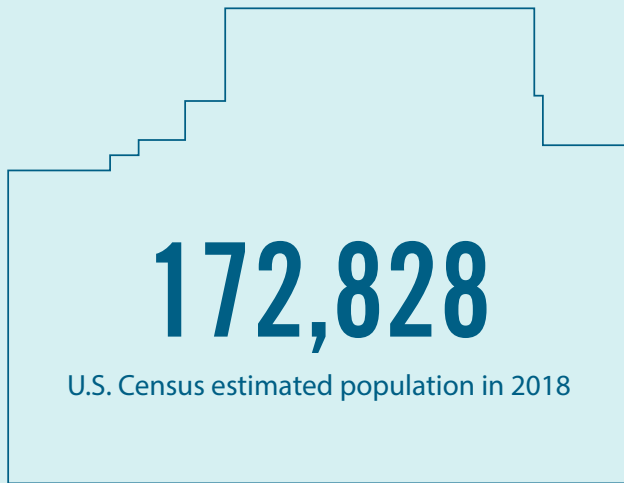




UNIFIED WORK  
PROGRAM

MCLEAN COUNTY, ILLINOIS





SFY 2021 (JULY 1, 2020–JUNE 31, 2021)

# UNIFIED WORK PROGRAM

Amendment #1, October 2020

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 304 and 308 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 the 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, Chair**  
Chair, McLean County Regional Planning Commission

**Tari Renner**  
Mayor, City of Bloomington

**Chris Koos**  
Mayor, Town of Normal

**William Caisley**  
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

**Camille Rodriguez**  
County Administrator, McLean County

**Wayne Aldrich**  
Director of Public Works, Town of Normal

**Kevin Kothe**  
Director of Public Works, City of Bloomington

**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

**Martin Glaze**  
Interim General Manager, Connect Transit

### LOCAL GOVERNMENT PLANNING STAFF

**Katie Simpson**  
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**  
Chairman, County of McLean

**Jim Fruin**  
Vice-Chairman, County of McLean

**Bart Bittner**  
County of McLean

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

**Diana Hauman**  
City of Bloomington

**Taunia Leffler**  
Unit School District #5

**Carl Olson**  
Airport Authority

**Michael Pettorini**  
Town of Normal

**Carl Teichman**  
Town of Normal

**Mark Wylie**  
Charter School District #87

### EXECUTIVE COMMITTEE

**Mary Kramp**  
Chairman

**Jim Fruin**  
Vice-Chairman

**Diana Hauman**  
City of Bloomington

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

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

**Camille Rodriguez\***  
County Administrator, County of McLean

**Raymond Lai\***  
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**  
Community Planner

**Alyssa Cooper**  
Community Planner

**Timothy Riley**  
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 grant fiscal year 2021 (July 1, 2020 to June 30, 2021) 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. Pursuant to this, 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: In the years past, 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 document will only contain the Transportation Elements of the MCRPC's Overall Work Program (OWP). The UWP will be approved by the MCRPC's Transportation Technical and Policy Committees while the OWP will be approved by the Commission. This proposed UWP takes effect July 1, 2020.

**EXHIBIT A**

**FY 2021 Transportation Related Work Elements and Tasks**



**100 General Administration**

- 101 General Administration

**300 Comprehensive Planning and Technical Assistance**

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

**400 Transportation Planning and Technical Assistance**

- 401 Transportation Administration and Technical Assistance
- 402 Transportation Improvement Program (TIP)
- 403 Complete Streets and Transit Oriented Development
- 404 Sustainable Transportation Programming
- 405 Regional Health Initiatives
- 406 Long-Range/Metropolitan Transportation Plans (LRTP/MTP)
- 407 Travel Demand Modeling

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

**500 Data, Technology, and Smart Cities**

- 501 Research and outreach
- 502 Innovative projects
- 503 Data Gathering and Dashboard
- 504 Spatial Data Analysis and Maps

