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Planning Organization**

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KANKAKEE AREA TRANSPORTATION STUDY UNIFIED WORK PROGRAM FY 2013

**Adopted by the Policy Committee
May 9, 2012**

**Amended by the Policy Committee
October 24, 2012**

**Amended by the Policy Committee
March 27, 2013**

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Public

FISCAL YEAR 2013

UNIFIED WORK PROGRAM

**THIS REPORT WAS PREPARED IN
COOPERATION WITH THE FOLLOWING:**

**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION
FEDERAL TRANSIT ADMINISTRATION
ILLINOIS DEPARTMENT OF TRANSPORTATION**

**THE CONTENTS, VIEWS, POLICIES AND
CONCLUSIONS EXPRESSED IN THIS REPORT
ARE NOT NECESSARILY THOSE
OF THE ABOVE AGENCIES**

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**TRANSPORTATION PLANNING PROGRAM
FOR THE KANKAKEE AREA TRANSPORTATION
STUDY**

USING

**FEDERAL PL FUNDS
FEDERAL FTA FUNDS
LOCAL FUNDS**



Illinois Department of Transportation

Office of Planning and Programming
2300 South Dirksen Parkway / Springfield, Illinois / 62764

March 2, 2012

RECEIVED

MAR 05 2012

KANKAKEE COUNTY
PLANNING DEPT.

Mr. Michael VanMill
Kankakee County Regional Planning Commission
189 East Court Street
Kankakee, Illinois 60901

Dear Mr. VanMill:

Thank you for your patience as your office waits for the Office of Planning and Programming proposed funding marks for state fiscal year 2013. As you know, the uncertainties in Congress have made this task more difficult, especially when the latest SAFETEA-LU extension is set to expire at the end of March, 2012.

The Office of Planning and Programming will establish these marks according to an annualized total of the current apportionment for federal Planning (PL) funds and for the Federal Transit Administration (FTA) funds that were provided for the period beginning October 1, 2011 through March 31, 2012. However, please keep in mind that if actual federal apportionments are reduced below this annualized level, the Department may be forced to exercise the "Availability of Appropriation" clause as stated in the Agreement.

The estimated Kankakee Federal Planning (PL) amount will be \$155,825 and the FTA Section 5303 amount will be \$34,727. This will give Kankakee a total Federal funding amount of \$190,551. The Federal funding will require a 20 percent match.

In addition to the Federal funding, the amount of state funds from the State Metropolitan Planning Appropriation is estimated at \$45,701. Be advised that in complying with the Governor's Office of Management and Budget (GOMB) directive to reduce overall state spending, the Office is requesting additional information to accompany your budget submission. Please provide a detailed budgetary analysis reflecting a 9.4 percent reduction from your allotment of state funds, including a discussion of the impact such a reduction could have on your operations. The Office reserves the right to adjust this state allotment pursuant to the "Availability of Appropriation" clause.

In anticipation of possible appropriation committee questions, please complete the attached chart by April 6, 2012 and return it to your metro manager detailing minority employment numbers for your organization.

If you have any questions, please feel free to contact me or your MPO manager.

Sincerely,

A handwritten signature in cursive script, reading "Kevin Schoeben".

Kevin G. Schoeben
Deputy Director, Office of Planning and Programming

cc: Thomas Caldwell

Attachment

FISCAL YEAR 2013

UNIFIED WORK PROGRAM

FOR TRANSPORTATION PLANNING FOR THE KANKAKEE METROPOLITAN AREA

INTRODUCTION

This report and attached tables comprise the Unified Work Program (UWP) for the Kankakee Area Transportation Study (KATS) for FY 2013 (July 1, 2012 through June 30, 2013). The following agencies perform transportation planning within the Kankakee metropolitan area, their work is coordinated through the UWP, and they have agreed to cooperate and work toward completing the proposed products of this work program:

- Village of Aroma Park
- Village of Bourbonnais
- Village of Bradley
- Illinois Department of Transportation
- City of Kankakee
- Kankakee County
- River Valley METRO Mass Transit District

Kankakee County has been designated as the “lead agency” and will coordinate the work and ensure compliance with State and Federal requirements.

The transportation planning outlined in this section of the work program is funded through two federal subsidies. They are:

1. FHWA PL Funding. PL (Planning) funds provided through the Federal Highway Administration (FHWA) are allocated to KATS by the Illinois Department of Transportation (IDOT). PL funds are aimed at transportation planning for primarily highway needs, but can also be used for other related transportation planning work. The allocation to KATS for FY 2013 is \$155,824.
2. FTA Section 5303. Section 5303 funds provided through the Federal Transit Administration (FTA) are annually allocated to KATS by IDOT and are aimed at transportation planning needs related to public transit, both rural and urban. The allocation to KATS for FY 2013 is \$34,727.

The above funding is provided to KATS on the condition that it is matched by 20 percent local funding. As the lead agency, Kankakee County has historically funded the 20 percent, and will again do so in FY 2013.

The funding amounts for work products are given in tables attached at the end of this report. In most cases, several work products are lumped together because of uncertainties regarding the time needed to accomplish single tasks. Other work products have specific target dates. Amendments may become necessary as the annual work progresses, and the nature and extent of the tasks become more apparent.

PLANNING PRIORITIES

The Planning Services contract between IDOT and the Kankakee County Planning Department will require two documents to be delivered by specific dates in FY 2013. The Unified Work Program (UWP) requires the delivery of a draft document at the March, 2013 MPO meeting, and a final document at the May, 2013 MPO meeting. The Transportation Improvement Program (TIP) requires the delivery of a draft document at the May, 2013 MPO meeting, and a final document at the June, 2013 MPO meeting.

