



CHAMPAIGN COUNTY  
**REGIONAL PLANNING COMMISSION**

# **Unified Technical Work Program (UTWP) - FY 06**

May 2005



Champaign-Urbana Urbanized Area Transportation Study  
A Program of the Champaign County Regional Planning Commission



# **UNIFIED TECHNICAL WORK PROGRAM (UTWP)**

**OF THE**

**CHAMPAIGN-URBANA URBANIZED AREA  
TRANSPORTATION STUDY (CUUATS)**

**FOR FY 2006**

**PREPARED FOR: Champaign-Urbana Urbanized Area Transportation Study (CUUATS)**

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

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## CHAMPAIGN-URBANA URBANIZED AREA TRANSPORTATION STUDY

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## *Glossary*

### **Transportation Terms and Acronyms**

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

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

**CATS:** Campus Area Transportation Study.

**CCRPC:** Champaign County Regional Planning Commission.

**CUUATS:** Champaign-Urbana Urbanized Area Transportation Study.

**CU-MTD:** Champaign-Urbana Mass Transit District.

**FHWA:** Federal Highway Administration.

**FTA:** Federal Transit Administration.

**IDOT:** Illinois Department of Transportation.

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

**Intermodal:** Multiple modes of transportation working together in an efficient, integrated system.

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

reauthorized via TEA-21 in 1998.

**LOS:** Level of Service. Qualitative measure of congestion.

**LRTP:** Long Range Transportation Plan. In December 1999, Champaign-Urbana Urbanized Area Transportation Study (CUUATS) completed “C-U in 2030”- The 1999 Transportation Plan Update. This long-range transportation strategy for the urbanized area emphasizes the need for better integration of transportation and land use and the various modes of travel to improve accessibility and mobility.

**MPO:** Metropolitan Planning Organization. Agency designated by the governor to administer the federally required transportation planning in a metropolitan area. An MPO must be in place in every urbanized area with a population over 50,000. CCRPC is the designated MPO for the urbanized area of Champaign County. The function of an MPO is to provide “A continuing, coordinated, comprehensive transportation planning process in urbanized areas”. The most visible products that result from that effort are a financially constrained 20-year Long Range Transportation Plan (LRTP), a three-year Transportation Improvement Program (TIP), and an annual Unified Technical Work Program (UTWP).

**GT:** Greenways and Trails.

**STP:** Surface Transportation Program. The primary federal funding program resulting from ISTEA and TEA-21 that provides money for a wide range of transportation projects.

**TEA-21:** Transportation Equity Act for the 21st Century. This is the federal act that superseded ISTEA. TEA-21 builds on the initiatives established in ISTEA, which was the last major authorizing legislation for surface transportation. This new Act combines the continuation and improvement of current programs with new initiatives to meet the challenges of improving safety as traffic continues to increase at record levels, protecting and enhancing communities and the natural environment as transportation is provided, and advancing economic growth and competitiveness domestically and internationally through

efficient and flexible transportation.

**TIP:** Transportation Improvement Program. Federally required document produced by CCRPC that identifies all federally funded projects for the current 3-year period. The TIP is developed every year. In order for any federally or state-funded project to proceed, it must be included in the TIP and the State-wide Transportation Improvement Program.

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

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

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## *I. Introduction*

The purpose of the Unified Technical Work Program (UTWP) is to provide CUUATS staff with a work allocation plan that promotes a cooperative, comprehensive and continuing transportation planning process for the Champaign-Urbana-Savoy-Bondville urbanized area as required under the Federal-Aid Highway Act of 1962. All significant elements of the area-wide planning process used in developing transportation plans and programs are included. The program also contains transportation planning support activities including those related to land use, social, economic and demographic factors. The document may also include comprehensive planning activities other than those directly related to transportation. Both federally funded tasks and those funded entirely at state and local levels are included. The UTWP is sufficiently comprehensive to provide descriptions of the specific technical activities and funding levels necessary to carry out the transportation planning program for fiscal year 2006. Development of the work program is the joint responsibility of the Metropolitan Planning Organization (MPO), the Illinois Department of Transportation (IDOT), and other agencies authorized to carry out transportation planning and implementation activities.

The Fiscal Year 2006 UTWP covers the year from July 1, 2005 to June 30, 2006. Input to develop this document was obtained from the Illinois Department of Transportation, the Metropolitan Planning Organization and its advisory committees, CCRPC staff members, and the general public.

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

## *II. The Urban Transportation Planning Process*

### **MPO History**

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

As a result of the 1962 Act, a new official body, the Champaign-Urbana Urbanized Area Transportation Study (CUUATS) was created in 1965 to build upon this planning effort and administer the region’s three-C transportation planning process. In order to assure that comprehensive regional planning efforts were achieved and to avoid duplication of efforts, in March 1974, the Governor of the State of Illinois designated the Champaign County Regional Planning Commission (CCRPC) as the Metropolitan Planning Organization (MPO).

The Champaign County Regional Planning Commission Chief Executive Officer (CEO) serves as the CEO of the Champaign-Urbana Area MPO. CCRPC administers the staff for CUUATS, and to avoid any duplication of effort, it has recognized CUUATS as its own transportation planning entity. In March 1979, a Memorandum of Agreement was signed by all member agencies of CUUATS, CCRPC and IDOT “...for the purpose of continuing and documenting the framework of a continuing, cooperative and comprehensive transportation planning process that result in plans and programs consistent with the comprehensively planned development of the Champaign-Urbana urbanized area.” In June 2001, a new Memorandum of Agreement was endorsed by all participating CUUATS member agencies. This document delineates responsibilities and actions between CUUATS and the CCRPC.

The members of CUUATS are the municipalities of Urbana and Champaign, the Village of Savoy, Champaign County, the University of Illinois, the Champaign-Urbana Mass Transit District, Champaign County Regional Planning Commission and Illinois Department of Transportation, which are voting members. In 2002, the Village of Bondville was included as part of CUUATS study area, which made them eligible to be a CUUATS member agency.

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

- To design and set goals and objectives of the planning process and the Long Range Transportation Plan (LRTP);
- To give advice regarding development in the study area;
- To review and advise on proposed changes in transportation planning concepts;
- To serve as liaison between governmental units in the study area;
- To obtain optimum cooperation of all governmental units in providing information and in implementing various elements of the transportation plan.

The Urban Transportation Planning Process affects every resident in some manner. Therefore, in 2001, CUUATS developed a Public Involvement Procedures (PIP) document that defines procedures used by CUUATS to involve the public in every phase of the decision making process. To achieve the widest possible support, the PIP document encourages citizen involvement from initial project development through project completion.

TEA-21 mandates early and extensive public involvement. It specifically requests public input at three key points in the process:

1. In developing the Long Range Transportation Plan (LRTP).
2. In developing the Transportation Improvement Program (TIP).
3. Before approving the LRTP/TIP (30-day minimum comment period).

