

Southern Illinois Metropolitan Planning
Organization

**Unified Planning Work Program
(UPWP)
Fiscal Year 2017**

Adopted on
June 13, 2016

UNIFIED PLANNING WORK PROGRAM (UPWP)

**OF THE SOUTHERN ILLINOIS METROPOLITAN PLANNING ORGANIZATION
FOR Fiscal Year 2017**

(FY2017: July 1st, 2016 to June 30th, 2017)

PREPARED FOR: Southern Illinois Metropolitan Planning Organization (SIMPO)

IN COOPERATION WITH:

**Illinois Department of Transportation
Federal Highway Administration
Federal Transit Administration**

PREPARED BY: SIMPO STAFF

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METROPOLITAN TRANSPORTATION PLANNING PROCESS CERTIFICATION

In accordance with 23 CFR 450.334, the Southern Illinois Metropolitan Planning Organization and the Illinois Department of Transportation hereby certify that the transportation planning process is addressing major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

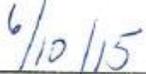
1. 23 U.S.C. 134, 49 U.S.C. 5303, and this subpart;
2. In nonattainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
3. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21
4. 49 U.S.C. 5332, prohibiting discrimination on the bases of race, color, creed, national origin, sex, or age in employment or business opportunity;
5. Section 1101(b) of the SAFETEA-LU (pub. L. 109-59) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
6. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
7. The provisions of the Americans with Disabilities Act of 1990(42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
8. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial-aid assistance;
9. Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
10. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

We hereby certify that we are aware of what this certification represents, and have been briefed accordingly.

SOUTHERN ILLINOIS METROPOLITAN PLANNING ORGANIZATION



Julie Peterson
SIMPO Chair



Date

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Resolution to adopt UPWP

Glossary

Transportation Terms and Acronyms

ADA Americans with Disabilities Act. This federal legislation mandated significant changes in transportation, building codes and hiring practices to prevent discrimination against people with disabilities.

Capacity The number of people or amount of goods that can be served by a transportation facility or program. It is most often used to describe the number of vehicles served by a roadway.

FAST Fixing America's Surface Transportation Act is a five-year legislation to improve the Nation's surface transportation infrastructure. It was enacted on December 4, 2015. The FAST Act largely maintains current program structures and funding shares between highways and transit. The Act also makes changes and reforms to many Federal transportation programs, including streamlining the approval processes for new transportation projects, providing new safety tools, and establishing new programs to advance critical freight projects.

FHWA Federal Highway Administration.

FTA Federal Transit Administration.

IDOT Illinois Department of Transportation.

ITS Intelligent Transportation System. A wide range of advanced technology that improve the safety and efficiency of existing transportation facilities or services. Common examples of ITS include central dispatch of road emergency assistance or freeway traffic maps shown on television or the Internet to warn motorists of crashes.

ISTEA Intermodal Surface Transportation Efficiency Act of 1991. This federal act revolutionized the way transportation decisions were made and revenues spent at the federal, state and local levels. It placed a strong emphasis on coordination between local, regional and state agencies with a mandate to better integrate transportation and land use decision-making processes. System preservation and management became at least as important as system expansion. ISTEA required a coordinated, comprehensive and financially constrained long-range transportation strategy. The original act expired in 1997 and was reauthorized via TEA-21 in 1998.

