

RESOLUTION NO. 52 - 24

A RESOLUTION APPROVING AND AUTHORIZING THE VILLAGE TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH THE SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION FOR REGIONAL TRANSPORTATION PLANNING AND RELATED ACTIVITIES

WHEREAS, the Village of Chatham (“Village”) is an Illinois Municipal Corporation existing and operating under the Illinois Municipal Code and the laws of the State of Illinois; and,

WHEREAS, the Constitution of the State of Illinois, 1970, Article VII, Section 10 authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or ordinance; and,

WHEREAS, the Village and the Springfield-Sangamon County Regional Planning Commission (Planning Commission), Illinois have the authority to participate in cooperative programs and share services with other governmental entities pursuant to Section 3 of the Intergovernmental Cooperation Act, 5 ILCS 220/3; and,

WHEREAS, the Village wishes to enter into an Agreement with the Planning Commission for regional transportation planning and related activities in Sangamon County as described in the Agreement as attached hereto as **Exhibit A**; and,

WHEREAS, the Illinois Governor has designated the Planning Commission as the metropolitan planning organization for the Metropolitan Planning Area of Springfield, Illinois; and,

WHEREAS, the Agreement sets forth that the total cost for performing the planning work, approximately \$751,857.34, is to be split 70% federal, 11.80% local, and 17.70% State Match Assistance Funds; and, that 1.20% of the total cost, which shall not exceed \$8,800.00, will be funded by the Village; and,

WHEREAS, the Board of Trustees of the Village believe it is in the best interest of the Village to enter into the Agreement for regional transportation planning and related activities.

NOW THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Chatham, Sangamon County, Illinois, as follows:

Section 1. Recitals. The foregoing recitals shall be and are hereby incorporated into and made a part of this Resolution as if fully set forth in this Section 1.

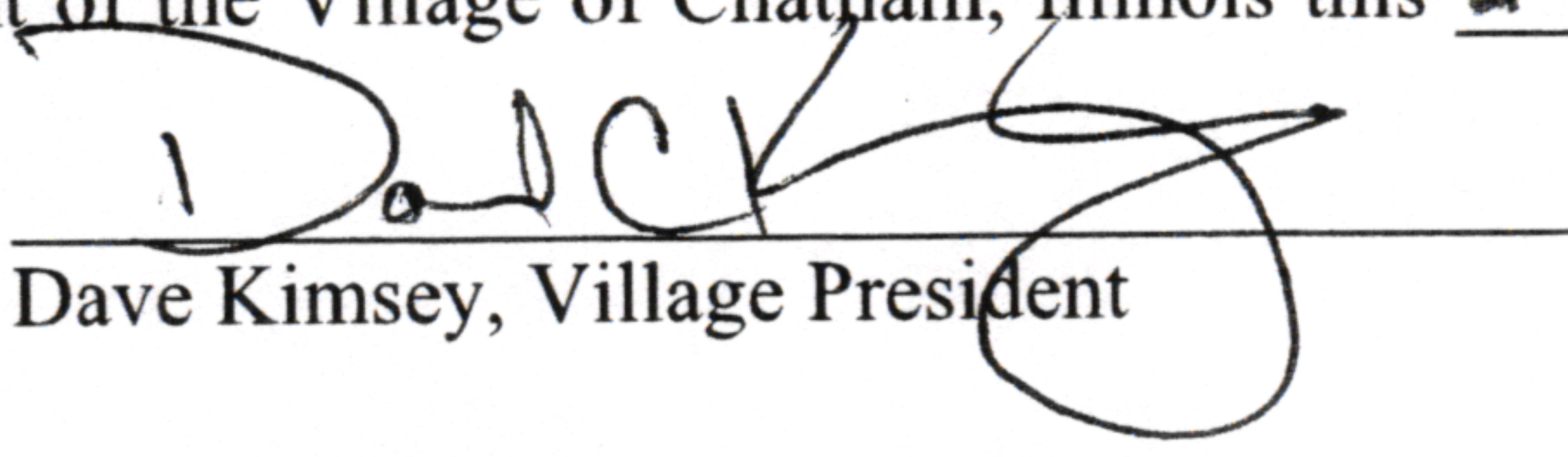
Section 2. Approval of Agreement. The Village Board of Trustees hereby authorizes the Village to enter the Agreement for regional transportation planning and related activities as attached hereto as **Exhibit A**. The Village President and Clerk are hereby authorized to execute the Agreement on behalf of the Village.

Section 3. Effective Date. This Resolution shall be in full force and effect from and after its passage and approval.

	AYE	NAY	ABSTAIN	ABSENT
KRISTEN CHIARO	✓			
MEREDITH FERGUSON	✓			
JOHN FLETCHER	✓			
BRETT GERGER				✓
TIM NICE	✓			
CARL TRY	✓			
DAVE KIMSEY				
TOTAL				

2nd
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APPROVED by the President of the Village of Chatham, Illinois this 9th day of Sept, 2024.


 Dave Kimsey, Village President

Attest: 
 Dan Holden, Village Clerk



Springfield-Sangamon County
Regional Planning Commission

August 27, 2024

Patrick McCarthy
Village Manager
Village of Chatham
116 East Mulberry Street
Chatham, IL 62629

Dear Mr. McCarthy:

Enclosed for your execution is a copy of the PY-2025 Transportation Planning Agreement between the Springfield-Sangamon County Regional Planning Commission and the Village of Chatham.

The Village's share for PY-2025 (July 1, 2024 - June 30, 2025) is \$8,800.00. The Planning Commission will submit bills on a quarterly basis.

Also enclosed for your reference is a copy of the PY-2025 Unified Planning Work Program.

Please return two copies signed by the Village to our office. A copy of the agreement with both agency signatures will be returned to you for your records.

If you have any questions or concerns, please contact me at your convenience.

Sincerely,

A handwritten signature in black ink that reads 'Molly Berns' in a cursive script.

