



NILES-BUCHANAN-CASS AREA TRANSPORTATION STUDY

COMBINED TECHNICAL ADVISORY and POLICY COMMITTEE MEETING

FOR FURTHER INFORMATION, CONTACT:

Brandon Kovnat, *Transportation Planner*

Kim Gallagher, *Transportation Planner*

(269) 925-1137 Ext: 1524 & 1518

DATE: February 27, 2018

TIME: 1:30 PM

PLACE: Niles District Library
620 E Main St, Niles, MI 49120

AGENDA Comments will be solicited on each item following discussion and prior to any final action.

- 1. Call to Order / Introductions and Pledge of Allegiance**
- 2. Changes to the Agenda**
- 3. Public Comment**
- 4. Approve Minutes from the January 23, 2018 Meeting (*Enclosed*) Action**
- 5. Staff Report**
 - 2045 Long Range Plan – Introduction to the Guiding Principles
 - 2045 Long Range Plan – Overview of transit in the NATS area
- 6. Community Land Use and Zoning Member Updates**
- 7. Public Transit**
 - Berrien Countywide Service Plan (*SWMPC Staff*)
 - Niles Dial a Ride (*Kelly Getman Dissette*)
 - Buchanan Dial a Ride (*Kim O'Haver*)
- 8. Project Status Reports**

Status of FY 2018 Projects

 - City of Niles (*enclosed*)
 - City of Buchanan
 - Cass County Road Commission
 - MDOT (*enclosed*)
- 9. Old Business**
 - Discussion about Transportation Improvement Program Amendment Policy (*enclosed*)
- 10. New Business**
 - TIP Amendment for Buchanan Dial A Ride (*Enclosed*) Action
 - TIP Amendments for MDOT (*Enclosed*) Action
- 11. State and Federal Updates**
- 12. Privilege of the Floor**
- 13. Adjournment**
 - The next NATS meeting is scheduled for **Tuesday, March 20, 2018 @ 1:30 pm.**

NILES/BUCHANAN/CASS AREA TRANSPORTATION STUDY (NATS)
Joint Technical Advisory Committee (TAC) & Policy Committee (POL) MINUTES
January 23, 2018

Present		Committee	
Name	Representing	TAC	Policy
Andrea Dewey	Federal Highway Administration*	x	x
Brian Berndt	Berrien County Road Commission	x	
Brian Sanada	MDOT Southwest Region	x	x
Craig Bradfield	Howard Township	x	x
Dawn Bolock	Ontwa Township	x	x
Don Ryman	City of Buchanan	x	x
Jan Personette	Four Flag Chamber of Commerce	x	x
Jason Lathum	MDOT Southwest Region	x	x
Jim Sturdevant	MDOT Bureau of Transportation Planning	x	x
Joe Bellina	Cass County Road Commission	x	
Joe Ray	City of Niles	x	
Jon Roberts	MDOT Urban Travel Analysis	x	
Jonathon Smith	MDOT coloma Business Office	x	x
Kelly Getman-Dissette	Niles Dial A Ride	x	x
Kim O'Haver	Buchanan Dial A Ride	x	x
Michael Majerek	Berrien County Board of Commissioners		x
Richard Cooper	Niles Charter Township	x	x
Robert Ziliak	Cass County Board of Commissioners		x
Roseann Marchetti	Cass County Board of Commissioners		x
Sandra Seanor	Cass County Road Commission		x
Susan Flowers	Milton Township	x	x
Mack Green	Wightman & Associates for City of Buchanan	NA	NA
Brandon Kovnat	SWMPC	Staff	
Kim Gallagher	SWMPC	Staff	

Absent		Committee	
Name	Representing	TAC	Policy
Barbara Cook	Cass County Planning Commission	x	
Bob Sutton	Mason Township	x	x
Butch Payton	Bertrand Township	x	x
Eric Lester, M.D.	Berrien County Planning Commission		x
Evan Smith	Berrien County Community Development	x	
Fred Featherly	MDOT Office of Passenger Transportation*	x	
Georgia Boggs	City of Niles		x
Malinda Cole-Crocker	Buchanan Township	x	x

Absent		Committee	
Mary McAfee	City of Niles		x
Rich Low	Village of Edwardsburg	x	x
Sanya Phillips	City of Niles	x	
Serita Mason	City of Niles		x

1. Call to Order / Introductions and Pledge of Allegiance

Technical Advisory Chair Joe Bellina called the Joint Technical Advisory and Policy Committee meeting to order at 1:30 p.m. and led those present in the Pledge of Allegiance.

