

# **NILES BUCHANAN CASS AREA TRANSPORTATION STUDY (NATS)**

## **UNIFIED PLANNING WORK PROGRAM FISCAL YEAR 2015**

October 1, 2014-September 30, 2015

Prepared by  
Southwest Michigan Planning Commission  
[www.swmpc.org](http://www.swmpc.org)  
Metropolitan Planning Organization  
For the Michigan urbanized area of the  
South Bend, Indiana Urban Area and the Elkhart/Goshen, Indiana Urban Area

In Cooperation with  
Niles Buchanan Cass Area Transportation Study  
Technical Advisory and Policy Committees  
[www.swmpc.org/nats.asp](http://www.swmpc.org/nats.asp)

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# INTRODUCTION

The Fiscal Year (FY) 2015 Unified Planning Work Program (UWP) is a federally required document describing transportation planning projects and activities of the Southwest Michigan Planning Commission (SWMPC) for the Michigan urbanized area of the South Bend, Indiana Urban Area and the Elkhart/Goshen, Indiana urban area also known as the Niles-Buchanan-Cass Area Transportation Study (NATS), to be undertaken during the period of October 1, 2014 through September 30, 2015.

It is the goal of the NATS metropolitan planning organization (MPO) that the projects developed in this document will benefit community residents and businesses by encouraging maximum interaction and cooperation among local, State, and Federal agencies; and by seeking to improve our transportation decision-making process.

The UWP is a description of the Partners, Projects, Programmatic Tasks, Products, and Budgets adopted by NATS Committees and the SWMPC Board. It is designed to carry out a continuing, cooperative and comprehensive transportation planning process that considers the various planning factors specified by the Moving Ahead for the Progress in the 21<sup>st</sup> Century (MAP-21), and the current authorizing transportation legislation.

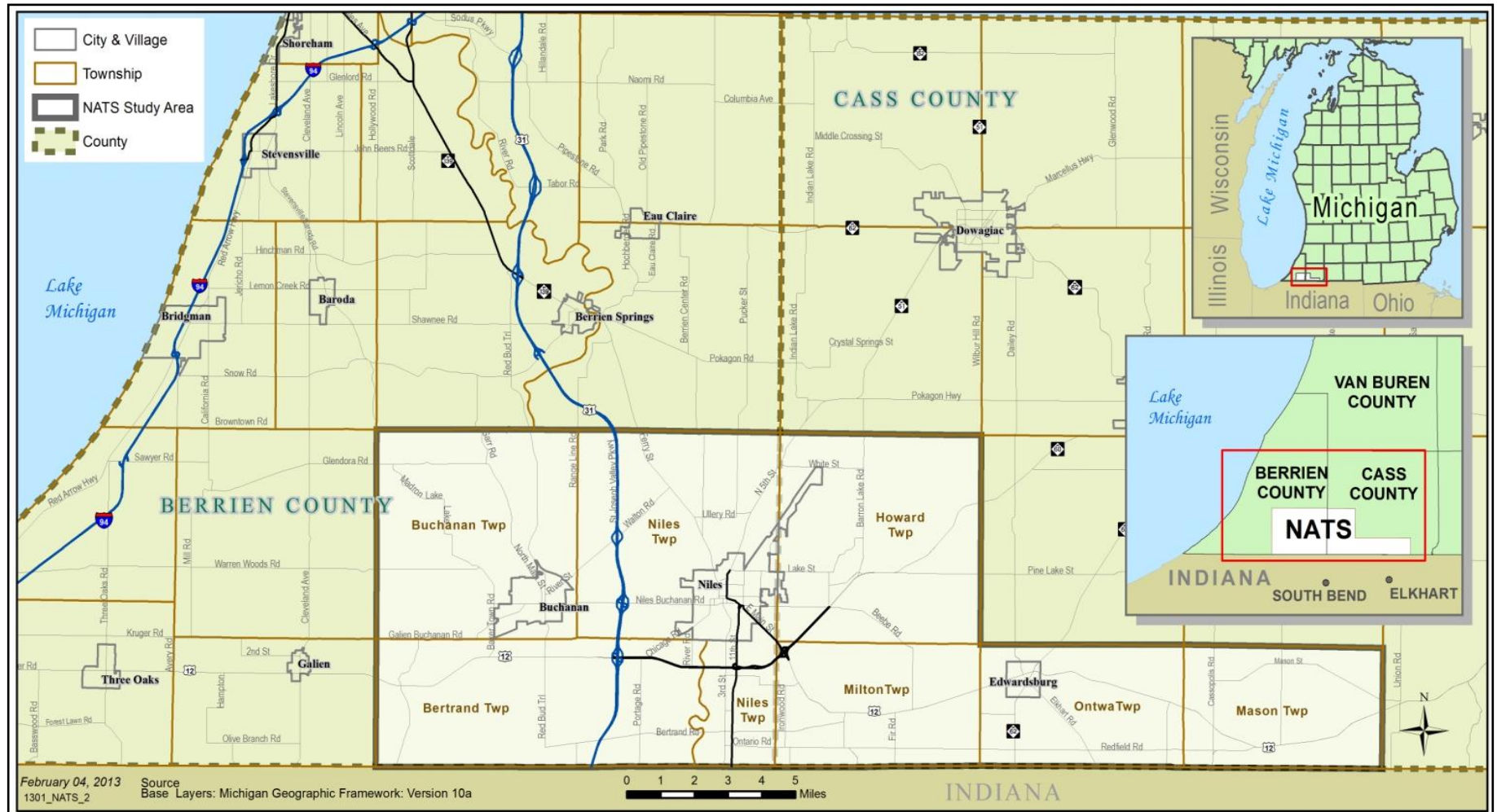
On July 6, 2012, President Obama signed into law, the Moving Ahead for Progress in the 21st Century Act (MAP-21). Funding surface transportation programs at over \$105 billion for fiscal years (FY) 2013 and 2014, MAP-21 is the first long-term highway authorization enacted since 2005. MAP-21 represents a milestone for the U.S. economy – it provides needed funds and, more importantly, it transforms the policy and programmatic framework for investments to guide the growth and development of the country's vital transportation infrastructure.

MAP-21 creates a streamlined, performance-based, and multimodal program to address the many challenges facing the U.S. transportation system. These challenges include improving safety, maintaining infrastructure condition, reducing traffic congestion, improving efficiency of the system and freight movement, protecting the environment, and reducing delays in project delivery. MAP-21 builds on and refines many of the highway, transit, bike, and pedestrian programs and policies established in 1991.

MAP-21 legislation ends on September 30, 2014. As of the writing of this UWP, it was still uncertain whether there would be a reauthorization of the current transportation bill or a new transportation bill entirely. However, SWMPC staff had been advised by our federal and state partners to expect, in any event, a continuation of performance-based planning and accelerated project delivery established by MAP-21.

The 2015 NATS UWP demonstrates a desire from the SWMPC to make the transportation planning process transparent and accessible to all. The 2015 UWP focuses on specific projects that the MPO is engaging in.

## Niles Buchanan Cass Area Transportation Study Area



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## Local Transportation Issues

The transportation planning program conducted by the SWMPC is designed to be responsive to federal and state regulations and concurrently address local transportation issues. The “local issues” are not unique to the Niles Buchanan Cass area. Their study and analysis fits within the prescribed federal/state transportation planning guidelines.

There is an awareness of the linkages between transportation and economic development, quality of life, and the logical development of urban areas. This awareness has frequently brought transportation issues to the forefront. The following identification of key issues is clearly not comprehensive. It includes only a broad identification of the current discussion in this urbanized area. As expected, it is a mix of policy, political, financial, and technical concerns.