Molly Berns
Executive Director

MB/SK/ik

Encl.

cc: Dave Kimsey

**PLANNING YEAR 2025
TRANSPORTATION PLANNING AGREEMENT
(July 1, 2024 - June 30, 2025)**

THIS AGREEMENT is made and entered into as of the final date of signature below by and between the Springfield-Sangamon County Regional Planning Commission, hereinafter called the **PLANNING COMMISSION** and the Village of Chatham, a municipal corporation of the State of Illinois, hereinafter called the **VILLAGE**, for regional transportation planning and related activities in Sangamon County, Illinois and particularly in the designated Metropolitan Planning Area of this county.

WITNESSETH THAT:

WHEREAS, The Illinois Department of Transportation is mandated by law to develop transportation plans and programs in cooperation with Federal, State, and local agencies, and

WHEREAS, Section 104(f) of Title Twenty Three U.S.C. has authorized through the State of Illinois, funding to carry out Section 134 of Title Twenty Three U.S.C., and

WHEREAS, the State of Illinois shall make this federal funding available to the metropolitan planning organization responsible for carrying out the urban transportation planning requirements as set forth in Section 134 of Title Twenty Three U.S.C., and

WHEREAS, the Governor of the State of Illinois has designated the **PLANNING COMMISSION** as the metropolitan planning organization for the Metropolitan Planning Area of Springfield, Illinois, and

WHEREAS, the Illinois Department of Transportation, the **PLANNING COMMISSION** and the **VILLAGE** have determined a need for continuing the transportation planning process in the Metropolitan Planning Area, and

WHEREAS, the **PLANNING COMMISSION** and the **VILLAGE** have agreed to accept the responsibility for street and highway planning activities as indicated in the PY-2024 Unified Planning Work Program, and

WHEREAS, the Springfield Area Transportation Study Committees and the **PLANNING COMMISSION** have reviewed and approved the **PLANNING COMMISSION'S** estimated cost of Eight Seven Hundred Fifty-One Thousand Eight Hundred Fifty-Seven Dollars and Thirty-Four Cents (\$751,857.34) for July 1, 2024 through June 30, 2025 to perform the transportation planning work as indicated in the PY-2025 Unified Planning Work Program; and

WHEREAS, the total cost of performing this transportation planning work is to be shared in the ratio of 70.70% Federal, 11.80% local and 17.70% State Match Assistance Funds; and

WHEREAS, 1.20% of the total cost, which is estimated at Eight Thousand Eight Hundred Dollars and Zero Cents (\$8,800.00) to be used towards creating a regional Sangamon County Highway Safety Plan will be funded by the **VILLAGE**.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

1. The **PLANNING COMMISSION** hereby agrees to perform the transportation planning work indicated in the PY-2025 Unified Planning Work Program.

The VILLAGE agrees to participate in the continuing transportation planning process as set forth in the PY-2025 Unified Planning Work Program.

2. The VILLAGE agrees to pay, per quarterly invoices, the **PLANNING COMMISSION** 1.20% of the actual cost for the street and highway planning work as indicated in the PY-2025 Unified Planning Work Program.
3. The VILLAGE agrees to pass a resolution appropriating sufficient funds to pay its share of the transportation planning work. The cost to the VILLAGE shall not exceed Eight Thousand Eight Hundred Dollars and Zero Cents (\$8,800.00).


IN WITNESS WHEREOF, this agreement shall be binding upon the parties hereto, their successors and assigns.

Executed by the **PLANNING COMMISSION** the _____ day of _____, 2024.

SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION

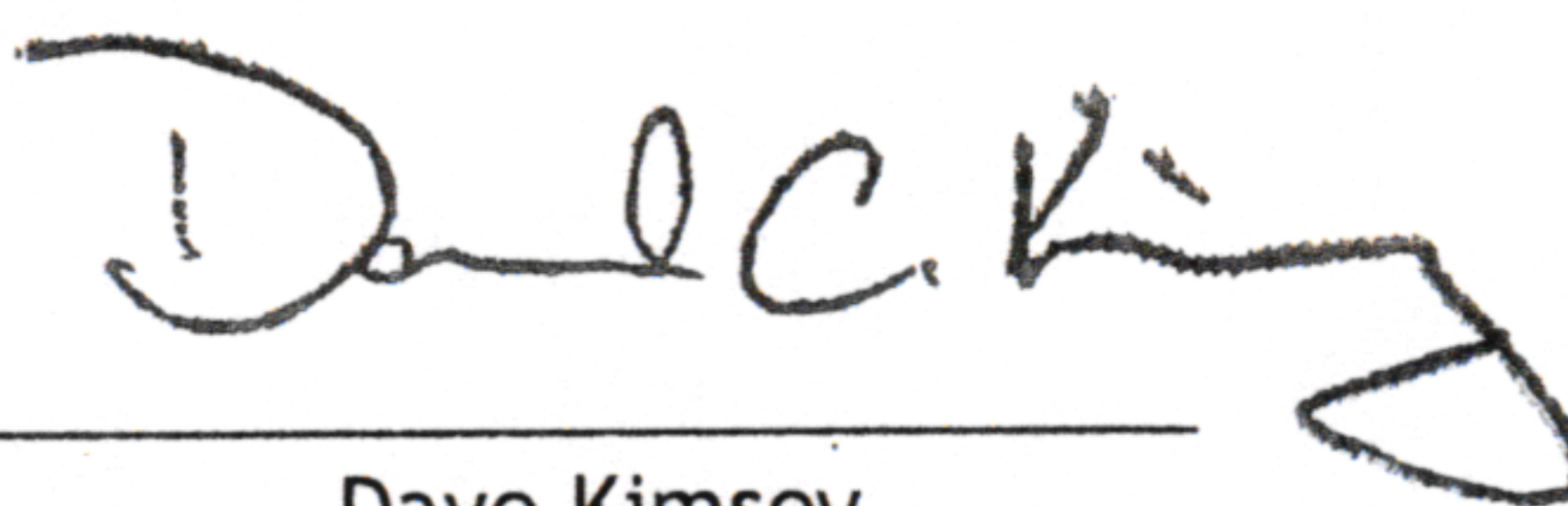
Molly Berns,
Executive Director

Executed by the VILLAGE the 10 day of Sept., 2024.

