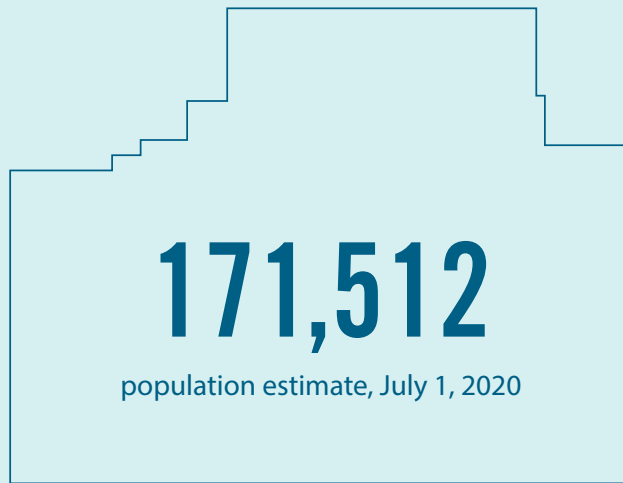


OVERALL WORK PROGRAM

MCLEAN COUNTY, ILLINOIS





FY 2021 (JANUARY 1, 2021–DECEMBER 31, 2021)

OVERALL WORK PROGRAM

For Planning and Related Activities to Be Performed by
McLean County Regional Planning Commission (MCRPC)
in Cooperation with Federal, State,
and Local Units of Government

The preparation of this report was financed in part through a technical studies grant from the U.S. Department of Transportation: Federal Highway Administration and Federal Transit Administration.

This work program is intended to comply with Title VI of the 1964 Civil Rights Act (42 U.S.C. 2000d-1) and Executive Order No. 12898 on environmental justice issued on February 11, 1994. Title VI of the Civil Rights Act (42 U.S.C. 2000-1) states that "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, or activity receiving Federal financial assistance." The Executive Order on environmental justice further amplifies Title VI by providing that "each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations." These items are addressed under work elements 304 and 308 of this Unified Work Program, wherein issues relating to policies affecting transportation, housing, employment and other planning considerations affecting minority and low-income populations are addressed.



VISION

MCRPC is the leader for [planning tomorrow's McLean County](#).

MISSION

We bring expert planning, deep local knowledge and vibrant public participation as we shape our future to promote opportunity, livability, and sustainability.

REGIONALISM

We believe regionalism is the cornerstone of our existence, and our unique regional perspective provides us the vantage point to address issues that extend beyond traditional boundaries.

- We are the catalyst for building consensus from diverse viewpoints.
- We provide forums that facilitate regional dialogue.
- Our planning process promotes regional unity.

GOVERNANCE

We feel policy decisions are best made by the level of government closest to the people.

- We directly involve local governments in our decision-making process.
- Our process operates through the Commission, an executive board of local government and agency representatives.
- The Commission is supported by the Executive Committee and numerous study, technical, and policy committees.

PROFESSIONALISM & EXCELLENCE

We provide high quality services through well-trained, technically proficient staff.

- We offer informed and professional technical assistance.
- We have a firm commitment to dedicated, high-quality public service.
- We hold ourselves accountable to municipalities, the public, and granting authorities.

SERVICE

We serve the planning needs of communities of McLean County individually and collectively.

- We advance the recognition that healthy communities balance diverse needs.
- We work collaboratively with local governments, area organizations, private entities and other public-private efforts to achieve that balance.

ADVOCACY

We advocate on behalf of our regional community at all levels of government.

- We maintain an objective and impartial approach to issues.
- We adhere to strong standards of professionalism in all aspects of our work for the betterment of the Region.

INNOVATION

We recognize our communities are best served by our ability to anticipate the consequences of dynamic change.

- We focus on innovative solutions to both existing and future challenges facing local governments and the region, grounded in respect for our history and culture.

INCLUSION

We engage the public in an open and broadly participatory planning process.

- We seek active participation and welcome alternate views of all groups.
- We ensure that all citizens have the opportunity to observe, debate, question, and participate in the planning process.

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MCLEAN COUNTY TRANSPORTATION COMMITTEES

POLICY COMMITTEE

Mary Kramp, Chair
Chair, McLean County Regional Planning Commission

Tari Renner
Mayor, City of Bloomington

Chris Koos
Mayor, Town of Normal

William Caisley
Chair, County of McLean Board Transportation Committee

Scott Neihart
Program Development Engineer, IDOT, District 5

TECHNICAL COMMITTEE

Raymond Lai, AICP
Executive Director, MCRPC

Tim Gleason
City Manager, City of Bloomington

Pamela Reece
City Manager, Town of Normal

Camille Rodriguez
County Administrator, County of McLean

Kevin Kothe
Director of Public Works, City of Bloomington

Wayne Aldrich
Director of Public Works, Town of Normal

Jerry Stokes
County Engineer, County of McLean

Robert Nelson
Planning and Services Chief, IDOT, District 5

Dan Magee
Federal-Aid Coordinator, IDOT, District 5, Local Roads

Carl Olson
Director, Bloomington-Normal Airport Authority

Martin Glaze
Interim General Manager, Connect Transit

LOCAL GOVERNMENT PLANNING STAFF

Katie Simpson
City Planner, City of Bloomington

Mercy Davison, AICP
Town Planner, Town of Normal

Philip Dick, AICP
Director of Building and Zoning, County of McLean

MCLEAN COUNTY REGIONAL PLANNING COMMISSION

COMMISSIONERS

Mary Kramp
Chair, County of McLean

Jim Fruin
Vice Chair, County of McLean

Bart Bittner
County of McLean

John Burrill
Water Reclamation District

Diana Hauman
City of Bloomington

Taunia Leffler
Unit School District #5

Carl Olson
B-N Airport Authority

Michael Pettorini
Town of Normal

Carl Teichman
Town of Normal

Mark Wylie
Charter School District #87

EXECUTIVE COMMITTEE

Mary Kramp
Chair

Jim Fruin
Vice Chair

Diana Hauman
MCRPC Commission Representative

Pamela Reece*
City Manager, Town of Normal

Tim Gleason*
City Manager, City of Bloomington

Camille Rodriguez*
County Administrator, County of McLean

Raymond Lai, AICP*
Executive Director, MCRPC

* Non-voting members

MCRPC STAFF

Raymond Lai, AICP
Executive Director

Melissa Robinson
Office Manager

Jennifer Sicks, AICP
Senior Planner, Transportation

Lauren Gibson, AICP
Community Planner

Alyssa Cooper
Community Planner

Timothy Riley
Assistant Planner



INTRODUCTION

This Overall Work Program (OWP) identifies all the planning projects to be accomplished by MCRPC during the fiscal year 2021 (January 1, 2021 through December 31, 2021). These planning efforts are funded with federal, state and local resources. The OWP discusses the planning priorities and the specific programs to meet those needs. It serves as a management tool for MCRPC as well as its policy committees and advisory groups. It additionally provides local and state agencies a focal point for improving regional coordination and reducing duplication of work efforts at all levels. The work contained in this OWP complies with federal and state requirements.

This OWP identifies eight proposed Work Elements and several Tasks under each Element with line item budgets in support of those activities for MCRPC's fiscal year FY 2021 (January 1 - December 31 2021). See Exhibit A Work Elements and Tasks.

MCRPC is the designated MPO for the Bloomington-Normal urbanized area. Each year MPOs are required to prepare a Unified Work Program (UWP) to describe all anticipated transportation planning activities. In the years past, MCRPC's fiscal year was the same as that of the State (July 1 to June 30) and hence the UWP served as the OWP for the agency. Due to regulatory changes in 2018, originating from the Grants Accountancy and Transparency Act (GATA),

MCRPC is mandated to be part of McLean County's single audit. This requires that the MCRPC fiscal year match with that of the County (January 1 to December 31).

Several Work Elements listed in this OWP, 300, 400, 500, 600, 700, and 800 are transportation related. The Unified Work Program (UWP) for FY 2021 (July 1 2020 - June 30 2021) will dictate the deliverables, and other reporting requirements for these tasks. The UWP was approved by the MCRPC's Transportation Technical and Policy Committees prior to July 1 of 2020. The OWP should be approved by the Commission prior to December 1 of each year. The OWP adds Work Elements 200 and 210.

EXHIBIT A

FY 2021 Work Elements and Tasks

MCRPC

100 General Administration

101 General Administration

200 Local Planning and Technical Assistance

201 Greenways
 202 BN Advantage
 203 Economic District Designation (EDD)
 204 Support local activities and initiatives
 205 Other

210 Regional Housing Initiatives

211 Administration
 212 Data, Metrics, and Maps
 213 Unified Consolidated Plan and Assessment of Fair Housing (AFH)
 214 Programming support
 215 Housing Toolkit
 216 Other

300 Comprehensive Planning and Technical Assistance

301 Regional Comprehensive Plan
 302 Coordination of development activity
 303 Toolkit
 304 Environmental Planning
 305 Other

400 Transportation Planning and Technical Assistance

401 Transportation administration and technical assistance
 402 Transportation Improvement Program (TIP)
 403 Complete Streets and Transit Oriented Development
 404 Sustainable Transportation Programming
 405 Regional Health Initiatives
 406 BN Mobile - LRTP
 407 Travel Demand Modelling

500 Data Gathering, Technology, and Smart Cities

501 Research and outreach
 502 Innovative projects
 503 Data gathering and dashboard
 504 Spatial data and maps

600 Education and Outreach

601 Website and social media
 602 Outreach efforts
 603 Publications

700 HSTP

701 HSTP Administration and technical assistance
 702 HST Plan updates and monitoring progress
 703 Mobility Management
 704 Rural Transit Pilot Project

