PEORIA/PEKIN URBANIZED AREA TRANSPORTATION STUDY

FY17 UNIFIED WORK PROGRAM

Adopted by PPUATS Policy Committee: May 4, 2016
Adopted by Tri-County Regional Planning Commission: May 24, 2016

Tri-County Regional Planning Commission
456 Fulton Street, Suite 401, Peoria, Illinois 61602

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Tri-County Regional Planning Commission
Peoria/Pekin Urbanized Area Transportation Study

Staff

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INTRODUCTION

The Tri-County Regional Planning Commission was established to promote intergovernmental cooperation, regional planning, and a vision for the future. The Commission exists to serve the residents of Peoria, Tazewell and Woodford Counties by offering a forum for leaders of local government, and to develop a vision for the future by defining regional issues, setting goals, and cooperatively implementing plans. The Tri-County Regional Planning Commission is the "Steward of the Regional Vision."

The members of the Tri-County Regional Planning Commission are:

Sue Sundell, Tazewell County Board, CHAIR
Jim Miller, Illinois Dept. of Transportation
Jason Jording, Woodford County Board
Don Gorman, Peoria County
Russ Crawford, Tazewell County Board
Terry Hillegonds, Tazewell County Board
Mike Hinrichsen, Woodford County Board
Nancy Proehl, Tazewell County Board
Shannon Rocke, Woodford County Board
John Delaney, Woodford County Board
Tom Karr, Woodford County Board
Darrell Meisinger, Tazewell County Board
Tim Neuhauser, Tazewell County Board
Phil Salzer, Peoria County Board
Michael Phelan, Peoria County Board
Terry Pille, Woodford County Board
Clinton Drury, Peoria County Board
Paul Rosenbohm, Peoria County Board
Sharon Williams, Peoria County Board
Stephen Van Winkle, Peoria County
Brett Grimm, Tazewell County Board
David Pinaire, Woodford County Board

The Tri-County Regional Planning Commission was named the Metropolitan Planning Organization for the Peoria/Pekin Urbanized area by the governor of Illinois in 1976. TCRPC has delegated the responsibilities of the MPO to the Peoria/Pekin Urbanized Area Transportation Study (PPUATS). As the Metropolitan Planning Organization (MPO), PPUATS provides technical and policy level decision-making leadership for transportation planning and programming within the urbanized area and the 20-year growth area.

The PPUATS organization is comprised of two committees. The Policy Committee directs the transportation planning activities of the urbanized area. It is responsible for adopting and implementing policies and plans to meet federal guidelines, including but not limited to the Long Range Transportation Plan, the Transportation Improvement Program, and the annual Unified Work Program. It is composed of elected leaders from the major jurisdictions in the urbanized area.

The Technical Committee works under the direction of the Policy Committee. It provides the technical expertise to the process and prepares, reviews, and recommends actions to the Policy Committee for their approval. The Technical Committee is composed of staff from the participating jurisdictions.

The membership of the Policy and Technical Committees can be found on the following page.

