

Berrien County Rural Task Force 2024-2026 Call for Projects

Program Guidance Packet

A FEDERAL TRANSPORTATION PROGRAM MANAGED BY THE SOUTHWEST MICHIGAN PLANNING COMMISSION

Introduction

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 (TEDF-D) funding for fiscal years 2024-2026.

Rural Task Force (RTF)

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.

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

Eligible Applicants

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.

Eligible Project Costs

Only construction costs are eligible for STBG and State D funding. Preliminary and construction engineering is the responsibility of the project sponsor to complete without STBG funding. Eligible uses include construction, reconstruction, rehabilitation, resurfacing, restoration, enhancement, and operational improvements. 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.

Location of Projects

STBG Funding

STBG funded road projects must be located on federal-aid eligible roads within the rural area of Berrien County. These are roads that have been functionally classified by FHWA as a rural major collector or higher according to the National Functional Classification (NFC). Please see the <u>National Functional Classification</u> map to locate eligible roads.

State D Funding

State D funds can <u>only be used on roads classified as All Season</u>. 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. You can find more information about all season requirements on <u>MDOT's website</u>. See the most recent <u>All Season Road map</u> for the region to identify which roads are eligible for State D funds. 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 be reclassified as an All Season, the road must currently meet the all season road standards or be reconstructed to all season standards.

Local Match

STBG can fund up to 81.85% of the total eligible construction costs. The reaming 18.15% must be from a non-federal source of funding. State D can fund up to 80% of total projects costs with a 20% match. A resolution of support for the project from the agency who is financially responsible for the project is required at the time of project application submission. (See page 5 template example)

Project Selection

SWMPC staff will compile and post candidate 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.

The process for project prioritization has many steps and SWMPC strives to conducts a process that is fair and transparent. SWMPC encourages public input in accordance with the adopted SWMPC Public Participation Plan. The following is the procedure SWMPC will follow in Project selection:

- ACT 51 agencies submit projects using the 2024-2026 RTF Project Application along with supporting documentation.
- 2. SWMPC staff will review project submissions and compile the project information into a spreadsheet, map projects and post project information for the public
- 3. The County RTF will develop a draft list of funded projects and an illustrative list of projects.
- 4. The selected project list may need to be adjusted to remain fiscally constrained.
- 5. The recommended project lists from each county will be reviewed and approved at the Region 4 RTF meeting.
- 6. SWMPC will submit the approved project list to MDOT for state and federal approval.

Key Dates

Date	Activity	Public Involvement
June 30, 2021	Call for STBG funded projects issued	х
October 1, 2021	Applications due to SWMPC staff	х
October 29,2021	Submitted projects available for public review and comment	х
November – December 2021	County RTF meetings select fiscally constrained draft list of projects.	х
January 2022	Full RTF Region 4 review and approval of selected projects and illustrative project list for submission to MDOT.	х

Illustrative List of Projects

RTF Region 4 will adopt a list of projects that is financially constrained with the amount of STBG and State D funding available for programming. Applications, not included in the fiscally constrained list will be placed on an illustrative list of projects, ranked in priority order based on the project's evaluation score. Should additional funding become available projects on the approved illustrative list will be considered for funding. This illustrative list will be in effect only until the adoption of the next programming cycle.

General Considerations for Federal Funding

Projects carried out using USDOT funds must comply with applicable provisions in Title 23 of the United States Code dealing with Federal-aid highways, such as project agreements, authorization to proceed prior to incurring costs, prevailing wage rates (DavisBacon), Buy America, competitive bidding, and other contracting requirements, regardless of whether the projects are located within the right-of-way of a Federal-aid highway.

Applicants are urged to familiarize themselves with title 23 requirements. Federal aid, including STBG, is generally most efficiently used for major road rehabilitation or reconstruction. The administrative burden of a federal-aid project can be substantial. Thus, a small project is often best accomplished with local funds to avoid this burden.

Application Instructions

The applicant must fill out a separate application for each project for which they are applying for, with each road segment being considered a separate project. Although the Transportation Improvement Plan (TIP) will cover 2023-2026, projects that are currently approved and programmed for 2023 do not need to reapply. If an agency had an approved project on the approved 2020-2023 Illustrative list and would like to be considered for the 2024-2026 funding, they need to reapply with updated information.