1. Preservation and Maintenance of the Transportation System
2. Continued Intergovernmental Cooperation in Transportation
3. Continued Focus on Public Participation, Environmental Justice, and Title VI
4. Transportation and Economic Development including Freight Transportation
5. Emphasis on Including Safety in the Transportation Planning Process
6. Transportation Financing Issues and Financial Constraint
7. Public Transportation Service Levels and Delivery Alternatives
8. Multi-Modal Systems Review and Integration to Include Transit, Bikeways and Pedestrian Facilities, and Freight
9. Consideration and Examination of the Inter-relationship Between Land Use, the Services Delivered by the Transportation System, and the Quality of Life in Berrien County
10. Meeting Air Quality Standards Prescribed by the Environmental Protection Agency (EPA) and Identification of Ways to Reduce Climate Impact
11. Consultation with Other Partners in the Development of the Transportation System
12. Review of Potential Environmental Impacts (Mitigation) and Encourage Minimal Impacts Prior To and During Construction
13. Identification of Performance Measures
14. Consideration of Sustainability and Healthy Livable Communities in the Transportation Planning

As presented, there is no order of priority to these issues. The issues will be addressed by the examination, evaluation, and analysis through the transportation planning activities included in this work program. The activities will take place over time and most likely cannot be comprehensively covered in any single program year. Their identification highlights the interconnectedness that transportation planning has with other areas of planning.

## BUDGET AND FUNDING SOURCES

### Federal Highway Administration Funding

NATS receives federal funding from the Federal Highway Administration (FHWA) for transportation planning, and legislation requires local match for federal funds. FHWA contributes 81.85% (\$76,720) to the NATS activities, and the local match required is 18.15% (\$17,012).

### Federal Transit Administration Funding

As with FHWA funding, NATS receives funding from the Federal Transit Administration (FTA) for transportation planning, and legislation requires local match for federal funds. The FTA supports 80% (\$30,700) of the NATS activities, and the local match required is 20% (\$7,675). Because the City of Niles operates the Niles Dial-A-Ride, the City is responsible for the local match dollars.

### Local Jurisdiction Funding

The ten participating local units of government and one tribal government contribute local match based on each jurisdiction's share of the population. The 2010 Census population figures are used to determine each jurisdiction's population (2000 Census figures are used for Pokagon Band population numbers, as 2010 tribal data have not yet been released). The NATS TAC and Policy Committee are responsible for approving the budget.

#### FHWA & FTA Federal and Local Budget

	Federal Share	Local Match	Total
<b>FHWA (PL)</b>	\$76,720	\$17,012	\$93,732
<b>FTA (5303)</b>	\$30,700	\$7,675	\$38,375
<b>Total</b>	<b>\$107,420</b>	<b>\$24,687</b>	<b>\$132,107</b>

#### Budget by Work Element

Work Element	Federal Highway and Local Match Funds	Federal Transit and Local Match Funds	Total*
<b>Program Management</b>	\$42,401	\$13,000	\$55,401
<b>Database Management</b>	\$20,729	\$8,200	\$28,929
<b>Long Range Planning</b>	\$16,018	\$8,000	\$24,018
<b>Short Range Planning</b>	\$10,365	\$4,766	\$15,131
<b>Other Planning</b>	\$4,219	\$4,409	\$8,628
<b>Total</b>	<b>\$93,732</b>	<b>\$38,375</b>	<b>\$ 132,107</b>

*\*Totals may differ slightly throughout the document due to rounding.*



### FY 2015 Local Match Calculation

Jurisdiction	Population*	% 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
<b>Bertrand Township</b>	2,657	4.73%	\$ 805	\$ 363	\$0	\$ 1,168
<b>Buchanan Township</b>	3,523	6.27%	\$ 1,067	\$ 481	\$0	\$ 1,548
<b>Howard Township</b>	6,207	11.05%	\$ 1,880	\$ 848	\$0	\$ 2,728
<b>Mason Township</b>	2,945	5.24%	\$ 892	\$ 402	\$0	\$ 1,294
<b>Milton Township</b>	3,878	6.90%	\$ 1,174	\$ 530	\$0	\$ 1,704
<b>Niles Charter Township</b>	14,164	25.21%	\$ 4,289	\$ 1,935	\$0	\$ 6,224
<b>Ontwa Township</b>	5,290	9.42%	\$ 1,602	\$ 723	\$0	\$ 2,325
<b>City of Buchanan</b>	4,456	7.93%	\$ 1,349	\$ 609	\$0	\$ 1,958
<b>City of Niles</b>	11,599	20.65%	\$ 3,513	\$ 1,585	\$0	\$ 5,097
<b>Village of Edwardsburg</b>	1,259	2.24%	\$ 381	\$ 172	\$0	\$ 553
<b>Pokagon Band</b>	199	0.35%	\$ 60	\$ 27	\$0	\$ 87
<b>Total</b>	<b>56,177</b>	<b>100.00%</b>	<b>\$ 17,012</b>	<b>\$ 7,675</b>	<b>\$0</b>	<b>\$ 24,687</b>

Source: City, township and village populations are based on 2010 Census; Pokagon Band population number was supplied by the Pokagon Band of Potawatomi Indians.

Michigan Department of Transportation (MDOT) also uses its funds to provide a variety of staff services. The MDOT budget for FY 2015 is as follows:

**MDOT FUNDS-State Planning, and Resource Funding (SPR)**

<b>Work Element</b>	<b>Funding Amount</b>
Program Management	\$5,600
Database Management	\$4,446
Long Range Planning	\$15,181
Short Range Planning	\$5,557
Other Planning	\$5,448
<b>Total</b>	<b>\$36,232</b>

The items that follow highlight the project areas that the NATS MPO staff will focus on throughout the fiscal year. This document is meant to inform the reader of the variety of projects that will be focused on in FY 2015. It should also be noted that there are many opportunities that come to the MPO staff that may not be specifically listed in the document that are related to the project areas that would complement the items currently identified.

Each page will identify: the project area that will be focused on, specific work areas, final products, and partners. The right column of the page will focus on more detailed programmatic tasks that the MPO staff will engage in that is utilized for accounting and billing purposes for SWMPC, MDOT, FHWA, and FTA.

## PROJECT AREAS

- 1.0 Long Range Transportation Plan Implementation
- 2.0 Transportation Improvement Program Administration and Implementation
- 3.0 Committee Administration and Education
- 4.0 Public Involvement
- 5.0 Non-Motorized Transportation Planning
- 6.0 Transit and Mobility Planning
- 7.0 Human Service Coordination
- 8.0 Asset Management
- 9.0 Travel Data Collection
- 10.0 Regional Data Management
- 11.0 Environmental Stewardship
- 12.0 Freight Planning
- 13.0 Passenger Rail

## 1.0 Long Range Transportation Plan Implementation

SWMPC staff will continue to engage Committee members and community members in the implementation of the long range transportation plan through transportation best management practices that focus on improving access and mobility, air and water quality, sustainable land use development, and address the impacts of climate change and mitigation strategies within the NATS area.

### Work Areas

#### 1.1 Document Implementation

Staff will implement *What Moves You: Creating a Transportation Vision for Berrien and Cass Counties*, monitor current and future projections of populations, household, and employment locations with MPO communities. Key objectives will be outreach efforts to continue to inform and educate the public and other stakeholders about the goals, objectives, projects, and programs in the plan. Special attention will be placed upon the incorporation of rail, non-motorized, and transit planning.

#### 1.2 Environmental Considerations (Climate Change, Planning and Environmental Linkages)

SWMPC Staff will continue to educate Committee members on the new research and information being presented from FHWA, EPA, and others regarding climate, air quality, clean energy and emerging transportation technologies, and water quality. Key objectives will be to include recent research and best practices into the NATS planning process and to develop new chapters within the LRP that reflect these various topics.