ATTEST 

Dan Holden,
Village Clerk

VILLAGE OF CHATHAM



Dave Kimsey,
Village President

EXHIBIT A
PLANNING YEAR 2024
TRANSPORTATION PLANNING AGREEMENT
(July 1, 2024 – June 30, 2025)

Unified Planning Work Program

FY 2025

July 1, 2024 - June 30, 2025



Adopted by
SATS Policy Committee
on June 13, 2024

SATS Commitment to the Public

The Springfield Area Transportation Study (SATS) assures that no person shall, on the grounds of race, color, national origin, disability, age, gender, or income status, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity. SATS further assures that every effort shall be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

Contact SATS

Electronic copies of this document are available online at www.sscrpc.com. Hard copy versions will be provided upon request. For more information, please contact:

Springfield-Sangamon County Regional Planning Commission
200 South 9th Street
Room 212
Springfield, Illinois 62701
(217)535-3110
sscrpc@sangamonil.gov



The plan was prepared by the Springfield-Sangamon County Regional Planning Commission and financed in part through a planning grant from the Illinois Department of Transportation, in cooperation with the U.S. Department of Transportation, Federal Highway Administration, and Federal Transit Administration under the Metropolitan Planning Program, Section 104(d) of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation. This report does not constitute a standard, specification, or regulation.

Springfield-Sangamon County Regional Planning Commission

Molly Berns, Executive Director

Lindsay Kovski, Planning Specialist

Schyler Thomas, Administrative Secretary

Shannan Karrick, Senior Planner, Transportation

Jason Sass, Principal Planner, Transportation

Adam McAllister, Associate Planner, Transportation

Joe Zeibert, Senior Planner, Community Planning, Research, & Technology

Sean Roberts, Associate Planner, Community Planning, Research, & Technology

Steve Kennan, Senior Planner, Land Use & Environmental Planning

Emily Prather, Associate Planner, Land Use & Environmental Planning

Lisa Peterson, Senior Planner, Policy Analysis

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Introduction

Since the Federal-Aid Highway Act of 1962, the United States Department of Transportation has required that every metropolitan area with a population over 50,000 have a designated metropolitan planning organization (MPO) to qualify for the receipt of federal highway and transit funding. The Governor of Illinois designated the Springfield Area Transportation Study (SATS) as the MPO responsible for transportation in the region.

Metropolitan Transportation Planning Process

The MPO oversees the transportation planning process for the metropolitan planning area (MPA), which encompasses the existing census-designated urbanized area and the area expected to become urbanized in the next 20 years. The result is a forum of informed decision-makers comprised of jurisdictional partners, local, state, and federal agencies, other stakeholders, and the public to create a regional transportation system that follows the federally mandated 3-C (continuing, comprehensive and cooperative) transportation planning process. Such a process encourages and promotes the safe and efficient development, management, and operation of surface transportation systems to serve the mobility needs of people and freight.

The Purpose of Metropolitan Transportation Planning

Congress shows support for metropolitan and statewide transportation planning by emphasizing ten distinct areas that MPOs and states should consider when developing their plans. These factors are outlined in transportation legislation, the most recent legislation is the Bipartisan Infrastructure Law (BIL), signed into law on November 15, 2021.

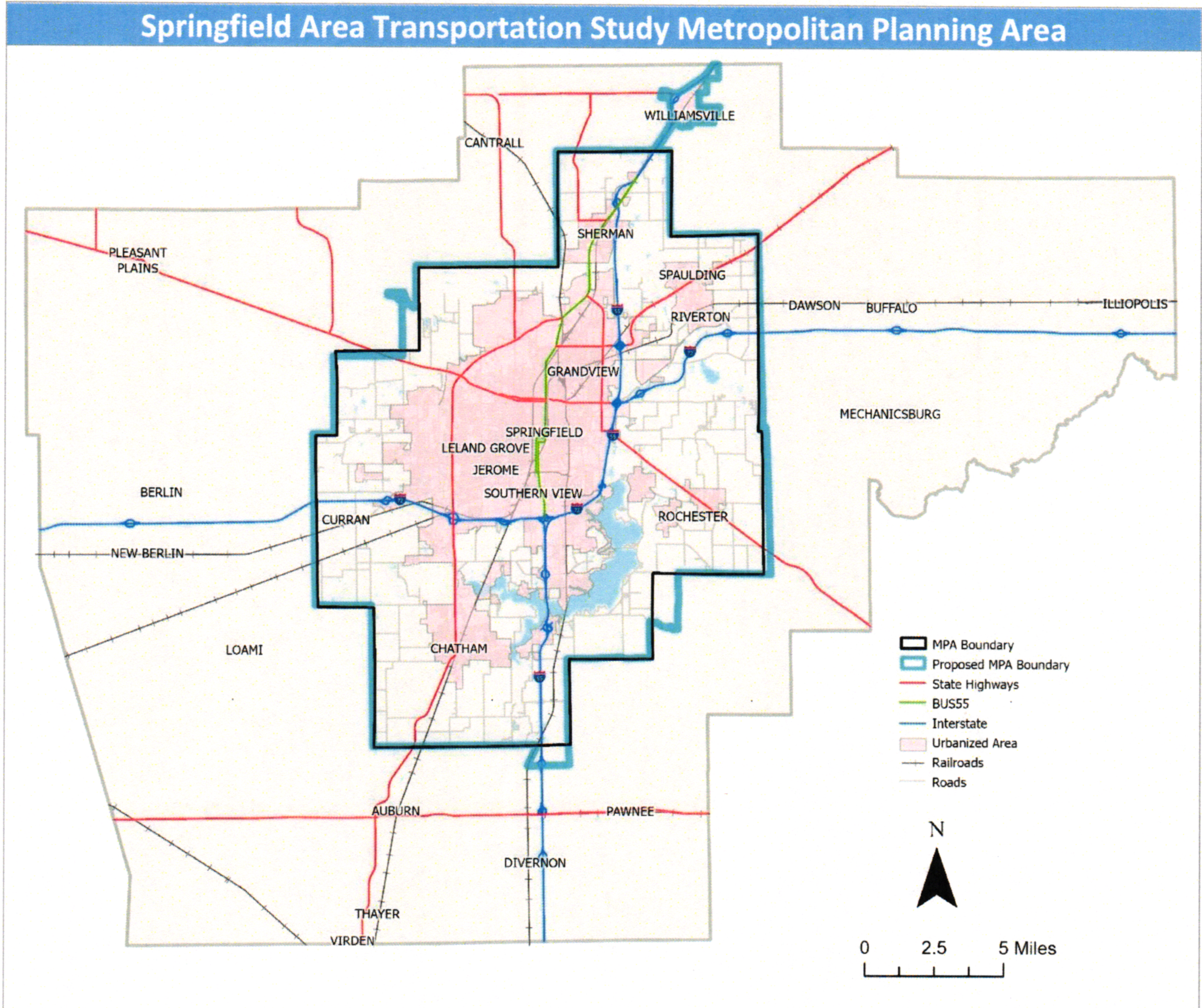
The ten planning factors (for both metro and statewide planning) are as follows:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility of people and for freight;
5. 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;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
10. Enhance travel and tourism.

