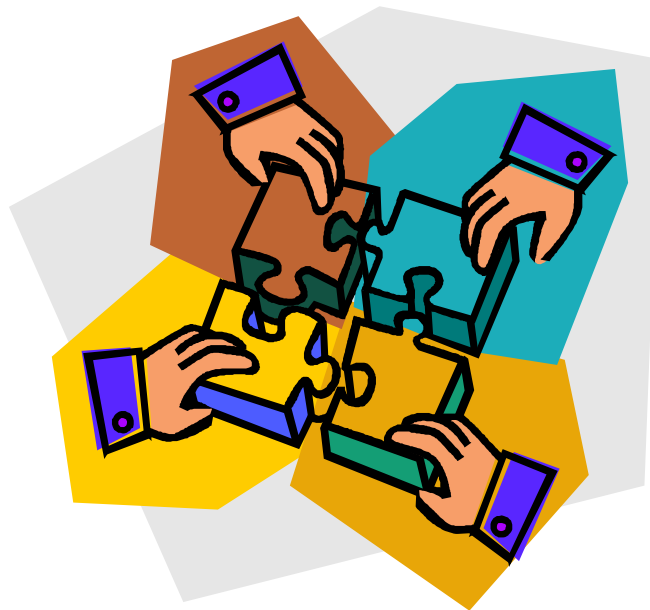


**FISCAL YEAR 2010**  
October 1, 2009 – September 30, 2010

**NILES-BUCHANAN-CASS AREA TRANSPORTATION  
STUDY (NATS)**

**UNIFIED WORK PROGRAM**



Prepared by  
Southwest Michigan Planning Commission  
Metropolitan Planning Organization  
For the Niles, Buchanan, Cass Urbanized Area

In Cooperation with  
Niles-Buchanan-Cass Area Transportation Study  
Technical Advisory and Policy Committees

**July 2009**

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## INTRODUCTION

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The Fiscal Year (FY) 2010 Unified Work Program (UWP) is a federally required certification document describing transportation planning projects and activities of the Southwest Michigan Planning Commission (SWMPC) in the Niles-Buchanan-Cass Urban area, also known as the “Niles-Buchanan-Cass Area Transportation Study” (NATS), to be undertaken during the period of October 1, 2009 through September 30, 2010 within NATS area.

The UWP is a narrative description of the annual technical work program objectives and budgets adopted by NATS. It is designed to carry out a certified, continuing, cooperative and comprehensive transportation planning process that considers the various planning factors specified by the Safe, Accountable, Flexible, Efficient, Transportation Equity Act - A Legacy for Users (SAFETEA-LU).

There are five major work elements to the UWP, which are described in detail in the pages that follow: Program Management, Data Base Management, Long Range Planning, Short Range Planning and Other Planning. The major planning activities during FY 2010 will be to update the socioeconomic data and to select projects to complete the 2011-2014 Transportation Improvement Program (TIP). In addition, SWMPC will refine the participation plan and traffic count program. Also, include elements of land use, non-motorized and freight planning in the transportation planning process.

It is the intent of NATS to benefit community residents and businesses by encouraging maximum interaction between local, State and Federal agencies and by constantly seeking to improve our transportation decision-making process.

## COMMITTEES AND GEOGRAPHIC AREA



The FHWA, FTA, and local units of government within the NATS boundaries fund the urban transportation program. Geographically, the NATS area covers communities in both Berrien and Cass Counties: Howard, Milton, and Ontwa Townships and the Village of Edwardsburg in Cass County and Bertrand, Buchanan, and Niles Charter Townships and the Cities of Buchanan and Niles in Berrien County.

NATS consists of two committees: the Technical Advisory Committee (TAC) and the Policy Committee. The purpose of the Committees are to provide guidance, direction and necessary approvals with respect to all aspects of the continuing, comprehensive and cooperative transportation planning process. Current membership is as follows:

### Policy Committee

Berrien County Board of Commissioners	Donald Ryman
	John Lamore, Vice-Chair
Berrien County Planning Commission	Tracy Vines
Berrien County Road Commission	C.M. Collins
Cass County Board of Commissioners	Johnie Rodebush, Chair
	Debbie Johnson
Cass County Road Commission	Clifford Poehlman
Bertrand Township	Joseph Kring
Buchanan Township	Jane Mitchell
Howard Township	Irving Frost
Milton Township	Paul Boggs
Niles Charter Township	Richard Cooper
	Jim Kidwell
Ontwa Township	Helen J. Parsons
City of Buchanan	Meg Mullendore
City of Niles Finance Office	Sandra Naugle
Niles City Council	Georgia Boggs
Village of Edwardsburg	John Monaghan
Four Flags Chamber of Commerce	Richard Fintze
Niles Dial-A-Ride	John Pleveich
Buchanan Dial-A-Ride	Kim O'Haver
MDOT – Coloma Transportation Service Center	Paul South/Sarah Woolcock
MDOT – Planning Division	Ray Lenze
MDOT – Southwest Region	Darrell Harden
FHWA - Michigan Division (ex-officio)	Sarah Van Buren
FTA (ex-officio)	Stewart McKenzie
SWMPC (ex-officio)	John Egelhaaf
Michiana Area Council of Governments (ex-officio)	Jessica Mitchell