A Long – Range Transportation Plan was prepared and adopted by the KATS Policy Committee in FY 2010. The next Plan will not be required until FY 2015, but annual evaluation and updating of the Plan will be required during FY 2013. Also required will be activities undertaken in FY 2013 in advance of a grant application for consultant assistance during FY 2014. This activity will be accomplished in the Long – Range Transportation Plan (LRP) work element.

Continuing planning efforts for transit activities, both urban and rural, are underwritten in the work element Transit Technical Assistance (TTA). Continuing efforts at soliciting public opinion are underwritten in the work element Public Involvement (PI). A number of local priority projects are included in the Planning Services (PS) work element.

Staff effort in Graphic Support (GS) and Secretarial Support (SS) are included in this work program, as are the efforts of administration, under the Program Administration (AD) work element.

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.”

Title VI concerns will be addressed in the Public Involvement (PI) and Transportation Improvement Program (TIP) work elements of this Unified Work Program.

WORK ELEMENT – UNIFIED WORK PROGRAM (UWP)

The Unified Work Program (UWP) document is prepared annually to coordinate and direct transportation planning in the Kankakee Urbanized Area. The UWP coordinates planning related to transit, highways and other transportation modes. The program sub allocates the various funding sources described above among the various work elements and studies proposed for the year. Work in this element will develop the **FY 2014 Unified Work Program**, and complete and/or modify the **FY 2013 Unified Work Program**, as needed. The UWP identified responsibilities and expected work products (printed in **bold type**) throughout this report.

During FY 2013, a Unified Work Program for FY 2014 will be prepared and published. Kankakee County will be the responsible agency. As needed, amendments to this FY 2013 Unified Work Program will be made under this work element.

Timing for the UWP will be: production of a draft document for the March, 2013 meeting of the Kankakee Area Transportation Study Policy Committee, and production and approval of a final document for the May, 2013 meeting of the Kankakee Area Transportation Study Policy Committee.

Job Title	PL Funding	5303 Funding	Local Funding	Total Funding
Senior Transportation Planner	\$1,059	\$236	\$324	\$1,619
Transportation Planner	\$545	\$121	\$166	\$832
Total	\$1,604	\$357	\$490	\$2,451

WORK ELEMENT – TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

The Transportation Improvement Program (TIP) coordinates, budgets, and sets priorities for future highway, transit, and bicycle/pedestrian transportation improvements of the member agencies of the Kankakee Area Transportation Study. The TIP lists, groups, and sets priorities for transportation improvements that are fiscally constrained, feasible, coordinated, non-conflicting, and in concert with other governmental improvements and private developments. Work in this element will develop the **FY 2014 Transportation Improvement Program** and complete and/or modify the **FY 2013 Transportation Improvement Program**, as needed.

During FY 2013, a Transportation Improvement Program for FY 2014 will be prepared and published. Kankakee County will be the responsible agency. Member agencies will be responsible for reporting progress on their programs at regular meetings of the Kankakee Area Transportation Study Policy Committee. As needed, amendments to this FY 2013 Transportation Improvement Program will be made under this work element.

Timing for the TIP will be: production of a draft document for the May, 2013 meeting of the Kankakee Area Transportation Study Policy Committee, and production and approval of a final document for the June, 2013 meeting of the Kankakee Area Transportation Study Policy Committee.

Job Title	PL Funding	5303 Funding	Local Funding	Total Funding
Senior Transportation Planner	\$2,117	\$472	\$647	\$3,236
Transportation Planner	\$4,084	\$910	\$1,249	\$6,243
Total	\$6,201	\$1,382	\$1,896	\$9,479

WORK ELEMENT – LONG-RANGE PLAN (LRP)

The current Long – Range Transportation Plan was adopted in FY 2010. Continuing activity in this work element will be made during FY 2013 in the maintenance of the adopted document. Additional work will be done in the application for funding for a State Planning and Research (SPR) grant for consultant assistance for the next Long – Range Transportation Plan, currently due in FY 2015. A Request for Proposal (RFP) will be prepared and distributed to consultants during FY 2013, as well.

During FY 2013, The Long-Range Plan will be maintained and updated, as conditions warrant. Kankakee County will be the responsible agency. A grant application for SPR funding will be prepared for consultant assistance, and submitted to IDOT. A Request for Proposal (RFP) will also be prepared for distribution to consultants.

Timing of the reports produced under this work element will be at various intervals, and will mainly be produced for local distribution, as there are no FHWA or IDOT reports listed in this work element during the FY 2013 program year. The SPR application will be submitted in May, 2013, and the RFP will also be distributed in May, 2013.

Job Title	PL Funding	5303 Funding	Local Funding	Total Funding
Senior Transportation Planner	\$4,234	\$944	\$1,294	\$6,472
Transportation Planner	\$1,361	\$303	\$416	\$2,080
Total	\$5,595	\$1,247	\$1,710	\$8,552

WORK ELEMENT – TRANSIT TECHNICAL ASSISTANCE (TTA)

There are currently two operating transit agencies within Kankakee County. The transit service for the rural area of the County is administered by Kankakee County, through a Service Agreement with SHOW BUS. The transit service for the urban area is provided by the River Valley METRO Mass Transit District, under the administration of their Transit Board. The transit planning assistance for each of these agencies has been provided since the inception of each under the umbrella of the MPO staff, and continues to be so provided. Assistance will also be provided to the Region 6 Rural Human Services Transportation Program committee, a group charged with the coordination of transit service provision, through the County Transportation Committee in Kankakee County.

