



## Southwest Michigan Planning Commission

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

### TWIN CITIES AREA TRANSPORTATION STUDY TECHNICAL ADVISORY and POLICY COMMITTEES **COMBINED** MEETING

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**FOR FURTHER INFORMATION CONTACT:**

**Kim Gallagher**, *Transportation Planner*

(269) 925-1137 x 1518

**Brandon Kovnat**, *Transportation Planner*

(269) 925-1137 x1524

**DATE:** Monday, March 19, 2018

**TIME: 9:30AM**

**PLACE:** Kinexus (Michigan Works!) **Lighthouse Room**

499 W Main St, Benton Harbor, MI 49022

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#### AGENDA

1. Call to Order / Introductions
2. Changes to the Agenda
3. Public Comment
4. Approve Minutes from the February 12, 2018 Meeting **(Enclosed) Action**
5. Staff Report
  - 2045 Long Range Plan – Freight
6. Walk and Roll Committee Updates
7. Airport Updates
8. Special Studies
  - Napier Corridor Study
  - Countywide Transit Study
9. Community Land Use and Zoning Member Updates
10. Public Transit
  - Twin Cities Area Transportation Authority
11. Agency Project Status **(Enclosed)**
  - Berrien County Road Department
  - City of Benton Harbor
  - City of St. Joseph
  - MDOT
12. Old Business
13. New Business
  - TIP Amendments for MDOT **(Enclosed) Action**
  - Update to TIP Amendment Policy **(Enclosed) Action**
  - Discussion on programing additional federal funding
14. State and Federal Updates
15. Privilege of the Floor
16. Adjournment
  - The next TwinCATS meeting is scheduled for **Monday, April 16, 2018 @ 9:30 am.**

## TWIN CITIES AREA TRANSPORTATION STUDY

### TECHNICAL ADVISORY COMMITTEE AND POLICY COMMITTEE COMBINED MINUTES

February 12, 2018 9:30 A.M.

Kinexus, Anchor Room A & B

Present		Committee Representing	
Name	Representing	TAC	Pol
Alex Little	TCATA	x	x
Bill Chickering	Berrien County Commissioner		x
Bob Lawrence	Village of Shoreham	x	x
Brandon Kovnat	SWMPC	Staff	
Brian Berndt	Berrien County Road Department	x	
Carolyn Fowler	Benton Charter Township		x
Chris Cook	City of Benton Harbor	x	x**
Denise Cook	St. Joseph Charter Township		x
Dick Stauffer	Lincoln Charter Township		x
Eric Lester	Berrien County Planning Commission		x
Evan Smith	Berrien County Community Development	x	x
Jim Sturdevant	MDOT Statewide Planning	x	x
Jonathon Smith	MDOT Coloma Business Office	x	x
Katie Beck	MDOT SUTA*	x	
Kim Gallagher	SWMPC	Staff	
Scott Weber	Northwestern Indiana Regional Planning Commission*	x	x
Steve Tilly	Royalton Township		x
Terrie Smith	Lincoln Charter Township	x	
Daniela Khavajan	MDOT		
Brian Sanada	MDOT- Southwest Region	x	x

Absent		Committee Representing	
Name	Representing	TAC	Pol
Andrea Dewey	Federal Highway Administration*	x	x
Angelica Selgado	Federal Transit Administration*	x	x
Calli Berg	Benton Charter Township	x	
Darwin Watson	City of Benton Harbor		x
David Chandler	Sodus Township	x	x
Fred Featherly	MDOT Passenger Division	x	x
Gloria Payne	Lake Charter Township	x	x
John Hodgson	City of St. Joseph		x
Jonathan Fisk**	St. Joseph Charter Township	x	
Juan Ganum	City of Bridgman	x	x
Roger Seeley	St. Joseph Charter Township	x	
Stacey Stephens	Cornerstone Alliance	x	x
Terezia Harazinova	Disability Network Southwest Michigan	x	
Tim Zebell	City of St. Joseph	x	
Vince Desjardins	Southwest Michigan Regional Airport	x	x

**1. Call to Order / Introductions**

Technical Advisory Committee chair, Brian Berndt called the meeting to Order at 9:30 AM and led the group in Introductions.