2. Changes to the Agenda

Joe Bellina asked to add an amendment for the Gumwood Road path to the agenda.

3. Public Comment

None

4. Approve Minutes from October 24, 2017 Combined TAC and Policy meeting

Motion to approve the September 26, 2017 Joint Technical Advisory Committee (TAC) & Policy Committee Meeting Minutes, by Craig Bradfield, second by Sandra Seanor.

Motion Approved.

5. Staff Report

2045 Long Range Plan: Demographics & Employment

Brandon Kovnat presented a technical memo on the road and bridge network in the NATS planning area. He also presented a summary sheet on the pavement condition of the federal aid eligible roads in the NATS area.

6. Community Land Use and Zoning Member Updates

None

7. Public Transit Update

Berrien Countywide Service Plan: Kim Gallagher said that the technical committee had a first draft of scenarios. They plan to talk to the consultant about these scenarios. A full steering committee meeting will be held next month.

Niles Dial-A-Ride: Kelly Getman-Dissette said that she had an order in for a new bus. There will be a local advisory committee (LAC) meeting next week.

Buchanan Dial-A-Ride: Kim O'Haver said that the FY 2019 budget was being finalized. She would present a TIP amendment for it next month.

8. Project Status Reports

Cass County Road Commission:

- **Mason Street:** No update
 - **Carberry Road:** project was deleted. Official reasoning was that Howard Township did not have the funds for the local match.
 - **US-12 Edwardsburg Path:** working on property acquisition
- City of Buchanan, River Road:** on schedule for August construction
City of Niles, 17th Street: On Schedule

MDOT:

- **US-12 Resurface:** Conducting their last meeting before obligation and letting. The project should be done before the beginning of the next school year.
- **US-31 over US-12:** Preliminary Engineering (PE) was obligated in October but no work has been performed yet. Construction will be in 2020.

9. Old Business

None

10. New Business

TIP amendment for Niles Dial A Ride: Kelly Getman-Dissette requested to add two items to the TIP for FY 2019 using federal 5339 funding:

Mobile Tablets for Bus Routing

Cost:	Federal 5339	\$9,600
	State CTF	\$2,400
	Total	\$12,000

Facility Electronic Door Locks

Cost:	Federal 5339	\$7,040
	State CTF	\$1,760
	Total	\$8,000

Motion for the Technical Advisory Committee to recommend that the policy committee approve the amendments from Niles Dial A Ride as presented by, Joe Bellina, Second by Evan Smith. **Motion Approved.**

Motion for the Policy Committee to approve the amendments from Niles Dial A Ride as presented by, Robert Ziliak, Second by Michael Majerek. **Motion Approved.**

TIP amendment to add the Indiana-Michigan River Valley Trail: Brandon Kovnat said that the Indiana-Michigan River Valley Trail was using federal TAP funding and thus should be included in the TIP. The next phase of construction is scheduled for FY 2018. The grantee is the Berrien County Road Department who applied on behalf of Niles

Township. The completed trail will connect South Bend to the city of Niles roughly following 3rd Street north. The cost for the FY 2018 portion of the trail is as follows:

Statewide Competitive Transportation Alternative Program (TAP) Grant

Federal: \$501,299
Local match: \$311,600
Total: \$812,899

Motion for the Technical Advisory Committee to recommend that the policy committee approve adding the Indian-Michigan River Valley trail to the Transportation Improvement Program by Kelly Getman-Dissette, Second by Joe Bellina. **Motion Approved.**

Motion for the Policy Committee to approve adding the Indian-Michigan River Valley trail to the Transportation Improvement Program by Sandra Seanor, second by Jan Personette. **Motion Approved.**

Tip amendment for Gumwood Path: Joe Bellina said that Gumwood Path phase 3 had to be moved from FY 2017 to FY 2018 due to design timeline criteria. The cost is also being amended to use all of NATS TAP remaining TAP allocation. Joe said that Milton Township was looking at applying for a statewide TAP grant for Gumwood Phase 4. The amendment details are as follows:

	FY 2017 amount	New FY 2018 Amounts
Federal Transportation Alternative Program (TAP) allocation	\$77,925	\$80,514
Local Match	\$17,279	\$17,854
Total	\$95,205	\$98,367

Motion for the Technical Advisory Committee to recommend that the policy committee approve the revised year and budget for Gumwood phase 3 by Susan Flowers, Second by Jan Personette. **Motion Approved.**

Motion for the Policy Committee to approve the revised year and budget for Gumwood phase 3 by Craig Bradfield, second by Rosanne Marchetti. **Motion Approved.**

Brandon explained that the changes to Gumwood do not require federal review but the NATS amendment policy states that a year change requires committee approval.

