, spatial data, and data analysis. This element also includes research and participation in regional smart cities efforts (Bloomington-Normal Innovation Alliance).

### Accomplishments during FY 2021

- Established performance metrics, baselines and targets, as appropriate, in the recently adopted long-range plans
- Continued BN Vitals economic dashboard updates of over 220 metrics and continued maintenance of other interactive dashboards on different planning topics
- Launched regional study of 5G infrastructure installation and impacts
- Participation in Bloomington-Normal Innovation Alliance
- Continued development of maps and interactive story maps
- Performed data analysis on various subject matters
- As a data hub for McLean County, continued to fulfill data requests from external community partners or the public
- Created new housing dashboard using Tableau
- Utilized open-source technologies to automate data gathering efforts, freeing up staff time and enhancing the transparency and the reliability of MCRPC analyses

### Planned activities during FY 2022

**Task 501—Research & Outreach** MCRPC is committed to bringing research and education on open data, smart cities and technology to a variety of stakeholders in McLean County and to continue participating in the Bloomington-Normal Innovation Alliance.

**Task 502—Innovative Projects** Rapid change and innovative practices in transportation and land use are ongoing challenges for planning. MCRPC seeks opportunities for innovation. MCRPC will work with local government partners to test ideas that will showcase progress, minimize risk, and eventually scale up implementation.

**Task 503—Data** Deploy a series of tools and technologies to gather and present data in an accessible and easy to comprehend format. This may include metrics on economic development, housing, transportation, environment, land use, health, education and more, and may also build data resources for MCRPC and the community.

**Task 504—Spatial Analysis & Maps** Gather, analyze, and distribute spatial data. Many planning-related spatial data collection efforts are conducted individually by municipality. These data will be of greater regional benefit when unified into regional layers and presented in maps covering the whole urban area or county.

### Work products

Projects related to Bloomington-Normal Innovation Alliance, Pilot Projects, Data Dashboards, Spatial Data and Maps.

## DATA, TECHNOLOGY & INNOVATION ALLIANCE

### Non-Salary Expenses

Advertising/Legal Notices	\$0
Books/Videos/Publications	\$0
Copy Machine Expense	\$0
Contract Services and Sub Awards	\$5,580
Consultants	\$0
Dues and Memberships	\$411
Food	\$0
Letterhead and Printed Forms	\$1,000
Non-Contract Services	\$1,500
Operating & Office Supplies	\$1,500
Other Equipment	\$0
Postage	\$0
Purchase of Computers & related equipment	\$1,000
Schooling & Conferences (incl parking)	\$1,000
Software License Agreement	\$550
Travel Expense (not associated with training)	\$0
Telephone Expenses	\$0
<b>TOTAL MINUS FRINGE</b>	<b>\$12,541</b>

### Salaries

Staff Position	Time (Hours)	Dollar Total
Executive Director	250	\$18,812
Senior Planner—Transportation	0	\$0
Assistant Planner—Community Planning	249	\$7,888
Assistant Planner—Transportation Planning	197	\$5,878
Community Planner 1	1,210	\$47,116
Community Planner 2	0	\$0
Office Manager	50	\$1,427
Part-Time professional	500	\$9,000
<b>TOTAL</b>	<b>2,456</b>	<b>\$90,121</b>

**TOTAL PROJECT COSTS \$102,662**

### Funding Sources

IDOT-PL + Section 5305(d)	\$72,530
State Metro Planning Funds	\$18,132
Regional Service Agreements	\$12,000
<b>Total Funding</b>	<b>\$102,662</b>

## Work Element 600—Education & Outreach

This work element involves educating the community on the importance of their engagement in planning for the future of their community. It involves gathering meaningful input on transportation and comprehensive plans from residents (including corporate, institutional and not-for-profit citizens) of all walks of the community utilizing both traditional and non-traditional methods.