800 Regional Special Planning Projects

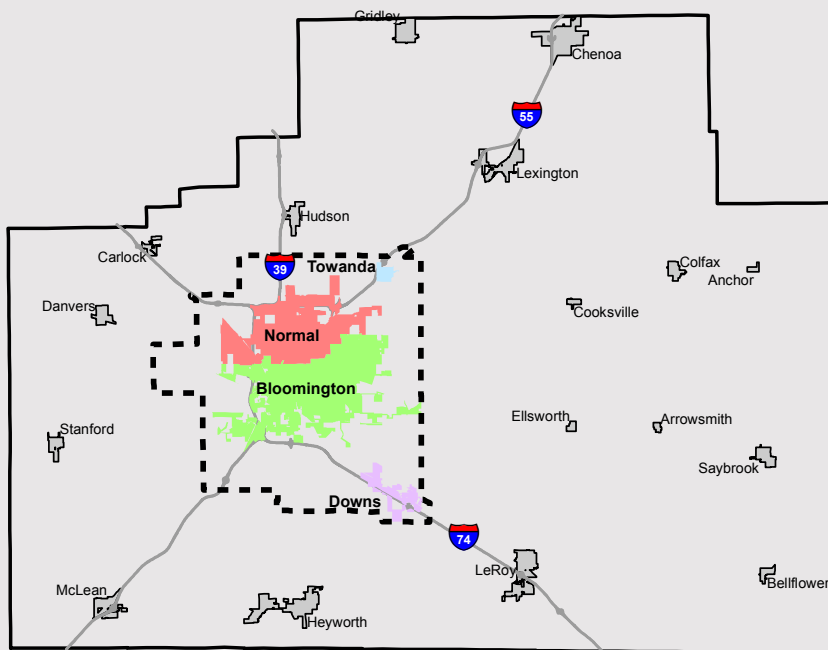
801 Administration
 802 Data, Metrics and Maps
 803 Planning Toolkit
 804 Planning Assistance
 805 Programming Support
 806 Education and Outreach
 807 Other Projects

PURPOSE & ROLE OF A METROPOLITAN PLANNING ORGANIZATION (MPO)

A MPO is a transportation policy-making organization composed of representatives from local government and transportation implementers. The 1962 Federal-Aid Highway Act required the formation of a MPO for all urbanized (metropolitan) areas with a population greater than 50,000. MPOs were established to ensure that existing and future expenditures for transportation projects and programs were based on a comprehensive, cooperative, and continuing (3C) planning process. Federal funding for transportation projects and programs are channeled through this planning process. Over successive authorization cycles leading to the passage of FAST act in 2015, Congress has added and revised substantive content expected from the 3-C process.



MCRPC is the designated MPO for the Bloomington-Normal urbanized area. Current members include the City of Bloomington, Town of Normal, McLean County, Connect Transit and Airport Authority, along with the Illinois Department of Transportation (IDOT), Federal Highway Administration and Federal Transit Administration. Each year, MPOs are required to prepare a Unified Work Program (UWP) in cooperation with member agencies, to describe all anticipated transportation planning activities over the course of the upcoming state fiscal year. The UWP is an essential step in the development of a continuing, cooperative, and comprehensive (3C) transportation planning process in an urbanized area. Please refer to the MCRPC UWP document for more information.



McLean County Metropolitan Planning Area

Fixing America’s Surface Transportation (FAST) Act

The FAST Act was signed into law in 2015—the first federal law in a decade to provide multi-year funding for surface transportation infrastructure planning and investment. It addresses all modes of transportation and enhances many of the existing provisions and programs defined in past transportation legislation. The FAST Act defines ten specific planning factors to be considered when developing transportation plans and programs in a metropolitan area to ensure consistency with national goals and objectives:

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 options available to people and for freight.
5. Promote efficient system management and operation.
6. Local planned growth and economic development patterns.
7. Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and state and enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
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.
10. Enhance travel and tourism.





PROJECTED FIVE-YEAR WORK PROGRAM



This section identifies MCRPC activities to be completed in support of the overall agency mission and Federal and State guidelines for transportation planning.

The MCRPC actively monitors development and is actively engaged in the periodic updates of the programs to ensure maximum effectiveness and applicability. These philosophies are embedded in the MCRPC's long range planning strategy and are reflected in the Projected Five-Year Work Program (Exhibit B) as well as this OWP. Additionally, transportation related activities specifically address the provisions of the FAST Act and embody the planning guidelines set forth in 23 CFR 450.

The five-year program will be updated and extended each year as part of the annual process of preparing the OWP. Thus, the projected five-year work program will continue to be an important component of the OWP as it serves to illuminate the vision of the work that lies ahead.

Work Elements

100—General Administration

This encompasses the general administration and support of the 3C transportation process to ensure that state and local partners maintain eligibility for the use of federal transportation funds to improve area surface transportation systems. Tasks include administering the planning activities identified in the adopted OWP and UWP, budgeting, personnel and financial management, conducting regular meetings with Commission, Executive Committee and other special committees and task forces, issuing requests for proposals as needed, entering into contracts and agreements, attendance at conferences and workshops, coordination with IDOT, FHWA and FTA staff to determine new directions in policy and program content. Major work products under this element include creation of the OWP and UWP, correspondence of financial and performance reports, technical memoranda and invoices.

200— Local Planning and Technical Assistance

This work element encompasses planning and technical assistance on local projects that directly support individual municipalities. Tasks may include data collection, spatial analysis and planning at neighborhood, intersection, street or other micro levels, support for non-transportation oriented

regional projects like Greenways, Solid Waste planning, BN Advantage, watershed related activities and technical assistance on ordinance reviews and grant writing. The actual tasks and scope will be determined based on the need.

210 - Regional Housing Initiatives

The Bloomington-Normal Regional Housing Study, completed in 2017, identified housing gaps and opportunities in Bloomington-Normal and McLean County. This work element will encompass activities that contribute towards its implementation. Such activities include establishing advisory committees to address innovative housing solutions as well as affordable and supportive housing issues, conduct unified Consolidated Planning activities for Bloomington and Normal, complete Assessment of Fair Housing, gather and distribute housing related data in McLean County.

300- Comprehensive Planning and Technical Assistance

This element seeks to improve coordination between land use and transportation planning, support the economic vitality of the community, promote smart growth to increase accessibility and mobility options available to people of all ages and abilities, protect and enhance the environment, promote energy conservation and improve quality of life and place. Tasks include creating and updating comprehensive and land use plans in urban and rural areas of McLean County, coordinating subject specific plans such as energy planning, development reviews for consistency with land use and transportation plans, technical assistance on implementation of the comprehensive plans, and Transportation and Land Use Connection (TLC) program grants.

Major work products for the fiscal year 2021 include consistency reviews, compilation of GIS data sets needed to conduct the regional comprehensive plan, spatial analysis and rural comprehensive planning. Work products could also include an interactive development review application, TLC grant Program, and preparation of the regional comprehensive plan update.

Exhibit B

Projected Five-Year Strategic Priorities (Adopted: March 7 2018)

Work Element by Category	Activity by Fiscal Year				
	2020	2021	2022	2023	2024
*Rural Planning
Regional Comprehensive Plan	=====
Regional Housing initiatives	=====	=====	=====	=====	=====
Coordination of Development Activity
Regional Economic development efforts
*Regional Energy Plan
*Regional Environmental Planning
*Neighborhood Planning/Historic Preservation
Transportation Administration Streamlining
Complete streets, TOD and Placemaking	=====	=====	=====	=====	=====
Regional Health Initiatives
BN Mobile: Metropolitan Transportation Plan
Multi-modal Travel Demand Modeling
Human Service Transportation Planning	=====	=====	=====	=====	=====
Tracking and Reporting Data	=====	=====
Toolkit of Best Practices and Resources	=====	=====
Data Gathering and Dashboards	=====	=====
Spatial Data and Maps
Research, Education & Advocacy on Technology
*Establish Innovation District	=====	=====
* Technology Pilot Projects
*Regional technology plan	=====	=====
Website, and Social Media
Outreach
Publications
Professional Development

- Ongoing activities
- ===== Intense activities
- Activity specifics unknown at this time

Note: Strategic priorities identified with an * are unfunded or underfunded at the time these priorities were approved by the Executive Committee and the Commission. The exact scope of work activities will be determined based on the availability of funding during each fiscal year.

400—Transportation Planning and Technical Assistance

This work element encompasses activities that directly support the implementation of the Metropolitan Transportation Plan (MTP). Tasks include updates to the 2045 LRTP as needed, transportation administration and technical assistance, creation and amendment to Transportation Improvement Program (TIP), design guidelines for Complete Streets and Transit Oriented Development, promotion of sustainable modes of transportation and active living, data monitoring, analysis and travel demand modeling. Major work products include the regional transportation dashboard and a multi-modal travel demand model.

500—Data Gathering, Technology and Smart City

Every aspect of the community is affected by technology. There is a great deal of innovation and disruption happening in transportation and land use. As part of this work element MCRPC will bring the research and education on technology and Smart Cities to a variety of stakeholders in McLean County. Also, this element includes tracking performance metrics of the plans and programs facilitated by MCRPC. This includes the MTP and the comprehensive plans. Major work products include spatial analysis, an online toolkit, web based dashboards, and facilitation of pilot/test projects.

600—Education and Outreach

This work element involves educating members of the community on the importance of their engagement in planning for the future of Bloomington-Normal and McLean County. It involves gathering meaningful input on transportation and comprehensive plans from residents of all members of the community, with a special responsibility to plan for the needs of disadvantaged groups and persons. This effort utilizes both traditional and non-traditional methods. Major work products include redesign of MCRPC website, Visions newsletters, and other programs as they arise.

700—Human Service Transportation Plan

Human Service Transportation Plan (HSTP) is designed to meet the needs of the transportation disadvantaged population, including persons with disabilities, individuals with lower incomes, older adults and racial and ethnic minorities. MCRPC administers the IDOT HSTP process for Region 6, a five-county area in east central Illinois which includes Ford, Iroquois, Kankakee, Livingston, and McLean Counties. MCRPC staff serve as regional coordinators, facilitating program and resource coordination among governments, transportation providers, and social service agencies throughout the region. Major work products include the consolidated Rural-Urban HSTP, McLean County Urban and Rural Transit Plan Pilot, a dedicated webpage for HST and a web-based data HST dashboard.