## CUUATS Urbanized Area

The CUUATS urbanized area covers approximately 40 square miles, and includes Champaign, Urbana, Savoy and Bondville. From 1990 to 2000, the Champaign-Urbana-Savoy metropolitan area for which CUUATS serves as MPO experienced a growth in population of approximately 6,318 inhabitants. The total population for the Champaign-Urbana-Savoy urbanized area in 1990 was 115,248, including University of Illinois students. The 2000 census figures indicated that the population figure for the Champaign-Urbana-Savoy-Bondville area was approximately 123,885.

Population and employment projections along with spatial analysis data for the area suggest continued growth, which will increase pressure on existing and proposed roadways and public transportation services.

### Urbanized area communities: Population and area covered

	2000	1990	% Change	Area (square mile)
<b>Champaign</b>	67,512	63,502	6.31%	17.0
<b>Urbana</b>	37,362	36,344	2.80%	11.0
<b>Savoy</b>	4,476	2,674	67.39%	1.5
<b>Bondville</b>	455	354	28.53%	0.25
<b>Total</b>	<b>109,805</b>	<b>102,874</b>	<b>6.74%</b>	<b>29.75</b>

In the Long Range Transportation Plan (LRTP), Federal, State, and local resources are expended to meet the demand by identifying new roadway alignments, supporting alternative transportation modes, improving existing systems, and encouraging urban development patterns that existing roads and transit service can accommodate. Long range system-wide and specific area planning will continue to be the principal focus of CUUATS transportation planning activities as staff continues to provide the services that enable local governments and their representatives to form decisions regarding the area's transportation needs and how to meet them.

## **CUUATS Organizational Structure**

CUUATS operates under the principal direction of two committees - the Policy Committee and the Technical Committee. In its organizational structure, the Technical Committee acts as a working committee under the direction of the Policy Committee.

### ***CUUATS Policy Committee***

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

1. Mayor, City of Champaign.
2. Mayor, City of Urbana.
3. President, Village of Savoy.
4. Chair, Champaign County Board.
5. Chair, Champaign-Urbana Mass Transit District Board of Trustees.
6. Bureau Chief of Program Development, IDOT District 5.
7. Executive Director of Facilities and Services, University of Illinois.

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

### ***CUUATS Technical Committee***

The CUUATS Technical Committee consists of staff from all CUUATS participating agencies. It performs analyses and makes recommendations concerning transportation issues to the Policy Committee for their approval. The actual technical work is performed by CUUATS staff and the CUUATS Technical Committee member organizations.

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

1. County of Champaign (2 voting members): County Engineer, Assistant County Engineer.
2. City of Champaign (2 voting members): Director of Public Works, City Engineer.
3. City of Urbana (2 voting members): Director of Public Works or City Engineer, Community Development Director.
4. Village of Savoy (2 voting members): Director of Public Works, Village Administrator.
5. University of Illinois (2 voting members): University Traffic Engineer, Associate Director/Campus Planner, Facilities and Services.
6. Mass Transit District (1 voting member): Managing Director of CUMTD.
7. Regional Planning Commission (1 voting member): Chief Executive Officer.
8. State of Illinois (2 voting members): Planning and Services Supervisor, Local Roads Federal-Aid Coordinator.
9. Technical Advisors (non-voting): IDOT Central Bureau of Urban Program Planning; FHWA Division Office; Village of Bondville representative; IDOT Public Transportation Division; Airport, Rail, and Freight Representatives; Township Representatives (Somerset, Hensley, Champaign, Urbana)

### ***CUUATS Staff Structure***

The professional time and services for transportation planning in this cooperative effort is provided through a composite approach. It consists of CUUATS Staff housed in the Champaign County Regional Planning Commission as well as staff from IDOT and other member agencies. The day-to-day operations of the agency are performed by CUUATS staff, with technical expertise in transportation systems planning and other related areas. The staff, in conjunction with

CUUATS member agencies, collect, analyze and evaluate demographic, land use, and transportation data to determine the transportation system requirements of the urbanized area. They also prepare materials for use at Technical and Policy Committee meetings and other meetings as well as any existing subcommittees. The professional staff members participate in all CUUATS meetings and provide expertise as needed. In addition, they represent the agency at other meetings of importance to planning activities within the region.

The current staff members are:

1. CCRPC, Chief Executive Officer.
2. CUUATS, Transportation Manager.
3. CUUATS, Transportation Planner.
4. CUUATS, Transportation Planner
5. CUUATS, Transportation Planner.
6. CUUATS, Transportation Engineer.
7. CUUATS, Transportation Engineer.
8. CUUATS, Secretary.

### **CUUATS Funding**

CUUATS is funded by federal transportation planning funds from FHWA and FTA. The funds require a 20% local match, which is supplied by the cities of Champaign and Urbana, the University of Illinois, the Champaign-Urbana Mass Transit District, Champaign County and the Village of Savoy. To ensure that all funds are well managed and that the planning activities are completed, in accordance with federal and state guidelines, the state has entered into an agreement with the MPO and the agencies represented by the MPO to coordinate the planning process.

### *III. CUUATS Unified Technical Work Program*

#### **Purpose**

CUUATS UTWP is developed to coordinate transportation and related planning activities for a continuing, cooperative and comprehensive planning process. The primary objective of CUUATS UTWP is the development of an integrated planning program, which considers the planning activities of each modal group and coordinates these activities to produce a total transportation plan serving all segments of the population. CUUATS UTWP identifies transportation planning priorities for the Champaign-Urbana-Savoy-Bondville urbanized area and allocates CUUATS staff resources to particular projects and issues. It also serves as an advisory and coordination instrument for the various local governments, as well as the State and Federal agencies, that are involved in the urban transportation planning process. CUUATS UTWP serves as a guide for all planning-related work to be continued or completed within the urbanized area for FY 2006.

The tasks are encompassed by major areas of activity or programs in which CUUATS, the Cities of Champaign and Urbana, the Village of Savoy, the Village of Bondville, Champaign County, CUMTD, and IDOT staff will participate. Work performed by CUUATS staff is outlined in each work task.

In developing the CUUATS UTWP, the MPO is required to consider the current surface transportation authorizing legislation, TEA-21. Under TEA-21, an MPO must consider projects and strategies that will meet the following factors:

- A. "support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency";
- B. "increase the safety and security of the transportation system for motorized and non motorized users";
- C. "increase the accessibility and mobility options available to people and for freight";

- D. "protect and enhance the environment, promote energy conservation, and improve quality of life";
- E. "enhance the integration and connectivity of the transportation system, across and between modes, for people and freight";
- F. "promote efficient system management and operation"
- G. "emphasize the preservation of the existing transportation system".

## **Funding**

The transportation program and staff are funded from two separate sources: Federal Planning funds and Federal Transit Administration (FTA) Section 5303 funds, both of which are distributed by IDOT. In addition, local funding is received from the cities of Champaign and Urbana, the University of Illinois, Champaign County, the Village of Savoy and the Champaign Urbana Mass Transit District.