During FY 2013, Transit Technical Assistance (TTA) will be provided to both the Rural (provided by SHOW BUS) and Urban Transit (provided by the River Valley METRO Mass Transit District) programs in Kankakee County. This assistance will consist of:

- 1. Attendance at regular and special meetings of both programs.**
- 2. Provision of technical assistance as requested by both programs.**
- 3. Monitoring of Operating and Capital Assistance activities of both programs.**
- 4. Supervision of both operating and financial issues of the Rural Transit program provided by Kankakee County.**
- 5. Assistance to and support of the Region 6 Rural Human Services Transportation Program committee.**
- 6. Staffing for the County Transportation Committee**

Timing of the reports produced under this work element will be at various intervals, and will mainly be produced for local distribution, as there are no FHWA or IDOT reports listed in this work element.

Job Title	PL Funding	5303 Funding	Local Funding	Total Funding
Senior Transportation Planner	\$6,351	\$1,415	\$1,942	\$9,708
Transportation Planner	\$681	\$152	\$208	\$1,041
Total	\$7,032	\$1,567	\$2,150	\$10,749

WORK ELEMENT – PUBLIC INVOLVEMENT (PI)

The Public Involvement (PI) work element provides for the public input necessary in all elements of the transportation planning process. In the past, this has been accomplished in a wide variety of ways, including (1) attending meetings of and disseminating transportation planning information to existing community groups representing citizens and public entities; (2) scheduling and coordinating public hearings and informational meetings; (3) developing and disseminating non-technical or informational reports, and seeking feedback from these reports; (4) notifying the public and press of all meetings, agendas, and important issues prior to decisions on these issues; (5) maintaining an open meeting format for all KATS meetings and soliciting public comment from the general public during those meetings; and (6) maintaining open, accessible offices and, from these offices, answering questions and requests, in person or by telephone, from the general public, the press and organizations.

During FY 2013, member agencies will involve the public in a timely manner regarding transportation issues and decisions. The means outlined above will be used, with responsibilities as follows:

- 1. Kankakee County will be the lead agency for Title VI reporting.**
- 2. Member agencies directly responsible for highway projects will notify and involve the public about these projects.**
- 3. Member agencies directly responsible for transit projects will notify and involve the public about these projects.**
- 4. Member agencies directly responsible for bicycle/pedestrian projects will notify and involve the public about these projects.**
- 5. Kankakee County will notify and involve the public and press of all Technical Advisory and Policy Committee meetings of the Kankakee Area Transportation Study.**
- 6. Kankakee County will provide a listing of the meetings attended where public involvement is sought and obtained.**

Timing for the Title VI report will be: draft report in May of 2013, and approval of a final document by June 2013.

Job Title	PL Funding	5303 Funding	Local Funding	Total Funding
Planning Director	\$2,714	\$605	\$830	\$4,149
Senior Transportation Planner	\$7,410	\$1,651	\$2,265	\$11,326
Transportation Planner	\$3,404	\$758	\$1,041	\$5,203
Total	\$13,528	\$3,014	\$4,136	\$20,678

WORK ELEMENT – PLANNING SERVICES (PS)

A number of continuing studies are covered by this work element, including an accident location initiative, and reports useful to local citizens and groups. These programs have end products for local usage, and do not have end products that are required by contract with IDOT.

This work element is also a continuing work element, meant to combine the field data collection activity of the MPO and the resource data collection and dissemination done in the office with the public. The analysis and reporting of the Census data resulting from the 2010 Census will be included in this work element. The maintenance of the data involved in the local classified roadway system is included, as are the data collection of transit related data.

During FY 2013, the staff of the MPO will develop and maintain the reports discussed above. Kankakee County will be responsible for the following:

- 1. Traffic count information.**
- 2. Accident information.**
- 3. Assistance to local school districts and units of local government for the Safe Routes to Schools program.**
- 4. Evaluation of the MPO data base, specifically regarding information from the 2010 census. The identification of low income and minority group areas will be noted for the Environmental Justice initiative.**

Timing for the reports produced for this work element will be at various intervals, and will mainly be produced for local distribution, as there is no FHWA or IDOT required report listed in this work element.

Job Title	PL Funding	5303 Funding	Local Funding	Total Funding
Senior Transportation Planner	\$7,410	\$1,651	\$2,265	\$11,326
Transportation Planner	\$12,144	\$2,706	\$3,713	\$18,563
Intern**	\$1,213**	\$270**	\$371**	\$1,854**
Total	\$20,767**	\$4,627**	\$6,349**	\$31,743**

** Amended by the Policy Committee on March 27, 2013

WORK ELEMENT – GRAPHIC SUPPORT (GS)

This work element was created to separate the graphic services of the MPO into one work element, so that the work output can be categorized. All of the mapping efforts of the MPO are included in this work element, as are all the support provided toward the development of a GIS system.

During FY 2013, the staff of the MPO will develop and maintain the graphic support necessary to provide the materials of the MPO. Kankakee County will be responsible for the following:

- 1. Maintenance of a comprehensive base mapping system.**
- 2. Computerization of base maps.**
- 3. Maintenance of GIS system.**
- 4. All other graphic services required to support the other activities of this Unified Work Program.**
- 5. Maintenance of website.**

Timing for the reports and materials produced under this work element will be at various intervals, and will mainly be produced for local distribution, as there is no FHWA or IDOT report listed in this work element.

Job Title	PL Funding	5303 Funding	Local Funding	Total Funding
GIS Coordinator	\$9,383	\$2,091	\$2,868	\$14,342
Total	\$9,383	\$2,091	\$2,868	\$14,342

WORK ELEMENT – SECRETARIAL SUPPORT (SS)

This work element includes the secretarial function as a vital part of the daily activities of the overall work program.

During FY 2013, all the secretarial services connected with the transportation planning function of the MPO will be included in this work element.

