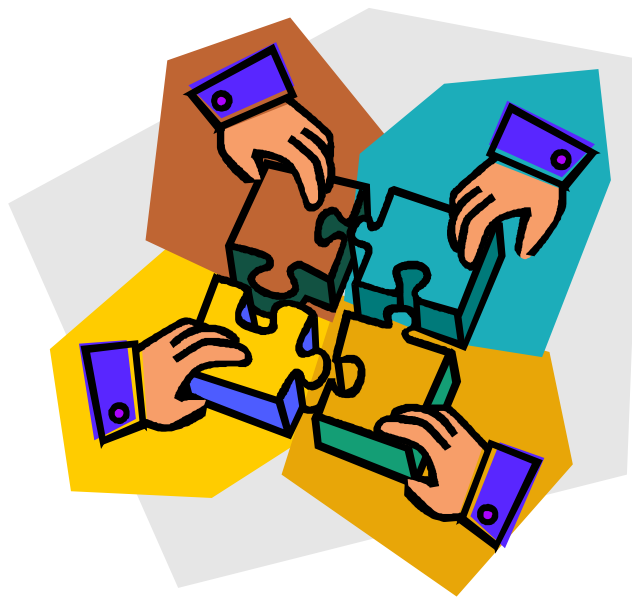


FISCAL YEAR 2012
October 1, 2011 – September 30, 2012

**TWIN CITIES AREA TRANSPORTATION STUDY
(TwinCATS)**

UNIFIED WORK PROGRAM



Prepared by
Southwest Michigan Planning Commission
Metropolitan Planning Organization
For the Benton Harbor/St. Joseph Urbanized Area

In Cooperation with
Twin Cities Area Transportation Study
Technical Advisory and Policy Committees

July 2011

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INTRODUCTION

The Fiscal Year (FY) 2012 Unified Work Program (UWP) is a federally required document describing transportation planning projects and activities of the Southwest Michigan Planning Commission (SWMPC) in the Benton Harbor/St. Joseph urbanized area, also known as the Twin Cities Area Transportation Study (TwinCATS), to be undertaken during the period of October 1, 2011 through September 30, 2012 within the TwinCATS area.

The UWP is a narrative description of the annual technical work program objectives and budgets adopted by TwinCATS. It is designed to carry out a continuing, cooperative and comprehensive transportation planning process that considers the various planning factors specified by the Safe, Accountable, Flexible, Efficient Transportation Equity Act - A Legacy for Users (SAFETEA-LU).

There are five major work elements to the UWP, which are described in detail in the pages that follow: Program Management, Data Base Management, Long Range Planning, Short Range Planning and Other Planning. A major planning activity during FY 2012 will be to begin work on the 2040 Long Range Transportation Plan, including developing goals, writing plan text, and developing the travel demand model. Other major planning activities include continuing the asset management and traffic count programs, continuing to manage the Transportation Improvement Program, and continuing to assist local agencies with public transit and non-motorized projects.

It is the intent of TwinCATS to benefit community residents and businesses by encouraging maximum interaction between local, State and Federal agencies and by constantly seeking to improve our transportation decision-making process.



COMMITTEES AND GEOGRAPHIC AREA

The Twin Cities Area Transportation Study (TwinCATS) urban transportation planning program is funded by the Federal Highway Administration, the Federal Transit Administration, the Michigan Department of Transportation, and the local units of government within the TwinCATS boundaries. Geographically, the TwinCATS area covers thirteen communities in Berrien County: Benton Charter Township, City of Benton Harbor, City of St. Joseph, St. Joseph Township, Village of Shoreham, Sodus Township, Royalton Township, Lincoln Township, Village of Stevensville, Lake Township, the City of Bridgman, the Village of Grand Beach, and the Village of Michiana.