## **Structure**

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

- Data Development and Maintenance
- Long Range Planning
- Short Range Planning
- Program Administration
- Special Studies
- Transportation Information System

Each element includes information on its objectives, previous work performed, work tasks involved, and work products anticipated. Each task addresses one or more of the TEA-21 required factors to be considered and is designed to carry out the previously stated goals and objectives for the CUUATS transportation planning process.

## **CUUATS Planning Priorities**

Planning priorities facing the urbanized area focus on Champaign-Urbana-Savoy's development pressures, assistance to local governments with their general review and update of respective Transportation Elements consistent with the current LRTP, and major transportation projects requiring continuing attention.

Major projects receiving federal, state, and local attention over the next year include the implementation of the 2025 Long Range Transportation Plan (LRTP), Greenways and Trails Plan, the regional Intelligent Transportation System (ITS) architecture for Champaign-Urbana-Savoy-Bondville urbanized area, expansion and continuing update of CUUATS transportation model, completion of the IL-130 and US-45 corridor studies, development of the Rising Road/Staley Road corridor study, implementation of a campus safety campaign, creating access management plans for main corridors in the urbanized area, and implementing scenario planning initiatives. As part of this work, the MPO is working with CUUATS member agencies to have plans consistent with local government comprehensive plans as well as other regional agencies' plans.

A major update to the Long Range Transportation Plan was completed in December 2004. The LRTP 2025 calls for the preservation and development of a multimodal transportation system that is responsive to the mobility needs of the people and changes in land use.

According to the FHWA Final Rule (23CFR 940) and FTA Policy on Intelligent Transportation System Architecture and Standards, which took effect on April 8, 2001, CUUATS staff developed the Regional ITS architecture for the urbanized area. CUUATS Regional ITS Architecture provides a plan for the deployment of electronic technology throughout the urbanized area with a focus on systems integration within the region. The architecture identifies stakeholders, systems or

"elements" they operate and the information to be exchanged between stakeholders. Implementation of CUUATS Regional ITS Architecture will be a major focus of CUUATS work.

Based on the Illinois Tomorrow Grants awarded to the Village of Savoy, the City of Urbana, and the City of Champaign three other major projects will receive special attention during FY2006. The Village of Savoy through CCRPC is conducting a moderate scale planning study intended to integrate the land use and transportation planning activities of multiple jurisdictions in a rapidly developing area of Champaign County. The City of Urbana through CCRPC is studying land use and transportation issues along the High Cross Road/IL130 corridor as a means to promote logical development that considers interconnectivity of land uses and transportation networks for the City of Urbana, its rural surroundings, and the urbanized area. This Spring, the City of Champaign received a grant for the Staley/Rising area to look at the remaining land use opportunities in the corridor, to better define arterial management actions, and to facilitate a public discussion that will help lead to a consensus on an appropriate vision for the corridor that is sensitive to the natural, built, and human environment. These studies are jointly funded by IDOT, local agencies and CCRPC. The MPO is providing technical support as needed for these planning efforts. Once complete, these efforts may form the basis for additional planning tasks by local governments with technical assistance from the MPO.

CUUATS also developed and is implementing a transportation model that allows the MPO to identify capacity needs and revise new development alternatives to implement in concert with the LRTP planning process. The CUUATS transportation model was fully implemented during the LRTP planning process and is expected to provide a better approach for evaluation of transportation demand and level of service of the transportation network for a variety of planning projects. Efforts will also be focused in FY 2006 on the refining of the

CUBE Voyager and Dynasim travel model as CUUATS continues to move toward the use of microcomputers and geographic information system technology to improve the transportation planning process and travel forecasting procedure.

Assistance to local agency members in the areas of travel forecasting, traffic impact assessments, traffic simulation, access management, corridor analyses and other areas of transportation planning that contribute to a comprehensive and consistent metropolitan transportation planning process will continue to represent a significant portion of the CUUATS Work Program.

### **Planning Emphasis Areas**

The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) annually promote priority themes for consideration in metropolitan Unified Planning Work Programs. The Champaign-Urbana-Savoy-Bondville MPO will make every effort to include these areas of importance in its planning activities where applicable. The Federal Highway Administration and the Federal Transit Administration have issued the following Planning Emphasis Areas (PEA's) to be incorporated in the Champaign-Urban-Savoy-Bondville MPO planning process.

### **Consideration of safety and security within the planning process**

The MPO Staff will continue to emphasize safety and security in the transportation planning process.

The MPO Staff will continue to serve as the liaison between local agencies, such as police, transit service providers, and public works departments in order to help devise and implement an emergency response plan. The regional ITS architecture for the urbanized area is one of the activities proposed to emphasize safety and security in the transportation planning process. The MPO Staff will also continue to advocate for safety features in the design of all transportation projects such as the Campus Area Transportation Study (CATS), and will continue to insure safety and

security items are addressed in the daily operations and long range planning of public transit service.

### **Integration of planning and environmental processes**

The MPO Staff will continue to work closely with IDOT on all transportation projects to ensure environmental sensitivity in the planning and design of transportation projects. For FY2006, environmental emphasis will especially be seen in the three corridor studies.

### **Consideration of management and operations within the planning process**

The MPO Staff continues to research methods to better provide for the safe and efficient management and operation of the urbanized area transportation network. The MPO will strive to improve the current traffic signal system to ensure safe traffic flows at major intersections through the implementation of new ITS technologies.

### **Consultation with local officials**

The MPO Staff will continue to coordinate with all member agencies to advocate for smart growth initiatives in land use decisions and subdivision regulations that directly impact the transportation system in order to strive for continued economic growth throughout the urbanized area and Champaign County.

### **Enhancing the technical capacity of planning processes to support decision making**

The Champaign-Urbana-Savoy-Bondville MPO is currently implementing a GIS network for its technical staff to use as a tool in transportation decision making. The MPO Staff will also become more familiar with CUBE Voyager and Dynasim software in order to keep the traffic model updated.

CUUATS staff will also continue to utilize scenario planning in its transportation planning processes. This method involves the public and local decisionmakers in creating and deciding upon alternatives for future development. Scenario planning provides more technical information through modeling outputs and other data sources so that more educated and rational choices can be made for our community. Scenario planning will be used in the three corridor studies and in other applications in FY2006 and beyond.

### **Public Involvement**

The Champaign-Urbana-Savoy-Bondville MPO is required by federal legislation to ensure the involvement of the public in all phases of the formulation of plans and programs. The MPO Staff has sought the input of local residents, businesses, and officials throughout the transportation planning process by:

- Notice of availability of draft reports and plans,
- Publication of meeting notices in a paper of general circulation and on the MPO website,
- Presentations to community and civic groups, and government agencies on various proposed transportation projects,
- Discussion of proposed planned projects and planning efforts in local newspaper and local TV and radio programs,
- Notification of meetings and agenda items to stakeholders in the MPO area,
- Public meetings prior to the adoption of the Long Range Transportation Plan and the Transportation Improvement Program, and
- Continued availability of plans and programs on the MPO website for public review and comment.