### Accomplishments during FY 2021

- Expanded awareness of MCRPC, its role, purpose, and programs in the community through multiple high-profile projects, including the Regional Housing Initiatives and Census 2020
- Continued to develop community partnerships with over 150 agencies, organizations and not-for-profit entities
- Continued modifications to the MCRPC website to accommodate technologies facilitating access and participation by the public and stakeholders, during increased COVID-19 constraints
- Created short on-line GIS class for McLean County Museum of History Futures in History Camp, teaching students in grades 4-6 how to make online maps of their communities

### Planned activities during FY 2022

**Task 601—Website, Social Media & Online Program Activities:** Expand the capacity of the MCRPC website as a resource for planning and community development information, expand website technical competency to support information hub and interaction in circumstances where pandemic constraints persist, and share relevant updates and resources through MCRPC social media channels

**Task 602—Outreach Efforts:** Educational and outreach activities aligned with identified priorities, providing forums for public, private and not-for profits to come together to discuss common growth and development aspects, bringing subject matter experts to the community, presentations within the community on growth and development activities, presentations at state and national conferences about community accomplishments, and adapt outreach efforts to limits contingent on state contagion directives.

**Task 603—Publications:** Publish newsletters and reports highlighting innovative planning practices and implementation in the community.

### Work products

MCRPC website and social media updates, public promotion thereof and online delivery of program activities as needed, elevated technical capacity of mcplan.org, updated Public Participation Plan, and editions of newsletters.

## EDUCATION & OUTREACH, & PROFESSIONAL DEVELOPMENT BUDGET

### Non-Salary Expenses

Advertising/Legal Notices	\$0
Books/Videos/Publications	\$0
Copy Machine Expense	\$0
Contract Services and Sub Awards	\$6,580
Consultants	\$0
Dues and Memberships	\$1,000
Food	\$0
Letterhead and Printed Forms	\$500
Non-Contract Services	\$1,109
Operating & Office Supplies	\$0
Other Equipment	\$0
Postage	\$0
Purchase of Computers & related equipment	\$0
Schooling & Conferences (incl parking)	\$2,000
Software License Agreement	\$0
Travel Expense (not associated with training)	\$0
Telephone Expenses	\$0
<b>TOTAL MINUS FRINGE</b>	<b>\$11,189</b>

### Salaries

Staff Position	Time (Hours)	Dollar Total
Executive Director	100	\$7,525
Senior Planner—Transportation	0	\$0
Assistant Planner—Community Planning	225	\$6,526
Assistant Planner—Transportation Planning	100	\$2,901
Community Planner 1	0	\$0
Community Planner 2	50	\$1,939
Office Manager	50	\$1,427
Part-Time professional	0	\$0
<b>TOTAL</b>	<b>525</b>	<b>\$20,318</b>

**TOTAL PROJECT COSTS** **\$31,507**

### Funding Sources

IDOT-PL + Section 5305(d)	\$19,206
State Metro Planning Funds	\$4,801
Regional Service Agreements	\$7,500
<b>Total Funding</b>	<b>\$31,507</b>

## Work Element 700—Human Services Transportation Plan (HSTP)

The Human Services Transportation Plan is designed to meet the needs of transportation disadvantaged people, including persons with disabilities, individuals with lower incomes, older adults and racial and ethnic minorities. MCRPC administers the Illinois Department of Transportation Human Services Transportation Plan process for Region 6, a five-county area in East Central Illinois which includes Ford, Iroquois, Kankakee, Livingston, and McLean Counties. MCRPC staff serve as regional coordinators, facilitating program and resource coordination among governments, transportation providers, and social service agencies throughout the region. The MCRPC transportation planner also serves as the Program Compliance Oversight Monitor (PCOM) for McLean County.

### Accomplishments during FY 2021

- Maintained regional joint committee during pandemic restrictions
- Updated catalogue of data resources
- Maintained HSTP dashboard and web content with updated information and mapping

### Planned activities during FY 2022

**Task 701—HSTP Administration & Technical Assistance** Continuing support of the regional human service transportation organization, including coordinating the quarterly meetings, consultation with state and local agencies regarding improvements for non-emergency medical transport services and coordination with Veterans' Administration staff to streamline veterans' access to transportation to medical service providers.

