Berrien County Rural Task Force 2020-2023 Call for Projects

Deadline: December 12, 2018

The Southwest Michigan Planning Commission (SWMPC) is pleased to announce the Call for Projects for the Berrien County Rural Task Force (RTF) program. Below you will find information on the Rural Task Force, the Call for Projects, and application instructions

The purpose of this call is to solicit projects from local road and transit agencies to utilize federal Surface Transportation Block Grant (STBG) funds and state Transportation Economic Development Fund-Category D (EDD) funding for FYs 2020-2023.

What is the Rural Task Force?

The Rural Task Force (RTF) is a statewide program with 14 regions, which is charged with determining how to program federal Surface Transportation Block Grant (STBG) and state Transportation Economic Development Fund (TEDF) Category D (known as "State D") allocated to rural areas. A map can be found on page 4.

Berrien County is a part of the Region Four RTF which also includes Cass and Van Buren counties. Each county is represented on the RTF by one person from the following agencies:

- County road agency
- Village or city within a rural area
- A rural transit provider

Who can apply for these funds?

All local road and rural transit agencies within rural areas of Berrien County are eligible for RTF funding. The eligible applicants include the Village of Baroda, Village of Galien, City of New Buffalo, Village of Three Oaks, the Berrien County Road Department, and Berrien Bus.

How much funding is available?

The following is an estimate for Berrien County's RTF funding between 2020 and 2023. Please note that the funding amount listed below is based on current estimates by the state and may change based on federal or state revenue changes over the next few years. Each year the actual amount is typically know near the beginning of the fiscal year around mid-October, and minor adjustments in projects are made each year based on the actual funding levels.

	2020	2021	2022	2023
Federal STBG	\$772,000	\$788,000	\$803,000	\$820,000
State D	\$108,176	\$108,176	\$108,176	\$108,176

Estimated Berrien County Funding Amounts – 2020-2023

What Can the funding be used for?

Road Projects can use both STBG and State D funding. Eligible uses include construction, reconstruction, rehabilitation, resurfacing, restoration, enhancement, and operational improvements. Funds can only be spent on construction costs. **Right-of-way, construction engineering, and preliminary engineering costs are not eligible**.

STBG funding can also fund Transit capital projects. Transit projects must also be eligible for FTA funding in order to use STBG funds. Eligible transit capital projects may include replacement buses and rehabilitation of existing buses, communication equipment, maintenance equipment, operational support equipment, and services, items related to services under the Americans with Disabilities Act, and facility renovations.

Where Can STBG funds be used?

STBG funded road projects must be located on federal-aid eligible roads that have been functionally classified as a rural major collector or higher according to the National Functional Classification (NFC). The NFC map for Berrien County can be found at: <u>https://mdotcf.state.mi.us/public/maps_nfc/pdf/NFC14_BERRIEN.pdf</u>

Where can State D funds be used?

State D funds can only be used on roads classified as All Season. For cities & villages, a map is attached to the call for projects email. The most recent All Season Road map for Berrien County can be also found at: https://www.michigan.gov/documents/mdot/RTF-4-505851-7.pdf. If a road is not currently classified as All Season or on the proposed list, a request can be made and voted on at the county RTF meeting before being sent to MDOT. To qualify as an All Season Road, the road must be built to all-season standards, connect to other all-season routes, and cannot restrict legally loaded commercial vehicles.

Is a local match required?

STBG can fun up to 81.85% of the total construction costs. The reaming 18.15% is a non-federal match. State D can fund up to 80% of total projects costs with a 20% match. State D can be used as the match for STBG, while STBG can be used as a match for State D. It is therefore possible to fund RTF projects without using any local money.

How will projects be selected?

Local road and transit agencies will need to submit a project application. Samples of these applications can be found on page 10. A fillable word document is attached to this email and can be found at this link: https://www.swmpc.org/rtf.asp

SWMPC staff will compile and post proposed project information for a Berrien County RTF meeting where the three RTF members from Berrien County will review, discuss and select a fiscally constrained project list to recommend to the Region Four RTF for final approval. Throughout the selection process, the public will have opportunities to be involved and comment on projects. Projects that are not chosen may be added to an illustrative list, meaning that these projects are considered first in line if additional funds become available.