## *IV. Tasks and Budget Description*

### **TASK 310 – Data Development and Maintenance**

#### **Objective**

In order to effectively perform the planning functions required by federal and state laws, CUUATS must develop and maintain an accurate and reliable database for the urbanized area. This database is essential to determine existing as well as future transportation demand. The purpose of this element is to continue to improve the CUUATS database. Data development and maintenance functions are those that support short range and long range planning, including population, income and housing information, crash records, traffic counts, land use and development data, and transportation characteristics data.

#### **Previous Work**

- a. Conducted and reviewed traffic counts periodically. The results of existing counts were provided to CUUATS member agencies and the public upon request.
- b. Integrated traffic data updates into the CUUATS database as they became available.
- c. Collected, analyzed and added crash data from years 2001 and 2002 to CUUATS database.
- d. Collected, analyzed and added socioeconomic data for the urbanized area to CUUATS database.
- e. Developed GIS coverages for existing and future land use, employment, ADT volumes, speed limit, highways functional classification, parking allowances, Traffic Analysis Zones (TAZs), etc. and added them to CUUATS GIS database.
- f. Geocoded “Selected crash intersection locations” and created crash coverages for the urbanized area which have been added to CUUATS GIS database.
- g. Collected geometrics, traffic signal and turning volume data for the largest intersections in the urbanized area.

**Work Tasks**

The following tasks are associated with this work element:

- a. Collect, organize and update traffic/transportation field data in support of traffic studies and planning activities (e.g., traffic counts, street inventories, crash data, intersection geometry, etc.)
- b. Collect and maintain databases that identify, rank and analyze traffic crash locations.
- c. Maintain database with geometry, turning movement counts and traffic signal timing and phasing.
- c. Maintain data for long-range transportation plan for accuracy and amendments.
- e. Furnish data for transportation/traffic software acquired by CUUATS.
- f. Collect and analyze Census data and maintain socioeconomic databases.
- g. Provide updated information on the transportation, socioeconomic, and land use data.
- h. Collect data to develop appropriate coverages for use in transportation analyses.
- i. Collect, monitor, organize and update data for Transportation-Geographic Information System.
- j. Collect additional traffic information to expand transportation analyses to include additional VMT , travel time studies, and speed studies.
- k. Conduct literature review about different topics associated to transportation and planning for specific projects.
- l. Coordinate with local government staff and private consultants to ensure consistent interpretation of the traffic data.
- m. Gather local transportation information from stakeholders for the development of CUUATS ITS architecture.
- n. Collect an inventory of existing and planned ITS systems and services as an input to create a regional architecture using the Turbo Architecture tool.

**Work Products**

Work products for FY 2006 may include, but are not limited to:

- a. Gathering accurate and current demographic, employment, and socio-economic data to assist in model development and future transportation studies.
- b. Gathering geometric information of the roadway network to assist in model development as well as in different transportation studies.
- c. Making traffic projections for various transportation alternatives developed as part of selected projects.
- d. Making population and employment projections.
- e. Creating transportation data and metadata structures.
- f. Creating computer generated graphics, plots and maps that display traffic information and other data.
- g. Revising estimates, forecasts, and graphics for growth monitoring.
- h. Preparing summaries of transportation and planning studies related to specific projects.
- i. Identifying input for the development of CUUATS regional ITS architecture.

***TASK 320 - Long Range Planning*****Objective**

CUUATS is responsible for developing and coordinating the implementation of a long-range transportation strategy for the urbanized area. Long-range planning functions support needs or requirements that affect long-term planning performance, or refine issues identified in the twenty year Long Range Transportation Plan (LRTP). The tasks and work products associated with this work element are based upon work completed in the data development/maintenance work element.

**Previous Work**

- a. Completed the Champaign-Urbana-Savoy LRTP 2025 update.
- b. Held focus groups and public meetings to continue with outreach efforts designed to involve members of the public in the development of the Long Range Transportation Plan.
- c. Developed brochures, maps and informational documents focused on the plan to keep public and local agencies involved in the development of the Long Range Transportation Plan.
- d. Conducted several Open Houses and public meetings to inform and gather input from the community regarding the LRTP.
- e. Developed alternative plan scenarios for review by the LRTP Steering Committee, CUUATS Committees and public using the transportation model and other tools.
- f. Lead a planning exercise whereby CUUATS members reviewed the impact of various scenarios on key indicators and performance measures, selected a preferred scenario for public input, and adopted a preferred alternative for incorporation into the Long Range Transportation Plan.
- g. Developed the financial element of the plan that identifies reasonably expected revenue for the 20-year period of the transportation plan.
- h. Produced a Final LRTP document containing all the information about different aspects of the adopted plan.

**Work Tasks**

The following tasks are associated with this work element:

- a. Development of publications and information documents, presentations to various groups and forums, and directed involvement exercises such as focus groups.
- b. Consider how benefits, costs, and positive and negative impacts of the implementation of the long-range transportation plan affect various segments of the population (minority, low income, and other disadvantaged segments of the population) of the urbanized area.
- c. Work with CU-MTD in order to improve their general service to the public focusing MPO work on the elderly, disabled and unemployed.
- d. Serve on task forces and interagency staff coordinating teams.
- e. Coordinate transportation planning efforts among all the agencies (CUUATS, the cities, the university, CU-MTD and IDOT).
- f. Work with local jurisdictions to implement the policies and projects identified in the LRTP 2025.

**Work Products**

Work products for FY 2006 may include, but are not limited to:

- a. Implementing coordinated long-range land use development and transportation strategies.
- b. Implementing the main strategies identified in the LRTP, integrating elements such as mixed use, denser development and redevelopment along transit intensive corridors.
- c. Identifying express bus service routes between core and fringe areas of the community needed to implement the plan and achieve the desired plan scenario for the long-range planning horizon.
- d. Creating walkable activity centers to reduce reliance on automobiles and increase safety for pedestrians and bicyclists.
- e. Creating community involvement in transportation issues that may have an effect on the local area transportation network.

- f. Coordinating LRTP update with local comprehensive plans.
- g. Creating web-based publications.

***TASK 330 – Short Range Planning*****Objective**

CUUATS must continually fulfill various state and federal requirements in support of regional and local projects. Short-range planning functions are those which address near-term needs or requirements. This type of planning is usually referred to as transportation systems management (TSM), which typically focuses on topics such as crash studies, congestion problems, and service analysis.