## Technical Advisory Committee

Berrien County Planning Department	John Gruchot/ Katie Montoya
Berrien County Road Commission	Brian Berndt
Cass County Planning Commission	Vacant
Cass County Road Commission	Joseph Bellina, Chair
Bertrand Township	Joseph Kring
Buchanan Township	Vacant
Howard Township	Irving Frost
Milton Township	Paul Boggs
Niles Charter Township	Jim Kidwell
Ontwa Township	Vacant
City of Buchanan	Willie Brown
City of Niles-Community Development	Juan Ganum
City of Niles-Public Works/Jerry Tyler Memorial Airport	Neil Coulston
City of Niles-Public Works	Joe Ray, Vice-Chair
Village of Edwardsburg	John Monaghan
Four Flags Area Chamber of Commerce	Ron Sather
Southwest MI Econ Growth Alliance	Shelley Klug
Niles Dial-A-Ride	Kelly Getman-Dissette
Buchanan Dial-A-Ride	Kim O'Haver
MDOT – Coloma Transportation Service Center	Paul South/Sarah Woolcock
MDOT – Planning Division	Ray Lenze
MDOT – Southwest Region	Darrell Harden
MDOT – Travel Demand (ex-officio)	Jennifer Osborne
MDOT – Multi-Modal (ex-officio)	Fred Featherly
MDEQ – Air Quality Div. (ex-officio)	Robert Rusch
FHWA - Michigan Division (ex-officio)	Sarah Van Buren
FTA (ex-officio)	Stewart McKenzie
SWMPC (ex-officio)	John Egelhaaf
Michiana Area Council of Governments (ex-officio)	Jessica Mitchell

In addition, a Bi-State Coordinating Committee exists. This Committee consists of representatives from the Niles and South Bend areas. Its function is to ensure the coordination of activities across state lines and resolve conflicts should they arise. Current membership is as follows:

### Michigan

Mayor, City of Niles  
Supervisor, Howard Township  
Supervisor, Milton Township  
Supervisor, Bertrand Township  
Supervisor, Niles Township  
Commissioner, Berrien County  
Commissioner, Cass County

### Indiana

Mayor, City of Elkhart  
Mayor, City of Mishawaka  
Mayor, City of South Bend  
Commissioner, Elkhart County  
Commissioner, St. Joseph County  
Councilman, Elkhart, Indiana

### Ex-officio

Michigan Department of Transportation  
Indiana Department of Transportation  
Federal Officials as Necessary



## BUDGET AND FUNDING SOURCES

### Federal Highway Administration Funding

NATS receives federal funding from the Federal Highway Administration (FHWA) for transportation planning, and legislation requires local match for federal funds. FHWA contributes 81.85% (\$71,098) to the NATS activities, and the local match required is 18.15% (\$15,766).

### Federal Transit Administration Funding

As with FHWA funding, NATS receives funding from the Federal Transit Administration (FTA) for transportation planning, and legislation requires local match for federal funds. The FTA supports 80% (\$24,006) of the NATS activities, and the local match required is 20% (\$6,751). Because the City of Niles operates the Niles Dial-A-Ride, the City is responsible for the local match dollars.

### Local Jurisdiction Funding

The nine participating local units of government contribute local match based on each jurisdiction's share of the population. The 2000 Census population figures are used to determine each jurisdiction's population. The Niles Dial-A-Ride (DAR) provides 20% of available pass-through dollars as matching funds. Attachment 2 contains a copy of the Memorandum of Agreement with Niles DAR. Additional FTA match for the 2010 fiscal year will be provided by local grants. The NATS TAC and Policy Committee are responsible for approving the budget.

