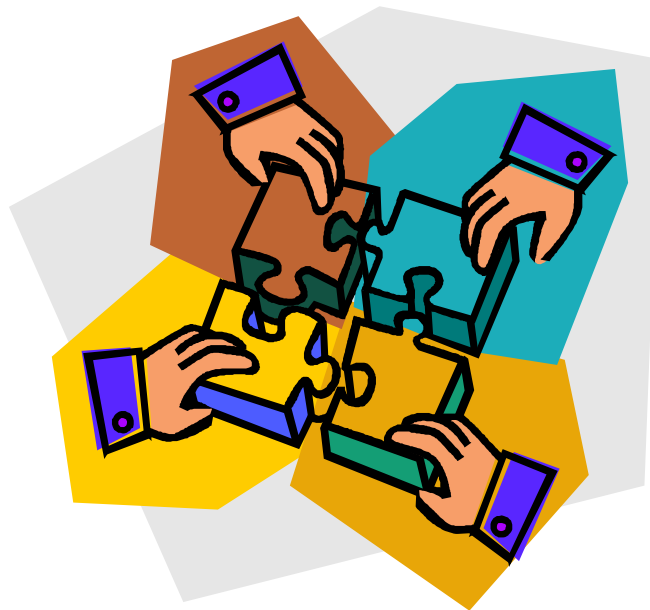


FISCAL YEAR 2010
October 1, 2009 – September 30, 2010

**TWIN CITIES AREA TRANSPORTATION STUDY
(TwinCATS)**

UNIFIED WORK PROGRAM



Prepared by
Southwest Michigan Planning Commission
Metropolitan Planning Organization
For the Benton Harbor/St. Joseph Urbanized Area

In Cooperation with
Twin Cities Area Transportation Study
Technical Advisory and Policy Committees

July 2009

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The preparation of this report was financed by contributions from local units of government, the Federal Highway Administration and Federal Transit Administration, as administered by the Michigan Department of Transportation.

INTRODUCTION



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 Benton Harbor/St. Joseph urbanized area, also known as the Twin Cities Area Transportation Study (TwinCATS), to be undertaken during the period of October 1, 2009 through September 30, 2010 within the TwinCATS area.

The UWP is a narrative description of the annual technical work program objectives and budgets adopted by TwinCATS. 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 TwinCATS 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 the local units of government and transit agencies within the TwinCATS boundaries fund the urban transportation program. Geographically, the TwinCATS area covers several communities in Berrien County: Benton Charter Township, City of Benton Harbor, City of St. Joseph, St. Joseph Township, Village of Shoreham, Sodus Township, Royalton Township, Lincoln Township, Village of Stevensville, Lake Township, the City of Bridgman, the Village of Grand Beach, and the Village of Michiana.

TwinCATS consists of two committees: the Technical Advisory Committee (TAC) and the Policy Committee. The purpose of the Committees is 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

| | |
|--|------------------------------|
| Benton Charter Township | Ron Ferguson |
| Lake Charter Township | John Gast |
| Lincoln Charter Township | Richard Stauffer |
| Royalton Township | Jim Soteriou |
| St. Joseph Charter Township | Tim Fenderbosch/Roger Seely |
| Sodus Township | Michelle Bennett |
| City of Benton Harbor | Richard Marsh |
| City of Bridgman | Aaron Anthony |
| City of St. Joseph | Bob Judd, Chairman |
| Village of Grand Beach | Vacant |
| Village of Michiana | Vacant |
| Village of Shoreham | Mark Seaman |
| Village of Stevensville | Vacant |
| Berrien County Board of Commissioners | Debra Panozzo |
| Berrien County Planning Commission | Kevin Wordelman |
| Berrien County Road Commission | R. J. Burkholz * |
| St. Joseph River Harbor Authority | R. J. Burkholz * |
| Southwest Michigan Regional Airport | Lee Scherwitz, Vice-Chairman |
| Twin Cities Area Transit Authority | Bill Purvis |
| Cornerstone Alliance | Vacant |
| MDOT-Southwest Region | Jason Latham |
| MDOT – Coloma TSC | Paul South, Sarah Woolcock |
| MDOT – Statewide Planning | Ray Lenze |
| FHWA (ex-officio) | Sarah Van Buren |
| FTA (ex-officio) | Stewart McKenzie |
| SWMPC (ex-officio) | John Egelhaaf |
| Northwest Indiana Regional Planning Commission (ex-officio) | Bill Brown |

* *Dual appointment by Berrien Co. Road Commission and St. Joseph River Harbor Authority*