**Previous Work**

- a. Verified and provided feedback on data and information received from affiliated agencies used in local transportation planning processes.
- b. Produced the annual Transportation Improvement Program (TIP) for 2006-2008.
- c. Updated Title VI report according to TEA-21 regulations.
- d. Developed a methodology to determine the safest route to school to update the Safe Walking Route Maps.
- e. Worked with agency members on implementing “Access Management” Guidelines for major corridors in the urbanized area.
- f. Analyzed IDOT crash data and developed tables containing information about “Selected Crash Intersection Location (SCIL) for 2001-2002” for the urbanized area.
- g. Completed collision pattern drawings at all SCIL locations in the urbanized area for 2001-2002.
- h. Coordinated with the Transportation and Infrastructure Committee (U.S. House of Representatives) provision of documentation regarding TEA-21 reauthorization bill.
- i. Created an inventory of all bikeways and trails facilities in the County.
- j. Finalized the update of the Greenways and Trails Plan for Champaign County.

### **Work Tasks**

The following tasks are associated with this work element:

- a. Develop the TIP document 2007-2009 in cooperation with IDOT.
- b. Maintain a project database as part of the TIP.
- c. Select projects to be included in the TIP according to implementation priorities.
- d. Amend the TIP according to FHWA/IDOT regulations.
- e. Solicit early public involvement in developing the TIP.
- f. Review the Public Involvement Policy with emphasis on the Title VI/ Environmental Justice issues as needed.
- g. Prepare/update Title VI report as needed.
- h. Prepare/update safe walking route maps for distribution as needed.
- i. Analyze crash data provided from IDOT to determine high accident locations in the urbanized area.
- j. Develop an Access Management Plan for the main corridors of the urbanized area to identify local needs and to identify and build an effective management strategy to maximize the long term effectiveness of investments currently planned in those corridors.
- k. Develop a corridor plan for IL-130/High Cross Road to study land use and transportation issues along the corridor as a means to promote logical development that considers interconnectivity of land uses and transportation network for the City of Urbana, its rural surroundings, and the urbanized area.
- l. Develop a corridor planning study for US45 to integrate the land use and transportation planning activities of multiple jurisdictions in a rapidly developing area of Champaign County.
- m. Develop a corridor plan for Staley Road/ Rising Road to determine how major transportation corridors affect development and land use policies on the city's west side.
- n. Prepare grant applications on behalf of CUUATS agency members for Illi

nois Tomorrow Grants.

- o. Provide miscellaneous grant application assistance.
- p. Respond to emerging issues that have significance to transportation planning and/or our urbanized area transportation system.

### **Work Products**

Work products for FY 2006 may include, but are not limited to:

- a. Developing and documenting the 2007-2009 TIP.
- b. Implementing required amendments to the 2006-08 TIP.
- c. Providing a prioritized list of local Surface Transportation Program (STP) projects selected for funding.
- d. Providing a prioritized list of Transportation Enhancement projects submitted for local competitive funding.
- e. Integrating projects into the TIP needed to implement an efficient transit network.
- f. Preparing memoranda and reports documenting transit's short range planning efforts.
- h. Providing an updated Title VI report when needed.
- i. Providing an updated Public Involvement Policy document when needed.
- j. Preparing transportation planning and traffic studies as required.
- k. Preparing a Selected Crash Intersection Location (SCIL) report every two years.
- l. Preparing memoranda and reports documenting response to emerging issues for the urbanized area including, but not limited to: TEA-21 implementation; rail; freight, and other modes of transportation.
- m. Developing/updating a plan that identify links to existing and planned greenways and trails within the county and to adjacent counties.
- n. Developing subarea/corridor study reports for the Champaign-Urbana-Savoy urbanized area.

***TASK 340 – Administration/Management*****Objective**

CUUATS must conduct federal and state mandated program administration requirements. In that sense CUUATS needs to support the functions of the Policy Committee and any designated subcommittees in carrying out the transportation planning process; to establish boundaries, agreements, contracts, bylaws, and administrative procedures for the organization of the planning process; to coordinate the planning activities of CUUATS with other transportation agencies, and to ensure that the transportation process is conducted in conformity with applicable federal and state regulations.

CUUATS staff needs to have training opportunities that upgrade and maintain the technical proficiency of the transportation planning staff to readily perform the varied duties and activities associated with urbanized area transportation planning processes.

**Previous Work**

This is an ongoing planning activity as required by the Federal Highway Act of 1962, Title 23, U.S. Code as amended.

- a. Prepared the Unified Technical work program for FY2005.
- b. Updated and maintained CUUATS database of interested citizens, consultants, state and local officials, and committee members.
- c. Prepared CUUATS monthly status reports for IDOT.
- d. Recruited and hired staff for CUUATS as needed.
- e. Recruited and hired traffic interns to collect traffic data for CUUATS.
- f. Developed materials and information in a timely manner to support CUUATS Committees decisions.
- g. Organized public meetings for LRTP, Greenways and Trails, Curtis Road, CATS project, US Route 45 Corridor project, IL 130/High Cross Road Corridor project, and Staley Road/Rising Road Corridor project.

- h. Prepared and attended all CUUATS Committee and sub-committee meetings including development of materials (agendas, minutes, reports) as well as mailings.
- h. Attended monthly CCRPC meetings in order to keep staff informed of CCRPC activities and provide direction and the exchange of ideas.
- i. Purchased and upgraded software in support of administration and planning activities.
- j. Purchased CUBE Voyager and Dynasim software for development of the transportation model.
- k. Purchased and upgraded computer equipment and traffic software to enhance transportation planning capabilities.
- l. Purchased and updated computer equipment and software for the GIS system to enhance transportation planning capabilities.
- m. Updated CUUATS webpage.

### **Work Tasks**

The following tasks are associated with this work element:

- a. Preparation of monthly Status Reports for IDOT.
- b. Develop the MPO annual budget (UTWP) and monitoring, and coordination with federal fund administrators.
- c. Recruit and hire CUUATS new personnel, and prepare employee evaluations.
- d. Prepare and submit all documents required by State and Federal agencies.
- e. Develop and monitor the FY 2006 UTWP.
- f. Serve as a liaison between local governments and State and Federal agencies.
- g. Provide information to the general public concerning transportation planning activities.
- h. Organize and attend public meetings for different projects.
- i. Keep governmental entities/general public updated on transportation

- program activities.
- j. Assist CU-MTD in responding to the findings of FTA's Triennial Reviews (as they are conducted).
  - k. Coordinate transportation activities with the general public.
  - l. Provide general program management and supervisory functions
  - m. Monitor and make adjustments to the budget as necessary.
  - n. Purchase appropriate hardware and software to perform required technical work, as needed.
  - o. Upgrade computer systems for transportation planning software and the Geographic Information System as needed.
  - p. Purchase traffic-engineering software that will be compatible with existing GIS /Traffic Engineering software programs.
  - q. Purchase specialized equipment and supplies as needed.
  - r. Prepare monthly and annual closeout reports for the transportation planning funding programs.
  - s. Support Technical Committee and Policy Committee activities/meetings.
  - t. Participate in staff meetings.
  - u. Conduct committee and task force meetings.
  - v. Maintain technical and professional magazine subscriptions and association membership dues.
  - w. Keep apprised of community functions/participation concerning transportation.
  - x. Attend microcomputer-training sessions related to GIS and transportation/traffic software.
  - y. Maintain, update and continue to improve CUUATS webpage, which provides basic information including meeting dates, times, locations, and agendas for upcoming CUUATS Committee, Subcommittee and other related meetings.
  - z. Organize and reference all CUUATS documents and reports.