Peoria/Pekin Urbanized Area Transportation Study (PPUATS) Membership

PPUATS Community	Policy Committee	Technical Committee
Peoria County (2 Seats)	**STEVE MORRIS – VICE CHAIR**	**Amy Benecke-McLaren**
	Thomas O'Neill	**Jeff Gilles** (*Josh Sender)
Tazewell County (2)	**Greg Sinn**	**Craig Fink**
	Russ Crawford	**Dan Parr**
Woodford County (1)	**Barry Logan**	**Lindell Loy**
City of Peoria (3)	**James Ardis** (*Nick Stoffer)	**Scott Reeise** (*Jane Gerdes)
	Michael Rogers	**Nick Stoffer**
	Scott Reeise	**Stephen Letsky**
City of Pekin (1)	**John McCabe**	**Michael Guerra**
City of East Peoria (1)	**Dave Mingus** (*Steve Ferguson)	**Ric Semonski** (*Ty Livingston)
City of Washington (1)	**Gary Manier**	**Ed Andrews** (*Jon Oliphant)
Village of Bartonville (1)	**Rhonda Wolfe** (*Tina Hart)	**Patrick Meyer**
Village of West Peoria (1)	**James Dillon** (*John Carlson)	**Henry Strube, Jr.** (*Alicia Hermann)
Village of Morton (1)	**RONALD RAINSON – CHAIR** (*Ginger Hermann)	**CRAIG LOUDERMILK – CHAIR** (*Frank Sturm)
Village of Peoria Heights (1)	**Matt Fick** (*Kyle Smith)	**KYLE SMITH - VICE CHAIR** (*Matt Fick)
Village of Creve Coeur (1)	**Fred Lang**	**Courtney Allen**
City of Chillicothe (1)	**Douglas Crew**	**Ken Coulter**
Greater Peoria Mass Transit (1)	**Sharon McBride** (*Josh Moore)	**Josh Moore** (*Joe Alexander)
I.D.O.T. – District 4 (1)	**Jim Miller**	**Terrisa Worsfold**
Greater Peoria Airport Auth.	**N/A**	**Gene Olson**
Tri-County RPC	**N/A**	**Eric Miller**

ALL CAPS - OFFICER
(*Alternate)

FY17 UNIFIED WORK PROGRAM

The Unified Work Program (UWP) identifies the funds and activities to be conducted by PPUATS during the period July 1, 2016 to June 30, 2017 (FY17). The UWP coordinates planning related to highways, transit, and other surface transportation modes.

The development of the UWP was coordinated with the PPUATS Policy Committee, the PPUATS Technical Committee, the Greater Peoria Mass Transit District, and the Illinois Department of Transportation.

Funding

The UWP includes federal funding for transportation planning provided by FHWA Section 5305(d) and FTA Section 5305(e). It also includes the local match provided by the PPUATS member communities. The total amount of funding available for FY17 is:

Description	Federal (80%)	Local (20%)	Total
FY17 - FHWA – Sect 5305(d)	$491,723	$122,933	$614,655
FY17 - FTA - Section 5303(e)	$134,690	$33,670	$168,360
Total Revenue	**$626,412**	**$156,603**	**$783,015**

FY16 Accomplishments

The primary accomplishments of the MPO in FY16 included:

- Implemented the FY 2010-2035 Long-Range Transportation Plan, which was adopted in March 2015
- Developed the FY 2017-FY2020 Transportation Improvement Program
- Worked with the municipalities, counties, and IDOT to process amendments to the FY 2016-FY2019 Transportation Improvement Program
- Regional Modeling: TCRPC continued to utilize Travel Demand Modeling (TDM) capabilities in FY2016.
- Continued to work with the Human Services Transportation Plan Committee to coordinate transportation needs in the urbanized area.
- Continued to support the Eastern By-Pass Coalition, a regional group of partners who support the Eastern By-Pass with river crossing
- Continued the Regional Server Partnership which provided local government organizations with a low cost location to store and disseminate spatial (GIS) data.
- Hosted internet mapping sites that allow both internal and external (public) access to organizational data.
- Substantially completed the development of a non-motorized transportation plan for the region
- Continued to work with transit providers to provide service in parts of the urbanized area that do not have transit service
- Named an Acting Executive Director for the Commission
- Programmed approximately $8.5M in FY18, FY19, and FY20 STU funds
- Updated the Policy Guidelines and Criteria for programming federal Surface Transportation Urban funds
- Coordinated with IDOT and local jurisdictions to update the Functional Classification Maps for the urbanized area

- Programmed $90,000 in Special Projects funds, which allowed Peoria Heights to undertake corridor plans, Peoria to develop a Wayfinding Plan, and Peoria to undertake a traffic synchronization project
- Continued efforts to acquire and railbank the Hanna City rail corridor
- Monitored ground level ozone statistics and followed U.S.E.P.A. revisions to regulations
- Undertook an orthophotography project that provided update aerial imagery to Peoria, Tazewell, and Woodford Counties for their GIS systems
- Applied for and received FTA Section 5310 funding to provide transit and para-transit services in the urbanized area
- Programmed FY15 and FY16 Transportation Alternative Program (TAP) funds
- Updated the Commission's Title VI Policy

