



Unified Technical Work Program (UTWP) - FY 2008

July 1, 2007-June 30, 2008



UNIFIED TECHNICAL WORK PROGRAM (UTWP)

FOR THE

CHAMPAIGN-URBANA URBANIZED AREA
TRANSPORTATION STUDY (CUUATS)

FOR FY 2008

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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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.

SAFETEA-LU: The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users that was signed by President George W. Bush on August 10, 2005. SAFETEA-LU guaranteed funding for Federal surface transportation programs for highways, highway safety, and public transportation totaling \$244.1 billion for the 5-year period 2005-2009.

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 4-year period. The TIP is developed every year. In order for any federally or state-funded project to proceed, it must be included in the TIP and the Statewide Transportation Improvement Program.

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 2008. 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 2008 UTWP covers the year from July 1, 2007 to June 30, 2008. 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 *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)* requires all MPOs to carry out the 3C process. Among the activities MPOs must perform to meet this requirement are: production of the LRTP, the TIP, and the UTWP; establishment and oversight of the public participation process, maintenance of transportation models and data resources to support air quality conformity determinations as well as long-range and short-range planning efforts.

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, "...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 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 federal Transportation Equity Act for the 21st Century (TEA-21) and its predecessor, the federal Intermodal Surface Transportation Efficiency Act (ISTEA) are both emphatic about the role of public participation in the transportation decision-making process. The Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) continues to encourage collaboration with stakeholders. Executive Order 12898 on Environmental Justice (1994) and Title VI of the Civil Rights Act of 1964, and a host of other federal laws and regulations, also require public involvement, particularly of the underrepresented, in transportation decision making. 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.

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. 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.

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

Urbanized area communities: Population and area covered

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 for the urbanized 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. City of Champaign (2 voting members): Director of Public Works, City Engineer.
2. City of Urbana (2 voting members): Director of Public Works or City Engineer, Community Development Director.
3. Village of Savoy (2 voting members): Director of Public Works, Village Manager.
4. County of Champaign (2 voting members): County Engineer, Assistant County Engineer.
5. Mass Transit District (1 voting member): Managing Director of CUMTD.
6. State of Illinois (2 voting members): Planning and Services Supervisor, Local Roads Federal-Aid Coordinator.
7. University of Illinois (2 voting members): University Traffic Engineer, Associate Director/Campus Planner, Facilities and Services.
8. Regional Planning Commission (1 voting member): Chief Executive Officer.
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. 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, Associate Planner
4. CUUATS, Associate Planner
5. CUUATS, Associate Engineer
6. CUUATS, Associate Engineer
7. CUUATS, Planner I
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 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, 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 2008.

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

In developing the UTWP, the MPO is required to consider the current surface transportation legislation, SAFETEA-LU, which continues a strong fundamental core formula program emphasis coupled with targeted investment, featuring:

- A. "Safety – SAFETEA-LU establishes a new core Highway Safety Improvement Program that is structured and funded to make significant progress in reducing highway fatalities";

- B. "*Equity* –The new Equity Bonus Program has three features – one tied to Highway Trust Fund contributions and two that are independent";
- C. "*Innovative finance* – SAFETEA-LU makes it easier and more attractive for the private sector to participate in highway infrastructure projects, bringing new ideas and resources to the table";
- D. "*Congestion Relief* - SAFETEA-LU gives States more flexibility to use road pricing to manage congestion, and promotes real-time traffic management in all States to help improve transportation security and provide better information to travelers and emergency responders";
- E. "*Mobility & Productivity* – SAFETEA-LU provides a substantial investment in core Federal-aid programs, as well as programs to improve interregional and international transportation, address regional needs, and fund critical high-cost transportation infrastructure projects of national and regional significance";
- F. "*Efficiency* – The Highways for LIFE pilot program in SAFETEA-LU will advance longer-lasting highways using innovative technologies and practices to speed up the construction of efficient and safe highways and bridges"
- G. "*Environmental Stewardship* – SAFETEA-LU retains and increases funding for environmental programs of TEA-21, and adds new programs focused on the environment, including a pilot program for nonmotorized transportation and Safe Routes to School. SAFETEA-LU also includes significant new environmental requirements for the Statewide and Metropolitan Planning process".
- H. "*Environmental Streamlining* – SAFETEA-LU incorporates changes aimed at improving and streamlining the environmental process for transportation projects. These changes, however, come with some additional steps and requirements on transportation agencies."