In 2014, SWMPC partnered with the Michigan's Great Southwest Sustainable Business Forum (MGSSBF) to form a regional sustainability committee, a standing group that supports ongoing discussion and action throughout the region for more sustainable practices and livable communities. In FY 2015, MPO staff will participate in discussions of this group as needed, attend meetings, and report back relevant information from the subcommittee to the MPO.

#### 1.3 Freight

Coordinate with the businesses and key agencies in developing a better comprehensive understanding of the various air, water, road and rail freight distribution points in Berrien County. The key objective of this work area will be to utilize funding to coordinate freight discussions in the region.

#### 1.4 Performance Measures

Continue to monitor and discuss with Committee members the topic of performance measures. MPO staff will develop measurable objectives to track the progress of the *What Moves You: Creating a Transportation Vision*

### 1.0 Program Tasks

#### Program Management

- Provide staff support at regular NATS TAC and Policy Committee meetings.
- Provide quarterly progress reports to federal and state agencies.
- Continue to update transportation website pages.

#### Database Management

- Monitor maps displaying where key development pressures are located and overlay where sensitive environmental lands are located.
- Collect American Community Survey data reflecting changes in population, housing, and employment in the region.

#### Long Range Planning

- Implement the transportation plan that will guide the long-term investments in the region's transportation system.
- Maintain the regional planning process in response to guidance in the metropolitan planning regulation.
- Continue to convene transportation stakeholders to implement the long term transportation strategies identified in the LRP.
- Identify infrastructure and connection deficiencies within the transportation network.
- Increased coordination with MACOG and IN DOT with annual transportation discussions.

#### Short Range Planning

- Develop additional projects that meet the needs of the What Moves You Berrien County: Creating a Transportation Vision for Berrien County for inclusion in the 2014-2017 TIP or for the TIP Illustrative List.
- Continue to incorporate the NATS Walk and Roll Subcommittee recommendations into the plan.
- Coordinate planning efforts with the NEPA process.

for Berrien and Cass Counties after Federal guidance has been given to better understand what successes the region has achieved. Key objectives will be to monitor the federal and state release of performance measures and targets and to incorporate that information into the NATS planning processes and policies.

#### *1.5 Modeling Development with Michigan Department of Transportation*

Continue to work with MDOT in the development of the next model that will better distinguish travel patterns in the TwinCATS region from travel patterns in the NATS region.

#### *1.6 Scenario Planning*

MPO staff will begin collecting information from member jurisdictions regarding current land use, future land use, zoning ordinances, and croplands to begin mapping the information. MPO staff will present this information to the MPO Committees to foster thinking about land use planning and transportation linkages. This information will then be utilized by MPO staff in the development of a scenario plan in FY 2016.

#### *1.7 Renewable Energy and Emerging Technology*

MPO staff will conduct research and inform committee members regarding emerging clean energy solutions and intelligent transportation systems (ITS). The MPO will attempt to form an ITS operations subcommittee to provide increased coordination on ITS for traffic and transit operations and ITS management. Specific areas to be investigated include bicycle sharing, car sharing, transit bus conversions, smartphone applications, information displays on the transportation network, and technologies for motor vehicle accident avoidance.

#### *1.8 National Functional Classification Review*

MPO staff will review the functional classification of the federal aid eligible roadways and work with MDOT on the review of the roadways. MPO staff will work with citizens and Committee members on the review process.

#### *1.9 Incorporation of Economic Development Strategy into Transportation Planning*

MPO staff will seek out ways to use the Comprehensive Economic Development Strategy (CEDS) for Region IV to inform the goals and objectives of What Moves You: the 2040 Long Range Transportation Plan, as well as those performance measures of the plan related to economic development. A key objective of this task will be to use the economic development strategy developed by businesses, municipal governments, and citizens to coordinate transportation projects with planned utility upgrades, and to make sure that transportation projects reflect the needs of the public engaged in economic development work.

### **Partners**

Pokagon Band of Potawatomi Indians, Michiana Area Council of Governments (MACOG), FHWA, FTA, MDOT, Michigan Trails and Greenways Alliance, League of Michigan Bicyclists, Lakeland Health Care, community members, Disability Network, Senior Citizen agencies, Michigan Association of Railroad Passengers, transit agencies.

<b>Products/Milestones</b>	<b>Schedule</b>
Scenario development work	Ongoing throughout the fiscal year
Coordinate with MDOT Model Division in restructuring MPO Model	Ongoing throughout fiscal year
Education and targeted presentations to stakeholders and citizens about purpose of LRP	Ongoing throughout fiscal year
Monitor Federal legislation detail outlining more detailed guidance on performance measures	Ongoing throughout fiscal year
Review Public Participation Plan Goals Matrix	2 <sup>nd</sup> Quarter
Annual MACOG, IN DOT, MDOT, NATS, SWMPC transportation presentation	2 <sup>nd</sup> Quarter or 3 <sup>rd</sup> Quarter

## 2.0 Transportation Improvement Program (TIP) Administration

SWMPC staff will monitor and coordinate the selection, funding, and development of area federal aid eligible transportation projects. Staff will work to ensure that federal, state, and local transportation funds are used fully and efficiently and that funded projects meet the needs of area communities and fulfill the goals set out in the *What Moves You: Creating a Transportation Vision for Berrien and Cass Counties*.

### Work Areas

#### 2.1 Oversee FY 2014-2017 TIP Project Administration

Staff will solicit frequent updates on all active projects listed in the FY 2014-2017 TIP, programming all TAP funds for FY 2015-2017, monitoring their progress, providing reminders of important project deadlines, and notifying agencies of newly available funds. The objective of this work area is to ensure the full use of federal, state, and local resources available to area transportation agencies.

#### 2.2 Administer Changes to FY 2014-2017 TIP Project Table

Staff will accept and process amendments to the TIP, including changes to currently listed projects, deletions of these projects, and new project additions. Additionally, when necessary, staff will convene separate meetings to select local agency projects to use newly available federal funds. The objective of this work area is to provide flexibility to local transportation agencies, while ensuring that projects meet state and federal regulations, make best use of available funds, and conform to regional transportation goals.

#### 2.3 Implementation of FY 2014-2017 TIP

Staff will implement and monitor the 2014-2017 TIP. Collaboration with member communities will continue to happen as changes occur and policies or projects may need to change. The objective of this work area is to ensure that the TIP conforms to the region's expressed transportation goals. Continue to work with MDOT on the implementation of the new e-file and beta testing new and improved practices to increase efficiency in TIP processing.

#### 2.4 Monitoring of Air Quality for the MPO

Key objectives include monitoring the EPA and MDEQ agency reports for changes in air quality standards that would impact the agencies and projects within the 2014-2017 TIP. Attend the MDOT air quality training in late summer early fall to ensure full inclusion of air quality information.

## 2.0 Program Tasks

### Program Management

- Provide staff support at regular NATS TAC and Policy Committee meetings.
- Organize and administer additional TIP-related meetings as necessary.
- Publish an Annual Listing of Obligated Projects for FY 2013.
- Continue coordination with MDOT, FTA, FHWA and other partners in the implementation of the web-based STIP.

### Database Management

- Maintain publicly available copies of the TIP e-file on the SWMPC website.

### Long Range Planning

- Implement 2013-2040 LRP goals and objectives as they pertain to TIP projects.

### Short Range Planning

- Monitor the financial constraint document for FY 2014-2017 TIP.
- Monitor the status of FY 2014-2017 TIP projects.
- Monitor projects being amended into the TIP for air quality conformity.
- Amend or administratively modify the FY 2014-2017 TIP as needed to incorporate changes in projects.
- Continue to coordinate the local agencies receiving Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds.
- Provide local agencies with assistance in identifying local match funding sources.
- Coordinate community transportation needs with regional transportation goals in the selection and development of transportation projects.
- Continue to improve upon the online SWMPC TIP application.
- Review project changes and their potential impact on environmental justice and environmental mitigation areas.
- Monitor bid savings on projects.