Work Program

Specific transportation planning tasks to be undertaken by the MPO in FY16 are organized into four major categories:

Task 1: Management and Administration
Task 2: Data Development and Maintenance
Task 3: Long Range Planning
Task 4: Short Range Planning

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

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

Ladders of Opportunity

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

The Goals of the Ladders of Opportunity Program are:

- **Enhancing access to work** for individuals lacking ready access to transportation, especially in low-income communities;
- **Supporting economic opportunities** by offering transit access to employment centers, educational and training opportunities, and other basic needs;

- **Supporting partnerships and coordinated planning** among state and local governments and social, human service, and transportation providers to improve coordinated planning and delivery of workforce development, training, education, and basic services to veterans, seniors, youths, and other disadvantaged populations.

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

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

- Implement the Human Service Transportation Plan for the urbanized area
- Develop a plan to provide transit and para-transit services in those areas of the urbanized area that are not served by a public transit system
- Program FY 15 and FY 16 FTA 5310 funds based on the goals of the Human Service Transportation Plan
- Provide planning and technical support to transit and para-transit providers
- Integrate CityLink routes and schedules into Google Maps

FY16 CARRYOVER

The amount of federal carryover funds from the FY16 Agreement is $127,043. This amount is in addition to the $783,015 of FHWA and FTA funds listed on Page 1 of this document. The carryover funds are broken down as follows:

BUDGET CATEGORY	CARRYOVER AMOUNT
Wages (including fringe benefits)	$ 64,574
TDM Consultant	$ 15,000
Special Projects Consultants	$ 10,391
All Other Direct Costs	$ 4,790
Indirect Costs	$ 32,288
TOTAL	**$ 127,043**

The following items in the FY16 Unified Work Program were not fully accomplished:

Task 1. Management and Administration

- ✓ Update Public Participation Plan

Task 2. Data Development and Maintenance

- ✓ Update Travel Demand Model to include current ADT information and signal timing information
- ✓ Integrate Travel Demand Model with CommunityViz
- ✓ Use the Travel Demand Model to project future transportation volumes for proposed surface transportation improvements
- ✓ Develop Peak Hour Model for TDM

Task 3. Long-Range Planning

- ✓ Develop performance measures based on MAP-21
- ✓ Monitor performance measures of LRTP
- ✓ Promote passenger/commuter rail for the region
- ✓ Increase the resources dedicated to freight transportation planning

Task 4. Short-Range Planning

- ✓ Completion of Peoria Heights Corridor Plan
- ✓ Update Congestion Management Process

TASK 1: Management and Administration

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

PREVIOUS WORK

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

OBJECTIVE

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

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

PRODUCTS AND STAFF ACTIVITIES ***These Activities Support All Eight Planning Factors***

- Prepare monthly and annual financial and performance reports for the transportation planning program,
- Amend, if necessary, the FY17 UWP,
- Develop the FY18 Unified Work Program,
- Provide staff support for PPUATS Technical and Policy Committees,
- Provide staff support for Human Service Transportation Plan – Urban Subcommittee
- Administer (provide quarterly reports, process invoices, etc.) JARC and New Freedom projects

that have not been closed out,

- Recruit and hire new PPUATS personnel, and prepare employee evaluations,
- Administer the Personnel, Affirmative Action, EEO Program, Title VI, and other agency policies,
- Serve as a liaison between local governments and state and federal agencies,
- Provide general program management and supervisory functions,
- Monitor the UWP budget,
- Perform an audit of the FY16 Financial Statements of TCRPC, including a single audit,
- Purchase software and hardware to support transportation planning functions,
- Support Policy Committee and Technical Committee with agendas, minutes, reports,
- Maintain technical and professional subscriptions and association membership dues,
- Maintain and update PPUATS information on the TCRPC website,
- Organize meetings and public hearings as necessary,
- Participate in local, state and federal conferences, meetings, seminars, and training programs related to transportation,
- Develop the Annual Listing of Federally Obligated Projects
- Update the Public Participation Plan

