

# STATELINE AREA TRANSPORTATION STUDY METROPOLITAN PLANNING ORGANIZATION (SLATS MPO)



View of Cranston Road (intersection with Shopiere Road in distance). Corridor study plan planned in 2018.

## 2018 UNIFIED PLANNING WORK PROGRAM (UPWP)

OCTOBER 23, 2017

# 2018 UNIFIED PLANNING WORK PROGRAM

## STATELINE AREA TRANSPORTATION STUDY METROPOLITAN PLANNING ORGANIZATION

(SLATS MPO)  
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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.

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

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## SLATS RESOLUTION 2017-5

### ADOPTION OF THE 2017 UNIFIED PLANNING WORK PROGRAM

For the Period: January 1, 2018 thru December 31, 2018

**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 2016 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 **Unified Planning Work Program (October 23, 2017 Version)** 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 23<sup>RD</sup> Day of October, 2017



Chair, SLATS Policy Board

ATTESTS:



Chair, SLATS Technical Committee  
or 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 COMMITTEE**

- |     |   |                           |
|-----|---|---------------------------|
| 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>Diane Greenlee</i>     |
| 5.  | Town of Turtle Chair  | <i>Roger Anclam</i>       |
| 6.  | Rockton Township Chair  | <i>Tom Jencius</i>        |
| 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>Kevin Marchek</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>David Nord</i>      |
| 2.  | The City of Beloit Engineering Division (Committee Chair) | <i>Mike Flesch</i>     |
| 3.  | The City of Beloit Community Development Department       | <i>Drew Pennington</i> |
| 4.  | The Winnebago County Planning Department                  | <i>Chris Dornbush</i>  |
| 5.  | The Winnebago County Highway Department                   | <i>Joe Vanderwerff</i> |
| 6.  | The Rock County Planning Department                       | <i>TBD</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>Dan Barber</i>      |
| 11. | The City of South Beloit*                                 | <i>Jeff Reininger</i>  |
| 12. | The Beloit Transit System (BTS)                           | <i>Michelle Gavin</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>Dan Long</i>        |

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

Non-voting membership is extended to:

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. The Federal Highway Administration, Wisconsin Representative</li> <li>2. The Federal Highway Administration, Illinois Representative</li> <li>3. FTA Region 5 Chicago Representative</li> <li>4. District 2 Bureau of Urban Program Planning IDOT</li> <li>5. Central Planning Office for WisDOT</li> <li>6. Janesville Area Metropolitan Planning Organization (JAMPO)</li> <li>7. Rockford Metropolitan Agency for Planning (RMAP)</li> <li>8. Village of Roscoe</li> <li>9. Roscoe Township</li> <li>10. Town of Rock</li> </ol> | <p><i>Mary Forlenza/Mitch Batuzich</i></p> <p><i>John Donovan</i></p> <p><i>Evan Gross (WI)</i></p> <p><i>David Werner (IL)</i></p> <p><i>Doug Delille</i></p> <p><i>Matt Schreiber</i></p> <p><i>Terry Nolan</i></p> <p><i>Sydney Turner</i></p> <p><i>Zachary Gill</i></p> <p><i>TBD</i></p> <p><i>TBD</i></p> |
|---|--|

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.

