

STATELINE AREA TRANSPORTATION STUDY METROPOLITAN PLANNING ORGANIZATION (SLATS MPO)



W. Main Street Located in Downtown Rockton, Illinois

2016 UNIFIED PLANNING WORK PROGRAM (UPWP)

OCTOBER 19, 2015

2016 UNIFIED PLANNING WORK PROGRAM

STATELINE AREA TRANSPORTATION STUDY
METROPOLITAN PLANNING ORGANIZATION
(SLATS MPO)

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Beloit, WI 53511

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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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SLATS RESOLUTION 2015-4

ADOPTION OF THE 2015 UNIFIED PLANNING WORK PROGRAM

For the Period: January 1, 2016 thru December 31, 2016

WHEREAS, the State Line Area Transportation Study is the Metropolitan Planning Organization for the Beloit (WI-IL) Urbanized Area, and the Policy Committee 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 State Line Area Transportation Study has been recognized as the Metropolitan Planning Organization for the Beloit, Wisconsin - Illinois Urbanized Area; and

WHEREAS, the Policy Committee 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 Committee of the State Line Area Transportation Study adopts this **Unified Planning Work Program (October 19, 2015 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 and 49 U.S.C. 5303, and this subpart;
2. In non-attainment 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 USC 2000d-1) and 49 CFR part 21;
4. 49 USC 5332, prohibiting discrimination on the basis of race, color, creed, national origin, ex, or age in employment or business opportunity;
5. Sections 1101(b) of the Moving Ahead for Progress in the 21st Century (MAP-21)(P.L. 112-141) and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises in the US 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 27 regarding discrimination against individuals with disabilities.

Approved this 19th Day of October, 2015



Chair, SLATS Policy Committee

ATTESTS:



Chair, SLATS Technical Committee
or MPO Coordinator

SELF-CERTIFICATION SUMMARY

The MPO Policy Committee is charged with implementing the metropolitan planning process in accordance with applicable requirements of MAP-21, 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 Unified Planning Work Program includes documentation that as an agency the MPO Policy Committee adheres to the applicable requirements of MAP-21 and the Clean Air Act.

The ten requirements for self-certification are listed below.

1. *23 U.S.C. 134, 49 U.S.C. 5303, and this subpart.* These citations summarize the metropolitan planning requirements. This region is currently certified and has an approved Transportation Improvement Program (TIP), Long Range Transportation Plan (LRTP), Unified Work Program (UPWP), if applicable a Congestion Management Process (CMP), Public Involvement Plan (PIP), required interagency agreements, approved metropolitan area boundaries, and annual listings of obligated projects.
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 93):* All state and local transportation officials will take part in a 3-C planning process in nonattainment areas to determine which planning elements will be developed, adopted and implemented to maintain or improve the air quality for said area. In nonattainment areas that include more than one state, the affected states may jointly undertake and implement air quality planning procedures. For nonattainment areas, activities not conforming to approved State Implementation Plans (SIPs) will not be financially supported by the federal government. Priority of funding will be given to those projects or programs that achieve and maintain national primary ambient air quality standards. Refer to 42 USC §§ 7408, 7410, 7504, 7505a, 7506 (c) and (d), 7511, 7512, and §7604; 49 USC Chapter 53; and 23 USC §134.
3. *Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21:* Title VI of the Civil Rights Act of 1964 prohibits exclusion from participation, denial of benefits, and discrimination under federally assisted programs on grounds of race, color, or national origin. Title VI assurance regulations were also executed by each state, prohibiting discrimination on the basis of sex or disability. Refer to 23 USC §324 and 29 USC §794. The UPWP should include Title VI accomplishments from the previous year along with Title VI goals and activities for the next year.
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:* The agency should document their adherence to these requirements on their website. Appendix III – Annual MPO Certification 31
5. *Section 1101(b) of the MAP-21 (Pub. L. 112-141) and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects:* The Disadvantaged Business Enterprise (DBE) program ensures equal opportunity in transportation contracting markets, addresses the effects of discrimination in transportation contracting, and promotes increased participation in federally funded contracts by small, socially and economically disadvantaged

businesses, including minority and women owned enterprises. The statute provides that at least 10 percent of the amounts made available for any federal-aid highway, public transportation, and transportation research and technology program be expended with certified DBEs.