Timing for the reports produced under this work element will be at various intervals, and will mainly be produced for local distribution, as there is no FHWA or IDOT required report listed in this work element.

Job Title	PL Funding	5303 Funding	Local Funding	Total Funding
Office Manager	\$5,088	\$1,134	\$1,555	\$7,777
Clerical	\$3,086	\$688	\$943	\$4,717
Total	\$8,174	\$1,822	\$2,498	\$12,494

WORK ELEMENT – PROGRAM ADMINISTRATION (AD)

This work element provides for the general administrative work of the Kankakee Area Transportation Study Technical Advisory and Policy Committees. In the past, this work has involved:

1. Administering and coordinating the IDOT Planning Services contract. This includes preparing quarterly progress reports, financial statements, and annual completion reports, where necessary, for State and Federal contracts, and related record keeping and other documents for audit purposes. Similar reports and records are prepared and maintained to meet the accounting requirements of the local participants.
2. Procuring necessary supplies, office space and equipment, hiring and supervising employees, managing employee benefits, performing employee evaluations, setting and disbursing salaries, and similar activities necessary to maintain the MPO, but not attributable to other more specific work elements.
3. Certifying the Urban Transportation Planning Process for conformance with applicable State and Federal guidelines and regulations.
4. Assuring equal opportunities to Disadvantaged Business Enterprises (DBE) and minorities, in general, in UWP contracts and subcontracts.
5. Responses to Planning Process Reviews, conducted by FHWA and IDOT.

During FY 2013, member agencies of the Kankakee Area Transportation Study will perform administrative work similar to that described above, as needed. Kankakee County will be responsible for general correspondence, record keeping, and necessary services for KATS. FTA Section 5303 and FHWA PL grant administration and planning process certification will be a shared activity between IDOT and Kankakee County. Kankakee County and IDOT will enter into a Planning Services contract. Kankakee County will prepare quarterly progress and expenditure reports, financial statements and annual contract closeout reports as in the past.

Timing for the reports required under this work element will be: Progress reports and billings will be submitted quarterly. The annual contract will be prepared and signed prior to the beginning of FY 2014.

Job Title	PL Funding	5303 Funding	Local Funding	Total Funding
Planning Director	\$2,746	\$612	\$840	\$4,198
Senior Transportation Planner	\$10,204	\$2,274	\$3,120	\$15,598
Total	\$12,950	\$2,886	\$3,960	\$19,796

WORK ELEMENT – INDIRECT OVERHEAD COSTS (ID)

This work element contains all of the indirect overhead costs incurred during the performance of the work identified in this document. It includes: administrative salaries, fringe benefits, facility use and maintenance, and audit and accounting reports.

There are no finished products for this work element, as it is the support element for all the other work elements in the Unified Work Program.

Job Title	PL Funding	5303 Funding	Local Funding	Total Funding
Planning Director	\$3,932	\$876	\$1,202	\$6,010
Senior Transportation Planner	\$27,924	\$6,223	\$8,537	\$42,684
Transportation Planner	\$15,997	\$3,565	\$4,891	\$24,453
GIS Coordinator	\$6,755	\$1,505	\$2,065	\$10,325
Office Manager	\$3,663	\$816	\$1,120	\$5,599
Clerical	\$2,222	\$495	\$679	\$3,396
Intern**	\$875**	\$195**	\$267**	\$1,337**
Total	\$61,368**	\$13,675**	\$18,761**	\$93,804

** Amended by Policy Committee on March 27, 2013

NON-PERSONNEL ITEMS

All of the following items will be compiled into a work element titled “Non-Personnel Expenses”. The total budget (federal plus local) for the Non-Personnel Expenses area is proposed at \$14,101**.

Computer Equipment/Supplies

Each year the computer and printing equipment of the MPO are upgraded to be able to produce the work products envisioned in the Unified Work Program. The mapping ability of the MPO has been upgraded to a significant degree in the past, as have the work stations for each of the individuals involved in the transportation planning process. Presentation materials are also included in this line item.

Travel Expenses

Each year the transportation staff attends a number of conferences and meetings, and the travel related costs of these travel expenses are paid from this line item. There are other travel expenses involved in field work each year, as well. Membership dues are also included in this line item.

Website Development

On occasion, special efforts are made to improve the Planning Department and MPO website. When these efforts are made, charges are made against this line item.

Public Notice, Court Reporter, Subscription and Printing Charges

All meetings of the Kankakee Area Transportation Study are advertised through Public Notice in the local daily newspaper of greatest circulation. Some other events, such as Public Hearings, are also provided legal Public Notice. All Public Hearings are subject to Court Reporter transcription. Subscriptions to magazines are included in this line item, as are printing charges.

Mailing

Mailing charges for the numerous materials that are sent out of the office in relation to the MPO activities are charged to this line item.

Special Transportation Grant

At the direction of the MPO Policy Committee, communities of less than 1,000 persons who are member agencies of the MPO can apply for funding to compensate professional staff contracted to attend the Technical Advisory and Policy Committee meetings. An hourly rate for billing has been contracted, and the local agencies are required to submit billings to the MPO.

