# Cass 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 Cass 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.

Cass 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 Cass County are eligible for RTF funding. The eligible applicants include the Village of Cassopolis, Village of Marcellus, village of Vandalia, the Cass County Road Commission, and Cass County Transit.

# How much funding is available?

The following is an estimate for Cass 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.

### Estimated Cass County Funding Amounts – 2020-2023

	2020	2021	2022	2023
Federal STBG	\$612,000	\$624,000	\$637,000	649,000
State D	\$75,026	\$75,026	\$75,026	\$75,026

# 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 Cass County can be found at: https://mdotcf.state.mi.us/public/maps\_nfc/pdf/NFC14\_CASS.pdf

### 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 Cass County can also be found at: <a href="https://www.michigan.gov/documents/mdot/RTF-4-505851-7.pdf">https://www.michigan.gov/documents/mdot/RTF-4-505851-7.pdf</a>. 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 <b>scope or cost that warrant reconsideration or the applicant simply chooses not to reapply.** There are currently seven projects programed for 2020. There is no remaining STBG funds. There is about \$8,755 in STBG unprogrmaed and \$40,944 in State D unprogramed. These funds can carry over between fiscal years.

### Who Votes on the projects that are selected?

One representative from the rural cities and villages in Cass County (currently, the village of Cassopolis), one representative from the Cass County Road Commission, and one representative from the transit agency (Cass County Public Transit Authority). 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.

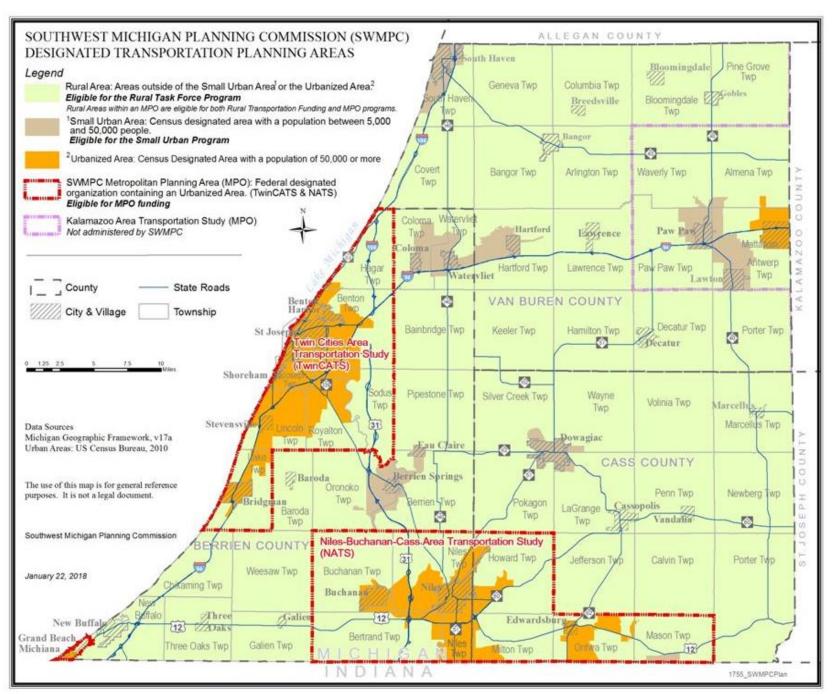
# **Tentative Key Dates**

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Date	Activity	Public Involvement
October 12, 2018	Call for RTF projects issued	Χ
December 10, 2018	Applications due to SWMPC staff	
December 17, 2018	Submitted projects available for public review and comment	Χ
January 4 - 16	County Meetings Held*	Χ
	Berrien County RTF meeting	Χ
	Cass County RTF meeting	Χ
	Van Buren County RTF meeting	Х
January 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		Χ

<sup>\*</sup>Specific RTF county meeting dates will be determined on or before December 10<sup>th</sup>

# 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. Joe Bellina from the Cass Country Road Commission is also a good resource if your township is considering a project and wants to know more about the engineering standards involved. Joe Bellina can be reached at jbelliana@casscoroad.org.



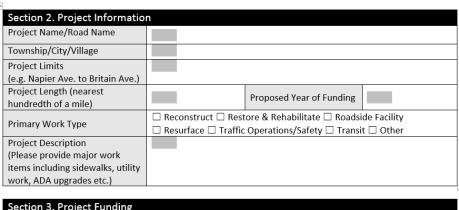
# FY 2020-2023 RTF Application Instructions

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 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 <a href="mailto:kovnatb@swmpc.org">kovnatb@swmpc.org</a> and Kim Gallagher at <a href="mailto:gallagherk@swmpc.org">gallagherk@swmpc.org</a>. 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 MDOT's Local Agency Programs Guidelines for Geometrics on Local Projects. 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 non-motorized 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: https://www.mcgi.state.mi.us/tamcMap/

PASER ratings are also available as a Roadsoft export or GIS shapefile, from SWMPC staff upon request. Please contact Brandon Kovnat at <a href="mailto:kovnatb@swmpc.org">kovnatb@swmpc.org</a> 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: <a href="http://mdotcf.state.mi.us/public/maps">http://mdotcf.state.mi.us/public/maps</a> nfc/.

# Rural Task Force Region Four Road Project Application

Section 1. Applicant Information					
Agency Name					
Contact Name			Title		
Phone Number			Email		
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)			Proposed Yea	ar of Funding	
Primary Work Type		Restore & Rehabilitate  Roadside Facility raffic 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 Maxin \$		mount you can A	C?