TwinCATS consists of two committees: the Technical Advisory Committee (TAC) and the Policy Committee. The purpose of the Committees is to provide guidance, direction and necessary approvals with respect to all aspects of the continuing, comprehensive and cooperative transportation planning process. Current membership is as follows:

Policy Committee

Benton Charter Township	Carolyn Fowler
Berrien County Board of Commissioners	Debra Panozzo
Berrien County Planning Commission	Kevin Wordelman
Berrien County Road Commission	Lawrence Merritt
City of Benton Harbor	Darwin Watson
City of Bridgman	Aaron Anthony
City of St. Joseph	Bob Judd, Chair
Cornerstone Alliance	Vacant
FHWA (ex-officio)	Rachael Tupica
FTA (ex-officio)	Stewart McKenzie
Lake Charter Township	John Gast
Lincoln Charter Township	Dick Stauffer
MDOT – Coloma TSC	Erin Kercheval / Sarah Woolcock
MDOT – Southwest Region	Jason Latham
MDOT – Statewide Planning	Ray Lenze
Northwest Indiana Regional Planning Commission (ex-officio)	Bill Brown
Royalton Township	Jim Soteriou
St. Joseph Charter Township	Tim Fenderbosch / Roger Seely
Sodus Township	Michelle Bennett
Southwest Michigan Regional Airport	Lee Scherwitz, Vice-Chair
St. Joseph River Harbor Authority	Lee Scherwitz, Vice-Chair*
SWMPC (ex-officio)	John Egelhaaf
Twin Cities Area Transportation Authority	Bill Purvis
Village of Grand Beach	Bob Dabbs
Village of Michiana	Vacant
Village of Shoreham	Bruno Trapikas
Village of Stevensville	Steve Slavicek

* *Dual appointment by Southwest Michigan Regional Airport and St. Joseph River Harbor Authority*

Technical Advisory Committee

Benton Charter Township	Nora Jefferson
Berrien County Community Development	Katie Montoya
Berrien County Road Commission	Brian Berndt
City of Benton Harbor	Chris Cook/Kenton McAndrew
City of Bridgman	Aaron Anthony
City of St. Joseph	Tim Zebell, Vice-Chairman
Cornerstone Alliance	Thad Rieder
FHWA (ex-officio)	Rachael Tupica
FTA (ex-officio)	Stewart McKenzie
Lake Charter Township	Gloria Payne
Lincoln Charter Township	Terrie Smith
MDEQ – Air Quality Div. (ex-officio)	Robert Rusch
MDOT – Passenger Transit Division (ex-officio)	Fred Featherly
MDOT – Southwest Region	Jason Latham
MDOT – Statewide Planning	Ray Lenze
MDOT – TSC, Coloma	Erin Kercheval / Sarah Woolcock
MDOT – Travel Demand (ex-officio)	Bradley Sharlow
Northwest Indiana Regional Planning Commission (ex-officio)	Bill Brown
Royalton Township	John Olson / Jim Soteriou
Sodus Township	Michelle Bennett
Southwest Michigan Regional Airport	Lee Scherwitz, Chair
St. Joseph Charter Township	Alan Smaka
St. Joseph River Harbor Authority	Lee Scherwitz, Chair*
SWMPC (ex-officio)	John Egelhaaf
Twin Cities Area Transportation Authority	Bill Purvis
Village of Grand Beach	Bob Dabbs
Village of Michiana	Vacant
Village of Shoreham	Brian Shutts
Village of Stevensville	Steve Slavicek

* *Dual appointment by Southwest Michigan Regional Airport and St. Joseph River Harbor Authority*



BUDGET AND FUNDING SOURCES

Federal Highway Administration Funding

TwinCATS receives federal funding from the FHWA for transportation planning, and legislation requires local match for federal funds. The FHWA contributes 81.85% (\$132,754) to the TwinCATS activities, and the local match required is 18.15% (\$29,438).

Federal Transit Administration Funding

As with FHWA funding, TwinCATS receives funding from the FTA for transportation planning, and legislation requires local match for federal funds. The FTA supports 80% (\$42,037) of the TwinCATS activities, and the local match required is 20% (\$10,509).

Local Jurisdiction Funding

The thirteen participating local units of government contribute local match based on each jurisdiction's share of the population. The 2010 Bureau of Census population figures are used to determine each jurisdiction's population. The Twin Cities Area Transit Authority (TCATA) provides 20% of available pass-through dollars as local match from local funds. Attachment 2 contains a copy of the Memorandum of Agreement with TCATA. The TwinCATS TAC and Policy Committee are responsible for approving the budget.