## Partners

NATS TAC and Policy Committees, NATS member communities, NATS Walk and Roll Subcommittee, MDOT, FHWA, FTA, MDEQ, transit agencies.

Products/Milestones	Schedule
FY 2014 Obligation reports	1 <sup>st</sup> Quarter
Completion of 2014-2017 TIP by selection of TAP funded projects and amend the TIP e-file table	1 <sup>st</sup> Quarter
Completion of a TIP Amendments vs. Administrative Modifications policy	1 <sup>st</sup> Quarter
Manage TIP Amendments and Modifications	Bi-monthly
Monitor EPA Air Quality Standards and its impacts on project implementation in the MPO	Ongoing
Distribute Environmental Mitigation maps and mitigation strategies to agencies with projects in the TIP	1 <sup>st</sup> Quarter
Monitor obligation and letting of TIP projects	Ongoing
Educate public on when transportation projects will be in their area for construction what they can anticipate	3 <sup>rd</sup> and 4 <sup>th</sup> Quarters
Continue coordination with MDOT, FTA, FHWA and other partners in the implementation of the web based STIP.	Ongoing

## 3.0 Committee Administration

SWMPC staff will provide the planning and development of NATS Committee meeting information along with the general administration of the Committees.

### Work Areas

#### 3.1 Committee Administration

Staff will develop Committee meeting materials such as agendas, minutes, and special correspondence as requested by members. Staff will review membership and bylaw, work on special tasks as requested by members. Key objectives for this task include monitoring of the membership of the committees and the amending of bylaws as needed. Staff will continue to develop the Committee handbook for members to use as a reference guide.

#### 3.2 Reporting/Documentation

Staff will write documents that need to be approved by the Committee members such as the Unified Planning Work Program and Annual Report. Key objectives for this task include publishing of the annual report, completion of the annual Unified Planning Work program, and the annual evaluations completed by the MPO member communities for the MPO staff.

#### 3.3 Communication

Staff will send at least twice monthly email communications to members of the public and Committees regarding meeting reminders, trainings, and legislative information from the federal and state legislatures. Key objectives for the task include updating of the SWMPC's database, communication with legislative bodies, and maintaining an open forum for discussion with the public.

#### 3.4 Education

Staff will give four presentations to members on various transportation topics and new techniques to improve our transportation system. Staff will update Committee members on staff training opportunities. Key objectives of this task will entail seeking training opportunities offered by FTA, FHWA, and MDOT and other similar organizations on emerging planning objectives and providing technical and policy training to members of the public and MPO member communities as well.

#### 3.5 Planning Commission Meetings Review

Staff will work with communities to encourage the incorporation of best practices in land use, transportation, and other key areas. Key objectives of this task will be to monitor the changing conditions of the planning area, supply comments and suggestions on project developments to include transportation accommodations or best practices, make recommendations to Committee members to take necessary action, when needed.

### 3.0 Program Tasks

#### Program Management

- Preparation of meeting items such as agendas and minutes.
- Write fiscal year 2014 Annual Report.
- Write fiscal year 2016 Unified Planning Work Program.
- Write quarterly progress reports.
- Development of Committee handbook.
- Review and redraft of Committee Bylaws
- Staff will have two joint MPO meetings in FY 2015 for TwinCATS and NATS.

#### Database Management

- Monitor changes in population, household, and employment changes.
- Maintain Committee web pages.
- Update national functional classifications based upon MDOT's time schedule for the MPO.
- Update email contact lists monthly.

#### Long Range Planning

- Better engage the MACOG MPO representatives to ensure coordinated transportation planning between the two MPOs.

#### Short Range Planning

- Provide targeted presentations to Committee members on topics that impact the 3 C process.
- Coordinate with federal and state agencies on the potential inclusion of a new member community within the MPO.
- Preparation of presentations to Committee members and the public on transportation topics identified by Committee members.



## Partners

NATS communities, MDOT, transit agencies, Disability Network, SWMPC Mobility Manager, Michigan Transportation Planners Association, Michiana Council of Governments, Michigan Works, county public schools, planning commissions.

Products/Milestones	Schedule
Quarterly progress reports	End of Each Quarter
Staff MPO Committees	Ongoing
Completion of MPO Committee Handbook	1 <sup>st</sup> Quarter
Bylaw revision	1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> Quarters
MPO staff evaluation	4 <sup>th</sup> Quarter
FY 2014 Annual Report	1 <sup>st</sup> Quarter
Targeted presentations to committee members	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , and 4 <sup>th</sup> Quarters

## 4.0 Public Involvement Initiatives

SWMPC staff will actively collaborate with agencies, MDOT, and FHWA to better engage and understand the needs of the citizens in the planning region.

### Work Areas

#### 4.1 Public Participation Plan

Staff will monitor the strategies implemented in the 2012 Plan. In 2015 staff will review the strategies implemented and adjust those accordingly. Staff will continue to strive to engage members of the public. Key objectives of this work area will include the annual evaluation of the plan and the annual evaluation of the tasks that were implemented.

#### 4.2 Title VI Non-Discrimination Plan

Staff will strive to ensure that no person is discriminated against according to Title VI of the 1964 Civil Rights Act and the 1987 Civil Rights Restoration Act. Key objectives of the work task include the annual completion of the Title VI reporting forms to MDOT Title VI Program or Activity Annual Certification Form, to complete the Title VI Accomplishments for the reporting year, and to provide translation mode for SWMPC website.

#### 4.3 Community Education/Outreach

Staff will seek out opportunities to engage members of the public in the transportation planning process per federal and state guidelines. Key objectives of this task will include finding ways to engage different members of the public in the means that relates to them most, such as print, radio, and online technologies.

### 4.0 Program Tasks

#### *Program Management*

- Provide 4 articles a year in Spanish newspapers.
- Provide a translation mode for SWMPC website.
- Attend training activities that focus on civil rights and public involvement initiatives.
- Annual Title VI report to MDOT.
- Update participation and other SWMPC websites.
- Annual review of Public Participation Plan
- Complete and distribute transportation newsletter quarterly.

#### *Database Management*

- Update SWMPC database of collected names and organizations.
- Continue to develop graphs and maps to explain transportation process.

#### *Long Range Planning*

- Engage citizens, communities, and others in developing new strategies to reach out to the public.
- Assess the effectiveness of the Public Participation's Performance Measures.

#### *Short Range Planning*

- Sponsor education and other relevant transportation training opportunities
- Monthly email updates to interested citizens and stakeholders.
- Continue to engage and reach out to church groups and schools to solicit and keep them informed of the transportation process.

## Partners

NATS communities, MDOT, FHWA, FTA, Disability Network, Volunteer Center, Berrien County school districts, Lake Michigan College, Southwestern Michigan College, transit agencies.

Products/Milestones	Schedule
Write articles in Spanish to outreach to Environmental Justice populations	Quarterly
Submission of Title VI report to MDOT	1 <sup>st</sup> Quarter
Review Public Participation Plan Goals Matrix	Quarterly
Revise if needed Public Participation Plan Goals	1 <sup>st</sup> and 2 <sup>nd</sup> Quarters
Send twice monthly email communication messages	2 times a month
Mail, email, and post transportation newsletter	1 <sup>st</sup> and 3 <sup>rd</sup> Quarters
Transportation presentations on various issues	Quarterly
Develop targeted outreach materials to schools and church groups	Ongoing

## 5.0 Non-Motorized Transportation Planning

SWMPC staff will promote non-motorized planning within the NATS area with the goal of achieving transportation infrastructure that meets the travel needs of all community members, including pedestrians, bicyclists, users of mass transit, people with disabilities, older adults, and young children. In doing so, the MPO will support the safety and accessibility of area residents while encouraging healthy and environmentally sustainable travel modes and providing for attractive and economically vibrant streetscapes.