#### FHWA & FTA FEDERAL AND LOCAL BUDGET

	Federal Share	Local Match	Total
<b>FHWA (PL)</b>	\$71,098	\$15,766 (@18.15%)	\$86,864
<b>FTA (5303)</b>	\$27,006	\$6,751 (@20.00%)	\$33,757
<b>Total</b>	<b>\$98,104</b>	<b>\$22,517</b>	<b>\$120,621</b>

#### BUDGET BY WORK ELEMENT

Work Element	Federal Highway and Local Match Funds	Federal Transit and Local Match Funds	Total*
<b>Program Management</b>	\$34,740	\$11,140	\$45,880
<b>Database Management</b>	\$20,850	\$7,425	\$28,275
<b>Long Range Planning</b>	\$17,375	\$5,229	\$22,604
<b>Short Range Planning</b>	\$8,684	\$2,363	\$11,047
<b>Other Planning</b>	\$5,215	\$1,350	\$6,565
<b>Transit Pass-Through</b>	\$0	\$6,250	\$6,250
<b>Total</b>	<b>\$86,864</b>	<b>\$33,757</b>	<b>\$120,621</b>

*\*Totals may differ slightly throughout the document due to rounding.*

**FY 2010 LOCAL MATCH CALCULATION**

<b>Jurisdiction</b>	<b>Population*</b>	<b>% of Total Population</b>	<b>Share of FHWA Local Match</b>	<b>Share of FTA Local Match</b>	<b>Share of FTA Pass-Thru Match</b>	<b>Share of Total Local Match</b>
<b>Bertrand Township</b>	2,380	4.57%	\$721	\$251	\$0	\$972
<b>Buchanan Township</b>	3,510	6.74%	\$1,063	\$371	\$0	\$1,434
<b>Howard Township</b>	6,309	12.12%	\$1,911	\$667	\$0	\$2,578
<b>Milton Township</b>	2,646	5.08%	\$801	\$280	\$0	\$1,081
<b>Niles Charter Township</b>	13,325	25.59%	\$4,035	\$1,408	\$0	\$5,443
<b>Ontwa Township</b>	5,865	11.26%	\$1,775	\$619	\$0	\$2,394
<b>City of Buchanan</b>	4,681	8.99%	\$1,417	\$495	\$0	\$1,912
<b>City of Niles</b>	12,204	23.44%	\$3,696	\$1,289	\$1,250	\$6,235
<b>Village of Edwardsburg</b>	1,147	2.20%	\$347	\$121	\$0	\$468
<b>Local grants</b>	N/A	N/A	\$0	\$1,250	\$0	\$1,250
<b>Total</b>	<b>52,067</b>	<b>100.00%</b>	<b>\$15,766</b>	<b>\$6,751</b>	<b>\$1,250</b>	<b>\$23,767</b>

*\*Source: Population based on 2000 Census.*

MDOT also uses its funds to provide a variety of staff services. The MDOT budget for FY 2010 follows:

**MDOT FUNDS, STATE PLANNING AND RESOURCE FUNDING (SPR)**

<b>Work Element</b>	<b>Funding Amount</b>
Program Management	\$5,490
Database Management	\$4,359
Long Range Planning	\$13,903
Short Range Planning	\$5,448
Other Planning	\$5,448
<b>Total</b>	<b>\$34,648</b>



## PROGRAM MANAGEMENT

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### Goal:

*Effectively administer and manage the urban transportation planning program.*

### Work Tasks:

1. General administration of the program including planning, travel, participation, follow-up and dissemination of the results and outcomes of meetings, seminars, trainings, and conferences, as well as preparation of committee minutes, written and oral correspondence with federal, state, and local officials, quarterly progress reports and billings to MDOT.
2. Provide staff support to the NATS TAC and Policy Committee.
3. Establish a schedule of public meetings as an ongoing element of the planning process for public information and input.
4. Write the Annual Report for FY 2009. This report documents the expenditures, work activities and products for the previous fiscal year.
5. Write the UWP for FY 2011.
6. Report on NATS activities to the federal and state agencies and to the SWMPC Board, as appropriate.
7. Provide staff development to support the changing planning skills necessary to effectively administer and implement the transportation planning process.
8. Attend Michigan Transportation Planners Association (MTPA) meetings and annual conference.
9. Attend the quarterly Transportation Technical Committee (TTC) meetings.
10. Participate in staff development training and educational opportunities.
11. Actively implement public involvement activities through community meetings, distribution of committee and planning information to radio, television and newspapers.
12. Coordinate with MDOT on regional activities affecting transportation developments.
13. Update the Transportation Participation Plan as required by SAFETEA-LU, including community outreach to address air quality conformity, Title VI, and Environmental Justice requirements.
14. Use appropriate visualization techniques to describe plans and perform other public participation activities as required by SAFETEA-LU.
15. Maintain the SWMPC website for transportation information dissemination.
16. Publish an Annual Listing of Obligated Projects.
17. Consult as appropriate with state, local, and private agencies, and Native American Tribes responsible for economic growth, land use management, natural resources, environmental protection, conservation, historic preservation, and human service transportation providers to enhance the transportation planning

process.