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 about formatting as long as your application is still legible.

Please save your final file in the following format: AgencyName ProjectName RTF.dox.

All applications are due on Friday, October 1, 2021

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

You may also mail your application to: Brandon Kovnat

Southwest Michigan Planning Commission 376 W. Main Street Benton Harbor, MI 49022

NOTE: SWMPC staff will contact you with an email confirmation of your submitted application. If you do not receive an email confirmation, please contact an SWMPC staff member.

Resolution# The following is Resolution ______ enacted by the ______ of _____ County, Michigan, hereinafter referred to as the Local Public Agency (LPA), in the matter of the stated described project. WHEREAS, the United States Congress has set aside monies for Surface Transportation Block Grant (STBG) projects through the State of Michigan, Department of Transportation (MDOT) and administered by the Southwest Michigan Planning Commission (SWMPC); and WHEREAS, MDOT has set aside funding though the Transportaiton Economic Development Funds Catgory D

WHEREAS, MDOT has set aside funding though the Transportaiton Economic Development Funds Catgory D (State D) for the creation and maienance of an all season road network;

WHEREAS; the (Add project description here) is a transportation activity eligible to receive <u>federal STBG</u> <u>and/or State D funding</u>; and

WHEREAS, if requested funds are granted, the (County/City/Village, etc.) shall be responsible for at least 18.5% percent of the eligible costs.

NOW, THEREFORE BE IT ORDAINED by (Board of County Commissioners/Township/City/Village Council, etc.), that:

SECTION ONE: (Consultant/Engineer of Record) of said LPA is hereby empowered on behalf of the LPA to prepare and execute an application for STBG funds for the stated described project and to submit to the SWMPC for consideration of funding.

SECTION TWO: The total cost of the project is estimated to be \$_______, of which the LPA, if awarded the funds, commits to pay at least 18.5% (hereinafter known as the local match) of the actual cost, estimated to be \$______. The local match shall be funded by the LPA using ______ (Source) funds. The LPA further agrees to pay 100 % of the cost over and above the awarded amount of STBG or State D funding and for all non-participating costs and associated project development activities.

SECTION THREE: Upon completion of the described Project, and unless otherwise agreed, the LPA shall: (1) provide adequate maintenance for the described Project in accordance with all applicable state and federal laws, including, but not limited to, <u>23 USC 116</u>; (2) provide ample financial provisions, as necessary, for the maintenance of the described Project; (3) if necessary, maintain the right-of-way, keeping it free of obstructions; and (4) if necessary, hold said right-of way inviolate for public highway purposes.

Passed:	, 2021. (Date)
Attested:	
(Clerk) (Officer of LPA - title)	
Attested:	
(Title) (President of Council)	
RTF 2024-2026 Call for Projects	

Rural Task Force Region Four 2024-2026 Road Project Application

Click "Enable Editing" to begin filling out this form. You may save this form at any time.

If you need assistance please contact Brandon Kovnat, SWMPC Associate Planner.

Email kovnatb@swmpc.org or call (269) 925-1137 x 1524

Section 1. Applicant	Informatio	n				
Agency Name						
Contact Name				Title		
Phone Number				Email		
Engineer/Consultant (If applicable)						
Phone Number				Email		
Section 2. Project Inf	ormation					
Project Name/Road Nar	ne					
Project Limits (e.g. Napier Ave. to Brita	ain Ave.)					
Project Length (nearest hundredth of a mile)			Pro	posed Year	of Funding	
Primary Work Type		☐ Reconstruct ☐ ☐ Resurface ☐ Tr				,
Project Description (Please provide major witems including sidewalk work, ADA upgrades etc.)	ks, utility					
Was this project applied during the 2020-2023 Co Proejcts but not selecte	all for	Yes No				
Was this project awarde funding for the 2020-20 but was either canceled failed to be obligated	23 TIP,	Yes No If ye	s, please	explain:		
If you are submitting murank your applications b	ations, please	Project	Rank:	of		