**600 Education and Outreach**

- 601 Website and social media
- 602 Outreach efforts
- 603 Publications

**700\* Human Service Transportation Plan**

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

**800\* Rural Planning**

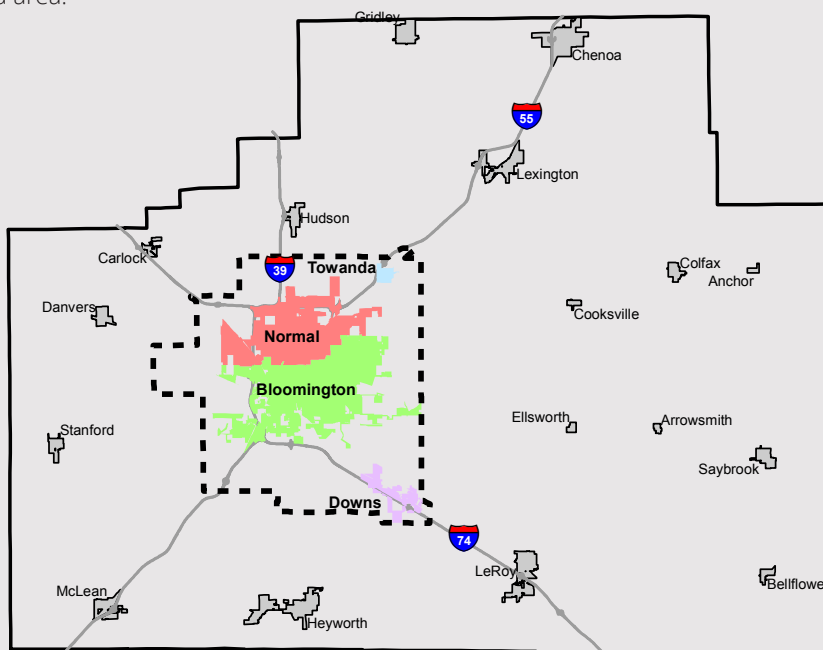
- 801 Rural Planning Administration
- 802 Data, Metrics and Maps
- 803 Planning Toolkit
- 804 Planning Assistance
- 805 Programming Support
- 806 Education and Outreach
- 807 Other Projects

## 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 of the Fixing America's Surface Transportation Act (FAST Act) in 2015, Congress has added and revised substantive content expected from the 3-C 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 Bloomington-Normal Airport Authority, along with the Illinois Department of Transportation (IDOT), Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). 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.



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 will expire at the end of the Federal Fiscal Year 2020, on September 30, 2020. As of mid-September 2020, an extension of the reauthorization is anticipated. 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 stormwater 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 the 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. Thus, 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 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 Streamlining	.....	.....	.....	.....	.....
Complete streets, TOD and placemaking	=====	=====	=====	=====	=====
Regional health initiatives	.....	.....	.....	.....	.....
BN Mobile: LRTP	.....	.....	.....	.....	.....
Multi-modal travel demand modelling	.....	.....	.....	.....	.....
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.

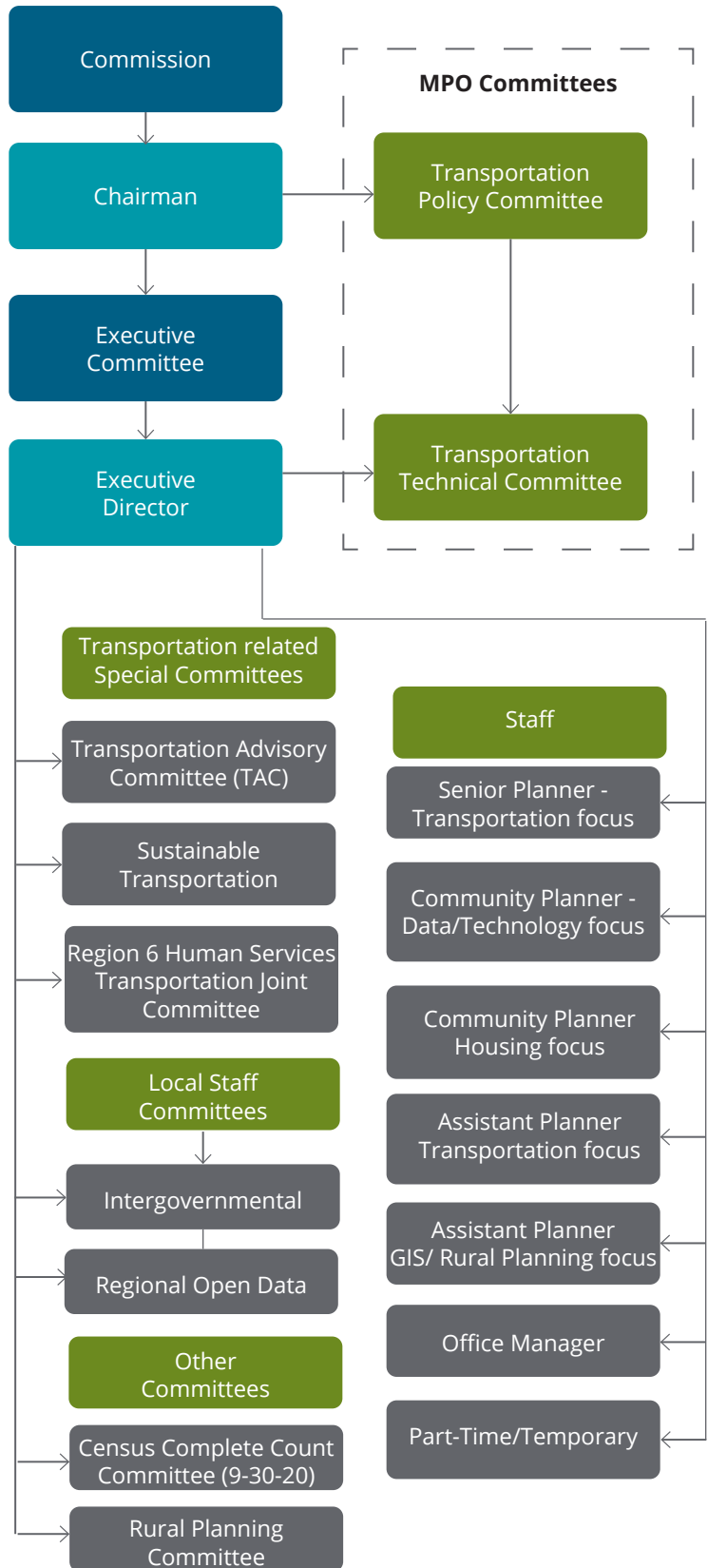
MCRPC interacts with local and state officials through the Transportation Technical and Policy Committees (membership also listed on Page 6). The Commission interacts with local elected officials through the Commission Chairperson, who is also the permanent chair of the Transportation Policy Committee. 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, the McLean County Administrator, 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, Central Illinois Regional Airport Authority, Connect Transit and Illinois Department of Transportation.