### Work Areas

#### 5.1 Walk and Roll Subcommittee Planning

Staff will work with the NATS Walk and Roll Subcommittee promoting non-motorized infrastructure within the MPO processes. Key objectives of this task include development of an inventory list highlighting the existing and future non-motorized locations, preparation of maps noting where facilities exist and where there are gaps, and holding NATS member community stakeholder meeting for non-motorized priority identification, and holding at least 2 public input meetings to gain an understanding of where projects should be developed by the public. The final goal will be to develop a Walk and Roll Plan for the NATS MPO area.

#### 5.2 Regional Non-Motorized Transportation Planning

Staff will continue to work with Committee communities and link the 9-County Non-Motorized plan to the promotion of a federal bike route system running through the area. Key objective areas of this task will be to provide assistance to the MPO planning communities on how they can incorporate non-motorized planning efforts in their community and to continue to educate people on the benefits of a multi-modal transportation system.

#### 5.3 Non-Motorized Community Outreach

Staff will communicate the importance of good non-motorized infrastructure to NATS member communities/agencies and residents, as well as promoting safety. Key objectives of the task area will be to improve knowledge of the importance of complete streets among area residents and local elected officials, improve knowledge of the importance of safe bicycling and walking behavior, and increase the awareness of the availability of existing walking and biking facilities among area residents.

#### 5.4 Transportation Alternatives Program

Engage members of the community and other eligible agencies in the call for TAP funds matching the NATS 2014-2017 TIP years.

### 5.0 Program Tasks

#### *Program Management*

- Organize and administer Walk and Roll Subcommittee meetings.
- Participate in staff non-motorized training opportunities.
- Maintain non-motorized information on SWMPC website.
- Actively encourage public participation in non-motorized issues.
- Build and maintain area non-motorized outreach contact lists.
- Continue to participate in the SMART Task Force and MDOT Southwest Region Ped-Bike Committee as needed.

#### *Database Management*

- Maintain database of information on area non-motorized crashes.
- Compile relevant population data for non-motorized planning, including rates of vehicle ownership, commuting modes, and population in age groups of particular need.
- Maintain database of road attributes that bear on non-motorized infrastructure development.

#### *Long Range Planning*

- Participate in local and regional non-motorized planning initiatives in accordance with goals laid out in the current Long Range Plan.
- Meet with the Walk and Roll Subcommittee, the full TAC and Policy Committees, local units of government, and the area public to continue developing long range non-motorized planning strategies.

#### *Short Range Planning*

- Complete the selection of TAP projects for 201-2017 TIP.
- Develop non-motorized inputs for project selection criteria.
- Develop short term implementation strategies for identified high-priority non-motorized locations, looking to make use of CMAQ and other funding sources.
- Collaborate with law enforcement and other relevant agencies to address unsafe walking and biking locations.

## Partners

NATS Walk and Roll Subcommittee, Berrien County public schools, Berrien County Health Department, Southwest Michigan Traffic Safety Committee, Lake Michigan College, Disability Network of Southwest Michigan, League of Michigan Bicyclists, Michigan Trails and Greenways Coalition, MDOT, NATS communities, transit agencies.

Products/Milestones	Schedule
Staff NATS Walk and Roll Subcommittee	Ongoing
Completion of NATS Walk and Roll Plan	4 <sup>th</sup> Quarter
Map non-motorized infrastructure for the Walk and Roll Plan	Ongoing
2-3 Public Input Meetings to discuss Walk and Roll Plan	3 <sup>rd</sup> and 4 <sup>th</sup> Quarters
MPO community input meetings for Walk and Roll	1 <sup>st</sup> and 2 <sup>nd</sup> Quarter
Complete selection of TAP funded projects for FY 2015-2017	1 <sup>st</sup> Quarter

## 6.0 Transit & Mobility Planning

### 6.1 Transit Agency Coordination

Develop recommendations and strategies to improve transit service in the region, to increase access to employment and services, to promote economic development opportunities, and to reduce dependence on single-occupant vehicles. Key objectives will include the coordination with Twin Cities Area Transportation Authority, Berrien Bus, and local jurisdictions to develop strategies for incorporating transit into land and infrastructure planning.

### 6.2 Transit Service Provider Database

SWMPC staff will continue to maintain an inventory of transportation service providers, working with stakeholders to identify needed revisions, additions, deletions and modifications regarding services provided.

### 6.3 Transit Policy

Review recommendations of state and local transit plans along with community master plans for best practices policies. Ensure consistency in goals, priorities, and performance criteria throughout the study area. Key objectives to meet will include the promotion of the Federal Transit Administration's policy to encourage private enterprise participation in the planning and provision of transportation services, and to have meaningful engagement with local transit agencies and the public for better coordination and consistent county wide policy development.

### 6.4 Countywide Consolidated Transit Planning

SWMPC will work with area transit partners and communities to further integrate and implement the vision established by the 2014 plan called Moving Forward: A Plan for Public Transit in Berrien County. Specifically, SWMPC staff will assist in the preparation and completion of documents for formation of Berrien County Transit Authority (BCTA), maintain a contact list of citizens who ask to be notified about planning efforts regarding consolidation of public transit in Berrien County, provide public presentations to numerous public, private and civic organizations regarding the study

### 6.5 Transit Agency Technical Assistance

Facilitate technical and procedural support to Buchanan Dial-a-Ride, Niles Dial-a-Ride, Berrien Bus, and local jurisdictions in the transit planning process. SWMPC will provide support to Niles Dial-A-Ride in the analysis of any proposed changes to existing routes and plans for new routes including Title VI impacts to the system as a result of additions, reductions, or changes. Key objectives of this task will include the continued exploration of new opportunities to engage transit users in the transit planning process, and to improve understanding of mobility conditions in the region and thereby inform policy discussions.

## 6.0 Program Tasks

### Program Management

- Prepare quarterly progress reports.
- Assist in the development of policies and procedures for the transit systems.
- Review ridership information.
- Maintain key transit websites and the MyWayThere.org websites for transit agencies and riders.

### Database Management

- Update mapping applications as needed to assist in visualization.
- Analyze and map geospatial datasets from 2010 Census.
- Selection, analysis, mapping and dissemination of common origins and destination for transit dependent populations.

### Long Range Planning

- Review and update past and current transit studies.
- Develop transportation goals and strategies, incorporating input from the agencies and jurisdictions, the public and federal policy guidelines.
- Participate and coordinate public engagement regarding 2014 Moving Forward: A Plan for Public Transit in Berrien County, and continue to assist with plan implementation where applicable.
- Foster dialogue and information sharing to better serve transit planners and operators in the region
- Evaluate transit projects and programs proposed for inclusion in the FY 2014-2017 (TIP) and the long-range transportation plan.

### Short Range Planning

- Provide and participate in workshops, and courses to develop technical skills and broader perspectives on transportation-related subjects.
- Evaluate all current and potential transit routes in regard to the efficiency and regional connectivity.
- Transit routes and schedules as needed.

<b>Products/Milestones</b>	<b>Schedule</b>
Maintain Mywaythere.org website	Ongoing
Policy development for seamless transit system in Berrien County and Cass County	Ongoing
Creating visualization and mapping tools to aid in the education of stakeholders and transit users.	Ongoing
Make recommendations to transit agencies on routes and schedules based upon recommendations from the Berrien County Transit Feasibility Study	Ongoing
Develop marketing materials to promote the utilization of transit.	Ongoing
Create criteria and conduct transit needs assessment in areas that receive little or no public transit service to plan for future transit service investments within the county.	First, Second and Third Quarter
Develop public engagement materials and presentations for Moving Forward: A Plan for Public Transit in Berrien County.	Throughout Fiscal Year

## 7.0 Human Service Coordination

Staff will continue to address the importance of various transportation needs for the elderly, individuals with disabilities, and low-income residents in conjunction with ongoing public transit, para-transit, and community-based transportation planning activities.