6. *23 CFR Part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts:* The agency should document the MPO's Equal Employment Opportunity (EEO) policies on their website.
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:* Programs and activities funded with federal dollars are prohibited from discrimination based on disability. Compliance with the applicable regulations is a condition of receiving federal financial assistance from the U.S. Department of Transportation. Refer to the American with Disabilities Act of 1990 as amended (PL 101-336); 49 CFR Parts 27, 37, and 38.
8. *The Older Americans Act, as amended (42 U.S.C. 6101):* Confirms opportunity for employment with no discriminatory personnel practices because of age. Also, the Older American Act Amendments of 2006 included provisions relating to transportation in Title III-B (Grants for State and Community Programs on Aging, Title IV [Technical Assistance and Innovation to Improve Transportation for Older Individuals], Title V [Senior Community Service Employment Program], and Title VI [Native American Aging Programs].
9. *Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender:* No one on the basis of sex shall be denied participation in or benefits of any program or activity receiving Federal assistance under Title 23.
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:* This law protects *qualified* individuals from discrimination based on their disability. The nondiscrimination requirements of the law apply to employers and organizations that receive financial assistance from any Federal department or agency, including the U.S. Department of Health and Human Services (DHHS).

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>Marilyn Sloniker*</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>Brian Wilson*</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>Scott Christiansen</i> |
| 9. SW Region Planning Chief Wisconsin Dept. of Transportation (WisDOT) | <i>Jeff Gust</i> |
| 10. Region 2 Engineer Illinois Dept. of Transportation (IDOT) | <i>Paul Loete</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>Greg Boysen</i> |
| 2. The City of Beloit Engineering Division (Committee Chair) | <i>Mike Flesch</i> |
| 3. The City of Beloit Community Development Department | <i>TBD</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>Ben Coopman</i> |
| 8. The Town of Beloit* | <i>Frank McKearn</i> |
| 9. The Town of Turtle* | <i>Mike Birkholz</i> |
| 10. The Village of Rockton* | <i>Gordy Nygren</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:

- | | |
|---|----------------------|
| 1. The Federal Highway Administration, Wisconsin Representative | <i>Dwight McComb</i> |
| 2. The Federal Highway Administration, Illinois Representative | <i>John Donovan</i> |
| 3. FTA Region 5 Chicago Representative | <i>Chris Bertch</i> |
| 4. District 2 Bureau of Urban Program Planning IDOT | <i>Doug Delille</i> |
| 5. Central Planning Office for WisDOT | <i>Diane Paoni</i> |
| 6. Janesville Area Metropolitan Planning Organization (JAMPO) | <i>Terry Nolan</i> |
| 7. Rockford Metropolitan Agency for Planning (RMAP) | <i>Michael Hren</i> |
| 8. Village of Roscoe | <i>Emily Roen</i> |
| 9. Roscoe Township | <i>Matt Servant</i> |
| 10. Town of Rock | <i>Mark Gunn</i> |