MCRPC staff also facilitate 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, Solid Waste Technical, and other committees to coordinate activities between the local and regional planning staffs in each of the major work elements.

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, one transportation planner, one general planner (to be hired), 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 \$617,563. The anticipated line item costs are illustrated in Table 2.2, along with a break down 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 over 70% of the budget and constitute the largest expense. Six (6) 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 hearing and other required notices.

## Copy Machine Expenses

Includes paper, staples, envelopes 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

This line item includes 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	Community Planner 1	Community Planner 2	Assistant Planner C	Assistant Planner T	Office Manager	Part-Time Professional	TOTAL
100	General Administration	75	125	50	50	50	50	750	0	1,150
300	Comprehensive Planning	250	350	200	0	300	150	100	500	1,850
400	Transportation Planning	377	725	100	250	375	800	100	0	2,727
500	Data Gathering, Technology and Smart Cities	600	0	1,400	0	200	200	50	675	3,125
600	Education and Outreach	100	0	0	0	200	100	500	0	900
700	Human Service Transportation Plan (HSTP)	50	500	0	0	200	600	50	0	1,400
800	Regional Special Planning	335	250	100	0	325	50	250	0	1,310
	<b>Total</b>	<b>1,787</b>	<b>1,950</b>	<b>1,850</b>	<b>300</b>	<b>1,650</b>	<b>1,950</b>	<b>1,800</b>	<b>1,175</b>	<b>12,462</b>

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

### 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

This line item is for 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

This line item is for direct expenses for mailed items, including stamps, courier/delivery and/or equivalent services, etc.

### Purchase of Computers & related equipment

Equipment and furnishings purchased such as: computers, computer monitors, computer accessories, securements, etc.

### Schooling & Conferences (includes parking)

This line item includes travel for 8 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

This line item includes Adobe and GIS software licenses, software that enables the commuter challenge, dashboards, website, travel demand modeling, data acquisition, and maintenance.

### Travel Expenses (not used for training)

This line item includes 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	\$381,710	69.15%
Advertising/Legal Notices	\$4,600	0.74%
Copy Machine Expense	\$3,000	0.49%
Contractual Services and Sub Awards	\$139,424	22.58%
Dues & Memberships	\$3,550	0.57%
Letterheads and Printed Forms	\$14,667	2.37%
Non-Contract Services	\$11,426	1.85%
Operating & Office Supplies	\$3,629	0.59%
Other Equipment	\$1,740	0.28%
Postage	\$250	0.04%
Purchase of Computers & related equipment	\$13,690	2.22%
Schooling & Conferences (incl parking)	\$10,238	1.66%
Software License Agreement	\$24,000	3.89%
Travel Expense (not associated with training)	\$4,439	0.72%
Telephone Expenses	\$1,200	0.19%
<b>TOTAL</b>	<b>\$617,563</b>	

Note: As in Fiscal Year 2020, MCRPC is not claiming Indirect Cost for Fiscal Year 2021.