### Work Areas

#### 7.1 Community Access

Identify and explore solutions to barriers that presently limit the independent mobility of seniors, persons with disabilities, or low income workers. Continue the coordination of community transportation services in the study area. Coordinate and facilitate the discussion of identifying job access areas for low-income individuals. Key objectives of this area include the continued implementation of the Berrien County Coordinated Human Service Transportation Plan.

#### 7.2 Berrien County Transportation Coalitions

Provide technical assistance to the Berrien County Transportation Coalition and provide an ongoing forum for members to discuss any local transportation needs, especially those of older adults, people with disabilities and people with lower incomes. Key objectives of this task will include assisting organizations to help establish or expand community-based transportation services, including active transportation, non-emergency medical transportation, senior services center transportation and veteran transportation, and to participate in and provide coordination, outreach, and technical assistance to the local human service agencies including; Berrien County Health Department, Area Agency on Aging, Department of Human Services, Mental Health, local governments, human service agencies and community organizations that seek to enhance and extend safe mobility for the area's rapidly growing elderly population.

#### 7.3 Cass County Transportation Coalitions

Continue discussions regarding coordinated transit throughout the Southwest Michigan region, including the Cass County. Tasks here will include continued public engagement on transit options in Cass County and continued gathering of data on current conditions and barriers to transit in

### 7.0 Program Tasks

#### Program Management

- Organize and administer Berrien County Transportation Coalition meetings.
- Compose quarterly reports for MDOT and FTA.
- Maintain website pages that provide information to the transit community regarding outreach meetings and other information.

#### Database

- Research activity patterns and travel characteristics of the elderly.
- Update and manage database of transportation providers in region for MyWayThere mobility website.

#### Long Range Planning

- Create and administer surveys as needed.
- Provide technical assistance to agencies to improve coordination of policies, training, procurement and services.

#### Short Range Planning

- Maintain MyWayThere.org mobility website.
- Attend and provide technical assistance to Local Advisory Committees throughout the study area.
- Attend various human service coordination meetings throughout the study area.
- Provide technical assistance to MDOT when needed regarding Statewide Mobility Planning process.
- Assist transit agencies in competitive transit grants (as needed).
- Coordinate with regional offices of CTAA, MPTA, and RTAP for local low cost training opportunities.



### Partners

Public and private transportation providers, Michigan Department of Transportation, local jurisdictions, human service and aging agencies, private non-profit and for profit organizations, NATS communities, transit agencies.

Products/Milestones	Schedule
Implement the Berrien County Coordinated Human Service Transportation Plan.	Ongoing
Write the Cass County Coordinated Human Service Transportation Plan.	1st-4 <sup>th</sup> Quarters

## 8.0 Asset Management

SWMPC staff will promote and assist with the collection of road surface data throughout the NATS area, with the goal of better understanding trends in road quality, communicating these trends to the general public – especially as reduced funding levels lead to lower levels of road maintenance, identifying roads in greatest need of repair, and developing strategies to make the most efficient use of road maintenance and repair funds.

### Work Areas

#### *8.1 Collection and Reporting of Surface Condition Data for Federal Aid Eligible Roads*

SWMPC staff will coordinate with the Berrien County Road Commission, Cass County Road Commission, and the regional MDOT office to collect PASER ratings for the entire NATS federal aid eligible road network every two years. Staff will then report this data to the state Transportation Asset Management Council (TAMC), in addition to providing data needed for state reimbursement. The data submitted will be used by MDOT to gain an accurate view of state-wide road conditions, and it will also be used by SWMPC and local road agencies to gain a better understanding of local conditions.

#### *8.2 Local Asset Management Rating and Planning*

Staff will publicize the availability of state reimbursements for rating local roads, and will assist localities with the performance of such ratings where needed. Staff will submit the local ratings data to the state TAMC to provide a better understanding of local conditions, and staff will also make the data available to the local agency for their own planning purposes. Additionally, staff will assist localities in preparing local asset management plans where requested. As with state-level asset management planning, the goal of these local plans is to improve the efficiency with which road repair funds are used.

#### *8.3 Promotion and Monitoring of Local Agency Investment Reporting*

Staff will promote and monitor local agency participation in the state TAMC's Investment Reporting process. Staff will provide reminders and assistance to local agencies, encouraging them to document their transportation infrastructure investments through the state's Investment Reporting Tool. This work element serves to provide the state with a better understanding of the condition and value of the area transportation network.

### 8.0 Program Tasks

#### *Program Management*

- Attend PASER data collection trainings.
- Publicize PASER and IRT trainings to local agencies, and help organize in person trainings where necessary.
- Publicize the availability of local PASER collection reimbursements, as well as SWMPC's ability to aid in PASER data collection.

#### *Database Management*

- Collaborate with MDOT and Berrien County Road Commission and Cass County Road Commission to collect federal aid eligible PASER data.
- Collaborate with local road agencies to collect local road PASER data.
- Process and submit federal aid eligible and local road PASER data to MDOT.
- Generate reports of current and historical PASER ratings, present to NATS committees, and display on SWMPC website.

#### *Long Range Planning*

- Incorporate PASER ratings and asset management data into the LRP.
- Assessment of year when local roads rated.

#### *Short Range Planning*

- Incorporate PASER ratings into short range planning activities, using the data to help identify areas in greatest need of improvement and to generate full asset management plans.
- Encourage the incorporation of transportation best practices into local master plans.

## Partners

Area city and village transportation agencies, township managers, the state Transportation Asset Management Council, MDOT, transit agencies, Berrien County Road Commission, NATS communities.

Products/Milestones	Schedule
MPO Asset management mapping	Ongoing
Submit calendar year 2014 asset management data to TAMC	1 <sup>st</sup> Quarter
Collect federal aid PASER ratings in Berrien and Cass County-Calendar year 2014	3 <sup>rd</sup> and 4 <sup>th</sup> Quarters
Collect local PASER ratings in Berrien and Cass Counties	Ongoing
Complete local plan for MPO communities as requested	Ongoing

## 9.0 Travel Data Collection

SWMPC staff will assist in collecting information on area travel flows and road attributes. The collected data will provide valuable inputs to state and local planning processes, giving a clearer picture of the usage of area transportation networks and the ability of existing and planned transportation infrastructure to accommodate this usage.

### Work Areas

#### 9.1 Traffic Count Collection

Staff will solicit and fulfill traffic count requests from area transportation agencies and MDOT in order to satisfy local planning requirements and to provide input to state-produced travel demand models. Staff will work to integrate these counts with those performed by other area agencies, and will make the counts publicly available in both map and database form via the SWMPC website.

#### 9.2 Highway Performance Monitoring System (HPMS) Road Observations

Staff will work to fulfill HPMS responsibilities within both the NATS area and the broader three county region. Staff will focus on collecting, organizing, and submitting data on road attributes, verifying state data on such features as lane numbers, posted speed limits, and the presence and type of traffic signals. Staff will also perform and submit HPMS traffic counts where requested by MDOT. Staff will work to meet HPMS requirements, and in so doing will improve state-level knowledge of area transportation resources.

#### 9.3 Seasonal Traffic Count Collection

SWMPC will begin working with MDOT modelers to develop the necessary tools and data collectors to accurately reflect the changes in population, households, and employment numbers during the summer season. SWMPC will also begin to collect traffic count data on a series of roadways, where they believe that seasonal traffic patterns change. In addition, a greater emphasis will be placed upon early coordination with the Indiana DOT and the MPOs in northern Indiana to coordinate models and planning.