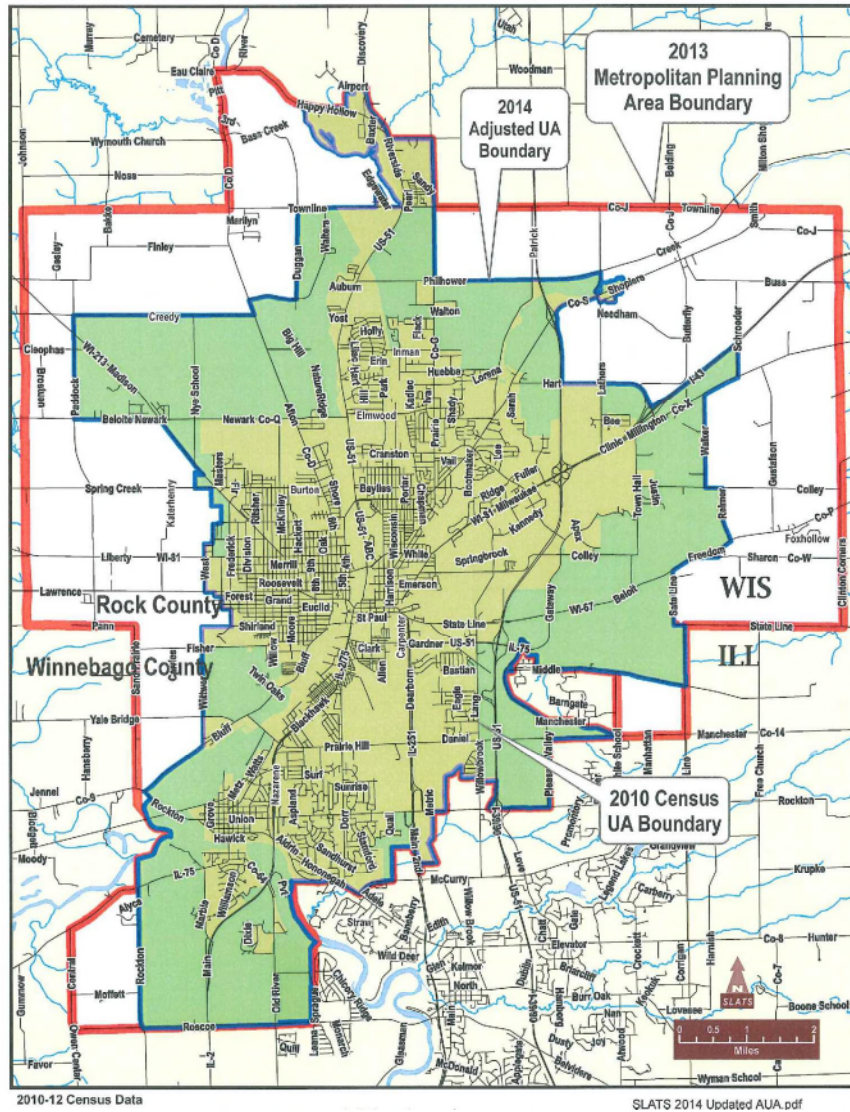
SLATS is funded by annual grants or awards from the Federal Highway Administration, the Federal Transit Administration, the States of Illinois and Wisconsin and funding from most of the local governments represented on the Policy Committee. The City of Beloit is the lead agency for SLATS and the City 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%
Colleen Gill	Administrative Coordinator	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

**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 2016 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.

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 2016					Table 1		
UPWP Category	UPWP Elements	Metropolitan Planning Factors								
		1	2	3	4	5	6	7	8	
100	1	UPWP & Financial Reports							x	
	2	SLATS Meetings							x	
	3	Web page maintenance							x	
	4	Public Participation	x			x			x	x
	5	WisDOT Coordination	x						x	x
	6	Training and seminars	x		x		x		x	
200	1	Coordinate transit providers	x	x	x	x	x	x	x	x
	2	Transit Title VI	x	x		x		x	x	
	3	Regional transit opportunities	x	x	x	x	x	x	x	x
	4	Traffic information base	x	x	x	x	x	x	x	x
	5	EJ Analysis	x		x	x		x	x	
	6	Improving public involvement	x			x		x	x	
	7	Monitor air quality	x		x	x	x	x	x	x
	8	State/local coordination								
	9	MAP-21 compliance	x	x	x	x	x	x	x	x
	10	Regional Bicycling/Planning opportunities	x	x	x	x	x	x	x	x
300	1	Develop the TIP for funded projects	x	x	x	x	x	x	x	x
	2	Local priorities and programming		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
	5	Assist with STIPs	x	x	x	x	x	x	x	x
	6	Assure public participation with TIP	x	x	x	x	x	x	x	x
400	1	Develop new LRP	x	x	x	x	x	x	x	x
	2	LRP Data compilation	x	x	x	x	x	x	x	x
	3	Public Involvement	x	x	x	x	x	x	x	x
	4	Coordination with adjacent MPOs, monitor LUPs for compatibility	x	x	x	x	x	x	x	x
	5	Coordination with States	x	x	x	x	x	x	x	x
500	1	Transit Study	x	x	x	x	x	x	x	x
	2	Refine FC proposals/map & ADT map, Define future ROW needs	x	x	x	x	x	x	x	x
	3	Performance measures across State lines	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 2016 it will be useful to recap accomplishments completed or expected to be completed in 2015. It will likely be necessary to continue work on some of these items in 2016 and some is recurring work that will be part of all future SLATS MPO work programs.