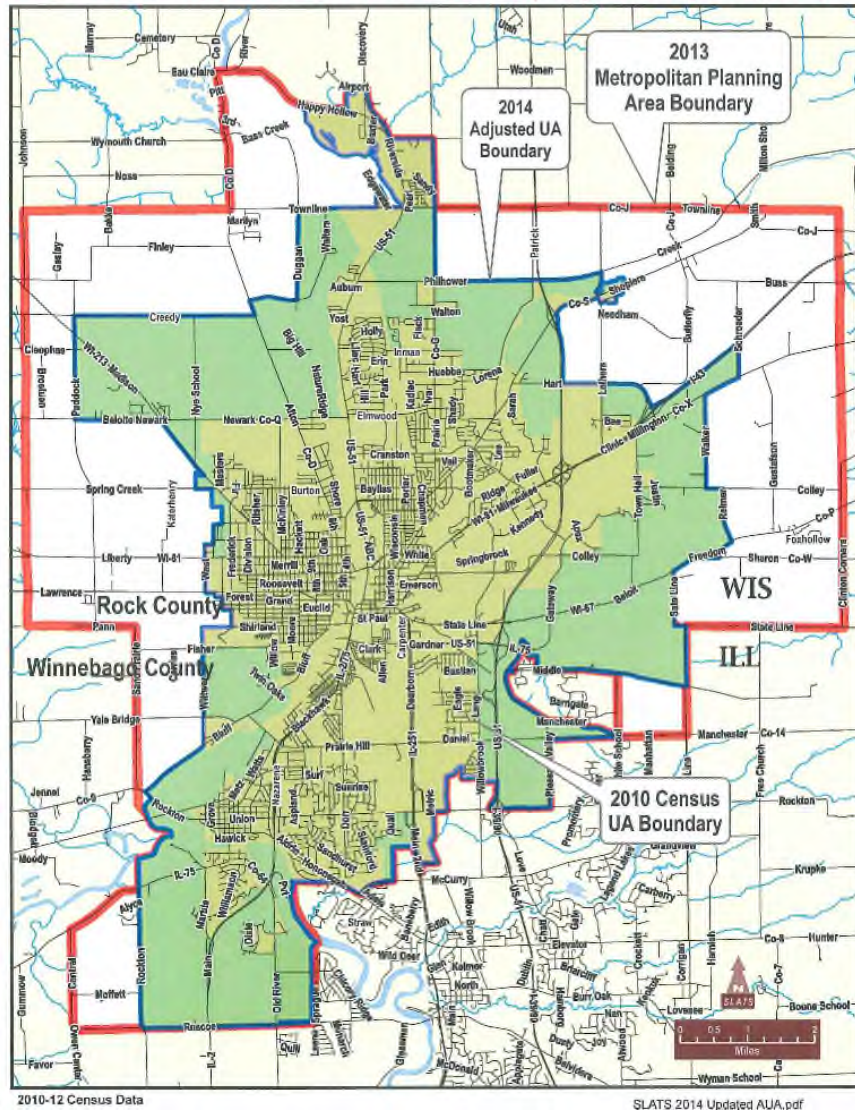
MPO STAFF	TITLE	PERCENT TIME SPENT ON MPO ACTIVITIES
T.J. Nee	MPO Coordinator	100%
Jason Dupuis	Transportation Engineer	20%
Mike Flesch	City Engineer	5%
Keith Houston	GIS Specialist	5%

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](mailto:neet@beloitwi.gov). The SLATS web page can be accessed via the City of Beloit web site [www.beloitwi.gov](http://www.beloitwi.gov) on the Engineering page.



# MAP 1 – SLATS MPA and AUA

## Stataline 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 2017 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 2018							Table 1					
UPWP Category	UPWP Elements	Metropolitan Planning Factors													
		1	2	3	4	5	6	7	8	9	10				
<b>100</b>	1	UPWP & Financial Reports										X			
	2	SLATS Meetings										X			
	3	Web page maintenance										X			X
	4	Public Participation	X		X	X						X	X		X
	5	WisDOT Coordination			X							X			
<b>200</b>	1	Coordinate transit providers	X	X	X	X	X	X	X	X	X	X	X	X	X
	2	Transit Title VI	X				X		X	X	X	X			
	3	Regional transit opportunities	X	X	X	X	X	X	X	X	X	X	X	X	X
	4	Traffic information base	X	X	X	X	X	X	X	X	X	X	X	X	X
	5	EJ Analysis	X		X	X			X	X					
	6	Improving public involvement	X		X	X			X	X					X
	7	Training and Seminars	X	X	X	X	X	X	X	X	X	X	X	X	X
	8	Monitor air quality	X		X	X	X	X	X	X	X	X	X	X	X
	9	State/local coordination	X	X	X	X			X			X	X	X	X
	10	FAST Act compliance	X	X	X	X	X	X	X	X	X	X	X	X	X
	11	Regional Planning opportunities	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>300</b>	1	Develop the TIP for funded projects	X	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	X
	3	Title VI & EJ analysis of improvements	X		X	X			X	X					
	4	Coordinate with FHWA & WisDOT.	X	X	X	X	X	X	X	X	X	X	X	X	X
	5	Assist with STIPs	X	X	X	X	X	X	X	X	X	X	X	X	X
	6	Assure public participation with TIP	X	X	X	X	X	X	X	X	X	X	X		X
<b>400</b>	1	Maintain LRTP	X	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	X
	3	Public Involvement	X	X	X	X	X	X	X	X	X	X			X
	4	Coordination with adjacent MPOs, monitor local plans for	X	X	X	X	X	X	X	X	X	X	X	X	X
	5	Coordination with States	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>500</b>	1	Refine FC proposals/map & ADT map, Define future ROW needs	X	X	X	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	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](http://www.beloitwi.gov) on the Engineering page).