FHWA & FTA FEDERAL AND LOCAL BUDGET

	Federal Share	Local Match	Total
FHWA (PL)	\$132,754	\$29,438 (@18.15%)	\$162,192
FTA (5303)	\$42,037	\$10,509 (@20.00%)	\$52,546
Total	\$174,791	\$39,947	\$214,738

BUDGET BY WORK ELEMENT

Work Element	Federal Highway and Local Match Funds	Federal Transit and Local Match Funds	Total*
Program Management	\$81,882	\$25,309	\$107,191
Database Management	\$27,241	\$8,419	\$35,660
Long Range Planning	\$30,765	\$8,435	\$39,200
Short Range Planning	\$15,553	\$4,807	\$20,360
Other Planning	\$6,751	\$3,161	\$9,912
Transit Pass-Through	\$0	\$2,415	\$2,415
Total	\$162,192	\$52,546	\$214,738

**The totals shown here are actual totals, rounded to the nearest dollar. Thus they may appear inconsistent throughout the document, by an amount no more than \$1.00.*

FY2012 LOCAL MATCH CALCULATION

Jurisdiction	Population*	Change from 2000 Population	Percentage of Total Population (2010)	Share of FHWA Local Match	Share of FTA Local Match	Share of FTA Pass-Thru Match	Share of Total Local Match
Benton Charter Township	14,749	-10%	20.98%	\$6,177	\$2,205	\$0	\$8,383
Lake Charter Township	2,972	-6%	4.23%	\$1,245	\$444	\$0	\$1,689
Lincoln Charter Township	13,549	+6%	19.28%	\$5,675	\$2,026	\$0	\$7,701
Royalton Township	4,766	+23%	6.78%	\$1,996	\$713	\$0	\$2,709
St. Joseph Charter Township	9,166	0%	13.04%	\$3,839	\$1,370	\$0	\$5,209
Sodus Township	1,932	-10%	2.75%	\$809	\$289	\$0	\$1,098
Village of Shoreham	862	0%	1.23%	\$361	\$129	\$0	\$490
Village of Stevensville	1,142	-4%	1.62%	\$478	\$171	\$0	\$649
Village of Grand Beach	272	-19%	0.39%	\$114	\$41	\$0	\$155
Village of Michiana	182	-37%	0.26%	\$76	\$27	\$0	\$103
City of Benton Harbor	10,038	-10%	14.28%	\$4,204	\$1,501	\$0	\$5,705
City of Bridgman	2,291	-6%	3.26%	\$960	\$343	\$0	\$1,302
City of St. Joseph	8,365	-5%	11.90%	\$3,504	\$1,251	\$0	\$4,754
TCATA	n/a	n/a	n/a	\$0	\$0	\$483	\$483
Total	70,286	-3%	100.00%	\$29,438	\$10,509	\$483	\$40,430

*Source: Population based on 2010 Census.

MDOT also uses their funds to provide a variety of staff services. Their budget for FY 2012 follows:

MDOT FUNDS - STATE PLANNING, AND RESOURCE FUNDING (SPR)

Work Element	Funding Amount
Program Management	\$5,490
Database Management	\$4,359
Long Range Planning	\$13,903
Short Range Planning	\$5,448
Other Planning	\$5,448
Total	\$34,648



PROGRAM MANAGEMENT

Goal

Effectively administer and manage the urban transportation planning program.

Ongoing Tasks

1. General administration of the program including planning, travel, participation, follow up and dissemination of the results and outcomes of meetings, seminars, trainings, and conferences, as well as preparation of committee minutes, written and oral correspondence with federal, state, and local officials, quarterly progress reports and billings to the MDOT.
2. Provide staff support to the TwinCATS TAC and Policy Committee.
3. Write the Annual Report for FY 2011. This report documents the expenditures, work activities and products for the previous fiscal year.
4. Publish an Annual Listing of Obligated Projects for FY 2011.
5. Write the Unified Work Program for FY 2013.
6. Conduct an annual review of membership and participation for the Technical Advisory and Policy committees.
7. Report on TwinCATS activities to the federal and state agencies and to the SWMPC, as appropriate.
8. Provide staff development to support the changing planning skills necessary to effectively administer and implement the transportation planning process.
9. Participate in staff development training and educational opportunities.
10. Attend Michigan Transportation Planners Association (MTPA) meetings and annual conference.
11. Attend the quarterly Transportation Technical Committee (TTC) meetings.
12. Facilitate public involvement in the transportation planning process as described below:
 - Establish a schedule of public meetings as an ongoing element of the planning process for public information and input.
 - Actively implement public involvement activities through community meetings, surveys, newsletters, distribution of committee and planning information to radio, television and newspapers.
 - Coordinate with MDOT on regional activities affecting transportation developments.
 - Use appropriate visualization techniques to describe plans and perform other public participation activities as required by SAFETEA-LU.
 - Identify and communicate with transportation-disadvantaged populations (including those identified in Environmental Justice legislation) to bring their ideas and needs into the planning process.
 - Actively partner with other agencies and organizations to obtain greater participation in and information about the diverse needs of the population.
 - Continue to maintain an updated public outreach list and database of public involvement activities.
 - Continually evaluate the public involvement activities as compared with the goals and strategies set

out in the Public Participation plan document.