** Amended by Policy Committee on March 27, 2013

**FINANCIAL TABLES FOR THE
TRANSPORTATION PLANNING PROGRAM
FOR THE KANKAKEE AREA TRANSPORTATION
STUDY

USING

FEDERAL PL FUNDS
FEDERAL FTA FUNDS
LOCAL FUNDS**

TOTAL BUDGET – FEDERAL, STATE PLUS LOCAL

WORK ELEMENT	PL/FTA, LOCAL SALARIES/ OVERHEAD	PL/FTA, LOCAL EQUIPMENT/ EXPENSES	TOTAL
UNIFIED WORK PROGRAM (UWP)	\$2,451	\$0	\$2,451
TRANSPORTATION IMPROVEMENT PROGRAM (TIP)	\$9,479	\$0	\$9,479
LONG-RANGE PLAN (LRP)	\$8,552	\$0	\$8,552
TRANSIT TECHNICAL ASSISTANCE (TTA)	\$10,749	\$0	\$10,749
PUBLIC INVOLVEMENT (PI)	\$20,678	\$0	\$20,678
PLANNING SERVICES (PS)	\$31,743**	\$0	\$31,743**
GRAPHIC SUPPORT (GS)	\$14,342	\$0	\$14,342
SECRETARIAL SUPPORT (SS)	\$12,494	\$0	\$12,494
PROGRAM ADMINISTRATION (AD)	\$19,796	\$0	\$19,796
SUBTOTAL	\$130,284**	\$0	\$130,284**
INDIRECT COSTS (ID)	\$93,804**	\$0	\$93,804**
NON-PERSONNEL EXPENSES	\$0	\$14,101**	\$14,101**
TOTAL	\$224,088**	\$14,101**	\$238,189

** Amended by Policy Committee on March 27, 2013

FEDERAL FUNDING (PL FUNDS) ADMINISTERED THROUGH IDOT

WORK ELEMENT	PL/FTA SALARIES/ OVERHEAD	PF/FTA EQUIPMENT/ EXPENSES	TOTAL
UNIFIED WORK PROGRAM (UWP)	\$1,604	\$0	\$1,604
TRANSPORTATION IMPROVEMENT PROGRAM (TIP)	\$6,201	\$0	\$6,201
LONG-RANGE PLAN (LRP)	\$5,595	\$0	\$5,595
TRANSIT TECHNICAL ASSISTANCE (TTA)	\$7,032	\$0	\$7,032
PUBLIC INVOLVEMENT (PI)	\$13,528	\$0	\$13,528
PLANNING SERVICES (PS)	\$20,767**	\$0	\$20,767**
GRAPHIC SUPPORT (GS)	\$9,383	\$0	\$9,383
SECRETARIAL SUPPORT (SS)	\$8,174	\$0	\$8,174
PROGRAM ADMINISTRATION (AD)	\$12,950	\$0	\$12,950
SUBTOTAL	\$85,234**	\$0	\$85,234**
INDIRECT COSTS (ID)	\$61,368**	\$0	\$61,368**
NON-PERSONNEL EXPENSES	\$0	\$9,223**	\$9,223**
TOTAL	\$146,602**	\$9,223**	\$155,825

** Amended by Policy Committee on March 27, 2013

FEDERAL FUNDING (SECTION 5303) ADMINISTERED THROUGH IDOT

WORK ELEMENT	PL/FTA SALARIES/ OVERHEAD	PL/FTA EQUIPMENT/ EXPENSES	TOTAL
UNIFIED WORK PROGRAM (UWP)	\$357	\$0	\$357
TRANSPORTATION IMPROVEMENT PROGRAM (TIP)	\$1,382	\$0	\$1,382
LONG-RANGE PLAN (LRP)	\$1,247	\$0	\$1,247
TRANSIT TECHNICAL ASSISTANCE (TTA)	\$1,567	\$0	\$1,567
PUBLIC INVOLVEMENT (PI)	\$3,014	\$0	\$3,014
PLANNING SERVICES (PS)	\$4,627**	\$0	\$4,627**
GRAPHIC SUPPORT (GS)	\$2,091	\$0	\$2,091
SECRETARIAL SUPPORT (SS)	\$1,822	\$0	\$1,822
PROGRAM ADMINISTRATION (AD)	\$2,886	\$0	\$2,886
SUBTOTAL	\$18,993**	\$0	\$18,993**
INDIRECT COSTS (ID)	\$13,675**	\$0	\$13,675**
NON-PERSONNEL EXPENSES	\$0	\$2,056**	\$2,056**
TOTAL	\$32,668**	\$2,056**	\$34,724

** Amended by Policy Committee on March 27, 2013

LOCAL FUNDING TO MATCH FEDERAL FUNDING

WORK ELEMENT	PL/FTA SALARIES/ OVERHEAD	PL/FTA EQUIPMENT/ EXPENSES	TOTAL
UNIFIED WORK PROGRAM (UWP)	\$490	\$0	\$490
TRANSPORTATION IMPROVEMENT PROGRAM (TIP)	\$1,896	\$0	\$1,896
LONG-RANGE PLAN (LRP)	\$1,710	\$0	\$1,710
TRANSIT TECHNICAL ASSISTANCE (TTA)	\$2,150	\$0	\$2,150
PUBLIC INVOLVEMENT (PI)	\$4,136	\$0	\$4,136
PLANNING SERVICES (PS)	\$6,349**	\$0	\$6,349**
GRAPHIC SUPPORT (GS)	\$2,868	\$0	\$2,868
SECRETARIAL SUPPORT (SS)	\$2,498	\$0	\$2,498
PROGRAM ADMINISTRATION (AD)	\$3,960	\$0	\$3,960
SUBTOTAL	\$26,057**	\$0	\$26,057**
INDIRECT COSTS (ID)	\$18,761**	\$0	\$18,761**
NON-PERSONNEL EXPENSES	\$0	\$2,820**	\$2,820**
TOTAL	\$44,818**	\$2,820**	\$47,639

** Amended by Policy Committee on March 27, 2013

TRANSPORTATION PLANNING PROGRAM
FOR THE KANKAKEE AREA TRANSPORTATION
STUDY

USING

STATE METRO PLANNING FUNDS

State Metro Planning Funds

FY 2012 Funding

State Metro Planning funds are made available from the State of Illinois for a period of two fiscal years from the award. At the time of the writing of this document, funding from the FY 2012 State Metro Planning allocation remains for an intersection design project in the Village of Bradley.