**2. Changes to the Agenda**

None

**3. Public Comment**

None

**4. Approve Minutes from the January 8, 2018 Meeting**

**Motion** to approve the minutes from the January 8, 2018 combined technical advisory and policy committee meeting by Steve Tilly, second by Jim Sturdevant. **Motion Approved**

**5. Staff Report**

2045 Long Range Plan – Guiding Principles: Kim Gallagher presented a draft version of the guiding principles that will be used in the Long Range Plan. There was a question about what security meant. Kim answered that the planning factors written were probably thinking about attacks on infrastructure or on transit. For TwinCATS though it could mean crime and the perception of safety at bus stops.

2045 Long Range Plan – Transit: Kim Gallagher presented a technical memo on transit conditions in the TwinCATS Area.

**6. Walk and Roll Committee Updates**

Chris Cook said that at the last Walk and Roll Committee meeting they had set the next meeting for Friday February 16.

**7. Airport Updates**

None

**8. Special Studies**

Napier Corridor Study: Kim Gallagher said that the website for the Napier study was live ([napieravenue.org](http://napieravenue.org)). A report on current conditions would be coming soon. The steering committee would meet in February. A public meeting would be scheduled for April.

Countywide Transit Study: Three scenarios were given to the technical committee. Initially all scenarios had assumed one countywide system. They requested a 2-system scenario with TCATA separate from the rest of the county.

**9. Community Land Use and Zoning Member Updates**

None

**10. Public Transit - Twin Cities Area Transportation Authority**

Alex Little said that TCATA was progressing on planning. They would be adding elements to the TIP. There is an urgent need for storage and maintenance facility. Funding was needed for a passenger terminal near the Benton Township shopping area, with a circulator service. They applied for a competitive grant. They are working for with University of Michigan's SMART group. They are giving tablets on buses to track rides. A survey will be coming as well.

Alex talked about management challenges and new policies. One issue that occurred was many drivers taking sick days as personal time off. He now requires a doctor's note for sick leave. He wants to implement an automated dispatch system with tablets. Looking at a new "yellow route" for the northeast service area. TCATA is looking at getting more bus shelters. Alex said that that one cause for the lower fares, mentioned in the transit tech memo, was an illicit use of reduced fair cards. He also said that he was talking to customers and had asked to take all customer complaints calls directly for a day.

## 11. Agency Project Status

### **Berrien County Road Department:**

- **Nickerson Avenue:** The project was let on January 5, 2018. The low bid was \$148,338, which was below the estimated amount. There is a federal bid savings of \$21,544 that can be reprogrammed.
- **Shawnee Road:** The Grade Inspection meeting was held on January 19, 2018. The project is estimated to be obligated in February.

**City of Benton Harbor, Pipestone Traffic Signal:** Project was let on January 5, 2018. There was a bid savings of \$6,738. This is a CMAQ project therefore the bid savings must be used for a project in the CMAQ illustrative list.

**City of St. Joseph, Wallace Avenue:** The project was let on February 2, 2018. No bid savings.

### **MDOT:**

- I-196 Overlay: Plans have been received for review
- M-63 Bridge Replacement: Bridge plans have been submitted for review.

## 12. Old Business

None

## 13. New Business

**TCATA TIP Amendments:** Alex Little presented TCATA's 2019 operating budget and major capital projects using federal 5307 funds (see attached TCATA amendment request letter). He said that the current wrecker was unsafe. The new wrecker would need to be able to carry the extra weight of propane buses. He said that the staff car was for staff to monitor bus routes as needed.

**Motion** for the technical advisory committee to recommend that the policy committee approve TCATA's 2019 projects using 5307 funds as presented, by Terrie Smith, second by Steve Tilly. **Motion Approved.**

**Motion** for the policy committee to approve TCATA's 2019 projects using 5307 funds as presented, by Dick Stauffer, second by Jim Sturdevant. **Motion Approved.**

**MDOT TIP Amendments:** Jonathon Smith presented five job phases to add to the TIP (see attached MDOT amendment request letter). He said that the carpool lot were being repackaged to coincide with other projects in the area to reduce costs. The resurfacing of I-94 was awarded due to extra state funding. It was a competitive process statewide. The interstate was chosen because FHWA was placing pressure for MDOT to improve the interstate pavement condition or receive a penalty.