## **ACCOMPLISHMENTS IN PREVIOUS YEAR**

Before delving into the proposed work for 2018 it will be useful to recap accomplishments completed or expected to be completed in 2017. It will likely be necessary to continue work on some of these items in 2018 and some is recurring work that will be part of all future SLATS MPO work programs.

- Processed quarterly billing
- Attended MPO/RPC Directors' Meetings
- Coordinated with WisDOT on updating Cooperative Agreement
- Prepared materials for, held and attended 3 SLATS TAC and Policy Board Meetings
- Completed Mid-Year Review with States
- Coordinated with City of Beloit on annual audit
- Completed GATA and related documentation for 2017 IL contract
- Prepared 2018 UPWP
- Continued coordination with local agencies towards implementation of downtown parking needs assessments recommendations including multi-community/ multi-agency information meeting
- Coordinated with WisDOT on US-51 project through SLATS area
- Participated in City Center Planning Meetings
- Participated in Rock County TCC meetings
- Attended SMTD meetings
- Attended JAMPO meeting
- Assisted BTS with Triennial review
- Assisted BTS Title VI update
- Coordinated with Beloit, South Beloit and IDOT on a road diet for a portion of Park Avenue spanning both communities, including potential future Illinois 75 intersection improvements
- Attended pedestrian safety training
- Attended FHWA safety target setting workshop
- Published annually listing of Federally Obligated Projects
- Continued coordination with local agency on STP project in Beloit
- Prepared and processed 2 TIP amendments to date
- Prepared 2018-2021 TIP
- EJ analysis as part of TIP and Bike and Pedestrian Plan development
- Coordinated with RMAP on modelling needs and data sharing for SLATS area
- Reviewed functional classification proposed changes with WisDOT
- Reviewed SLATS AUA and MPA proposed boundary changes with WisDOT
- Completed SLATS Bike and Pedestrian System Plan update
- Completed MPO Title VI Plan update

## **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 2017 from the list above are specifically related to Title VI. Others listed above such as TIP and UPWP development also include Title VI considerations.

- Participated in Rock County TCC meetings
- Assisted BTS with Triennial review
- Attended SMTD meetings
- Assisted BTS Title VI update
- EJ analysis as part of TIP and Bike and Pedestrian Plan development
- Completed MPO Title VI Plan update

## STATUS OF CURRENT PLANNING ACTIVITIES

In addition to the above activities completed or ongoing in 2017, anticipated major work activities for the remainder of 2017 include finalizing the 2018-2021 TIP, 1 2017 TIP Amendment, this 2018 UPWP, 2017 Bike and Pedestrian Plan Update, MPO Title VI Plan Update, continue MPA wide freight route plan from LRTP, potentially small intersection/signal studies identified locally or through LRTP, participation on Environmental Committee for the R1 Regional Planning Council.

## MEETING SCHEDULE FOR 2018

Based on the overall plan of work for the year, the following schedule of Technical and Policy Committee 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 of the committees. Additional meetings may also be needed. Most Technical and Policy Committee meetings will be combined meetings 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 a few 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 Rotary River Center in Beloit, WI located at 1160 Riverside Drive, or at the Beloit Public Library located at 605 Eclipse Boulevard. We will meet on an as needed basis in 2018, including anticipated meetings in February or March, May, August and October. We may hold special workshops outside of regular TAC and Policy Board meetings.

Additional review/approval of projects such as the TIP, TIP amendments, LRTP amendments and UPWP will be possibly be incorporated into those meetings as well, or otherwise scheduled as needed.

The SLATS MPO will also participate in various meetings or groups as coordinated by WISDOT and IDOT (e.g. Director's Meetings, MPO Council, and Performance Management Technical Advisory Group). Based on past experience, there will be 4-6 such meetings per state with the dates of these meetings to be determined at a later time. If they are held, the MPO will also participate in WISDOT and IDOT sponsored user group meetings for traffic modeling. Meeting dates known at this time include:

- Quarterly Directors meetings are tentatively scheduled in Wisconsin during 2017 on **January 23<sup>rd</sup>**, **April 24<sup>th</sup>**, **July 24<sup>th</sup>** and **October 23<sup>rd</sup>**. 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 2018) and fall work program review meetings (September/October 2018) with WISDOT, IDOT, FHWA and FTA Division Offices will be held.
- SLATS will attend the annual Fall Planning Conferences conducted by WisDOT and IDOT on dates to be determined, but are expected to take place in October.