Joe requested that Staff prepare draft changes to the amendment policy based on the newest state and federal guidelines.

Safety Targets:

Kim Gallagher said that MPOs had to adopt safety targets for the five federally mandated safety performance measures. MPOs could either adopt the targets MDOT is using or create their own targets. If an MPO wants to create their own targets, they need to show data about how it was chosen. Because of the data required Kim Gallagher said that staff was recommending that NATS adopt the MDOT safety targets. As far as she know, all MPOs in the state are adopting the MDOT targets as well.

Brandon Kovnat briefly discussed that the fatality and serious injury rates in NATS are higher than the state average. He thinks this is partially due to the lack of an interstate running through NATS because per mile driven the interstate has less serious injuries and fatalities. Brandon also discussed a few possible contributing factors to crashes and showed areas of concern in the NATS area.

A motion to approve the MDOT safety targets was presented to Policy Chair Richard Cooper to sign (see attached).

Motion by the Policy Committee for NATS to adopt the MDOT safety targets made by Roseann Marchetti, Second by Jan Personette. **Motion Approved.**

Unified Work Program (UWP) Amendment: Brandon explained that the currently approved UWP included Special Planning & Research (SPR) funds which are Pass-through funds from SWMPC to Michiana Area Council of Governments (MACOG) for a consultant contract to combine travel demand modeling efforts and develop a single model covering the entire South Bend IN-MI urbanized area which includes the Niles, MI MPO.

These funds were set based on an estimate of how much would be spent in FY 2017 and left over for FY 2018. The amount needs to be amended to reflect the actual funds remaining to be spent on the joint model. (Pages of the UWP that include the revised budget are attached).

Motion recommend that the Policy Committee approve the revised SPR funds for the FY 2018 Unified Work Program by Brian Berndt, second by Kelly Getman-Disette. **Motion Approved.**

Motion for the Policy Committee to approve the revised SPR funds for the FY 2018 Unified Work Program by Don Ryman, second by Roseann Marchetti. **Motion Approved.**

11. State & federal Updates

Jim Sturdevant said that MDOT was moving to JobNet phase 2. This would eliminate the excel efile. During the conversion in May or June there will be no amendments accepted. He suggested that amendments be made before May to avoid any issues.

There is a new process for environmental review at MDOT and a new person is in charge of the process.

Jon Roberts said that the base year model will be finished this week and he would present result in March to give time for internal review.

12. Privilege of the Floor

Don Ryman asked if the salt being used was more corrosive. Joe Bellina said that the salt did have an additive to make it more effective in cold weather known as BOOST, but he did not think it was more corrosive. Possibly the extra cold weather meant that more salt overall was being used.

Jan Personette brought up that there was a problem with people turning left at the Lowes in an area where left turns were prohibited. She said they needed a better sign.

Jason Latham said that they were about to begin a scoping project for M-51 and they would have many public meetings and this issue as well as other safety concerns would be brought up.

13. Adjournment

Meeting Adjourned at 3:20 PM

The next NATS meeting is scheduled for **February 27, 2018 @ 1:30 pm.**

Minutes Compiled by Brandon Kovnat, SWMPC Associate Planner

Date: 10/17/2017

Name: _____ Joe Ray



Southwest Michigan Planning Commission

376 West Main Street, Suite 130 • Benton Harbor, MI 49022-3651

Project Update Sheet

Project Name:	17 th Street
Fiscal Year of award:	2018
Responsible Agency:	City of Niles
MDOT Job Number:	130866
Project Limits:	Broadway to Main St.
Project Length:	0.57 miles
Location:	City of Niles
Work Type:	Resurface

Project Description: Mill existing pavement 1.5 deep. Repave with 220#/SYD HMA 5E1. Construct ADA sidewalk ramps.