18. Review metropolitan planning organization (MPO) map boundaries to ensure that they reflect necessary representation.

**Products:**

**Responsible Agency:**

Meeting information, including agendas, minutes, and handouts  
 Public notice of annual meeting schedule  
 FY 2009 Annual Report  
 FY 2011 UWP  
 Public notices of various activities  
 Regularly updated website  
 Annual listing of projects

SWMPC  
 SWMPC  
 SWMPC  
 SWMPC  
 SWMPC  
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 SWMPC

<b>BUDGET FOR PROGRAM MANAGEMENT</b>			
<b>Funding Source</b>	<b>Funds</b>	<b>Local Match</b>	<b>Total</b>
<b>FHWA (PL)</b>	\$28,435	\$6,305	\$34,740
<b>FTA (5303)</b>	\$8,912	\$2,228	\$11,140
<b>MDOT (SPR)</b>	\$4,494	\$996	\$5,490
<b>Total</b>	<b>\$41,841</b>	<b>\$9,529</b>	<b>\$51,370</b>

<b>Budget Per Responsible Entity</b>		
<b>Entity</b>	<b>Hours (per year)</b>	<b>Cost</b>
SWMPC	1050	\$45,880
MDOT	36	\$5,490
<b>Total</b>	<b>1086</b>	<b>\$51,370</b>



## DATABASE MANAGEMENT

---

### Goal:

*Continue to collect and maintain a solid database of information and the technical tools to accurately assess system priorities and to produce an accurate model of the transportation system for use in model updates for corridor studies and other planning endeavors.*

### Work Tasks:

1. Assist MDOT by providing the requested data and information for the development of the projections of Travel Demands in the NATS area.
2. Continue to collect, compile, analyze and maintain socioeconomic (SE), land use, transportation and transit data and information necessary for planning in the region.
3. Review and direct the urban traffic count program. Determine priority locations for traffic counts on an annual basis, as well as on a three-year cycle. Integrate local counting efforts with the Highway Performance Monitoring System (HPMS) counts and Travel Demand Model needs. Upload traffic count data to new website.
4. Use traffic count data to begin to model critical areas within the metropolitan area.
5. Continue to ensure that the principles of Environmental Justice for including minority and low-income communities are incorporated in all public outreach efforts.
6. Monitor and update functional road classifications.
7. Collaborate with local entities in meeting the goals of the Asset Management Council established under P.A. 499. Activities include:
  - Staff will attend training and participate in the rating of the federal aid eligible roads in the Niles/Buchanan/Cass Urbanized Area, as well as other parts of the three-county area, as needed. Results will be provided to local entities for their use.
  - SWMPC will display the results of the local PASER ratings on its website.
  - PASER ratings and Asset Management data will be incorporated into the NATS LRP.
  - The Asset Management Council and SWMPC will maintain a separate contract to cover data collection and fieldwork.
8. Continue to receive and analyze transit data from the Niles DAR and work with the agency to facilitate cooperative arrangements with local entities and organizations for improving equitable and effective access to public transportation.
9. Analyze and upgrade computing capabilities and training in support of transportation planning process.
10. Maintain and update critical management documents (i.e., LRP, TIP, UWP) to SWMPC website.
11. Continue to upload regional data to the SWMPC website.
12. Review and update federal aid urban boundary, national functional classifications, and federal aid system as appropriate.

**Products:**

Updated SE data

Traffic count data

PASER results (report and maps)

**Responsible Agency**

SWMPC

SWMPC

SWMPC

<b>BUDGET FOR DATABASE MANAGEMENT</b>			
<b>Funding Source</b>	<b>Funds</b>	<b>Local Match</b>	<b>Total</b>
<b>FHWA (PL)</b>	\$17,066	\$3,784	\$20,850
<b>FTA (5303)</b>	\$5,940	\$1,485	\$7,425
<b>MDOT (SPR)</b>	\$3,568	\$791	\$4,359
<b>Total</b>	<b>\$26,574</b>	<b>\$6,060</b>	<b>\$32,634</b>

<b>Budget Per Responsible Entity</b>		
<b>Entity</b>	<b>Hours (per year)</b>	<b>Cost</b>
SWMPC	561	\$28,275
MDOT	28	\$4,359
<b>Total</b>	<b>589</b>	<b>\$32,634</b>

# LONG RANGE PLANNING



## Goal:

*To monitor the 2009-2035 Niles-Buchanan-Cass Area Transportation Study Long Range Plan for MDOT, federal agencies approvals. Monitor projects for air quality conformity. Refine the SWMPC Transportation participation plan. Include elements of land use, non-motorized and freight planning in the transportation planning process.*