**Task 702—HST Plan Updates & Progress Monitoring** Update the Region 6 plan guided by the IDOT Office of Intermodal Program Implementation (OIPI) documentation of plan requirements, incorporate stakeholder outreach and input, seek Region 6 Policy Committee adoption and acceptance by IDOT-OIPI, and monitor progress in performance measures and achieving targets.

**Task 703—Mobility Management & Technical Assistance** Establish an internal process for assistance to the public and referral to providers, work with the service providers, social service organizations, the Veterans' Administration, hospitals and other medical providers to facilitate transportation connections. Maintain the HSTP dashboard of data, maps, service provider information and other resources. Enhance the HSTP web page on MCRPC's website, including the regional HSTP dashboard of data and information to enable easy access to participating agencies and the general public within Region 6 and beyond.

**Task 704—Program and Project Compliance Review:** The Coordinator will conduct program reviews and vehicle inspections as directed by IDOT-OIPI staff and submit reports as to findings. Coordinator will assist participating agencies in program and vehicle management as needed.

### Work products

Rural HST Plan draft and public outreach report, Quarterly and Annual Progress Reports, HSTP expanded content on the MCRPC website, and HSTP dashboard development.

## HSTP BUDGET

### Non-Salary Expenses

Advertising/Legal Notices	\$3,500
Books/Videos/Publications	\$0
Copy Machine Expense	\$0
Contract Services and Sub Awards	\$7,500
Consultants	\$0
Dues and Memberships	\$850
Food	\$0
Letterhead and Printed Forms	\$0
Non-Contract Services	\$0
Operating & Office Supplies	\$1,283
Other Equipment	\$0
Postage	\$500
Purchase of Computers & related equipment	\$0
Schooling & Conferences (incl parking)	\$750
Software License Agreement	\$2000
Travel Expense (not associated with training)	\$1,000
Telephone Expenses	\$120
<b>TOTAL</b>	<b>\$17,503</b>

### Salaries

Staff Position	Time (Hours)	Dollar Total
Executive Director	20	\$1,505
Senior Planner—Transportation	600	\$29,989
Assistant Planner—Community Planning	40	\$1,267
Assistant Planner—Transportation Planning	500	\$14,920
Community Planner 1	0	\$0
Community Planner 2	0	\$0
Office Manager	100	\$2,855
Part-Time professional	0	\$0
<b>TOTAL</b>	<b>1,260</b>	<b>\$50,536</b>

**TOTAL PROJECT COSTS** **\$68,039**

### Funding Sources

Illinois Department of Transportation (Service Agreement)*	\$68,039
<b>Total Funding</b>	<b>\$68,039</b>

\*Two-year agreement (FY 2022-2023) for coordination and mobility management services for Illinois Rural HSTP Region 6, comprised of Ford, Iroquois and Livingston counties in their entirety, and Kankakee and McLean counties excluding their urbanized areas. Budget is for FY 2022.

## Work Element 800—Rural & Special Planning Projects

Rural Planning funds will be utilized to extend the MCRPC planning services to rural communities located outside of the Bloomington-Normal MPO boundaries but within McLean County.

### Accomplishments during FY 2021

- Conducted direct Census outreach to rural communities and stakeholders
- Expanded Rural Planning Data Dashboard
- Developed a contact/volunteer base for the regional comprehensive plan

### Planned activities during FY 2022

**Task 801—Rural Planning Administration** This activity includes management and administrative activities, not attributable to specific rural program activities. Ensure coordination of rural transportation planning activities with MPO transportation activities and Human Service Transportation Planning for Region 6 activities

**Task 802—Data, Metrics, and Maps** Gather and distribute spatial and tabular data on transportation, housing, land use and other elements that affect rural community planning. Distribute this data using dashboard technologies, analyze rural data and create analysis reports that provide insights into subjects like demographic changes or commuting patterns. Provide GIS/Mapping assistance based on the need and availability of resources.

**Task 803—Rural Planning Toolkit** Compile and maintain local, regional, state, and national level resources, tools and best practices that help with rural community development and make them available in an interactive format via the MCRPC website.