	Amount	Source
Federal	\$159,000	STP Large Urban
Local	\$91,000	City of Niles
Total	\$250,000	

Activity	Estimated Date	Actual Date
Resolution of Support for Local Match Submitted to SMWPC		10/20/17
Project Application Submitted to MOT		10/15/17
Grade Inspection Package Submitted to MDOT	11/13/17	
Grade Inspection Meeting Scheduled	12/13/17	
Final Plan and Estimate to MDOT	1/19/18	
Project Obligated		
Project Letting	3/2/2018	
Construction Start	6/18/18	
Project Completion	7/24/18	

Project is: ☒ On Schedule ☐ Behind Schedule; Explain:

Date: 2/20/2018

Name: _____ Jonathon Smith



Southwest Michigan Planning Commission

376 West Main Street, Suite 130 • Benton Harbor, MI 49022-3651

Project Update Sheet

Project Name:	US-12
Fiscal Year of award:	2018
Responsible Agency:	MDOT
MDOT Job Number:	
Project Limits:	West Village Limits of Edwardsburg to M-62
Project Length:	0.84 miles
Location:	Village of Edwardsburg
Work Type:	Resurface
Phase	CON

Project Description: Cold Milling and Multiple Course HMA Overlay

	Amount	Source
Federal	\$1,456,930	ST
State	\$302,370	M
Total	\$1,759,300	

Activity	Estimated Date	Actual Date
Project Application Submitted		
Grade Inspection Package Submitted	09/2017	09/2017
Grade Inspection Meeting Scheduled	11/02/2017	11/02/2017
Final Plan and Estimate		
Project Obligated		
Project Letting	04/2018	
Construction Start	06/2018	
Project Completion		

Project is: ☒ On Schedule ☐ Behind Schedule; Explain:

Project was turned for S&E review on 02/09/18 for the April Letting. Project is on schedule.

Date: 2/20/2018

Name: _____ Jonathon Smith



Southwest Michigan Planning Commission

376 West Main Street, Suite 130 • Benton Harbor, MI 49022-3651

Project Update Sheet

Project Name:	US-31
Fiscal Year of award:	2018
Responsible Agency:	MDOT
MDOT Job Number:	129876
Project Limits:	Over US-12
Project Length:	0.41 miles
Location:	Bertrand Township
Work Type:	Restore and Rehabilitate
Phase	PE & SUB

Project Description: Shallow Overlay, Full Paint, Pin and Hangers

	Amount PE	Amount SUB	Source
Federal	\$41,265	\$331,972	NH
State	\$9,150	\$73,613	M
Total	\$50,415	\$405,585	

Activity	Estimated Date	Actual Date
Project Application Submitted		
Grade Inspection Package Submitted		
Grade Inspection Meeting Scheduled		
Final Plan and Estimate		
Project Obligated		
Project Letting	01/10/2020	
Construction Start		
Project Completion		

Project is: ☒ On Schedule ☐ Behind Schedule; Explain:

No work yet performed. Project PE will be obligated soon.

Transportation Improvement Program Amendment Process

The following steps must be taken for all proposed changes to the Transportation Improvement Program:

1. The requesting agency must submit a letter to SWMPC requesting an amendment to the Transportation Improvement Program (TIP). Amendment letters must be sent at least 10 days prior to the regularly scheduled MPO meeting to allow for public notice. Amendments cannot be accepted after the 10-day deadline.

The letter must contain the following:

- Written on agency letterhead
- Include a date –this helps track the process
- Information to identify the project: Project name, limits, fiscal year of award, and MDOT job number
- The proposed changes to the project along with the current values (e.g. for a cost change: increasing from x to y)
- A brief explanation for why the amendment is being requested
- A signature from an authorized individual

Letters can be sent via email or mail (see the example letters on the following pages)

2. Staff will review the amendment according to the approved TIP Amendment Policy in order to determine if the amendment requires committee approval or can be made as an administrative modification. For administrative modifications, staff will submit the request to MDOT but the amendment will not require committee approval or FHWA & FTA review.
3. All amendment request letters will be included in the meeting packet for the regularly scheduled MPO committee meetings. The packets are sent to committee members five business days prior to the meeting, and posted on the SWMPC website.

