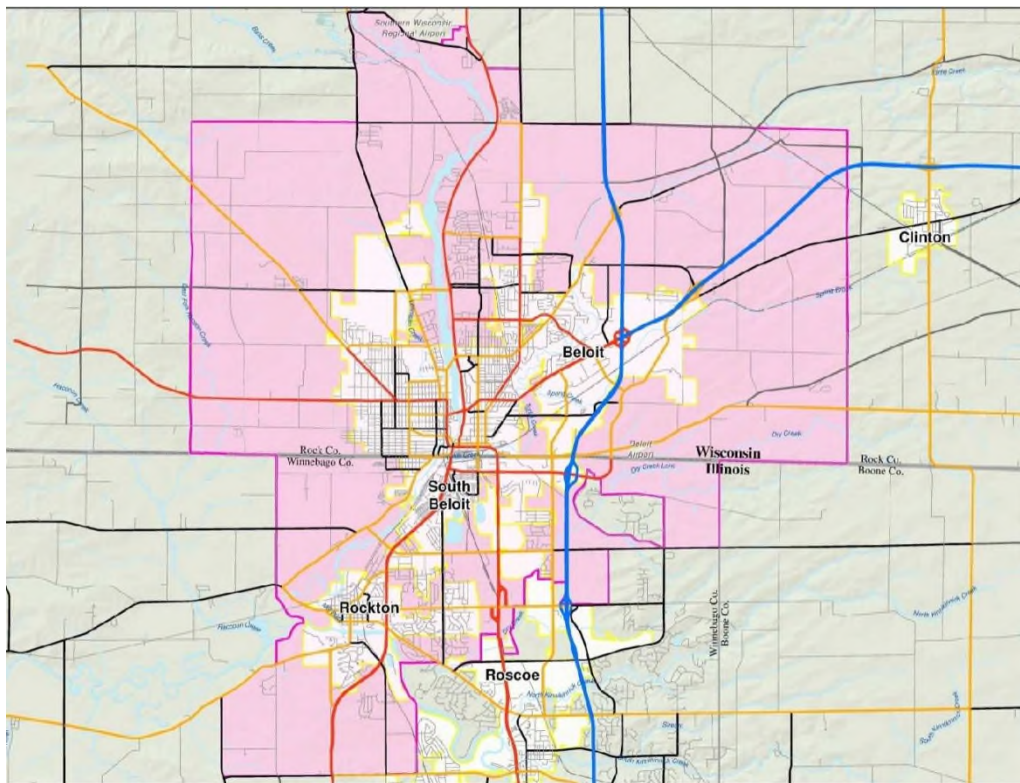


STATELINE AREA TRANSPORTATION STUDY METROPOLITAN PLANNING ORGANIZATION (SLATS MPO)



SLATS Planning Area from the 2016-2040 Long Range Transportation Plan. 2021-2045 Plan Update to be Completed by October 11, 2021.

2021 UNIFIED PLANNING WORK PROGRAM (UPWP)

OCTOBER 26, 2020

2021 UNIFIED PLANNING WORK PROGRAM

STATELINE AREA TRANSPORTATION STUDY
2400 Springbrook Court
Beloit, WI 53511

T.J. Nee, MPO Coordinator
neet@beloitwi.gov
608-364-6702

Agencies represented in the SLATS MPO include the following: Village of Rockton, IL; City of Beloit, Wisconsin; Town of Beloit, WI; Illinois Department of Transportation; Rock County, Wisconsin; Rockton Township, IL; City of South Beloit, IL; Town of Turtle, WI; Winnebago County, IL; and Wisconsin Department of Transportation along with Federal Highway Administration; Federal Transit Administration; Beloit Transit System and Stateline Mass Transit District.

This document was funded in part through grant(s) from the:



This document was prepared with Federal Funds, but does not necessarily reflect the official views or policy of the U.S. Department of Transportation.

Local agency funding provided by:



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SLATS RESOLUTION 2020-7

**ADOPTION OF THE 2021 UNIFIED PLANNING WORK PROGRAM
For the Period: January 1, 2021 thru December 31, 2021**

WHEREAS, the State Line Area Transportation Study is the Metropolitan Planning Organization for the Beloit (WI-IL) Urbanized Area, and the Policy Board has the responsibility to direct, coordinate, and administer the transportation planning process in the urbanized area; and

WHEREAS, the Federal Highway Administration and Federal Transit Administration, under 23 CFR and 49 CFR 616, have determined the necessity for a Unified Planning Work Program; and

WHEREAS, the Policy Board has reviewed the clarifications of transportation planning activities outlined in the 2021 Unified Planning Work Program and finds them consistent with the transportation planning process.

NOW, THEREFORE, BE IT RESOLVED that the Policy Board of the State Line Area Transportation Study adopts this 2021 Unified Planning Work Program and directs the staff to submit this document to the Wisconsin and Illinois Departments of Transportation and to the Federal Highway Administration and Federal Transit Administration; and

BE IT FURTHER RESOLVED that in accordance with 23 CFR 450.334(a) SLATS hereby certifies that the metropolitan transportation planning process is addressing major issues facing the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

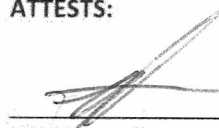
- (1) 23 U.S.C. 134, 49 U.S.C. 5303, and this subpart;
- (2) In nonattainment and maintenance areas, sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR part 93;
- (3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- (4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- (5) Section 1101(b) of the FAST Act (Pub. L. 114-357) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in DOT funded projects;
- (6) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- (7) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
- (8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (9) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- (10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

Approved this 26TH Day of October, 2020



Chair, SLATS Policy Board

ATTESTS:



MPO Coordinator

SELF-CERTIFICATION SUMMARY

The MPO Policy Board is charged with implementing the metropolitan planning process in accordance with applicable requirements of MAP-21, the FAST Act, the Clean Air Act, the Civil Rights Act, and the Americans with Disabilities Act. By federal law, agencies providing transportation services and/or receiving federal money must categorically adhere to the requirements as listed in the Self-Certification.

With the approval of the Self-Certification, the Policy Board is certifying that regulations and policies of the MPO as a sub-recipient of federal aid are in compliance with applicable federal and state employment opportunity laws and guidelines, affirmative action goals, equal employment opportunity requirements, employment practices, procurement activities, and transportation services.

The ten requirements for self-certification are listed below.

§ 450.336 Self-certifications and Federal certifications.