- JMTD** Jackson County Mass Transit District, which provides transit services to the residents in Jackson County.
- LOS** Level of Service. Quantitative measure of congestion.
- LRTP** Long Range Transportation Plan.
- MAP-21** the Moving Ahead for Progress in the 21st Century Act (P.L. 112-141), was signed into law by President Obama on July 6, 2012. Funding surface transportation programs at over \$105 billion for fiscal years (FY) 2013 and 2014
- MPO** Metropolitan Planning Organization. Agency designated by the governor to administer the federally required transportation planning in a metropolitan area. An MPO must be in place in every urbanized area with a population over 50,000. The function of the MPO is to provide “A continuing, coordinated, comprehensive transportation planning process in urbanized areas.” The most visible products that result from that effort are a financially constrained 20-year Long Range Transportation Plan (LRTP), a four-year Transportation Improvement Program (TIP) and an annual Unified Planning Work Program (UPWP).
- RMTD** Rides Mass Transit District. The agency provides transit services to 16 counties in southern Illinois including Williamson County which is the most populous County in their service area.
- STP** Surface Transportation Program. The primary federal funding program resulting from ISTEA, TEA-21 and SAFETEA-LU that provides money for a wide range of transportation projects.
- TEA-21** Transportation Equity Act for the 21st Century. This is the federal act that superseded ISTEA. TEA-21 builds on the initiatives established in ISTEA, which was the last major authorizing legislation for surface transportation. This act combines the continuation and improvement of current programs with new initiatives to meet the challenges of improving safety as traffic continues to increase at record levels, protecting and enhancing communities and the natural environment as transportation in provided, and advancing economic growth and competitiveness domestically and internationally through efficient and flexible transportation.
- TIFIA** The Transportation Infrastructure Finance and Innovation Act program provides Federal credit assistance in the form of direct loans, loan guarantees, and standby lines of credit to finance surface transportation projects of national and regional significance

TIP Transportation Improvement Program. Federally required document produced by the Policy Committee that identifies all federally funded projects for the current four-year period. The TIP is developed every year. In order for any federally or state-funded project to proceed, it must be included in the TIP and the Statewide Transportation Improvement Program.

SAFETEA-LU Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users. SAFETEA-LU addresses the many challenges facing our transportation system today – challenges such as improving safety, reducing traffic congestion, improving efficiency in freight movement, increasing intermodal connectivity, and protecting the environment – as well as laying the groundwork for addressing future challenges. SAFETEA-LU promotes more efficient and effective Federal surface transportation programs by focusing on transportation issues of national significance, while giving State and local transportation decision makers more flexibility for solving transportation problems in their communities.

UPWP Unified Planning Work Program. A federally required annual report describing the agency’s transportation work program and budget, detailing the various state and federal funding sources that will be used. It represents the state fiscal year and is developed in the first quarter of the calendar year for the ensuing fiscal year.

VMT Vehicle Miles Traveled. Refers to the number of miles traveled on roadways by a vehicle for a specific time period.

I. Introduction

Purpose

The purpose of the Unified Planning Work Program (UPWP) is to provide the Southern Illinois Urbanized Area with a work allocation plan that promotes a transportation planning process that is cooperative, comprehensive and continuing as required under FAST. All significant elements of the area-wide planning process used in developing transportation plans and programs are included. The program also contains transportation planning support activities including those related to land use, social, economic and demographic factors. Both federally funded tasks and those funded entirely at state and local levels are included. The UPWP is sufficiently comprehensive to provide descriptions of the specific technical activities and funding levels necessary to carry out the transportation planning program for fiscal year 2017. Development of the work program is the joint responsibility of the Metropolitan Planning Organization (MPO), the Illinois Department of Transportation (IDOT) and other agencies authorized to carry out transportation planning and implementation activities.

The Fiscal Year 2017 UPWP covers the year from July 1, 2016 to June 30, 2017. Input was obtained from the Illinois Department of Transportation, the Metropolitan Planning Organization and its advisory committees, SIMPO staff, and the general public.

The Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 strengthened the planning process and was further expanded by the Transportation Equity Act for the 21st Century (TEA-21) in 1998. TEA-21 and FAST reaffirms and basically retains the structure of the metropolitan transportation planning process.

On August 10, 2005, the President signed into law the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). With guaranteed funding for highways, highway safety, and public transportation totaling \$244.1 billion, SAFETEA-LU represents the largest surface transportation investment in our Nation's history.

On July 6, 2012, President Obama signed into law, the Moving Ahead for Progress in the 21st Century Act (MAP-21). Funding surface transportation programs at over \$105 billion for fiscal years (FY) 2013 and 2014.

On December 4, 2015, President Obama signed into law the Fixing America's Surface Transportation Act, or "FAST Act." It is the first law enacted in over ten years that provides long-term funding certainty for surface transportation, meaning States and local governments can move forward with critical transportation projects, like new highways and transit lines, with the confidence that they will have a Federal partner over the long term. Overall, the FAST Act largely maintains current program structures and funding shares between highways and transit.