- Intersection Design Study for the Future Intersection of Industrial Drive (extended) with Illinois Route 50 – Industrial Drive is planned to be extended from its current termini approximately one-third mile north of North Street around the Bunge property, and to tie into Illinois Route 50 at the traffic light west of Lowes. The planned study would envision the configuration of that new intersection, and would do the planning for the traffic control devices (signals, signs and pavement markings) that would be required for that signalized intersection to function properly. The amount of funding remaining for this study is \$5,535. Any funding for the study above this figure would have to come from the Village of Bradley.

FY 2013 Funding

State Metro Planning funds will be made available for FY 2013 which will be available again for a two year period. Projects for the usage of the projected allocation of \$45,701 are being sought at the time of the writing of this document. Funds will be allocated to staff expenses for the management of this program, and the remaining funds (estimated to total \$39,013 at present) will be allocated to other projects.

Projects were submitted to the MPO Policy Committee for their consideration at their May 9, 2012 meeting, and the following projects were approved:

- Kankakee County proposes continued work in the Traffic Safety Audit area, and has requested \$19,507 for this work. The specific projects that will be addressed in this phase will be the following:
 - Implementation of the yellow/all red phase recommendations from the first phase of the Traffic Safety Audit project.
 - Analysis of all remaining traffic signalization in Kankakee County, with recommendations on yellow/all red timing.
 - Implementation of the pedestrian crosswalk timing recommendations from the first phase of the Traffic Safety Audit project.
 - Analysis of all remaining pedestrian crosswalk timing in Kankakee County, with recommendations on crosswalk timing.
 - Analysis of “C” injury and property damage crash data for 2007 through 2010, to determine if patterns have appeared that were not obvious from the previous analysis with “K,A, and B” injury crashes.
 - Technical Assistance in the preparation of the HSIP application detailed in the first phase on the Traffic Safety Audit.

- Technical assistance on intersection design for the intersection of Cardinal Drive and Armour Road.
 - Technical assistance for traffic signal timing and phasing for the intersection of Armour Road and Convent Drive.
 - Technical assistance for stop bar replacement for intersections detailed in the first phase of the Traffic Safety Audit project.
 - Technical assistance in GIS location of sign placements detailed in the first phase of the Traffic Safety Audit project.
 - Technical assistance for signal timing recommendations for U.S. Route 45/52 from Armour Road to St. George Road.
- Kankakee County further proposes \$19,507 for the continuation of work on the Illiana Study. The specific items to be addressed are the following:
 - Continued monitoring of the Illiana Study, with analysis of generated alternatives and their ability to resolve the truck traffic issue in Kankakee County.
 - Analysis of traffic modeling results of the Illiana Study, to determine truck traffic impacts of various alternative routings.
 - Review of Tier 1 Draft Environmental Impact Statement.
 - Presentations to local governmental and civic groups as requested.
 - Technical assistance to Kankakee County for the next phase of the Illiana Study.
 - Attendance at Illiana Study meetings, as requested by Kankakee County.

WORK ELEMENT – STATE METRO PLANNING FUND (SMP)

This work element includes the report and billing function for the State Metro Planning Funds.

During FY 2013, all the reporting and billing services connected with the State Metro Planning funds will be included in this work element.

Timing for the reports produced under this work element will be at various intervals, and will mainly be produced for local distribution, as there is no FHWA of IDOT required report listed in this work element.

Job Title	State Metro Planning Funds	Total Funding
Office Manager	\$3,889	\$3,889
Total	\$3,889	\$3,889

WORK ELEMENT – INDIRECT OVERHEAD COSTS (ID)

This work element contains all of the indirect overhead costs incurred during the performance of the work identified in this document. It includes: administrative salaries, fringe benefits, facility use and maintenance, and audit and accounting reports.

There are no finished products for this work element, as it is the support element for the State Metro Planning work element.

Job Title	State Metro Planning Funds	Total Funding
Office Manager	\$2,800	\$2,800
Total	\$2,800	\$2,800

TRANSPORTATION PLANNING PROGRAM

FOR THE AREAS OF KANKAKEE COUNTY
OUTSIDE THE KANKAKEE URBANIZED AREA
LIMITS

USING

RURAL TRANSPORTATION PLANNING FUNDS

Rural Transportation Planning Funds

Kankakee County was informed in September, 2012 that \$4,357 will be programmed for Rural Transportation Planning in FY 2013.

The area of proposed study in FY 2013 will again be in conjunction with the Illiana Corridor Study, and will concentrate on the interface with the proposed Illiana Corridor with the northern tier of townships in Kankakee County. Specifically, this effort will focus on the roadway issues on roadways through these townships as the result of the Illiana routing, and discussions on how best to deal with the impacts of those roadway issues. Also to be discussed will be the impact the traffic will have on the land use patterns in the northern tier of townships.

WORK ELEMENT – RURAL TRANSPORTATION PLANNING (RTP)

This work element includes the report and billing function for the Rural Transportation Planning Funds.

During FY 2013, all the reporting and billing services connected with the Rural Transportation Planning funds will be included in this work element.

Timing for the reports produced under this work element will be at various intervals, and will mainly be produced for local distribution, as there is no FHWA of IDOT required report listed in this work element.

Job Title	State Metro Planning Funds	Total Funding
GIS Coordinator	\$2,517*	\$2,517*
Total	\$2,517*	\$2,517*

* Amended by Policy Committee on October 24, 2012

WORK ELEMENT – INDIRECT OVERHEAD COSTS (ID)

This work element contains all of the indirect overhead costs incurred during the performance of the work identified in this document. It includes: administrative salaries, fringe benefits, facility use and maintenance, and audit and accounting reports.