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 SAFETEA-LU core formula program emphasis and is designed to carry out the goals and objectives established 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 and Regional Intelligent Transportation System (ITS) architecture for Champaign-Urbana-Savoy-Bondville urbanized area; development and publication of the Annual Listing of Obligated Projects, continuing update of CUUATS

transportation model, completion of the Staley/Rising corridor study and development of the University Avenue corridor study, and collaboration with CATS agencies on the implementation of a safety improvements. As part of this work, the MPO is coordinating with CUUATS member agencies to have plans consistent with local government comprehensive plans as well as other regional agencies' plans.

The *Long Range Transportation Plan 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. Based on this framework and within the next 12 months, CUMTD will complete a Long Range Mobility Implementation Plan for the urbanized area.

In accordance with 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. Definition of projects and priorities, particularly when developing the corridor studies for Staley/Rising and University Avenue as well as updates and implementation of CUUATS Regional ITS Architecture will be a major focus of CUUATS work.

Based on the Illinois Tomorrow Grants awarded to the City of Champaign and the City of Urbana, two major projects will receive special attention during FY2008. The City of Champaign through CCRPC will complete the Staley/Rising Corridor Study to look at 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. The City of Urbana through CCRPC will be examining how safety and mobility can be improved in the University Avenue corridor for all transportation modes through access management, intelligent transportation technologies, and other context sensitive solutions. In addition, it would determine how economic revitalization can occur through innovative streetscaping, landscaping, and façade improvements that focus on the pedestrian scale, drawing motorists off the roadway corridor and into the community. These studies are jointly funded by IDOT, local agencies and CCRPC. The MPO provides technical support as needed for these planning efforts. Once complete, these studies may form the basis for additional planning tasks by local governments with technical assistance from the MPO.

CUUATS also developed a transportation model that allows the MPO to identify capacity needs and revise new development alternatives to implement in concert with the implementation of the LRTP. The CUUATS transportation model 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 2008 on refining the CUBE Voyager travel model, particularly the mode choice 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 procedures.

SAFETEA-LU requires that "...an Annual Listing of projects, including investments in pedestrian walkways and bicycle transportation facilities, for which Federal funds have been obligated in the preceding year be published or otherwise made available by the cooperative effort of the State, transit operator, and metropolitan planning organization for public review. The listing shall be consistent with the funding categories identified in each metropolitan transportation improvement program (TIP)." This provision is intended to increase the transparency of government spending

on transportation projects and strategies in metropolitan areas to State and local officials, and to the public at large. Realizing this objective involves promoting accuracy and responsiveness in financial planning and adoption of a proactive approach to sharing information with the public in a meaningful way, at an appropriate time, and in a user-friendly format.

Assistance to local agency members in the areas of grant applications, travel forecasting, traffic studies, 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.

FTA and FHWA Planning Emphasis Areas

The FTA and FHWA have identified a series of national Planning Emphasis Areas (PEA) to promote as priority themes for consideration in developing the annual work programs for Statewide and metropolitan planning. The PEAs represent topics in Statewide and metropolitan planning that are of strategic national importance and are proposed for consideration by State and local officials as they prepare Technical Work Programs (TWP) and State Planning and Research (SP&R) programs during the next applicable annual planning program cycle. This year's PEAs broadly promote improved person mobility while addressing Core Accountabilities of FTA's Strategic Business Plan.

For FY 2007/08, five key federal planning themes have been identified by FTA:

- Incorporating Safety and Security in Transportation Planning;
- Participation of Transit Operators in Metropolitan and Statewide Planning;
- Coordination of Non-Emergency Human Service Transportation;
- Planning for Transit Systems Management/Operations to Increase Ridership;
- Support Transit Capital Investment Decisions through Effective Systems Planning.