FAST Act Highlights

- **PROJECT DELIVERY:** DOT has been a leader in reducing the bureaucratic red tape that can stall and delay critical transportation projects from moving forward. The FAST Act adopted a number of Administration proposals to further speed the permitting processes while still protecting environmental and historic treasures.
- **FREIGHT:** The FAST Act would establish both formula and discretionary grant programs to fund critical transportation projects that would benefit freight movements. These programs are similar to what the Administration proposed and will for the first time provide a dedicated source of Federal funding for freight projects, including multimodal projects. The Act emphasizes the importance of Federal coordination to focus local governments on the needs of freight transportation providers.
- **INNOVATIVE FINANCE BUREAU:** The FAST Act establishes a new National Surface Transportation and Innovative Finance Bureau within the Department to serve as a one-stop shop for state and local governments to receive federal funding, financing or technical assistance. This builds on the work of the Department's Build America Transportation Investment Center and provides additional tools to improve coordination across the Department to promote innovative finance mechanisms.

- **TIFIA:** The TIFIA Loan program provides important financing options for large projects and public-private partnerships. The FAST Act includes organizational changes that will provide an opportunity for important structural improvements with the potential to accelerate the delivery of innovative finance projects.
- **SAFETY:** The FAST Act includes authority sought by the Administration to prohibit rental car companies from knowingly renting vehicles that are subject to safety recalls. It also increased maximum fines against non-compliant auto manufactures from \$35 million to \$105 million. The law also will help bolster the Department's safety oversight of transit agencies and also streamlines the Federal truck and bus safety grant programs, giving more flexibility to States to improve safety in these areas.
- **TRANSIT:** The FAST Act includes a number of positive provisions, including reinstating the popular bus discretionary grant program and strengthening the Buy America requirements that promote domestic manufacturing through vehicle and track purchases.
- **LADDERS OF OPPORTUNITY:** The Act includes a number of items that strengthen workforce training and improve regional planning. These include allocating slightly more formula funds to local decision makers and providing planners with additional design flexibilities. Notably, FAST makes Transit Oriented Development (TOD) expenses eligible for funding under highway and rail credit programs. TOD promotes dense commercial and residential development near transit hubs in an effort to shore up transit ridership and promote walkable, sustainable land use.

II. The Urban Transportation Planning Process

SIMPO History

The transportation planning process began with Congressional approval of the Federal-Aid Highway Act on October 23, 1962. This legislation requires that in urbanized areas, (defined as areas with a population of 50,000 or more) programs for Federal-Aid Highway projects approved after July 1, 1965, must be based on a “...continuing and comprehensive transportation planning process carried on cooperatively by states and local communities.” This required “three-C” planning process established the basis for metropolitan transportation planning used today.

As a result of 2010 Census Data, the two-county (Jackson and Williamson) urbanized area has been identified that it has a total population of 67,821, which is above the threshold of 50,000. As a result of that population size, the Southern Illinois Metropolitan Planning Organization (SIMPO) was created to perform and carry out a continuing, cooperative and comprehensive transportation planning process for the two-county urbanized area in accordance with applicable federal laws, policies and procedures, and with the cooperation and assistance of its members and the U.S. Department of Transportation.

On February 7th, 2013, Governor Pat Quinn officially designated Southern Illinois Metropolitan Planning Organization.

The duties of SIMPO includes:

1. Providing a forum for cooperative transportation planning and decision-making, and establishing a public involvement process that ensures opportunities for early and continuing involvement of local governmental units, transit operators, and the general public in the review and evaluation of all transportation plans and programs.

2. Formulating, approving, and periodically updating a multi-modal transportation plan for the metropolitan area which shall conform to all applicable federal requirements and schedules to make more efficient use of existing and proposed transportation systems.
3. Formulating and annually approving the Transportation Improvement Program (“TIP”) for the metropolitan planning area, which shall cover a period of not less than three (3) years consistent with the transportation plan.
4. Complying with all applicable federal, State, and local laws, policies, and federal requirements regarding transportation planning and programming.
5. Formulating and annually approving a transportation planning work program which shall identify all transportation-related planning activities funded with State and federal financial aids and technical assistance, including transit planning and programming, in accordance with the provisions of this Agreement.
6. Other planning and project development activities necessary to address transportation issues in the metropolitan planning area.