- ✓ Processed quarterly billings. Coordinated with City of Beloit on year-end audit. Updated bi-state billing template and procedures.
- ✓ Attending MPO Director's meetings. Plan to attend WisDOT and IDOT fall planning conferences
- ✓ Attended FHWA ICAP training
- ✓ Attended FTA Procurement training
- ✓ Updated SLATS Bylaws
- ✓ Three Technical Advisory and Policy Committee meetings anticipated and one public open house on the TIP
- ✓ Attended Pedestrian Safety training at WisDOT
- ✓ Reviewed effectiveness of current Public Involvement Plan and prepared survey to gain input from local stakeholders on public participation efforts particularly related to EJ populations (ongoing)
- ✓ Attended Transportation Coordinating Committee (TCC) meetings and forums
- ✓ Coordinated with local and State (Wisconsin Bike Federation) bicycling advocates on ongoing planning and projects
- ✓ NHS review for SLATS area
- ✓ Prepared for and participated in 1-39/90 meeting with Madison, Janesville and Beloit
- ✓ Attended 1-39/90 PIM in Beloit
- ✓ Attended RMAP MPO TAC meetings
- ✓ Attended Janesville MPO TAC meetings
- ✓ Met with IDOT Secretary of Transportation and District staff
- ✓ Attended Transportation Advisory Group meeting (IDOT)
- ✓ Assisted RMAP with data sharing related to environmental mapping
- ✓ Prepared Title VI review for IDOT
- ✓ Prepared separate Title VI review for WisDOT
- ✓ Coordinated with IDOT, public transportation provider and local applicant on HSTP and Consolidated Vehicle Procurement application review and MPO recommendation
- ✓ Attended SMTD Board meetings
- ✓ Attending Region 1 Transportation Committee meeting
- ✓ Met with communities and stakeholders to determine scope of upcoming parking study, reviewed proposals and selected consultant (ongoing)
- ✓ 2016 LRTP update including release of RFP for outside assistance. Proposals are pending review.
- ✓ Updated the UPWP for 2016
- ✓ Coordinated with WisDOT, prepared for and attended Mid-Year review and UPWP review
- ✓ Attended IDOT listening tour at RMAP
- ✓ Met with WisDOT regarding STP funds and local program, reviewed STP funding status with States, coordinated with local agencies to determine next STP-U priority

- ✓ Compiled and posted list of Federally Obligated Projects (FHWA and FTA funds)
- ✓ Updated TIP for 2016 along with TIP tables. Processed 4 administrative modifications (to date) for 2015.
- ✓ Reviewed SLATS Bike and Pedestrian Plan. Reviewed proposals for complete update and expansion but postponed project until 2017 as a result of funding constraints
- ✓ Acquired access to state safety portals for transportation data (safety). Monitored performance measures and related rules
- ✓ Participated in BTS TDP Open Houses. Extensive review and input on TDP to be finalized this fall.
- ✓ Coordinated with SMTD on upcoming TDP, prepared and released RFP. Reviewed proposals (ongoing)

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 2015 from the list above are specifically related to Title VI. Others listed above such as TIP and UPWP development also include Title VI considerations.

- ✓ Reviewed effectiveness of current Public Involvement Plan and prepared survey to gain input from local stakeholders on public participation efforts particularly related to EJ populations (ongoing)
- ✓ Attended Transportation Coordinating Committee (TCC) meetings and forums
- ✓ Prepared Title VI review for IDOT
- ✓ Prepared separate Title VI review for WisDOT

STATUS OF CURRENT PLANNING ACTIVITIES

In addition to the above activities completed or ongoing in 2015, anticipated major work activities for the remainder of 2015 include finalizing the 2016-2019 TIP and this 2016 UPWP, work on the 2016 LRTP, work on the parking needs assessment for the downtown areas of Beloit, South Beloit and Rockton, work on a MPO-wide freight route study, and coordination with SMTD in the preparation of a Transit Development Plan. These activities will span the fall and continue into 2016.

MEETING SCHEDULE FOR 2016

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. We will meet on an as needed basis in 2016, including anticipated meetings in February or March, May, August and October specifically related to the Long-Range Transportation plan update. Anticipated major agenda items (related to the LRTP) are noted in the tentative schedule below.