Section 3. Project Funding				
Estimated Participating Cost of the P	roject	\$		
Federal STBG Requested		\$	%	
State D Requested		\$	%	
CTF (Transit Only)		\$	%	
Local Funds		\$	%	
Total		\$	%	
Does your agency have the financial Construct (AC) all or part of this project, what is the maximum dollar amount willing to Advance Construct (AC)?	ect if necessary? If	☐ Yes ☐ No Maximum Dollar Amount you can AC? \$		
Can your agency supply additional m	•	☐ Yes ☐ No		
minimum required 18.15%. If so how Are there elements of the project that for other federal fund sources such a Bridge etc.	at could be eligible	Amount \$ Source: Amount: \$ Explanation:		
Will the project have nonparticipatin water, or sewer work?	g work, such as	Amount: \$ Explain:		
Section 4. Regional Connectivity	/			
What is the most current daily traffic of this project?	count for the limits	AADT: Year of count:	Source:	
National Functional Classification (NE	C) for this roadway	rear or court.	Source.	
Is the project on an All Season Road		Yes No Pro	oposed All Season	
is the project on an Amseason nead				
Section 5. System Preservation				
2021 PASER rating (Available 8-10-21)				
Current state of drainage	Occasional drain	-	s ne maintenance required ve maintenance required	
Expected increase in Remaining Service life (RSL)	Use MDOT's <u>Guideli</u>	nes for Geometrics on I	Local Projects	
What MDOT guidelines does the project conform to?	☐ Reconstruction (4 ☐ Resurfacing, resto	oration, and Rehabilitation (3R)		

Section 6. Safety					
Please list the number and severity of crashes within the proposed project limits over the last 5 yrs. (2016-2020) (see Michigan Crash Facts for crash data)					
Total Crashes		Pedestrian & Bicycle Crashes			
Fatalities		Serious Injuries			
Using the attached Crash Fincluded in the project	Reduction Factors sh	eet, please check each safety cou	nter measure that will be		
Describe any other safety improvements this project provide	will				
	<u>'</u>				
Section 7. Pedestrian a	nd Bicycle Improv	vements			
Please explain what pedes bicycle facilities if any curre	•				
Please explain any addition and/or bicycle improveme the project.	•				
Does this project connect to an existing pedestrian/bicycle facility or one that is		Yes No	o connecting facilities		

Section 8. Strategic Planning & Investment	
Is the project identified in an approved Asset Management Plan, or Capital Improvement Plan	Yes No If yes, please attach the plan.
Is the project identified in another approved planning document such as a master plan or parks and recreation plan	Yes No If yes, please cite the plan and page number:
Is there an approved asset management plan covering the utilities along the project's limits	Yes No List utilities covered by the asset management plan:
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 utilities assessment that includes televising the sewers in the project area?	Yes No
	Yes No
Has staff received Asset Management training through the Michigan Transportation Asset Management Council? https://www.michigan.gov/tamc/0,7308,7-356-82158 ,00.html	□Yes □No
Has your agency completed the Asset Management Readiness Scale from the Michigan Infrastructure Council (MIC)? https://fcm.ca/en/resources/mamp/tool-asset-management-readiness-scale	☐Yes ☐No
Does the project cross jurisdictional boundaries?	Yes No
If yes, will it be bid as a single project?	Yes No NA
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:
If any of the above items are required please explain how they will be addressed	
Does this project perform Resurfacing, Reconstruction, or Preventative Maintenance on a segment adjacent to a segment that currently has a PASER of 7 or higher	Yes No List the adjacent segments that qualify:

Section 9. Existing and Proposed Roadway Design								
	Existing			Proposed				
Include the	Through			On Street	Through	Cent	er	On Street
number of	Traffic Lanes	Turn La	ne	Parking	Traffic Lanes	Turn	Lane	Parking
vehicle lanes				☐ Yes ☐ No				☐ Yes ☐ No
Shoulder	Paved		Wi	dth (ft.)	Paved			Width (ft.)
Surface	Unpaved				Unpaved			
Sidewalk/ path	Placement		Wi	dth (ft.)			Width (ft.)	
information	One Side				One Side			
	Both Sides				Both Sides			
	Intermitte	nt			Intermitte	nt		
	None				None		ا ما	
On road bicycle	Bike Lane		Ithe	r (specify)	Bike Lane	L	_] Othe	r (specify)
facilities	Sharrows Wide Shou	uldors [_ 	one	Sharrows Wide Shou	_ .ldors		one
Utilities, Sewer	Utilities Up				+=			Jue
and Water	Sewer and	_			Replace Utilities Relocate Utilities			
and water		water we	וואונ	eeueu	Sewer and Water Line Work			
Please describe ar	l v improvement	ts heing			sewer and	vvace	i Line v	VOIR
made as part of th		is being						
	crosswalks, signage or signals, or							
streetscape elements not discussed in								
project description								
Does this project enhance connectivity Yes No								
of pedestrian or bicyclists to fixed route								
or Dial-A-Ride transit?								
Section 10. Esti	mated Projec	t Sched	ule					
Activity					E:	stimate	ed Date	ذ
Resolution of Sup	port for \square Local	Match S	ubm	itted to SWMPC				
Project Applicatio	n Submitted to	MOT						
Grade Inspection	Package Submit	ted to M	DOT					
Grade Inspection	Meeting Schedu	ıled						
Final Plan and Estimate to MDOT								
Right of Way (ROW) certified*								
Rail Road Permits*								
Environmental Mi	Environmental Mitigation*							
Project Obligated								
Project Letting								
Construction Start	t							
Project Completio	n							

^{*}Enter NA if these items will not be required.

Proposed Improvement	% Reduction	Associated Crash Types				
SEGMENT (CRASH REDUCTION	ON FACTORS				
Geometric Safety Enhancements						
	80%	Rear-End Left-Turn				
	50%	Head-On Left-Turn				
Center Left-Turn Lane - Construct	20%	Head-On, Angle, Sideswipe*				
	15%	Non Left-Turn Rear-End, Other*				
	65%	Rear-End Right-Turn				
Bisht Town Love Construct	30%	Angle				
Right-Turn Lane - Construct	15%	Rear-End				
	10%	Other*				
Horizontal Curve Flattening	30%	Lane Departure***				
Shoulders - Widen to Standard Width (add 1' each side)	5%	Lane Departure***				
Shoulders - Widen to Standard Width (add 2' each side)	10%	Lane Departure***				
Shoulders - Widen to Standard Width (add 3' each side)	15%	Lane Departure***				
Shoulders - Widen to Standard Width (add 4' each side)	20%	Lane Departure***				
Shoulders - Widen to Standard Width (add 5' each side)	25%	Lane Departure***				
Shoulders - Widen to Standard Width (add 6' each side)	30%	Lane Departure***				
Shoulders - Widen to Standard Width (add 7' each side)	35%	Lane Departure***				
Vertical Curve Modification	20%	All Applicable Crash Types +++				
General S	Segment Enhanc					
Access Management - Improve	15%	Drive-way Related Applicable Crashes				
	44%	K and A injury Applicable Crashes				
Centerline Rumble Strips - Install	46%	Single Vehicle Run off Road Left Crashes				
Centernine Rumbie Strips - mstun	43%	Sideswipe Same Crashes				
	55%	Sideswipe Opposite Crashes				
High Friction Surface Treatment - Install	35%	Wet Crashes				
riigh Friction Surface Treatment - mstun	20%	All Other Applicable Crashes				
Recessed Durable Pavement Markings	5%	All Applicable Crashes				
Pedestrian Refuge - Install	50%	Pedestrian Crashes (Review NCHRP Report 841)				
Road Diet (4-3 Lane Conversion) - Install	50%	Suburban - All Applicable Crashes				
Shoulder Rumble Strips	20%	Run-Off the Road Right Crashes				
Signing/Delineation on Horizontal Curves (Including Recessed Durable Pavement Markings) - Install	20%	Lane Departure***				
Safety Edge Improvement	13%	All non-intersection crashes (CMF Clearing House ID 8658)				