The Springfield Area Transportation Study

The Springfield Area Transportation Study (SATS) was designated as the transportation planning body for the Springfield Metropolitan Planning Area (MPA) in 1964. Originally covering the immediate Springfield area only, the MPA was expanded to include the enlarged urbanized area defined by the 2000 Census and now includes the communities of Chatham, Clear Lake, Curran, Grandview, Jerome, Leland Grove, Riverton, Rochester, Sherman, Southern View, Spaulding, and Springfield. The urbanized area was further expanded as a result of the 2020 Census to include Williamsville. At the time of the adoption of this document, the MPA expanded boundaries had not been finalized and remain pictured as last approved in 2000.

Map 1.



SATS Structure

Under the terms entered into under a cooperative agreement between the Illinois Department of Transportation (IDOT), Sangamon County, the City of Springfield, the Village of Chatham, Springfield Mass Transit District DBA Sangamon Mass Transit District (SMTD), and the Springfield-Sangamon County Regional Planning Commission (SSCRPC), these entities currently serve as voting members of the Policy and Technical Committees as shown in table 1 below.

The Policy Committee includes the chief elected, appointed, or administrative official from each eligible governmental body or agency. The committee is responsible for the direction, oversight, and coordination of the transportation planning process for the region in a manner that will ensure that transportation planning and programming decisions are reflective of the needs and desires of its members and the general public. The work of the Policy Committee is supported by a Technical Committee.

The Technical Committee consists of specialized staff from each jurisdiction to provide advice and recommendations to the Policy Committee on matters related to the planning functions of SATS as well as other related matters referred to them by the Policy Committee.

Table 1.

SATS Membership		
SATS Voting Members		
Jurisdiction	Policy Committee Member	Technical Committee Member
Sangamon County	County Board Chairman	County Engineer
City of Springfield	Mayor	Director of Public Works
Village of Chatham	Village President	Village Manager
SMTD	Board Chairperson	Grants & Procurement Manager
SSCRPC	Board Chairperson	Executive Director
IDOT Region 4 / District 6	Regional Engineer	Program Development Engineer
SATS Technical Advisors (non-voting)		
Federal Highway Administration, Illinois Division	IDOT, Bureau of Planning & Programming	
Federal Transit Administration, Region 5, Chicago	IDOT, District 6, Local Roads	
Illinois Commerce Commission, Rail Section	IDOT, Public & Intermodal Transportation	
Springfield Airport Authority		

Technical advisors from transportation-related agencies serve as non-voting members on both committees as established in the Rules and Bylaws of the Springfield Area Transportation Study Policy and Technical Committees to provide planning assistance as necessary.

The Springfield-Sangamon County Regional Planning Commission (SSCRPC) staff provide planning and support services to the MPO and are also responsible for producing plans, programs, studies, maps, and other documents for the MPO.

SATS Products and Publications

To maintain the certifiable transportation planning process required by the federal government as a precondition for receipt of federal transportation funding, SATS must at minimum produce and manage three major products:

- The Long Range Transportation Plan (LRTP) sets priorities for spending federal funds on surface transportation projects in the region including highways, roads, bridges, transit, bicycle facilities,

pedestrian accommodations, and related enhancements over a 25-year planning horizon. The LRTP serves as the region's overarching guide to the development of a transportation system that meets the current and future mobility needs of its residents. The plan is updated every five years and was last released in June 2020.

- The Transportation Improvement Program (TIP) is a short-range program covering four years, listing all federally funded and regionally significant projects in the MPA (metropolitan planning area). The program must be fiscally restrained and all projects must be consistent with the LRTP. The program is produced annually.
- The Unified Planning Work Program (UPWP) presents transportation planning and support activities that will be conducted in the MPA for the programming fiscal year of July 1 through June 30. The document provides citizens and stakeholders with the necessary transparency to see how federal transportation planning funds are being used by the MPO to meet federal metropolitan planning requirements. The document is developed on an annual basis.

The UPWP emphasizes tasks that will manage and administer the implementation of the LRTP, TIP, and the Public Participation Plan (PPP).

The Unified Planning Work Program

The Unified Planning Work Program (UPWP) is developed annually and documents all federally funded transportation planning and related activities within the metropolitan planning area (MPA) for the state fiscal year beginning July 1 through June 30 of the following year.

Composition of the UPWP

The UPWP is intended to provide a framework for the coordination of transportation planning efforts for and within the region. The document is divided into two primary components:

- A description of work elements with objectives and associated tasks outlining the work to be undertaken during the fiscal year; and,
- The financial portion presents budget allocations for planning activities to be undertaken and serves as the basis for all federal, state, and local funding assistance as outlined.

Each of the work elements plays a vital role in the transportation planning program. Table 2 on the next page shows how each work program element addresses the 10 metropolitan and state transportation planning factors stated on page one. While SATS Administration tasks may be directly related to federal planning factors, work performed under this element includes management and reporting tasks for the overall program.

Table 2.