13. Maintain the SWMPC website for transportation information dissemination.
14. Consult as appropriate with state, local, and private agencies, and Native American Tribes responsible for economic growth, land use management, natural resources, environmental protection, conservation, historic preservation, and human service transportation providers to enhance the transportation planning process.
15. Attend meetings of partner groups or organizations, such as We Can! Healthy Berrien, Berrien County Building Healthy Communities committees, etc.
16. Participate and/or co-sponsor public education programs aimed at increasing bicycling, walking and other forms of non-motorized commuting.
17. Continue to write letters of support for partner agencies' projects or programs.
18. Meet with MDOT to discuss potential changes to metropolitan planning organization (MPO) map boundaries.
19. Assist local entities in developing and maintaining asset management plans.

Products:

Responsible Agency:

Meeting information, including agendas, minutes, and handouts	SWMPC
Public notice of annual meeting schedule	SWMPC
FY 2011 Annual Report	SWMPC
FY 2013 UWP	SWMPC
Public notices of various activities	SWMPC
Regularly updated website	SWMPC
Annual listing of projects	SWMPC
Database of public involvement activities	SWMPC
Updated public outreach, media, and consultation mailing lists	SWMPC

BUDGET FOR PROGRAM MANAGEMENT

Funding Source	Funds	Local Match	Total
FHWA (PL)	\$67,021	\$14,861	\$81,882
FTA (5303)	\$20,247	\$5,062	\$25,309
MDOT (SPR)	\$4,494	\$996	\$5,490
Total	\$91,762	\$20,919	\$112,681

Budget Per Responsible Entity

Entity	Hours (per year)	Cost
SWMPC	2,125	\$107,191
MDOT	36	\$5,490
Total	2,161	\$112,681



DATABASE MANAGEMENT

Goal

Continue to collect and maintain a solid database of information and the technical tools to accurately assess system priorities and to produce an accurate model of the transportation system for use in model updates for corridor studies and other planning endeavors.

Ongoing Tasks

1. Continue to collect information on employment changes.
2. Review and direct the urban traffic count program. Determine priority locations for traffic counts on an annual basis, as well as on a three-year cycle. Integrate local counting efforts with the Highway Performance Monitoring System (HPMS) counts and Travel Demand Model needs. Upload traffic count data to SWMPC website.
3. Collaborate with local entities in meeting the goals of the Asset Management Council established under P.A. 499. Activities include:
 - Participate in the rating of the federal aid eligible roads in the Benton Harbor/St. Joseph Urbanized Area, as well as other parts of the three-county area, as needed.
 - Display the results of the local PASER ratings on its website and provide them to local agencies.
 - Incorporate PASER ratings and Asset Management data into the TwinCATS LRP.
 - Maintain a separate contract with the Asset Management Council.
4. Analyze and upgrade computing capabilities and training in support of transportation planning process.
5. Maintain and update critical management documents (i.e., LRP, TIP, UWP) on SWMPC website.
6. Continue to upload regional data to the SWMPC website.
7. Review and update federal aid urban boundary, national functional classifications, and federal aid system as appropriate.

New Tasks

1. Assist MDOT with the development of the travel demand model for the Long Range Plan 2040, by completing the following tasks:
 - Finish reviewing population and household data if not completed in FY 2011.
 - Collect information on forecasted employment changes from newspaper articles and from consultation with economic development entities and provide that information to MDOT.
 - Convene the Inter-Agency Work Group to complete the air quality compliance review for the travel demand model.

- Review the forecast data for each future year in the travel demand model.
 - Calibrate the base year data in the model.
 - Participate in the analysis of projected unmet travel demand.
2. Develop performance measures for tracking progress in reaching regional transportation goals.