800—Regional Special Planning Projects

Regional Special Planning funds will be utilized to extend the MCRPC planning services to communities throughout McLean County. Federal State Planning & Research funds, and others, currently support Vision Zero and the MPO Transportation Management Consortium. This work element will function as the continuing management of time-limited transportation projects throughout McLean County.

This Rural Planning project offers planning services to the rural areas of the county, providing an array of technical assistance and comprehensive planning services as needed. Major tasks or work products for the fiscal year may include rural planning administration, data and spatial analysis in preparation for a regional comprehensive plan update, GIS/mapping dataset compilation for rural areas, updates and mapping assistance, creating and updating comprehensive and land use plans for rural areas of McLean County, and relevant ordinances. It also provides community programming or grant writing support as needed, technical assistance on implementation of comprehensive plans, coordinating subject specific plans such as energy planning, education, outreach including the MCRPC's website, and establishing rural community stakeholder networks.

Organizational Structure

MCRPC's work programs are carried out through the interaction of Commission members, elected officials, governmental agencies, and staff. This interaction is graphically illustrated in Exhibit C. Commission membership is composed of eleven citizens nominated by major units of government and appointed by the McLean County Board. The current Commission membership is listed on page 6 of this report.

MCRPC interacts with local and state officials through the Transportation Technical and Policy Committees.

The Commission interacts with local elected officials through the Commission Chairman, who also serves as chair of the Transportation Policy Committee.

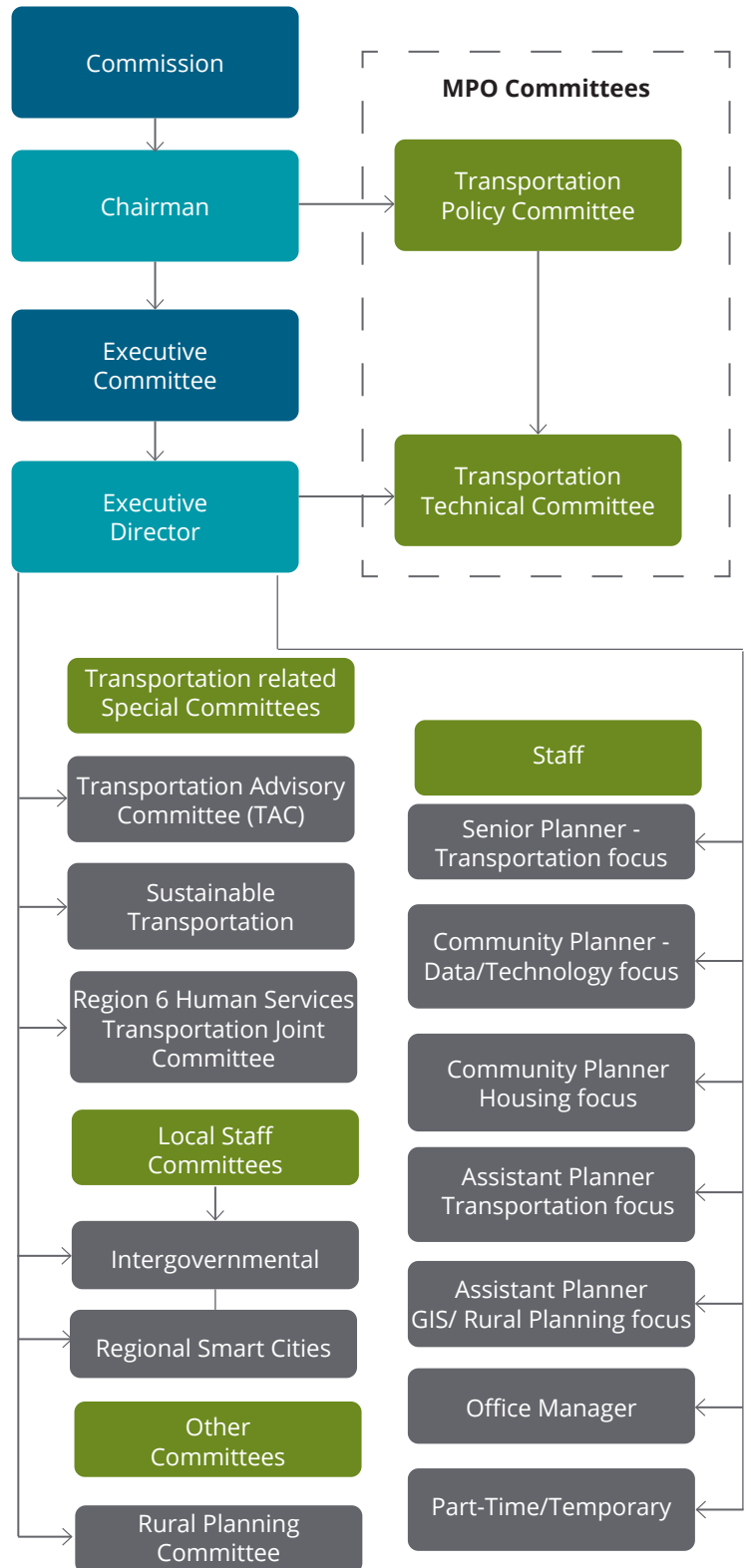
The Transportation Policy Committee also provides for interaction with Illinois Department of Transportation officials as well as local elected officials.

At the staff level, the Commission Chairperson chairs the Executive Committee, which includes three voting Commissioners, and the McLean County Administrator, the City Managers of Bloomington and Normal and the Executive Director (ED) of MCRPC who serve as the non-voting members. The ED of the MCRPC participates in each of the above committees. The ED chairs the Transportation Technical Committee. This committee reports to the Transportation Policy Committee on transportation matters, and includes management and engineering staff from City of Bloomington, Town of Normal, McLean County, Central Illinois Regional Airport Authority, Connect Transit and Illinois Department of Transportation.

The MCRPC staff also facilitates a variety of Advisory Committees identified in Exhibit C. In addition, staff participates in McLean County Wellness Coalition, Route 66, Solid Waste Technical, and other committees to coordinate activities between the local and regional planning staffs in each of the major work elements.

Exhibit C

MPO Structure



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PROGRAM SUMMARY AND BUDGET



This section presents an overview of the overall work program for the coming year. It presents the estimated total staffing requirements and costs to carry out the identified work activities and includes a line item budget. Also included is a summary of anticipated funding by source and project.

Staffing Requirements

The work program provides for eight staff members. In addition to the Executive Director, the budgeted staff positions include office manager, senior transportation planner, two community planners, two assistant planners, and a temporary/part-time professional.

Table 2.1 lists the staff allocations to complete the programmed work activities.

Costs

The total estimated cost to implement this work program, including the cost to maintain the MCRPC office and staff, is \$1,025,871. The anticipated line item costs are illustrated in Table 2.2, along with a breakdown between direct and indirect costs. Direct costs are chargeable to specific projects and include salaries and non-salary costs, such as materials, services and supplies used directly on projects. Indirect costs, which also include both salaries and non-salary costs, cannot be related to specific projects. Such costs include general administration, supplies, and equipment costs. The indirect charge is added to direct salaries and other direct costs when computing project costs.

The budget provides for 12 different line item expenses, each divided as appropriate between direct and indirect costs. These line item expenses

are shown in Table 2.2 and discussed briefly below.

Salaries and Fringe Benefits

Salaries and benefits account for nearly 60% of the budget and constitute the largest expense. Seven (7) full time staff members are eligible for fringe benefits. Fringe includes IMRF, group insurance, paid vacations, paid sick leave, paid holidays, and unemployment insurance.

Advertising/Legal Notices

Advertising is a direct expense and includes event advertising, advertising for employment, public hearing and other required notices.

Copy Machine Expenses

Includes paper, staples, envelopes and other copy machine related expenses

Contractual Services and Sub Awards

Contractual payment for services performed for MCRPC in accordance with terms and conditions of a written contract. This line item includes: expenses for data analysis and expenses for a research fellow through Illinois State University.

Dues and Memberships

This line item includes professional dues for the staff and subscriptions for the agency.

Table 2.1

Allocation of Staff Hours by Work Element

OWP CODE	Project	Executive Director	Senior Planner	Community Planner 1	Community Planner 2	Assistant Planner C	Assistant Planner T	Office Manager	Part-Time Professional	TOTAL
100	General Administration	75	125	50	50	50	50	750	0	1,150
200	Local Planning & Technical Assistance	100	0	100	100	300	0	100	0	700
210	Regional Housing Initiatives	63	0	0	1550	0	0	50	300	1,963
300	Comprehensive Planning	250	350	200	0	300	150	100	500	1,850
400	Transportation Planning	377	725	100	250	375	800	100	0	2,727
500	Data Gathering, Technology and Smart Cities	600	0	1,400	0	200	200	50	675	3,125
600	Education and Outreach	100	0	0	0	200	100	500	0	900
700	Human Service Transportation Plan (HSTP)	50	500	0	0	200	600	50	0	1,400
800	Regional Special Planning	335	250	100	0	325	50	250	0	1,310
	Total	1,950	1,950	1,950	1,950	1,950	1,950	1,950	1,475	15,125

Table 2.2

Line Item Budget

Expense Item	Direct	Percent of Total Budget
Salaries + Fringe	\$595,074	58.01%
Advertising/Legal Notices	\$9,500	0.93%
Books/Videos/Publications	\$0	0.00%
Copy Machine Expense	\$4,000	0.39%
Contractual Service and Sub Awards	\$172,450	16.81%
Consultants	\$95,000	9.26%
Dues & Memberships	\$4,932	0.48%
Food	\$0	0.0%
Letterheads and Printed Forms	\$18,070	1.76%
Non-Contract Services	\$16,848	1.64%
Operating & Office Supplies	\$3,629	0.35%
Other Equipment	\$5559	0.54%
Postage	\$13,992	1.36%
Purchase of Computers & Related Equipment	\$13,690	1.33%
Schooling & Conferences (incl. parking)	\$18,238	1.78%
Software License Agreement	\$42,500	4.14%
Travel Expense (not associated with training)	\$11,189	1.09%
Telephone Expenses	\$1,200	0.12%
TOTAL	\$1,025,871	100.00%

Note: As in previous fiscal years, MCRPC is not claiming Indirect Cost for Fiscal Year 2021

Letterheads and Printed Forms

Letterheads, printed envelopes or any special type of form which is printed for a particular use that cannot be purchased in open stock.