There are no finished products for this work element, as it is the support element for the Rural Transportation Planning work element.

Job Title	State Metro Planning Funds	Total Funding
GIS Coordinator	\$1,812*	\$1,812*
Total	\$1,812*	\$1,812*

* Amended by Policy Committee on October 24, 2012

**TRANSPORTATION PLANNING PROGRAM
FOR THE KANKAKEE AREA TRANSPORTATION
STUDY**

USING

**FEDERAL SPR FUNDS
LOCAL FUNDS**



U.S. Department
of Transportation
**Federal Highway
Administration**

Illinois Division

March 29, 2012

3250 Executive Park Dr.
Springfield, IL 62703
(217) 492-4640
www.fhwa.dot.gov/ildiv/

In Reply Refer To:
HPER-IL

Mr. Charles Ingersoll
Director of Planning and Programming
Illinois Department of Transportation
2300 South Dirksen Parkway
Springfield, IL 62764

Subject: SPR-PL Work Program Amendment

Dear Mr. Ingersoll:

We have reviewed Ms. Dial's March 16, 2012, letter submitting an amendment to the SPR-PL 3000(47) Fiscal Year 2012 Planning Work Program. In accordance with 23 CFR 420.115 and our July, 1, 2011, letter which initially approved this program, we approve the following amendment: Job Number: 413-12-1, Kankakee County Traffic Safety Audit Project for \$25,000, as requested for the subject work program.

Sincerely,

Jon-Paul Kohler
Planning and Program Development Manager

Enclosure

cc: Ms. Susan Stitt, Bureau of Urban Program Planning, IDOT
Ms. Nancy Dial, Bureau of Urban Program Planning, IDOT



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

March 16, 2012

RECEIVED

MAR 15 2012

FHWA

Mr. Norman Stoner
Federal Highway Administration
3250 Executive Park Drive
Springfield, Illinois 62703

Attn: Mr. Jon-Paul Kohler

Dear Mr. Stoner:

Enclosed for your approval is a revision to our FY 2012 SPR-PL Planning Work Program. Project SPR-PL-3000(47), involving activities financed with SPR funds.

A summary of changes in estimated costs as a result of this revision follows:

Job Number	Previous Cost Estimate	Revised Cost Estimate
413-12-1	0	\$25,000
51C-12-1	\$155,000	\$130,000

There is no net change in the overall SPR participating funds in the project as a result of these revisions.

If you have any questions, please contact me at 217/782-2957.

Sincerely,

Nancy Dial
Operations Manager

Enclosures

consultant to formulate a long-range development plan for Main Street/US Business 51 that identifies priorities to preserve and enhance the transportation network.

Southwestern Illinois Bicycle & Pedestrian Facility Planning Study (408-12-1): Monroe County will subcontract with Southwestern Illinois Resource Conservation & Development (SIRCC) to provide planning services to communities seeking to implement the development of bicycle or pedestrian facilities. The southwestern Illinois communities are in need of planning assistance to link residents with community facilities, businesses and other destinations through interconnected networks. Planning assistance is needed to assist the region in identifying opportunities for systems and linkages now and to be able to implement those recommendations in a timely manner. This support is needed at a regional scale to ensure connectivity and to provide an economy of scale for efficient planning and partnership development. This pilot project will result in the development of four comprehensive bicycle & pedestrian facility plans. The SIRCC will complete the four plans in the metro east area: two in Monroe County, one in St. Clair County, and one in Madison County.

St. Louis Regional Freight Study (409-12-1): The East-West Gateway Council of Governments will conduct a baseline regional inventory of freight movements, facilities and intermodal assets and evaluate the economic impact of the existing regional freight system and the economic growth potential. The study will analyze the adequacy of the region's existing freight system compared to current and future demands and identify system deficiencies, needs and opportunities.

Peoria Warehouse District Master Planning Study (410-12-1): The City of Peoria has an opportunity to encourage and support the redevelopment of a portion of its urban core, known as the Warehouse District. However, a critical phase of that redevelopment is the preparation of a Master Plan which integrates transportation issues with land use changes and natural resources issues. The study will assess existing conditions and identify barriers and opportunities related to the revitalization of the Warehouse District; analyze the interaction between private development and public transportation systems (streets, sidewalks, bike paths, public transportation, etc.); and investigate opportunities to create sustainable solutions within the Warehouse District.

Travel Demand Modeling – Illinois Modeling Users Group [IL-MUG] (411-12-1): An agreement will be executed with the Champaign County Regional Planning Commission for the administration and operation of the Illinois Modeling Users Group. The scope for this agreement will include research and development of best practices in travel demand modeling, provide technical support and coordination of activities related to travel demand modeling with similar groups and the Illinois Metropolitan Planning Organizations, dissemination of information to support and define the travel-modeling program in Illinois by creating and updating the IL-MUG website and the continued development & support of the Illinois Modeling Users Group. It is anticipated that this will be a multi-year agreement, but the FY 12 request for SPR funding will be for a two-year agreement with the Champaign County Regional Planning Commission.

Chicago-Traffic Signal Systems Operations and Management (412-12-1): The City of Chicago is requesting 100% Federal SPR funds to participate in the Traffic Signal Systems Operations and Management Study sponsored by the Indiana Department of Transportation. This study will develop traffic signal control and Adaptive Signal Control (ASC), identify central system architectures, develop performance based management concepts and guidelines and develop criteria to identify potential ASC corridors.