Section 4. System Prese	rvation				
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 life (RSL)	g Service	0-3 years	4-67-910-14 uidelines for Geometrics on Lo	15-20	
What guidelines does the proje	ect	☐ Reconstruct		<u>curriojects</u>	
conform to?			restoration, and Rehabilitation	on (3R)	
		_	Maintenance (PM)	` '	
Section 5. Safety					
Please list the number and sev (2013-2017) (see Michigan Co	•	· ·	oposed project limits over the	e last 5 yrs.	
Total Crashes			Pedestrian & Bicycle		
			Crashes		
Fatalities	Serious Injuries				
Using the attached Crash Redu the project	ction Factors	s sheet, please o	check each safety counter mea	isure that will be included in	
Describe any other safety					
improvements this project will					
provide					
Section 6. Non-motorize	ed Improve	ements			
Please explain any pedestrian a	•				
improvements are included	aria, or bicycl	ie			
,					
Danathia anniant annant ta an			المات		
Does this project connect to ar pedestrian/bicycle facility or or	~	☐Yes ☐No			
planned to be completed from		If yes, please provide a map of the connecting facilities			
Section 7. Regional Conr	nectivity				
What is the most current daily traffic count for the limits of this Less than 2000 2000-5000					
project?			5000-10,000 Year of count:	Above 10,000 Source:	
National Functional Classification (NFC) for this roadway					
Is the project on an All Season	Road		Yes No Not S	ure	

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 2017-https://www.swmpc.org/downloads/rtf_region4_20172020_project_list.pdf2020_RTF_cycle?	Yes No What segment was the PREVIOUS project done on?

Section 9. Existing and Proposed Roadway Design								
	Existing				Proposed			
Number of	Through	Center Tur	rn On Street		Tł	nrough	Center	On Street
Vehicle Lanes	Traffic Lanes	Lane		Parking	Tr	raffic Lanes	Turn Lane	Parking
								□ Vaa □ Na
				☐ Yes ☐ No				☐ Yes ☐ No
Shoulder Surface	Paved	\	Wid	Vidth (ft.)		Paved		Width (ft.)
	Unpaved					Unpaved		
Sidewalk/ path	Placement	\	Width (ft.)		PI	Placement Width (ft		
information	One Side Both Sides				╽┝	One Side		
	Intermitten	•			╽┝	Both Sides	+	
	None				╽┝	☐ Intermittent☐ None		
On road bicycle	Bike Lane	Othe	er (s	pecify)	╅	Bike Lane	Other (	specify)
facilities	Sharrows		. (-	, , , , , , , , , , , , , , , , , , ,		Sharrows	(	
	Wide Should	ders No	one	1		Wide Should	ders None	e
Utilities, Sewer	Utilities Upg	rades Need	ed			Replaced Utilities		
and Water	Sewer and w	ater work n	nee	ded		Relocating Utilities		
						Sewer and \	Water Line Wo	rk
Please describe any improvements being								
made as part of this project to crosswalks,								
signage or signals, or streetscape elements not discussed in project description								
not discussed in project description								
Section 10. Estimated Project Schedule								
Activity						Es	timated Date	
Resolution of Suppo	ort for Local M	atch Submit	ted	to SWMPC				
Project Application	Submitted to MC	)T						
Grade Inspection Pa	ackage 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								
<b>Project Completion</b>	Project Completion							

<sup>\*</sup>Enter NA if these items will not be required.

# Transit Project Application for 2020-2023

Section 1. Applicant	t Informat	ion				
Agency Name						
Contact Name			Title			
Phone Number			Email			
_			•			
Section 2: Project F	Proposal a	nd Funding Request				
Project Name						
Proposed Year(s) of						
Project Funding						
Project Type		Replacement Support Vel				
				quipment Facility Expansion		
	_	ks Passenger Bus Shelter/	<del></del>	Maintenance Equipment erations Preventative Maintenance		
	Radio Equip			quipment Service Expansion		
Detailed Description	The same and and			4		
and justification for						
project.						
If this is a facility	Yes _	No				
expansion, has a						
construction feasibility						
study been completed						
for the project?						
C. I'm 2 B. in I						
Section 3: Project F	unding					
Funding Type		Source		Amount		
Federal		☐5307 ☐5311 ☐5339		\$		
			7-JARC	A		
State		CTF Funds		\$		
State		Other		\$		
Local Match				\$		
TOTAL				\$ 		
If a match is required, do		city to	Yes No			
provide the local match	stated above					

Section 4: Safety & Sec	urity
Will this project improve safety?	☐ Passenger Safety ☐ Workplace Safety ☐ Facility Safety and Security ☐ No
Please describe any safety improvements you intend to make with this project:	
Section 5: Increasing A	lccess
Does this project add incentives or remove barriers for people to use fixed route public transit?	Yes No  If yes please explain how:
Will this project improve the ability of persons with disabilities to use your transit services?	Yes No If yes, please explain how:
Section 6: State of Goo	d 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?	<ul> <li>Yes</li></ul>
What is the expected useful life of the project?	0-3 years4-67-910-1415-2025 +
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_inventorypdf
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 Inv	vestments 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.	<u>Link to Plan</u>				
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.				
	Annual ridership for this project:  2013-2017 MDOT Performance Indicator Data				
Will the Droiget will reduce					
Will the Project will reduce	☐ Operating Costs ☐ Maintenance Costs				
costs?					
	Project will not reduce costs				