The work of SIMPO is guided by the Policy Committee, which has final authority over all matters within the jurisdiction of SIMPO. A Technical Committee was established for the purpose of providing technical advice and recommendations to the Policy Committee and conducting or overseeing the technical planning functions and duties of SIMPO. An Advisory Committee was also established which includes non-voting members from federal and State transportation agencies and other interest groups. The Advisory Committee provides technical assistance, as needed, to the Technical and Policy Committees on all transportation and related issues.

The members of SIMPO are: the City of Carbondale, Marion, Herrin, Carterville; the Villages of Cambria, Colp, Crainville, Energy, and Spillertown; Jackson County and Williamson County; Jackson County Mass Transit District; Rides Mass Transit District; and the Illinois Department of Transportation.

The FAST Act continues federal emphasis on earlier and more extensive public involvement. It specifically requests public input at three key points in the process:

1. In developing the Long Range Transportation Plan (LRTP).
2. In developing the Transportation Improvement Program (TIP).
3. Before approving the LRTP/TIP

SIMPO Urbanized Area Population

	Population	Percentage
Total	67,821	
	Counties	
Jackson	28,176	41.54%
Williamson	39,645	58.46%
	Municipalities	
<i>Incorporated</i>		
Cambria	1,096	1.62%
Carbondale	25,702	37.90%
Carterville	5,322	7.85%
Colp	225	0.33%
Crainville	1,248	1.84%
Energy	1,040	1.53%
Herrin	12,174	17.95%
Marion	16,626	24.51%
Spillertown	203	0.30%
<i>Unincorporated</i>		
Jackson Co.	2,474	3.65%
Williamson Co.	1,711	2.52%
Total	67821	100.00%

The SIMPO urbanized area covers approximately 49 square miles and contains a population of 67,821. The population shown is provided by the 2010 Decennial Census. The SIMPO Planning area covers about 175 square miles. 83 square miles are within Jackson County, and 92 within Williamson County. As shown in the map on page on page 21, the green line shows SIMPO Planning Area, and red line shows the SIMPO urbanized area.

SIMPO Organizational Structure

SIMPO operates under the principal direction of two committees – the Policy Committee and the Technical Committee. In its organizational structure, the Technical Committee acts as a working committee under the direction of the Policy Committee. SIMPO maintains an Advisory Committee with representatives of agencies that are affected by transportation decision-making.

SIMPO Policy Committee

The SIMPO Policy Committee consists of local elected and appointed officials of those agencies that have a primary interest in transportation. Each member is expected to reflect the official position of his or her constituent agency and/or the public interests they represent. The members include:

- Mayor, City of Carbondale
- Mayor, City of Marion
- Mayor, City of Herrin
- Mayor, City of Carterville
- County Chair, Jackson County
- County Chair, Williamson County
- One Village President, represents Cambria, Colp, Crainville, Energy, and Spillertown
- General Manager, One of the local Transit Agency (JMTD or RMTD)
- IDOT REP, IDOT District 9

This committee assumes the decision-making authority for SIMPO and establishes policies that guide and form the transportation planning process. The committee has a variety of responsibilities, which range from approving the annual TIP to establishing the boundary of the study area.

SIMPO Technical Committee

The SIMPO Technical Committee consists of staff from SIMPO participating agencies. Technical members perform analyses and make recommendations concerning transportation issues to the Policy Committee for their approval. The actual technical work is performed by SIMPO staff and the SIMPO Technical Committee member organizations.

SIMPO Technical Committee membership is composed of representatives of the following agencies:

1. County of Jackson
2. County of Williamson
3. City of Carbondale
4. City Marion
5. City of Herrin
6. City of Carterville
7. Town under 5,000 population
8. IDOT District 9
9. Transit Agency.