TASK 1 BUDGET			
	Federal Funds	**Local Match**	**Total**
FY17 FHWA	$ 141,214	$ 35,234	$ 176,448
FY17 FTA	$ 38,786	$ 9,696	$ 48,482
TOTAL	**$ 180,000**	**$ 44,930**	**$ 224,930**

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

Task 2: Data Development and Maintenance

OBJECTIVE

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

These work elements define the areas of concentration for data base development, information collection, and information dissemination. Technology has advanced quickly in the area of data procurement with a considerable amount of data now available. Maintaining and building an effective comprehensive planning database and network is the main focus for this element of the work program.

PRODUCTS AND STAFF ACTIVITIES

- Coordinate activities for a comprehensive region-wide land use, demographic, economic and transportation database for analyzing trends in the long range planning process ***EV***
- Continue a process designed to lead to the development of a regional GIS capability ***MO***
- Assist the census bureau in updating information as needed ***EV***
- Continue in structuring, expanding, updating, and maintaining transportation data layers in a Geographic Information System (GIS) ***MO***
- Lead and assist communities in developing GIS transportation applications that will benefit the region at large ***MO***
- Coordinate with IDOT and other state agencies on statewide GIS development ***MO***
- Ensure that the Urbanized Area boundary and the 20-year Planning Boundary remain updated and accurate ***MO***
- Update the Travel Demand Model to include current ADT information and signal timing information ***MO, SS, EE***
- Use the Travel Demand Model to project future transportation volumes for proposed surface transportation improvements ***MO, PE***
- Integrate Travel Demand Model with CommunityViz **EV, MO**
- Integrate CityLink routes and schedule into Google Maps **EV, SS, TS, AM, CI**
- Continue the Regional Server Partnership which provides local government organizations with a low cost location to store and disseminate spatial (GIS) data ***MO***
- Continue to host internet mapping sites that allow both internal and external (public) access to organizational data ***MO***

TASK 2 BUDGET			
	Federal Funds	**Local Match**	**Total**
FY17 FHWA	$ 98,125	$ 24,531	$ 122,656
FY17 FTA	$ 26,875	$ 6,719	$ 33,594
TOTAL	**$ 125,000**	**$ 31,250**	**$ 156,250**

All work will be performed by staff except for Travel Demand Modeling, for which $15,000 is budgeted for a consultant.

TASK 3: Long Range Planning

OBJECTIVE

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

PRODUCTS AND STAFF ACTIVITIES

- Implement the FY 2015-2040 Metropolitan Transportation Plan ***EV, SS, TS, AM, EE, CI, MO, PE***
- Monitor the Performance Measures outlined in the FY2015-2040 Metropolitan Transportation Plan ***EV, SS, TS, AM, EE, CI, MO, PE***
- Develop a Performance Management approach to transportation planning and programming as required by MAP-21/FAST Act ***SS, TS, MO, PE***
    - Develop Safety Performance Measures
    - Develop Road/Bridge Performance Measures
- Continue non-motorized transportation planning, including bike/ped traffic counts, trail plans in small communities ***AM, CI***
- Coordinate with the Greater PeoriaEDC on transportation elements of the Comprehensive Economic Development Strategy (CEDS), a requirement of the Economic Development Administration (EDA) ***EV***
- Develop a plan to provide transit and para-transit service in those areas of the urbanized area that are not served by a public transit system ***AM***
- Work with local agencies to develop policies that apply storm water management best practices to transportation projects ***EE***
- Implement the Human Service Transportation Plan for the Urbanized Area
- Promote passenger/commuter rail for the region ***EV, AM, EE***
- Increase the resources dedicated to freight transportation planning
- Program $90,000 in FY17 funds for Special Projects ***EV, SS, TS, AM, EE, CI, MO, PE***

TASK 3 BUDGET			
	Federal Funds	**Local Match**	**Total**
FY17 FHWA	$ 157,000	$ 39,320	$ 196,320
FY17 FTA	$ 43,000	$ 10,750	$ 53,750
TOTAL	**$ 200,000**	**$ 50,070**	**$ 250,070**

All work will be performed by staff, except the $90,000 for Special Projects, for which consultants will be hired.