February/March – results of existing conditions analysis, discussion of future conditions and projects, first survey results, second survey discussion

May – results of future year conditions analysis and alternatives analysis, second survey results and discussion of project priorities and financial plan

August – presentation of draft plan and open house

October – discussion of comments during public review period and adoption of the plan

Additional review/approval of projects such as the parking needs assessment, SMTD TDP, TIP, TIP 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 2016 on **January 26th, April 26nd, July 26 and October 25th**. Exact times and locations will be determined later. Quarterly MPO Council meetings in Illinois are not yet scheduled.
- As needed and with specifics to be determined, mid-year review (May/June 2016) and fall work program review meetings (September/October 2016) with WISDOT and IDOT and FHWA 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 2016 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 2016.

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 will have to provide the bulk. 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 2016 is approximately \$233,681, slightly down from 2015. The planning funds committed to SLATS by the Federal government, \$186,945, IDOT \$11,731 and WisDOT \$5,282. This leaves a local match requirement of about \$29,723.

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 2016				Table 2		
PART 1: FUNDING COMMITTED			via State & Federal Sources (plus required match)						
	Illinois-side 39.5%			Wisconsin-side 60.5%			Total		
		Fed \$	State \$	Local \$		Fed \$	State \$	Local \$	
Federal funds	IL PL	44,673			WisDOT PL	113,099			\$ 157,772
Total Match required	\$ 11,168 = (0.25 x Fed)				\$ 28,274 = (0.25 x Fed)				
State Match Provided	(0.5 X TotM)		5,584				5,282		10,866
Local Match	(0.5 X TotM)			5,584	(TotM-State)			22,992	28,576
Federal funds	IL FTA	\$ 9,173							\$ 9,173
Total Match required	\$ 2,294 = (0.25 x Fed)								
State Match Provided	(0.5 X TotM)		1,147						1,147
Local Match	(0.5 X TotM)			1,147					1,147
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:		\$ 73,846	\$ 11,731	\$ 6,731		\$ 113,099	\$ 5,282	\$ 22,992	\$ 233,681
PART 2: SUMMARY			Committed Funding						\$ 233,681
Source	Illinois-side	Wisconsin-side	Total						
Federal funds	73,846	113,099	186,945						
Matching funds from States	11,731	5,282	17,013						
Other State funds			-						
Local Matching funds	6,731	22,992	29,723						
Totals	\$ 92,308	\$ 141,373	\$ 233,681						

TABLE 3 – DIVISION OF MATCHING FUNDS

Division of Matching Funds				Year 2015	Table 3		
Total Funding from Table 1:		\$	233,681	Federal Amount:	\$ 186,945		
Total Matching Fund Requirement (80/20 Fed/Match = 0.25 x Federal Amount)				\$	46,736		
Illinois-side Requirement		\$	18,462	Wisconsin-side Requirement \$ 28,274			
MATCH PORTION PROVIDED BY STATES							
State of Illinois		\$	11,731	State of Wisconsin \$ 5,282			
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		\$	6,731	Wisconsin-side remaining \$ 22,992			
<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 \$ 6,731		Wisconsin Communities		Remaining \$ 22,992	
Community	MPA Pop	%	Match Share	Community	MPA Pop	%	Match Share
City of South Beloit	7,785	42%	\$ 2,809.63	City of Beloit	36,966	79%	\$ 18,077.00
Village of Rockton	7,685	41%	\$ 2,773.54	Town of Beloit	7,662	16%	\$ 3,746.85
Rockton Township	3,181	17%	\$ 1,148.03	Town of Turtle	2,388	5%	\$ 1,167.77
Roscoe Township*	1,522		\$ -	Town of Rock*	1,712		\$ -
Village of Roscoe*	6		\$ -				
Participants	18,651	100%	\$ 6,731	Participants	47,016	100%	\$ 22,992

