

Danville Area Transportation Study

Metropolitan Planning Organization

Fiscal Year 2015

Unified Planning Work Program (UPWP)

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UNIFIED PLANNING WORK PROGRAM (UPWP)

OF THE
DANVILLE AREA
TRANSPORTATION STUDY
(DATS)

FOR
Fiscal Year 2015

PREPARED FOR: Danville Area Transportation Study (DATS)

IN COOPERATION WITH: Illinois Department of Transportation
Federal Highway Administration
Federal Transit Administration

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Glossary

ADA	Americans with Disabilities Act. This federal legislation mandated significant changes in transportation, building codes and hiring policies 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.
DATS	Danville Area Transportation Study
DMT	Danville Mass Transit
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
IDOT	Illinois Department of Transportation
ITS	Intelligent Transportation Systems. 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.
Intermodal	Multiple modes of transportation working together in an efficient, integrated system.
LOS	Level of Service. Quantitative measure of congestion.
LRTP	Long Range Transportation Plan

- MPO** Metropolitan Planning Organization. Agency designated by the governor to administer the federally required transportation planning in a metropolitan area. A 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, and comprehensive transportation planning process in urbanized areas.”
- STP** Surface Transportation Program. The primary federal funding program resulting from ISTEA, TEA-21, SAFETEA-LU, and MAP-21 that provides money for a wide range of transportation projects.
- TIP** Transportation Improvement Program. Federally required document produced by the MPO 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.
- MAP-21** 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, MAP-21 is the first long-term highway authorization enacted since 2005.
- MAP-21 creates a streamlined and performance-based surface transportation program and builds on many of the highway, transit, bike, and pedestrian programs and policies established in 1991.
- 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

MPO Overview

Established through federal legislation, Metropolitan Planning Organizations (MPOs) exist throughout the United States in all urbanized areas of more than 50,000 people and have the authority to prioritize, plan, and program transportation projects in the urbanized area (UA) for federal funding.

The Danville Area Transportation Study (DATS) MPO is the federally-designated transportation planning agency for parts of Vermilion County. Serving as a regional partnership among the Federal Highway Administration (FHWA), U.S. Department of Transportation (USDOT), Illinois Department of Transportation (IDOT), Federal Transit Administration, local elected leadership, local planning and public works directors, the business community, and citizens across the planning area, the MPO leads in the development of the region's Long Range Transportation Plan and short-range Transportation Improvement Program.

Members of the DATS include the municipalities of Georgetown, Westville, Belgium, Catlin, Tilton, and Danville, the townships of Danville, Catlin, Newell, and Georgetown, Vermilion County, and the Illinois Department of Transportation.

The MPO is responsible for the following aspects of the transportation process:

- 1) To design and set goals and objectives of the planning process and the Long Range Transportation Plan;
- 2) To establish performance measures for the Urbanized Area;
- 3) To review and advise on proposed changes in transportation planning concepts;
- 4) To serve as a representative between governmental units in the Urbanized Area; and
- 5) To obtain optimum cooperation of all governmental units in providing information and in implementing various elements of the transportation plan.

MPO planning activities are funded by grants from the Federal Highway Administration (FHWA), the Illinois Department of Transportation, and by local governments through regional match requirements. In general, 80 percent of MPO expenses are covered by federal grants. The MPO's Unified Planning Work Program (UPWP) is adopted annually in cooperation with our public transit agency- Danville Mass Transit (DMT), local governments, the Illinois Department of Transportation, and the Federal Highway Administration, and serves as the organization's annual budget and work program. The efforts of the MPO ensure that local and regional agencies maintain eligibility for federal transportation funding.

Planning Area

The Danville Area Transportation Study is one of fourteen MPOs in the state of Illinois that serve as the lead transportation planning and programming agencies for metropolitan areas. The MPOs Urbanized Area serves approximately 30.5 square miles and contains a population of 50,551 throughout Vermilion County. A map of the MPO planning area is provided in Appendix A.

Municipalities within the Urbanized Area include Georgetown, Westville, Belgium, Tilton, Catlin, and Danville. The population shown is provided by the 2012 American Community Survey.