The Champaign-Urbana-Savoy-Bondville MPO will make every effort to include these emphasis areas in its planning activities where applicable.

Incorporating Safety and Security in Transportation Planning

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 emergency response plans. Implementation of the ITS architecture is one of the activities proposed to emphasize safety and security in the transportation planning process. MPO staff will work with IDOT and local agencies addressing specific safety issues, particularly those related to crash analysis and possible measures to improve safety in urbanized areas. Staff will continue to advocate for safety features in the design of all transportation projects such as the Campus Area Transportation Study (CATS), and will insure that safety and security items are addressed in the daily operations and long range planning of public transit service.

A high-profile theme that spans both security and safety is disaster planning. In particular, FHWA and FTA stress that areas vulnerable to disasters of either man-made or natural origin should be considered for inclusion in disaster planning work activities for MPO Technical Work Programs. Examples of planning-related disaster planning activities include all stages of emergency preparedness planning, ranging from preparing multimodal evacuation plans before a possible event, to strategies for bringing emergency supplies and relief aid to affected areas after the event.

Participation of Transit Operators in Metropolitan and Statewide Planning

SAFETEA-LU expands the mandate and opportunities for transit operator participation in multimodal transportation decision-making through Statewide

and Metropolitan planning. This PEA outlines a set of strategies for realizing the full potential and benefits of multimodal decision making.

Among the planning activities that support the emphasis area are (a) establishing program, project, and technical advisory committees that include representation and active participation by transit operators, (b) developing and monitoring transportation system performance indicators that include measures that involve public transportation, (c) ensuring that travel forecasting methods are sensitive to policies affecting the full range modal options and that transit ridership forecasts have been validated and are credible, and (d) using criteria for setting project priorities for inclusion in plans and programs that are mode-neutral.

Coordination of Non-Emergency Human Service Transportation

Executive Order #13330, Human Service Transportation Coordination, SAFETEA-LU provides expanded program authority and funding opportunities to provide transit service to individuals with job access and specialized transportation needs. However, these programs, 49 U.S.C 5310 (Special Needs of Elderly Individuals and Individuals with Disabilities), 49 U.S.C 5316 (Job Access and Reverse Commute), and 49 U.S.C. 5317 (New Freedom) all require an extensive coordination among DOT-funded services, including preparation of a locally-developed coordination human service transportation plan as the basis for project-level funding decisions.

The plan has to be developed by local area representatives of public, private, and nonprofit transportation human services providers, as well as involve participation by the public, including older adults, people with disabilities, and individuals with lower incomes.

SAFETEA-LU further outlines that project “competition” for funding awards at the

local level should be coordinated with the MPO. CUUATS staff has included a wide range of work activities in the metropolitan planning process, including forming and hosting meetings of a committee of nonemergency service providers, assembling a base-year ridership profile of service users, forecasting future usage, and incorporating these programs in the MPO.

Planning for Transit Systems Management/Operations to Increase Ridership

A regionally coordinated, strategic approach to managing and operating transportation systems can yield dramatic improvements in systems productivity and service cost effectiveness. With regard to transit, a key criterion of operational effectiveness is the number of passenger miles traveled.

FTA's Strategic Business Plan has a goal calling for an annual increase in passenger miles, discounted for employment. The ability to accomplish this is tied closely to the effective management and operation of transit systems-individually, as well as in within a regional context of multimodal systems management and operations. In addition, transit operational strategies such as fare policies, service, characteristics (e.g. headways, transfers, frequency of stops), marketing and public awareness/information, and overall facilities maintenance on services and schedules, have a major impact on system ridership.

CUUATS work activities include participating in the Technical Committee of the Long Range Mobility Implementation Plan (miPLAN) to address this emphasis area. Among the efforts so far with the miPLAN Committee are identification of issues, share solutions, and establishment of an ongoing framework for coordination, developing analytical tools and expertise in assessing the impacts of operational transit strategies, and facilitate deployment of advanced technologies to improve the operational efficiency of the transit systems.

