



# SOUTHWEST MICHIGAN PLANNING COMMISSION

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## Niles/Buchanan/Cass Area Transportation Study Transportation Alternatives Program Subcommittee

12:00 P.M.

Tuesday August 27, 2013

Web Access: Login=cityofniles (Be sure that you are selecting the Niles Open access)

Password=**ProtectNiles1** case sensitive

Attendees: Kim O'Haver, Jason Auvil, Brian Berndt, Joe Bellina, Suzann Flowers, and Gautam Mani.

### 1. Call to Order

O'Haver called the meeting to order at 12:11p.m.

### 2. Minutes of July 2013 Meeting

A motion by Auvil with support from Bellina to approve the minutes from the July 2013 meeting. **Motion passed.**

### 3. Public Comment

No public comments were received.

### 4. Selection Criteria

Flowers noted that it would be appropriate to select the criteria that would be used to determine projects first. Bellina asked about the application that was received. It was noted in a phone conversation and technical review that Matt Wiitala from MDOT, did not recommend that the project be funded in its current form. With this information being known, O'Haver noted that a careful consideration of criteria was important to focus on.

Criteria discussed included the following:

- All applications must be submitted through MDOT's portal [http://www.michigan.gov/mdot/0,1607,7-151-9621\\_17216\\_18231---,00.html](http://www.michigan.gov/mdot/0,1607,7-151-9621_17216_18231---,00.html). A technical review will be done by Matt Wiitala Grant Coordinator from the MDOT Office of Economic Development after the application has been submitted.
- The proposed project MUST meet MDOT funding requirements as if the project were applying for statewide TAP funds. It will then be up to the NATS TAP Subcommittee to evaluate the projects based upon NATS TAP Project Selection Requirements. In other words, activities that would not be eligible for MDOT activities such as parking lot paving or intersection reconfiguration are not eligible. .
- Projects must be submitted by fiscal year. Each year's worth of funding request will need to have their own application. For example, if you are applying for funding for 3 years, you will need three separate funding applications submitted through MDOT's portal.
- In the narrative portion of the MDOT application(s) please is sure to include the following language ["This project will be using the NATS MPO allocation of TAP funds"](#).

### NATS TAP Eligibility Criteria

1. Please provide a description on how your application demonstrates that the applicant has coordinated with Matt Wiitala Grant Coordinator from the MDOT Office of Economic Development. (A joint effort will strengthen and improve the quality of the application).
2. Does the proposed project fit in with the NATS Long Range Transportation Plan Goals found in the 2013-2040 plan ([http://www.mywaythere.org/downloads/plan\\_5\\_20\\_2013\\_sfte.pdf](http://www.mywaythere.org/downloads/plan_5_20_2013_sfte.pdf)) and the community's Master Plan?
3. Does the proposed project otherwise fit in with local planning efforts? (i.e. initiatives being discussed but not yet formally added to the Master Plan).
4. Please demonstrate stakeholder support by providing copies of meeting minutes, letters of support, and/or survey data with your application that you submit to MDOT.
5. Is the community able to provide more than the minimum 20% match?
6. Demonstrate where additional funds will come from if the requested amount is more than the allocation.  
For example:  
If your total project cost is \$70,000  
The maximum amount of federal funds that you can request are \$57,295  
The total local match is \$12,705(based on the 81.85% for federal and 18.15% for local)  
The total available federal funds available from TAP are \$42,000  
There is a difference of \$15,295 worth of funds,  
Question: Where will the additional funds come from? Please provide documentation as well.
7. Additional consideration will be given to the continuation of a previously-approved project.

#### **5. One application received**

One application was received from the City of Buchanan. This project was not recommended to be funded with the NATS MPO TAP allocation.

#### **6. Plan for FY 2014-2017**

SWMPC Transportation staff will issue a second call for projects and it was requested by Berndt that the application timeframe begin in September and end in December. Flowers noted that based on the date that the packets will go out that it will be the same date in December. Berndt noted that Southwestern Michigan College should be included in the packet distribution. Flowers stated that she will mail copies of the packets to all communities, schools, and Road Commission agencies in the NATS MPO, with email follow ups to happen.

#### **7. Adjournment**

O'Haver adjourned the meeting at 1:05p.m.

The next meeting was not set as the application process will not end until December 2013.