Please note that any projects already **scheduled for 2020** in the 2017-2020 RTF list **must be applied for again** so that they may be evaluated according to new criteria. However, in order to respect the past decisions of RTF members, **projects already scheduled for 2020** will **automatically be awarded under the new RTF cycle unless there are significant changes in scope or cost that warrant reconsideration or the applicant simply chooses not to reapply.** There is currently one projects programed for 2020, which is for Red Arrow Highway. There is a \$9,568 remaining STBG balance. The State D is over programed by \$9,187.

Who Votes on the projects that are selected?

One representative from the rural cities and villages in Berrien County (currently, Village of Baroda), one representative from the Berrien County Road Department, and one representative from the transit agency (Berrien Bus). Projects are selected at the county level and then move on to the Region Four Rural Task Force comprising these representatives in Berrien, Cass, and Van Buren Counties meets to officially vote on the projects. MDOT is eligible to vote on any projects using State D funds. There are a total of ten voting representatives on the Region Four Task Force.

Tentative Key Dates

Date	Activity	Public Involvement
October 12, 2018	Call for RTF projects issued	Х
December 10, 2018	Applications due to SWMPC staff	
December 17, 2018	Submitted projects available for public review and comment	Х
January 4 - 16	6 County Meetings Held*	
	Berrien County RTF meeting	Х
	Cass County RTF meeting	Х
	Van Buren County RTF meeting	Х
Jonuony 17	Fiscally constrained draft list of projects is available for	Х
January 17	public review and comment.	^
January 24	Region 4 RTF votes on the project list	Х

*Specific RTF county meeting dates will be determined on or before December 10th

I still have questions. Who can I contact?

If you have any questions, you can contact Brandon Kovnat, SWMPC Planner at kovnatb@swmpc.org or 269-925-1137 x1524. Brian Berndt from the Berrien Country Road Department is also a good resource if your township is considering a project and wants to know more about the engineering standards involved. Brain Berndt can be reached at bberndt@bcroad.org.



FY 2020-2023 RTF Application Instructions

Those applying for road projects should fill out the RTF Road Project Application. Transit agencies should fill out the Transit Project Application. Both applications are attached to the call for projects email or can be found at: https://www.swmpc.org/rtf.asp

A sample for both the road and transit application can be found on **page 10**.

You must fill out a separate application for each project for which you are applying with each road being considered a separate project. The application form is a fillable Microsoft Word Document with a series of checkboxes and areas to fill in text. You may be prompted to enable editing, but note that this is not a macro-enabled form.

To fill in a text area, please click in the area where you want to enter text until you see a blue highlighted area, as shown below. When you see the blue highlighted area, you can start typing. If you end up expanding some of the boxes to complete your response, do not worry too much about formatting as long as your application is still legible.

Section 2. Project Informatio	n					
Project Name/Road Name						
Township/City/Village						
Project Limits						
(e.g. Napier Ave. to Britain Ave.)						
Project Length (nearest hundredth of a mile)		Pi	roposed Year of Funding			
Deimenne Manle Trune	🗆 Reconstruct 🛛	Reconstruct Restore Rehabilitate Roadside Facility				
Primary Work Type	🗆 Resurface 🗆 Traffic Operations/Safety 🗆 Transit 🗆 Other					
Project Description						
(Please provide major work						
items including sidewalks, utility						
work, ADA upgrades etc.)						
Section 3. Project Funding	Section 3. Project Funding					
Federal STBG Requested		\$				
State D		\$				
CTF		\$				

All applications are due on Monday December 12, 2018.

Please email the completed application to both Brandon Kovnat at <u>kovnatb@swmpc.org</u> and Kim Gallagher at <u>gallagherk@swmpc.org</u>. Please include "RTF Application" in the subject line

You may also mail your application to:

Brandon Kovnat Southest Michigan Planning Commission 376 W. Main Street Benton Harbor, MI 49022

Additional Information and Rationale for Questions in the 2020-2023 RTF Application

Section 1: Applicant Information

This section provides basic applicant information. As noted above the agency name must be the recipient of the funds. Any project within a township must have the county road agency as the applicant.

Section 2: Project Information

This section asks about the basic project information. We are looking for just enough information to understand the major work items in the project.

A project already scheduled for 2020 in the 2017-2020 RTF list will be allowed to proceed unless there are changes to the project scope that warrant reconsideration, or the project applicant has chosen not to reapply for funding.

Section 3. Project Funding

This section asks about the cost of the project. It is understood that this will be an estimate until further design is conducted. Use an engineer's best estimate for this section.

A minimum local match of 18.15% of the total construction cost is REQUIRED. Projects that provide greater local match may be prioritized because they allow the RTF to spread its limited federal dollars across more projects.