Support Transit Capital Investment Decisions through Effective Systems Planning

The information, processes, and decisions of metropolitan systems planning lay the foundation for, and have direct impacts upon, corridor-focused project planning and subsequent stages of project development. There is a strong relationship between systems planning activities, more refined corridor analysis in Alternatives Analysis (or “AA”, an FTA requirement for advancing New Starts projects), and their impact on subsequent project development—all within the context of metropolitan planning and decision-making. An AA investigates the range of possible modal solutions within individual corridors in much greater detail, concluding with a “Locally Preferred Alternative” (LPA). That LPA, in turn, goes to the Metropolitan Planning Organization (MPO) for adoption into the long-range transportation plan and is, ultimately, programmed in the Transportation Improvement Program (TIP). As the work of systems planning is carried forward into more focused planning at the corridor level, it becomes readily apparent that the quality of work performed in systems planning sets the foundation—and the quality of the foundation—for subsequent, more detailed planning.

Within systems planning, three planning activities have been found to be the most challenging and, if not performed effectively, to have the most significant impact on the quality and credibility of major transit investment proposals as the advance into project development. These three systems planning topics are (a) Data, Technical Tools, & Analysis; (b) Regional Needs Identification & Corridor Prioritization; and (c) Financial Planning. CUUATS work activities include participation in the Technical Committee of the Long Range Mobility Implementation Plan (miPLAN) to address this emphasis area.

IDOT Policy Factors

IDOT considers eight policy factors in the long-range development of the Illinois transportation system

- Managing the existing infrastructure to ensure efficient performance
- Accommodating future growth in population and employment
- Ensure global economic competitiveness
- Providing transportation for underserved populations such as the elderly, children and the disabled
- Protecting the environment
- Assuring safety for all transportation users
- Securing adequate funding for maintaining and improving the transportation systems
- Providing security measures to ensure the continued operation of the system

CUUATS work activities for the fiscal year 2008 include addressing these issues through a set of different activities.

Public Involvement

In regional transportation planning processes, residents and other potential interested parties are crucial to how successful a project and its implementation will be. Without input and support from these people, no project or program will truly achieve the needs and desires defined for the community. The Champaign Urbana Urbanized Area Transportation Study (CUUATS) seeks to proactively involve the public in all phases of its planning processes. For this purpose, CUUATS staff has prepared a Public Involvement Procedures document that presents what CUUATS staff undertakes to gather and utilize public input in its myriad initiatives.

CUUATS utilizes a variety of techniques to involve the public, generally characterized into forums, paper, and electronic formats. Forums are events or places where the public can interact with staff and share information. Paper methods relay invitations to events, available documents, and other media to the public. Electronic techniques are primarily conveyed via computer. The following

Strategy	L RTP	TIP	PIP	Corridor Studies	Special Studies
Public Meetings	✓			✓	
Open Committee Meetings	✓	✓	✓	✓	✓
Information Kiosks/Booths					
Presentations	✓			✓	
Citizen Advisory Committees					
Key Person Interview s	✓			✓	
Scenario Planning	✓			✓	
Staff Availability	✓	✓	✓	✓	✓
Direct Mailings	✓	✓	✓	✓	
New spaper Ads	✓	✓	✓	✓	
Comment Cards	✓	✓	✓	✓	
Public Service Annoucements					
New sletters					
Brochures/Fact Sheets	✓			✓	
Document Availability	✓	✓	✓	✓	✓
Website	✓	✓	✓	✓	✓
Visualization Tools	✓	✓		✓	✓

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summarizes which techniques CUUATS staff will at minimum use for the given planning documents or processes. Those that are unchecked in the table are used less frequently, depending on the context of the project being done.