(a) For all MPAs, concurrent with the submittal of the entire proposed TIP to the FHWA and the FTA as part of the STIP approval, the State and the MPO shall certify at least every 4 years that the metropolitan transportation planning process is being carried out in accordance with all applicable requirements including:

- (1) [23 U.S.C. 134](#), [49 U.S.C. 5303](#), and this subpart;
- (2) In nonattainment and maintenance areas, sections 174 and 176(c) and (d) of the Clean Air Act, as amended ([42 U.S.C. 7504](#), 7506(c) and (d)) and [40 CFR part 93](#);
- (3) Title VI of the Civil Rights Act of 1964, as amended ([42 U.S.C. 2000d-1](#)) and [49 CFR part 21](#);
- (4) [49 U.S.C. 5332](#), prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- (5) Section 1101(b) of the FAST Act ([Pub. L. 114-357](#)) and [49 CFR part 26](#) regarding the involvement of disadvantaged business enterprises in DOT funded projects;
- (6) [23 CFR part 230](#), regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- (7) The provisions of the Americans with Disabilities Act of 1990 ([42 U.S.C. 12101 et seq.](#)) and [49 CFR parts 27](#), 37, and 38;
- (8) The Older Americans Act, as amended ([42 U.S.C. 6101](#)), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (9) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- (10) Section 504 of the Rehabilitation Act of 1973 ([29 U.S.C. 794](#)) and [49 CFR part 27](#) regarding discrimination against individuals with disabilities.

SLATS BACKGROUND

The Stateline Area Transportation Study (SLATS) established in 1974, is the federally designated Metropolitan Planning Organization (MPO) for the Beloit urbanized area (as defined by the US Census Bureau). SLATS spans the state line and includes portions of Wisconsin and Illinois. The purpose of an MPO is to conduct a federally mandated, 3-C (continuing, cooperative and comprehensive) intergovernmental transportation planning process for all urbanized areas over 50,000 in population. The SLATS MPO Metropolitan Planning Area (MPA) comprises more than 100 square miles and has a total population of nearly 69,000.

The SLATS MPO is required to develop and update a Long Range Transportation Plan (LRTP) every five years, a Unified Work Program every year, and a four-year Transportation Improvement Program (TIP), which SLATS updates every year. All federally-funded transportation projects in the MPA must be included in the TIP. The TIP must also include all regionally significant transportation improvements funded by the States and local governments. The TIP must be approved by the MPO Policy Committee and approved by both the State of Wisconsin and State of Illinois Departments of Transportation prior to receiving the Federal Highway Administration's (FHWA) and Federal Transit Administration's (FTA) acceptance.

The MPO's planning process must consider the safe and efficient movement of people, services and freight by all modes of travel including streets and highways, public transportation, commuter railways, bicycle and pedestrian as well as intermodal connections for freight and passengers between ground transportation, waterways and airports as applicable, and railroads. An overarching goal of the transportation system is to encourage harmonious community interaction while protecting the aesthetic and ecological features of the physical environment.

ORGANIZATIONAL STRUCTURE

The SLATS MPO is directed and governed by a Policy Committee (see below) and includes representation from the City of Beloit, Town of Beloit, Town of Turtle and Rock County in Wisconsin, and the City of South Beloit, Village of Rockton, Rockton Township, and Winnebago County in Illinois. Representation on the Policy Committee also includes the Wisconsin Department of Transportation (WisDOT) and the Illinois Department of Transportation (IDOT).

A Technical Advisory Committee (see below) that includes public works officials, engineers, planners and administrators from the member municipalities and counties, as well as local public transit representatives (Beloit Transit System and Stateline Mass Transit District) advise the Policy Committee on transportation issues of a regional nature. Additional non-voting members are listed below as well, and include FHWA, FTA, WisDOT, IDOT, adjacent MPOs and non-member municipalities with lands included in the SLATS MPA.

The City of Beloit is the lead agency for SLATS and the City of Beloit Engineering Division provides the staff support for the administration of the MPO. SLATS is funded by annual grants or awards from the Federal Highway Administration, the Federal Transit Administration, the States of Illinois and Wisconsin and funding from most of the local governments represented on the Policy Committee.

The SLATS Policy and Technical Advisory Committees include the following chief elected officials/members (or duly appointed representatives). Note that these positions are outlined in the MPO's bylaws most recently updated in 2015.

SLATS MPO POLICY BOARD

- | | | |
|-----|---------------------------------------------------------------------|---------------------------|
| 1. | City of Beloit Council President | <i>Nancy Forbeck</i> |
| 2. | City of South Beloit Mayor | <i>Ted Rehl</i> |
| 3. | Village of Rockton President (Policy Board Chair) | <i>Dale Adams</i> |
| 4. | Town of Beloit Chair | <i>Joe Rose</i> |
| 5. | Town of Turtle Chair | <i>Roger Anclam</i> |
| 6. | Rockton Township Chair | |
| 7. | Rock County Board Chair | <i>Alan Sweeney</i> |
| 8. | Winnebago County Board Chair | <i>Frank Haney</i> |
| 9. | SW Region Planning Chief Wisconsin Dept. of Transportation (WisDOT) | <i>Stephen Flottmeyer</i> |
| 10. | Region 2 Engineer Illinois Dept. of Transportation (IDOT) | <i>Masood Ahmad</i> |

SLATS MPO TECHNICAL ADVISORY COMMITTEE

The Technical Advisory Committee currently consists of one voting representative from each of the following agencies:

- | | | |
|-----|-----------------------------------------------------|---------------------------------|
| 1. | The City of Beloit Public Works Department | <i>Laura Pigatti Williamson</i> |
| 2. | The City of Beloit Engineering Division | <i>Scot Prindiville</i> |
| 3. | The City of Beloit Community Development Department | <i>Drew Pennington</i> |
| 4. | The Winnebago County Planning Department | |
| 5. | The Winnebago County Highway Department | <i>Frank Hodina</i> |
| 6. | The Rock County Planning Department | <i>Andrew Baker</i> |
| 7. | The Rock County Highway Department | <i>Duane Jorgenson</i> |
| 8. | The Town of Beloit* | <i>Frank McKearn</i> |
| 9. | The Town of Turtle* | <i>Dave Bomkamp</i> |
| 10. | The Village of Rockton* | <i>Tricia Diduch</i> |
| 11. | The City of South Beloit* | <i>Jeff Reininger</i> |
| 12. | The Beloit Transit System (BTS) | <i>Teri Downing</i> |
| 13. | The Stateline Mass Transit District (SMTD) | <i>Sharon Hecox</i> |
| 14. | SW Region Designated Representative WisDOT | <i>Tom Koprowski</i> |
| 15. | District 2 Designated Representative IDOT | <i>Rob Bates</i> |

*May include a designated public works, engineering, highway, planning or similar representative

Non-voting membership is extended to:

- | | | |
|-----|--------------------------------------------------------------|-----------------------------------------------------|
| 1. | The Federal Highway Administration, Wisconsin Representative | <i>Mitch Batuzich</i> |
| 2. | The Federal Highway Administration, Illinois Representative | <i>John Donovan</i> |
| 3. | FTA Region 5 Chicago Representative | <i>Evan Gross (WI)</i>
<i>Anthony Greep (IL)</i> |
| 4. | Bureau of Urban Program Planning IDOT - Springfield | <i>Doug Delille</i> |
| 5. | Central Planning Office for WisDOT | <i>Megan Zielke</i> |
| 6. | Janesville Area Metropolitan Planning Organization (JAMPO) | <i>Alexander Brown</i> |
| 7. | Rockford Metropolitan Agency for Planning (RMAP) | <i>Sydney Turner</i> |
| 8. | Village of Roscoe | |
| 9. | Roscoe Township | |
| 10. | Town of Rock | |