TASK 4: Short Range Planning

OBJECTIVE

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

PRODUCTS AND STAFF ACTIVITIES

- Develop the FY2017-2020 Transportation Improvement Program (TIP) ***EV, SS, TS, AM, EE, CI, MO, PE***
- Amend the FY2016-2019 TIP as needed ***EV, SS, TS, AM, EE, CI, MO, PE***
- Update the Congestion Management Process ***SS, TS, MO***
- Program FY15 and FY16 FTA Section 5310 funds in the urbanized area, both capital (CVP) and non-capital funds, based on the goals of the Human Service Transportation Plan ***AM***
- Maintain/Update the STU program of projects as needed ***MO, PE***
- Program FY21 and FY22 STU Funds
- Administer Transportation Alternative Program (TAP) funds ***AM, CI***
- Promote alternative transportation modes such as transit, walking, and bicycling ***AM, CI***
- Support the Eastern Bypass Coalition ***EV***
- Continue to monitor air quality issues as they relate to transportation planning (Note: the region is in attainment) ***EE***
- Provide technical support to transit and paratransit providers ***AM***
- Develop a regional pavement performance system

TASK 4 BUDGET			
	Federal Funds	**Local Match**	**Total**
FY17 FHWA	$ 95,384	$ 23,846	$ 119,230
FY17 FTA	$ 26,028	$ 6,507	$ 32,535
TOTAL	**$ 121,412**	**$ 30,353**	**$ 151,765**

All work will be performed by staff.

.

EXHIBIT I: Work Program Cost Distribution
Program Year FY17

Task	UWP Category	Total Costs	FHWA-PL			FTA		
			FHWA - PL Reimbursement	Local Match	Total FHWA-PL	FTA Reimbursement	Local Match	Total FTA
1	Management and Administration	$224,930	$141,214	$35,234	$176,448	$38,786	$9,696	$48,482
2	Data Development and Maintenance	$156,250	$98,125	$24,531	$122,656	$26,875	$6,719	$33,594
3	Long-Range Planning	$250,070	$157,000	$39,320	$196,320	$43,000	$10,749	$53,749
4	Short-Range Planning	$151,765	$95,384	$23,846	$119,230	$26,029	$6,506	$32,535
	TOTAL	$783,015	$491,723	$122,931	$614,654	$134,690	$33,670	$168,360

EXHIBIT II

Line Item Budget

Program Year FY17

	Annual Salary	% of Time	Federal	Local	Total
Personnel					
Salaries					
Acting Executive Director	$103,000	50%	$41,200	$10,300	$51,500
Planning Program Manager	$82,715	70%	$46,320	$11,580	$57,901
GIS Manager	$77,798	30%	$18,672	$4,668	$23,339
Senior Planner	$57,100	70%	$31,976	$7,994	$39,970
Planner I	$43,235	85%	$29,400	$7,350	$36,750
GIS Specialist	$49,440	30%	$11,866	$2,966	$14,832
Planner I	$41,715	50%	$16,686	$4,172	$20,858
Planner I (New Position)	$42,000	85%	$28,406	$7,102	$35,508
Office Administrator	$42,200	20%	$6,752	$1,688	$8,440
Subtotal Salaries			**$231,278**	**$57,819**	**$289,097**
Salaries (Part-Time/Temporary)					
Interns	$5,000	75%	$3,000	$750	$3,750
Accountant	$33,000	0%	$0	$0	$0
Subtotal Part-Time Salaries			**$3,000**	**$750**	**$3,750**
Total Salaries			**$234,278**	**$58,569**	**$292,847**
Fringe Benefits	30.23%		$69,915	$17,479	$87,394
Indirect Costs @55.3%	55.3		$168,219	$42,055	$210,273
Total Personnel			**$472,412**	**$118,103**	**$590,515**
Direct Costs					
Travel/Training/Conferences			$8,000	$2,000	$10,000
APWA Conference			$6,000	$1,500	$7,500
Equipment - Hardware & Software			$32,000	$8,000	$40,000
Contractual - Special Projects			$72,000	$18,000	$90,000
Contractual–Travel Demand Model			$12,000	$3,000	$15,000
Contractual - Audit			$24,000	$6,000	$30,000
Subtotal Direct Costs			**$154,000**	**$38,500**	**$192,500**
TOTAL COSTS			**$626,412**	**$156,603**	**$783,015**