SIMPO Advisory Committee

The SIMPO Advisory Committee consists of staff from agencies that are affected by the transportation planning process. This committee provides insight, advice and other assistance in the development of plans.

SIMPO Advisory Committee membership is composed of representatives of the following agencies:

- IDOT Office of Planning;
- Federal Highway Administration - Illinois Division;

- Federal Transit Administration - Region Five;
- The City of Murphysboro;
- Greater Egypt Regional Planning and Development Commission;
- Southern Illinois Airport;
- Williamson County Airport; and
- Southern Illinois University.

SIMPO Staff Structure

The Greater Egypt Regional Planning and Development Commission serves as a lead agency for the SIMPO. The Lead Agency supervises and coordinates the activities and acts as the administrative agent for SIMPO. The Executive Director oversees the Lead Agency's responsibilities as the administrative and financial agent for SIMPO.

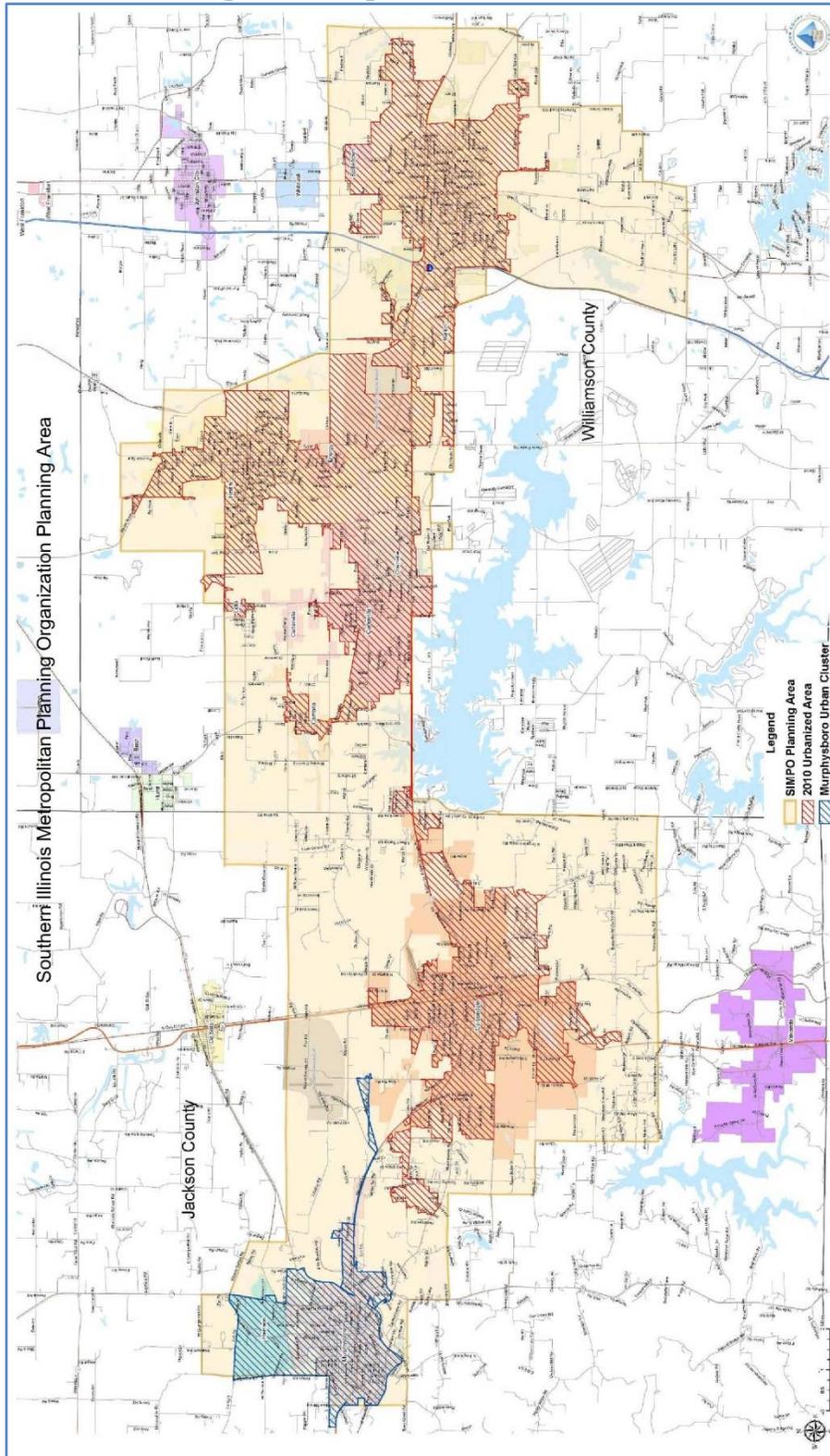
After approval by the Policy Committee, The Executive Director will enter into contracts, as needed, to obtain and utilize funding available for transportation planning purposes.