**Motion** for the technical advisory committee to recommend that the policy committee approve all of MDOT's amendments as presented by Alex Little, second by Terrie Smith. **Motion Approved.**

**Motion** for the policy committee to approve all of MDOT's amendments as presented, by Steve Tilly, second by Alex Little. **Motion Approved.**

#### **14. State and Federal Updates**

Jim Sturdevant said that the FY 2019 Unified Work Program kick-off meeting would be happening on Thursday, February 15. He also mentioned that JobNet Phase 2 was being implemented in May-June. This would fully replace the efile. While the switch is occurring, the system will be down. He suggested getting in all amendments by April to avoid running into issues at the end of the fiscal year.

#### **15. Privilege of the Floor**

Alex Little raised concern about the state of M-139. He asked how MDOT chose projects and how an application for M-1389 could be submitted by MDOT.

Jonathon Smith replied that there were not funds for M-139 since the majority of resurfacing was being directed to the interstate. He recommended that concerns about M-139 be sent to elected officials so that M-139 could gain more notice at the state level.

Dick Stauffer commended MDOT on the fix a pothole website. He said that he entered a pothole and it was fixed within a day.

#### **16. Adjournment**

Meeting adjourned at 11:20 AM. The next TwinCATS meeting is scheduled for Monday, March 19, 2018 at 9:30 am.

*Minutes compiled by Brandon Kovnat, SMWPC Associate Planner*



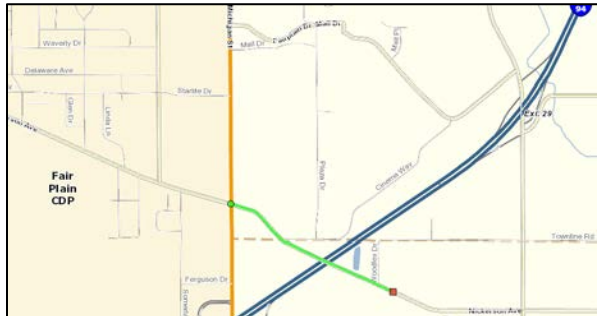
## Southwest Michigan Planning Commission

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### Project Update Sheet

Project Name:	Nickerson Avenue
Fiscal Year of award:	2018
Responsible Agency:	Berrien County Road Commission
MDOT Job Number:	130797
Project Limits:	M-139 to 700 feet East of Woodley
Project Length:	0.64 mi
Location:	Sodus Township
Work Type:	Resurface
Phase:	CON

Project Description: Mill and fill 2 inches



	Amount	Source
Federal	\$143,000	STP - Urban
State		
Local	\$32,000	
Total	\$175,000	

Activity	Estimated Date	Actual Date
Resolution of Support for Local Match Submitted to SWMPC		
Project Application Submitted to MOT		
Grade Inspection Package Submitted to MDOT		
Grade Inspection Meeting Scheduled		
Final Plan and Estimate to MDOT		
Project Obligated	November, 2017	
Project Letting	February, 2018	January 5, 2018
Construction Start	May, 2018	
Project Completion	June, 2018	

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

Low Bid is \$148,388.75 STPU Bid 81.85% = \$121,456  
BID SAVINGS \$21,544 AVAILABLE FOR ANOTHER PROJECT



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**Project Update Sheet**

Project Name:	Shawnee Road
Fiscal Year of award:	2018
Responsible Agency:	Berrien County Road Commission
MDOT Job Number:	130793
Project Limits:	Jericho Road to Holden Road
Project Length:	0.91 mi
Location:	Lake Charter Township
Work Type:	Reconstruct
Phase:	CON

Project Description: Construct 5ft wide shoulders and resurface



	Amount	Source
Federal	\$269,000	STP - Urban
State		
Local	\$141,000	
Total	\$410,000	