Federal Planning Factors and Associated Work Elements					
Planning Factor	UPWP Work Elements				
	200	210	220	230	240
	SATS Administration	Long Range Planning	Short Range Planning	Coordination and Communication	Decision Support Services
1. Economic Vitality		o	o	o	o
2. Safety		o	o	o	o
3. Security		o	o	o	o
4. Accessibility and Mobility	o	o	o	o	o
5. Environment, Conservation, and Quality of Life	o	o	o	o	o
6. Connectivity		o	o	o	o
7. System Efficiency		o	o	o	o
8. Preservation		o	o	o	o
9. Resiliency, Reliability, and Storm Water Impacts		o	o	o	o
10. Travel and Tourism		o	o	o	o

Work Element 200: SATS Administration

Objective

To provide governance through which public officials and other transportation stakeholders can come together in a collaborative process to address transportation issues in the planning area, and to provide for the management and administration of SATS in an effective and efficient working environment.

Tasks

- Program Management
 - Provide overall management of the transportation planning program and ensure compliance with applicable federal and state requirements.
 - Day-to-day management of and allocation of staff and financial resources.
 - Maintain committee membership rosters and distribution lists and prepare meeting materials for all committee meetings.
 - Perform administrative functions of awarded grants.
 - Complete and submit BOBs 2832 and invoices quarterly.
 - Prepare quarterly and year-end progress reports.
 - Complete annual self-certification.
 - Conduct calls for projects for ST-U and other funding opportunities as necessary.
 - Update criteria, evaluation matrices, applications, and support documents for allocation of future funding opportunities.
 - Undertake other administrative functions as necessary.
- Maintain and Develop the Unified Work Planning Program (UPWP)
 - Supervise the preparation, negotiation, and approval of the annual work program and budget involving IDOT, the Technical and Policy Committees, and the Regional Planning Commission.
 - Develop a Unified Planning Work Program (UPWP) that complies with metropolitan planning requirements in the Bipartisan Infrastructure Law.
 - Monitor all work program activities and expenditures.
 - Propose and prepare revisions and amendments as necessary.
- Financial Oversight
 - Provide financial oversight for activities including payroll, budget management, quarterly invoices, and annual reports.
 - Prepare financial documentation as required by GATA.
 - Prepare and execute annual agreements with planning partners.
 - Prepare and execute other inter-governmental agreements as necessary.
 - Submit the requested information for the preparation of the Indirect Cost Rate.
 - Seek additional funding opportunities.
 - Prepare and file grant applications for financial assistance.
- Maintain, Review, Update, and Support Title VI Program, Language Assistance Plan, and Environmental, Climate, and Economic Justice information.
- Attend workshops, webinars, seminars, conferences, and meetings as necessary and/or required for additional training, maintaining compliance with regulations, professional development, continuing education, or information exchanges.

Work Products

- FY 2026 Budget Template, Internal Control Questionnaire, and Programmatic Risk Assessment.
- FY 2026 UPWP.
- Annual agreements with Illinois Department of Transportation, Sangamon County, City of Springfield, Village of Chatham, and Springfield Mass Transit District DBA Sangamon Mass Transit District.
- Quarterly invoices and progress reports for both the planning program and awarded grants.
- Year-end progress report.
- Annual self-certification for SATS.
- Indirect Cost Rate Proposal.
- Inter-governmental agreements, as necessary.
- Grant applications, as necessary.
- Update Title VI Program and environmental, climate, and economic justice information, as necessary.

Table 3.

Work Element 200 - Estimate of Expenditures	
Direct Costs	Amount
Staff Costs (Salary, Paid Leave, Employee Benefits)	\$81,866.48
Supplies	
Additional or Replacement Computers (3) and Monitors (3)	\$6,000.00
General Office Supplies	\$1,200.00
Contractual Services	
SSCRPC Audit	\$4,500.00
Sangamon County Photocopier Program	\$1,250.00
Telecommunications	\$1,500.00
Total	\$96,316.48

Work Element 210: Long Range Planning Coordination

Objective

To provide governance through which public officials and other transportation stakeholders can come together in a collaborative process to address transportation issues in the planning area, and to provide for the management and administration of SATS in an effective and efficient working environment.

Tasks

- Long Range Transportation Planning
 - Amend the 2045 Long Range Transportation Plan (LRTP) as needed.
 - Prepare six-month progress reports of the current LRTP.
 - Continue preparation of the 2050 LRTP due June 2025.
 - Coordinate the LRTP with other local and regional plans to achieve consistency.
- Active Transportation Planning
 - Work with consultants and planning partners on plan development.
 - Plan and advocate for non-motorized transportation infrastructure and the advancement of non-motorized transportation opportunities.
 - Implement multimodal programs detailed in the LRTP and Bike and Pedestrian Plan regarding trails, complete streets, and intelligent transportation systems.
- Performance-based planning and programming
 - Coordinate with planning partners and various committees, to support the development of performance targets for the measures defined in the Bipartisan Infrastructure Law and related federal rulemaking.
 - Develop data and reports for the setting and tracking of federally specified regional performance-based planning and programming (PBPP).
 - Set targets for the metropolitan planning area (MPA) or elect to adopt and support state targets as required.
 - Integrate performance targets and report on performance in relation to previously set targets in the LRTP, TIP, and other planning products as appropriate.
 - Analyze and track the progress of approved highway performance measures.
 - Coordinate with transit agencies to set targets and monitor the progress of the Transit Asset Management Plan and Public Transit Agency Safety Plan.
- Coordinate with and advise planning partners
 - Provide objective reviews and suggestions on transportation matters regarding land subdivisions and large-scale development ordinances and processes.
 - Provide technical assistance to member jurisdictions by assisting with planning efforts, supplying data, participating in committees, and helping entities in their efforts to be consistent with the LRTP.
 - Coordinate with regional stakeholders to promote multimodal freight transportation options for the region as related to surface transportation.
 - Improve local and regional transit access and mobility through increased planning and coordination.
 - Present communities and stakeholders with best transportation-related practices for incorporation in other planning efforts.

- Maintain liaison and support to freight interests in the region and participate in state and national freight planning.
- Implement with Human Services Transportation Plan for the urbanized area.
- Begin data collection and development of the 2025 Central Area Parking Study.
- Research and explore emerging issues, best practices, analytical tools, and general information related to transportation planning.
- Gather data, conduct studies, and prepare reports on matters of importance within the MPA.