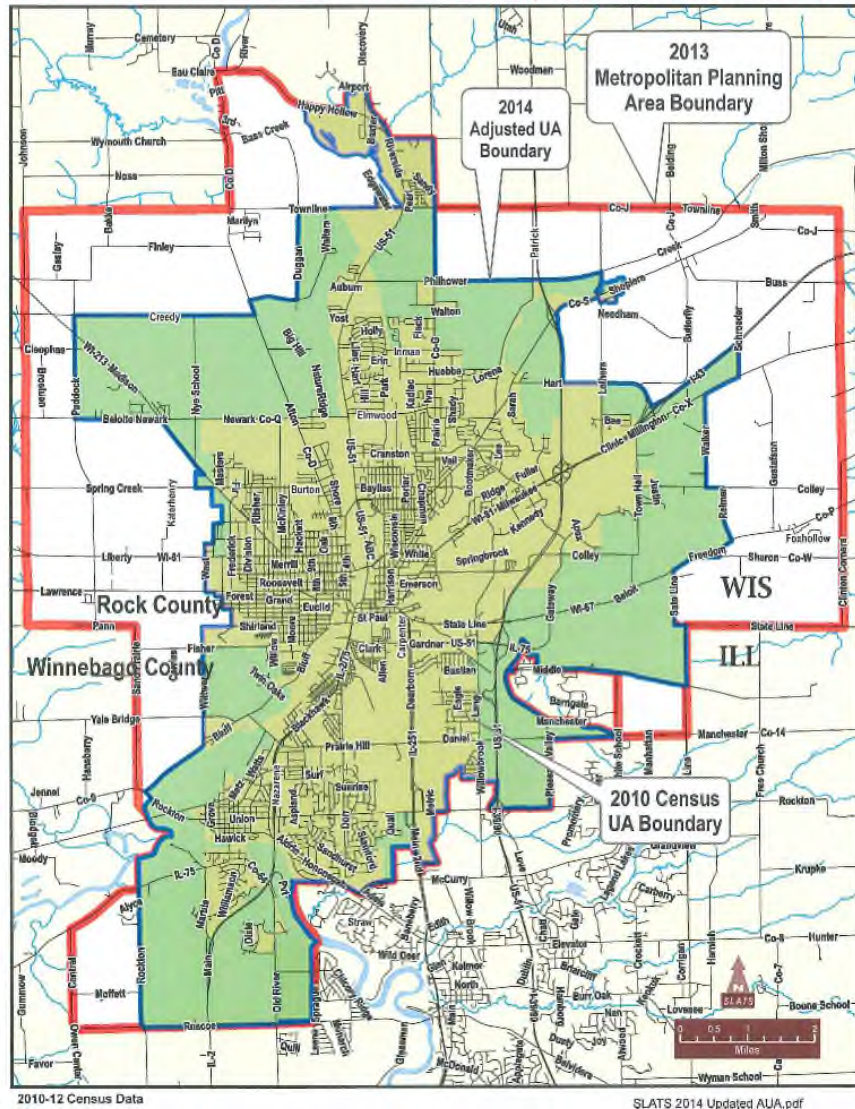
SLATS is funded by annual grants or awards from the Federal Highway Administration, the Federal Transit Administration, the States of Illinois and Wisconsin and funding from most of the local governments represented on the Policy Committee. The City of Beloit is the lead agency for SLATS and the City of Beloit Engineering Division provides the staff support for the administration of the MPO as listed in the chart below. SLATS occasionally hires consultants for special work. A breakdown of the expenditures related to the work provided by City staff and any consultant is provided in **TABLE 3** later in the plan.

MPO STAFF	TITLE	PERCENT TIME SPENT ON MPO ACTIVITIES
T.J. Nee	MPO Coordinator	100%
Jason Dupuis	Assistant City Engineer	20%
Keith Houston	GIS Specialist	5%
Scot Prindiville	City Engineer/Deputy Public Works Director	5%

The SLATS office is located at 2400 Springbrook Court, Beloit, WI 53511. The MPO Coordinator, T.J. Nee, can be reached at 608-364-6702, by email at neet@beloitwi.gov. The SLATS web page can be accessed via the City of Beloit web site www.beloitwi.gov on the Engineering page.

MAP 1 - SLATS MPA and AUA

Stateline Area Transportation Study -- Metropolitan Planning Organization SLATS 2014 METROPOLITAN PLANNING AREA (Adopted on April 14, 2014)



Map 1 depicts the SLATS Metropolitan Planning Area (MPA) shown in red, and the Adjusted Urbanized Area (AUA) in blue. The MPA was adopted in February 2013. The AUA was most recently updated and adopted in April 2014.

PLANNING PRIORITIES AND METROPOLITAN PLANNING FACTORS

The U.S. Department of Transportation recommends MPOs include work program activities to:

- (1) Address the transition to performance based planning and programming (MAP-21 Implementation)
- (2) Coordinate planning efforts to ensure a regional approach, including among state DOTs, MPOs, and operators of public transportation (Regional Models of Cooperation)
- (3) Identify and address access to essential services (Ladders of Opportunity). These USDOT Planning Emphasis Areas (PEAs) are further described and noted in the work plan

Furthermore, the Federal Transportation Bill, the Safe, Accountable, Flexible, and Efficient Transportation Equity Act of 2005, A Legacy for Users (SAFETEA-LU) created the planning factors that were to be considered by Metropolitan Planning Organizations when developing transportation plans and programs. The Moving Ahead for Progress in the 21st Century Act (MAP-21) maintained these planning factors from the SAFETEA-LU legislation. The eight metropolitan planning factors from SAFETEA-LU include:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency
2. Increase the security of the transportation system for motorized and non-motorized users
3. Increase the safety aspects of the transportation system for its users
4. Increase the accessibility and mobility options available to people and for freight.
5. Protect and enhance the environment, promote energy conservation, and improve quality of life
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight
7. Promote efficient system management and operations
8. Emphasize the preservation of the existing transportation system;

And the 2015 Fixing America's Surface Transportation Act (FAST Act) added 2 new metropolitan planning factors:

9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm-water impacts of surface transportation; and
10. Enhance travel and tourism.

The matrix on the following page illustrates SLATS's work elements and the metropolitan planning factors to be addressed in each project.