Section 4: System Preservation

System Preservation has become increasingly important, as a backlog of maintenance needs has developed. Projects will be prioritized based on the appropriate timing for preventative maintenance or reconstruction, based on PASER ratings and the extent to which the proposed treatments will extend the remaining service life (RSL) of the roadway.

The most current PASER data was taken in available from the TAMC website at: https://www.mcgi.state.mi.us/tamcMap/,

A Roadsoft export or a GIS shapefile of the PASER ratings is available upon request.

Information on the effectiveness of a project will be determined from <u>MDOT's Local Agency Programs</u> <u>Guidelines for Geometrics on Local Projects</u>. This document describes preventative maintenance treatments and gives the expected increases in RSL. It also has guidelines about reconstruction and resurfacing of roads.

Section 5: Safety

This section asks about the safety improvements that the transportation project makes. For this call for orojects, safety is being evaluated using Crash Reduction Factors (CRFs). Attached to the application is the list of potential safety counter measures MDOT developed for the Highway Safety Improvement Program (HSIP). Staff will review the crash types that occurred on the proposed road and calculate the expected reduction in crashes based on the countermeasures included in the project. This allows each project to be given a quantifiable value for how it will improve safety.

The crash question being asked are based on the federal safety performance measures. This data can be found at <u>michigantrafficcrashfacts.org</u>. Users can also access this data in the Roadsoft program.

Section 6: Non-Motorized

This section asks how the project will improve walking or bicycling, which contributes to the goal of improving conditions for all users.

The application also asks how the project will connect to existing pedestrian and bicycle facilities, or facilitate safer connections to fixed route transit through biking, walking, or facilities for people with disabilities. If this is the case, please provide a map of the connecting facilities with the application.

Section 7. Regional connectivity

This section asks about how important the roadway is to regional travel.

Section 6: Strategic Planning & Investment

This section asks whether the project has documented local support, whether potential issues to delay a project have been considered such as railroad permitting, and whether the project is coordinated with other investments, other jurisdictions, and other planning processes.

Inclusion in an asset management plan is especially important because it shows how this project is part of the agency's overall strategy for road maintenance.

Projects which continue from a <u>2017-2020 RTF project</u>, are important because that means that you are creating a continuous route of repaired roads.

The questions regarding utilities, water mains, and sewers are designed to ensure that agencies are considering the condition of their sewer, water, and utilities at the time of their road projects so that projects may be coordinated and infrastructure costs potentially saved.

Section 9: Existing and Proposed Roadway Design

This section asks about the existing and proposed roadway design. This helps to show exactly what nonmotorized infrastructure the road contains and how the project may improve this. It also clearly identifies if the project will expand capacity.

Section 10: Estimated Project Schedule

This section asks for an estimate of the project schedule to ensure that applicant consider and budget for appropriate time to get the project obligated before the end of the fiscal year.

Glossary

Advance Construct - Advance Construct (AC) refers to a situation where an agency, in addition to the 18.15% required local match, pays all or a portion of the federal share up front using local money. The agency is then reimbursed with RTF STBG funds in a later fiscal year, when the project is marked as Advance Construct Conversion (ACC). This technique allows agencies to deliver projects to their citizens more quickly even if federal funds are allocated to other projects in a given fiscal year. Note that the State D funds cannot be advanced. Unlike federal funds, any unspent state funds carry over between years.

PASER - The Pavement Evaluation and Surface Rating System (PASER) is a road rating system based on observable surface defects. Over the course of each two year period, SWMPC, MDOT, and Road Commission staff rate the condition of each of the federal-aid eligible roads. Roads are rated on a 1-10 scale, 10 being a road in excellent condition and 1 being a road that has failed. The latest PASER rating from 2018 can be found here: <u>https://www.mcgi.state.mi.us/tamcMap/</u>

PASER ratings are also available as a Roadsoft export or GIS shapefile, from SWMPC staff upon request. Please contact Brandon Kovnat at <u>kovnatb@swmpc.org</u> for further information.

ADT = Average Daily Traffic - This is the average number of cars, trucks, and motorcycles that travel on a given roadway on a given day. This count can come from SWMPC, MDOT, or your local agency and is valid as long as you provide the source.

National Functional Classification (NFC) - The National Functional Classification of a Roadway determines its importance in the overall movement of goods and services because it is based on the number of vehicles moved and the level of access it provides.

County maps showing each road's NFC can be found at: <u>http://mdotcf.state.mi.us/public/maps_nfc/</u>.