Technical Advisory Committee

| | |
|--|----------------------------|
| Benton Charter Township | Vacant |
| Lake Charter Township | Gloria Payne |
| Lincoln Charter Township | Terrie Smith |
| Royalton Township | Bill Boyd |
| St. Joseph Charter Township | Lawrence Merritt |
| Sodus Township | Michelle Bennett |
| City of Benton Harbor | Chris Cook |
| City of Bridgman | Aaron Anthony |
| City of St. Joseph | Tim Zebell, Vice-Chairman |
| Village of Grand Beach | Vacant |
| Village of Michiana | Vacant |
| Village of Shoreham | Mark Seaman |
| Village of Stevensville | Donald Schlipp |
| Berrien County Planning Department | Katie Montoya |
| Berrien County Road Commission | Brian Berndt |
| St. Joseph River Harbor Authority | Vacant |
| Southwest Michigan Regional Airport | Lee Scherwitz |
| Twin Cities Area Transit Authority | Bill Purvis |
| Cornerstone Alliance | Thad Rieder |
| MDOT – Southwest Region | Jason Latham |
| MDOT – Statewide Planning | Ray Lenze |
| MDOT – TSC, Coloma | Paul South, Sarah Woolcock |
| MDOT – Travel Demand (ex-officio) | Bradley Sharlow |
| MDOT – Multi-Modal (ex-officio) | Fred Featherly |
| MDEQ – Air Quality Div. (ex-officio) | Robert Rusch |
| FHWA (ex-officio) | Sarah Van Buren |
| FTA (ex-officio) | Stewart McKenzie |
| SWMPC (ex-officio) | John Egelhaaf |
| Northwest Indiana Regional Planning Commission (ex-officio) | Bill Brown |



BUDGET AND FUNDING SOURCES

Federal Highway Administration Funding

TwinCATS receives federal funding from the FHWA for transportation planning, and legislation requires local match for federal funds. The FHWA contributes 81.85% (\$132,754) to the TwinCATS activities, and the local match required is 18.15% (\$29,438).

Federal Transit Administration Funding

As with FHWA funding, TwinCATS receives funding from the FTA for transportation planning, and legislation requires local match for federal funds. The FTA supports 80% (\$42,037) of the TwinCATS activities, and the local match required is 20% (\$10,509).

Local Jurisdiction Funding

The thirteen participating local units of government contribute local match based on each jurisdiction's share of the population. The 2000 Bureau of Census population figures are used to determine each jurisdiction's population. The Twin Cities Area Transit Authority (TCATA) provides 20% of available pass-through dollars as matching funds. Attachment 2 contains a copy of the Memorandum of Agreement with TCATA. Additional FTA match for the 2010 fiscal year will be provided by local grant sources. The TwinCATS TAC and Policy Committee are responsible for approving the budget.

FHWA & FTA FEDERAL AND LOCAL BUDGET

| | Federal Share | Local Match | Total |
|-------------------|------------------|--------------------|------------------|
| FHWA (PL) | \$132,754 | \$29,438 (@18.15%) | \$162,192 |
| FTA (5303) | \$42,037 | \$10,509 (@20.00%) | \$52,546 |
| MDOT (SPR) | \$30,000 | \$0.00 | \$30,000 |
| Total | \$204,791 | \$39,947 | \$244,738 |

BUDGET BY WORK ELEMENT

| Work Element | Federal Highway and Local Match Funds | Federal Transit and Local Match Funds | Total* |
|-----------------------------|--|--|------------------|
| Program Management | \$53,525 | \$20,183 | \$73,708 |
| Database Management | \$42,170 | \$14,185 | \$56,355 |
| Long Range Planning | \$32,438 | \$9,457 | \$41,895 |
| Short Range Planning | \$21,084 | \$4,204 | \$25,288 |
| Other Planning | \$42,975 | \$2,102 | \$45,077 |
| Transit Pass-Through | \$0 | \$2,415 | \$2,415 |
| Total | \$192,192 | \$52,546 | \$244,738 |