Activity	Estimated Date	Actual Date
Resolution of Support for Local Match Submitted to SWMPC		
Project Application Submitted to MOT		
Grade Inspection Package Submitted to MDOT	December , 2017	
Grade Inspection Meeting Scheduled	January, 2018	January 19, 2018
Final Plan and Estimate to MDOT	February, 2018	
Project Obligated	February, 2018	
Project Letting	May, 2018	
Construction Start		
Project Completion	September, 2018	

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

Date: 3/9/2018

Name: Tim Drews - Abonmarche

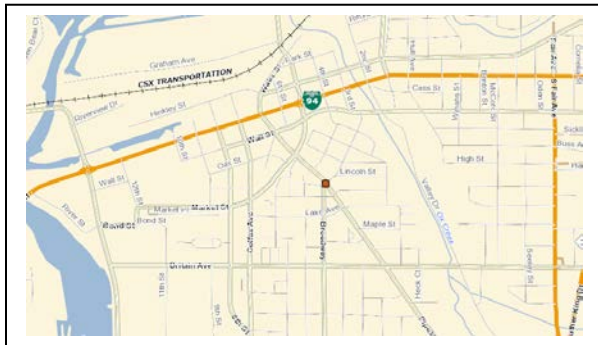
Southwest Michigan Planning Commission

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**Project Update Sheet**

Project Name:	Traffic Signal replacement
Fiscal Year of award:	2018
Responsible Agency:	City of Benton Harbor
MDOT Job Number:	121016
Project Limits:	Pipestone at Jefferson St
Project Length:	
Location:	City of Benton Harbor
Work Type:	Traffic Ops/ Safety
Phase:	CON

Project Description: Traffic Signal Replacement on Pipestone at Jefferson to improve traffic light timing along Pipestone.



	Amount	Source
Federal	\$264,000	CMAQ
State		
Local		
Total	\$264,000	

Activity	Estimated Date	Actual Date
Resolution of Support for Local Match Submitted to SWMPC		
Project Application Submitted to MOT		4/25/2017
Grade Inspection Package Submitted to MDOT		4/25/2017
Grade Inspection Meeting Scheduled		5/5/2017
Final Plan and Estimate to MDOT		8/30/2017
Project Obligated		September 2017
Project Letting	January 2018	January 5, 2018
Construction Start	April 1' 2018	
Project Completion	June 2018	

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

Estimated letting pushed back from November to January by MDOT.



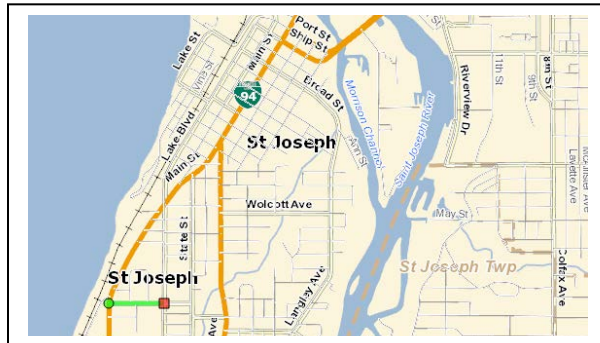
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### Project Update Sheet

Project Name:	Wallace Avenue
Fiscal Year of award:	2018
Responsible Agency:	City of St. Joseph
MDOT Job Number:	133290
Project Limits:	Lakeshore Drive to South State Street.
Project Length:	0.37 mi
Location:	City of St. Joseph
Work Type:	Reconstruct
Phase:	CON

Project Description: Full reconstruction of roadway with HMA or concrete pavement including curb and gutter, install new storm sewer, sanitary sewer and water main from Lakeshore Drive to Lakeview Avenue. Resurface roadway and rehabilitate or replace one sanitary sewer run from Lakeview Avenue to South State Street. Remove and replace ADA ramps as needed to meet current standards and replace sidewalk as needed over the entire project length.