The Lead Agency designates a Director of Transportation Planning who is qualified to facilitate the necessary highway and mass transit planning.

SIMPO Funding

SIMPO is funded by 80% federal transportation planning funds from FHWA and FTA through FAST. The Federal Highway and Federal Transit Planning Programs (hereinafter referred to as "Program") require that 20% of the Program is funded with non-federal funds. Local entities, eligible to be represented by the Policy Committee, are required to contribute on an annual basis, up to 20% of SIMPO's annual operating budget for the Program. To maintain voting privileges, entities must be current with their local contribution. An exception to this rule requires a unanimous vote of the Policy Committee.

SIMPO Planning Area Map



III. SIMPO Unified Planning Work Program

Purpose

SIMPO UPWP is developed each fiscal year to coordinate transportation and related planning activities for a *cooperative, comprehensive* and *continuing* planning process (3- C). The primary objective of the UPWP is the development of an integrated planning program, which considers the planning activities of each modal group and coordinates these activities to produce a total transportation plan serving all segments of the population. Through the 3-C planning process, transportation planning and related activities are to be dispersed throughout the metropolitan planning area (MPA). The UPWP identifies transportation planning priorities for the Southern Illinois Urbanized Area and allocates SIMPO staff and resources to particular projects and issues. The document also serves as an advising and coordinating instrument for the various local governments, as well as the State and Federal agencies, involved in activities that are part of the urban transportation planning process. The UPWP serves as a guide for all planning-related work to be continued or completed within the metropolitan planning area for FY 2017. The subtasks are specific projects, plans, or programs in which SIMPO, the municipalities within the urbanized area, and IDOT staff will participate. Work performed by SIMPO staff is outlined in each subtask as it relates to the planning factors identified in MAP-21, which was signed into law on July 6, 2012.

The UPWP reflects the planning activities and program conduct provided for in the agreements and contractual relationships between the Illinois Department of Transportation and the SIMPO which is designated as the Metropolitan Planning Organization (MPO).

In developing the UPWP, the MPO was required to consider the current surface transportation authorizing legislation, FAST. Under FAST, an MPO must consider projects and strategies that will meet the following factors:

- a) support the economic vitality of the metropolitan area, especially by

- enabling global competitiveness, productivity and efficiency
- b) increase the safety and security of the transportation system for motorized and non-motorized users
 - c) increase the security of the transportation system for motorized and non-motorized users
 - d) increase the accessibility and mobility of people and for freight”
 - e) protect and enhance the environment, promote energy conservation, improve the quality of life and promote consistency between transportation improvements and State and local planned growth and economic development patterns
 - f) enhance the integration and connectivity of the transportation system, across and between modes, for people and freight
 - g) promote efficient system management and operation
 - h) emphasize the preservation of the existing transportation system

Structure

Specific transportation planning tasks to be undertaken by the MPO staff are organized into five major categories:

- 101 – Long Range Planning
- 102 – Short Range Planning
- 103 – Administration/Management
- 104 – Special Studies
- 105 – Information Technology Systems and Website Support

IV. Tasks and Budget Description

101 – Long Range Planning

Objective

SIMPO is responsible for developing and coordinating the implementation of a long-range transportation strategy for the urbanized area. Long-range planning functions support needs or requirements that affect long-term planning performance or refine issues.