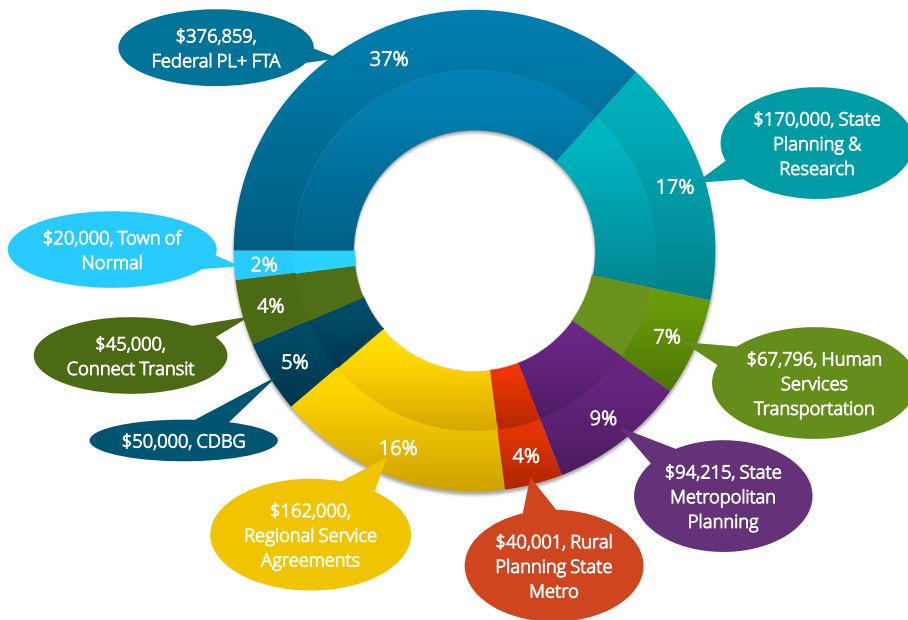
## Funding

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) funds totaling \$377,108. State Metropolitan Planning Funds of \$94,277 provide the required local match. Regional service agreements with Bloomington, Normal, and McLean County provide local match requirement for various projects and funding for the Transportation and Land use Connection (TLC) program. Local funding includes that identified as Other, which derives from the transit technical service agreement with Connect Transit. Local funding also includes the total amount provided by the regional service agreement, \$116,939; divided equally among Bloomington, Normal, and McLean County.

Table 2.3  
FY 2021 Program Funding Sources

UWP Code	Work Element	Budgeted Amount	FHWA & FTA	State Metro	Technical Service /Other
100	General Administration	\$89,950	\$71,960	\$17,990	\$0
300	Comprehensive Planning and Technical Assistance	\$190,709	\$85,536	\$21,384	\$83,789
400	Transportation Planning and Technical Assistance	\$138,241	\$86,953	\$21,738	\$29,550
500	Data Gathering, Technology and Smart Cities	\$156,680	\$114,824	\$28,706	\$13,150
600	Education & outreach	\$41,983	\$17,586	\$4,397	\$20,000
	<b>Total</b>	<b>\$617,563</b>	<b>\$376,859</b>	<b>\$94,215</b>	<b>\$146,489</b>

Chart 2.1  
FY 2021 All Program Funding Sources  
Total Funding \$1,025,871



\*Note: HSTP, and Rural Planning projects are funded by IDOT grants separate from FHWA PL or FTA (5305D) grants. The project totals are not included in Line Item Budget - Table 2.2, or Program Funding Sources-Table 2.3. Cost 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 Department will participate with FHWA federal metropolitan planning funds and FTA Section 5305(d) funds are shown in Exhibit A (see page 8).

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

### Work Element 100—General Administration

FY 2021 OWP and UWP; FY 2020 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 update, spatial and other analysis and technical assistance for rural communities in McLean County.

### Work Element 400—Transportation Planning

FY 2021–FY2025 TIP; Regional Transportation Dashboard; Travel Demand Model; implementation of LRTP and development of the 2022 MTP, as well as other plans or reports relating to transportation.

### Work Element 500—Data Gathering, Technology, Smart Cities

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

### Work Element 600—Education and Outreach

MCRPC website and social media updates; two Visions newsletters; 2020 Information Forum; and community wide presentations.

## Projected Funding

Determining projected funding levels is an important part of the programming and budgeting process. The 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 2021.

**Table 3.1**

### Projected Funding for Transportation Planning Elements

Federal (PL) Funds + 5305 funds	\$377,108	80%
State Metro	\$94,277	20%
<b>TOTAL FUNDS</b>	<b>\$471,135</b>	<b>100%</b>

## 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. 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 2021 Budget by Cost Item

Cost Item	Federal Funding	State Metro	Total Amount
	PL/FTA		
	80%	20%	100%
<b>Personnel Cost (Wages+ Fringes)</b>			
Executive Director	\$92,182.06	\$23,045.51	\$115,227.6
Senior Planner—Transportation	\$51,818.53	\$12,954.63	\$64,773.2
Planner	\$29,006.37	\$7,251.59	\$36,258.0
Transportation Planner 2	\$26,624.59	\$6,656.15	\$33,280.7
Community Planner 1	\$52,631.03	\$13,157.76	\$65,788.8
Community Planner 2	\$1,528.00	\$382.00	\$1,910.0
Office Manager	\$33,283.01	\$8,320.75	\$41,603.8
Part-Time professional	\$15,135.05	\$3,783.76	\$18,918.8
<b>Total for Personnel Services</b>	<b>\$302,209</b>	<b>\$75,552</b>	<b>\$377,761</b>
Advertising/Legal Notices	\$3,035	\$759	\$3,794
Book/Videos/Publications	\$0	\$0	\$0
Copy Machine Expense	\$2,400	\$600	\$3,000
Contract Services	\$26,075	\$6,519	\$32,594
Dues & Memberships	\$2,902	\$726	\$3,628
Letterheads & Printed Forms	\$9,258	\$2,315	\$11,573
Non-Contract Services	\$9,298	\$2,325	\$11,623
Operating & Office Supplies	\$1,490	\$373	\$1,863
Other Equipment	\$1,392	\$348	\$1,740
Postage	\$400	\$100	\$500
Schooling & Conferences (include parking)	\$2,419	\$605	\$3,024
Software License Agreement	\$12,118	\$3,030	\$15,148
Travel Expense (not associated with training)	\$3,151	\$788	\$3,939
Telephone Expense	\$960	\$240	\$1,200
<b>Total Direct Expenses</b>	<b>\$74,899</b>	<b>\$18,725</b>	<b>\$93,624</b>
<b>Total Cost</b>	<b>\$377,108</b>	<b>\$94,277</b>	<b>\$471,385</b>