Non-Contract Services

Payment for specific services not covered elsewhere such as time keeping software, survey software, and document design services.

Operating & Office Supplies

This line item is for minor operational and office supplies, including: paper for copiers & printers, paper plates, cups, etc.

Other Equipment

Copy charges by a third party, includes expenses associated with copy machine rental.

Postage

This line item is for direct expenses for mailed items, including stamps, courier and/or equivalent services.

Purchase of Computers & related equipment

Equipment and furnishings purchased such as:

computer accessories, calculators, computer monitors, data storage devices and tablets.

Schooling & Conferences (incl parking)

This line item includes travel for 8 conferences (mileage, airline tickets, train tickets, hotel costs, meals at the per diem rates per State of Illinois schedule, and conference registration).

Software License Agreement

This line item includes Adobe and GIS software licenses, software that enables commuter challenge, dashboards, website, travel demand modeling, data acquisition, and maintenance.

Travel Expenses (non associated with training)

This line item includes any travel expenses incurred in conducting MCRPC business including travel to meetings and other project-related travel within the State of Illinois.

Telephone Expenses

Payment for telephone service and support for 10 telephones, in a fund transfer from McLean County.

Funding

Funding for this year's work program is derived from the sources indicated in Table 2.3 and Chart 2.1. Federal transportation funds will continue to account for a significant part of the MCRPC budget, with Federal Highway Administration Planning (FHWA-PL) and Federal Transit Administration (FTA) funds estimated at \$376,859. The Region 6 HSTP funding is budgeted at \$67,796 for FY2021. Regional service agreements with Bloomington, Normal, and McLean County are used to complete activities not eligible for federal funding and are noted under the Work Elements 200 and 210. The total amount provided by regional service agreements is \$162,000, divided equally among Bloomington, Normal, and McLean County (\$54,000 each). Funding identified as other comes from a variety of sources including the Transit Service Agreement with Connect Transit, Community Block Development Grant Funding from City of Bloomington and Town of Normal, BN Advantage service agreements with McLean County Chamber of Commerce and Bloomington-Normal Economic Development Corporation (Currently no written agreement). State Metropolitan Planning Funds of \$94,215 will be used as the local match requirement for the FHWA and FTA transportation funds.

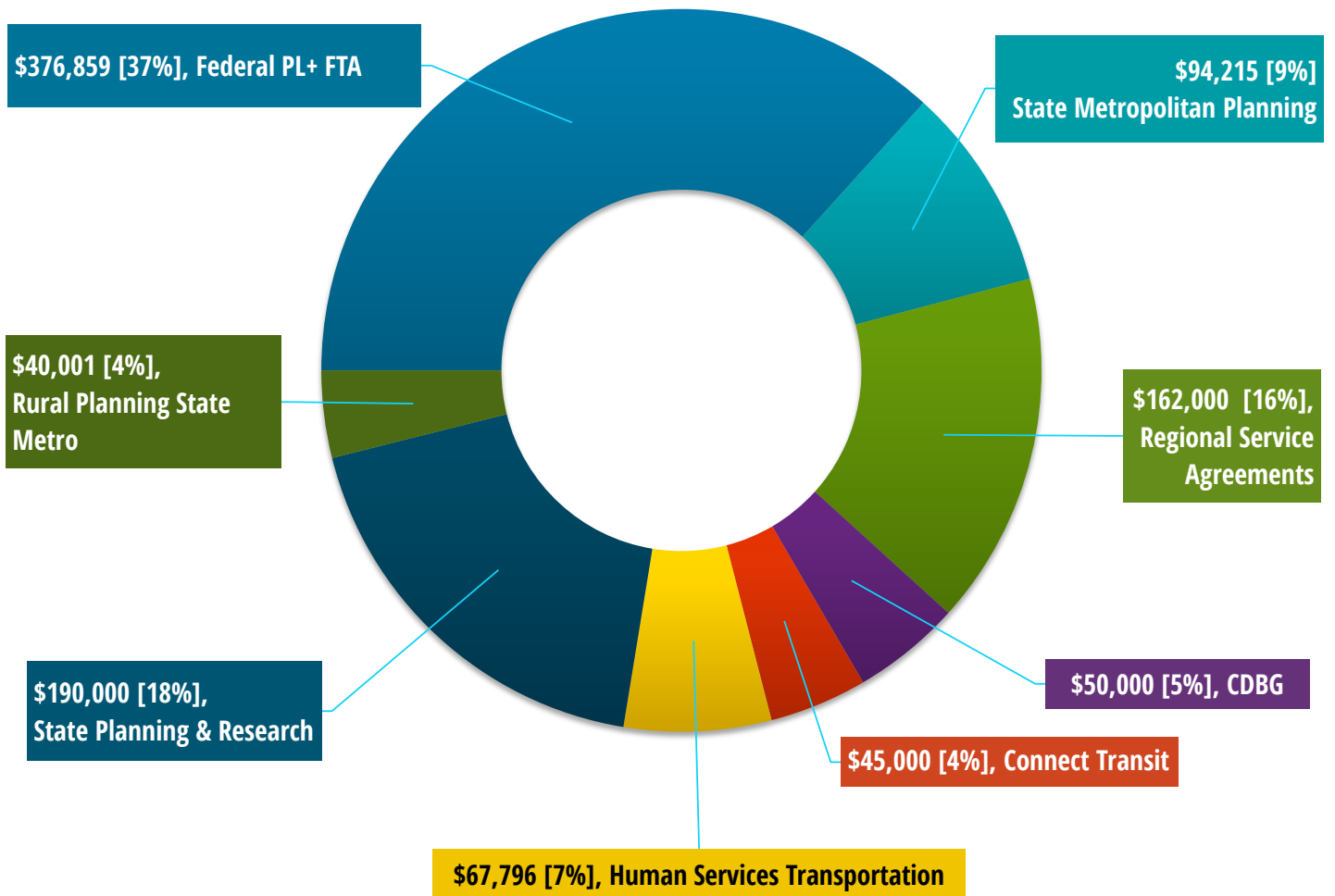
*Note: HSTP, and Regional Special Planning projects are funded by IDOT grants which may include federal funding, but are separate from FHWA PL or FTA (5305D) grants. The project totals are not included in Line Item Budget - Table 2.2, or Program Funding Sources-Table 2.3. Cost associated with the aforementioned projects are detailed in the Project Budget section of the OWP.

Table 2.3
FY 2021 Program Funding Sources

UWP CODE	Program and Project	Budgeted Amount	FHWA PL + FTA	State Metro	RSA	Other
100	General Admin	\$89,950	\$71,960	\$17,990	\$0	\$0
200	Local Planning and Technical Assistance	\$30,060	\$0	\$0	\$30,060	\$0
210	Regional Housing Initiative	\$80,451	\$0	\$0	\$15,001	\$65,450
300	Comprehensive Planning and Technical Assistance	\$190,709	\$85,536	\$21,384	\$83,789	\$0
400	Transportation Planning and Technical Assistance	\$138,241	\$86,953	\$21,738		\$20,000
500	Data Gathering, Technology, and Smart Cities	\$156,680	\$114,824	\$28,706	\$13,150	
600	Education & Outreach	\$41,983	\$17,586	\$4,397	\$20,000	
700	Human Services Transportation Plan	\$67,796	\$0	\$0	\$0	\$67,796
800	Regional Special Planning Projects	\$230,001	\$0	\$0	\$0	\$230,001
	TOTAL	\$1,025,871	\$376,859	\$94,215	\$162,000	\$554,797



Chart 2.1
FY 2021 All Program Funding Sources
Total Funding **\$1,025,871**



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CONTRACT COSTS



This section presents the scope of services of transportation planning activities to be included in the contract between MCRPC and the Illinois Department of Transportation (IDOT) for the Bloomington-Normal urbanized area. It identifies line item costs and total agency costs as well as the methodology used to allocate costs. It also summarizes the projected funding levels for transportation related planning activities. This section concludes with a presentation of itemized cost reports for PL and Section 5305(d) funding.

Scope of Services

Those activities in which the Department will participate with federal metropolitan planning funds and FTA Section 5305(d) funds are shown in Exhibit A (page 8).

These activities will result in the following major end products by Work Element:

Work Element 100—General Administration

FY 2021 OWP and UWP; FY 20 audit report; quarterly and annual performance reports; monthly financial reports; and other correspondence; redefinition of advisory groups along with roles and responsibilities of its membership and the groups project priorities.

Work Element 300—Comprehensive Planning Major

Implementation Toolkit; Regional Energy Plan; Plan Tracking progress tool; Interactive Consistency Review Form; TLC Program.

Work Element 400—Transportation Planning

BN Mobile, 2045 metropolitan transportation plan updates for Bloomington-Normal urbanized area; FY 2021- FY2025 TIP and FY 2022-FY 2026 program documents and reports; Travel Demand Model; Bike and Pedestrian Counts.

Work Element 500—Data Gathering, Technology, Smart Cities

Regional Smart Cities Group; Pilot Projects; Data Dashboards; Spatial Data and Maps.