Figure 1.1 Population Distributions

Municipality	Population
Belgium	404
Catlin	2,040
Danville	33,027
Georgetown	3,474
Tilton	2,724
Westville	3,202
Unincorporated	5,680
Total	50,551

DATS Organizational Structure

DATS 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 body under the direction of the Policy Committee. DATS maintains an Advisory Committee with representatives of agencies that are affected by the transportation decision-making process.

DATS Policy Committee

The DATS 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:

1. Vermilion County Board Chairman
2. Mayor, City of Danville
3. Mayor, of Villages at large
4. Illinois Department of Transportation- District #5 Representative
5. Township Supervisor

The Policy committee assumes the decision-making authority for DATS 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.

DATS Technical Committee

The DATS Technical Committee consists of staff from DATS 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 DATS staff and the DATS Technical Committee member organizations.

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

1. Vermilion County (2 Voting Members)
2. City of Danville (2 Voting Members, with priority given to Danville Mass Transit)
3. Villages (1 Voting Member)
4. Townships (1 Voting Member)
5. CRIS Rural Transit District (1 Voting Member)
6. Vermilion County Regional Airport (1 Voting Member)
7. Illinois Department of Transportation, District 5 (1 Voting Member)

DATS Staff Structure

The professional time and services for transportation planning in this cooperative effort is provided through a composite approach. It consists of DATS staff housed in the Engineering and Urban Services Department at the City of Danville, as well as additional assistance from IDOT. The day-to-day operations of the agency are performed by DATS staff, with technical expertise in transportation planning, geographic information systems, and other related areas.

DATS staff collects, analyzes and evaluates various groups of data to determine the transportation system requirements of the urbanized area in conjunction with member agencies. The data collected by staff throughout the Metropolitan Planning Area is information necessary to operate the DATS office. Staff also prepares materials for use at Technical and Policy Committee meetings. The professional staff members participate in all DATS meetings and provide expertise as needed. In addition, they represent the agency at other meetings of regional importance.

DATS Funding

DATS is funded by 80% federal transportation planning funds from FHWA and FTA through MAP-21. The funds require a local match of 20%, which is supplied by the State Metro Planning Funds and the City of Danville. To ensure that all funds are well managed and that the planning activities are completed in accordance with Federal and State guidelines, IDOT has entered into an agreement with the MPO and the agencies represented by the MPO to help coordinate the planning process.

II. ISSUES AND REQUIREMENTS

UPWP Overview

The purpose of the Unified Planning Work Program (UPWP) is to provide the Danville Urbanized Area with a work allocation plan that promotes a transportation planning process that is cooperative, comprehensive and continuing as required under the Federal Aid Highway Act of 1962. 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.

This UPWP for the Danville Area Transportation Study documents the transportation planning activities and related tasks to be accomplished during federal fiscal year (FY) 2015. The goal of the MPO is to ensure a continuing, cooperative, and comprehensive

("3-C") approach for transportation planning for the metropolitan area, both short and long-range, with proper coordination among:

- City and county governments, transit operators, and regional agencies;
- State agencies including the Illinois Department of Transportation; and
- Federal agencies including the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) of the United States Department of Transportation (U.S. DOT), the U.S. Department of Housing and Urban Development, and the U.S. Environmental Protection Agency.

Planning Factors & Federal Initiatives

Moving Ahead for Progress in the 21st Century (MAP-21), the federal transportation legislation passed by U.S. Congress and signed by the President in 2012, defines specific planning factors to be considered when developing transportation plans and programs in a metropolitan area. Current legislation calls for MPOs to conduct planning that:

- Supports the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
- Increases the safety of the transportation system for motorized and non-motorized users
- Increases the security of the transportation system for motorized and non-motorized users
- Increases the accessibility and mobility options available to people and for freight
- Protects and enhances the environment, promotes energy conservation, and improves quality of life, promotes consistency between transportation improvements and state and local planned growth and economic development patterns
- Enhances the integration and connectivity of the transportation system, across and between modes, people and freight.
- Promotes efficient system management and operation
- Emphasizes the preservation of the existing transportation system

In addition to the planning factors required by MAP-21, the MPO considered other federal initiatives relevant to the metropolitan planning process in the development of this UPWP.