4. The requesting agency is expected to present their amendment request to the committees at the meeting and answer any questions.
5. At regularly meeting, the Technical Advisory Committee will vote to recommend approval of the amendment followed by the Policy Committee voting on approval.
6. Once an amendment has been approved by the MPO, staff will follow MDOT's process to submit the amendment to MDOT for approval. Staff will copy the requesting agency on the submittal and keep them informed about the status of the amendment.
7. MDOT reviews the amendment request to ensure it complies with all applicable regulations. These include air quality conformity, environmental justice implications proper public notice, and fiscal constraint.
8. Once approved by MDOT, FHWA and FTA each review the amendment. After both agencies sign the transmittal form, the amendment is officially considered approved.
9. Staff will notify the requesting agency as soon as the amendment has been approved.
10. Whenever amendments are approved, a revised TIP project list (efile) will be uploaded to the SWMPC website. Staff will inform the committees of any amendment approvals and changes to the efile at MPO committee meetings.

Note on Administrative Modifications: An administrative modification is a type of change to the TIP, which does not require MPO committee approval, nor does it go through the federal review process. The process for an administrative modification is the same from steps 1 through 4. Because there is no need for committee approval or federal review the amendments can be programed as soon as staff receives the amendment request letter. Staff will let committee members know if any administrative modification have been made at regular MPO committee meetings.



700 Broad Street • St. Joseph, Michigan 49085-1276 • www.sjcity.com

DEPARTMENTS

ASSESSOR
269-983-1231

ATTORNEY
269-983-5541

CLERK
269-983-6325

COMMUNICATIONS
& MARKETING
269-983-0349

ENGINEER
269-983-5541

FINANCE/TREASURER
269-983-4731

HOWARD ICE ARENA
269-983-8795

INSPECTIONS &
CODE ENFORCEMENT
269-983-1212

MANAGER
269-983-5541

PERSONNEL
269-983-0443

PLANNING & ZONING
269-983-1212

PUBLIC SAFETY:
EMERGENCY 9-1-1

DISPATCHER
269-983-3060

POLICE
ADMINISTRATION
269-983-0500

FIRE
ADMINISTRATION
269-983-4641

PUBLIC WORKS:
PARKS & CEMETERY
STREETS & SANITATION
269-983-6341

WATER/SEWER BILLING
269-983-6324

WATER TREATMENT
PLANT
269-983-1240

WEST BASIN MARINA
269-983-5432

November 3, 2016

Mrs. Kim Gallagher
Southwest Michigan Planning Commission
376 West Main Street
Suite 130
Benton Harbor, MI 49022

RE: TIP Amendment Request

Dear Mrs. Gallagher:

The City of St. Joseph is writing to request a TIP Amendment to transfer the funding from the Langley & Broad Street Reconstruction Project proposed as a 2017 Advanced Construct (AC) with a 2018 Advanced Construct Conversion (ACC) to the Wallace Avenue Reconstruction Project to be constructed in 2018. The change is being requested because the scope of the Langley & Broad Reconstruction Project, which was tied to Combined Sewer Overflow (CSO) work, changed significantly due to environmental issues encountered.

Total cost of the Wallace Avenue Reconstruction Project is estimated to be approximately \$1,460,000 with up to \$571,700 eligible for TIP Reimbursement. The City requested \$488,000 as part of the original TIP application which we will now reduce to the \$460,000 to match the funding amount currently allocated to Langley & Broad Street Reconstruction Project. City of St. Joseph Major Street, Sewer and Water System Improvement funds will be used for the remaining \$1,000,000 in project costs. The intention is to construct the project in the summer of 2018, a detailed project schedule is attached.

Thank you for your assistance with the City's request and please feel free to contact me if you have any questions or desire additional information.

Sincerely,

Tim Zebell, P.E.
City Engineer

Cc: John Hodgson, City Manager
Sara McCallum, Finance Director/City Clerk
Tom MacDonald, Director of Public Works

•• A Special Place on the Lake ••



Twin Cities Area Transportation Authority
(269) 927-2268 • Fax (269) 927-2310

275 East Wall Street, P.O. Box 837, Benton Harbor, MI 49023

Southwest Michigan Planning Commission
376 W. Main Street, Suite 130
Benton Harbor, MI 49022

Dear TwinCATS Committee:

The Twin Cities Area Transportation (TCATA) is requesting amendment to the Transportation Improvement Plan (TIP) for fiscal year 2018.

At the time the fiscal year 2018 TIP was created the funds needed was based on information that was available at that time. We are in the process of making an application to the State of Michigan for fiscal year 2018. Based on current budget information and changes in the cost of goods and services we have an adjusted budget which we used to apply for 2018 fiscal year funding.