Work Element 600—Education and Outreach

MCRPC website updates; Two Visions newsletters.

Work Element 700—Human Service Transportation Plan (HSTP)

Consolidated Rural/Urban HST Plan; McLean County (pilot) HST Action Strategy; updated HSTP page on the MCRPC website; HSTP Dashboard.

Work Element 800—Regional Special Planning Projects

Execution of time-limited transportation and land use projects funded from sources outside of those supporting the annual MPO agreement. As in current projects funded under State Planning & Research and State Metro grants, project tasks are determined by the scope of work set forth in the relevant grant agreement. This work element now includes grant-funded projects not previously detailed in the OWP.

Table 3.1

Projected Funding for Transportation Planning Elements

(PL) Funds + 5305 funds	\$376,859	80%
State Metro	\$94,215	20%
TOTAL FUNDS	\$471,074	100%

Projected Funding

Determining projected funding levels is an important part of the programming and budgeting process. Sections 2 and 4 of this report address this subject in detail. Table 3.1 summarizes the projected funding for PL and Section 5305(d) work activities programmed for State FY 2021.

Project Cost Allocation Methodology and Itemized Cost Reports

The cost allocation methodology was developed in accordance with federal planning guidelines for the purpose of allocating funding for MCRPC program areas and transportation program areas in particular. It is presented in order to document the procedures employed in developing this work program. It outlines the procedure used to allocate project costs. The allocation of line item budget costs for FHWA PL and FTA Section 5305(d) funds are presented in Table 3.2. Table 3.3 identifies the total costs for each work element, along with the amount (80%) to be reimbursed by PL and Section 5305(d) funds and 20% by State Metro. This report provides a guide for monthly project billings and provides a means to gauge the relative progress towards completing each program area.

Exhibit D

Cost Allocation Methodology



Table 3.2
FY 2021 Budget by Cost Item

Personnel Cost (Salary & Fringe)	PL/FTA Federal 80%	State Metro State 20%	FHWA & FTA Constrained	Local	Total Cost
Executive Director	\$66,349	\$16,587	\$82,936	\$21,481	\$104,417
Senior Planner -Transportation	\$35,177	\$8,794	\$43,971	\$15,233	\$59,204
Community Planner 1	\$46,727	\$11,682	\$58,409	\$8,695	\$67,104
Community Planner 2	\$7,536	\$1,884	\$9,419	\$2,042	\$11,461
Assistant Planner-Comp	\$21,726	\$5,431	\$27,157	\$10,987	\$38,144
Assistant Planner-Trans	\$22,745	\$5,686	\$28,431	\$8,579	\$37,010
Office Manager	\$27,483	\$6,871	\$34,354	\$8,866	\$43,220
Part-Time professional	\$12,941	\$3,235	\$16,176	\$4,974	\$21,150
Total for Personnel Services	\$240,684	\$60,171	\$300,855	\$80,855	\$381,710
Advertising/ Legal Notices	\$2,550	\$637	\$3,187	\$1,413	\$4,600
Book/Videos/ Publications	\$0	\$0	\$0	\$0	\$0
Copy Machine Expense	\$2,224	\$556	\$2,780	\$220	\$3,000
Contract Services	\$75,453	\$18,863	\$94,316	\$45,108	\$139,424
Consultants	\$0	\$0	\$0	\$0	\$0
Dues & Memberships	\$2,365	\$591	\$2,956	\$594	\$3,550
Food	\$0	\$0	\$0	\$0	\$0
Letterheads and Printed Forms	\$7,645	\$1,911	\$9,556	\$5,111	\$14,667
Non-Contract Services	\$6,821	\$1,705	\$8,527	\$2,899	\$11,426
Operating & Office Supplies	\$1,933	\$483	\$2,417	\$1,212	\$3,629
Other Equipment	\$1,392	\$348	\$1,740	\$0	\$1,740
Postage	\$200	\$50	\$250	\$0	\$250
Purchase of Computers & related equipment	\$10,952	\$2,738	\$13,690	\$0	\$13,690
Schooling & Conferences(incl parking)	\$6,461	\$1,615	\$8,077	\$2,161	\$10,238
Software License Agreement	\$15,052	\$3,763	\$18,815	\$5,185	\$24,000
Travel Expense (not associated with training)	\$2,167	\$542	\$2,708	\$1,731	\$4,439
Telephone Expenses	\$960	\$240	\$1,200	\$0	\$1,200
Total Direct Expenses	\$136,175	\$34,044	\$170,219	\$65,634	\$235,853
Total Cost	\$376,859	\$94,215	\$471,074	\$146,489	\$617,563

[Table 3.2 focuses on costs generated by the annual MPO agreement, in Work Elements 100, 300, 400, 500 and 600.]

Table 3.3
Itemized Cost Report for FHWA PL and Section 5305(d) Funds

	Program Category	Total Program Category Charges	PL + Section 5305 (d) Contract Limiting Amount
100	General Administration	\$89,950	\$71,960
300	Comprehensive Planning and Technical Assistance	\$190,709	\$85,536
400	Transportation Planning and Technical Assistance	\$138,241	\$86,953
500	Data Gathering, Technology, & Smart City Initiatives	\$156,680	\$114,824
600	Education & Outreach	\$41,983	\$17,586
	TOTAL	\$617,563	\$376,859



PROJECT BUDGETS



The annual work program identifies individual elements and tasks to be initiated or completed during the fiscal period. This section provides a brief description of each project and identifies the output to be achieved. It also considers the major tasks to be completed for each project and defines the estimated staffing requirements by staff position needed to complete those tasks. Also addressed in this section are total estimated costs to complete the work scheduled for each project.



Work Element 100—General Administration

This work element encompasses the general administration and support of the 3C transportation process to ensure that state and local partners maintain eligibility for the use of federal transportation funds to improve area surface transportation systems.

Accomplishments during FY 2020

- Timely submission of financial and project reports.
- Creation of FY 2020 OWP (January 1, 2020 - December 31, 2020)
- Creation of State FY 2021 UWP (July 1, 2020 - June 30, 2021)
- Diversified revenue sources
- New Cooperative Agreement for Continuing Transportation Planning in the Bloomington-Normal Urbanized Area and McLean County, maintaining the Bloomington-Normal MPO process begun in 1968.
- Continued work with McLean County Auditor, Treasurer, and Administration offices to implement the MCRPC transition as a County agency, while maintaining full compliance with IDOT requirements and procedures

Planned activities during FY 2021

Task 101—General Administration: All general administration tasks including budget, finance and HR management, in cooperation with County Administration; defining Advisory Committees including establishing clear roles and responsibilities, ensuring that the priorities are formally approved by the three major local government entities; amendments to contracts and agreements to reflect 5-year priorities as approved by the Executive Committee and adopted by the Commission; obtaining approvals from the state and federal agencies.

Work products

FY 2021 OWP; State FY 2021 UWP; FY 2020 audit report (through McLean County Auditor); quarterly and annual performance reports; monthly financial reports; and other correspondence; clear descriptions of advisory groups along with roles and responsibilities of membership and the groups project priorities.

GENERAL ADMINISTRATION BUDGET

Non-Salary Expenses	
Advertising/Legal Notices	\$100
Books/Videos/Publications	\$0
Copy Machine Expense	\$2,500
Contract Services and Sub Awards	\$26,000
Consultants	\$0
Dues and Memberships	\$2,000
Food	\$0
Letterhead and Printed Forms	\$500
Non-Contract Services	\$100
Operating & Office Supplies	\$562
Other Equipment	\$1,740
Postage	\$250
Purchase of Computers & related equipment	\$13,690
Schooling & Conferences (incl parking)	\$500
Software License Agreement	\$0
Travel Expense (not associated with training)	\$500
Telephone Expenses	\$1,200
TOTAL MINUS FRINGE	\$49,642


Salaries

Staff Position	Time (Hours)	Dollar Total
Executive Director	75	\$5,586
Senior Planner—Transportation	125	\$6,167
Community Planner 1	50	\$1,917
Community Planner 2	50	\$1,910
Associate Planner—Comp	50	\$1,695
Associate Planner—Trans	50	\$1,423
Office Manager	750	\$21,610
Part-Time professional	0	\$0
TOTAL	1,150	\$40,308

TOTAL PROJECT COSTS	\$89,950
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Funding Sources

IDOT-PL + Section 5305(d)	\$71,960
State Metro Planning Funds	\$17,990
Total Funding	\$89,950



Work Element 200—Local Planning and Technical Assistance

This work element encompasses planning and technical assistance on local projects that directly support individual municipalities. Tasks may include data collection, spatial analysis and planning at neighborhood, intersection, street or other micro levels, support for non-transportation oriented regional projects like Greenways, Solid Waste Planning, BN Advantage, watershed related activities and technical assistance on ordinance reviews and grant writing. The actual tasks and scope will be determined based on the need

Accomplishments during FY 2020

- Assemble regional housing advisory and staff committees to work towards BN Home implementation.
- Coordinate Greenways meetings and updated the Greenways website.

Planned activities during FY 2021

Task 201—Greenways: Work with the Greenways Advisory Committee and the Staff Committees on implementing the Greenways Plan.

Task 202—BN Advantage: Support regional economic development efforts, particularly those that overlap with aspects such as transportation, place making, housing, place based incentives and other efforts that impact quality of place; Maintain BN Vitals dashboard.

Task 203 - Economic District Designation (EDD): Explore opportunities to designate McLean County as an EDD.

Task 204 - Support local activities and initiatives: Including assistance with implementation of adopted plans such as the Solid Waste Management Plan, research assistance and ordinance review of local ordinances, grant writing assistance for local governments; Activities will be limited by availability of time, resources and their applicability to the entire region.

Task 205 -Other projects that may arise in support of this element.