Table 3.3

## Itemized Cost Report for FHWA PL and FTA Section 5305(d) Funds

	Program Category	Total Program Category Charges	PL + Section 5305 (d) Contract Limiting Amount
100	General Administration	\$73,092	\$58,473
300	Comprehensive Planning and Technical Assistance	\$190,709	\$85,536
400	Transportation Planning and Technical Assistance	\$145,860	\$100,688
500	Data Gathering, Technology, & Smart City Initiatives	\$156,680	\$114,824
600	Education & Outreach	\$41,983	\$17,586
	<b>TOTAL</b>	<b>\$608,324</b>	<b>\$377,108</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 2020

- Timely submission of financial and project reports.
- Completion of FY 2019 audit with no significant findings.
- Continuing practice reflecting decision not to use indirect rate structure.
- Creation of FY 2020 OWP (January 1, 2020 - December 31, 2020)
- Creation of FY 2021 UWP (July 1, 2020 - June 30, 2021)
- Management of multi-tiered grants from disparate sources

### Planned activities during FY 2021

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

### Work products

FY 2021 OWP and UWP; FY 2020 audit report; quarterly and annual performance reports; monthly financial reports; and other correspondence; clear descriptions of advisory groups along with roles and responsibilities of its membership and each groups project priorities.

## GENERAL ADMINISTRATION BUDGET

<b>Non-Salary Expenses</b>	
Advertising/Legal Notices	\$100
Books/Videos/Publications	\$0
Copy Machine Expense	\$2,500
Contract Services and Sub Awards	\$26,000
Consultants	\$0
Dues and Memberships	\$2,000
Food	\$0
Letterhead and Printed Forms	\$500
Non-Contract Services	\$100
Operating & Office Supplies	\$562
Other Equipment	\$1,740
Postage	\$250
Purchase of Computers & related equipment	\$13,690
Schooling & Conferences (incl parking)	\$500
Software License Agreement	\$0
Travel Expense (not associated with training)	\$500
Telephone Expenses	\$1,200
<b>TOTAL MINUS FRINGE</b>	<b>\$49,642</b>

<b>Salaries</b>		
<b>Staff Position</b>	<b>Time (Hours)</b>	<b>Dollar Total</b>
Executive Director	75	\$5,586
Senior Planner—Transportation	125	\$6,167
Assistant Planner-Comp	50	\$1,695
Assistant Planner-Trans	50	\$1,423
Community Planner 1	50	\$1,917
Community Planner 2	50	\$1,910
Office Manager	750	\$21,610
Part-Time professional	0	\$0
<b>TOTAL</b>	<b>1,550</b>	<b>\$40,308</b>

<b>TOTAL PROJECT COSTS</b>	<b>\$89,950</b>
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<b>Funding Sources</b>	
IDOT-PL + Section 5305(d)	\$71,960
State Metro Planning Funds	\$17,990
<b>Total Funding</b>	<b>\$89,950</b>

## Work Element 300—Comprehensive Planning and 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 Bloomington-Normal urbanized area.

### Accomplishments during FY 2020

- Collaboration with Route 66 Committees to identify and manage grants.
- Began 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 the comprehensive plans.

### Planned activities during FY 2021

**Task 301 — Regional Comprehensive Plan:** Conduct regional comprehensive planning activities such as data and information gathering. Establish partnerships with agencies and municipalities/townships to carry out these activities.

**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; maintain current Consistency Review forms; 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 and Land use Connection (TLC) Grant Program:** Through this program, MCRPC will provide support for implementation of projects defining identified in the Comprehensive Plan and the LRTP.

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

### Work products

Regional data development and coordination; Project implementation; Regional Energy Plan; Interactive Consistency Review Form; TLC Program grants and implementation.