## Work Tasks:

1. Evaluate and refine the SWMPC Participation Plan to secure citizen input with emphasis directed toward involving under-represented populations including the elderly, handicapped, and economically-disadvantaged and minority racial groups.
2. Solicit and encourage the local units of government and local agencies to share public inputs and questions regarding transportation related concerns for consideration by the NATS Committees.
3. Cooperate with MDOT in encouraging public input in the planning of MDOT-managed transportation projects. Provide Internet links to MDOT websites and announcements. Communicate MDOT activities in Commission quarterly publications.
4. Delineate linkage between local land use policies and activities and the transportation system.
5. Work closely with state and federal transportation partners to further integrate freight planning into the transportation planning process.
6. Work closely with local officials and stakeholders to monitor freight related issues within the metropolitan area.
7. Work closely with local officials and interests to inventory and monitor freight routes and intermodal facilities within the metropolitan area.
8. With the assistance of the Interagency Work Group (IAWG), assess the air quality conformity of proposed projects from the LRP and the corresponding TIP.
9. Gather input from freight stakeholders and integrate freight planning into existing transportation planning processes.
10. Continue to monitor member activities and or projects that need to be implemented into the LRP.
11. Collaborate with relevant partners in the areas of air, water, rail, and public transportation as described below:
  - Air Transportation – provide planning assistance in the development of long and short-range strategies.
  - Water Transportation – provide planning assistance to the St. Joseph River Harbor Authority on passenger and freight services being planned.
  - Rail – collaborate with Berrien and Cass Counties to develop strategies to maintain and improve passenger rail service in the NATS area.
  - Public Transit – continue the partnership with Niles Dial-A-Ride to advance public transportation as a viable alternative that meets the needs of residents, especially under-represented groups, in the urban

area.

12. Perform Air Quality Conformity Analysis in cooperation with MDOT for pertinent parts of the TIP.

<b>Products:</b>	<b>Responsible Agency</b>
Updated Participation Plan	SWMPC
Updated socioeconomic data	SWMPC

<b>BUDGET FOR LONG RANGE PLANNING</b>			
<b>Funding Source</b>	<b>Funds</b>	<b>Local Match</b>	<b>Total</b>
<b>FHWA (PL)</b>	\$14,220	\$3,153	\$17,375
<b>FTA (5303)</b>	\$4,183	\$1,046	\$5,229
<b>MDOT (SPR)</b>	\$11,380	\$2,523	\$13,903
<b>Total</b>	<b>\$29,783</b>	<b>\$6,722</b>	<b>\$36,507</b>

<b>Budget Per Responsible Entity</b>		
<b>Entity</b>	<b>Hours (per year)</b>	<b>Cost</b>
SWMPC	449	\$22,604
MDOT	91	\$13,903
<b>Total</b>	<b>540</b>	<b>\$36,507</b>



## SHORT RANGE PLANNING

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### Goal:

*To monitor and coordinate regional work activities identified in the 2008-2011 TIP, in addition to other studies and reports required by changing circumstances. In addition, initiate call for projects and complete the 2011-2014 TIP document.*

### Work Tasks:

1. Monitor and revise the FY 2008-2011 TIP in accordance with the current LRP to address changes in local circumstances and local priorities in transportation.
2. Monitor the financial constraint document for FY 2008-2011 TIP.
3. Monitor the status of FY 2010 TIP projects as they affect the FY 2008-2011 TIP.
4. Update and improve the NATS TIP application, especially as it relates to transit.
5. Initiate the call-for-projects and application cycle for the FY 2011-2014 TIP.
6. Develop the FY 2011-2014 TIP document.
7. Monitor local initiatives and legislative actions that have possible impacts on non-automobile oriented means of transportation, such as, rail, air and bicycle trails.
8. Coordinate regional transportation strategies with community transportation needs, development and land uses and assist in the development of local plans, strategies and actions to integrate regional goals and local goals.
9. Provide data, technical assistance and planning services to local initiatives for incorporating non-motorized system(s) into the transportation system.
10. Work with MDOT, the Berrien County Road Commission, the Cass County Road Commission, and the local units of government on the development of local inputs to the State "Asset Management Plan."
11. Continue to coordinate, monitor, and follow up on transportation issues with transportation studies such as corridor studies, local traffic impact studies, and/or site plan review.
12. Monitor projects for the TIP and LRP for air conformity.

### Products:

### Responsible Agency

Revised TIP application	SWMPC
Amendments and administrative changes to the TIP, as needed	SWMPC
Regularly updated TIP and Fiscal Constraint tables	SWMPC
Public participation notices	SWMPC
FY 2011-2014 TIP document	SWMPC

<b>BUDGET FOR SHORT RANGE PLANNING</b>			
<b>Funding Source</b>	<b>Funds</b>	<b>Local Match</b>	<b>Total</b>
<b>FHWA (PL)</b>	\$7,108	\$1,576	\$8,684
<b>FTA (5303)</b>	\$1,890	\$473	\$2,363
<b>MDOT (SPR)</b>	\$4,459	\$989	\$5,448
<b>Total</b>	<b>\$13,457</b>	<b>\$3,038</b>	<b>\$16,495</b>