LOCAL PLANNING & TECHNICAL ASSISTANCE BUDGET

Non-Salary Expenses	
Advertising/Legal Notices	\$0
Books/Videos/Publications	\$0
Copy Machine Expense	\$0
Contract Services and Sub Awards	\$0
Consultants	\$0
Dues and Memberships	\$0
Food	\$0
Letterhead and Printed Forms	\$1,903
Non-Contract Services	\$0
Operating & Office Supplies	\$0
Other Equipment	\$0
Postage	\$0
Purchase of Computers & related equipment	\$0
Schooling & Conferences (incl parking)	\$0
Software License Agreement	\$0
Travel Expense (not associated with training)	\$0
Telephone Expenses	\$0
TOTAL	\$1,903

Salaries		
Staff Position	Time (Hours)	Dollar Total
Executive Director	100	\$7,448
Senior Planner—Transportation	0	\$0
Community Planner 1	100	\$3,835
Community Planner 2	100	\$3,769
Assistant Planner—Comp	300	\$10,172
Assistant Planner—Trans	0	\$0
Office Manager	100	\$2,882
Part-Time professional	0	\$0
TOTAL	700	\$28,157

TOTAL PROJECT COSTS	\$30,060
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Funding Sources	
Regional Service Agreements	\$30,060
Total Funding	\$36,060

Work Element 210—Regional Housing Initiatives

This work element addresses housing issues regionally and comprehensively for people of all ages, incomes and abilities.

Accomplishments during FY 2020

- Completed the 2020-2024 Consolidated Plans for the City of Bloomington and Town of Normal, which included:
 - A Community Development Block Grant (CDBG) page on the MCRPC website
 - A 4 month community outreach process with surveys, events, focus groups and public meetings
 - 3 survey analysis documents for Bloomington, Normal and the Region
 - Final plans approved by Councils and the Department of Housing and Urban Development (HUD)
- Completed research and published three white papers on affordable housing in McLean County
- Published a Housing Data Dashboard for McLean County on the MCRPC website
- Participated in the Housing Assistance Coalition, an inter-agency effort to address housing insecurity due to loss of income related to the COVID-19 pandemic.

Planned activities during FY 2021

Task 211 —Administration: General administration of regional housing initiatives including facilitating the two housing advisory committees and the staff committee; Coordination with state and federal housing authorities; Coordination with not-for-profit and other housing stakeholders; Housing related professional development activities.

Task 212—Data, Metrics and Maps: Gather and distribute housing related data in Bloomington-Normal and McLean County on a regular update cycle as deemed appropriate; Create and distribute relevant maps.

Task 213— Unified Consolidated Plan and Assessment of Fair Housing(AFH): HUD strongly encourages a regional approach than an individual approach. A regional AFH assessment, and a unified Consolidated Plan and Citizen Participation Plan, will be developed for submission as dictated by the HUD submission deadlines.

Task 214—Programming support: Create summaries of various plans for submission to IHDA, establish criteria for supporting affordable and supportive housing to ensure a higher rate of success with grant applications such as LIHTC. Provide necessary support for developers, builders, not-for-profits, municipalities, BHA, County and others for housing related grant applications; Review municipal regulations to identify opportunities for changes for consistency and in favor of the regional housing initiatives; Explore establishing new programming or support expansion of existing programming to forward the goals of the regional housing initiative.

Task 215— Housing Toolkit: Compile local and state resources that support the regional housing initiatives and make them available in an interactive format via MCRPC website; Research new tools and best practices that should be considered in our community.

Task 216 - Other projects that may arise in support of this element.

Work products:

The McLean County Regional Planning Commission will lead the Regional Housing Initiative for the 2020-2021 program year, with a specific focus on the preservation of affordable housing low- to moderate income persons in Bloomington. Activities include the publishing of white papers to increase public and stakeholder knowledge of affordability in the community, support to developers interested in applying for Low Income Housing Tax Credit (LIHTC) funding for projects in the jurisdiction, and continued oversight of the Affordable and Supportive Housing Committee, and its work to increase the inventory of safe, high quality, affordable and supportive housing particularly to lower income groups, seniors, and persons with disabilities.

REGIONAL HOUSING INITIATIVES BUDGET

Non-Salary Expenses

Advertising/Legal Notices	\$0
Books/Videos/Publications	\$0
Copy Machine Expense	\$0
Contract Services and Sub Awards	\$3,000
Consultants	\$0
Dues and Memberships	\$782
Food	\$0
Letterhead and Printed Forms	\$0
Non-Contract Services	\$2,422
Operating & Office Supplies	\$0
Other Equipment	\$0
Postage	\$0
Purchase of Computers & related equipment	\$0
Schooling & Conferences (incl parking)	\$1,000
Software License Agreement	\$2,500
Travel Expense (not associated with training)	\$0
Telephone Expenses	\$0
TOTAL	\$9,704

Salaries

Staff Position	Time (Hours)	Dollar Total
Executive Director	63	\$4,692
Senior Planner—Transportation	0	\$0
Community Planner 1	0	\$0
Community Planner 2	1,550	\$59,214
Assistant Planner—Comp	0	\$0
Assistant Planner—Trans	0	\$0
Office Manager	50	\$1,441
Part-Time professional	300	\$5,400
TOTAL	1,963	\$70,747

TOTAL PROJECT COSTS **\$80,451**

Funding Sources

CDBG (COB - \$30K AND TON - \$20K)	\$50,000
Connect Transit PSA	\$15,450
Regional Service Agreements	\$15,001
Total Funding	\$80,451

Work Element 300—Comprehensive Planning and Technical Assistance

This component seeks to improve coordination between land use and transportation planning in a manner that supports the economic vitality of the metropolitan area. It strives to promote smart growth, protect and enhance the environment, promote energy conservation and improve the quality of life and place in Bloomington-Normal urbanized area.

Accomplishments during FY 2020

- Continuation of the Old Route 66 Historic Catalogue Project.
- Continue rural community planning research and data gathering.
- Provided assistance to government staff, health coalitions, not-for-profit organizations, educational institutions and other entities working towards implementing the comprehensive plans.

Planned activities during FY 2021

Task 301 — Regional Comprehensive Plan: Conduct rural planning activities such as data and information gathering in support of the Regional Comprehensive Planning update efforts. **Establish** partnerships with a **Continue** variety of agencies including Illinois Institute of Rural Affairs, ISU, CIRBN, EDC, McLean County Mayor's Association and other rural grass roots groups to carry out these activities. These activities will feed into the Regional Comprehensive Plan update scheduled to begin in FY 2021. **continue** update begun in FY 2021.

[Intergovernmental coordination and development review](#)

Task 302—Coordination of development activity: Work with municipal and other partners to track the progress of the plans led by MCRPC; Coordinate the long-standing intergovernmental meetings to monitor the development activity for consistency with the adopted long range plans; Revise Consistency Review Forms to fit the current Comprehensive Plans; Work with McLean County GIS group for integration of development monitoring process with GIS.

Task 303—Toolkit: Create an online toolkit that will be a one stop shop for community development resources currently available in our community and potential tools identified in the comprehensive plans.

Task 304—Environmental planning: Partner with Ecology Action Center in regional energy planning.

Task 305—Transportation and Land Use Connection (TLC) Program: This grant program intends to help implement projects identified in the Comprehensive Plan and the 2017 Long Range Transportation Plan.

Task 306—Other: Other projects that may arise in support of this element.

Work products

Regional Comprehensive Plan update development for McLean County; Regional Energy Plan; Plan Tracking progress tool; Interactive Consistency Review Form; TLC Program

COMPREHENSIVE PLANNING & TECHNICAL ASSISTANCE BUDGET

Non-Salary Expenses	
Advertising/Legal Notices	\$2,000
Books/Videos/Publications	\$0
Copy Machine Expense	\$500
Contract Services and Sub Awards	\$92,424
Consultants	\$0
Dues and Memberships	\$0
Food	\$0
Letterhead and Printed Forms	\$8,000
Non-Contract Services	\$3,000
Operating & Office Supplies	\$2,467
Other Equipment	\$0
Postage	\$0
Purchase of Computers & related equipment	\$0
Schooling & Conferences (incl parking)	\$2,500
Software License Agreement	\$6,000
Travel Expense (not associated with training)	\$3,939
Telephone Expenses	\$0
TOTAL	\$120,830

Salaries		
Staff Position	Time (Hours)	Dollar Total
Executive Director	250	\$18,619
Senior Planner—Transportation	350	\$17,268
Community Planner 1	200	\$7,669
Community Planner 2	0	\$0
Assistant Planner—Comp	300	\$10,172
Assistant Planner—Trans	150	\$4,270
Office Manager	100	\$2,881
Part-Time professional	500	\$9,000
TOTAL	2,000	\$69,879

TOTAL PROJECT COSTS	\$190,709
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Funding Sources	
IDOT-PL + Section 5305(d)	\$85,536
State Metro Grants	\$21,384
Regional Service Agreements	\$83,789
Total Funding	\$190,709

Work Element 400—Transportation Planning and Technical Assistance

This work element encompasses activities that directly support the implementation of the projects and programs outlined in long-range transportation planning (LRTP).

Accomplishments during FY 2020

- Executed a 3-year Project Service Agreement with Connect Transit
- Continued work with consultant and community volunteers to the Vision Zero project.
- Trained for and used IDOT project management system with respect to transit

Planned activities during FY 2021

Task 401—Transportation administration and technical assistance: Providing technical assistance on transportation projects such as East Side Highway and complete streets and day to day operations of supporting regional transportation system including the review of local transportation projects and plans, issuing RFQs and managing consultants for special transportation studies, applying for and administering grants.

Task 402—Transportation Improvement Program (TIP): Preparation and development of TIP for the implementation of area transportation projects over the ensuing five years. Tasks could include publicizing and holding hearings and meetings on the TIP projects and potential amendments to the TIP.

Task 403—Complete Streets and Transit Oriented Development: Work with the municipalities to identify opportunities for implementation of complete streets policies; work with Connect Transit on their short- and long-range transportation plan; Create guidelines for transit oriented development and complete streets.