The amendment information:

Original TIP:

2018 fiscal year operating	
Federal Cost 5307	\$777,380
State Cost CTF	\$658,744
Local	<u>\$406,000</u>
Total	<u>\$1,842,124</u>

2018 Job Access Reverse Commute

State CTF	<u>\$386,000</u>
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Amended TIP:

2018 fiscal year operating	
Federal Cost 5307	\$852,156
State Cost CTF	\$750,160
Local	<u>\$381,000</u>
Total	<u>\$1,986,316</u>

2018 Job Access Reverse Commute

State CTF	<u>\$397,347</u>
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If you have any questions call me at 269-927-2268 or email me at tcata1@comcast.net.

Sincerely,

Bill Purvis
Executive Director

BP/dk

Niles-Buchanan-Cass Area Transportation Study (NATS)

Transportation Improvement Program Administrative Modification & Amendment Policy

Approved October 27, 2015

Introduction

This document provides guidance that defines the types of revisions to Niles-Buchanan-Cass Area Transportation Study Transportation Improvement Program (TIP). It highlights the differences between minor revisions defined as ***administrative modifications*** and more significant revisions defined as ***amendments***. The guidance outlines steps for modifying the TIP document when such changes occur as well as actions needed by the Southwest Michigan Planning Commission transportation staff, the NATS Policy Committee, the Michigan Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration.

Regardless of the type of change to the Transportation Improvement Program, all modifications must be consistent with:

1. **The financial constraint requirements**, which means “A demonstration of sufficient funds (Federal, State, local, and private) to implement proposed transportation system improvements, as well as to operate and maintain the entire system, through the comparison of revenues and costs”
2. **The current Niles-Buchanan-Cass Area Transportation Study Long Range Transportation Plan** http://www.swmpc.org/nats_2040.asp
3. **Title VI Nondiscrimination**, which means “ Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d), related statutes and regulations provide that no person shall on the ground of race, color, national origin, gender, or disabilities be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal funds. The Heart of Title VI "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."
4. The Niles-Buchanan-Cass Area Transportation Study Public Participation Plan procedures for public involvement, which outlines the strategies that the MPO will use to gain public participation <http://www.swmpc.org/participation.asp>

Discretion for Administrative Modifications and Amendments

The Niles-Buchanan-Cass Area Transportation Study Transportation staff reserves the right to determine what is considered an administrative modification or an amendment depending on the project details and the consideration of factors of an amendment from the Federal Highway Administration and the Federal Transit Administration.

Amendment and Administrative Modification Decision Table

Each column represents when an Amendment, MPO Administrative Modification, and Federal Review will be done in a variety of categories.

- Administrative Modification: MPO Staff make the change without review by the MPO Policy Committee or Federal Review.
- MPO Amendments: Review and recommendation by MPO Technical Advisory Committee followed by Approval of MPO Policy Committee.
- Federal Review: These actions require the review and approval by Federal Highway and Federal Transit Administrations.

Action:	Administrative Modification	MPO Amendment	Federal Review
ADDITION			
To add a federally funded project to the current TIP		X	X
To add a project to the Illustrative List		X	
To add a project PHASE to the current TIP		X	X
To add an Illustrative List project to the financially constrained list		X	X
DELETION			
To delete a federally funded project and/or project phase from the current TIP		X	X
Change of FY funding			
To move a federally funded project to another year within the current TIP – includes adding Advance Construct		X	
To move a federally funded project to another year OUTSIDE the funded TIP.		X	X
To add or move an Illustrative project to the Funded Project List		X	X
SCOPE			
To increase/decrease a project length by ½ mile or more		X	X

Action:	Administrative Modification	MPO Amendment	Federal Review
FUNDING			
To increase or decrease federal funds by more than 10% to an existing TIP project *		X	X
To add or delete non-federal funds to an existing project in the TIP	X		
To increase or decrease federal funds by 10% or less to an existing TIP project*	X		
CORRECTIONS			
To correct a misprint or entry error, or project description that does not change cost or scope.	X		
Any change other change such as work type that doesn't affect the cost, limits or year	X		

*For a project that is grouped within an MPO approved GPA, any changes to costs that are less than or equal to 10% of the total cost of all projects within the GPA can be made via administrative modification.

NATS General Program Account (GPA) Policy

What are General Program Accounts?

Under federal transportation regulations, MPOs and the State DOTs may choose to group projects that are not of a significant enough scale to be listed individually in the State Transportation Improvement Program (STIP). Michigan calls these groupings General Program Accounts (GPAs). Only certain projects with certain worktypes and some phases can be grouped together as GPAs. It is important that the grouping of projects not hinder the public participation process in any way. In Michigan, provision of a project list for all projects grouped under a GPA is required, and should be available to any interested parties.