EXHIBIT III
Revenue Allocation
Program Year FY17

Revenue Summary

Description	Federal (80%)	Local (20%)	Total
FHWA-PL	$491,733	$122,933	$614,667
FTA Section 5303	$134,679	$33,670	$168,348
Total Revenue	**$626,412**	**$156,603**	**$783,015**

Cost Allocation

Description	FHWA & Match	FTA & Match	Total
Total Funds Available	$614,667	$168,348	$783,015
Distribution Percentages	**78.5%**	**21.5%**	**100%**

EXHIBIT IV
Labor Distribution
Program Year FY17

Number of Work Weeks Programmed

Task	UWP Category	Executive Director	Planning Program Manager	GIS Manager	Senior Planner	Planner	Planner	Planner	GIS Specialist	Office Admin-istrator	Total
1	Management and Administration	26	16	2	15	2	2	2	2	10	**77**
2	Data Development and Maintenance	0	2	13	0	17	0	7	14	0	**53**
3	Long-Range Planning	0	10	0	17	23	15	20	0	0	**85**
4	Short-Range Planning	0	8	0	10	5	9	18	0	0	**50**
TOTAL		**26**	**36**	**15**	**42**	**47**	**26**	**47**	**16**	**10**	**265**

EXHIBIT V
Accounting Narrative
Program Year FY17

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

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

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

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

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

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

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

The indirect costs (labor and non-labor) are those incurred which cannot be directly associated with the transportation program, but which support the overall functioning of the Commission. These costs are charged to an indirect cost account. The indirect cost rate utilized in the budget is a projection based upon anticipated activity, as well as historical experience. The Indirect Cost Rate for FY17 has been approved by IDOT.

Exhibit VI
PPUATS Match
Program Year FY17

PPUATS Community	FY2017 Match
Peoria County	$33,821.47
Tazewell County	$28,713.69
Woodford County	$8,711.04
City of Peoria	$40,335.96
City of Pekin	$11,957.66
City of East Peoria	$8,207.69
City of Washington	$5,307.89
Village of Bartonville	$2,269.55
Village of West Peoria	$1,563.54
Village of Morton	$5,705.26
Village of Peoria Heights	$2,159.07
Village of Creve Coeur	$1,911.81
City of Chillicothe	$2,138.38
Subtotal	$152,803.00
CityLink	$3,800.00
TOTAL MATCH	**$156,603.00**

EXHIBIT VII
Budget By Cost Item
Program Year FY17

	PL/FTA	Local Funds	Total
Direct Costs			
Salaries & Wages	$234,278	$58,569	$292,847
Fringe Benefits	$69,915	$17,479	$87,394
TOTAL COMPENSATION AND FRINGE	**$304,193**	**$76,048**	**$380,241**
Other Direct Costs			
Travel/Training/Conferences	$ 14,000	$3,500	$17,500
Equipment - Hardware & Software	$32,000	$8,000	$40,000
Contractual - Special Projects	$72,000	$18,000	$90,000
Contractual – Travel Demand Model	$12,000	$3,000	$15,000
Contractual - Audit	$24,000	$6,000	$30,000
TOTAL OTHER DIRECT COSTS	**$154,000**	**$41,500**	**$192,500**
TOTAL DIRECT COSTS	**$458,193**	**$117,548**	**$572,741**
Indirect Costs	$168,219	$42,055	$210,273
TOTAL INDIRECT COSTS	**$168,219**	**$42,055**	**$210,273**
TOTAL COSTS	**$626,412**	**$156,603**	**$783,015**