TABLE 1 – METROPOLITAN PLANNING FACTORS

METROPOLITAN PLANNING FACTORS CONSIDERED IN THE UPWP			YEAR 2021											
UPWP Category	UPWP Elements	Metropolitan Planning Factors												
		1	2	3	4	5	6	7	8	9	10			
100	1	UPWP & Financial Reports	x						x					
	2	SLATS Meetings	x			x	x	x	x	x				
	3	Web page maintenance				x								x
	4	Public Participation	x		x	x	x	x	x	x	x			x
	5	DOT Coordination	x		x	x	x	x	x	x	x			
200	1	Collaborate with transit providers	x	x	x	x	x	x	x	x	x	x	x	x
	2	HSTP	x		x	x		x	x					
	3	Regional transit including Passenger Rail Opportunities	x	x	x	x	x	x	x	x	x	x	x	x
	4	Regional coordination.	x	x	x	x	x	x	x	x	x	x	x	x
	5	Traffic information base	x		x	x	x	x	x	x	x			
	6	Ladders of Opportunity	x		x	x	x	x	x	x				
	7	Title VI	x			x	x	x	x					
	8	Training and Seminars	x	x	x	x	x	x	x	x	x	x	x	x
	9	Monitor air quality	x		x	x	x	x	x	x	x	x		
	10	State/local coordination	x	x	x	x	x	x			x	x	x	
	11	FAST Act compliance	x	x	x	x	x	x	x	x	x	x	x	x
	12	Regional Planning coordination	x	x	x	x	x	x	x	x	x	x	x	x
300	1	Develop the TIP for funded projects	x	x	x	x	x	x	x	x	x	x	x	x
	2	Local priorities and programming	x	x	x	x	x	x	x	x	x	x	x	x
	3	Title VI & EJ analysis of improvements	x		x	x	x	x	x					
	4	Coordinate with FHWA & WisDOT.	x	x	x	x	x	x	x	x	x	x		
	5	Assist with STIPs	x	x	x	x	x	x	x	x	x	x		
	6	Assure public participation with TIP	x	x	x	x	x	x	x	x				
400	1	Maintain LRTP	x	x	x	x	x	x	x	x	x	x	x	x
	2	LRTP Data compilation	x	x	x	x	x	x	x	x	x	x	x	x
	3	Public Involvement	x	x	x	x	x	x	x	x				
	4	Regional Passenger Rail	x	x	x	x	x	x	x	x	x	x	x	x
	5	Regional coordination.	x	x	x	x	x	x	x	x	x	x	x	x
	6	Coordination with States	x	x	x	x	x	x	x	x	x	x	x	x
500	1	Refine FC proposals/map & ADT map, Define future ROW needs	x	x	x	x	x	x	x	x	x	x		
	2	Performance measures across State lines	x	x	x	x	x	x	x	x	x	x	x	x

UPWP OVERVIEW AND PURPOSE

The UPWP is one of several federally-required documents and efforts that must be prepared to qualify the Stateline area for transportation-related federal grants, awards, and subsidies. Annually, these efforts return thousands, sometimes millions, of federal tax dollars for improvements to the surface transportation system in the Stateline area. Typically, eighty percent of the planning work proposed in the UPWP will be funded with federal tax dollars. The Unified Planning Work Program (UPWP) for the SLATS MPO describes the planning activities to be conducted during the coming calendar year. The UPWP specifies the tasks to be undertaken, the agencies and persons responsible, the sources and amounts of funding, and the schedule for completing the work. Each of these topics is addressed in sections of this document.

The UPWP is developed through a cooperative effort of local, State, and Federal stakeholders and reflects the planning goals and priorities for the coming year. The development of the UPWP is not just a proposal for the next year’s planning endeavors, but also part of the application process for federal planning assistance to conduct that planning. State officials use the UPWP process to assess the planning needs and capabilities of the MPOs within their States, and allocate planning assistance funds to meet those needs.

This document was prepared in accordance with the SLATS Public Involvement Plan. That document is incorporated into the UPWP by reference and is available for inspection at the SLATS MPO Office and on the SLATS MPO webpage (accessed via the City of Beloit website www.beloitwi.gov on the Engineering page).

ACCOMPLISHMENTS IN PREVIOUS YEAR

Before delving into the proposed work for 2021 it will be useful to recap accomplishments completed or expected to be completed in 2020. It will likely be necessary to continue work on some of these items in 2021 and some is recurring work that will be part of all future SLATS MPO work programs.

- SLATS Rail Study to assess current and future demand for commuter/passenger rail service
- Processed quarterly billing and reporting
- Mid-year and fall work program reviews
- Held SLATS meetings (4)
- GATA budget process
- Performance Management target setting
- Finalized intersection studies and reviewed with local agencies
- Coordinated with local agency on PIM for corridor plan implementation
- Annual list of federally obligated projects
- Updated SLATS Title VI Plan
- Transit Study development including coordination with BTS on final routes
- Coordination with BTS and partners on BJE route
- Assisted BTS in Triennial Review preparation and Title VI update
- Assisted SMTD with completion of Title VI plan update
- Participated in Rock County TCC meetings and HSTP Planning
- Participated in SMTD meetings
- Multi-modal planning to prepare alternatives to add bicycle facilities to local street networks
- Prepared 2021-2024 TIP including EJ review
- Amendments and administrative modifications to the 2020-2023 TIP
- Prepared 2021 UPWP
- SLATS branding/logo update underway
- LRTP update underway
- Employment data updates
- Participated in MPO Directors' Meetings
- Coordinated with City of Beloit and IDOT on annual IGA
- WisDOT Title VI sub-recipient Survey and Agreement

TITLE VI ACCOMPLISHMENTS IN PREVIOUS YEAR

The Stateline Area Transportation Study Metropolitan Planning Organization (SLATS MPO) as a sub-recipient of Federal Transit Administration (FTA) and Federal Highway Administration (FHWA) grant dollars through the Wisconsin Department of Transportation (WisDOT) and the Illinois Department of Transportation (IDOT) will comply with the Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the U.S. Department of Transportation implementing regulations. The SLATS MPO operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the SLATS MPO.

The following activities completed in 2020 from the list above are specifically related to Title VI considerations

- Updated SLATS Title VI Plan
- Transit Study development including coordination with BTS on final routes
- Assisted BTS in Triennial Review preparation and Title VI update
- Assisted SMTD with completion of Title VI plan update
- Participated in Rock County TCC meetings and HSTP Planning
- Participated in SMTD meetings
- Multi-modal planning to prepare alternatives to add bicycle facilities to local street networks
- Prepared 2021-2024 TIP including EJ review
- WisDOT Title VI sub-recipient Survey and Agreement

STATUS OF CURRENT PLANNING ACTIVITIES

In addition to the above activities completed or ongoing in 2020, anticipated major work activities for the remainder of 2020 include finalizing the 2021-2024 TIP; this 2021 UPWP; the 2021 GATA budget preparation for IDOT; the SLATS Rail Study, continuing SLATS Transit Planning; an October SLATS meeting; performance management target updates; SLATS Title VI Plan Update; SLATS branding update and the 2021-2045 Long Range Transportation Plan Update which will continue largely into 2021.