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

FY2008 LOCAL MATCH CALCULATION

| Jurisdiction | Population* | Percentage of Total Population | Share of FHWA Local Match | Share of FTA Local Match | Share of FTA Pass-Thru Match | Share of Total Local Match |
|-----------------------------|---------------|--------------------------------|---------------------------|--------------------------|------------------------------|----------------------------|
| Benton Charter Township | 16,404 | 22.60% | \$6,652 | \$2,375 | \$0 | \$9,027 |
| Lake Charter Township | 3,148 | 4.34% | \$1,277 | \$456 | \$0 | \$1,733 |
| Lincoln Charter Township | 12,761 | 17.58% | \$5,175 | \$1,847 | \$0 | \$7,022 |
| Royalton Township | 3,888 | 5.36% | \$1,577 | \$563 | \$0 | \$2,140 |
| St. Joseph Charter Township | 9,182 | 12.65% | \$3,723 | \$1,329 | \$0 | \$5,052 |
| Sodus Township | 2,139 | 2.95% | \$867 | \$310 | \$0 | \$1,177 |
| Village of Shoreham | 860 | 1.18% | \$349 | \$124 | \$0 | \$473 |
| Village of Stevensville | 1,191 | 1.64% | \$483 | \$172 | \$0 | \$655 |
| Village of Grand Beach | 336 | 0.46% | \$136 | \$48 | \$0 | \$184 |
| Village of Michiana | 287 | 0.40% | \$116 | \$42 | \$0 | \$158 |
| City of Benton Harbor | 11,182 | 15.40% | \$4,534 | \$1,618 | \$0 | \$6,152 |
| City of Bridgman | 2,428 | 3.34% | \$985 | \$351 | \$0 | \$1,336 |
| City of St. Joseph | 8,789 | 12.11% | \$3,564 | \$1,274 | \$0 | \$4,838 |
| TCATA | n/a | n/a | \$0 | \$0 | \$483 | \$483 |
| Local grants | n/a | n/a | \$0 | \$0 | \$0 | \$0 |
| Total | 72,595 | 100.00% | \$29,438 | \$10,509 | \$483 | \$40,430 |

*Source: Population based on 2000 Census.

MDOT also uses their funds to provide a variety of staff services. Their budget for FY2010 follows:

MDOT FUNDS, STATE PLANNING AND RESOURCE FUNDING (SPR)

| Work Element | Funding Amount |
|----------------------|-----------------|
| Program Management | \$5,490 |
| Database Management | \$4,359 |
| Long Range Planning | \$13,903 |
| Short Range Planning | \$5,448 |
| Other Planning | \$35,448 |
| Total | \$64,648 |

PROGRAM MANAGEMENT



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 the MDOT.
2. Provide staff support to the TwinCATS 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 TwinCATS activities to the federal and state agencies and to the SWMPC, 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 | SWMPC |
| Public notice of annual meeting schedule | SWMPC |
| FY 2009 Annual Report | SWMPC |
| FY 2011 UWP | SWMPC |
| Public notices of various activities | SWMPC |
| Regularly updated website | SWMPC |
| Annual listing of projects | SWMPC |

| BUDGET FOR PROGRAM MANAGEMENT | | | |
|--------------------------------------|-----------------|--------------------|-----------------|
| Funding Source | Funds | Local Match | Total |
| FHWA (PL) | \$43,810 | \$9,715 | \$53,525 |
| FTA (5303) | \$16,146 | \$4,037 | \$20,183 |
| MDOT (SPR) | \$4,494 | \$996 | \$5,490 |
| Total | \$64,450 | \$14,748 | \$79,198 |

| Budget Per Responsible Entity | | |
|--------------------------------------|-------------------------|-----------------|
| Entity | Hours (per year) | Cost |
| SWMPC | 1463 | \$73,708 |
| MDOT | 36 | \$5,490 |
| Total | 1499 | \$79,198 |



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 TwinCATS 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 SWMPC 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 Benton Harbor/St. Joseph 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 TwinCATS 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 TCATA and to work with TCATA 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) on 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

| BUDGET FOR DATABASE MANAGEMENT | | | |
|---------------------------------------|-----------------|--------------------|-----------------|
| Funding Source | Funds | Local Match | Total |
| FHWA (PL) | \$34,516 | \$7,654 | \$42,170 |
| FTA (5303) | \$11,348 | \$2,837 | \$14,185 |
| MDOT (SPR) | \$3,568 | \$791 | \$4,359 |
| Total | \$49,432 | \$11,282 | \$60,714 |

| Budget Per Responsible Entity | | |
|--------------------------------------|-------------------------|-----------------|
| Entity | Hours (per year) | Cost |
| SWMPC | 1118 | \$59,804 |
| MDOT | 28 | \$4,359 |
| Total | 1408 | \$63,947 |

LONG RANGE PLANNING



Goal:

To monitor the 2009-2035 Twin Cities Area Transportation Study Long Range Plan for MDOT and federal agencies' approval. 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 input and questions regarding transportation related concerns for consideration by the TwinCATS 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 SWMPC quarterly publications.
4. Delineate linkage between local land use policies and activities and the transportation system.
5. Participate in regional and local planning initiatives for non-motorized paths. Provide information and regional coordination to local interests.
6. Work closely with state and federal transportation partners to further integrate freight planning into the transportation planning process.
7. Work closely with local officials and stakeholders to monitor freight related issues 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. Work closely with local officials and interests to inventory and monitor freight routes and intermodal facilities within the metropolitan area.
10. Gather input from freight stakeholders and integrate freight planning into existing transportation planning processes.
11. Continue to monitor member activities and or projects that need to be implemented into the LRP.
12. Collaborate with relevant partners in the areas of air, water, rail, and public transportation as described below:
 - Air Transportation – provide planning assistance to the Southwest Michigan Regional Airport 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 the Berrien County Community Development Department to develop

- strategies to maintain and improve passenger rail service in the TwinCATS area.
- Public Transit – continue partnership with TCATA to advance public transportation as a viable alternative that meets the needs of residents, especially under-represented groups, in the urban area.

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

| Products: | Responsible Agency |
|----------------------------|---------------------------|
| Updated Participation Plan | SWMPC |
| Updated socioeconomic data | SWMPC |

| BUDGET FOR LONG RANGE PLANNING | | | |
|---------------------------------------|-----------------|--------------------|-----------------|
| Funding Source | Funds | Local Match | Total |
| FHWA (PL) | \$26,550 | \$5,888 | \$32,438 |
| FTA (5303) | \$7,566 | \$1,891 | \$9,457 |
| MDOT (SPR) | \$11,380 | \$2,523 | \$13,903 |
| Total | \$45,496 | \$10,302 | \$55,798 |

| Budget Per Responsible Entity | | |
|--------------------------------------|-------------------------|-----------------|
| Entity | Hours (per year) | Cost |
| SWMPC | 831 | \$41,895 |
| MDOT | 90 | \$13,903 |
| Total | 921 | \$55,798 |



SHORT RANGE PLANNING

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 TwinCATS 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, 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 |

| BUDGET FOR SHORT RANGE PLANNING | | | |
|--|-----------------|--------------------|-----------------|
| Funding Source | Funds | Local Match | Total |
| FHWA (PL) | \$17,257 | \$3,827 | \$21,084 |
| FTA (5303) | \$3,363 | \$841 | \$4,204 |
| MDOT (SPR) | \$4,459 | \$989 | \$5,448 |
| Total | \$25,079 | \$5,657 | \$30,736 |

| Budget Per Responsible Entity | | |
|--------------------------------------|-------------------------|-----------------|
| Entity | Hours (per year) | Cost |
| SWMPC | 502 | \$25,288 |
| MDOT | 35 | \$5,448 |
| Total | 537 | \$30,736 |

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 tech to the region for transit.
11. Benton Harbor downtown access management study as a component of the new City Master Plan.

Products:

Benton Harbor Access Management Study
Berrien County Transit Study Implementation Plan

Responsible Agency

MDOT
SWMPC

| BUDGET FOR OTHER PLANNING | | | |
|----------------------------------|-----------------|--------------------|-----------------|
| Funding Source | Funds | Local Match | Total |
| FHWA (PL) | \$10,620 | \$2,355 | \$12,975 |
| FTA (5303) | \$1,682 | \$420 | \$2,102 |
| MDOT (SPR) | \$34,459 | \$989 | \$35,448 |
| Total | \$46,761 | \$3,764 | \$50,525 |

| Budget Per Responsible Entity | | |
|--------------------------------------|-------------------------|-----------------|
| Entity | Hours (per year) | Cost |
| SWMPC | 299 | \$15,077 |
| MDOT | 35 | \$5,448 |
| CONSULTANT | 240 | \$30,000 |
| Total | 574 | \$50,525 |



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

TCATA

| BUDGET FOR TRANSIT PASS-THROUGH | | | |
|--|----------------|--------------------|----------------|
| Funding Source | Funds | Local Match | Total |
| FTA (5303) | \$1,932 | \$483 | \$2,415 |
| Total | \$1,932 | \$483 | \$2,415 |

| Budget Per Responsible Entity | | |
|--------------------------------------|--------------|----------------|
| Entity | Hours | Cost |
| TCATA | 56 | \$2,415 |
| Total | 56 | \$2,415 |



INTERAGENCY WORK GROUP

In 2004, SWMPC partnered with MDOT, the Michigan Department of Environmental Quality (MDEQ), the Michigan office of the FHWA and the USEPA to form the Inter-Agency Work Group (IAWG) for Berrien County after it was 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 United States Environmental Protection Agency (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.