**Work Products**

Work products for FY 2006 may include, but are not limited to:

- a. Developing and documenting the FY 2007 UTWP.
- b. Implementing required amendments to the FY 2006 UTWP.
- c. Producing staff reports, minutes and agendas for CUUATS Policy and Technical Committees as well as other Subcommittees.
- d. Preparing monthly progress and annual closeout reports and accounting summaries for IDOT regarding CUUATS activities and other transportation projects.
- e. Distributing transportation planning information and results to agencies, municipalities and citizens.
- f. Providing documentation for public meetings and events.
- g. Organizing meetings and hearings that meet the needs of the transportation planning process.
- h. Maintaining a transportation planning staff that can provide current and reliable input to the transportation planning process.
- i. Keeping an ongoing public record of inquiries and issues specific to local transportation.
- j. Maintaining mailing lists.
- k. Creating a referenced CUUATS library.

***TASK 350 – Special Studies*****Objective**

A continuing emphasis of CUUATS' Unified Technical Work Program will be to provide continued technical support to all CUUATS member agencies in carrying out detailed transportation studies. CUUATS frequently serves as an added resource to the various cities, municipalities, the county, the university and the Illinois Department of Transportation (IDOT) by conducting and/or participating in a wide range of various planning and technical projects referred to as Special Studies. Projects range from administration of ongoing major studies and support of detailed intersection evaluations to local traffic impact evaluation. Providing support to transportation providers is critical in the planning, operation, and maintenance of a comprehensive regional transportation system. CUUATS is available to provide technical support to maintain and improve transportation planning and to process critical day-to-day information often not available at the local level.

**Previous Work**

- a. Administered and provided technical support for CATS II project.
- b. Conducted literature review for different topics related to pedestrian and bicyclist safety.
- c. Prepared traffic impact studies for specific projects in the urbanized area.
- d. Prepared traffic analysis studies for selected intersections and roadway sections.
- e. Prepared intersection study for Mathews Avenue/Springfield Avenue intersection.
- f. Prepared a traffic study for Sixth Street in Campus.
- g. Prepared traffic signal warrant analysis for Wesley Avenue and Curtis Road in Savoy.

**Work Tasks**

The following tasks are associated with this work element:

- a. Conduct special studies of transportation and transportation related topics.
- b. Prepare traffic impact analysis for new development areas.
- c. Prepare traffic studies for specific intersections or roadway segments as part of major transportation studies.
- d. Prepare traffic signal coordination plans as requested by local agencies.
- e. Prepare parking studies as requested by local agencies.
- f. Develop and evaluate potential strategies for addressing identified transportation problems.
- g. Continue to develop a corridor plan in conjunction with the City of Urbana, Urbana and Somer Townships and Champaign County along Illinois 130 to identify planning and development objectives and their growth.
- h. Continue to develop a corridor plan in conjunction with the Village of Savoy, the City of Champaign, the Village of Tolono, Champaign County and Tolono and Champaign Townships for the US Route 45 Corridor to integrate land use and transportation planning activities of multiple jurisdictions in the south-central part of Champaign County.
- i. Continue to develop a corridor plan in conjunction with the City of Champaign, Champaign Township and Champaign County for the Staley Road/Rising Road Corridor to determine how major transportation corridors affect development and land use policies on the city's west side.
- j. Identify agreements needed between different systems to tailor architecture flows to Champaign-Urbana-Savoy-Bondville conditions for the purpose of implementing CUUATS ITS architecture.

### **Work Products**

Work products for FY 2006 may include, but are not limited to:

- a. Addressing answers to problems and issues identified as special projects.
- b. Preparing traffic impact analysis reports for new developments.
- c. Preparing capacity and LOS reports at selected signalized and unsignalized intersections as well as roadway segments.
- d. Preparing traffic signal warrant reports for selected locations.
- e. Preparing traffic signal coordination plans for selected corridors.
- f. Preparing corridor studies for selected locations.
- g. Implementing Champaign-Urbana-Savoy regional architecture.
- h. Creating agency agreements for implementation of CUUATS ITS architecture.

***TASK 360 – Transportation Information System*****Objective**

To continue to enhance the reliability of travel forecasting procedures and GIS, to apply the transportation computer simulation model and GIS to system level transportation analyses, to expand and enhance the transportation model, and to provide documentation of model and GIS procedures.

**Previous Work**

- a. Furnished data related to specific transportation software.
- b. Expanded transportation model to include IL 130 and US Route 45 Corridor study areas.
- c. Created a base map to include areas outside the urbanized area.
- b. Digitized transportation data such as: crash locations, ADT volumes, crash patterns at selected intersections, sign locations, speed limits, parking allowances, street directions, intersection geometry, bus routes, and bus stop locations into the CUUATS-GIS database.
- c. Modified original traffic analysis zones (TAZs) and divided the urbanized area into 133 TAZs to better reflect land use characteristics of the area and ultimately generate better transportation modeling results.
- d. Geocoded all employment locations outside the urbanized area and within the corridor study areas.
- e. Created a graphical database with signal timing, phasing, turning volume and other data for all signalized intersections in the urbanized area.
- f. Calibrated and validated the expanded transportation model.

**Work Tasks**

The following tasks are associated with this work element:

- a. Expand traffic data to include additional counts in support of the vehicle miles traveled (VMT) tracking, parking usage, travel time studies, and speed studies.

- b. Develop a mapping and information management system to support traffic and transportation studies (examples: environmental constraints and utility lines in scoping studies, selection of new road alignments to minimize use of premium agricultural land-or any other environmental or socioeconomic criteria).
- c. Evaluate trends in travel conditions on major roadways within the urbanized area, such as: changes in average daily traffic [ADT], levels of service, vehicle operating speeds, and crash rates.
- d. Perform travel time delay studies on various roadway segments and signalized intersections within the urbanized area to monitor traffic speed trends.
- e. Support regional planning efforts using the transportation model.
- f. Apply the CUBE modeling software in support of design and development of federally funded projects and plans.
- g. Display and disseminate traffic/transportation data produced using GIS for public use (examples: School Safe Walking Route Maps, Bike routes, Selected Crash Intersection Locations, ADT maps).
- h. Manage and process socioeconomic data in support of transportation planning (example: housing units and occupancy for estimation of potential trip volumes).
- i. Monitor and manage traffic/transportation facilities performance conditions (example: monitoring of intersection operational performance and safety overtime).
- j. Create an efficient, geographically referenced repository of transportation studies and related information including image based data.
- k. Digitize (i.e., have in electronic format) all transportation data (examples: traffic volumes, turning movement counts, roadways, right-of-way information, land use, crash locations, etc.), and then geo-reference this data for use in various types of traffic/transportation studies.
- l. Update graphical database with signal timing, phasing, turning volumes

- and other data for all the signalized intersections in the urbanized area.
- m. Forecast future travel demands and trip characteristics within the urbanized area.