WORK ELEMENTS

The planning work for 2016 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 2016. 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 2016			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	400	14%	-	0%	400	\$ 17,972	\$ -	\$ 17,972	\$10,317	\$28,289	12.1%	\$11,174.71	\$17,114.34
200	SHORT-RANGE PLANNING	568	20%	510	52%	1,078	\$ 25,520	\$ 51,000	\$ 76,520		\$76,520	32.7%	\$30,226.96	\$46,293.34
300	TRANSPORTATION IMPROVEMENT PROGRAM	200	7%	-	0%	200	\$ 8,986	\$ -	\$ 8,986		\$8,986	3.8%	\$3,549.65	\$5,436.37
400	LONG-RANGE PLANNING	1340	48%	462	48%	1,802	\$ 60,206	\$ 46,200	\$ 106,406		\$106,406	45.5%	\$42,032.52	\$64,373.83
500	SPECIAL STUDIES	300	11%	-	0%	300	\$ 13,479	\$ -	\$ 13,479		\$13,479	5.8%	\$5,324.47	\$8,154.56
Totals		2,808	100%	972	100%	3780	\$ 126,164	\$ 97,200	\$ 223,364	\$ 10,317	\$ 233,681	100%	\$92,308	\$141,373
Illinois - Wisconsin percentage split based on total funding												39.5%	60.5%	

SLATS does not request State/Federal funds in advance. SLATS will request reimbursements as work is completed.

WORK ELEMENT 100 – PROGRAM ADMINISTRATION

YEAR 2016		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, billing, progress reports and other related reports.	\$ 17,972	400	Jan-Dec
	2	Prepare and distribute notices, agendas, minutes, staff reports, and related information for SLATS TAC and Policy Committee meetings. Attend TAC and Policy Committee meetings, MPO Director meetings, adjacent MPO TAC 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.			
	4	Monitor the SLATS Public Participation Plan for effectiveness and incorporate updates as warranted			
	5	Prepare for and attend WisDOT mid-year review and fall work program review meetings.			
	6	Attend relevant workshops, seminars, conferences and training opportunities.			
	7	Estimated direct non-labor costs for all Work Elements	\$ 10,317		
Totals			\$ 28,289	400	

WORK ELEMENT 200 – SHORT-RANGE PLANNING

YEAR 2016		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 Committee through the TIP, the LRP, 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 Assistance	1	Assist as appropriate BTS and SMTD in implementing each system's Transit Development Plan (wrap up SMTD TDP with consultant), including coordination and connections to RMTD and JTS as well as coordination with private transit providers to enhance transit opportunities for all persons. Continue to participate in area Human Services Transportation Planning through the North Central Illinois Council of Government and RCST.	\$ 76,520	1,078	Jan-Dec
	2	Continue work providing assistance to the BTS and SMTD as needed, in meeting Title VI and other Federal requirements including annual Title VI reporting for SLATS, BTS and SMTD.			
	3	Monitor opportunities for commuter rail, commuter bus and other inter-regional, interstate public transit opportunities.			
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, parking and intermodal planning (passenger and freight). Wrap up downtown parking needs assessment with consultant.			
	5	Access to Transportation – Continue work as needed in ongoing Environmental Justice analyses and accessibility analyses.* Note this work also applies to TIP and LRP development.			
Other	6	Continue outreach to community groups and efforts to improve public involvement, particularly from EJ populations			
	7	Monitor Air Quality for SLATS and seek ways to improve air quality and remain an "attainment" area.			
	8	Participate in WisDOT & IDOT project meetings (e.g. I-39/90, IL-75) and provide pertinent input and data as needed.			
	9	Monitor MAP-21/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.			
	10	Provide interdepartmental coordination with Transit, Public Works, Community Development and Economic Development Departments and Agencies both inside Beloit and other units of government. May include multi-modal/bicycle planning and design efforts to improve the overall network, coordinated land use and multi-modal transportation planning, and related policy/ordinance development (e.g a model Complete Streets Ordinance) for local agencies.			
	11	Direct Non-Labor Costs are shown in Element 100			
Totals			\$ 76,520	1078	
* Indicates USDOT Planning Emphasis Area (PEA)					

WORK ELEMENT 300 – TRANSPORTATION IMPROVEMENT PROGRAM

2016		TRANSPORTATION IMPROVEMENT PROGRAM		ELEMENT 300	
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.					
DESCRIPTION AND METHODOLOGY: Prepare the CY 2017 Transportation Improvement Program (TIP). The TIP will list all Federally-funded and other major projects to be commenced between 2017 through 2020 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.					
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.	\$ 8,986	200	Jul-Nov
	2	Coordinate with State DOTs on funding for local roads and other improvements (managing STP funding and projects, TAP, 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			
Totals			\$ 8,986	200	