Work Products

- 2045 LRTP amendments.
- Six-month progress reports of the 2045 LRTP including progress toward achieving performance targets outlined in the plan.
- Adoption of safety, pavement and bridge condition, system reliability, and greenhouse gas emission performance targets.
- Annual progress report outlining the current state of safety, infrastructure, system reliability, transit asset management, and public transit agency safety plan performance areas.
- Updates to the SATS Bicycle and Pedestrian Plan, multi-use trail documents, and intelligent transportation system architecture inventory as necessary.
- Studies and reports on regionally significant transportation matters.

Table 4.

Work Element 210 - Estimate of Expenditures	
Direct Costs	Amount
Staff Costs (Salary, Paid Leave, Employee Benefits)	\$133,713.45
Contractual Services	
Planning Grants to Small Communities	\$97,933.73
Consultants	
Active Transportation Plan	\$55,000.00
Sangamon County Highway Safety Plan	\$109,800.00
Total	\$396,477.18

Work Element 220: Short Range Planning

Objective

To effectively, efficiently, and openly allocate, program, monitor, and keep current Federal funds for transportation planning and improvements in the SATS planning area.

Tasks

- Transportation Improvement Program (TIP)
 - Maintain the current TIP.
 - Develop a fiscally constrained TIP for the next state fiscal year consistent with the current long-range transportation plan, and state and federal requirements.
 - Process amendments and modifications.
 - Integrate performance measures into the TIP.
 - Track the status of TIP projects.
 - Facilitate and host a public comment and review process for the draft TIP.
 - Incorporate comments into the program.
 - Oversee the adoption of the FY 2025 - 2028 TIP.
 - Develop FY 2026 - 2029 TIP.
- Annual Listing of Federally Obligated Projects.
 - Prepare the document by coordinating with the Federal Highway Administration (FHWA) and member jurisdictions.

Work Products

- Final FY 2025 - 2028 TIP.
- Amendments and modifications to FY 2024 - 2026 and FY 2025 - 2027 TIPs.
- Annual List of Federally Obligated Projects.
- Draft FY 2026 - 2029 TIP.

Table 5.

Work Element 220 - Estimate of Expenditures	
Direct Costs	Amount
Staff Costs (Salary, Paid Leave, Employee Benefits)	\$36,513.83
Total	\$36,513.83

Work Element 230: Public and Stakeholder Coordination, Communication, and Engagement

Objective

To provide SATS members, the State of Illinois, the federal government, citizens, and other stakeholders with informational, technical, and planning services for transportation planning and related community development activities through outreach and engagement.

Tasks

- Foster communication and regional collaboration among local, state, and national stakeholders on transportation issues in the region.
- Encourage and promote public participation.
 - Support a planning process that engages community stakeholders and the public in dialogue about regional goals and objectives, along with how best to achieve them through the integration of the region's transportation investments, land use decisions, and environmental conservation efforts.
 - Comply with the Americans with Disabilities Act of 1990, Executive Order 13166 Limited English Proficiency, Title VI of the Civil Rights Act of 1964, and related executive orders and acts.
 - Utilize the SSCRPC's website (www.sscrpc.com), social media, newsprint, and other methods to foster an open transportation planning process.
 - Update and maintain a user-friendly, informative, and timely website that allows members of the public to view plans, programs, projects, maps, and other documents that inform users of upcoming meetings, public comment periods, and other transportation-related activities in the metropolitan planning area (MPA).
 - Produce fact sheets, visualization techniques, social media posts, and other publications as needed.
 - Coordinate and execute Curb Your Car Commute Challenge Week.
 - Provide opportunities for public participation in the planning process and development of plans and programs.
 - Record all public comments received and include them in pertinent plans, programs, and documents.
 - Explore equity-based community outreach opportunities.
 - Participate in meetings of other agencies whose programs and activities are related to transportation; as well as community organizations and events to raise awareness of plans and programs and build relationships with stakeholder groups.
 - Review and update the Public Participation Plan as necessary.
 - Continue to evaluate the public involvement techniques of the metropolitan planning area (MPO).
- Provide assistance and support to jurisdictional partners.
 - Prepare letters of support for project sponsors.
 - Assist in the review of development-related traffic impacts.
 - Support Complete Streets planning and multimodal initiatives, plans, and programs.
 - Support studies by providing information/technical assistance to local agencies and by participating in steering and technical committees.

- Provide technical support to transit (urban and rural) and paratransit providers.
- Provide staff support for Region 7's Regional Transportation Committee and its Human Services Transportation Plan.
- Provide expertise, assistance, and engagement with entities within the MPA regarding transportation issues, project development, and coordination efforts.
- Review and comment on studies, plans, and proposals produced by other agencies to determine consistency with MPO planning documents.
- Conduct the project to update Google Maps.

Work Products:

- Record all public comments received regarding plans, programs, and studies.
- SSCRPC's Transportation Planning page on the Sangamon County website.
- Fact sheets, visualization techniques, social media posts, and other publications as needed.

Table 6.

Work Element 230 - Estimate of Expenditures	
Direct Costs	Amount
Staff Costs (Salary, Paid Leave, Employee Benefits)	\$105,280.52
Travel	\$1,650.00
Equipment	
Video-Conferencing Equipment	\$6,000.00
Supplies	
Postage	\$1,200.00
Public Engagement Materials	\$500.00
Contractual Services	
Video-Conferencing Equipment Installation/Implementation	\$5,000.00
Other Miscellaneous Costs	
Meetings and Dues	\$1,000.00
Publications	\$3,000.00
Total	\$123,630.52

Work Element 240: Transportation Planning Decision Support Systems

Objective

To enhance the reliability of plans and forecasts by establishing the systems and products necessary for improved decision-making.