### **Work Products**

Work products for FY 2006 may include, but are not limited to:

- a. Producing estimates of future travel, analyzing transportation demand and supply management strategies, for the various transportation strategies/alternatives.
- b. Implementing recommendations from the LRTP based on model outputs.

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## **BUDGET INDEX**

Exhibit I—Work Program Cost Distribution

Exhibit II—Line-Item Budget

Exhibit III—Revenue Allocation

Exhibit IV—Labor Distribution

Exhibit V—Accounting Narrative FY 2006

CUUATS Fee Structure FY 06—FY07

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**EXHIBIT J**

UTWP Cost Category Distribution  
Program Year 2006

UTWP Category	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Total Costs Col 4 + 7	IDOT Reimbursement 80%	Local Match 20%	Total IDOT-PL 100%	FTA Reimbursement 80%	Local Match 20%	Total FTA 100%
310 Data Collection	\$40,796	\$27,017	\$6,754	\$33,771	\$5,620	\$1,405	\$7,025
320 Long Range Planning	\$55,754	\$36,922	\$9,231	\$46,153	\$7,681	\$1,920	\$9,601
330 Short Range Planning	\$53,035	\$35,122	\$8,780	\$43,902	\$7,306	\$1,827	\$9,133
340 Administration	\$65,274	\$43,228	\$10,805	\$54,033	\$8,992	\$2,248	\$11,240
350 Special Studies	\$54,395	\$36,022	\$9,006	\$45,028	\$7,494	\$1,873	\$9,367
360 Transportation Information System	\$42,156	\$27,916	\$6,981	\$34,897	\$5,807	\$1,452	\$7,259
<b>Total</b>	<b>\$311,409</b>	<b>\$206,227</b>	<b>\$51,557</b>	<b>\$257,784</b>	<b>\$42,900</b>	<b>\$10,725</b>	<b>\$53,625</b>
<b>Total %</b>	<b>100.00%</b>	<b>80.00%</b>	<b>20.00%</b>	<b>82.78%</b>	<b>80.00%</b>	<b>20.00%</b>	<b>17.22%</b>

**EXHIBIT II**

Line-Item Budget

July 1, 2005 - June 30, 2006

Salaries	Percent Time	Annual Salary 7/05 - 11/05	Annual Salary 12/05 - 6/06	Direct Labor Base
<b>Personnel</b>				
<b>Salaries (Full-Time)</b>				
Senior Engineer	65.0%	\$63,051.08	\$65,257.87	\$41,820
Associate Engineer	55.0%	\$38,758.50	\$40,115.05	\$21,752
Associate Engineer	55.0%	\$37,662.30	\$38,980.48	\$21,137
Associate Planner	60.0%	\$37,838.48	\$39,162.83	\$23,167
Associate Planner	55.0%	\$37,270.80	\$38,575.28	\$20,917
Associate Planner	50.0%	\$37,270.80	\$38,575.28	\$19,016
Planning Analyst	10.0%	\$29,857.88	\$30,902.91	\$3,047
Senior Secretary	40.0%	\$29,793.15	\$30,835.91	\$12,161
Subtotal Salaries		\$311,503	\$322,406	\$163,017
Direct Labor @90%				\$146,715
Student Interns				\$8,000
Fringe Benefits @39.0%				\$57,219
Indirect/Administrative @45.0%				\$66,022
<b>Total Personnel</b>				<b>\$277,956</b>
<b>Commodities</b>				
Stationery and Printing		\$2,000		
Postage, UPS, Fed Ex		\$1,500		
Office Supplies		\$1,500		
Books, Periodicals, Manuals		\$2,000		
Gasoline and Oil		\$1,000		
<b>Total Commodities</b>				<b>\$8,000</b>
<b>Contractual</b>				
Professional Services		\$2,000		
Telephone		\$2,000		
Job-Required Travel		\$2,500		
Conference/Training Expense		\$3,700		
Photocopying		\$1,500		
Equipment Acquisition & Maintenance		\$3,000		
Dues and Licenses		\$1,500		
Legal Notices		\$1,000		
ITE Membership		500		
<b>Total Contractual</b>				<b>\$17,700</b>
<b>Capital Outlay</b>				
Software/Hardware		\$7,753		\$7,753
<b>Total Expenses</b>				<b>\$311,409</b>

\*Reflects annualized salary increases of 3.5% effective 12/1/05.

**EXHIBIT III**

**Revenue Summary**

Program Year 2006

Description	Federal (80%)	Local (20%)	Total
IDOT-PL			
FY2006 PL Allocation	\$206,227	\$51,557	\$257,784
FTA			
FY2006 Section 5303	\$42,900	\$10,725	\$53,625
Total Revenue	\$249,127	\$62,282	\$311,409

**\*SPR Balance @7/1/05**

**\$34,700**

**\$8,675**

**\$43,375**

**Cost Allocation**

Description	IDOT-PL	FTA	TOTAL
Total Funds Available for Transportation Planning	\$257,784	\$53,625	\$311,409
Distribution Percentages	82.780%	17.220%	100%

**EXHIBIT V.**

**LABOR DISTRIBUTION 2006  
CUJATS Staffing Requirements (a)  
Number of Work Weeks Programmed**

Program Year 2005

UTWP Category (b)	UTWP Description	Senior Engineer	Associate Engineer	Associate Engineer	Associate Planner	Associate Planner	Associate Planner	Planning Analyst	Senior Secretary	Student Interns (c)	Total	Percent Allocation
310	Data Collection	2	2	2	2	2	3	3		14	30	13.1%
320	Long Range Planning	6	6	6	8	6	5	1		3	41	17.9%
330	Short Range Planning	6	5	6	7	5	6	1		3	39	17.0%
340	Administration	8	3	3	5	4	4		21		48	21.0%
350	Special Studies	7	5	7	7	6	6			2	40	17.5%
360	Transportation Information System	5	8	5	2	6	2			3	31	13.5%
	Total	34	29	29	31	29	26	5	21	25	229	100.0%

(a) The CUJATS program is housed within the Champaign County Regional Planning Commission, the designated Metropolitan Planning Organization.

(b) See pages 18 - 35 for a narrative description of work program elements.

(c) Represents one intern @ \$8.50/hour for approximately 18 hours/week for 52 weeks.