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 2004 and 2005 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.
- d. 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 2008 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. Produced a Final LRTP Update document containing all the information about different aspects of the adopted plan according to SAFETEA_LU requirements.
- c. Worked with CUMTD on providing technical assistance for the development of the CUMTD Mobility Implementation Plan (miPLAN).
- d. Worked with the City of Champaign on providing technical assistance for the development of the Champaign Transportation Plan (Champaign Moving Forward)).
- e. Attended several meetings to continue with information and outreach efforts designed to involve members of the public in the implementation of the Long Range Transportation Plan.
- f. Completed research on the best methods that can be used to improve the accuracy of the transportation model used to develop the Long Range Transportation Plan 2025.
- g. Attended several meetings in which community members and local officials were informed about the financial constraints and transportation project priorities for the urbanized area based on the planning priorities established on the long Range Transportation Plan.
- h. Worked with local officials on defining fiscal needs to carry out transportation projects for the urbanized area included in the LRTP 2025.

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 CUMTD 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 for different plans.
- e. Coordinate transportation planning efforts among all the agencies (CUUATS, the cities, the university, CUMTD and IDOT).
- f. Work with local jurisdictions to implement the policies and projects identified in the LRTP 2025.

Work Products

Work products for FY 2008 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.

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, traffic signal warrant studies, traffic improvements 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 Transportation Improvement Program (TIP) for 2008-2011.
- c. Worked with agency members on implementing “Access Management” Guidelines for major corridors in the urbanized area.
- d. Analyzed IDOT crash data and developed tables containing information about “Selected Crash Intersection Location (SCIL) for 2003” for the urbanized area and completed collision pattern drawings at all SCIL locations in the urbanized area for 2003.
- e. Created an inventory of all bikeways and trails facilities in the County.
- f. Worked on the implementation of the Greenways and Trails Plan for Champaign County.
- g. Developed a corridor planning study for IL130/High Cross Road to create a plan that analyzes how the Illinois 130/High Cross Road corridor should develop giving existing environmental conditions, public sentiment, geographic factors, and infrastructure limitations.
- h. Initiated a corridor planning study for Staley/Rising Roads for the City of Champaign to create a plan that analyzes how the Staley/Rising area in west Champaign should develop in terms of transportation and land use.

Work Tasks

The following tasks are associated with this work element:

- a. Develop the TIP document 2009-2012 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. Create an Annual Listing of Obligated Projects according to new Federal regulations as described in SAFETEA-LU.
- e. Solicit early public involvement in developing the TIP.
- f. Review 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 access management plans 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 University Avenue to examine how safety and mobility can be improved in the corridor for all transportation modes through access management, intelligent transportation technologies, and other context sensitive solutions.
- l. Complete a corridor planning study for Staley/Rising to integrate the land use and transportation planning activities of multiple jurisdictions in a rapidly developing area of Champaign County.
- m. Provide miscellaneous grant application assistance.
- n. Respond to emerging issues that have significance to transportation planning and/or our urbanized area transportation system.

Work Products

Work products for FY 2008 may include, but are not limited to:

- a. Developing and documenting the 2009-2012 TIP.
- b. Implementing required amendments to the 2008-11 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. Providing an annual listing of federally obligated projects.
- g. Preparing memoranda and reports documenting transit's short range planning efforts.
- h. Providing an updated Title VI report when needed.
- i. Preparing and reviewing transportation planning and traffic studies as required.
- j. Preparing a Selected Crash Intersection Location (SCIL) report for the last five years.
- k. Preparing memoranda and reports documenting response to emerging issues for the urbanized area including, but not limited to: SAFETEA-LU implementation; rail; freight, and other modes of transportation.
- l. Continuing the implementation of the Greenways and Trails Plan.
- m. 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 (UTWP) for FY2007.
- 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.
- i. Attended monthly CCRPC meetings in order to keep staff informed of CCRPC activities and provide direction and the exchange of ideas.
- j. Purchased and upgraded software in support of administration and planning activities.
- k. Purchased CUBE Voyager and Dynasim software for development of the transportation model.
- l. Purchased and upgraded computer equipment and traffic software to enhance transportation planning capabilities.
- m. Purchased and updated computer equipment and software for the GIS system to enhance transportation planning capabilities.
- n. 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 2009 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 CUMTD 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 2008 may include, but are not limited to:

- a. Developing and documenting the FY 2009 UTWP.
- b. Implementing required amendments to the FY 2008 UTWP.
- c. Producing staff reports, minutes and agendas for CUUATS Policy and Technical Committees as well as other Subcommittees.
- d. Participating in various committees providing technical assistance to other agencies such as CUMTD, the City of Champaign, the City of Urbana and the University of Illinois in developing their plans
- 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. Provide technical support to the CUMTD Mobility Implementation Plan (miPLAN).
- c. Provide technical support to the City of Champaign Transportation Plan (Champaign Moving Forward).
- d. Provide technical support to the University of Illinois Multimodal Study.
- e. Conducted literature review for different topics related to pedestrian and bicyclist

safety.

- f. Prepared traffic impact studies for specific projects in the urbanized area.
- g. Prepared traffic analysis studies for selected intersections and roadway sections.
- h. Prepared intersection study for some intersections of the University of Illinois.
- i. Reviewed traffic studies for Menards and Meijer in Urbana.
- j. Prepared traffic signal warrant analysis for Vine Street and Windsor Road in Urbana.

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 Champaign, Hensley Township, Champaign County and IDOT District 5 along Staley Road and Rising Road to create a plan that analyzes how the Staley/Rising area in west Champaign should develop in terms of transportation and land use.
- h. Initiate the University Avenue corridor plan in conjunction with the City of Urbana, the City of Champaign, the University of Illinois, Champaign County and others to examine how safety and mobility can be improved in the corridor for all transportation modes through access management, intelligent transportation technologies, and other context sensitive solutions.
- i. Continue to work on the St. Mary's Road corridor study with the University of Illinois, City of Champaign, and City of Urbana.
- 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.
- k. Continue working on the Urbana Bicycle Plan in coordination with the City of Urbana, League of Illinois Bicyclists, and other interested parties.
 - l. Provide technical support for CATS III project.

Work Products

Work products for FY 2008 may include, but are not limited to:

- a. Addressing 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.
- i. Preparing traffic signal warrant reports for selected locations.
- j. Preparing traffic signal coordination plans for selected corridors.
- k. Preparing corridor studies for selected locations.
- l. Implementing Champaign-Urbana-Savoy regional architecture.
- m. Creating agency agreements for implementation of CUUATS ITS architecture.
- n. Preparing traffic signal warrant reports for selected locations.
- o. Preparing traffic signal coordination plans for selected corridors.
- p. Preparing corridor studies for selected locations.
- q. Implementing Champaign-Urbana-Savoy regional architecture.
- r. Creating agency agreements for implementation of CUUATS ITS architecture.

- s. Completing the Urbana Bicycle Plan.

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 Staley/Rising Corridor study areas.
- c. Created a base map to include areas outside the urbanized area.
- d. 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.
- e. Modified original traffic analysis zones (TAZs) and increased the number of TAZs in the urbanized area to better reflect land use characteristics of the area and ultimately generate better transportation modeling results.
- f. Geocoded all employment locations outside the urbanized area and within the corridor study areas.

- g. Created a graphical database with signal timing, phasing, turning volume and other data for all signalized intersections in the urbanized area.
- h. 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, Greenways and Trails Maps, 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

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V. 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 2008