Roadside Enhancements					
Bicycle Lanes - Install per standards	50%	Bicycle Crashes			
Shared Use Path - Install	33%	Bicycle and Pedestrian Related Crashes			
Fixed Objects From Clearzone (Trees, Culverts, Etc.) - Removal	75%	Fixed-Object Applicable Crashes			
Guardrail - Install	55%	Lane Departure ***Fatalities and "A" Injury Applicable Crashes			
Sidewalk for Pedestrians - Construct	85%	Pedestrian Crashes			
Slope Flattening	15%	Fixed-Object, Overturn Applicable Crashes			
Living Snow Fence	20%	Crashes due to wintry surface conditions			
Lighting - install on segment	20%	Dark Unlighted Crashes			
INTERSECT	ION CRASH REDU	CTION FACTORS			
 Pedestri	ian / Bicycle Enha	ancements			
Bump Out / Curb Extension - Remove Parking / Install	30%	All Crashes			
Bicycle Lanes - Install per standards	25%	Bicycle Crashes			
Sidewalk for Pedestrians - Construct	85%	Pedestrian Crashes			
	75%	Pedestrian Fatal - Dark Unlighted Crashes			
Intersection Lighting - install	40%	Pedestrian A-Injury - Dark Unlighted Crashes			
	30%	All Applicable Dark Unlighted Crashes			
5 to		Pedestrian Crashes			
Ped. Countdown Signals - Install new Pedestrian signal	30%	Pedestrian Crashes			
Ped. Countdown Signals - Upgrade from existing Pedestrian signal	25%	Pedestrian Crashes			
Signal Timing / Hardware Enhancements					
	3%	Rear-End			
☐ Multiple Low-Cost Improvements		Right-Angle			
	3%	Nighttime			
Install Reflectorized Backplates	15%	All Applicable Crashes			
Add All-Red Clearance Interval - Add per ITE	20%	Head-On Left-Turn, Angle			
Yellow-Change Interval - Increase	10%	All Crash Types			
	65%	Angle			
Box Span Signal - Upgrade from Stop Control	-25%	Rear-End (Increases Crashes)			
	20%	All Other Non Rear-End Crashes			
Box Span Signal - Upgrade from Diagonal Span	10%	All Applicable Crashes+			
Protected Left-Turn Signal Phase - Add	30%	Left-Turn			
Signal Head Size - Increase to 12 "	10%	All Applicable Crashes +			
Signal Optimization & Timing Updates	10%	All Applicable Crashes +			
Removing Night Flash from Signal Timing	50%	Nighttime Flash mode Related Crashes			

	Intersection Geometric Enhancements						
		80%	Rear-End Left-Turn				
	Contact of Town Long Construct	50%	Head-On Left-Turn				
	Center Left-Turn Lane - Construct	20%	Head-On, Angle, Other				
		15%	Non Left-Turn Rear-End				
		30%	Angle				
	Intersection Improvements (Realignment, Sight-Distance Improvements, Radii Improvements, Etc.)	15%	Rear-End				
	Radii iniprovements, etc.)	10%	Head-On, Sideswipe, Pedestrian, Bicycle, Left-Turn Related				
	Offset Left-Turn Lane - Construct	65%	Angle-Turn, Head-On Left-Turn				
	Offset Left-Turn Lane - Construct	20%	Rear-End Left-Turn				
		65%	Angle-Turn				
	Offset Right-Turn Lane - Construct	50%	Other Applicable Crashes				
		20%	Rear-End Right Turn				
	Right-Turn Lane - Construct	65%	Rear-End Right-Turn				
		20%	Applicable Rear-End Crashes, Sideswipe Same Direction				
	Down debout	78%	Fatal and A-Injury Reduction				
	Roundabout	57%	Minor Crash Reduction				
	Lighting	_	See MDOT Interchange Warranted Lighting Guidance and overall				
			MDOT Lighting Guidance				
	General Intersection Enhan	•	-				
	All-Way Stop Control - New Installation	60%	All Applicable Crashes				
	Ground Mounted Flashing Beacons (Red)- Install **	30%	All Crashes On Install Approach				
	Ground Mounted Flashing Beacons(Amber) - Install **	20%	All Crashes On Install Approach				
	Signing - Improve/Upgrade	30%	Angle, Rear-End Crashes				
	Pavement Markings - Improve/Upgrade	30%	Angle, Rear-End Crashes				
	Reflective Sheeting on Sign Posts (Iollipops)	15%	All Applicable Crashes				