**Task 804—Rural Community Planning Assistance** Assist rural communities with transportation and community planning as needed. Tasks may include creating/updating comprehensive and transportation plans, and creating/updating relevant ordinances.

**Task 805—Rural Community Programming Support** Provide grant writing and other assistance as needed by rural communities. Support programs related to transportation, land use, housing, economic development, health, or other aspects that will have an impact on rural community planning.

**Task 806—Rural Education and Outreach** Maintain a rural planning web page on MCRPC's website in a format that consolidates rural planning matters and develops information regarding rural planning. Create and distribute newsletters focused on community issues and concerns in Rural McLean County. Conduct regular in-person outreach to establish rural community networks, identify gaps and needs, and educate rural communities on available resources through MCRPC.

**Task 807—Other Projects** State Planning & Research, Town of Normal PASER project

### Work products

Completed PASER project report and related deliverables; Establishing a McLean County Rural Advisory Committee, preparation of agendas, notices, minutes and memorandums, preparation of regular financial and progress reports, creation of a Rural Community data dashboard with variety of spatial and tabular data, Interactive rural planning toolkit, and at least one newsletter dedicated to McLean County Rural Community issues.

## RURAL & SPECIAL PLANNING PROJECTS BUDGET

### Non-Salary Expenses

Advertising/Legal Notices	\$1,500
Books/Videos/Publications	\$0
Copy Machine Expense	\$0
Contract Services and Sub Awards	\$3,030
Consultants	\$0
Dues and Memberships	\$0
Food	\$0
Letterhead and Printed Forms	\$0
Non-Contract Services	\$250
Operating & Office Supplies	\$0
Other Equipment	\$0
Postage	\$750
Purchase of Computers & related equipment	\$0
Schooling & Conferences (incl parking)	\$1,650
Software License Agreement	\$0
Travel Expense (not associated with training)	\$855
Telephone Expenses	\$0
<b>TOTAL MINUS FRINGE</b>	<b>\$8,035</b>

### Salaries

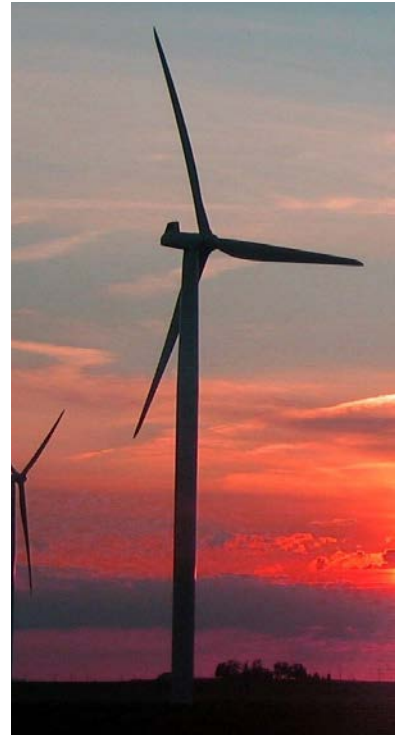
Staff Position	Time (Hours)	Dollar Total
Executive Director	100	\$7,525
Senior Planner—Transportation	25	\$1,250
Assistant Planner—Community Planning	55	\$1,742
Assistant Planner—Transportation Planning	25	\$746
Community Planner 1	50	\$1,947
Community Planner 2	0	\$0
Office Manager	100	\$2,855
Part-Time professional	50	\$900
<b>TOTAL</b>	<b>405</b>	<b>\$16,965</b>

**TOTAL PROJECT COSTS** **\$25,000**

### Funding Sources

State Planning & Research grant, PASER	\$80,000
SPR Grant Match (Town of Normal)	\$20,000
MCRPC Reserve Fund	\$15,500
Regional Service Agreements	\$9,500
<b>Total Funding</b>	<b>\$125,000</b>

SP&R PASER funding is passed through to the Town of Normal, in this extension of the grant term. These fund sources do not directly impact the MCRPC budget.



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