MEETING SCHEDULE FOR 2021

Based on the overall plan of work for the year, the following schedule of Technical Advisory Committee and Policy Board meetings is proposed. All meetings are subject to cancellation or change of date, depending upon factors such as the workload, unanticipated activities such as major TIP amendments, and availability of the members. Additional meetings may also be needed. Technical Advisory Committee and Policy Board meetings are typically combined, unless otherwise specified at a later date. All are noticed to the public per the Public Involvement Plan.

- Regular SLATS meetings are scheduled on an as needed basis (typically 3-4 times per year) and are open to the public with comments welcomed at all meetings. Meetings are typically held at 10 A.M. at the Beloit Public Library in Beloit, WI located at 605 Eclipse Boulevard, or virtually if needed. We will meet on an as needed basis in 2021, including anticipated meetings in each quarter. We may hold special workshops outside of regular meetings, particularly related to the Long Range Transportation Plan update.

The SLATS MPO will also participate in various meetings or groups as coordinated by WISDOT and IDOT (e.g. Director's Meetings). Based on past experience, there may be 3-4 such meetings per state with the dates of these meetings to be determined at a later time. Meeting dates known at this time include:

- Quarterly Directors meetings are tentatively scheduled in Wisconsin during 2021 on **January 26th, April 27th, July 27th and October 26th** (or following Fall Planning Conference). Exact times and locations will be determined later. Quarterly MPO Council meetings in Illinois are anticipated but not yet scheduled.
- As needed and with specifics to be determined, mid-year review (May/June 2021) and fall work program review meetings (September/October 2021) with WISDOT, IDOT, FHWA and FTA Division Offices will be held.
- SLATS staff anticipate attending the annual Fall Planning Conferences (if held) conducted by WisDOT and IDOT on dates to be determined, but are expected to take place in September or October.

WORK PROGRAM FUNDING NEEDS & OPPORTUNITIES

As mentioned, much of the work proposed in this UPWP can be funded through federal grants. Specifically, transportation planning grants are available to qualified MPOs from the Federal Highway Administration. FHWA Planning (PL) funds and State Planning & Research (SPR) funds are two frequently used examples. Planning funds are also available from the Federal Transit Administration (FTA). Both Wisconsin and Illinois receive sizable amounts of these funds and annually pass them through, under contract, to the MPOs. The pass-through funds are awarded partly on the basis of population, road mileage, and transit statistics and partly on the basis of special needs as requested and documented by the MPOs.

Federal funds can only be awarded to MPOs to carry out “eligible” planning activities. The funds must be used for planning activities recognized as important from the perspective of the US Congress as set forth in the most recent federal transportation act, rules and regulations, and/or the annual appropriation bills. Further, to assure that local communities sincerely endorse the proposed planning or study activity, the Federal government requires a non-Federal contribution of funds (typically called the “local match” or the “non-Federal match”). The minimum non-Federal match is usually 20% of the total cost of the project or activity. That is, for every 80 dollars provided from the Federal grant, 20 dollars must be provided in local or state (non-Federal) funds. (In some rare instances identified by Congress the local share may be lower or even eliminated entirely.) The total budget proposed for SLATS for the Year 2021 is shown below in **TABLE 2**. This budget is based upon estimates from the City of Beloit and SLATS staff. This is the amount needed to effectively carry out the SLATS transportation planning process in 2021.

Because the SLATS MPO has no dedicated source of local or non-Federal funding (i.e., tax levy) and SLATS is a bi-state multi-jurisdictional MPO, dividing the local or non-Federal match share starts with the amount of funding the States have available. In recent years, on the Wisconsin side, the State is only able to provide a small part of the match. The participating local communities provide the remainder. Prior to 2008 on the Illinois side, the local communities were required to provide the entire non-Federal match. In recent years, the State of Illinois is able to provide a substantial portion plus additional funds.

TABLE 2 shows the estimated budget for SLATS for 2021 is \$247,485.07. The planning funds committed to SLATS by the Federal government are \$177,988.06, IDOT \$32,404.26 and WisDOT \$5,282.33. A local contribution of \$7,404.26 on the Illinois side split by local population and a \$24,406.17 match on the Wisconsin side split by local population rounds out the total SLATS budget.

TABLE 3 shows how the division of required local matching funds has been determined. Locally, within the MPO, the established practice for providing the local match funds is as follows. First, separate the match requirements north and south of the state line. Second, apply whatever matching funds the States have offered. Third, divide the remaining required match among the local participants, proportionate to their population within the MPA.

TABLE 2 – TOTAL BUDGET FOR SLATS

Total Budget for SLATS			Year 2021				Table 2		
PART 1: FUNDING COMMITTED			via State & Federal Sources (plus required match)						
	Illinois-side 40.0%			Wisconsin-side 60.0%			Total		
		Fed \$	State \$	Local \$		Fed \$	State \$	Local \$	
Federal funds	IL	\$59,234.06			WisDOT PL	\$118,754.00			\$177,988.06
Total match required	\$14,808.52 = (0.25 x Fed)				\$29,688.50 = (0.25 x Fed)				
State match	(0.5 X TotM)		\$7,404.26				\$5,282.33		\$12,686.59
Local funds	(0.5 X TotM)			\$7,404.26	(Total-State)			\$24,406.17	\$31,810.43
Total available state match	\$ 14,809 = (0.25 x Fed)								
State match committed			\$7,404.26						
Other State Planning Funds			\$25,000.00						\$25,000.00
Totals:		\$59,234.06	\$32,404.26	\$7,404.26		\$ 118,754	\$5,282.33	\$24,406.17	\$247,485.08
PART 2: SUMMARY			Committed Funding						\$247,485.08
	Source		Illinois-side		Wisconsin-side				Total
	Federal funds		\$59,234.06		\$118,754.00				\$177,988.06
	2021 Matching funds from States		\$7,404.26		\$5,282.33				\$12,686.59
	Other State Planning Funds		\$25,000.00						\$25,000.00
	Local funds		\$7,404.26		\$24,406.17				\$31,810.43
	Totals		\$99,042.58		\$148,442.50				\$247,485.08