<b>Budget Per Responsible Entity</b>		
<b>Entity</b>	<b>Hours (per year)</b>	<b>Cost</b>
SWMPC	219	\$11,047
MDOT	35	\$5,448
<b>Total</b>	<b>254</b>	<b>\$16,495</b>



## OTHER PLANNING

### Goal:

*To be responsive to the needs of the local area in meeting safety-conscious planning, non-motorized activities, and various unanticipated transportation-related planning activities as work arises.*

### Work Tasks:

1. Assist local communities in researching grant opportunities for funding transportation-related projects.
2. Identify opportunities to initiate safety data information collection and to conduct and/or coordinate outreach activities among interested parties. Expand efforts to establish safety as a priority element in the transportation planning process. Develop Safety Conscious Planning Activities for the urban area in association with the Southwest Michigan Local Safety Committee. Continue participation in the Southwest Michigan Safety Committee and annual Local Safety Forum.
3. Assist local partners in planning short-term activities that have potential impact on the transportation system.
4. Provide staff assistance in identifying transportation/land use issues in the urban area.
5. Respond to requests regarding ride-sharing, as resources permit, as well as, disseminate existing, available materials to those expressing interest.
6. Provide input and planning to non-motorized activities, multi-modal initiatives and educational opportunities regarding transportation planning.
7. Provide assistance to public transit to improve efficiency.
8. Work in partnership and coordinate with other stakeholders and community groups as part of community Safe Routes to School teams.
9. Partnered with regional transit and human services providers to implement findings of the Berrien County Transit Study
10. Continue to incorporated web-based technology to the region for transit.

### Products:

Berrien County Transit Study Implementation Plan

### Responsible Agency

SWMPC

<b>BUDGET FOR OTHER PLANNING</b>			
<b>Funding Source</b>	<b>Funds</b>	<b>Local Match</b>	<b>Total</b>
<b>FHWA (PL)</b>	\$4,268	\$947	\$5,215
<b>FTA (5303)</b>	\$1,080	\$270	\$1,350
<b>MDOT (SPR)</b>	\$4,459	\$989	\$5,448
<b>Total</b>	<b>\$9,807</b>	<b>\$2,206</b>	<b>\$12,013</b>

<b>Budget Per Responsible Entity</b>		
<b>Entity</b>	<b>Hours (per year)</b>	<b>Cost</b>
SWMPC	130	\$6,565
MDOT	35	\$5,448
<b>Total</b>	<b>165</b>	<b>\$12,013</b>



## TRANSIT PASS-THROUGH

### Goal:

*To monitor and foster cooperative ventures for increasing the effective mass transit of residents in and around the urban area.*

### Work Tasks:

1. Data Collection and Analysis of ridership within the urbanized area. Provide analysis of trends in rider needs for the urban area.
2. Facilitate cooperation and coordination among transit providers within the urban area.
3. Coordinate transit activities with user groups, governmental agencies, and other transit agencies. Aid MDOT in developing and promoting public transit projects and programs in the region.

### Products:

Transit ridership data

### Responsible Agency

Niles DAR

<b>BUDGET FOR TRANSIT PASS-THROUGH</b>			
<b>Funding Source</b>	<b>Funds</b>	<b>Local Match</b>	<b>Total</b>
<b>FTA (5303)</b>	\$5,000	\$1,250	\$6,250
<b>Total</b>	<b>\$5,000</b>	<b>\$1,250</b>	<b>\$6,250</b>

<b>Budget Per Responsible Entity</b>		
<b>Entity</b>	<b>Hours</b>	<b>Cost</b>
City of Niles	144	\$6,250
<b>Total</b>	<b>144</b>	<b>\$6,250</b>

## INTERAGENCY WORK GROUP

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In 2004, SWMPC partnered with MDOT, the Michigan Department of Environmental Quality (MDEQ), the Michigan office of the FHWA and the United States Environmental Protection Agency (USEPA) to form the Inter-Agency Work Group (IAWG) for Berrien and Cass Counties after both counties were given a “base non-attainment” status. An inter-agency work group is required by federal regulation to meet to determine regionally significant projects and other actions that may affect air quality. The IAWG also convenes to review projects proposed for the TIP or the LRP and determine which, if any, of the projects meet the criteria for conformity testing analysis.

On May 16, 2007, the USEPA re-designated Berrien County from a basic non-attainment area to an “attainment-maintenance” area. This designation indicates that the County has attained the 8-hour ozone National Ambient Air Quality Standards (NAAQS). Under the designation of “attainment maintenance,” air quality conformity procedures must continue to be followed.

Therefore, the NATS area is now under two different levels – basic non-attainment and attainment-maintenance – because Cass County remains under the “base non-attainment” designation. This designation indicates that the County is not attaining the 8-hour ozone National Ambient Air Quality Standards (NAAQS). This non-attainment status means that the Cass County portion of the NATS area will have to demonstrate air quality conformity for all regionally significant capacity-expansion projects.