## WORK PROGRAM FUNDING NEEDS & OPPORTUNITIES

As mentioned above, 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). FTA Section 5305d (5303) funds are often awarded through the States. 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 2017 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 2017.

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 some additional funds.

From **TABLE 2** it can be seen that the estimated budget for SLATS for 2018 is approximately \$243,070. The planning funds committed to SLATS by the Federal government are \$194,456, IDOT \$11,963 and WisDOT \$5,282. This leaves a local match requirement of about \$31,369 split by State and then by local population.

**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 2018				Table 2	
PART 1: FUNDING COMMITTED				via State & Federal Sources (plus required match)					
		Illinois-side 38.9%			Wisconsin-side 61.1%			Total	
		Fed \$	State \$	Local \$	Fed \$	State \$	Local \$		
Federal funds	IL PL	50,364			WisDOT PL	118,754			\$ 169,118
Total Match required	\$ 12,591 = (0.25 x Fed)				\$ 29,689 = (0.25 x Fed)				
State Match Provided	(0.5 X TotM)		6,296			5,282			11,578
Local Match	(0.5 X TotM)			6,296	(TotM-State)		24,406		30,701
Federal funds	IL FTA	\$ 5,338							\$ 5,338
Total Match required	\$ 1,335 = (0.25 x Fed)								
State Match Provided	(0.5 X TotM)		668						668
Local Match	(0.5 X TotM)			668					668
Federal funds	IL SPR	\$20,000							\$ 20,000
Total Match required	\$ 5,000 = (0.25 x Fed)								
State Match Provided			5,000						\$ 5,000
Local Match				-					\$ -
Totals:		\$ 75,702	\$ 11,963	\$6,963		\$ 118,754	\$ 5,282	\$ 24,406	\$ 243,070
PART 2: SUMMARY				Committed Funding				\$ 243,070	
Source		Illinois-side		Wisconsin-side		Total			
Federal funds		75,702		118,754		194,456			
2017 Matching funds from States		11,963		5,282		17,245			
Other State funds				-		-			
Local Matching funds		6,963		24,406		31,369			
Totals	\$	94,628	\$	148,442	\$	243,070			

**TABLE 3 – DIVISION OF MATCHING FUNDS**

<b>Division of Matching Funds</b>				<b>Year 2018</b>	<b>Table 3</b>		
Total Funding from Table 1:		\$	243,070	Federal Amount:	\$ 194,456		
<b>Total Matching Fund Requirement (80/20 Fed/Match = 0.25 x Federal Amount)</b>				\$	<b>48,614</b>		
Illinois-side Requirement		\$	<b>18,926</b>	Wisconsin-side Requirement			
					<b>\$ 29,688</b>		
<b><i>MATCH PORTION PROVIDED BY STATES</i></b>							
State of Illinois		\$	<b>11,963</b>	State of Wisconsin			
					<b>\$ 5,282</b>		
<b><i>MATCH PROVIDED BY LOCAL COMMUNITIES</i></b>							
<i>Local communities are required to fund the remaining matching fund needs after the State's amounts are subtracted.</i>							
Illinois-side remaining		\$	<b>6,963</b>	Wisconsin-side remaining			
					<b>\$ 24,406</b>		
<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 \$ 6,963		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%	\$ 2,906.39	City of Beloit	36,966	79%	\$ 19,188.65
Village of Rockton	7,685	41%	\$ 2,869.06	Town of Beloit	7,662	16%	\$ 3,977.26
Rockton Township	3,181	17%	\$ 1,187.57	Town of Turtle	2,388	5%	\$ 1,239.59
Roscoe Township*	1,522		\$ -	Town of Rock*	1,712		\$ -
Village of Roscoe*	6		\$ -				
<b>Participants</b>	<b>18,651</b>	<b>100%</b>	<b>\$ 6,963</b>	<b>Participants</b>	<b>47,016</b>	<b>100%</b>	<b>\$ 24,406</b>



## **WORK ELEMENTS**

The planning work for 2018 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 2018. 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**