CUUATS Fee Structure FY08—FY09

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EXHIBIT I

**UTWP Cost Category Distribution
Program Year 2007**

UTWP Category	(1) Total Costs Col 4 + 7	(2) IDOT Reimbursement 80%	(3) Local Match 20%	(4) Total IDOT-PL 100%	(5) FTA Reimbursement 80%	(6) Local Match 20%	(7) Total FTA 100%
310 Data Collection	\$56,696	\$36,891	\$9,223	\$46,114	\$8,465	\$2,116	\$10,582
320 Long Range Planning	\$59,760	\$38,885	\$9,721	\$48,607	\$8,923	\$2,231	\$11,154
330 Short Range Planning	\$64,357	\$41,877	\$10,469	\$52,346	\$9,609	\$2,402	\$12,012
340 Administration	\$67,422	\$43,871	\$10,968	\$54,838	\$10,067	\$2,517	\$12,584
350 Special Studies	\$65,890	\$42,874	\$10,718	\$53,592	\$9,838	\$2,460	\$12,298
360 Transportation Information System	\$72,019	\$46,862	\$11,715	\$58,577	\$10,753	\$2,688	\$13,442
Total	\$386,144	\$251,260	\$62,814	\$314,074	\$57,655	\$14,414	\$72,070
Total %	100.00%	80%	20%		80%	20%	

EXHIBIT II
**Line-Item Budget
July 1, 2007 - June 30, 2008**

Salaries	Percent Time	Annual Salary 7/07 - 11/07	Annual Salary 12/07 - 6/08	Direct Labor Base
Personnel				
<u>Salaries (Full-Time)</u>				
Sr. Engineer	60%	\$68,218.88	\$70,947.64	\$41,886
Associate Engineer	60%	\$45,472.73	\$47,291.64	\$27,920
Associate Engineer	60%	\$45,472.73	\$47,291.64	\$27,920
Associate Planner	60%	\$42,908.40	\$44,624.74	\$26,346
Associate Planner	65%	\$40,872.60	\$42,507.50	\$27,187
Planner I	60%	\$32,729.40	\$34,038.58	\$20,096
Planning Analyst	15%	\$33,738.91	\$35,088.47	\$5,179
Senior Secretary	40%	<u>\$31,646.16</u>	\$32,912.01	\$12,954
Subtotal Salaries		\$341,060	\$354,702	\$189,488
Direct Labor @ 88.5%				\$167,697
<u>Salaries (Part-Time/Temporary)</u>				
Traffic Interns				<u>\$10,500</u>
Subtotal Part-Time Salaries				\$10,500
Fringe Benefits @49.0%				\$82,172
Indirect/Administrative @45.0%				\$80,189
Total Personnel				\$340,557
Commodities				
Stationery and Printing		\$2,000		
Postage, UPS, Fed Ex		\$1,700		
Office Supplies		\$1,500		
Books, Periodicals, Manuals		\$3,000		
Gasoline and Oil		\$2,000		
Total Commodities				\$10,200
Contractual				
Professional Services		\$2,000		
Telephone		\$2,000		
Job-Required Travel		\$4,500		
Training Expenses		\$6,000		
Photocopying		\$2,000		
Equipment Acquisition & Maintenance		\$2,500		
Advertisements		\$2,000		
Legal Notices		\$1,000		
ITE and Transportation Monitor Membership		\$500		
Total Contractual				\$22,500
Capital Outlay				
Software/Hardware		\$12,887		\$12,887
Total Expenses				\$386,144

*Reflects annualized salary increases of 4.0% effective 12/1/07

EXHIBIT III

Revenue Summary
Program Year 2008

Description	Federal (80%)	Local* (20%)	Total
IDOT-PL			
FY2008 PL Allocation	\$251,259	\$62,815	\$314,074
FTA			
FY2007 Section 5303	\$57,656	\$14,414	\$72,070
Total Revenue	\$308,915	\$77,229	\$386,144

Cost Allocation

Description	IDOT-PL	FTA	TOTAL
Total Funds Available for Transportation Planning	\$314,074	\$72,070	\$386,144
Distribution Percentages	81.34%	18.66%	100%

EXHIBIT IV
Labor Distribution 2008
CUUATS Staffing Requirements (a)
Number of Work Weeks Programmed

Program Year 2008												
UTWP Category (b)	UTWP Description	Senior Engineer	Associate Engineer	Associate Engineer	Associate Planner	Associate Planner	Planner I	Planning Analyst	Secretary	Student Interns (c)	Total	Percent Allocation
310	Data Collection	1	1	1	1	1	2	2		28	37	14.7%
320	Long Range Planning	5	4	6	8	6	8	2			39	15.5%
330	Short Range Planning	5	6	6	8	7	8	2			42	16.7%
340	Administration	6	3	3	5	4	2		21		44	17.5%
350	Special Studies	6	6	9	7	6	7	2			43	17.1%
360	Transportation Information System/Modeling	8	14	9	2	10	4				47	18.7%
	Total	31	34	34	31	34	31	8	21	28	252	100.0%

(a) The CUUATS 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 @ \$10.0/hour for approximately 20 hours/week for 52 weeks.