# **ATTACHMENT 1: RESOLUTION OF APPROVAL**

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## **RESOLUTION TO APPROVE THE UNIFIED WORK PROGRAM FOR THE FISCAL YEAR 2010**

WHEREAS, the Southwest Michigan Planning Commission (SWMPC) is the designated Metropolitan Planning Organization (MPO) for the Niles/Buchanan/Cass Area Transportation Study (NATS) according to the provisions of 23 U.S.C. 134, as amended; and

WHEREAS, the MPO is responsible for the development of a Unified Work Program which is required by both the Federal Highway Administration and Federal Transit Administration; and

WHEREAS, the Fiscal Year 2010 Unified Work Program has been developed pursuant to 23 U.S.C. 134, as amended, and Section 8(f) of the Federal Transit Act;

NOW, THEREFORE, BE IT RESOLVED, that the SWMPC approves the Unified Work Program for Fiscal Year 2010.

\_\_\_\_\_  
Victoria Chandler, Chairperson  
Southwest Michigan Planning Commission

\_\_\_\_\_  
Date

## ATTACHMENT 2: APPROVAL SCHEDULE

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The FY 2009 UWP was approved as follows:

Approved by Technical Advisory Committee

June 23, 2009

Approved by Policy Committee

June 23, 2009

Approved by MPO

July 21, 2009

Approved by Federal/State Agencies

# ATTACHMENT 3: CITY OF NILES MEMORANDUM OF AGREEMENT

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## MEMORANDUM OF AGREEMENT

### AGREEMENT FOR PASS-THROUGH OF FTA SECTION 8 FUNDS TO THE CITY OF NILES FOR THE UNDERTAKING AND COMPLETION OF THE NILES-BUCHANAN-CASS AREA TRANSPORTATION STUDY FY2009 WORK PROGRAM, TRANSIT SERVICE PLANNING, TRANSIT MANAGEMENT & OPERATIONS PLANNING

This AGREEMENT effective October 1, 2009 to September 30, 2010 by and between the Southwest Michigan Planning Commission (SWMPC) and the City of Niles, WITNESSETH:

**SECTION 1. PURPOSE OF AGREEMENT** - The purpose of this agreement is for the undertaking and completion of an urban transportation study project with U.S. Government financial assistance provided to the Michigan Department of Transportation (MDOT), passed by MDOT to the SWMPC to the City of Niles, under Section 8 of the Urban Mass Transportation Act of 1964, as amended.

**SECTION 2. THE PROJECTS** - The City of Niles agrees to undertake, carry out, and complete the studies comprising the projects described in *Transit Pass-Through* of the Niles-Buchanan-Cass Area Transportation Study FY 2010 Unified Work Program.

**SECTION 3. PASS THROUGH FUNDS** - In order to assist the City of Niles in financing the cost of the projects, the estimated total cost of which is \$6,250, the SWMPC will make available and pass through to the City of Niles available FTA Section 8 funds in an amount equal to eighty percent (80%) of the total cost of the project, provided such pass through of funds shall not exceed \$5,000 and further provided that the City of Niles shall contribute an amount equal to twenty percent (20%) of the total cost of the projects, which amount shall not exceed \$1,250. These funds will be available contingent upon availability of federal funds to the SWMPC.

**SECTION 4. REIMBURSEMENT OF COST PROCEDURES** - The City of Niles shall submit quarterly progress and financial reports to the SWMPC within five (5) working days of the end of each three-month quarter. The SWMPC will in turn requisition funds from MDOT in an amount equal to eighty percent (80%) of the City of Niles' total cost for the quarter. Reimbursement of the City of Niles' costs for the quarter shall occur within ten (10) working days of the SWMPC's receipt of the requisitioned funds from MDOT, provided however, that the SWMPC shall not be responsible for reimbursement to the City of Niles for any project costs duly disallowed by MDOT or FTA.

**SECTION 5. PLANNING REQUIREMENTS** - The transportation plans and programs which are developed as part of this project shall be formulated on the basis of transportation needs with due consideration to comprehensive, long-range land use plans, development objectives, and overall social, economic, environmental system performance, and energy conservation goals and objectives, and with due consideration to their probable effect on the future development of the urban area. The planning process shall include an analysis of alternative transportation system management and investment strategies and make more efficient use of existing transportation resources and to meet needs for new transportation facilities. The process shall consider all modes of transportation and shall be continuing, cooperative, and comprehensive to the degree appropriate based on the complexity of the transportation problems. Furthermore, the plans and programs that are developed as part of this project shall encourage to the maximum extent feasible the participation of private enterprise.

**SECTION 6. CONTINGENCY CLAUSE** - In the event public transportation planning funds are reduced or eliminated, the SWMPC may proportionally reduce or withdraw its obligation to the City of Niles under the above agreement.