ATTACHMENT 1: RESOLUTION OF APPROVAL

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 Twin Cities Area Transportation Study (TwinCATS) 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 2009.

Victoria Chandler, Chairperson
Southwest Michigan Planning Commission

Date

ATTACHMENT 2: APPROVAL SCHEDULE

The FY 2010 UWP was approved as follows:

Approved by Technical Advisory Committee

June 15, 2009

Approved by Policy Committee

June 15, 2009

Approved by MPO

July 21, 2009

Approved by Federal/State Agencies

ATTACHMENT 3: TCATA MEMORANDUM OF AGREEMENT

MEMORANDUM OF AGREEMENT

This AGREEMENT, effective October 1, 2009 through September 30, 2010, by and between the Southwest Michigan Planning Commission (SWMPC) and the Twin Cities Area Transportation Authority (TCATA), WITNESSETH:

SECTION 1. PURPOSE OF AGREEMENT: The purpose of this agreement is to set forth the cooperative planning relationship between the aforementioned parties with their respective responsibilities and to facilitate the pass-through of financial assistance provided by the U.S. Government to the Michigan Department of Transportation (MDOT) and passed through from and by MDOT to SWMPC to TCATA, under authority of Section 8 of the Urban Mass Transportation Act of 1964, as amended.

SECTION 2. PLANNING: The SWMPC agrees to provide technical assistance to TCATA for ongoing cooperative planning activities as outlined in the Fiscal Year 2010 Unified Work Program. In addition, SWMPC will respond to requests from TCATA to assist with special projects on an as needed basis, contingent upon approval of the SWMPC Executive Director and the Twin Cities Area Policy Committee. TCATA will continue to participate in the planning process through representation on the Twin Cities Area Transportation Study (TwinCATS) Technical Advisory Committee and Policy Committee.

SECTION 3. DATA MANAGEMENT: TCATA agrees to forward transit data to SWMPC to assist TwinCATS in fulfillment of the transit portion of its required work elements.

SECTION 4. FUNDS DISTRIBUTION: In order to assist TCATA in financing the cost of providing transit data, the total estimated cost of which is \$2,415, SWMPC agrees to PASS-THROUGH FTA SECTION 8 FUNDS to TCATA an amount equal to eighty percent (80%) of the total cost, \$1,932, provided that the TCATA shall contribute an amount equal to twenty percent (20%) of the total cost, \$483.

TCATA will submit quarterly billings for data collected under Section 4 to the SWMPC within five (5) working days of the end of each three (3) month quarter. The SWMPC in turn will request funds from MDOT in an amount equal to one-quarter (1/4) of the \$1,932, or \$483, per (3) month quarter. Reimbursement of TCATA's expenses shall occur within ten (10) working days of the SWMPC's receipt of the requested funds from MDOT, provided however, that the SWMPC shall not be responsible for reimbursement to TCATA for any project costs inconsistent with the intent of the Unified Work Program.

SECTION 5. CONTINGENCY CLAUSE: In the event public transportation planning funds are reduced or eliminated, the SWMPC reserves the right to proportionally reduce or withdraw its obligation to TCATA under the above agreement.

SECTION 6. EXECUTION AND DURATION OF AGREEMENT: This agreement shall be executed in separate actions, each of which shall be deemed to be original having identical legal effect. When dated and signed by the SWMPC, this Agreement must be executed by TCATA within thirty days of such date. The expiration date shall remain unless other agreements are hereafter agreed upon by MDOT, the SWMPC and TCATA.

Therefore, the SWMPC and the TCATA do hereby adopt all statements, representations, warranties and covenants herein and agree to all of the terms and conditions of this agreement.

Executed by the Southwestern
Michigan Commission on this
_____ Day of _____ 2009

Executed by the Twin Cities Area
Transportation Authority on this
_____ Day of _____ 2009

SWMPC Chair

TCATA Chair

ATTACHMENT 4: METROPOLITAN TRANSPORTATION PLANNING PROCESS CERTIFICATION

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 Benton Harbor/St. Joseph 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> |
| Total expenditures | <u>\$550,774</u> | <u>\$222,778</u> | <u>\$773,552</u> |
| Total Direct Base (Y) | <u>\$372,850</u> | | |
| Total Indirect Costs (I) | | <u>\$222,778</u> | |

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

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: _____