Products:	Responsible Agency
Accurate TAZ delineation and road network	MDOT
Traffic count data	SWMPC
PASER results (report and maps)	SWMPC
Travel demand model with analysis of unmet travel demand	MDOT and SWMPC
Transit data analysis	SWMPC
Regularly updated website	SWMPC
Performance measures	SWMPC

BUDGET FOR DATABASE MANAGEMENT			
Funding Source	Funds	Local Match	Total
FHWA (PL)	\$22,297	\$4,944	\$27,241
FTA (5303)	\$6,735	\$1,684	\$8,419
MDOT (SPR)	\$3,568	\$791	\$4,359
Total	\$32,600	\$7,419	\$40,019

Budget Per Responsible Entity		
Entity	Hours (per year)	Cost
SWMPC	707	\$35,660
MDOT	28	\$4,359
Total	735	\$40,019

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LONG RANGE PLANNING

Goal

Continue to incorporate federal focus areas into the long range planning process. Begin development of Long Range Plan 2040 document.

Ongoing Tasks

1. Solicit and encourage the local units of government and local agencies to share input and questions regarding transportation related concerns for consideration by the TwinCATS Committees.
2. Participate in regional and local planning initiatives for on-road and off-road non-motorized facilities. Provide information and regional coordination to local interests.
3. Research the federal focus areas of livability, sustainability, climate change, and greenhouse gas reduction, and develop strategies for integrating the focus areas into the long range planning process.
4. Identify strategies for integrating transportation and land use in a regional visioning process.
5. Collaborate with relevant partners in the federal emphasis area of freight planning as described below:
 - Work closely with state and federal transportation partners to learn about data sources for freight planning.
 - Continue to convene government agencies, chambers of commerce, and private partners to develop long range strategies for freight transportation.
 - Expand on the freight needs assessment conducted in 2010, by conducting more in-depth data analysis of deficiency areas for freight movement and by connecting with key freight stakeholders.
6. Collaborate with relevant partners in the area of regional rail planning as described below:
 - Attend monthly meetings of the WesTrain Coalition.
 - Monitor monthly Amtrak ridership data.
 - Continue the dialogue with the Michigan Association of Railroad Passengers, the WesTrain Coalition, Amtrak, MDOT, local government agencies, and local residents about how to improve rail service in Southwest Michigan.
 - Provide assistance to MDOT in conducting stakeholder engagement regarding the Michigan portion of the Midwest Regional Rail Initiative.
 - Continue to compile data justifying retaining the Pere Marquette Amtrak rail service in Southwest Michigan communities.
 - Continue to advocate for high speed rail in Berrien County, and encourage commuter rail from the TwinCATS area to Chicago.
 - Encourage the preservation of active rail corridors and abandoned rail corridors for future transportation service needs.
7. With the assistance of the Interagency Work Group (IAWG), assess the air quality conformity of proposed projects to be amended into the LRP and corresponding TIP.

8. Continue to monitor member activities and/or projects that are included in the LRP and being implemented or that need to be amended into the LRP.
9. Collaborate with relevant partners in the areas of air, water, rail, and public transportation as described below:
 - Air Transportation – provide planning assistance to the Southwest Michigan Regional Airport in the development of long and short-range strategies.
 - Water Transportation – provide planning assistance to the St. Joseph River Harbor Authority on passenger and freight services being planned.
 - Public Transit – continue to provide planning assistance to the Twin Cities Area Transportation Authority / Twin City Dial-a-Ride.
10. In cooperation with Berrien County and local units of government, explore locations and the feasibility of multi-modal facilities for harbor, air, rail, and roads.
11. Identify lack of connection between different modes.

New Tasks

12. Finish amending Walk & Roll plan into Long Range Plan 2035 if not completed in FY 2011.
13. Develop goals, with corresponding performance measures, for Long Range Plan 2040.
14. Begin writing text and producing maps for Long Range Plan 2040.

Products:

Responsible Agency

Updated, current LRP 2035

SWMPC

Goals, performance measures, text, and maps for LRP 2040

SWMPC

BUDGET FOR LONG RANGE PLANNING			
Funding Source	Funds	Local Match	Total
FHWA (PL)	\$25,181	\$5,584	\$30,765
FTA (5303)	\$6,748	\$1,687	\$8,435
MDOT (SPR)	\$11,380	\$2,523	\$13,903
Total	\$43,309	\$9,794	\$53,103

Budget Per Responsible Entity		
Entity	Hours (per year)	Cost
SWMPC	777	\$39,200
MDOT	90	\$13,903
Total	434	\$53,103



SHORT RANGE PLANNING

Goal

To monitor and coordinate regional work activities identified in the 2011-2014 TIP, in addition to other studies and reports required by changing circumstances.