**SECTION 7. EXECUTION AND DURATION OF AGREEMENT** - This Agreement may be simultaneously executed in several counterparts, each of which shall be deemed to be an original having identical legal effect. When dated and signed by the SWMPC, this Agreement should be executed by the City of Niles within thirty (30) days of such date. The SWMPC may withdraw its obligation hereunder if the Agreement is not executed within the above thirty (30) day period. The effective date of the Agreement shall be October 1, 2009 and the expiration date shall be September 30, 2010 unless other arrangements are hereafter mutually agreed upon by MDOT, SWMPC and the City of Niles.

The SWMPC and the City of Niles do hereby ratify and adopt all statements, representations, warranties, and covenants herein and agree to all of the terms and conditions of this Agreement.

Executed by the Southwest Michigan Planning Commission  
on this \_\_\_\_ day of \_\_\_\_\_, 2009

Executed by the City of Niles  
on this \_\_\_\_ day of \_\_\_\_\_, 2009

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SWMPC Chair

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Niles Representative

# ATTACHMENT 4: METROPOLITAN TRANSPORTATION PLANNING PROCESS CERTIFICATION

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## METROPOLITAN TRANSPORTATION PLANNING PROCESS CERTIFICATION (For Nonattainment and Maintenance Areas)

In accordance with 23 CFR 450.334, the Michigan Department of Transportation and the Southwest Michigan Planning Commission, the Metropolitan Planning Organization for the Niles-Buchanan-Cass Michigan Urbanized Area, hereby certify, as part of the STIP submittal, that the transportation planning process is addressing the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

- I. 23 U.S.C. 134, 49 U.S.C. 5303, and 23 CFR 450.334;
- II. Sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 U.S.C 7504 and 7506(c) and (d)) and 40 CFR part 93;
- III. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- IV. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- V. Section 1101(b) of the SAFETEA-LU (Pub. L. 109-59) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
- VI. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- VII. 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;
- VIII. 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;
- IX. Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- X. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

\_\_\_\_\_  
John Egelhaaf, Executive Director  
Southwest Michigan Planning Commission

\_\_\_\_\_  
Susan Mortel, Director  
Bureau of Transportation Planning

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## ATTACHMENT 5: SWMPC ACTUAL INDIRECT COST RATE

### SWMPC 2009 Actual Indirect Cost Rate Based on FY 2007 Audit Costs

	<u>Direct Costs</u>	<u>Indirect Costs</u>	<u>Total Costs</u>
Salaries and wages	\$241,538 (Y)	\$110,905	\$352,443
Fringe benefits	\$99,915(Y)	\$63,054	\$162,969
Travel	\$23,320		\$23,320
Telephone	\$998	\$911	\$1,909
Printing and postage	\$5,707	\$1,884	\$7,591
Advertising	\$4,597	\$0	\$4,597
Dues and subscriptions	\$1,064	\$1,115	\$2,179
Supplies and materials	\$11,244	\$8,046	\$19,290
Computer services	\$10,543	\$4,668	\$15,211
Conferences and training	\$4,173	\$0	\$4,173
Contractual services - off site	\$50,153	\$0	\$50,153
Contractual services - on site	\$31,397 (Y)	\$0	\$31,397
Direct equipment	\$13,634	\$0	\$13,634
Pass thru	\$26,823	\$0	\$26,823
Commission expenses	\$15,868	\$0	\$15,868
Contents, bldg, liability, bond insurance	\$6,472	\$0	\$6,472
Contractual - audit	\$3,328	\$0	\$3,328
Rent, janitorial, recycling	\$0	\$27,493	\$27,493
Depreciation	\$0	\$3,237	\$3,237
Equipment maintenance	\$0	\$1,465	\$1,465
Bad debt expense	<u>\$0</u>		<u>\$0</u>
<b>Total expenditures</b>	<b><u>\$550,774</u></b>	<b><u>\$222,778</u></b>	<b><u>\$773,552</u></b>
<b>Total Direct Base (Y)</b>	<b><u>\$372,850</u></b>		
<b>Total Indirect Costs (I)</b>		<b><u>\$222,778</u></b>	

**Indirect Cost Rate Formula:**

Total Indirect Costs (I)/Total Direct Base (Y)	\$222,778/ \$372,850
Indirect Cost Rate Percentage	59.75%

## ATTACHMENT 6: CERTIFICATE OF INDIRECT COSTS

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### CERTIFICATE OF INDIRECT COSTS

This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this July 21, 2009 proposal to establish billing or final indirect cost rates for October 1, 2009 to September 30, 2010 are allowable in accordance with the requirements of the Federal award(s) to which they apply and OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments." Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Governmental Unit: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Official: \_\_\_\_\_

Title: \_\_\_\_\_

Date of Execution: \_\_\_\_\_