EXHIBIT V—Accounting Narrative FY 2008

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 11/30/07 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.

CUUATS Proposed Fee Structure

	FY06 Jul 06-Jun 07	FY07 Jul 07-Jun 08	FY07 Supplement	FY08 Jul 08-Jun09
Champaign Urbana	17,808	18,698	2,926	22,706
Champaign County	17,808	18,698	2,926	22,706
University of Illinois	9,233	9,695	1,517	11,772
Savoy	3,298	3,463	542	4,205
	65,955	69,252	10,837	84,095
	Billing 1/06	Billing 1/07		Billing 1/08



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

RESOLUTION TO APPROVE
THE FY 2008 UNIFIED TECHNICAL WORK PROGRAM (UTWP)
FOR THE CHAMPAIGN-URBANA URBANIZED AREA TRANSPORTATION STUDY
(CUUATS)

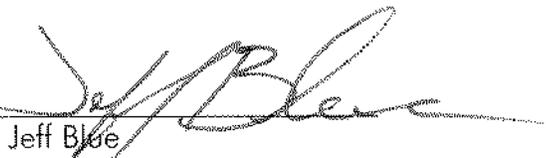
WHEREAS, the Champaign-Urbana Urbanized Area Transportation Study, in cooperation with the Illinois Department of Transportation, has a comprehensive, cooperative, and continuing (3C) process for transportation planning in compliance with Federal regulations for the urbanized area;

WHEREAS, the Technical Committee of CUUATS approved the FY 2008 Unified Technical Work program on April 4, 2007;

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Technical Committee of the Champaign-Urbana Urbanized Area Transportation Study approves the DRAFT FY 2008 Unified Technical Work Program.

Passed and approved this 04th day of April 2007.

ATTEST:


Jeff Blue
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 2008 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 2008 Draft Unified Technical Work program on April 11th, 2007;

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Policy Committee of the Champaign-Urbana Urbanized Area Transportation Study approves the FY 2008 DRAFT Unified Technical Work Program.

Passed and approved this 11th day of April 2007.

ATTEST:

Dick Helton (Proxy Chair)
CUUATS Policy Committee



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

RESOLUTION TO APPROVE
THE FY 2008 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 Draft FY 2008 Unified Technical Work program on April 4, 2007;

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Technical Committee of the Champaign-Urbana Urbanized Area Transportation Study approves the Final FY 2008 Unified Technical Work Program.

Passed and approved this 09th day of May 2007.

ATTEST:


John Cooper (Proxy Chair)
CUUATS Technical Committee



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

RESOLUTION TO APPROVE
THE FY 2008 UNIFIED TECHNICAL WORK PROGRAM (UTWP)
FOR THE CHAMPAIGN-URBANA URBANIZED AREA TRANSPORTATION STUDY
(CUUATS)

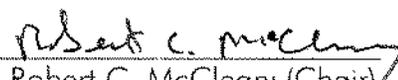
WHEREAS, the Champaign-Urbana Urbanized Area Transportation Study, in cooperation with the Illinois Department of Transportation, has a comprehensive, cooperative, and continuing (3C) process for transportation planning in compliance with Federal regulations for the urbanized area;

WHEREAS, the Policy Committee of CUUATS approved the FY 2008 Draft Unified Technical Work program on April 11th, 2007;

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Policy Committee of the Champaign-Urbana Urbanized Area Transportation Study approves the FY 2008 Final Unified Technical Work Program.

Passed and approved this 09th day of May 2007.

ATTEST:


Robert C. McCleary (Chair)
CUUATS Policy Committee