Ongoing Tasks

1. Assist local agencies with addressing lack of available local match funding, including compiling case studies from other regions and analyzing alternative options for acquiring local match funding.
2. Monitor the financial constraint document for FY 2011-2014 TIP.
3. Monitor the status of FY 2012 TIP projects as they affect the FY 2011-2014 TIP.
4. Amend or administratively modify the FY 2012 TIP as needed to incorporate changes in projects.
5. Monitor projects being amended into the TIP for air quality conformity.
6. Coordinate regional transportation strategies with community transportation needs, development, and land uses and assist in the development of local plans, strategies and actions to integrate regional goals and local goals.
7. Work with MDOT, the Berrien County Road Commission, and the local units of government on the development of local inputs to the State Asset Management Plan.
8. Continue to coordinate, monitor, and follow up on transportation issues with transportation studies such as corridor studies, local traffic impact studies, and/or site plan review.
9. Continue to coordinate the local agencies receiving Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds.
10. Research the federal focus area of climate change and greenhouse gas reductions, and develop strategies for addressing the focus area in CMAQ fund distribution and other short range planning activities.
11. Work in partnership and coordinate with other stakeholders and community groups as part of community Safe Routes to School teams.
12. Collaborate with relevant partners in addressing safety in transportation planning as described below:
 - Identify opportunities to initiate safety data information collection and to conduct and/or coordinate outreach activities among interested parties.
 - Expand efforts to establish safety as a priority element in the transportation planning process.
 - Coordinate with law enforcement and other relevant agencies to ensure system safety and security.

New Tasks

1. Participate in the West Michigan Clean Energy Coalition to continue to learn about alternative fuels

projects and how to integrate them into the Transportation Improvement Program.

2. Revise the TIP project application to be used for the FY 2014-2017 Transportation Improvement Program.

Products:	Responsible Agency
Amendments and administrative changes to the TIP, as needed	SWMPC
Regularly updated TIP and Fiscal Constraint tables	SWMPC
Public participation notices	SWMPC
Strategies for addressing local match issues for projects in TIP	SWMPC
Updated TIP project application	SWMPC

BUDGET FOR SHORT RANGE PLANNING			
Funding Source	Funds	Local Match	Total
FHWA (PL)	\$12,731	\$2,823	\$15,553
FTA (5303)	\$3,846	\$961	\$4,807
MDOT (SPR)	\$4,459	\$989	\$5,448
Total	\$21,035	\$4,773	\$25,809

Budget Per Responsible Entity		
Entity	Hours (per year)	Cost
SWMPC	404	\$20,361
MDOT	35	\$5,448
Total	439	\$25,809

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OTHER PLANNING

Goal

To be responsive to the needs of the local area in meeting various unanticipated transportation-related planning activities as work arises.

Ongoing Tasks

1. Explore and evaluate new revenue sources.
2. Assist local communities in researching grant opportunities for funding transportation-related projects.
3. Assist local partners in planning short-term activities that have potential impacts on the transportation system, and encourage local governments to incorporate transportation planning in local planning.
4. Advocate the completion of US 31 to the proposed connection point with I-94 BL on the East side of Benton Harbor.
5. Collaborate with relevant partners in coordinating land use and transportation planning, as described below:
 - Provide staff assistance in identifying transportation/land use issues in the urban area.
 - Establish an ongoing coordination procedure with the Berrien County Community Development Department to provide regular inputs to the land use planning process.
6. Work with public transit providers and local government agencies in the area of public transportation as follows:
 - Continue to research the options for providing a balance of fixed-route, flex, and paratransit service to adequately and efficiently serve residents' needs.
 - Continue to compile data on the demographic needs for transit in the Twin Cities area and the importance of transit.
 - Continue to promote transit service and explain transit options to local governments, social service providers and community organizations.
 - Continue to convene meetings of the Berrien Coordinated Transportation Council.
 - Provide technical assistance to TCATA, community organizations and businesses interested in funding, designing, and building transit shelters.
 - Continue to provide transit agencies assistance with implementing and using scheduling software technology.
7. Manage the RideShare program using CMAQ funds.

8. Manage the Bicycle Safety program, which includes coordinating educational events.

New Tasks

1. Provide staff support to KFH Group consultants in coordinating the development of the Berrien County Transit Consolidation Feasibility Study.