	Amount	Source
Federal	\$460,000	STP-Urban
State		
Local	\$1,000,000	
Total	\$1,460,000	

Activity	Estimated Date	Actual Date
Resolution of Support for Local Match Submitted to SWMPC	Complete	4/24/17
Project Application Submitted to MDOT	8/28/17	9/11/17
Grade Inspection Package Submitted to MDOT	9/11/17	9/11/17
Grade Inspection Meeting Scheduled	10/11/17	10/10/17
Final Plan and Estimate to MDOT	11/17/17	YES
Project Obligated	December 2017	YES
Project Letting	2/2/18	2/2/18
Construction Start	6/4/18	
Project Completion	9/21/18	

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

- Funding Resolution provided to SWMPC by email on April 28, 2017
- Issued RFP for Engineering on May 19, 2017
- Kalin Construction As Read Low Bidder.



### Project Update Sheet

Project Name:	M-63 Bridge Replacement
Fiscal Year of award:	2018
Responsible Agency:	MDOT
MDOT Job Number:	115754
Project Limits:	on M-63 over I-196
Project Length:	
Location:	Hager Township
Work Type:	Bridge replacement
Phase:	CON

Project Description: Bridge replacement

	Amount	Source
Federal	\$4,135,701	Bridge Replacement (pre 1991 Interstate)
State	\$459,522	Michigan Transportation Fund (MTF)
Total		

Activity	Estimated Date	Actual Date
Resolution of Support for Local Match Submitted to SWMPC		
Project Application Submitted to MOT		
Grade Inspection Package Submitted to MDOT	January 2018	
Grade Inspection Meeting Scheduled	March 2018	
Final Plan and Estimate to MDOT		
Project Obligated		
Project Letting	November 2018	
Construction Start		
Project Completion		

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

Project has been submitted for plan review. Plan Review will be held 03/27/2018.



## Project Update Sheet

Project Name:	I-196 Overlay
Fiscal Year of award:	2018
Responsible Agency:	MDOT
MDOT Job Number:	118792
Project Limits:	I-94 to 0.5 miles South of M-63 (Exit 7)
Project Length:	8.09 miles
Location:	Benton Twp & Hager Twp
Work Type:	Restore & rehabilitate
Phase:	CON

Project Description: Mill Existing & Multiple Course HMA Overlay

	Amount	Source
Federal	\$15,840,000	Interstate Maintenance
State	\$1,760,000	Michigan transportation Fund (MTF)
Total	\$17,6000,000	

Activity	Estimated Date	Actual Date
Resolution of Support for Local Match Submitted to SWMPC		
Project Application Submitted to MOT		
Grade Inspection Package Submitted to MDOT	January 2018	
Grade Inspection Meeting Scheduled	March 2018	
Final Plan and Estimate to MDOT		
Project Obligated		
Project Letting	November 2018	
Construction Start		
Project Completion		

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

Project has been submitted for plan review. Plan Review will be held 03/27/2018.



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
**DEPARTMENT OF TRANSPORTATION**  
SOUTHWEST REGION

KIRK T. STEUDLE  
DIRECTOR

March 12, 2018

Mr. K. 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 Twin Cities Area Transportation Study (TwinCATS) committees of a couple amendment requests to the FY2017-2020 Transportation Improvement Plan (TIP). Additional details for these projects are included in the table below:

<b>Fiscal Year</b>	<b>Project Name</b>	<b>Project Limits</b>	<b>Primary Work Type</b>	<b>Phase</b>	<b>Federal Cost &amp; Source</b>	<b>State Cost &amp; Source</b>	<b>MDOT Job Number</b>
2018	M-60 E	US12 (Buffalo) @Whittaker, US131 @U Ave, M51 (Front) @Prairie Ronde, M63 (Niles) @Washington Ave, US12 (Ash) @Elm	Traffic Safety – Traffic Signals	PE	\$236,500 STG	\$0	200366
2020	M-60 E	US12 (Buffalo) @Whittaker, US131 @U Ave, M51 (Front) @Prairie Ronde, M63 (Niles) @Washington Ave, US12 (Ash) @Elm	Traffic Safety – Traffic Signals	CON	\$1,070,200 STG	\$0	200366

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

Sincerely,

Brian Sanada  
Transportation Planner

# **Twin Cities Area Transportation Study (TwinCATS)**

## *Transportation Improvement Program Administrative Modification & Amendment Policy*

***Adopted October 19, 2015***

### **Introduction**

This document provides guidance that defines the types of revisions to Twin Cities 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 TwinCATS 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 Twin Cities Area Transportation Study Metropolitan Transportation Plan** [http://www.swmpc.org/nats\\_2040.asp](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 Twin Cities 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>.