TABLE 3 – DIVISION OF MATCHING FUNDS

Division of Matching Funds				Year 2021	Table 3		
Total Funding from Table 1:		\$	247,485.07	Federal Amount: \$	177,988.06		
Total state and local funding				\$	44,497.02		
Illinois-side		\$	14,808.52	Wisconsin-side \$ 29,689			
MATCH PORTION PROVIDED BY STATES							
State of Illinois		\$	7,404.26	State of Wisconsin \$ 5,282.33			
MATCH PROVIDED BY LOCAL COMMUNITIES							
<i>Local communities are required to fund the remaining matching fund needs after the State's amounts are subtracted.</i>							
Illinois-side remaining		\$	7,404.26	Wisconsin-side remaining \$ 24,406.17			
<i>Local communities that participate provide matching funds proportionate to their population components in the Metropolitan Planning Area as per the Year 2010 Census. Some small communities* are not asked to participate.</i>							
Illinois Communities		Remaining \$ 7,404		Wisconsin Communities		Remaining \$ 24,406	
<i>Community</i>	<i>MPA Pop</i>	<i>%</i>	<i>Match Share</i>	<i>Community</i>	<i>MPA Pop</i>	<i>%</i>	<i>Match Share</i>
City of South Beloit	7,785	42%	\$ 3,090.57	City of Beloit	36,966	79%	\$ 19,189.18
Village of Rockton	7,685	41%	\$ 3,050.87	Town of Beloit	7,662	16%	\$ 3,977.37
Rockton Township	3,181	17%	\$ 1,262.82	Town of Turtle	2,388	5%	\$ 1,239.62
Roscoe Township*	1,522		\$ -	Town of Rock*	1,712		\$ -
Village of Roscoe*	6		\$ -				
Participants	18,651	100%	\$ 7,404.26	Participants	47,016	100%	\$ 24,406.17

WORK ELEMENTS

The planning work for 2021 is divided into five WORK ELEMENT Tables (100, 200, 300, 400 and 500), on the following pages and summarized in **TABLE 4**. Funding for the proposed work corresponds to the figures presented in **TABLES 2 and 3**.

In addition to the proposed labor described in the WORK ELEMENT Tables, the total direct non-labor costs are budgeted under Element 100 and are also shown in **TABLE 4**. The estimated direct non-labor costs are based on a review of past expenditures and the budget for SLATS prepared by SLATS/City staff. Only costs that are easily distinguishable as direct costs are included. These include such things as the costs for attending professional conferences and training, costs for duplication of documents and mailings, costs for mileage, hotels, and meals during travel, cost for public notices and other aspects related to public participation and notification, cost for books and subscriptions, professional dues, and the costs for computer equipment and general office supplies for the MPO.

Costs for items not easily distinguishable, such as the use and maintenance of office space, utility costs, and other aspects generally considered indirect costs are not charged to the SLATS budget. These indirect costs are assumed by the City of Beloit.

The total amount listed in **TABLE 4** was determined by examining non-labor direct charges for SLATS in past years as described above and by assuming that SLATS will incur similar expenses in 2021. Note that these are estimates for the Work Program budget, not billable amounts. Actual billings will be only for actual costs incurred and documented with receipts, vouchers, logs or other proof of a distinguishable cost.

TABLE 4 – COST SUMMARY BY WORK ELEMENT AND STATE PARTICIPATION

Cost Summary by Work Element and State Participation										Year 2021			Table 4	
Work Element		Hours				Labor Costs			Non-Lab Costs	Total Cost	% of Total Budget	Illinois-side	Wisconsin-side	
		Regular staff		Consultant		Total	Regular staff	Consultant						Total
100	PROGRAM ADMINISTRATION	640	24%	70	0%	710	\$ 36,228	\$ 7,000	\$ 43,228	\$5,421	\$48,649	19.7%	\$ 19,469.10	\$ 29,179.82
200	SHORT-RANGE PLANNING	600	22%	-	0%	600	\$ 33,964	\$ -	\$ 33,964		\$33,964	13.7%	\$ 13,592.26	\$ 20,371.73
300	TRANSPORTATION IMPROVEMENT PROGRAM	280	10%	-	0%	280	\$ 15,850	\$ -	\$ 15,850		\$15,850	6.4%	\$ 6,343.05	\$ 9,506.81
400	LONG-RANGE PLANNING	1104	41%	820	0%	1,924	\$ 62,494	\$ 82,000	\$ 144,494		\$144,494	58.4%	\$ 57,825.84	\$ 86,667.90
500	SPECIAL STUDIES	80	3%	-	0%	80	\$ 4,529	\$ -	\$ 4,529		\$4,529	1.8%	\$ 1,812.30	\$ 2,716.23
Totals		2,704	100%	890	0%	3594	\$ 153,064	\$ 89,000	\$ 242,064	\$ 5,421	\$247,485	100%	\$ 99,042.58	\$ 148,442.50
Illinois - Wisconsin percentage split based on total funding.												40.0%	60.0%	

WORK ELEMENT 100 – PROGRAM ADMINISTRATION

YEAR 2021		PROGRAM ADMINISTRATION		ELEMENT 100		
OBJECTIVE: Maintain SLATS as a planning entity capable of conducting the overall transportation planning process in accordance with Federal, State, and local guidance.						
DESCRIPTION AND METHODOLOGY: In conjunction with the Lead Agency conduct the administrative aspects (staffing, equipping, maintaining records, documenting SLATS meeting and decisions, applying for grants, documenting SLATS work, billing for reimbursements, and other administrative needs. Establish and maintain a process and maintain an information / communication base that facilitates and insures involvement and understanding by local governmental agencies, special interest groups, and the public in the activities and policies associated with the continuing, comprehensive, and coordinated (3-C) multi-modal transportation planning process.						
ACTIVITY SUB-ELEMENTS				BUDGET	HOURS	SCHED
Administration and Coordination	1	Prepare the UPWP and quarterly financial reports, contracts/IGA, GATA requirements, billing, progress reports, consolidated year-end financial report for IDOT, audit information and other related reports.		\$ 43,228	710	Jan-Dec
	2	Prepare and distribute notices, agendas, minutes, staff reports, and related information for SLATS TAC and Policy Board meetings. Attend TAC and Policy Board meetings, MPO Director meetings, Rock County TCC meetings, adjacent MPO TAC meetings as needed, IDOT and WisDOT meetings and other meetings as needed.				
	3	Update and maintain the SLATS Web page on the City of Beloit's website. Continue updates to brand development with consultant (see Table 4).				
	4	Continue updates to and monitor the SLATS Public Participation Plan for effectiveness including for engaging transportation disadvantaged communities in the transportation decisionmaking process.*				
	5	Prepare for and attend WisDOT/IDOT mid-year review and fall work program review meetings.				
	6	Estimated direct non-labor costs for all Work Elements				
Totals				\$ 48,649	710	
* Indicates USDOT Planning Emphasis Area (PEA)						