<b>Cost Summary by Work Element and State Participation</b>												<b>Year 2018</b>			<b>Table 4</b>	
<b>Work Element</b>		<b>Hours</b>					<b>Labor Costs</b>			<b>Non-Lab Costs</b>	<b>Total Cost</b>	<b>% of Total Budget</b>	<b>Illinois-side</b>	<b>Wisconsin-side</b>		
		<b>Regular staff</b>		<b>Consultant</b>		<b>Total</b>	<b>Regular staff</b>	<b>Consultant</b>	<b>Total</b>							
<b>100</b>	<b>PROGRAM ADMINISTRATION</b>	600	22%	-	0%	600	\$ 30,705	\$ -	\$ 30,705	\$8,695	\$39,400	16.2%	\$ 15,338	\$ 24,061		
<b>200</b>	<b>SHORT-RANGE PLANNING</b>	1004	37%	960	0%	1,964	\$ 51,379	\$ 96,000	\$ 147,379		\$147,379	60.6%	\$ 57,375	\$ 90,004		
<b>300</b>	<b>TRANSPORTATION IMPROVEMENT PROGRAM</b>	120	4%	-	0%	120	\$ 6,141	\$ -	\$ 6,141		\$6,141	2.5%	\$ 2,391	\$ 3,750		
<b>400</b>	<b>LONG-RANGE PLANNING</b>	480	18%	-	0%	480	\$ 24,564	\$ -	\$ 24,564		\$24,564	10.1%	\$ 9,563	\$ 15,001		
<b>500</b>	<b>SPECIAL STUDIES</b>	500	18%	-	0%	500	\$ 25,587	\$ -	\$ 25,587		\$25,587	10.5%	\$ 9,961	\$ 15,626		
<b>Totals</b>		<b>2,704</b>	<b>100%</b>	<b>960</b>	<b>0%</b>	<b>3664</b>	<b>\$ 138,375</b>	<b>\$ 96,000</b>	<b>\$ 234,375</b>	<b>\$ 8,695</b>	<b>\$243,070</b>	<b>100%</b>	<b>\$ 94,628</b>	<b>\$ 148,442</b>		
<b>Illinois - Wisconsin percentage split based on total funding.</b>												<b>38.9%</b>	<b>61.1%</b>			

**WORK ELEMENT 100 – PROGRAM ADMINISTRATION**

YEAR 2018		PROGRAM ADMINISTRATION		ELEMENT 100	
<b>OBJECTIVE:</b> Maintain SLATS as a planning entity capable of conducting the overall transportation planning process in accordance with Federal, State, and local guidance.					
<b>DESCRIPTION AND METHODOLOGY:</b> 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 and other related reports.	\$ 30,705	600	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, IDOT and WisDOT meetings and other meetings as needed.			
	3	Update and maintain the SLATS Web page on the City of Beloit's website. Explore website options. Potential update to logo/outreach materials (pamphlets, banner, etc.)			
	4	Continue updates to and monitor the SLATS Public Participation Plan for effectiveness			
	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	\$ 8,695		
<b>Totals</b>			<b>\$ 39,400</b>	<b>600</b>	

**WORK ELEMENT 200 – SHORT-RANGE PLANNING**

YEAR 2018		SHORT-RANGE PLANNING		ELEMENT 200	
<p><b>OBJECTIVE:</b> Assure that immediate, day-to-day decisions are congruent and complimentary to the principles and policies of SLATS as expressed by the Policy Committee through the TIP, the LRP, the PIP and other accepted documents and guidance.</p>					
<p><b>DESCRIPTION AND METHODOLOGY:</b> 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 Assi	1	Assist as appropriate BTS and SMTD in implementing each system's Transit Development Plan. Continue to participate in area Human Services Transportation Planning through Rock County TCC and potentially the NCICG.	\$147,379	1,964	Jan-Dec
	2	Assist as appropriate BTS and SMTD in Title VI and other Federal requirements.			
	3	Monitor opportunities for commuter rail, commuter bus and other inter-regional, interstate public transit opportunities including bi-state/SLATS-wide bus service.			
Data Collection and Analysis	4	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. Consultant assistance planned for corridor studies, along Cranston Road and Blackhawk Boulevard followed by Pleasant Street, Fourth Street and Gardner Street. It is anticipated some but not all of these studies can be funded in 2018.			
	5	Access to Transportation – Continue work as needed in ongoing Environmental Justice analyses and accessibility analyses.* Note this work also applies to TIP, LRTP and Title VI program (including demographic data update).			
Other	6	Continue outreach to community groups and efforts to improve public involvement, particularly from EJ populations			
	7	Attend relevant workshops, seminars, conferences and transportation-related training opportunities			
	8	Monitor Air Quality for SLATS and seek ways to improve air quality and remain an "attainment" area.			
	9	Participate in WisDOT & IDOT project meetings (e.g. I-39/90, IL-2) and provide pertinent input and data as needed.			
	10	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 LRPT, the TIP, Performance Measures and other parts of the work program.			
	11	Coordinate across other departments including Public Works, Community Development, Economic Development and others as well as outside agencies/organizations as appropriate. May include land use and multi-modal transportation planning, and related policy/ordinance development for local agencies. Continue work with TAC and Policy Board on updating project prioritization processes to be applied locally for upcoming transportation projects.			
	12	Direct Non-Labor Costs are shown in Element 100			
<b>Totals</b>			<b>\$ 147,379</b>	<b>1964</b>	
* Indicates USDOT Planning Emphasis Area (PEA)					