Task 404—Sustainable Transportation Programming: Continue to support expansion of sustainable transportation programs such as Bike Share; development of Intelligent Transportation Systems regional inventory; integration of statewide model development into local data; expand collection of transportation environmental impact data

Task 405— Regional Health Initiatives: MCRPC will partner with the McLean County Wellness Coalition and other partners to promote active transportation and other health initiatives.

Task 406—BN Mobile - LRTP: Monitor progress and update LRTP as necessary and support its implementation.

Task 407—Travel Demand Modeling: This task will involve updating and maintaining a regional travel demand model capable of estimating multi-modal trips and travel patterns

Work products

BN Mobile, 2045 long-range transportation plan updates for Bloomington-Normal urbanized area; FY 2021-FY2025 TIP; FY 2022 - 2026 TIP; Connect Transit planning support; Update of Title VI Report, pending Census data; Travel Demand Model; Bike and Pedestrian Counts; ITS Inventory

TRANSPORTATION PLANNING AND TECHNICAL ASSISTANCE BUDGET

Non-Salary Expenses

Advertising/Legal Notices	\$2,500
Books/Videos/Publications	\$0
Copy Machine Expense	\$0
Contract Services and Sub Awards	\$9,000
Consultants	\$0
Dues and Memberships	\$550
Food	\$0
Letterhead and Printed Forms	\$750
Non-Contract Services	\$750
Operating & Office Supplies	\$600
Other Equipment	\$0
Postage	\$0
Purchase of Computers & related equipment	\$0
Schooling & Conferences (incl parking)	\$486
Software License Agreement	\$8,000
Travel Expense (not associated with training)	\$0
Telephone Expenses	\$0
TOTAL MINUS FRINGE	\$22,636

Salaries

Staff Position	Time (Hours)	Dollar Total
Executive Director	377	\$28,078
Senior Planner—Transportation	725	\$35,769
Community Planner 1	100	\$3,835
Community Planner 2	250	\$9,551
Assistant Planner—Comp	375	\$12,715
Assistant Planner—Trans	800	\$29,929
Office Manager	100	\$2,881
Part-Time professional	0	\$0
TOTAL	2,727	\$115,605

TOTAL PROJECT COSTS **\$138,241**

Funding Sources

IDOT-PL + Section 5305(d)	\$86,953
State Metro Grants	\$21,738
Connect Transit Service Agreement	\$20,000
Regional Service Agreements	\$9,550
Total Funding	\$138,241

Work Element 500—Data, Technology, and Smart Cities

This work element is geared towards measuring the outcomes plans and programs facilitated or led by MCRPC. This includes LRTP, comprehensive plans, economic development, housing, energy, and more.

Accomplishments during FY 2020

- Established performance metrics, baselines and targets, as appropriate, in the recently adopted long-range plans
- Continued BN Vitals economic dashboard updates of over 220 metrics, supplemented as additional data is available.
- Prepared for the launch of a regional study of 5G infrastructure installation and impacts
- Launched several new interactive dashboards on different planning topics on MCRPC website
- Participate in new region-wide smart cities alliance group
- Continued development of maps and interactive story maps
- Performed data analysis on various subject matters
- As a data hub for McLean County, continued to fulfill data requests from external community partners or the public.
- Completed decennial Participant Statistical Areas Participation program with U.S. Census Bureau and McGIS to redraw statistical boundaries before 2020 Census, according to population guidelines.

Planned activities during FY 2021

Task 501—Research and outreach: Every aspect of the community is being effected by technology. MCRPC is committed to bringing the research and education on open data, smart cities and technology to a variety of stakeholders in McLean County.

Task 502—Innovative projects: Rapid change and innovative practices in transportation and land use are ongoing challenges for planning. MCRPC seeks opportunities for innovation. MCRPC will work with local government partners in to test ideas that will showcase progress, minimize risk, and eventually scale up implementation.

Task 503—Data: Deploy a series of tools and technologies to gather and present data in an accessible and easy to comprehend format. This could include metrics on economic development, housing, transportation, environment, land use, health, education and more.

Task 504—Spatial analysis and Maps: Gather and distribute spatial data; Much of the spatial information gathered during the comprehensive planning phases for Bloomington and Normal was done independently for each municipality. These maps and spatial information will be of greater regional benefit when presented together.

Work products

Regional Smart Cities Group; Pilot Projects; Data Dashboards; Spatial Data and Maps

DATA GATHERING, PERFORMANCE EVALUATION, AND IMPLEMENTATION BUDGET

Non-Salary Expenses

Advertising/Legal Notices	\$0
Books/Videos/Publications	\$0
Copy Machine Expense	\$0
Contract Services and Sub Awards	\$8,000
Consultants	\$0
Dues and Memberships	\$0
Food	\$0
Letterhead and Printed Forms	\$2,917
Non-Contract Services	\$5,576
Operating & Office Supplies	\$0
Other Equipment	\$0
Postage	\$0
Purchase of Computers & related equipment	\$0
Schooling & Conferences (incl parking)	\$5,752
Software License Agreement	\$10,000
Travel Expense (not associated with training)	\$0
Telephone Expenses	\$0
TOTAL MINUS FRINGE	\$32,245

Salaries

Staff Position	Time (Hours)	Dollar Total
Executive Director	600	\$44,686
Senior Planner—Transportation	0	\$0
Community Planner 1	1,400	\$53,683
Community Planner 2	0	\$0
Assistant Planner—Comp	200	\$6,781
Assistant Planner—Trans	200	\$5,694
Office Manager	50	\$1,441
Part-Time professional	675	\$12,150
TOTAL	3,125	\$124,435

TOTAL PROJECT COSTS **\$156,680**

Funding Sources

IDOT-PL + Section 5305(d)	\$114,824
State Metro Planning Funds	\$28,706
Regional Service Agreements	\$13,150
Total Funding	\$156,680

Work Element 600—Education and Outreach

This work element involves educating the community on the importance of their engagement in planning for the future of their community. It involves gathering meaningful input on transportation and comprehensive plans from residents (including corporate, institutional and not-for-profit citizens) of all walks of the community utilizing both traditional and non-traditional methods.

Accomplishments during FY 2020

- Expanded awareness of MCRPC, its role, purpose, and programs in the community through multiple high-profile projects, including Housing and Census.
- Continued to develop community partnerships with over 150 agencies, organizations and not-for-profit entities.
- Planned and began modifications to the MCRPC website to accommodate technologies facilitating access and participation by the public and stakeholders, during increased incidences of COVID-19 constraints
- Published Greenways newsletter.

Planned activities during FY 2021

Task 601—Website and social media: Make MCRPC website the one stop shop for all things planning and community development; expand website technical competency to support information and interaction in circumstances where pandemic constraints persist

Task 602—Outreach efforts: Educational and outreach activities aligned with identified priorities; providing forums for public, private and not-for profits to come together to discuss common growth and development aspects; bringing subject matter experts to the community; presentations within the community on growth and development activities; presentations at state and national conferences about community accomplishments.

Task 603—Publications: Publish *Visions* newsletters highlighting innovative planning practices and implementation of the adopted land use and transportation plans

Work products

MCRPC website updates; elevated technical capacity of mcplan.org; two *Visions* newsletters.

EDUCATION AND OUTREACH AND PROFESSIONAL DEVELOPMENT BUDGET

Non-Salary Expenses

Advertising/Legal Notices	\$0
Books/Videos/Publications	\$0
Copy Machine Expense	\$0
Contract Services and Sub Awards	\$4,000
Consultants	\$0
Dues and Memberships	\$1,000
Food	\$0
Letterhead and Printed Forms	\$2,500
Non-Contract Services	\$2,000
Operating & Office Supplies	\$0
Other Equipment	\$0
Postage	\$0
Purchase of Computers & related equipment	\$0
Schooling & Conferences (incl parking)	\$1,000
Software License Agreement	\$0
Travel Expense (not associated with training)	\$0
Telephone Expenses	\$0
TOTAL MINUS FRINGE	\$10,500

Salaries

Staff Position	Time (Hours)	Dollar Total
Executive Director	100	\$7,448
Senior Planner—Transportation	0	\$0
Community Planner 1	0	\$0
Community Planner 2	0	\$0
Assistant Planner—Comp	200	\$6,781
Assistant Planner—Trans	100	\$2,847
Office Manager	500	\$14,407
Part-Time professional	0	\$0
TOTAL	900	\$31,483

TOTAL PROJECT COSTS **\$41,983**

Funding Sources

IDOT-PL + Section 5305(d)	\$17,586
State Metro Planning Funds	\$4,397
Regional Service Agreements	\$20,000
Total Funding	\$41,983

Work Element 700—Human Service Transportation Plan (HSTP)

HSTP is designed to meet the needs of the transportation disadvantaged population, including persons with disabilities, individuals with lower incomes, older adults and racial and ethnic minorities. MCRPC administers the Illinois Department of Transportation Human Services Transportation Plan process for Region 6, a five-county area in east central Illinois which includes Ford, Iroquois, Kankakee, Livingston, and McLean Counties. MCRPC staff serve as regional coordinators, facilitating program and resource coordination among governments, transportation providers, and social service agencies throughout the region.

Accomplishments during FY 2020

- Confirmed reorganization of technical and policy committees into joint committee
- Developed inventory of data resources and other needs for plan updates.
- Added content to HSTP webpage on MCRPC website.

Planned activities during FY 2021

Task 701—HSTP administration and technical assistance: This includes day to day operations of supporting regional human service transportation system including coordinating the quarterly meetings, consultation with state and local agencies regarding improvements for non-emergency medical transport services and coordination with Veterans' Administration staff to streamline veterans' access to transportation to medical service providers.

Task 702—Human Services Transportation Plan Updates and monitoring progress: Amend text and maps to integrate the urban HST plans and activities within McLean and Kankakee counties with the Region 6 Plan. Work towards its implementation and monitor its progress.