## EXHIBIT V—Accounting Narrative FY 2006

CUUATS funds are administered via by CCRPC system description that follows:

Separate accounts (departments) have been established in a general ledger. The account records identify the receipt and expenditure of funds for each grant, refer to subsidiary records and/or documentation that support the entry and provides accurate and current financial reporting information.

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

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

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

- a. Costs of goods acquired, consumed or expended specifically for the purpose of the grant; i.e., postage;
- b. Services and contractual items specifically related to the grant program, i.e., photocopying expense.

These costs are chargeable to the appropriate grant program based on source documentation maintained by the accounting system evidencing the nature and purpose of the charges (e.g., long distance telephone logs, postage logsheets, photocopying logsheets). Once charged to the transportation program these costs will be distributed to the various program work elements according to the proportion of direct salaries charged to each work element during the period.

The indirect costs (labor and non-labor) are those incurred which cannot be directly associated with the transportation program. These costs are charged to an administrative/overhead account. A statement of actual indirect charges and the final indirect cost rate for the period ended 11/30/03 will be submitted upon receipt of the audit. The indirect cost rate utilized in the budget is a projection based upon anticipated activity, as well as historical experience. The rate is subject to revision based on final audit. The indirect costs are determined by applying the provisional rate to the total direct labor cost for each individual work task. The resulting amounts are billed and reported under work program tasks.

The accounting system has established guidelines related to the methodology for classifying certain costs as direct or indirect. Each item of cost is treated consistently either as a direct or an indirect cost. Definitions and methodology related to direct and indirect costs are derived from federal circular A-87.

**CUJATS FEE STRUCTURE FY06-FY07 (1)**

<u>Governmental Unit</u>	<u>FY06 (2)</u> <u>7/05-6/06</u>	<u>FY07 (3)</u> <u>7/06-6/07</u>	<u>% Increase</u>
Champaign	\$17,808	\$18,698	5.0%
Urbana	\$17,808	\$18,698	5.0%
Champaign County	\$17,808	\$18,698	5.0%
University of Illinois	\$9,233	\$9,695	5.0%
Savoy	\$3,298	\$3,463	5.0%
<b>TOTAL</b>	<b>\$65,955</b>	<b>\$69,253</b>	

(1) Fee schedule subject to modification with passage of the highway reauthorization bill.

(2) January 05 billing date

(3) January 06 billing date



Champaign-Urbana Urbanized Area Transportation Study  
A Program of the Champaign County Regional Planning Commission

**RESOLUTION TO APPROVE  
THE DRAFT OF THE FY 2006 UNIFIED TECHNICAL WORK PROGRAM (UTWP)  
FOR THE CHAMPAIGN-URBANA URBANIZED AREA TRANSPORTATION STUDY  
(CUUATS)**

**WHEREAS**, the Champaign-Urbana Urbanized Area Transportation Study, in cooperation with the Illinois Department of Transportation, has a comprehensive, cooperative, and continuing (3C) process for transportation planning in compliance with Federal regulations for the urbanized area;

**WHEREAS**, the Technical Committee of CUUATS approved the FY 2006 Draft Unified Technical Work program on March 30, 2005;

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the Technical Committee of the Champaign-Urbana Urbanized Area Transportation Study approves the FY 2006 DRAFT Unified Technical Work Program.

Passed and approved this 30<sup>th</sup> day of March 2005.

ATTEST:   
Frank Rentschler  
Chairman  
CUUATS Technical Committee



Champaign-Urbana Urbanized Area Transportation Study  
A Program of the Champaign County Regional Planning Commission

**RESOLUTION TO APPROVE  
THE DRAFT OF THE FY 2006 UNIFIED TECHNICAL WORK PROGRAM (UTWP)  
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(CUUATS)**

**WHEREAS**, the Champaign-Urbana Urbanized Area Transportation Study, in cooperation with the Illinois Department of Transportation, has a comprehensive, cooperative, and continuing (3C) process for transportation planning in compliance with Federal regulations for the urbanized area;

**WHEREAS**, the Policy Committee of CUUATS approved the FY 2006 Draft Unified Technical Work program on April 6<sup>th</sup>, 2005;

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the Policy Committee of the Champaign-Urbana Urbanized Area Transportation Study approves the FY 2006 DRAFT Unified Technical Work Program.

Passed and approved this 6<sup>th</sup> day of March 2005.

ATTEST:

A handwritten signature in cursive script, appearing to read "Gerald Schweighart", is written over a horizontal line.

Gerald Schweighart  
Chairman  
CUUATS Policy Committee



Champaign-Urbana Urbanized Area Transportation Study  
A Program of the Champaign County Regional Planning Commission

**RESOLUTION TO APPROVE  
THE FY 2006 UNIFIED TECHNICAL WORK PROGRAM (UTWP)  
FOR THE CHAMPAIGN-URBANA URBANIZED AREA TRANSPORTATION STUDY  
(CUUATS)**

**WHEREAS**, the Champaign-Urbana Urbanized Area Transportation Study, in cooperation with the Illinois Department of Transportation, has a comprehensive, cooperative, and continuing (3C) process for transportation planning in compliance with Federal regulations for the urbanized area;

**WHEREAS**, the Technical Committee of CUUATS approved the FY 2006 Unified Technical Work program on May 4, 2005;

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the Technical Committee of the Champaign-Urbana Urbanized Area Transportation Study approves the FY 2006 Unified Technical Work Program.

Passed and approved this 4<sup>th</sup> day of May 2005.

ATTEST:

  
Frank Rentschler  
Chairman  
CUUATS Technical Committee



Champaign-Urbana Urbanized Area Transportation Study  
A Program of the Champaign County Regional Planning Commission

**RESOLUTION TO APPROVE  
THE FY 2006 UNIFIED TECHNICAL WORK PROGRAM (UTWP)  
FOR THE CHAMPAIGN-URBANA URBANIZED AREA TRANSPORTATION STUDY  
(CUUATS)**

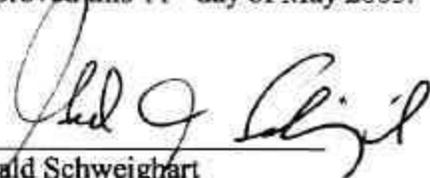
**WHEREAS**, the Champaign-Urbana Urbanized Area Transportation Study, in cooperation with the Illinois Department of Transportation, has a comprehensive, cooperative, and continuing (3C) process for transportation planning in compliance with Federal regulations for the urbanized area;

**WHEREAS**, the Policy Committee of CUUATS approved the FY 2006 Unified Technical Work program on May 11<sup>th</sup>, 2005;

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the Policy Committee of the Champaign-Urbana Urbanized Area Transportation Study approves the FY 2006 Unified Technical Work Program.

Passed and approved this 11<sup>th</sup> day of May 2005.

ATTEST:

  
\_\_\_\_\_  
Gerald Schweighart  
Chairman  
CUUATS Policy Committee