Public Participation

Federal legislation requires MPOs to include provisions in the planning process to ensure the involvement of the public in the development of transportation plans and programs including a Long-Range Transportation Plan that includes at least a 20-year horizon, a short-term Transportation Improvement Program, and an annual Unified Planning Work Program. The Danville Area Transportation Study's Public Participation Plan (P³) requires that members of the public are given at least thirty (30) days to review and comment on the draft work program prior to adoption. Following that review period, public hearings will be held prior to the adoption of the work program. The MPO will use local newspapers to notify the public of the seven day review period as well as dates, times, and locations of the public hearings. Copies of the draft UPWP will be posted at the MPO's website at www.dats-il.com and in public libraries across the county.

More information on the public involvement process is provided by the MPO's P³ available on the MPO's website at PROVIDE WEBSITE LINK and at the MPO Office. The P³ serves to inform local residents, businesses, and officials of the MPO's regional planning efforts and obtain meaningful input into the transportation planning process.

Funding Sources for Planning Activities

The UPWP primarily describes planning activities to be undertaken in the metropolitan planning region utilizing federal funding including FHWA Section 112 (PL), FHWA Statewide Planning and Research (SPR), and FTA Section 5303 grants. All work, including MPO staff time and consultant studies, listed in the UPWP are funded by one or more of the following funding sources.

FHWA Section 112 grant funds (also known as "PL" funds)

Federal planning funds can be used for up to 80 percent of a project, with a required 20 percent match typically provided by local governments.

FHWA State Planning and Research (SPR) grant funds

SPR funds are federal dollars from the State Planning & Research Program administered by the Illinois Department of Transportation. A 20 percent match is required that can be provided by either IDOT or local jurisdictions, depending on the project.

FTA Section 5303 grant funds

Section 5303 funds are federal funds designated for transit planning and research activities. Up to 80 percent federal funds can be used for a project. The remaining 20 percent match is typically divided between state and local government.

III. WORK PROGRAM TASKS

MPO planning activities are developed to ensure the region maintains a certified transportation planning process. As such, each planning activity identified in the UPWP is integrated into the region's Long Range Transportation Plan, subsequently leading to implementation by way of the Transportation Improvement Program. This section provides detailed information, outlined by general tasks, for each work element that the MPO will undertake in FY 2015.

Task 1.0 Program Administration/Management

Purpose

Administer the MPO and its work program in a manner that:

- Maintains the region's eligibility to receive federal transportation capital and operating assistance; and
- Provides a continuous, cooperative, and comprehensive transportation planning process throughout the multi-municipality region.

FY 2014 Accomplishments

This is a continuing work activity.

FY 2015 Activities

- Manage the implementation of tasks within the FY 2015 UPWP.
- Prepare and review request for proposals, contracts, invoices, maintain membership lists, prepare meeting agendas, and record meeting minutes.
- Monitor best practices for transportation planning through industry associations such as the National Academies Transportation Research Board (TRB), the American Planning Association (APA), the Association of MPOs (AMPO), the American Public Transportation Association (APTA), the American Association of State Highway and Transportation Officials (AASHTO), among others.
- Participate in meetings, workshops and conferences in order to stay current on innovative planning techniques.
- Work with IDOT and MPO members to make the necessary changes in the planning process as a result of MAP-21 rule-making and guidance
- Prepare annual Title VI Report for submission to IDOT
- Prepare the Fiscal Year 2016 Unified Planning Work Program
- Prepare the Federally Obligated Projects of FY 2014 Report

End Products

- An ongoing transportation planning program through the execution of the tasks outlined in the work program
- Regular Technical and Policy committee meetings
- Regional meetings on transportation-related issues
- Annual Title VI Report
- FY 2015 Unified Planning Work Program

Task 2.0 Long Range Plan

Purpose

Maintain a long range plan for the region's transportation needs that is: 1) technically based on the latest available data on land use, demographics, and travel patterns; 2) based on regional goals, and 3) financially based on predictable, reliable funding sources

FY 2014 Accomplishments

- Continued implementation and maintenance of the 2035 Regional Transportation Plan
- Design and administration of a regional household travel survey
- Continued community visioning efforts and data accumulation to guide the development of the 2040 Regional Transportation Plan.