In 2015, TwinCATS began the use of General Program Accounts (GPAs) to group projects together in order to increase the efficiency of TIP amendment submittals and reduce the frequency of amendments. A separate policy governing the use of GPAs has been created. All GPAs are still subject to the provisions of this TIP amendment and administrative modification policy.

### **Discretion for Administrative Modifications and Amendments**

The Twin Cities 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 can handle without review by MPO Policy Committee or Federal Review, will notify Committees of change.
- MPO Amendments=Review and recommendation by MPO Technical Advisory Committee followed by Approval of MPO Policy Committee.
- Federal Review=When actions require the review and approval by Federal Highway or Transit Administrations.

If the action is:*	Administrative Modification	MPO Amendment	Federal Review
	Staff Action	Committee Action	
<b>ADDITION</b>			
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
<b>DELETION</b>			
To delete a federally funded or regionally significant project and/or phase from the current TIP		X	X
To delete a project PHASE to the current TIP		X	X
<b>MOVING</b>			
To move a federally funded project to another year to the current TIP		X	No Review Required

To move a federally funded project to another year OUTSIDE the funded TIP, it should be noted in the comments field of the e-file		X	X
To add or move an Illustrative project to the Funded Project List		X	X
<b>SCOPE</b>			
To increase/decrease a project length by ½ mile or more (less than will be an Administrative Modification)		X	X

<b>FUNDING</b>			
To add/delete federal funds to existing TIP project or a regionally significant project		X	X
To add or delete local funds to an existing project in the TIP	X		
Per Local Agency Programs; projects with a cost increase less than or equal to 10% of the TIP programmed amount do not require MPO action as long as financial constraint is maintained and should be reflected in the next TIP E-File*	X		
<b>CORRECTIONS</b>			
To correct a misprint or entry error, or project description that does not change cost or scope.	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 could be made via MPO staff administrative modification.

The following definitions related to Transportation Improvement Program revisions are found in 23 CFR 450.104.

**Administrative Modifications** - An administrative modification is a revision that does not require public review and comment, redemonstration of fiscal constraint, or a conformity determination (in nonattainment and maintenance areas).

**What needs to be done for Administrative Modifications?**

- MPO staff makes changes in the appropriate fields of the e-File to reflect the new information. Note an administrative modification is made in the comment field or in the field where the error occurred;
- MPO concurrence, at the time of the next TIP amendment according to agreed upon procedures; and
- Submit all administrative modifications with the next TIP amendment request.

**Amendment** - means a revision to a TIP, or STIP. An amendment is a revision that requires a 7-day public comment review prior to the MPO meeting that the amendment will be discussed and notification to the public regarding a change to the TIP. It also requires recommendation from the Technical Advisory Committee and approval by the MPO Policy Committee. The amendment will require a redemonstration of fiscal constraint, or conformity determination (for TIPs involving “non-exempt” projects in nonattainment and maintenance areas).

#### **What needs to be done for Amendments?**

- Take the proposed amendments, including air quality analysis if needed, out for public review per the NATS Public Participation Plan;
- Make changes to the e-File once the public comment period is complete;
- MPO Policy Committee approval of proposed amendments, and determination of conformity if needed;
- Forward e-File, (updated project listing pages, updated financial constraint tables, and documentation of committee action, and documentation of public participation) to MDOT of the new TIP that includes the changes; and
- MDOT forwards amendment packet to FHWA or FTA for their approval.

## **TwinCATS General Program Account (GPA) Policy- Approved 10-19-15**

### **What are General Program Accounts?**

Under federal transportation regulations, MPOs and the State DOT 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). Some projects with certain worktypes and some phases can be grouped together as GPAs. However, 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 and air quality neutral.
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**

The Michigan Department of Transportation has asked Metropolitan Planning Organizations to explore the use of GPAs within their Transportation Improvement Programs (TIP). GPAs offer a way to reduce the amount of time spent on administering the S/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.