WORK ELEMENT 200 – SHORT-RANGE PLANNING

YEAR 2021		SHORT-RANGE PLANNING	ELEMENT 200		
<p>OBJECTIVE: Assure that immediate, day-to-day decisions are congruent and complimentary to the principles and policies of SLATS as expressed by the Policy Board through the TIP, the LRTP, the PIP and other accepted documents and guidance.</p>					
<p>DESCRIPTION AND METHODOLOGY: Much of this element involves the monitoring of current events in the MPA. Included is the collection and analysis of information for significant changes that may affect the provision and/or delivery of transportation services, or the effectiveness of transportation systems in the area. Deliver information and analysis to appropriate entities and/or stakeholders in a timely manner to benefit the public decision-making process toward the betterment of transportation throughout the MPA. Concentrations of effort in this fiscal year are listed below.</p>					
ACTIVITY SUB-ELEMENTS			BUDGET	HOURS	SCHED
Transit Planning	1	Assist as appropriate BTS and SMTD in short-range transit planning. Assist as appropriate BTS and SMTD in Title VI Plans, TAM Plans, Safety Plans and other Federal requirements.	\$ 33,964	600	Jan-Dec
	2	Continue to participate in area Coordinated Public Transit Human Services Transportation Planning*			
	3	Monitor opportunities for intercity and interstate (IL-WI) rail, bus and other public transit opportunities. Continue work with BJE committee.			
	4	Regional Models of Coordination - Ensure a Regional Approach to Short-Range Transportation Planning by Promoting Cooperation and Coordination across Transit Agency, MPO and State Boundaries*			
Data Collection and Analysis	5	Conduct, coordinate and review traffic studies which may include: corridor studies, intersection studies, development and maintenance of traffic related information, traffic impact analysis, parking and intermodal planning, particularly if identified in LRTP. As funding permits, consultant assistance may be used for new traffic studies. Continue efforts towards implementation of improvements identified in recent traffic studies.			
	6	Ladders of Opportunity - Access to Transportation. Identify gaps in the connectivity of the transportation system and develop infrastructure and operational solutions that provide the public, especially the traditionally underserved populations, with adequate access to essential services. May include assessing the safety and condition of pedestrian and bicycle facilities; and evaluating compliance with Americans with Disabilities Act particularly around schools, concentrations of disadvantaged populations, social services, medical, and transit facilities.*			
Other	7	Title VI activities including Plan monitoring/updates, non-discrimination agreements, Title VI surveys from DOTs, outreach to community groups and efforts to improve public involvement, particularly from EJ populations.			
	8	Attend relevant workshops, seminars, conferences and transportation-related training opportunities.			
	9	Monitor Air Quality as needed for SLATS and opportunities to improve air quality and remain an attainment area.			
	10	Participate in WisDOT & IDOT pertinent project meetings, and provide input as applicable. Provide State DOTs assistance on grant applications if needed and applicable.			
	11	Monitor FAST Act/federal transportation bill processes including NPRMs and any new laws that may be passed or guidance issued. Aspects of this may pertain to the LRTP, the TIP, Performance Measures and other parts of the work program.			
	12	Coordinate across other departments and outside agencies, organizations and adjacent MPOs as appropriate. May include land use, multi-modal or freight transportation planning and related policy/ordinance development for local agencies.			
	13	Direct Non-Labor Costs are shown in Element 100			
Totals			\$ 33,964	600	

* Indicates USDOT Planning Emphasis Area (PEA)

WORK ELEMENT 300 – TRANSPORTATION IMPROVEMENT PROGRAM

YEAR 2021		TRANSPORTATION IMPROVEMENT PROGRAM		ELEMENT 300	
<p>OBJECTIVE: Coordinate the programming of all major transportation improvements in the SLATS MPA with priority emphasis on the current year and the following four years.</p>					
<p>DESCRIPTION AND METHODOLOGY: Prepare the 2022 Transportation Improvement Program (TIP). The TIP will list all Federally-funded and other major projects to be commenced between 2022 through 2025 and prioritize the projects by the year they are to be commenced. Include project costs and funding sources and status of previously approved projects. No project will be listed that does not have a reasonable chance of being funded. Submit the TIP to participating jurisdictions and the general public in accordance with the PIP. During the year, amend the TIP, as needed, to accommodate changes in priority, funding availability, or project scope.</p>					
ACTIVITY SUB-ELEMENTS			BUDGET	HOURS	SCHED
TIP Development	1	Solicit projects and itemize all transportation improvements (e.g. PE, ROW, construction, operations and capital) proposed in the Transportation Improvement Program (TIP). Assure the TIP will be developed and approved under a 4-year minimum investment window and follows the process outlined in the PIP (including Draft, Final, Public Review, and amendment processes as needed). Prepare Administrative modifications and inform SLATS members of such modifications.	\$ 15,850	280	Jul-Nov
	2	Coordinate with State DOTs and local agencies on funding for local roads and other improvements (managing STBG, TA funding and projects, etc). Coordinate with SLATS on setting and maintaining project priorities based on available funding/timing. Refine project prioritization criteria to reflect LRTP goals and objectives and support performance measure targets			
	3	Conduct analysis and develop maps and illustrations to evaluate the impact of programmed transportation improvements on minority groups/persons and on low-income populations / households.			
	4	Coordinate TIP development/review with FHWA, FTA, WisDOT, and IDOT .			
	5	Coordinate TIP with the State DOT STIP development and maintenance.			
Public Participation	6	Provide opportunities for public review and comment before adoption of the TIP (e.g. in-person and/or online). Maintain and update lists of stakeholders, publish required legal notices, provide timely information on meetings and the TIP process and provide timely information on projects proposed or under consideration.	\$ -		Jan-Dec
	7	Direct Non-Labor Costs are shown in Element 100			
Totals			\$ 15,850	280	

WORK ELEMENT 400 – LONG-RANGE PLANNING

YEAR 2021		LONG-RANGE PLANNING	ELEMENT 400		
<p>OBJECTIVE: Maintain, amend as needed, and implement the Long Range Transportation Plan. Continue implementation of the 2016-2040 Long-Range Plan adopted October 11, 2016. Complete 2021-2045 LRTP Update and adopt by October 11, 2021.</p>					
<p>DESCRIPTION AND METHODOLOGY: The SLATS Long Range Transportation Plan Update was adopted in October of 2016. Activities in this category include maintaining the 2016-2040 LRTP and preparing for the next update for 2021-2045. This includes evaluating the existing plan for needed modifications, public involvement in the planning process, assuring the compatibility of the Plan with local and regional planning efforts.</p>					
ACTIVITY SUB-ELEMENTS			BUDGET	HRS	SCHED
Long Range Plan/Planning	1	Continue implementation of 2016 LRTP including Bike and Pedestrian component updated in 2017.	\$ 144,494	1,924	Jan-Oct
		Monitor and amend current 2016 LRTP as needed.			
		Complete 2021-2045 LRTP update (mix of in-house and consultant assistance - see Table 4). Process that began in 2020 will continue to 2021.			
		<p>Outline of major topics/tasks:</p> <ul style="list-style-type: none"> • Base/background information • Goals • Functional class (completed in 2019) • Existing conditions travel characteristics, freight, environmental, security and other • New topics since 2016 e.g. autonomous vehicles, micromobility/ridesharing • Recent transit, rail, and bike plans with applicable updates • Develop transportation system alternatives and ranking/prioritization of projects through 2045 • Collaborate with WisDOT on travel demand modelling** • Develop a recommended and fiscally constrained prioritized plan • Identify and prioritize illustrative projects • Refine project selection criteria that best achieve performance measure targets • Include all federally required performance measures (data, mapping, targets and a report evaluating system performance with respect to the performance targets) • Analyze local land use plans and policies and transportation plan and policies • Prepare SLATS 2021-2045 Long Range Transportation Plan update <p>**WisDOT forecasting assistance anticipated October/November 2020 and April 2021</p>			
2	Update and maintain data and layers for mapping and analysis purposes for the 2021 Long Range Plan update and other studies.			Jan-Dec	
3	Develop public and stakeholder involvement process for Plan update, likely virtual and interactive. Include environmental justice and Limited English Proficiency (LEP) (particular Spanish-speaking) populations.				
4	Continue/complete as applicable SLATS Rail Study next steps, including STOPS Modelling if warranted, with consultant.				
State and Regional Coordination	5	Regional Models of Coordination - Ensure a Regional Approach to Long-Range Transportation Planning by Promoting Cooperation and Coordination across Transit Agency, MPO and State Boundaries* Coordination with adjacent MPOs and monitor local plans for compatibility with LRTP as needed.			Jan-Dec
	6	Work with State DOTs on development of statewide transportation plans including Connect 2050, Wisconsin Rail Plan 2050 and potential planning efforts such as Transportation Demand Management (TDM). Coordinate with WisDOT on modelling/data needs.			
	7	Direct Non-Labor Costs are shown in Element 100	\$ -		
Totals			\$ 144,494	1924	