Rural Task Force Region Four Road Project Application

Section 1. Applicant Information					
Agency Name					
Contact Name		Title			
Phone Number		Email			

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Section 2. Project Information	n			
Project Name/Road Name				
Township/City/Village				
Project Limits				
(e.g. Napier Ave. to Britain Ave.)				
Project Length (nearest hundredth	Proposed Year of Funding			
of a mile)	Proposed real of Fullding			
	Reconstruct Restore & Rehabilitate Roadside Facility			
Primary Work Type	Resurface Traffic Operations/Safety Transit Other			
Project Description				
(Please provide major work items				
including sidewalks, utility work,				
ADA upgrades etc.)				

Section 3. Project Funding	
Federal STBG Requested	\$
State D	\$
CTF	\$
Local Funds	\$
Total	\$
Match Percentage (match/total cost)	
Does your agency have the financial capacity to Advance Construct (AC) all or part of this project if necessary? If yes, what is the maximum dollar amount your agency is willing to Advance Construct (AC)?	□ Yes □ No Maximum Dollar Amount you can AC? \$

Section 4. System Preservation	
PASER rating	
Current state of drainage	 Adequate Minor and tolerable drainage problems Occasional drainage problems with some maintenance required Inadequate drainage, frequent flooding, excessive maintenance required
Expected increase in Remaining Service life (RSL)	0-3 years 4-6 7-9 10-14 15-20 Use MDOT's <i>Guidelines for Geometrics on Local Projects</i>
What guidelines does the project conform to?	 Reconstruction (4R) Resurfacing, restoration, and Rehabilitation (3R) Preventative Maintenance (PM)

Section 5. Safety							
Please list the number and severity of crashes within the proposed project limits over the last 5 yrs. (2013-2017) (see Michigan Crash Facts for crash data)							
Total Crashes			Pedestrian & Bicycle				
			Crashes				
Fatalities	Serious Injuries						
Using the attached Crash Rec	duction Fa	ctors sheet, please	check each safety counter mea	sure that will be included in			
the project	the project						
Describe any other safety							
improvements this project will							
provide							

Section 6. Non-motorized Improvements				
Please explain any pedestrian and/or bicycle improvements are included				
Does this project connect to an existing pedestrian/bicycle facility or one that is planned to be completed from 2020-2023?	Yes No			

Section 7. Regional Connectivity	
What is the most current daily traffic count for the limits of this	Less than 2000 2000-5000
project?	5000-10,000 Above 10,000
	Year of count: Source:
National Functional Classification (NFC) for this roadway	
Is the project on an All Season Road	Yes No Not Sure

Section 8. Strategic Planning & Investment	
Is the project identified in a Asset Management Plan, or Capital Improvement Plan	Yes No If yes, please cite the plan and page number:
Is the project identified in another planning documents such as a master plan or parks and recreation plan	Yes No If yes, please cite the plan and page number:
Does the project cross jurisdictional boundaries?	Yes No
If yes, will it be bid as a single project?	Yes No NA
Will this project coordinate with other infrastructure projects (i.e. utility, water, sewer, etc.)	Yes No If yes, please indicate the project type and construction year:
How many water main breaks have you had at this location in the past five years?	
Is there a completed a utilities assessment that included televising the sewers in the project area?	Yes No
Will this project require environmental mitigation, purchase of Right of Way (ROW), or railroad permits?	Yes No Not Sure If yes, which items are required:
Does this project perform Resurfacing, Reconstruction, or Preventative Maintenance on a segment adjacent to a segment where a federally-funded project was done during the <u>2017-</u> <u>https://www.swmpc.org/downloads/rtf_region4_20172020_project_list.pdf2020</u> <u>RTF</u> cycle?	Yes No What segment was the PREVIOUS project done on?

Section 9. Existing and Proposed Roadway Design								
	Existing				Proposed			
Number of	Through	Center T				Through	Center	On Street
Vehicle Lanes	Traffic Lanes	Lane		Parking		Traffic Lanes	Turn Lane	Parking
				🗆 Yes 🗆 No				🗆 Yes 🗆 No
Shoulder Surface	Paved		Wio	dth (ft.)		Paved		Width (ft.)
	🗌 Unpaved					Unpaved		
Sidewalk/ path	Placement		Wio	dth (ft.)		Placement	Width (ft.)	
information	One Side					🗌 One Side		
	Both Sides					Both Sides		
	Intermittent					Intermittent		
	None					None		
On road bicycle	📃 Bike Lane 📃 Other		her (s	specify)		Bike Lane	Other ((specify)
facilities	Sharrows					Sharrows		
	📃 Wide Shoul	ders	None			Wide Shoulders None		
Utilities, Sewer	Utilities Upg	rades Nee	eded			Replaced Utilities		
and Water	Sewer and w	vater work	k needed			Relocating Utilities		
						Sewer and Water Line Work		
Please describe any improvements being								
made as part of this project to crosswalks,								
signage or signals, or streetscape elements								
not discussed in project description								