Until now, the TwinCATS MPO has not allowed the use of GPAs in the TIP. SWMPC staff have conducted an analysis of current and past projects in the TIP and amendments submitted during the 2011-2014 and 2014-2017 TIP. The number of locally generated projects and amendments is small, and therefore staff believes that there would be little utility gained from using GPAs for local projects.

However, MPO staff acknowledge that there is particular value for using GPAs for MDOT projects. There are often adjustments to MDOT projects that, individually, meet the threshold of an amendment, but as part of MDOT's overall program, are quite minor. The submittal and processing of TIP amendments incurs costs in terms of legal notices and staff time at the regional, state, and federal level. Staff sees a cost-effectiveness improvement in minimizing the number of amendments that need to go through the full state and federal 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 TwinCATS TIP and Administrative Modification Policy, as passed by the committees in 2013.

### **The Policy**

The MPO proposes that any highway 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 TwinCATS 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. 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 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*

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 TwinCATS 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 may be added to the Policy at a later date.

Approved by the TwinCATS Policy Committee on October 19, 2015.

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Richard Stauffer, Chair of the TwinCATS Policy Committee

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Date

CURRENT POLICY

# Twin Cities Area Transportation Study (TwinCATS)

## Transportation Improvement Program Administrative Modification & Amendment Policy

Approved \_\_\_\_\_

### Purpose

This document provides guidance on the procedure to change projects in the Transportation Improvement Program (TIP). This includes how to determine if the process requires a federal amendment or if an administrative modification is sufficient.

### Definitions (from CFR 450.104):

**Federal Amendment**, also referred to as an amendment, is any change to the TIP which requires Federal Highway Administration (FHWA) or Federal Transit Administration (FTA) approval. The amendment process requires public notice to allow for public review and comment in accordance with the SWMPC public participation plan. An amendment requires approvals from the MPO policy committee, MDOT, FHWA, and FTA. An amendment only applies to federally funded projects or projects that require air quality conformity (non-exempt). See Table on page 3.

**Administrative Modification**, also referred to as a modification, is any change to the TIP, which does not require federal approval. A modification does not require MPO committee approval or public notice. See Table on page 3.

**Job Phase** is any line in the TIP. A single project can be divided into multiple phases such as preliminary engineering (PE), right of way acquisition (ROW), or Construction (CON). Each phase must be listed in the TIP separately.

**Illustrative List** is a list of projects, which are not committed for funding in the TIP but have been added in case additional funding is available or another project in the TIP is removed. Changes to projects that are included only for illustrative purposes do not require an amendment. A project must still go through the federal amendment process to be moved from the illustrative list to the constrained project list.

**Air Quality Conformity**, also referred to as Conformity, is a requirement under the Clean Air Act (42 U.S.C. 7506(c)) that federal funding and approval are given to transportation plans, programs and projects that are consistent with the air quality goals. The goal of transportation conformity is to ensure that a project will not cause or worsen air quality violations. This only applies to areas deemed to be in nonattainment or maintenance. Projects that change capacity on a road always require conformity determination. Typically, any project that does not change a road's capacity does not require conformity analysis and is referred to as exempt.

Both Administrative Modifications and Federal Amendments must follow:

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 Long Range Transportation Plan**
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 SWMPC Public Participation Plan**, which outlines strategies that staff will use to ensure the public has opportunity to have input. <http://www.swmpc.org/participation.asp>