Tasks

- Continue to maintain, update, and expand transportation data layers in a geographic information system (GIS).
 - Collaborate with federal, state, regional, and local entities to provide requested transportation data.
 - Maintain relevant data to better understand current and future travel patterns.
 - Develop, collect, maintain, and/or update datasets vital to transportation planning including, but not limited to existing and planned infrastructure, functional classification, roadway jurisdiction, safety, national highway system, system performance, and socioeconomic data.
 - Provide public access to the Long Range Transportation Plan (LRTP) and Transportation Improvement Program (TIP) project data through an improved online searchable database with integrated GIS project mapping.
 - Compile and analyze safety, infrastructure condition, system reliability, transit asset management, and public transit agency safety performance measures and targets and track the progress of the state of the transportation network.
 - Maintain crash data; prepare safety analyses and encourage the development of appropriate mitigation strategies.
 - Maintain and update transit data for use in route maps, marketing, and public information materials including an inventory of physical and operational characteristics of SMTD's fixed-route and paratransit services.
- Employ planning tools such as the Travel Demand Model, Ecopia, EJScreen, Climate and Economic Justice Screening Tool, Equitable Transportation Community (ETC) Explorer, National Accessibility Evaluation, National Performance Management Research Data Set (NPMRDS), Health Impact Assessment Atlas, and the Transportation Equity Score Card Tool for analytical purposes and to assess the impact of policy and investment decisions in our communities.
- Continue to provide internal and external products and mapping sites that allow access to organizational data.
 - Maintain existing and continue to develop interactive web-based maps and applications.
 - Prepare maps, infographics, and videos that help illustrate plans and projects.
 - Update the Intelligent Transportation Systems Architecture as necessary.
- Process data collected through surveys and special studies for use in planning, programming, management, and marketing of transportation services and projects.

Work Products

- Maps, infographics, and videos that help illustrate plans and projects.
- Interactive web-based maps and applications.
- Scenarios generated by the travel demand model (TDM).
- Analysis of crash, pavement, bridge, system reliability, and greenhouse gas data.

- Route maps, marketing, and public information materials generated for SMTD and SMART.
- Inventory of physical and operational characteristics of SMART, SMTD fixed-route system, and paratransit services.
- Inventory of ITS architecture components.

Table 7.

Work Element 240 - Estimate of Expenditures	
Direct Costs	Amount
Staff Costs (Salary, Paid Leave, Employee Benefits)	\$134,418.92
Equipment	
Plotter	\$12,600.00
Supplies	
Computer Monitor or Television for GIS Lab	\$600.00
Toner/Ink for Plotter	\$1,500.00
Contractual Services	
Driver for Google Map Update Project	\$6,000.00
Other Miscellaneous Costs	
Software License Renewals and Subscriptions	\$6,800.00
Equipment Maintenance	\$500.00
Total	\$162,418.92

Work Element Time Table

Table 8.

Work Element & Task	2024						2025					
	J U L	A U G	S E P T	O C T	N O V	D E C	J A N	F E B	M A R	A P R	M A Y	J U N E
200: SATS Administration												
FY 2026 Unified Planning Work Program Budget Template and supporting documents												
FY 2026 Unified Planning Work Program												
FY 2026 Annual Agreements												
Annual self-certification for SATS												
Quarterly and year-end progress reports												
Quarterly invoices												
Indirect Cost Rate Proposal												
210: Long Range Planning Coordination												
2045 LRTP amendments and modifications												
Year 4.0 LRTP Progress Report												
Year 4.5 LRTP Progress Report												
Develop 2050 LRTP												
2025 Central Area Parking Study												
Review land subdivision and large scale developments												
Sangamon County Strategic Highway Safety Plan												
Active Transportation Plan												
220: Short Range Planning												
FY 2025 - 2028 TIP, maintain												
FY 2026 - 2029 TIP, develop												
FY 2024 List of Federally Obligated Projects												
230: Public and Shareholder Coordination, Communication, and Engagement												
Attend public meetings and briefings, provide expertise to communities and other entities in and affecting the MPA												
Curb Your Car Commute Challenge												
Conduct the project to update Google Maps												
Maintain SSCRPC website and applications												
Produce fact sheets, visualizations, social media posts, and other publications to promote public awareness.												
240: Transportation Planning Decision Support Systems												
Maps, infographics, and videos that help illustrate plans and projects												
Develop and maintain interactive web-based maps and applications												

Work Program Financials

Funding Transportation Planning within the MPA

Funding for the operations of the metropolitan planning organization (MPO) comes from a combination of federal transportation planning funds (80 percent) and required matching funds (20 percent) from state and local governments.

Each year the MPO receives two types of federal funds to assist with transportation planning activities to be undertaken in the upcoming fiscal year. The MPO receives planning (PL) funds from the Federal Highway Administration (FHWA) and Section 5303 funds from the Federal Transit Administration (FTA). Funds are then sub-allocated to Illinois MPOs by the Illinois Department of Transportation (IDOT) using a formula developed by IDOT and approved by the FHWA and FTA. Beginning in FY 2024, IDOT began distributing a portion of its unspent planning funds to all MPOs as “provisional PL funds.” These funds account for approximately 12 percent of planning funds requiring a 20 percent local match.

Prior to FY 2023, the MPO did not utilize state match assistance and all local matches were provided solely by the member jurisdictions. With the passage of the Bipartisan Infrastructure Law on November 15, 2021, SATS’s federal allocation was increased by \$79,852 (18.2 percent) over the previous year. In order to ease the financial burden of these jurisdictions, SATS requested state match assistance funds in an amount equal to the increase in local funding over the previous year to ease the financial burden on SATS’s member jurisdictions. State match assistance was again requested for FY 2024.

For FY 2025, IDOT provided the entire 20 percent match. The local jurisdictions continued to provide funds for the exclusive use of a grant to produce an updated Sangamon County Highway Safety Plan without the assistance of federal funds.

A five-year history of funding is provided in Table 9.

Table 9.