**WORK ELEMENT 300 – TRANSPORTATION IMPROVEMENT PROGRAM**

2018		TRANSPORTATION IMPROVEMENT PROGRAM		ELEMENT 300	
<p><b>OBJECTIVE:</b> 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><b>DESCRIPTION AND METHODOLOGY:</b> Prepare the <b>2019</b> Transportation Improvement Program (TIP). The TIP will list all Federally-funded and other major projects to be commenced between 2019 through 2022 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.	\$ 6,141	120	Jul-Nov
	2	Coordinate with State DOTs and local agencies on funding for local roads and other improvements (managing STBG funding and projects, TA, etc). Coordinate with SLATS on setting and maintaining project priorities based on available funding/timing.			
	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. Maintain and update lists of stakeholders, publish required legal notices, provide timely information on meetings and the TIP process, provide open houses at convenient times and locations as needed, and provide timely information on projects proposed or under consideration.			Jan-Dec
	7	Direct Non-Labor Costs are shown in Element 100			
<b>Totals</b>			<b>\$ 6,141</b>	<b>120</b>	

**WORK ELEMENT 400 – LONG-RANGE PLANNING**

YEAR 2018		LONG-RANGE PLANNING		ELEMENT 400	
<p><b>OBJECTIVE:</b> Maintain, amend as needed, and implement the Long Range Transportation Plan. Continue implementation of the 2016-2040 Long-Range Plan adopted October 17, 2016.</p>					
<p><b>DESCRIPTION AND METHODOLOGY:</b> 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
1	Continue implementation of LRTP including Bike and Pedestrian component updated in 2017 and development of regional freight route plan		\$ 24,564	480	Jan-Dec
	Coordinate with States on AUA and MPA boundary adjustments as determined appropriate				
	Monitor and amend plan as needed				
	Continue to explore future year alternatives analysis (including deficiencies, alternatives, traffic impact analyses, corridor studies, freight corridors). Coordinate with WisDOT and adjacent MPOs on modelling.				
	Continue regional coordination with local agencies, adjacent MPOs and the States on transportation planning efforts. Work with local agencies on coordinated "official map" efforts				
	2				
3	Outreach during LRTP implementation and future planning processes				
4	Coordinate with area land use plans and other plans developed by State and local governments, adjacent MPOs and other interest groups (environmental groups, public service agencies, and others). Where issues arise, work towards shared solutions.*				
5	Coordinate with WisDOT, IDOT and other regional plans and studies*				
6	Direct Non-Labor Costs are shown in Element 100	\$ -			
<b>Totals</b>			<b>\$ 24,564</b>	<b>480</b>	
* Indicates USDOT Planning Emphasis Area (PEA)					

**WORK ELEMENT 500 – SPECIAL STUDIES**

YEAR 2018		SPECIAL STUDIES		ELEMENT 500		
<p><b>OBJECTIVE:</b> 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><b>DESCRIPTION AND METHODOLOGY:</b> 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	Evaluate the functional classification system and submit reports to the States requesting changes as appropriate. Review and comment on proposed changes to the functional classification system developed by the State DOTs			\$25,587	500	
2	Cooperate with WisDOT and IDOT on Performance Based Planning and Programming activities related to establishing safety and other needed performance targets or support State targets.*					
3	Direct Non-Labor Costs are shown in Element 100			\$ -		
<b>Totals</b>				<b>\$ 25,587</b>	<b>500</b>	
* 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 2018 UPWP. At that time, the amount of time or effort that would be needed to be to address such issues would be identified. During 2018, 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 and Policy Committee’s 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](http://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 “MPO Sub Recipient Non-Discrimination 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](http://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	✓
	<b>TITLE PAGE</b>	✓
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	✓
	<b>INTRODUCTION/Preface</b>	✓
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.23
*	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.23
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