Products:

Responsible Agency

Berrien County Transit Consolidation Feasibility Study (completed in FY 2013)

SWMPC

BUDGET FOR OTHER PLANNING			
Funding Source	Funds	Local Match	Total
FHWA (PL)	\$5,526	\$1,225	\$6,751
FTA (5303)	\$2,529	\$632	\$3,161
MDOT (SPR)	\$4,459	\$989	\$5,448
Total	\$12,514	\$2,846	\$15,360

Budget Per Responsible Entity		
Entity	Hours (per year)	Cost
SWMPC	196	\$9,912
MDOT	35	\$5,448
Total	231	\$15,360

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TRANSIT PASS-THROUGH

Goal:

To monitor and foster cooperative ventures for providing effective, efficient public transportation for residents of the Twin Cities area.

Ongoing Tasks

1. Collect and analyze TCATA ridership data, and provide analysis of trends in rider needs for the urban area.
2. Facilitate cooperation and coordination among transit providers within the urban area.
3. Coordinate transit activities with user groups, governmental agencies, and other transit agencies.
4. Aid MDOT in developing and promoting public transit projects and programs in the region.

Products:

Transit ridership data

Responsible Agency

TCATA

BUDGET FOR TRANSIT PASS-THROUGH			
Funding Source	Funds	Local Match	Total
FTA (5303)	\$1,932	\$483	\$2,415
Total	\$1,932	\$483	\$2,415

Budget Per Responsible Entity		
Entity	Hours	Cost
TCATA	56	\$2,415
Total	56	\$2,415

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ATTACHMENT 1. RESOLUTION OF APPROVAL

RESOLUTION TO APPROVE THE UNIFIED WORK PROGRAM FOR THE FISCAL YEAR 2012

WHEREAS, the Southwest Michigan Planning Commission (SWMPC) is the designated Metropolitan Planning Organization (MPO) for the Twin Cities Area Transportation Study (TwinCATS) according to the provisions of 23 U.S.C. 134, as amended; and

WHEREAS, the MPO is responsible for the development of a Unified Work Program which is required by both the Federal Highway Administration and Federal Transit Administration; and

WHEREAS, the Fiscal Year 2012 Unified Work Program has been developed pursuant to 23 U.S.C. 134, as amended, and Section 8(f) of the Federal Transit Act;

NOW, THEREFORE, BE IT RESOLVED, that the SWMPC approves the Unified Work Program for Fiscal Year 2012.

Linda Preston, Chairperson
Southwest Michigan Planning Commission

Date

ATTACHMENT 2. APPROVAL SCHEDULE

The FY 2011 UWP was approved as follows:

Approved by Technical Advisory Committee	<u>June 20, 2011</u>
Approved by Policy Committee	<u>June 20, 2011</u>
Approved by SWMPC Board (Administration Committee)	<u>July 19, 2011</u>
Approved by Federal/State Agencies	_____

ATTACHMENT 3. TCATA MEMORANDUM OF AGREEMENT

MEMORANDUM OF AGREEMENT

This AGREEMENT, effective October 1, 2011 through September 30, 2012, by and between the Southwest Michigan Planning Commission (SWMPC) and the Twin Cities Area Transportation Authority (TCATA), WITNESSETH:

SECTION 1. PURPOSE OF AGREEMENT: The purpose of this agreement is to set forth the cooperative planning relationship between the aforementioned parties with their respective responsibilities and to facilitate the pass-through of financial assistance provided by the U.S. Government to the Michigan Department of Transportation (MDOT) and passed through from and by MDOT to SWMPC to TCATA, under authority of Section 8 of the Urban Mass Transportation Act of 1964, as amended.

SECTION 2. PLANNING: The SWMPC agrees to provide technical assistance to TCATA for ongoing cooperative planning activities as outlined in the Fiscal Year 2012 Unified Work Program. In addition, SWMPC will respond to requests from TCATA to assist with special projects on an as needed basis, contingent upon approval of the SWMPC Executive Director and the Twin Cities Area Policy Committee. TCATA will continue to participate in the planning process through representation on the Twin Cities Area Transportation Study (TwinCATS) Technical Advisory Committee and Policy Committee.

SECTION 3. DATA MANAGEMENT: TCATA agrees to forward transit data to SWMPC to assist TwinCATS in fulfillment of the transit portion of its required work elements.