* Indicates USDOT Planning Emphasis Area (PEA)

WORK ELEMENT 500 – SPECIAL STUDIES

YEAR 2021		SPECIAL STUDIES		ELEMENT 500	
<p>OBJECTIVE: Provide for special planning studies, analyses, feasibility studies and other technical work as needed to further the SLATS transportation planning process and facilitate sound transportation decision-making in MPA.</p>					
<p>DESCRIPTION AND METHODOLOGY: The SLATS MPO will participate in Special Studies (to be conducted in-house or with consultant assistance as needed).</p>					
ACTIVITY SUB-ELEMENTS			BUDGET	HRS	SCH
1	As needed, evaluate the functional classification system, AUA and MPA. Submit reports to the States requesting changes as appropriate. Review and comment on proposed changes to the functional classification system, AUA or MPA developed by the State DOTs.		\$4,529	80	Jan-Dec
2	Continue to cooperate with WisDOT and IDOT on transition to Performance-based Planning and Programming activities related to establishing and updating performance targets or support State targets.*				
3	Direct Non-Labor Costs are shown in Element 100		\$ -		
Totals			\$ 4,529	80	
* Indicates USDOT Planning Emphasis Area (PEA)					

ADDITIONAL OR FUTURE ISSUES TO BE ADDRESSED

A number of issues may be presented to SLATS following the first draft of the 2021 UPWP. At that time, the amount of time or effort that would be needed to be to address such issues would be identified. During 2021, the SLATS planning process will make efforts to address such issues to the extent staff time permits. Should extensive work on these issues be necessary, the SLATS Technical Advisory Committee and Policy Board will be consulted regarding reprioritization of items in the Work Program. As appropriate, SLATS will endeavor to give such issues priority in the Work Programs of future years. Considerable flexibility is always needed in the activities of SLATS to address additional issues and challenges as they arise.

COOPERATIVE AGREEMENT

The Cooperative Agreements between the States (Illinois and Wisconsin) the transit operators (SMTD and BTS) and this MPO (SLATS) are included by reference as part of this document. Copies of the agreement are available on the SLATS web page (accessed via the City of Beloit web site www.beloitwi.gov on the SLATS page of the “Document Center,”) at the transit provider’s offices, and at the SLATS office.

NON-DISCRIMINATION

As mentioned, SLATS is required to ensure that the transportation planning and decision-making processes and activities of SLATS are fair and nondiscriminatory to all persons in accordance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and in compliance with those regulations, SLATS has formally adopted a Title VI Program. We also have a ***FHWA-Subrecipient Title VI/Non-Discrimination Assurances and Implementation Plan Agreement*** with WisDOT. These documents are considered part of this UPWP, by reference. Copies are available on the SLATS web page (accessed via the City of Beloit web site www.beloitwi.gov on the SLATS page of the “Document Center.”)

UPWP CHECKLIST

	COVER PAGE	CHECK
1	Name of MPO agency and area represented	✓
2	FY of UPWP	✓
3	Contact Information for MPO	✓
	TITLE PAGE	✓
4	Name of MPO agency and area represented	✓
5	Contact person and information	✓
6	FY of UPWP	✓
7	Agencies providing funds or support – including agency’s logos	✓
8	USDOT Disclaimer	✓
	INTRODUCTION/Preface	✓
9	Table of contents	✓ p.3
10	MPO Approval resolution signed	✓ p.4
11	Self-Certification signed	Part of resolution
12	Prospectus	✓ p.6
13	Committee lists-responsibilities, meeting	✓ p.7
14	Staff names, positions and responsibilities with percentage of time they will spend on MPO activities	✓ p.8
15	Map of regional MPO coverage area	✓ p.9
a.	Planning boundary	✓ p.9

b.	Urbanized area Boundary	✓ p.9
c.*	Air Quality Boundary	N/A
16	Ten Planning Factors	✓ p.10
17	UPWP	✓ p.11
a.	Definition of UPWP purpose	✓ p.11
b.	Summary of previous year's accomplishments	✓ p.12
c.	Status of current activities	✓ p.13
18	WORK ELEMENTS (Description of major work products and tasks)	✓ p.17
a.	UPWP	✓ p.19
b.	Administration	✓ p.19
c.	TIP – Development/maintenance	✓ p.21
d.	L RTP – Development/maintenance	✓ p.22
e.*	Congestion Management Process/ITS	N/A
f.*	Transit Planning	✓ p.20
g.	Multimodal Planning	✓ p.20,22,23
	i). Bicycle/Pedestrian	✓ p.20,22
*	ii). *Intermodal Freight	✓ p.20,22
*	iii). Intermodal Passenger	✓ p.20,22
h.*	Air Quality Planning	✓ p.20
	i). Modelling	✓ p.22
*	ii). CMAQ Application Process	N/A
i.	Public Involvement Plan	✓ p.19
j.	Surveillance (Data Collection)	✓ p.20
k.	Project/Corridor Studies	✓ p.20
l.	Special Studies	✓ p.23
m.	TSM/TDM Planning	✓ p.20
n.	TE Planning	✓ p.20
19	Performance Management	✓ p.23
20	Summary of Budget Reviews	✓ p.14
Table 2	Budget Summary	✓ p.15
Table 3	Funding Sources	✓ p.16
21	Indirect cost allocation plan	N/A
	Direct costs	✓ p.17
	Indirect costs	N/A
	Indirect cost rate proposal	N/A
22	Carry-over of unspent funds	N/A
23	Current signed Title VI Non-discrimination Agreement	✓ on file
24	Link to current Title VI Program	✓ p.24
25	Annual meeting schedule	✓ p.13

*Denotes items needed on an 'as needed' basis