Section 10. Estimated Project Schedule	
Activity	Estimated Date
Resolution of Support for \Box 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	
Right of Way (ROW) certified*	
Rail Road Permits*	
Environmental Mitigation*	
Project Obligated	
Project Letting	
Construction Start	
Project Completion	

*Enter NA if these items will not be required.

Transit Project Application for 2020-2023

Section 1. Applicant Information			
Agency Name			
Contact Name		Title	
Phone Number		Email	

Section 2: Project Proposal and Funding Request	
Project Name	
Proposed Year(s) of	
Project Funding	
Project Type	Vehicle Replacement Support Vehicle Expansion of Fleet
	Communications Equipment 🗌 Exterior Facilities Equipment 🔲 Facility Expansion
	Bike Racks Deassenger Bus Shelter/Benches Maintenance Equipment
	Mobility Management Office Equipment Operations Preventative Maintenance
	Radio Equipment AVL Equipment Computer Equipment Service Expansion
Detailed Description	
and justification for	
project.	
If this is a facility	Yes No
expansion, has a	
construction feasibility	
study been completed	
for the project?	

Section 3: Project Funding		
Funding Type	Source	Amount
Federal	5307 5311 5339 5310 STBG 5307-JARC	\$
State	CTF Funds	\$
State	Other	\$
Local Match		\$
TOTAL		\$
If a match is required, does your age	ncy have the financial capacity to	Yes No
provide the local match stated above	?	

Section 4: Safety & Security	
Will this project improve safety?	Passenger Safety Workplace Safety
	Facility Safety and Security
Please describe any safety improvements you intend to make with this project:	

Section 5: Increasing Access	
Does this project add	Yes No
incentives or remove barriers	If yes please explain how:
for people to use fixed route	
public transit?	
Will this project improve the	Yes No
ability of persons with	If yes, please explain how:
disabilities to use your transit	
services?	

Section 6: State of Goo	od Repair
Does the Project bring facility or asset into a state of good repair or extend the useful life?	State of Good Repair Extends Useful Life
IS this project a replacement?	Yes No Project meets minimum age criteria for replacement Project exceeds minimum age criteria for replacement by 2 years Project exceeds minimum age criteria for replacement by 4 years plus. See 2019 Replacement Schedule: <u>https://www.swmpc.org/downloads/2019_replacement_schedule_for_cap_ital_items.pdf</u>
What is the expected useful life of the project?	0-3 years 4-6 7-9 10-14 15-20 25 +
Does this Project meet MDOT's replacement vehicle millage standard?	 Vehicle being replaced has been driven more than 10,000 miles per year. Vehicle being replaced has been driven less than 10,000 miles per year. Link to vehicle inventory information here: https://www.swmpc.org/downloads/2018 transit_vehicle_inventory .pdf
Provide the following information if this is a vehicle replacement:	Year and inventory number of vehicle being replaced: Seat Quantity: Link to vehicle inventory information here:

Section 8: Targeting Investments Strategically		
IS the Project capable of	Yes No	
completion within 18-24	If yes indicate the milestones for the project:	
months from year of		
funding?		
Is the project identified in a	Yes No	
Transit Coordination Plan.	If yes: Indicate name of plan and page number below:	
Required for		
5310 Funding.	Link to Plan	
Does the Project provides or	Passenger Rail Intercity bus Activity Center	
increases connections	Another Transit System Other None	
between two or more key	List below:	
activity centers or		
multimodal facilities?		
Will this project increase	Yes No	
passengers per vehicle?	Most current data Passenger Per Vehicle Hour:	
	2013-2017 MDOT Performance Indicator Data	
Number of transit riders and		
service type this project will	Fixed Route transit riders	
benefit?	Dial a Ride transit riders	
	Demand Response riders	
	This project will not benefit any riders	
	Annual ridership for this project:	
	2013-2017 MDOT Performance Indicator Data	
Will the Project will reduce	Operating Costs	
costs?	Maintenance Costs	
	Project will not reduce costs	