Methodology

MPO Staff will begin coordinating the implementation of the SIMPO LRTP adopted on October 13, 2015. MPO staff will update the LRTP as needed.

102 – Short Range Planning

Transportation Improvement Program:

The Transportation Improvement Program (TIP) coordinates, budgets, and sets priorities for future highway, transit, and other transportation improvements of the SIMPO member agencies. The TIP lists, groups, and sets priorities for transportation improvements. Projects listed within the TIP must be consistent with the goals and objectives of State Transportation Plan.

To the extent possible, the TIP will:

- (1) Set priorities for all major transportation improvements proposed over the next four years;
- (2) identify the financial needs and resources of the SIMPO member agencies;
- (3) Include all proposed uses of federal highway and transit funds and be structured around realistic state revenue projections;
- (4) emphasize planning and cost-effective projects;
- (5) Emphasize transportation projects that have minimal adverse impact on the environment

and the community; and

(6) Provide better services for those persons traditionally underserved by existing transportation systems, including persons with disabilities.

1. Transportation Improvement Program FY 2018 – 2021

SIMPO annually creates a new TIP. The process begins in November of each year with a call for projects. Below is the full timeline for the TIP creation.

<i>Time Frame:</i>	<i>FY2017</i>
	<i>August 2016 – TIP FY2018-2021 Kickoff</i>
	<i>December 2016 – STU Project Selection</i>
	<i>April 2017 – Draft Approval</i>
	<i>May 2017 – Public Release</i>
	<i>June 2017 – Final Approval</i>

Lead Agency: Southern Illinois Metropolitan Planning Organization

2. Transportation Improvement Program Updates

Amend the FY 2017 – 2020 TIP as needed by the SIMPO members.

3. Unified Planning Working Program FY 2017

SIMPO annually creates a new UPWP. The process begins in December of each year with a call for planning projects. Staff collects all submissions and provides a draft report to the Technical Committee. The draft is accompanied with a budget outline. SIMPO usually receives the funding marks in March. Below is the full timeline for the UPWP creation.

<i>Time Frame:</i>	<i>FY2017</i>
<i>December 2016</i>	<i>– FY 2017 UPWP Kickoff</i>
<i>February 2016</i>	<i>– Rough Draft</i>
<i>March 2016</i>	<i>– Rough Draft</i>
<i>April 2016</i>	<i>– Draft Approval</i>
<i>May 2016</i>	<i>– Public Release</i>
<i>June 2016</i>	<i>– Final Approval</i>

Lead Agency: Southern Illinois Metropolitan Planning Organization

4 Mass Transit:

Ensure compliance with the TAST Act planning requirements.

Continue to improve coordinated transportation services to meet the mobility needs of the county’s elderly, persons with disabilities, and the transportation disadvantaged.

Provide technical planning and personnel support for ancillary issues related to public transportation.

Complete a comprehensive MPO wide transit study including the Saluki Express system (see item 104 Special Studies).

Time Frame: FY2017

Lead Agency: Southern Illinois Metropolitan Planning Organization Supporting Agency: JMTD, RMTD

103 – Administration/Management

Objective

- Print reports, planning studies and organizational literature developed as part of the transportation planning process.

- Develop and distribute meeting notices, agenda packets, minutes and other correspondence for the SIMPO Policy Board and Technical Advisory Committee.
- Provide for accurate and updated accounting of all funds necessary for the MPO process to include invoices for state and federal funds, grant reporting, payroll and time-keeping as needed.
- Complete the administrative activities necessary for an organization including personnel management, records management, professional development and training.
- Establish and update as required all necessary agreements and retain legal counsel when necessary.
- Ensure that the SIMPO meets the needs of the member local governments.
- Ensure the SIMPO meets local, state and federal requirements for planning and certification and
- Maintains compliance with provisions of the FAST Act.