WORK ELEMENT 400 – LONG-RANGE PLANNING

YEAR 2016		LONG-RANGE PLANNING	ELEMENT 400		
OBJECTIVE: Maintain, amend as needed, and implement the Long Range Transportation Plan. Continue the development of the 2016-2040 Long-Range Plan due October 17, 2016.					
DESCRIPTION AND METHODOLOGY: The SLATS Long Range Transportation Plan Update was adopted in September of 2011. Activities in this category include updating the 2011-2035 LRTP for 2016-2040. 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.					
ACTIVITY SUB-ELEMENTS			BUDGET	HRS	SCHED
	1	Development of the 2016-2040 Long Range Plan Update. Existing conditions (goals, objectives, performance measures**, data collection, roadway analysis**, transit, non-motorized, freight**) Future year conditions (socioeconomic**, traffic projections) Alternatives analysis (2040 network, deficiencies, alternatives WisDOT modelling) Recommended plan (financial plan/cost estimates**, fiscal constraint, EJ analysis**, environmental consultation/mitigation analysis)	\$ 106,406	1,802	Jan-Dec
	2	Continue to compile, update and maintain GIS base data and layers for mapping and analysis purposes for the 2016 Long Range Plan update.			
	3	Outreach during LRTP process (committee and public meetings, online surveys, open house)			
	4	Compatibility 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). *			
	5	Coordinate with WisDOT, IDOT and other regional plans and studies (e.g Statewide Long-Range Transportation Plan and Statwide Freight Plan)*			
	6	Direct Non-Labor Costs are shown in Element 100	\$ -		
Totals			\$ 106,406	1802	
* Indicates USDOT Planning Emphasis Area (PEA)					
** Indicates anticipated primary consultant task with SLATS support					

WORK ELEMENT 500 – SPECIAL STUDIES

YEAR 2016		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	Continue work (with consultant) on the Transit Development Plan (TDP) for SMTD. This was a SLATS funded project through IDOT SPR funds in 2015, and will be continued/completed in 2016, primarily with SMTD funding.			\$13,479	300	Jan-Dec
2	Continue to monitor and 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					
3	Cooperation with WisDOT and IDOT on Performance Based Planning and Programming activities related to updating performance measures/indicators and/or incorporating MAP-21 performance management, measures, targets statewide and for the MPO. Continue collecting and tracking pertinent performance data as required by MAP-21. Analyze trends, identify "hotspots" establish targets as needed for the Wisconsin and Illinois sides of the MPA. Participate in Performance Management TAG meetings for IDOT and similar efforts for Wisconsin.*					
4	Direct Non-Labor Costs are shown in Element 100			\$ -		
Totals				\$ 13,479	300	
* 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 2016 UPWP. At that time, the amount of time or effort that would be needed to be to address such issues would be identified. During 2016, 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 on the Engineering page), 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 on the Engineering page).

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.7
13	Committee lists-responsibilities, meeting	✓ p.7,8
14	Staff names, positions and responsibilities with percentage of time they will spend on MPO activities	✓ p.9
15	Map of regional MPO coverage area	✓ p.10
a.	Planning boundary	✓ p.10

b.	Urbanized area Boundary	✓ p.10
c.*	Air Quality Boundary	N/A
16	Eight Planning Factors	✓ p.11
17	UPWP	✓
a.	Definition of UPWP purpose	✓ p.12,13
b.	Summary of previous year's accomplishments	✓ p.13,14
c.	Status of current activities	✓ p.14
18	WORK ELEMENTS (Description of major work products and tasks)	✓ p.19
a.	UPWP	✓ p.20
b.	Administration	✓ p.21
c.	TIP – Development/maintenance	✓ p.23
d.	LRTP – Development/maintenance	✓ p.24
e.*	Congestion Management Process/ITS	N/A
f.*	Transit Planning	✓ p.22
g.	Multimodal Planning	✓ p.22
	i). Bicycle/Pedestrian	✓ p.22
*	ii). *Intermodal Freight	✓ p.22
*	iii). Intermodal Passenger	✓ p.22
h.*	Air Quality Planning	✓ p.22
	i). Modelling	✓ p.24
*	ii). CMAQ Application Process	N/A
i.	Public Involvement Plan	✓ p.21
j.	Surveillance (Data Collection)	✓ p.22
k.	Project/Corridor Studies	✓ p.22
l.	Special Studies	✓ p.25
m.	TSM/TDM Planning	✓ p.22,24
n.	TE Planning	✓ p.22
19	Performance Management	✓ p.25
20	Summary of Budget Reviews	✓ p.15
Table 2	Budget Summary	✓ p.17
Table 3	Funding Sources	✓ p.18
21	Indirect cost allocation plan	N/A
	Direct costs	✓ p.19
	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	✓ p.26
24	Link to current Title VI Program	✓ p.26
25	Annual meeting schedule	✓ p.14,15