## COMPREHENSIVE PLANNING & TECHNICAL ASSISTANCE BUDGET

### Non-Salary Expenses

Advertising/Legal Notices	\$2,000
Books/Videos/Publications	\$0
Copy Machine Expense	\$500
Contract Services and Sub Awards	\$92,424
Consultants	\$0
Dues and Memberships	\$0
Food	\$0
Letterhead and Printed Forms	\$8,000
Non-Contract Services	\$3,000
Operating & Office Supplies	\$2,467
Other Equipment	\$0
Postage	\$0
Purchase of Computers & related equipment	\$0
Schooling & Conferences (incl parking)	\$2,500
Software License Agreement	\$6,000
Travel Expense (not associated with training)	\$3,939
Telephone Expenses	\$0
<b>TOTAL</b>	<b>\$120,830</b>

### Salaries

Staff Position	Time (Hours)	Dollar Total
Executive Director	250	\$18,619
Senior Planner—Transportation	350	\$17,268
Assistant Planner-Comp	300	\$10,172
Assistant Planner-Trans	150	\$4,270
Community Planner 1	200	\$7,669
Community Planner 2	0	\$0
Office Manager	100	\$2,881
Part-Time professional	500	\$9,635,000
<b>TOTAL</b>	<b>1,850</b>	<b>\$69,879</b>

**TOTAL PROJECT COSTS** **\$190,709**

### Funding Sources

IDOT-PL + Section 5305(d)	\$85,536.00
State Metro Grants	\$21,384.00
Regional Service Agreement	\$83,789.00
<b>Total Funding</b>	<b>\$190,709</b>

## Work Element 400—Transportation Planning and 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 2020

- Participated in the Connect Transit working group
- Supported Transportation and Land Use Connection (TLC) grant recipients.
- Began work on the Vision Zero project.
- Review and implementation of projects from Complete Streets plan report.

### Planned activities during FY 2021

**Task 401—Transportation administration and technical assistance:** Providing technical assistance on transportation projects such as complete streets; assistance in day to day operations of supporting regional transportation system, including the 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 TIP for the implementation of area transportation projects over the ensuing five years. Tasks include publicizing and holding hearings and meetings on the TIP projects, and processing amendments and administrative modifications.

**Task 403—Complete Streets and Transit Oriented Development:** Work with the municipalities to identify opportunities for implementation of complete streets policies; support municipal bicycle and pedestrian planning; work with Connect Transit on their short- and long-range transit plans and implementation; develop guidelines for transit oriented development and complete streets.

**Task 404—Sustainable Transportation Programing:** Continue to support expansion of sustainable transportation programs and initiatives, including complete streets, Bike Share etc.

**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 conclude its participation in the FHWA/FTA assessment of the Health in Transportation Corridor Planning Framework process.

**Task 406—Long-Range/Metropolitan Transportation Plan (LRTP):** Monitor progress; update LRTP as necessary; support implementation; begin development of 2022 Metropolitan Transportation Plan with horizon of 2045.

**Task 407—Travel Demand Modeling:** This task will involve updating and maintaining a regional travel demand model capable of estimating multi-modal trips, travel patterns and freight movements.

### Work products

2045 Long-Range Transportation Plan updates or amendments; FY 2021- FY2025 TIP formulation and approval; Travel Demand Model; bike and pedestrian counts in support of plan development; support for municipal and regional bicycle and pedestrian planning; Vision Zero Action Plan report.

## TRANSPORTATION PLANNING AND TECHNICAL ASSISTANCE BUDGET

### Non-Salary Expenses

Advertising/Legal Notices	\$2,500
Books/Videos/Publications	\$0
Copy Machine Expense	\$0
Contract Services and Sub Awards	\$9,000
Consultants	\$0
Dues and Memberships	\$550
Food	\$0
Letterhead and Printed Forms	\$750
Non-Contract Services	\$750
Operating & Office Supplies	\$600
Other Equipment	\$0
Postage	\$0
Purchase of Computers & related equipment	\$0
Schooling & Conferences (incl parking)	\$486
Software License Agreement	\$8,000
Travel Expense (not associated with training)	\$0
Telephone Expenses	\$0
<b>TOTAL MINUS FRINGE</b>	<b>\$22,636</b>

### Salaries

Staff Position	Time (Hours)	Dollar Total
Executive Director	377	\$28,078
Senior Planner—Transportation	725	\$35,769
Assistant Planner-Comp	375	\$12,715
Assistant Planner-Trans	800	\$22,776
Community Planner 1	100	\$3835
Community Planner 2	250	\$9,551
Office Manager	100	\$2,881
Part-Time professional	0	\$0
<b>TOTAL</b>	<b>2,727</b>	<b>\$115,605</b>

**TOTAL PROJECT COSTS** **\$138,241**

### Funding Sources

IDOT-PL + Section 5305(d)	\$86,953
State Metro Grants	\$21,738
Connect Transit Service Agreement	\$20,000
Regional Service Agreement	\$9,550
<b>Total Funding</b>	<b>\$138,241</b>

## Work Element 500—Data, Technology, and Smart Cities

This work element is geared towards measuring the outcomes plans and programs facilitated or led by MCRPC. This includes LRTP, comprehensive plans, economic development, housing, energy, and more.

### Accomplishments during FY 2020

- Tracked performance metrics, baselines and targets, as appropriate, based on state targets.
- On the MCRPC website, established framework to track and measure progress of the plans.
- Continued expansion of BN Vitals and other data dashboards
- Ongoing data collection and analysis from pedestrian/bicycle counters at selected permanent and temporary locations throughout Bloomington-Normal.