Federal regulations state that GPAs may only be used under the following circumstances:

1. The total project cost for all phases cannot exceed \$5 million.
2. The project cannot be part of a new roads or capacity expansion project.
3. The project cannot be a congressional earmark project.

4. Each project must also be a categorical exclusion for air quality
5. Right-of-way activities related to the project are limited to grading permits, mutual benefit permits, and minor takings without relocation.

Reasons for Establishing a Policy

GPA's offer a way to reduce the amount of time spent on administering the TIP, since certain modifications to individual projects would not have to go through the amendment process unless they significantly change the overall GPA grouping. Instead, changes to projects within a GPA would be counted as administrative modifications for the purposes of Federal Highway Administration, and as such, would not have to go through the formal approval process.

At the same time, it is important to the MPO to preserve its oversight function and opportunities for public participation. Having a GPA policy in place ensures that the inclusion of projects within a GPA and any amendments to them are in line with the NATS TIP and Administrative Modification Policy, as passed by the committees in 2013.

The Policy

The MPO proposes that any road project generated by a local agency (City, Village, or Road Commission) **be ineligible for inclusion in a GPA**. The reasoning behind this proposal is that the NATS MPO receives very limited Surface Transportation Program (STP) funding, and as such, we have a very small number of projects generated by local agencies each year. In addition, the funds only usually go towards funding construction phases. In order to continue to allow for adequate public participation and MPO review of these locally generated projects, it makes sense to individually list the projects and amend them as needed.

The MPO proposes that use of a GPA only be permissible under the following circumstances:

MDOT Trunkline Bridge Preservation Projects

Staff have found that MDOT trunkline bridge preservation projects tend to be funded late in the fiscal year as MDOT determines that funds are available. These projects are preventative maintenance, and a GPA makes sense so that the projects do not get held up in TIP amendment processing. Staff recommends the establishment of a Trunkline Bridge Preservation GPA.

MDOT Trunkline Traffic Operations or Safety Projects

These are usually small projects that are programmed late in the fiscal year to take advantage of bid savings. Many of the projects are extremely small and involve installation of flashers, pavement markings, beacons or signage. The MPO would still have a say in informing the need and location of these types of projects. These work activities include rail projects.

MDOT Trunkline Highway Preservation Projects

Generally, projects under this GPA are low cost trunkline highway capital preventive maintenance activities that are completed in one construction season to extend pavement life and prevent more costly repairs at a later date. Work activities protect the pavement structure, slow the rate of pavement deterioration and/or correct pavement surface deficiencies and include the following:

Flexible & Composite Pavements - CPM

Multiple Course Chip Seal

Cape Seal

Fog Seal

Overband Crack Fill

Ultra-Thin Bituminous Overlay (< 20mm)

Cold Milling & Bituminous Overlay (< 50mm)

Hot In-Place Bituminous Recycling

Single Course Micro-Surfacing

Multiple Course Micro-Surfacing

Paver Placed Surface Seal

Single Course Chip Seal

Slurry Seal

Skip Patching

Bituminous Overlay (< 40mm)

Profile Milling

Bituminous Shoulder Work

Shoulder Slurry Seal

Shoulder Chip Seal

Bituminous Crack Treatment

Concrete Pavements - CPM

Diamond Grinding
Partial Depth Concrete Pavement Repair
Concrete Crack Sealing
Concrete Joint & Surface Spall Repair
Dowel Bar Retrofit
Concrete Pavement Restoration
New Treatment Technology - Concrete Pavements
Full Depth Concrete Pavement Repair
Underdrain Outlet Repair & Cleaning
Concrete Joints Reseal

Per MDOT and FHWA Policy, a project list will be attached to each GPA. That list will be made available through SWMPC and will be continually updated by MDOT. All GPA modifications must adhere to the NATS Amendment and Administrative Modification Policy in regards to its classification as an amendment or administrative modification. A GPA cannot be added until a project that fits within that GPA category is proposed for inclusion in the fiscally constrained portion of the TIP.