FY 2015 Activities

- Continue work on 2040 Regional Transportation Plan
- Begin work on existing conditions and trend analysis for the 2040 Plan
- Host stakeholder workshops and utilize other forms for public involvement
- LRTP document preparation and writing
- Participate in the IDOT statewide Long-Range Transportation Plan including attending meetings related to the plan and supporting technical models and studies

End Products

- Compilation of regional planning tools for use in preparing the 2040 Long Range Transportation Plan
- Performance Measures Defined

Task 3.0 Transportation Improvement Plan

Purpose

Maintain a regional program that prioritizes and schedules transportation projects consistent with adopted short- and long-range plans.

FY 2014 Accomplishments

- Managed the FYs 2014-2017 TIP through formal amendments and administrative adjustments
- Published Annual Listing of Federally Obligated Projects for FY 2013

FY 2015 Activities

- Adopt and maintain a financially feasible TIP. TIP projects and programs will be consistent with the MPO's 2035 Regional Transportation Plan.
- Report on the status of TIP projects on a regular basis to IDOT and MPO membership and coordinate with IDOT and project sponsors regarding project schedules and funding expenditures
- Amend the FY15-FY18 TIP as needed by the DATS members

End Products

- Maintenance of the Transportation Improvement Program
- Annual listing of Federally Obligated Projects

Task 4.0 Multi-Modal Planning

Purpose

Provide increased emphasis on issues related to alternate modes and regional inter-modal connectivity including:

- Local bus and regional transit services,
- Pedestrian and bicyclist facilities/network,
- Commercial freight movers, and
- Connections between modes of travel/transport

FY 2014 Accomplishments

- Danville Pedestrian Access Plan (ADA Compliance Sidewalk Survey)

FY 2015 Activities

- Update Regional Bike and Pedestrian Plan

Task 5.0 Land Use Integration

Purpose

To undertake various regional, corridor, and sub-area planning studies within the region in consultation with the state, local governments, and transit operators in an effort to integrate land use planning with the MPO's transportation planning process to ensure the successful implementation of the MPO's Long Range Transportation Plan.

FY 2014 Accomplishments

- Coordinated with local comprehensive plans

FY 2015 Activities

- Continue support for the integration of transportation, urban design, and land use planning through work with regional partners
-

Task 6.0 Data Collection and Analysis

Purpose

Create, update and maintain transportation planning databases and inventories and to monitor developments in the region for impacts on the transportation system. When appropriate, data will be integrated into GIS for use in the transportation planning process.

FY 2014 Accomplishments

- Conducted traffic counts on specific corridors
- Analyzed traffic accident data from the Illinois Department of Transportation
- Completed work on regional household travel survey

FY 2015 Activities

- Activities that may be undertaken include: traffic counts, travel time studies, functional classification, bicycle/pedestrian facilities inventory, land use data, crash data, transit ridership (passenger trips, passengers per mile, passengers per hour, and passengers per route), transit performance, GIS data, etc.
- Continue to work with local city/county staff to refine data for local/regional use
- Continue to collect traffic count data for planning and project design
- Collect socioeconomic data for planning and project design

End Products

- Data on daily traffic, peak hour volume, vehicle miles traveled, and accidents
- Data on population, land use, and socio-economic data
- Maps and inventories of transportation system components
- Updated data from IDOT
- Data for the MPO's performance measures

Task 7.0 Public Participation

Purpose

Provide opportunities for meaningful public input on transportation planning by following the guidelines of the adopted Public Participation Plan and continuing to seek new methods of outreach.