### Planned activities during FY 2021

**Task 501—Research and outreach:** MCRPC will continue research and provide education on data and technology topics as they relate to planning, to a variety of stakeholders in McLean County.

**Task 502—Innovative projects:** MCRPC will work with local government partners on innovative projects incorporating new technologies, data, transportation modes and emerging technologies and systems; ongoing development of McLean County intelligent transportation system architecture.

**Task 503—Data Gathering and Dashboard:** 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 and Maps:** Gather and distribute spatial data in a regional context; correlate pedestrian and bicycling user data acquired from counters.

### Work products

Regional Open Data Task Force; Pilot Projects; Intelligent Transportation Systems Architecture; Data Dashboards; Spatial Data and Maps.

## DATA, TECHNOLOGY, AND SMART CITIES

### Non-Salary Expenses

Advertising/Legal Notices	\$0
Books/Videos/Publications	\$0
Copy Machine Expense	\$0
Contract Services and Sub Awards	\$8,000
Consultants	\$0
Dues and Memberships	\$0
Food	\$0
Letterhead and Printed Forms	\$2,917
Non-Contract Services	\$5,576
Operating & Office Supplies	\$0
Other Equipment	\$0
Postage	\$0
Purchase of Computers & related equipment	\$0
Schooling & Conferences (incl parking)	\$5,752
Software License Agreement	\$10,000
Travel Expense (not associated with training)	\$0
Telephone Expenses	\$0
<b>TOTAL MINUS FRINGE</b>	<b>\$32,245</b>

### Salaries

Staff Position	Time (Hours)	Dollar Total
Executive Director	600	\$44,686
Senior Planner—Transportation	0	\$0
Planner	200	\$6,781
Transportation Planner 2	200	\$5,694
Community Planner 1	1,400	\$53,683
Community Planner 2	0	\$0
Office Manager	50	\$1,441
Part-Time professional	675	\$12,150
<b>TOTAL</b>	<b>3,300</b>	<b>\$124,435</b>

**TOTAL PROJECT COSTS \$156,680**

### Funding Sources

IDOT-PL + Section 5305(d)	\$114,824
State Metro Planning Funds	\$28,706
Regional Service Agreement	\$13,150
<b>Total Funding</b>	<b>\$156,680</b>

## Work Element 600—Education and 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 2020

- Increased awareness of MCRPC, its role, purpose, and programs in the community.
- Continuing engagement with community partnerships, with over 150 agencies, organizations and not-for-profit entities.
- Ongoing revision MCRPC website for enhanced ease of use.
- Re-established Greenways Advisory Committee; published Greenways newsletter; organized Greenways conference (postponed due to COVID-19 restrictions).

### Planned activities during FY 2021

**Task 601—Website and social media:** Make MCRPC website the one-stop resource for every facet of planning and community development. Refine web design to provide direct information access for partners and the public.

**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; adapt outreach efforts to limits contingent on state contagion directives; development and presentation of community workshops, including citizen planner training sessions.

**Task 603—Publications:** Publish *Visions* newsletters highlighting innovative planning practices and implementation of the adopted land use and transportation plans; publish Greenways newsletters highlighting environmental issues.

### Work products

MCRPC website updates; Greenways newsletters; *Visions* newsletters; other publications as indicated by work program; public workshops, trainings, presentations and other engagement with the community as opportunities arise.

## EDUCATION AND OUTREACH AND PROFESSIONAL DEVELOPMENT BUDGET

### Non-Salary Expenses

Advertising/Legal Notices	\$0
Books/Videos/Publications	\$0
Copy Machine Expense	\$0
Contract Services and Sub Awards	\$4,000
Consultants	\$0
Dues and Memberships	\$1,000
Food	\$0
Letterhead and Printed Forms	\$2,500
Non-Contract Services	\$2,000
Operating & Office Supplies	\$0
Other Equipment	\$0
Postage	\$0
Purchase of Computers & related equipment	\$0
Schooling & Conferences (incl parking)	\$1,000
Software License Agreement	\$0
Travel Expense (not associated with training)	\$0
Telephone Expenses	\$0
<b>TOTAL MINUS FRINGE</b>	<b>\$10,500</b>

### Salaries

Staff Position	Time (Hours)	Dollar Total
Executive Director	100	\$7,448
Senior Planner—Transportation	0	\$0
Planner	200	\$6,781
Transportation Planner 2	100	\$2,847
Community Planner 1	0	\$0
Community Planner 2	0	\$0
Office Manager	500	\$14,407
Part-Time professional	0	\$0
<b>TOTAL</b>	<b>900</b>	<b>\$31,483</b>

**TOTAL PROJECT COSTS** **\$41,983**

### Funding Sources

IDOT-PL + Section 5305(d)	\$17,586
State Metro Planning Funds	\$4,397
Regional Service Agreement	\$20,000
<b>Total Funding</b>	<b>\$41,983</b>

## Work Element 700—Human Service 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.

### Accomplishments during FY 2020

- Solicited participants in regional joint committees.
- Ongoing continually updated catalogue of data resources.
- Developed HSTP dashboard and web content with updated information and mapping.