There is still value in establishing local Transit GPAs to assist transit agencies in their planning. SWMPC has found that transit agencies struggle to estimate their funding allocations for future years, and these allocations often change throughout a given year. Establishing GPAs for transit would allow agencies to plan a desired program of projects and make minor changes to them more easily. At this time, however, there is still uncertainty about how transit GPAs would interface with the constrained portion of the TIP. Therefore, no transit GPAs are currently included in the policy. Transit GPAs will be added to the Policy at a later date.



January 22, 2018

Southwest Michigan Planning Commission
Attn: Brandon Kovnat, Associate Planner
376 West Main Street, Suite 130
Benton Harbor, Michigan 49022

Members of the Committee:

In conjunction with the FY 2019 funding application process for Buchanan Dial-A-Ride, the City is requesting the following addition to the NATS TIP:

- | | |
|---|-----------|
| • Federal Section 5311 operating assistance | \$24,629 |
| • State formula operating assistance | \$81,365 |
| • Rural Transit Assistance Program (RTAP) funding | \$ 2,925 |
| • Local millage, farebox, and other revenues | \$101,579 |

Total Project Cost	\$210,498
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Thank you for your assistance with this request. If you have questions, please contact Kimberly O'Haver at (269)-983-8990 or via email at tmikim@parrett.net.

Sincerely,

William Marx
City Manager



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
SOUTHWEST REGION

KIRK T. STEUDLE
DIRECTOR

February 16, 2018

Mr. John Egelhaaf, Executive Director
Southwest Michigan Planning Commission
376 W. Main Street, Suite 130
Benton Harbor, Michigan 49022

Dear Mr. Egelhaaf:

The Michigan Department of Transportation (MDOT) would like to inform the NATS (Nile-Buchanan-Cass) MPO committees of several amendment requests to the FY2017-2020 Transportation Improvement Plan (TIP). Additional details for these projects are included in the table below:

Fiscal Year	Project Name	Project Limits	Primary Work Type	Phase	Federal Cost & Source	State Cost & Source	MDOT Job #
2019	US-12	Bertrand/Galien Township Line to the start of the divided section	Road Rehab & Recon	ROW	\$0	\$41,700 M	127449
2018	M-51	Indiana State Line to M-60BR and US-12 Interchange	Program Development / Scoping	EPE	\$0	\$600,000 M	131024
2018	M-60	M-60 near Pine Lake Road	Traffic & Safety – Safety Programs	CON	\$301,119 HSIP	\$33,458 M	132633
2018	M-60	M-60 near Pine Lake Road	Traffic & Safety – Safety Programs	PE	\$52,920 HSIP	\$5,880 M	132633
2020	M-60E	Signal Corridors in Berrien, Cass, and Kalamazoo Counties	Traffic Signals	CON	\$2,140,400 STG	\$0	200366
2018	M-60E	Signal Corridors in Berrien, Cass, and Kalamazoo Counties	Traffic Signals	ROW	\$5,000 STG	\$0	200366
2018	M-62	M-62 from Edwardsburg to Cassopolis	Milling & One Course Asphalt Overlay	CON	\$0	\$2,347,325 M	200483
2019	M-51	NCL Niles to Pokagon Street	Milling & One Course Asphalt Overlay	PE	\$0	\$110,673 M	200642
2020	M-51	NCL Niles to Pokagon Street	Milling & One Course Asphalt Overlay	CON	\$0	\$2,988,161 M	200642
2020	US-12 E	US-12 over St. Joseph River, Berrien	Epoxy Ovly, Full Pt, Steel	PE	\$0	\$23,619 M	201224

		County	Beam Repairs, Pin & Hanger Rplc, Micropiles				
2020	US-12 E	US-12 over St. Joseph River, Berrien County	Epoxy Ovly, Full Pt, Steel Beam Repairs, Pin & Hanger Rplc, Micropiles	SUB	\$0	\$578,670 M	201224
2020	US-31 N	US-12 (Exit 3) to Walton Road (Exit 7)	Hot Mix Asphalt Overlay	PE	\$0	\$1,400,000 M	201984
2020	US-12 E	M-51 Interchange	Bridge Replacement and Interchange Reconstruction	PE	\$0	\$1,400,000 M	202003
2020	US-12 E	M-51 Interchange	Bridge Replacement and Interchange Reconstruction	SUB	\$0	\$850,000 M	202003
2019	M-62	M-62 at May Street	Offset Right Turn Lane	PE	\$53,100 HSIP	\$5,900 M	202018

If you have any questions, please contact me at (269) 337-3922 or sanadab1@michigan.gov.

Sincerely,

Brian Sanada
Transportation Planner