### 9.0 Program Tasks

#### *Program Management*

- Publicize to local transportation agencies the opportunity to obtain traffic counts through SWMPC.
- Prepare quarterly progress reports.
- Coordinate with MDOT on new data collection for seasonal changes.
- Produce maps that highlight the changes in traffic flows throughout the calendar year.

#### *Database Management*

- Perform requested local traffic counts, integrating these with counts requested for travel demand modeling and HPMS data.
- Upload collected counts to a publicly available database and display on the SWMPC website.
- Work toward housing and displaying MDOT, county road commission, and SWMPC traffic counts in a single location.
- Organize and submit requested HPMS data to MDOT

#### *Long Range Planning*

- Incorporate relevant traffic counts in travel demand modeling process for the LRP.
- Better coordination with MACOG and IN DOT in the development of the LRP model.

#### *Short Range Planning*

- Supply area traffic counts where necessary for the short range planning process.
- Utilize traffic count and HPMS data to encourage communities to incorporate this information into their transportation project priorities.

## Partners

Area city and village transportation agencies, township managers, MDOT, Berrien County Road Commission, Cass County Road Commission, MACOG, INDOT.

Products/Milestones	Schedule
Produce maps that highlight the changes in traffic flows throughout the calendar year.	Ongoing
Conduct traffic counts as requested	Ongoing
Annual transportation presentation with MACOG and IN DOT	3 <sup>rd</sup> Quarter
Completion of traffic counting website	1 <sup>st</sup> Quarter
Complete HPMS samples	1 <sup>st</sup> Quarter

## 10.0 Regional Data Management

SWMPC staff will work to compile regional transportation, population, economic, and geographic data pertinent to all facets of area transportation planning. Staff will collect this data from a variety of sources, including direct observation, MDOT and other state agencies, the United States Census Bureau and other federal agencies, county departments of planning and health, and a variety of non-governmental organizations. In collecting, hosting, and disseminating regional data, staff will directly support ongoing planning initiatives, in addition to providing the resources necessary for benchmarking and performance measurement.

### Work Areas

#### 10.1 Data Gathering and Hosting

Staff will make use of a number of resources to gather data on area transportation behavior and safety, the state of transportation infrastructure, current population trends and conditions relevant to transportation decisions, land use and zoning, and similarly relevant economic conditions. Particular attention will be given during FY 2015 to gathering local data on current zoning, current land use, and future land use. These data will be used to conduct scenario planning in FY 2016, in preparation for the next LRP update. Staff will process and organize this data and will make use of in-house mapping expertise to capture its useful geographic properties.

#### 10.2 Data Analysis and Dissemination

Staff will work to insert regional data as effectively as possible into area transportation planning processes. In particular, staff will work with NATS committees and subcommittees to provide the best possible data inputs for planning decisions. Additionally, staff will use these data to supply the necessary inputs for area benchmarking initiatives and a greater push toward the implementation of performance measurement schemes for both long and short range planning. Staff will also make use of regional data to communicate important transportation-related issues to area residents, focusing on mapping and graphical methods to do so.

#### 10.3 Performance Measures Mapping

In preparation for performance measures, SWMPC staff will develop specific mapping and datasets on areas such as safety and condition of roadway and bridge assets.

## 10.0 Program Tasks

### *Program Management*

- Provide ongoing GIS software maintenance and technical support within SWMPC transportation planning activities.
- Coordinate the interchange of regional GIS activities with relevant partners by facilitating area meetings.
- Participate in State GIS professional development activities.
- Continue education in GIS cartographic methods, data analyses, online mapping, and GIS tools.

### *Database Management*

- Provide technical assistance to staff and outside jurisdictions/agencies for developing maps and information regarding availability of data.
- Provide data that is developed by SWMPC GIS to staff members and externally to regional partners by developing an online access destination.
- Provide maps in a variety of digital formats and printed products for use in presentation, brochures, and posters.
- Use GIS Tools to enhance analyses capabilities for reports and planning transportation needs.
- Collect, process, and analyze current zoning and current and future land use data from local agencies for the purposes of scenario planning.
- Collect, process, and analyze socioeconomic and demographic data necessary to develop and implement regional transportation plans and systems.

### *Long Range Planning*

- Provide ongoing GIS software maintenance and technical support within SWMPC transportation planning activities.

### *Short Range Planning*

- Develop mapping products for SWMPC reports and plans by collaborating in methods for analyses and the drafting of the maps.
- Provide online maps to support specific projects and facilitate public education and outreach.

## Partners

NATS TAC and Policy Committee, MDOT, transit agencies, Berrien County Planning and Health Departments, Cass County Planning and Health Departments.

Products/Milestones	Schedule
Provide ongoing GIS software maintenance and technical support within SWMPC transportation planning activities.	Ongoing
Coordinate the interchange of regional GIS activities with relevant partners by facilitating area meetings.	Ongoing
Participate in State GIS professional development activities.	Ongoing
Collect and process GIS data on local land use and zoning in preparation for the next long range transportation plan update	Ongoing
Continue education in GIS cartographic methods, data analyses, online mapping, and GIS tools.	Ongoing
Provide maps in a variety of digital formats and printed products for use in presentation, brochures, and posters.	Ongoing
Use GIS Tools to enhance analyses capabilities for reports and planning transportation needs.	Ongoing
Provide online maps to support specific projects and facilitate public education and outreach.	Ongoing
Promote regional benchmarking through meeting analysis of recent and relevant data sets in the region.	Ongoing

## 11.0 Environmental Stewardship

SWMPC staff will actively engage community members in transportation management practices that improve air and water quality, sustainable land use development, and address the impacts of climate change and mitigation strategies within the NATS area.

### Work Areas

#### 11.1 Water Quality/Habitat

Work with road agencies in the development of transportation projects that minimize the impacts to water quality for the life of the facility. Promote Low Impact Development, Green Infrastructure, and sustainable development practices. Key objectives of this task include mapping stream crossings by watersheds within the MPO area, begin discussions on designing culverts at road stream crossings to reduce erosion and improve fish passage, facilitate a workshop on the effects that roads have on stormwater management, and coordinate with road agencies to improve road stream crossings that inhibit fish passage or cause erosion because of improperly sized or placed culverts/bridges.

#### 11.2 St. Joseph River Watershed and Galien River Watershed

The primary goal of the project will be to engage the community in a great understanding of the importance of watersheds and their impact on the regional transportation system.

As part of this work, MPO staff will assist where requested with efforts to manage stormwater and wastewater, and upgrade pedestrian infrastructure on M-139 within the City of Niles.

#### 11.3 Sustainable Land Use Planning

Encourage MPO communities on the benefits of multi-community land use planning and high quality communities that link people and places together through transportation planning. Promote the advantages of this type of planning through case studies and community examples. Key objectives of this task will be to build an active member of the sustainability committee being formed at the SWMPC, and educating member communities about the advantages of better coordinated jurisdictional planning outside of their own community.

#### 11.4 Climate Change and Air Quality

Research the current conditions that Michigan and the planning region may experience as a result of changing climate forces. Staff will continue to monitor the “attainment/unclassifiable” status for the region for Ozone and Particulate Matter. Staff will analyze the potential impacts that other states’ nonattainment status has on the study area. Key objectives of this area will include the generation of current and future climate change factors and the mitigations strategies for those factors.

### 11.0 Program Tasks

#### *Program Management*

- Participate in staff training opportunities.
- Maintain information regarding key project areas on website and provide updates to interested stakeholders
- Maintain SWMPC websites that highlight links between transportation and the environment.

#### *Database Management*

- Map locations of culverts that pose an issue for fish passage and erosion.
- Map locations of road projects in the TIP that are near sensitive river crossings.

#### *Long Range Planning*

- Research climate change and greenhouse gas reductions and develop strategies for mitigating impacts.