SECTION 4. FUNDS DISTRIBUTION: In order to assist TCATA in financing the cost of providing transit data, the total estimated cost of which is \$2,415, SWMPC agrees to PASS-THROUGH FTA SECTION 8 FUNDS to TCATA an amount equal to eighty percent (80%) of the total cost, \$1,932, provided that the TCATA shall contribute an amount equal to twenty percent (20%) of the total cost, \$483 from local funds.

TCATA will submit quarterly billings for data collected under Section 4 to the SWMPC within five (5) working days of the end of each three (3) month quarter. The SWMPC in turn will request funds from MDOT in an amount equal to one-quarter (1/4) of the \$1,932, or \$483, per (3) month quarter. Reimbursement of TCATA's expenses shall occur within ten (10) working days of the SWMPC's receipt of the requested funds from MDOT, provided however, that the SWMPC shall not be responsible for reimbursement to TCATA for any project costs inconsistent with the intent of the Unified Work Program.

SECTION 5. CONTINGENCY CLAUSE: In the event public transportation planning funds are reduced or eliminated, the SWMPC reserves the right to proportionally reduce or withdraw its obligation to TCATA under the above agreement.

SECTION 6. EXECUTION AND DURATION OF AGREEMENT: This agreement shall be executed in separate actions, each of which shall be deemed to be original having identical legal effect. When dated and signed by the SWMPC, this Agreement must be executed by TCATA within thirty days of such date. The expiration date shall remain unless other agreements are hereafter agreed upon by MDOT, the SWMPC and TCATA.

Therefore, the SWMPC and the TCATA do hereby adopt all statements, representations, warranties and covenants herein and agree to all of the terms and conditions of this agreement.

Executed by the Southwestern
Michigan Commission on this
_____ Day of _____ 2011

Executed by the Twin Cities Area
Transportation Authority on this
_____ Day of _____ 2011

SWMPC Chair

TCATA Chair

ATTACHMENT 4. SWMPC ACTUAL INDIRECT COST RATE

SWMPC 2009 Actual Indirect Cost Rate Based on FY 2007 Audit Costs

	<u>Direct Costs</u>	<u>Indirect Costs</u>	<u>Total Costs</u>
Salaries and wages	\$241,538 (Y)	\$110,905	\$352,443
Fringe benefits	\$99,915(Y)	\$63,054	\$162,969
Travel	\$23,320		\$23,320
Telephone	\$998	\$911	\$1,909
Printing and postage	\$5,707	\$1,884	\$7,591
Advertising	\$4,597	\$0	\$4,597
Dues and subscriptions	\$1,064	\$1,115	\$2,179
Supplies and materials	\$11,244	\$8,046	\$19,290
Computer services	\$10,543	\$4,668	\$15,211
Conferences and training	\$4,173	\$0	\$4,173
Contractual services - off site	\$50,153	\$0	\$50,153
Contractual services - on site	\$31,397 (Y)	\$0	\$31,397
Direct equipment	\$13,634	\$0	\$13,634
Pass thru	\$26,823	\$0	\$26,823
Commission expenses	\$15,868	\$0	\$15,868
Contents, bldg, liability, bond insurance	\$6,472	\$0	\$6,472
Contractual - audit	\$3,328	\$0	\$3,328
Rent, janitorial, recycling	\$0	\$27,493	\$27,493
Depreciation	\$0	\$3,237	\$3,237
Equipment maintenance	\$0	\$1,465	\$1,465
Bad debt expense	<u>\$0</u>		<u>\$0</u>
Total expenditures	<u>\$550,774</u>	<u>\$222,778</u>	<u>\$773,552</u>
Total Direct Base (Y)	<u>\$372,850</u>		
Total Indirect Costs (I)		\$222,778	

Indirect Cost Rate Formula:

	\$222,778/
Total Indirect Costs (I)/Total Direct Base (Y)	\$372,850
Indirect Cost Rate Percentage	59.75%

ATTACHMENT 5. CERTIFICATE OF INDIRECT COSTS

CERTIFICATE OF INDIRECT COSTS

This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this June 20, 2011 proposal to establish billing or final indirect cost rates for October 1, 2011 to September 30, 2012 are allowable in accordance with the requirements of the Federal award(s) to which they apply and 2 CFR part 225, Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A 87). Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Governmental Unit: _____

Signature: _____

Name of Official: _____

Title: _____

Date of Execution: _____