Kankakee County Traffic Safety Audit Project (413-12-1): The Kankakee County Planning Department has traffic crash data for the time period of 2004 through 2010 which is incomplete in some areas. The department does not have the "C" injury or property damage data for the years of 2007 through 2010. The raw data has been compiled for 2007 through 2009, but has not been aggregated to locations. The raw data for 2010 is still needed. This data will be provided to local police agencies. To accomplish this task, an intern will be hired. In addition to hiring an intern,

funding is requested to assist in training newly formed Safety Committee members that will review various traffic issues for the City of Kankakee and the Villages of Bradley and Bourbonnais.

CHAPTER TWO - PART 1: ESTIMATED PROGRAM COSTS

ACTIVITY	JOB NUMBER	TOTAL COSTS
General Liaison and Technical Assistance	21A-12-2	\$915,000
Training	222-12-1	137,500
Metropolitan Transportation Support Initiative	283-12-1	1,375,000
Illinois Tomorrow-Corridor Planning Grant Program	292-12-1	
GIS Support for Counties	319-12-1	
Quality Management System	365-12-1	
Rural Medical Transportation Network Study	369-12-1	1,000,000
Tri-County Travel Demand Forecast Model	376-12-1	
Regional Green Transit Plan (RTA)	384-12-1	
MPO Stateline Area Transportation Study	388-12-1	37,500
Clean Air Action-Partnership Program - Peoria	389-12-1	
Rockford Route 2-South Main Street Study	390-12-1	
Rockford Environmental Education Network	391-12-1	
Quad Cities Clean Air Partnership	392-12-1	
Danville Corridor Study	396-12-1	
Champaign Travel Demand & LEAM Model	397-12-1	
Bi-State Freight Commodity Efficiency Study	398-12-1	
Moline Airport District Development/Marketing Plan	399-12-1	
State Rail Plan	400-12-1	375,000
Decatur Area Transportation and Efficiency Study	401-12-1	
Bloomington Main Street Feasibility Study	402-12-1	
SW Illinois Bicycle & Pedestrian Facility Study	408-12-1	76,250
St. Louis Regional Freight Study	409-12-1	200,000
Peoria Warehouse District Master Plan	410-12-1	250,000
Travel Demand Modeling-Illinois Modeling Users Group	411-12-1	137,500
Chicago-Traffic Signal Systems Operations & Mgmt.	412-12-1	25,000
Kankakee County Traffic Safety Audit	413-12-1	25,000
TOTAL		\$4,553,750

If no dollar amount is present, adequate federal funds are available to fund this project or funding will be requested later.

SPR Grant Request

An application was made to the Illinois Department of Transportation Office of Planning and Programming for funding to continue with the Traffic Safety Audit project. The work elements for that study are the following:

Crash Data

The Kankakee County Planning Department has traffic crash data for the time period of 2004 through 2010 which is incomplete in some areas. "C" injury and property crash data for the years of 2007 through 2010 is incomplete. The raw data for 2007 through 2009 is available, but has not been aggregated by crash location. The raw data for 2010 has not yet been received in a format which allows localization by intersection. This data is needed to complete the Cost Benefit section of the HSIP grant application, and this important data needs to be made available to local Police agencies.

The staff time of an intern and the Transportation Planner will be allocated to this area in training and analysis of the data.

Assistance to Safety Committees

In presentations to local Police agencies during the initial phases of the Traffic Safety Audit process, interest was shown in the establishment of Safety Committees to review traffic issues for the City of Kankakee, and for the Villages of Bradley and Bourbonnais.

The staff time of the Transportation Planner will be allocated to this area as a resource to the Safety Committees. The responsibility of this Transportation Planner will include training responsibility for the Safety Committee and arranging speakers for that training.

Training of Public Works Employees

During the initial phase of the Traffic Safety Audit procedure, it was requested that training be made available to employees of the various Public Works Departments in the area of Uniform Traffic Control Devices and their installation and maintenance.

The staff time of the Transportation Planner will be allocated to procure the speakers necessary for the training of the Public Works personnel.

Non-Personnel Expenses

The costs of the provision of speakers for the above work will be programmed, as well.

WORK ELEMENT – SPR GRANT PERSONNEL EXPENSES (SPR)

This work element includes the staff time necessary to fulfill the work activities connected with crash data analysis, assistance to Safety Committees, and training of Public Works employees.

During FY 2013, all the reporting and billing services connected with the SPR Grant will be included in this work element.

Timing of the reports produced under this work element will be a report given to the Illinois Department of Transportation detailing all work activity for the SPR Grant. This report will be delivered in June, 2013.

Job Title	SPR Funding	Local Funding	Total Funding
Transportation Planner	\$3,330	\$832	\$4,162
Intern	\$5,940	\$1,485	\$7,425
Total	\$9,270	\$2,317	\$11,587

WORK ELEMENT – INDIRECT EXPENSES (ID)

This work element contains all of the indirect overhead costs incurred during the performance of the work identified in this document. It includes: administrative salaries, fringe benefits, facility use and maintenance, and audit and accounting reports.

There are no finished products for this work element, as it is the support element for the SPR Grange work element.

Category	SPR Funding	Local Funding	Total Funding
Transportation Planner	\$2,397	\$599	\$2,997
Intern	\$4,277	\$1,069	\$5,346
Total	\$6,674	\$1,669	\$8,343

WORK ELEMENT – NON-PERSONNEL EXPENSES

Expenses incurred in the procurement of training speakers and training materials for the Traffic Safety Audit will be billed to this work element. This includes finding speakers and training personnel for the assistance to Safety Committees, and for the training of public works personnel for signing and pavement marking operations.

There are no finished products for this work element, as it is the support element for the SPR Grant work element.

Category	SPR Funding	Local Funding	Total Funding
Non-Personnel Expenses	\$4,056	\$1,104	\$5,070
Total	\$4,056	\$1,014	\$5,070