Methodology

- Communicate with FHWA and IDOT representatives, review legislation and participate in local, state and national meetings and conferences to remain familiar with all current requirements for MPOs.
- Utilize effective administrative management strategies, processes and resources to provide the timely and accurate completion of meeting schedules and agendas.
- Track expiration dates, conduct timely reviews and process all amendments and updates to written agreements and legal documents as needed. Contract with an attorney to provide legal review and counsel if required.
- Utilize effective personnel management strategies to develop staffing plans and assignments, identify training needs and manage human resources of the organization.
- Track and report periodic assessments of expended transportation planning funds as identified in progress reports and invoices.
- Submit grants, coordinate funding activities and develop revenue summaries for the organization.

- Ensure ADA and Title VI compliance in the development and distribution of materials.
- Work through the MPO process to develop and distribute all reports, meeting minutes, agendas, etc. in an electronic format and when required print, reproduce, and distribute such documents.
- Provide opportunities for professional development of staff, including participation in conferences and training, and related travel as necessary to achieve the agency's objectives.
- Purchase supplies and services necessary to perform the functions and meet the responsibilities of the agency.

104 – Special Studies

SIMPO Transportation System Special Studies - Contractual Services

- Complete an MPO wide Transit Study
- Additional Studies as funding permits and approved by the Policy Committee

SIMPO Transportation System Special Studies – In House Staff

- Complete the East/West Corridor Study
- Various local HSIP analysis and applications
- Various grant applications
- Other Special Studies as needed

105 – Information Technology Systems and Website Support

Objective

- Ongoing maintenance of interactive, Web based Transportation Improvement Program.
- Providing web-hosting and maintenance of SIMPO website and the development of an LRTP web page.
- Annual purchases of new hardware and software systems including upgraded system capacity, system printers and plotter, and projection equipment.

- Establish and Maintain the SIMPO website by contracting with a Web host and integrate special web links and tools as appropriate to TIP, UPWP, LRTP, and other future planning documents.
- Establish procedures and agreements necessary to ensure minimal interruption to SIMPO operations during office emergencies and procure required support hardware and software.
- Maintain the SIMPO's computer information system and network to improve internal and external data sharing capabilities and procure necessary hardware and software as needed to improve functioning of the organization.

Methodology

- Utilize electronic media (SIMPO's webpage and the Internet) to provide technical planning information using innovative and advanced applications.
- Purchase replacement equipment for staff if existing systems become outdated at current level of technology available within budgetary constraints.
- Annually assess the SIMPO's office equipment needs (hardware and software) and other related items as required to support the management information system and staff needs.
- Maintain accurate inventory of all capital equipment and budget annually for required replacements.

V. Budget Sheets

Exhibit I - Revenue Allocation

Exhibit 1: Revenue Sources		
Source	Amount	Tier
FHWA-PL Allocation	\$178,575	Federal
FTA Section 5303	\$34,677	Federal
IDOT State Metro	\$53,313	State
Local Match	\$0	Local
Total Revenue	\$266,564	

Exhibit II - Task Expenses

SIMPO UPWP TASKS	Federal	State	Local	Total
Total Allocation	\$213,251	\$53,313	\$0	\$266,564
101 Long Range Planning	\$33,066	\$8,267	\$0	\$41,333
102 Short Range Planning	\$33,066	\$8,267	\$0	\$41,333
103 Administration/Management	\$18,050	\$4,513	\$0	\$22,563
104 Special Studies (Contractual)	\$80,000	\$20,000	\$0	\$100,000
104 Special Studies (In House staff)	\$33,068	\$8,267	\$0	\$41,335
105 Information Technology & Website support	\$16,000	\$4,000	\$0	\$20,000
TOTAL	\$213,251	\$53,313	\$0	\$266,564

Exhibit III - Line Item Budget

EXHIBIT III: Line-Item Budget			
A.Revenues:			Total Budget
Funding Source	Funding Amount		
PL	\$178,574		
FTA	\$34,677		
State (match)	\$53,313		
Local	\$0		\$266,564
B.Expenses			
Personnel		Item Cost	Total Cost
Direct Program Chargeable Salaries		\$75,581	
Employee Benefits		\$34,900	
Personnel sub total			\$110,481
Indirect cost		\$45,562	
Travel		\$2,000	
Other Cost		\$1,000	
Consumables		\$531	
Equipment/Software		\$5,000	
Contractual Services		\$101,990	
Total			\$266,564