**Federal Amendment and Administrative Modification Decision Table**

Type of Change	Federal Amendment	Administrative Modification
Adding or removing any project that affects air quality conformity or requires a conformity determination regardless of cost or funding source	x	
Adding or deleting a federally funded project or job phase to the TIP	x	
Moving a federally funded project from the illustrative list to the fiscally constrained list or vice versa	x	
Changing a non-federally funded project to a federally funded project	x	
Changing the cost of the total phase budget by more than 25%*	x	
Any change that would affect capacity or air quality conformity	x	
A significant change to work type or project description	x	
Changing the limits by 1/2 mile or more	x	
Addition or removal of project items (sidewalk, bike lane, ADA enhancement, etc.) for 1/2 mile or more	x	
Adding or removing a project with no federal funding and not needing air quality conformity determination		x
Adding or deleting a project from the Illustrative List		x
Changing from one federal funding source to another federal source (except CMAQ) provided work type remains the same.		x
Moving fiscal years within the current TIP		x
Changing the cost of the total phase budget by less than 25%*		x
Adding or removing advance construct funding		x
Any change to a non-federally funded project so long as air quality conformity is not required		x
Technical corrections such as typos, misspellings, or other data entry errors		x

\*Cost changes are cumulative based on the last federal approval. This means that a project cost may be increased multiple times administratively as long as the combined cost has not increased or decreased by more than 25%

This table may not cover all possible changes. For additional information please contact:

Brandon Kovnat, SWMPC associate planner

[kovnatb@swmpc.org](mailto:kovnatb@swmpc.org)

(269) 925-1137 x 1524

## 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). The Amendment letter must be sent at least 10 calendar 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:

- Agency's letterhead
- A date
- Information to identify the project: Project name, limits, fiscal year of award, and MDOT job number (NA for Transit).
- 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 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 change requires a federal amendment or can be made as an administrative modification. For administrative modifications, staff will submit the request to MDOT; an administrative modification does 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.

The following Steps only apply to changes, which require a federal amendment:

4. The requesting agency is expected to present their amendment request to the committees at the meeting and answer any questions.
5. At the regularly scheduled MPO meeting, the Technical Advisory Committee will vote on whether they recommend that the policy committee approve the amendment. This will be 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. When FHWA and FTA approve the amendment, they will send a signed copy of the transmittal forms to MDOT & SWMPC.
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 will be uploaded to the SWMPC website. Staff will inform the committees of any amendment approvals and changes to the TIP, including any administrative modifications, 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 the requesting agency as soon as the administrative modification has been made. 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](http://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  
269-983-1641

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 ••

DRAFT

DRAFT



**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](mailto:tcata1@comcast.net).

Sincerely,

Bill Purvis  
Executive Director

BP/dk

## Federal Amendment and Administrative Modification Decision Table Overview of Proposed Changes

Type of Change	Federal Amendment	Administrative Modification	Change from Previous Policy
Adding or removing any project that affects air quality conformity or requires a conformity determination regardless of cost or funding source	x		Clarification
Adding or deleting a federally funded project or job phase to the TIP	x		Same
Moving a federally funded project from the illustrative list to the fiscally constrained list or vice versa	x		New
Changing a non-federally funded project to a federally funded project	x		Clarification
Changing the cost of the total phase budget by <u>more</u> than 25%*	x		New
Any change to any project that would affect capacity or air quality conformity	x		Calcification
A significant change to work type or project description	x		Clarification
Changing the limits by 1/2 mile or more	x		Same
Addition or removal of project items (sidewalk, bike lane, ADA enhancement, etc.) for 1/2 mile or more	x		New
Adding or removing a project with <u>no</u> federal funding and not needing air quality conformity determination		x	Clarification
Adding or deleting a project from the Illustrative List		x	New
Changing from one federal funding source to another federal source (except CMAQ) provided work type remains the same.		x	New
Moving fiscal years within the current TIP		x	New
Changing the cost of the total phase budget by <u>less</u> than 25%*		x	New
Adding or removing advance construct funding		x	New
Any change to a non-federally funded project so long as it doesn't affect capacity or air quality conformity		x	Clarification
Technical corrections such as typos, misspellings, or other data entry errors		x	Same

\*Cost changes are cumulative based on the last federal approval. This means that a project cost may be increased multiple times administratively as long as the combined cost has not increased or decreased by more than 25%

This table may not cover all possible changes. For additional information please contact:

Brandon Kovnat, SWMPC associate planner

[kovnatb@swmpc.org](mailto:kovnatb@swmpc.org)

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