### Planned activities during FY 2021

**Task 701—HSTP administration and technical assistance:** This includes day to day operations of supporting regional human service transportation system 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 and monitoring progress:** Amend text and maps to integrate the urban HST plans and activities within McLean and Kankakee counties with the Region 6 Plan, while maintaining a priority focus on rural transportation service. Work towards plan implementation and monitor progress.

**Task 703—Mobility Management:** Work with the service providers, social service organizations, the Veterans' Administration, hospitals and other medical providers to facilitate transit connections. Create an 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—Rural Transit Pilot Project:** Using McLean County as a pilot study area, create an action plan to improve rural transportation access to urban area resources and opportunities.

### Work products

HST Plan updates; McLean County (pilot) HST Action Strategy; HSTP page content expansion on the MCRPC website; HSTP Dashboard development.

## HSTP BUDGET

### Non-Salary Expenses

Advertising/Legal Notices	\$2,000
Books/Videos/Publications	\$0
Copy Machine Expense	\$1,000
Contract Services and Sub Awards	\$0
Consultants	\$0
Dues and Memberships	\$600
Food	\$0
Letterhead and Printed Forms	\$0
Non-Contract Services	\$0
Operating & Office Supplies	\$0
Other Equipment	\$2,000
Postage	\$0
Purchase of Computers & related equipment	\$0
Schooling & Conferences (incl parking)	\$1,500
Software License Agreement	\$6,000
Travel Expense (not associated with training)	\$1,000
Telephone Expenses	\$0
<b>TOTAL MINUS FRINGE</b>	<b>\$14,100</b>

### Salaries

Staff Position	Time (Hours)	Dollar Total
Executive Director	50	\$3,724
Senior Planner—Transportation	500	\$24,668
Assistant Planner-Comp	200	\$6,781
Transportation Planner 2	600	\$17,082
Community Planner 1	0	\$0
Community Planner 2	0	\$0
Office Manager	50	\$1,441
Part-Time professional	0	\$0
<b>TOTAL</b>	<b>1,400</b>	<b>\$53,696</b>

**TOTAL PROJECT COSTS** **\$67,796**

### Funding Sources

Illinois Department of Transportation (Service Agreement)	\$67,796
<b>Total Funding</b>	<b>\$67,796</b>

## Work Element 800—Rural Planning

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 2020

- Conducted direct and Census outreach to rural communities and stakeholders.
- Expanded Rural Planning Data Dashboard.
- Developed a contact/volunteer base for the regional comprehensive plan.
- Continued to identify and consult with with potential partners in rural planning and development.

### Planned activities during FY 2021

**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:** Assist with programs/projects that are in alignment with the grant and arise during the grant period but are currently unknown.

### Work products

Establish and administer a McLean County Rural Advisory Committee; preparation of regular financial and progress reports; continued development of an updated Rural Community data dashboard with variety of spatial and tabular data; assistance and tasks conducted in response to rural community requests; interactive rural planning toolkit; *VISIONS* newsletter focused on McLean County Rural Community issues.

## REGIONAL SPECIAL PLANNING BUDGET

### Non-Salary Expenses

Advertising/Legal Notices	\$2,900
Books/Videos/Publications	\$0
Copy Machine Expense	\$0
Contract Services and Sub Awards	\$30,026
Consultants	\$95,000
Dues and Memberships	\$0
Food	\$0
Letterhead and Printed Forms	\$1,500
Non-Contract Services	\$3,000
Operating & Office Supplies	\$0
Other Equipment	\$1,819
Postage	\$13,742
Purchase of Computers & related equipment	\$0
Schooling & Conferences (incl parking)	\$5,500
Software License Agreement	\$10,000
Travel Expense (not associated with training)	\$5,750
Telephone Expenses	\$0
<b>TOTAL MINUS FRINGE</b>	<b>\$169,237</b>

### Salaries

Staff Position	Time (Hours)	Dollar Total
Executive Director	335	\$24,950
Senior Planner—Transportation	250	\$12,334
Assistant Planner-Comp	325	\$11,019
Assistant Planner-Trans	50	\$1,423
Community Planner 1	100	\$3,835
Community Planner 2	0	\$0
Office Manager	250	\$7,203
Part-Time professional	0	\$0
<b>TOTAL</b>	<b>1310</b>	<b>\$60,764</b>

**TOTAL PROJECT COSTS** **\$230,001**

### Funding Sources

Rural Planning Grants-State Metro	\$40,001
State Planning & Research-Vision Zero, Federal Share	\$72,000
State Planning & Research-Transportation Management Consortium, Federal Share	\$80,000
Regional Service Agreement, match for SP&R projects	*\$38,000
<b>Total Funding</b>	<b>\$230,001</b>

\*The Regional Service Agreement funds matching the two SP&R grants were allocated in prior Unified Work Programs, and are disbursed from the MCRPC reserve fund.



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