Task 703—Mobility Management: Work with the service providers, social service organizations, veterans' administration, hospitals and other medical providers to facilitate transit connections. Create an HSTP dashboard of data, maps, service provider information and other resources. Create a web page on MCRPC's new website including the regional HSTP dashboard of data and information to enable easy access to participating agencies and the general public within Region 6 and beyond.

Task 704—Rural Transit Pilot Project: Using McLean County as a pilot, create a detailed action plan to improve rural transportation access.

Work products

Rural Region 6 and Urban HST Plan for the Bloomington-Normal and McLean County Region; McLean County (pilot) HST Action Strategy; continued development of HSTP page on the MCRPC website and the HSTP Dashboard; Periodic Program Reviews of 5310 Service Providers.

HSTP BUDGET

Non-Salary Expenses

Advertising/Legal Notices	\$2,000
Books/Videos/Publications	\$0
Copy Machine Expense	\$1,000
Contract Services and Sub Awards	\$0
Consultants	\$0
Dues and Memberships	\$600
Food	\$0
Letterhead and Printed Forms	\$0
Non-Contract Services	\$0
Operating & Office Supplies	\$0
Other Equipment	\$2,000
Postage	\$0
Purchase of Computers & related equipment	\$0
Schooling & Conferences (incl parking)	\$1,500
Software License Agreement	\$6,000
Travel Expense (not associated with training)	\$1,000
Telephone Expenses	\$0
TOTAL	\$14,100

Salaries

Staff Position	Time (Hours)	Dollar Total
Executive Director	50	\$3,724
Senior Planner—Transportation	500	\$24,668
Community Planner 1	0	\$0
Community Planner 2	0	\$0
Assistant Planner—Comp	200	\$6,781
Assistant Planner—Trans	600	\$17,082
Office Manager	50	\$1,441
Part-Time professional	0	\$0
TOTAL	1,400	\$53,696

TOTAL PROJECT COSTS **\$67,796**

Funding Sources

Illinois Department of Transportation (Service Agreement)	\$67,796
Total Funding	\$67,796

Work Element 800—Regional Special Planning Projects

Regional Special Planning funds will be utilized to extend the MCRPC planning services to communities located throughout the Bloomington-Normal Metropolitan Planning Area and McLean County. ~~State Planning & Research and other funds currently support Vision Zero and the MPO Transportation Management Consortium.~~ This work element will function as the continuing management of time-limited transportation projects throughout McLean County.

Accomplishments during FY 2020

- Created rural committee for 2020 Census outreach.
- Supplemented the Rural Planning Data Dashboard.
- Compiled guide on grant and loan programs available to rural communities (not yet published)
- Attended several webinars and/or conferences pertaining to rural community development issues.
- Completed substantial organization and research in Vision Zero project.

Planned activities during FY 2021

Task 801—Rural Planning Administration: This activity includes management and administrative activities, not attributable to specific rural program activities. Ensure coordination of rural transportation planning activities with MPO transportation activities and Human Service Transportation Planning for Region 6 activities.

Task 802—Data, Metrics, and Maps: Gather and distribute spatial and tabular data on transportation, housing, land use and other factors that affect rural community planning. Distribute data via dashboards; Analyze rural data and create analysis reports on subjects such as demographic changes or commuting patterns. Provide GIS/ Mapping assistance based on the need and availability of resources.

Task 803—Rural Planning Toolkit: Compile and maintain local, regional, state, and national level resources, tools and best practices in rural community development, available in an interactive format via MCRPC website.

Task 804—Rural Community Planning Assistance: Assist rural communities with transportation and community planning. Tasks could include creating/updating comprehensive and transportation plans, and creating/updating relevant ordinances.

Task 805—Rural Community Programming Support: Provide grant writing and other assistance as needed by rural communities. Support programs related to transportation, land use, housing, economic development, health, or other aspects that will have an impact on rural community planning.

Task 806—Rural Education and Outreach: Maintain a rural planning web page on MCRPC's website that collects information regarding rural planning. Publish newsletters focused on community aspects of the day in Rural McLean County. Regular in-person outreach to establish rural community networks, identify gaps and needs, and educate rural communities on available resources through MCRPC.

Task 807—Other Projects: Assist with programs/projects that are in alignment with the grant and arise during the grant period but are currently unknown. Administer and conduct limited-time projects funded through individual grants. ~~Completion of and reporting on Vision Zero and Transportation Management Consortium activities, and adoption of a Vision Zero Action Plan.~~

Work products

~~Completion of the Vision Zero Action Plan for the urban area; report on the Town of Normal Pavement Study; Convening MCRPC the McLean County Rural Advisory Committee.~~ Preparation of regular financial and progress reports; Updating the Rural Community data dashboard with spatial and tabular data; Interactive rural planning toolkit; At least one ~~VISIONS~~ newsletter dedicated to McLean County Rural Community issues.

REGIONAL SPECIAL PLANNING PROJECTS

Non-Salary Expenses

Advertising/Legal Notices	\$2,900
Books/Videos/Publications	\$0
Copy Machine Expense	\$0
Contract Services and Sub Awards	\$30,026
Consultants	\$95,000
Dues and Memberships	\$0
Food	\$0
Letterhead and Printed Forms	\$1,500
Non-Contract Services	\$3,000
Operating & Office Supplies	\$0
Other Equipment	\$1,819
Postage	\$13,742
Purchase of Computers & related equipment	\$0
Schooling & Conferences (incl parking)	\$5,500
Software License Agreement	\$10,000
Travel Expense (not associated with training)	\$5,750
Telephone Expenses	\$0
TOTAL MINUS FRINGE	\$169,237

Salaries

Staff Position	Time (Hours)	Dollar Total
Executive Director	335	\$24,950
Senior Planner—Transportation	250	\$12,334
Community Planner 1	100	\$3,835
Community Planner 2	0	\$0
Assistant Planner—Comp	325	\$11,019
Assistant Planner—Trans	50	\$1,423
Office Manager	250	\$7,203
Part-Time professional	0	\$0
TOTAL	1,310	\$60,764

TOTAL PROJECT COSTS **\$230,001**

Funding Sources

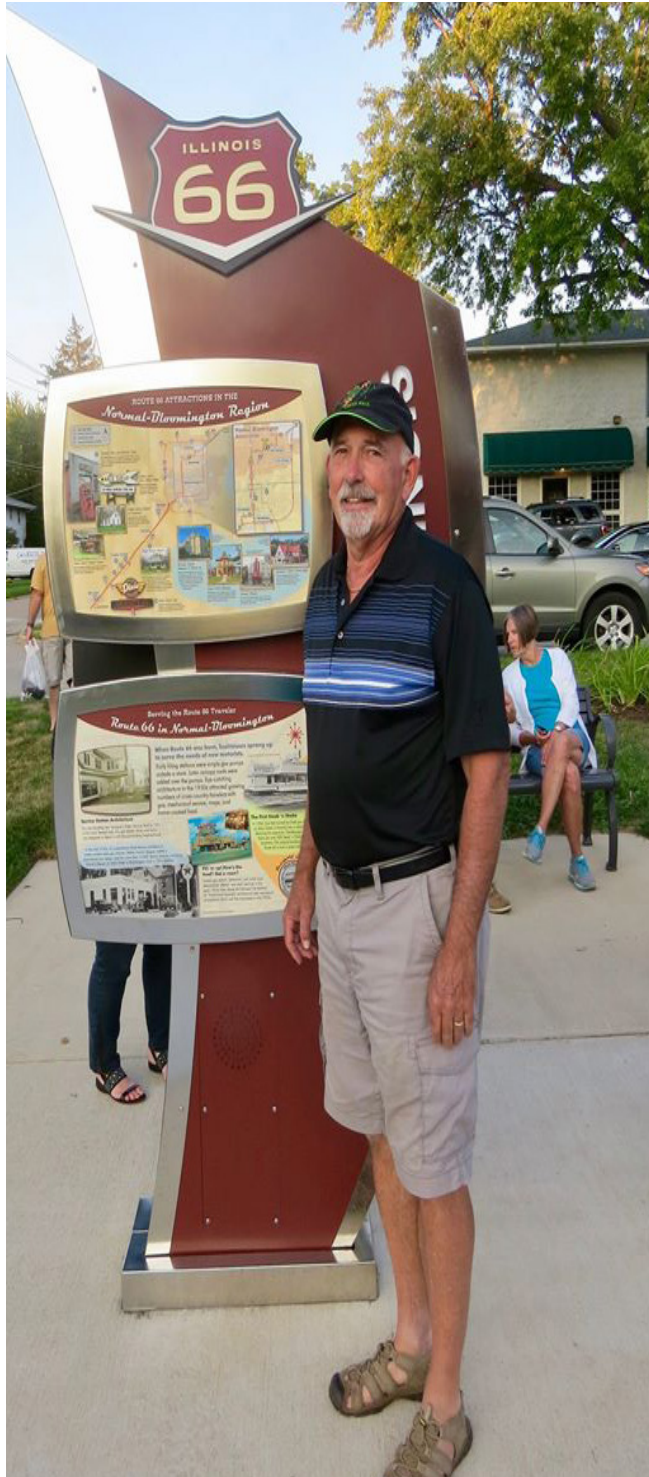
Rural Planning Grant	\$40,001
State Planning & Research (SP&R) Grant, Vision Zero (2018)	\$90,000
SP&R Grant, Transportation Management Consortium, Pavement Study (2019)	\$100,000
Total Funding	\$230,001

Note: Local match funds for the State Planning & Research grant projects were allocated from Regional Service Agreement funds in prior years, and here are shown combined with the Federal share of the grant.

partnerships with a variety of agencies including Illinois Institute of Rural Affairs, ISU, CIRBN, EDC, McLean County Mayor's Association and other rural grass roots groups to carry out these activities.

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McLEAN COUNTY
Regional Planning Commission

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