SATS Funding Sources, 2021 - 2025										
Funding Source	2021		2022		2023		2024		2025	
	Percent	Amount	Percent	Amount	Percent	Amount	Percent	Amount	Percent	Amount
Planning Funds (PL, FTA 5303, Provisional PL)	80.0%	\$437,706.64	80.0%	\$437,706.64	80.0%	\$517,558.95	80.0%	\$607,342.20	80.0%	\$640,747.84
FHWA PL and FTA 5303	80.0%	\$437,706.64	80.0%	\$437,706.64	80.0%	\$517,558.95	70.4%	\$534,708.01	69.3%	\$554,679.79
Provisional PL							9.6%	\$72,634.19	10.7%	\$86,068.05
Required Match										
State Match Assistance	0.0%		0.0%		3.1%	\$20,055.41	5.6%	\$42,280.86	20.0%	\$160,186.96
Sangamon County	7.2%	\$39,393.60	7.2%	\$39,393.60	6.1%	\$39,334.48	5.2%	\$39,413.71		\$39,500.00
City of Springfield	7.2%	\$39,393.60	7.2%	\$39,393.60	6.1%	\$39,334.48	5.2%	\$39,413.71		\$39,500.00
Village of Chatham	1.6%	\$8,754.13	1.6%	\$8,754.13	1.4%	\$8,798.50	1.2%	\$8,816.31		\$8,800.00
SMTD	4.0%	\$21,885.33	4.0%	\$21,885.33	3.4%	\$21,866.87	2.9%	\$21,910.96		\$22,000.00
Total	100%	\$547,133.30	100%	\$547,133.30	100%	\$646,948.69	100%	\$759,177.75	100%	\$910,734.80

Administration of SATS Planning Funds

SATS's planning funds are administered by the Springfield-Sangamon County Regional Planning Commission (SSCRPC) which has established an accounting system based on the work element activities undertaken by staff members. All expenses (salaries and non-salary) are assigned to a specific work element or the indirect costs account. Reports are then run to document work element costs for quarterly billing cycles. The assignment process is discussed below.

DIRECT COSTS are allocated as follows:

- Salaries are staff time applied directly to an individual work element. Salaries include base wages, paid leave, and fringe benefits (authorized by the Sangamon County Board including FICA; Medicare; Illinois Municipal Retirement Fund; worker's compensation insurance; health, dental, vision, and life insurance; and, employee assistance program).
- Contractual services related to a specific work element will be treated as a direct cost.
- Other costs that support a specific work element, such as supplies, meetings and dues, travel, publications, and equipment purchases, are also considered direct costs.

INDIRECT COSTS are as follows:

- The provisional indirect cost rate used in the preparation of this work program is 19.4 percent; the approved rate for the county fiscal year (CFY) 2024, December 1, 2023, through November 30, 2024.
- An Indirect Cost Allocation Plan (ICAP) for CFY 2025, December 1, 2024, through November 30, 2025, is expected to be submitted to the Governor's Office of Management and Budget for approval in the fall of 2024 under the Grant Accountability and Transparency Act (GATA).

SATS Funding Sources

Table 10.

Funding Source	Federal	State Match Assistance	Local Jurisdictions	Total
Planning Funding Through IDOT:	\$640,747.84			\$640,747.84
FHWA PL & FTA Section 5305(d) Funds	\$554,679.79			
Provisional PL Funds	\$86,068.05			
State Match Assistance:		\$160,186.96		\$160,186.96
Local Contributions:			\$109,800.00	\$109,800.00
Sangamon County			\$39,500.00	
City of Springfield			\$39,500.00	
Village of Chatham			\$8,800.00	
SMTD			\$22,000.00	
Total:	\$640,747.84	\$160,186.96	\$109,800.00	\$910,734.80

SATS Budget by Line Item

Table 11.

Account	Percent of Staff Time	PL/FTA	State Match	Local Contributions	Total
		80%	20%		
A. Direct Costs		\$564,421.53	\$141,105.38	\$109,800.00	\$815,326.92
Staff Costs (Salary, Paid Leave, Employee Benefits)		\$393,434.55	\$98,358.63	-	\$491,793.19
Senior Planner - Transportation	100%	\$85,441.20	\$21,360.30		\$106,801.50
Principal Planner - Transportation	100%	\$46,191.60	\$11,547.90		\$57,739.50
Associate Planner - Transportation	100%	\$42,447.60	\$10,611.90		\$53,059.50
Associate Planner - Transportation	100%	\$48,186.58	\$12,046.64		\$60,233.23
Executive Director	25%	\$31,134.57	\$7,783.64		\$38,918.21
Planning Specialist	50%	\$24,671.40	\$6,167.85		\$30,839.25
Administrative Secretary	50%	\$20,069.40	\$5,017.35		\$25,086.75
Senior Planner - Community Planning, Research, & Technology	40%	\$31,805.28	\$7,951.32		\$39,756.60
Associate Planner - Community Planning, Research & Technology	50%	\$26,372.36	\$6,593.09		\$32,965.45
Associate Planner - Community Planning, Research & Technology	30%	\$12,111.84	\$3,027.96		\$15,139.80
Senior Planner - Policy Analysis	40%	\$25,002.72	\$6,250.68		\$31,253.40
Other Direct Costs		\$170,986.98	\$42,746.75	\$109,800.00	\$323,533.73
Travel		\$1,320.00	\$330.00		\$1,650.00
Equipment		\$14,880.00	\$3,720.00		\$18,600.00
Supplies		\$8,800.00	\$2,200.00		\$11,000.00
Contractual Services		\$91,746.98	\$22,936.75		\$114,683.73
Consultant		\$44,000.00	\$11,000.00	\$109,800.00	\$164,800.00
Telecommunications		\$1,200.00	\$300.00		\$1,500.00
Other Miscellaneous Costs		\$9,040.00	\$2,260.00		\$11,300.00
B. Indirect Costs		\$76,326.30	\$19,081.58		\$95,407.88
Total		\$640,747.84	\$160,186.95	\$109,800.00	\$910,734.80

Budget by Work Element

Table 12.

Budget Category	122	200	210	220	230	240	Total
Salaries		\$81,866.48	\$133,713.45	\$36,513.83	\$105,280.52	\$134,418.92	\$491,791.19
Non-Salary Direct		\$14,450.00	\$262,733.73		\$18,350.00	\$28,000.00	\$409,085.61
Indirect Cost	\$95,407.88						
Total	\$95,407.88	\$96,316.48	\$396,447.18	\$36,513.83	\$123,630.52	\$162,418.92	\$910,734.80