- Denotes items needed on an 'as needed' basis

SCHEDULE FOR THE DEVELOPMENT OF THE SLATS 2016 LONG-RANGE TRANSPORTATION PLAN

SCHEDULE FOR THE DEVELOPMENT OF THE SLATS 2016 LONG-RANGE TRANSPORTATION PLAN									
The SLATS L RTP was last comprehensively updated in 2011 and adopted in November of 2011. A comprehensive update is due and is scheduled to be adopted by October 17, 2016									
PRIOR TO 2016					2016				
Introductory Materials	Much of this material is similar for the TIP, the UPWP, and the L RTP. Additional needed base/background information will be gathered and incorporated into the Plan update (e.g. land use, environmental, existing transportation, etc.)	→			Incorporate into draft Plan early 2016 to help ensure it is as up to date as possible				
Goals	Current adopted L RTP goals are not likely to change significantly.				Review current L RTP goals. Review with TAC/Policy. Review public involvement efforts.		Finalize goals in Fall 2015 and incorporate into Plan by early 2016		
Demographics	Continue work as needed through 2015. Plot/update all proposed TIP and L RTP projects in relation to demographic data. Analyze as per Title VI & EJ guidelines.				Refine demographic information, continue EJ analyses as needed. Incorporate latest demographic information into draft Plan late 2015/early 2016 to help ensure it is as up to date as possible.				
Public Transit Services	Late 2015 review inventory of all known public and private transit services (bus, paratransit, taxi, etc.)				Engage private providers to discuss issues & needs.	Early 2016 present to Committees to discuss findings, determine follow-up course of action and goals as needed.		Incorporate into draft Plan early 2016	
	Review Public Paratransit & Human Services Transportation Plan(s) as needed								
	Integrate BTS TDP with SMTD TDP process				BTS TDP completed in 2015, SMTD 2016 and presented to Committees		Incorporate BTS/SMTD segments into draft Plan by mid 2016.		
	Review current public rail present any updates to Committees for review				Present material to Committees and incorporate into L RTP				
Airports & services	Airports responsible for their own service / expansion plans. Primary role of SLATS is to assist in assuring adequate surface transportation access.	→			Incorporate brief airport section of draft Plan				
Bike & Pedestrian Facilities	Bike/Pedestrian Plan recently developed by consultant likely to remain valid and in need of little update.	→			Review & evaluate B&P goals, priorities overall plan & progress with Committees and stakeholders in conjunction with existing plans and incorporate into L RTP. Full B&P Plan update anticipated in 2017.				
Plan for Roadways	Ongoing: Roadways monitored extensively for condition, traffic handling capabilities, & safety.								
	Refine, assess & monitor performance measures. Refine and run scenarios on traffic simulation models. Freight & truck route aspects will be part of this process. Update TIP annually and keep consistent with the L RTP.				Continue integration of performance measures and target setting as needed for Wisconsin and Illinois				
					By early 2016 update model as needed based on updated information (traffic, landuse, etc).	Develop recommendations to improve conditions, traffic handling capacity, & safety and present to Committees and stakeholders for review.		Incorporate revisions and recommendations into draft Plan.	
Financial Plan	→				Rough cost estimates developed in 2016 \$. Inflation factor determined.		Early 2016: Staff develops Long-Range Funding Availability forecasts. Projects are prioritized and fundable & non-fundable projects are determined.	Mid 2016: Long-Range TIP presented to public, stakeholders, & Committees for review & comments, revised as needed and incorporated into draft Plan.	
Additional Public Participation Activities in 2016 – Leading to L RTP Adoption									
November 2015 - June 2016		July - August 2016		September 2016		October 2016			
Assemble above components into draft plan		Distribute for public review		Revise as per stakeholder comments and redistribute for final review		Adoption by Tech & Policy Committee			

All sections are finalized, a final LRP is prepared and adopted by October 17, 2016