FY 2014 Accomplishments

- Maintained MPO website and communication tools
- Began to update the MPO's Public Participation Plan
- Created the opportunity for youth to participate in the planning process by working with School District 118's AP Human Geography class at Danville High School.

FY 2015 Activities

- Maintain contact list of citizens who ask to be notified about plans, programs, and projects. The list will include citizens who contact the MPO to express interest in particular topics or general involvement, which are contact through the MPO's outreach efforts such as speaking engagements to civic clubs and interest groups.
- Continue to place ads and public notices with media, including outlets that serve minority citizens and other transportation-disadvantaged groups, to publicize the development and adoption of MPO products.
- Continue the evaluation and improvement of the MPO's public involvement techniques

End Products

- Maintain comprehensive website on regional transportation planning activities
- Input for MPO sponsored projects

Task 8.0 Special Studies

Purpose

A continuing emphasis of the Unified Planning Work Program will be to provide continued technical support to all DATS member agencies in carrying out detailed transportation studies. DATS frequently serves as an added resource to the various municipalities, the county, transit providers, townships and the Illinois Department of Transportation (IDOT) by conducting and/or participating in a wide range of various planning and technical projects referred to as Special Studies. Projects range from administration of ongoing major studies and support of local evaluations.

IV. FUNDING TABLES

EXHIBIT III: Line-Item Budget					
A. Revenues:					
FUND AMOUNT	FUND SOURCE		<i>Total Proposed Budget</i>		
\$149,372	PL		\$222,490		
\$28,620	FTA				
\$44,498	STATE METRO				
\$0	LOCAL				
\$222,490	TOTAL				
B. Expenses					
PERSONNEL	TOTAL COST	FUND SOURCE	AMOUNT	REQUIRED MATCH	MATCH SOURCE
MPO Staff	\$130,930	PL	\$76,124	\$19,031	STATE METRO / LOCAL
Director 100%	\$65,179	FTA	\$28,620	\$7,155	STATE METRO / LOCAL
Support Staff	\$65,751				
Oversight 10%	\$15,870	Personnel amounts reflect direct and non-direct expenses.			
GIS 20%	\$13,380				
Financial 10%	\$6,270				
Professional Intern(s)	\$30,231				
CONTRACTUAL	TOTAL COST	FUND SOURCE	AMOUNT	REQUIRED MATCH	MATCH SOURCE
Advertising	\$400	PL	\$320	\$80	STATE METRO / LOCAL
Professional Services	\$66,805	PL	\$53,444	\$13,361	STATE METRO / LOCAL
Dues	\$1,500				
IL MPO Assoc.	\$1,000	STATE METRO	\$1,000		
Other	\$500	PL	\$400	\$100	STATE METRO / LOCAL
Telephone	\$880	PL	\$704	\$176	STATE METRO / LOCAL
Training	\$3,000	PL	\$2,400	\$600	STATE METRO / LOCAL
Computer Services & Support	\$11,500	PL	\$9,200	\$2,300	STATE METRO / LOCAL
Postage	\$275	PL	\$220	\$55	STATE METRO / LOCAL
Other Contractual	\$1,000	PL	\$800	\$200	STATE METRO / LOCAL
COMMODITIES	TOTAL COST	FUND SOURCE	AMOUNT	REQUIRED MATCH	MATCH SOURCE
Publications	\$100	PL	\$80	\$20	STATE METRO / LOCAL
Office Supplies	\$1,000	PL	\$800	\$200	STATE METRO / LOCAL
Other Commodities	\$100	PL	\$80	\$20	STATE METRO / LOCAL
CAPITAL OUTLAYS	TOTAL COST	FUND SOURCE	AMOUNT	REQUIRED MATCH	MATCH SOURCE
Technology Upgrades	\$5,000	PL	\$4,000	\$1,000	STATE METRO / LOCAL

EXHIBIT I: Revenue Allocation

Source	Amount	Tier
FHWA-PL	\$149,372	Federal
FTA-5303	\$28,620	Federal
IDOT State Metro		State
Local	\$44,498	Danville
Total Revenue	\$222,490	