#### *Short Range Planning*

- Coordinate the local agencies receiving CMAQ funds.
- Develop transportation project applications that highlight the importance of water quality, air quality, and land use planning.
- Incorporate FHWA and FTA focus area into 2040 LRP and 2014-2017TIP.
- Finish implementation of the online TIP application.



## Partners

Pokagon Band of Potawatomi Indians, transit agencies, NIRPC, TwinCATS communities, Berrien County Health Department, MDOT, Michigan Department of Environmental Quality (MDEQ), Friends of St. Joe River, Two Rivers Coalition, and local road agencies.

Products/Milestones	Schedule
Map locations of culverts that pose an issue for fish passage and erosion.	1 <sup>st</sup> and 2 <sup>nd</sup> Quarters
Map locations of road projects in the TIP that are near sensitive river crossings.	1 <sup>st</sup> and 2 <sup>nd</sup> Quarters
Research climate change and greenhouse gas reductions and develop strategies for mitigating impacts.	Ongoing
Finish implementation of the online TIP application.	1 <sup>st</sup> Quarter
Incorporate FHWA and FTA focus area into 2040 LRP and 2014-2017TIP.	Ongoing
Map stream crossings in the MPO	Ongoing
Development of SAW grant	1 <sup>st</sup> Quarter
Participation and development of Sustainability Committee	Ongoing

## 12.0 Freight Planning

SWMPC staff will continue to incorporate appropriate freight considerations into the transportation planning process to ensure long-term investment decisions that are focused on a balanced, multi-modal system, one which meet the needs of both passenger and freight movements.

### Work Areas

#### 12.1 Freight Plan Development

Staff will begin to develop a multi-phase freight plan with the goal of understanding the economic impacts, type, and volume of freight moves throughout the southwest Michigan region. Key objectives of the work area in FY 2015 will include an analysis of clear definitions of freight, mining existing freight data sources for information specific to our region and mapping freight movements by all modes, and determining a list of key freight stakeholders in our area. Potential outcomes may include the formation of a freight stakeholder subcommittee.

#### 12.2 Freight Stakeholder Subcommittee

Through the formation of a subcommittee, MPO staff will build their basic freight knowledge with available data and stakeholder engagement. The subcommittee will focus on the key issues facing the freight industry, hold discussion with local jurisdictions and freight stakeholders regarding the freight network and the issues facing the industry over the NATS Long Range Transportation Plan. Key objectives to achieve in FY 2015 will be to develop a contact list of stakeholders for this subcommittee.

#### 12.3 Data Collection

Complete a freight assessment that will assist MPO staff in better understanding the region's freight system, its characteristics, identification of the major freight facilities (interstate, commercial, retail, institutional) and segments of roadway that are important to the flow of freight within Berrien, Cass, and Van Buren Counties. Collect information on the raw and processed materials moving through the region the mode by which it

### 12.0 Program Tasks

#### *Program Management*

- Attend and participate in freight planning and implementation workshops hosted by MDOT or other agencies.
- Research freight plans from around the region that would impact the NATS area.
- Staff the Freight Subcommittee.

#### *Database Management*

- Map locations of important corridors for road, rail, harbor, air.
- Map distribution centers for goods.
- Obtain data from US DOT American Transportation Research Institute.

#### *Long Range Planning*

- Incorporate information collected from freight subcommittee into Long Range Transportation Plan development.

#### *Short Range Planning*

- Meeting preparation and facilitation.
- Prepare committee members for changes that may come from new federal authorizing legislation with emphasis on freight movement.
- Demonstrate the benefits to the public of moving freight by rail for conservation of energy.
- Identify congestion points for the movement of goods throughout the region and Midwest.
- Deficiency analysis of harbor, roads, airport, rail for goods movement.
- Prepare and facilitate freight public workshop to discuss the local impacts of infrastructure deficiencies and how that impacts businesses.

### Partners

Michigan State University, Southwest Michigan Economic Growth Alliance, TwinCATS communities, NATS communities, St. Joseph River Harbor Authority, Cornerstone Alliance, Berrien County Economic Development Department, Cass County Economic Development, FHWA, NIRPC, MDOT, Michigan State University, MACOG, Van Buren County Economic Development.

Products/Milestones	Schedule
Freight Subcommittee meeting	Ongoing
Develop project phases for plan development	1 <sup>st</sup> Quarter
Implementation of phases	Ongoing
Mapping freight modes	Ongoing
Clearly define scope of work and freight	1 <sup>st</sup> Quarter
Providing county level data regarding material types that move throughout the region	Ongoing
Potential outcomes may include specific corridor plans that target specific areas or sectors in freight.	Ongoing

## 13.0 Passenger Rail

SWMPC staff value the local importance of keeping the Pere Marquette, Blue Water, and Wolverine passenger rail lines in service for residents and visitors to southwest Michigan. SWMPC staff will continue to monitor the Midwest Regional Rail Initiative and how it would impact station communities along the Pere Marquette, Blue Water and Wolverine rail lines.

### Work Areas

#### 13.1 Westrain

Continuing the preservation and expansion of the Pere Marquette passenger rail line to the Blue Water and Wolverine high speed rail corridors is crucial to the success to interconnected passenger rail service throughout southern Michigan. Key objectives for this task would include the development of yearly marketing and advocacy objectives for the stakeholders, seeking revenues sources to support Westrain objectives, and to raise the overall awareness of the Pere Marquette passenger rail service.

#### 13.2 Blue Water and Wolverine Passenger Rail Lines

Coordinate and collaborate with the marketing directors and station communities along these lines to highlight the interconnected nature of passenger rail service throughout Michigan. Key objectives would be to include representatives from the station communities along these rail lines in the larger stakeholder group for the Pere Marquette line and to learn how they have been able to increase ridership and visibility along their rail service lines.

### 13.0 Program Tasks

#### *Program Management*

- Prepare and facilitate Westrain stakeholder quarterly meetings.
- Create webpage on SWMPC website that promotes the Pere Marquette passenger rail line.
- Expand stakeholder membership of Westrain.
- Develop goals and benchmarks for 2013-2014 marketing campaign.

#### *Database Management*

- Monitor performance of 3 passenger rail lines in the region.
- Mapping to show the walking radius of attractions within 5 minute walk, 10 minute, etc. from rail stations.

#### *Long Range Planning*

- Research funding opportunities for Westrain.
- Encourage the preservation and expansion of passenger rail service to key employment and visitor destinations.
- Explore options to promote passenger rail service on the Pure Michigan website for tourism.
- Coordinate with Blue Water and Wolverine passenger rail lines where appropriate.
- Review any proposed connections for the passenger rail lines in Michigan to connect to the South Shore Rail Line.

#### *Short Range Planning*

- Increase visibility of train transportation as viable option to driving.
- Develop flyers with maps highlighting key destinations close to the community station stops along the Pere Marquette line.

## Partners

Cornerstone Alliance, Four Flags Area Chamber of Commerce, Buchanan Area Chamber of Commerce, Southwest Michigan Economic Growth Alliance, Michigan Association of Railroad Passengers, Westrain, MDOT, Macatawa Area Coordinating Council, Southwest Michigan Tourist Council, Harbor Country Convention and Visitors Bureau, Grand Valley Metro Council, Amtrak, NATS communities, transit agencies.

Products/Milestones	Schedule
Prepare and facilitate Westrain stakeholder quarterly meetings.	Quarterly
Develop goals and benchmarks for 2014-2015 marketing campaign.	Ongoing
Create webpage on SWMPC website that promotes the Pere Marquette passenger rail line. Expand stakeholder membership of Westrain.	1 <sup>st</sup> and 2 <sup>nd</sup> Quarter
Conduct first rail stakeholder meeting	2 <sup>nd</sup> Quarter
Increase visibility of train transportation as viable option to driving.	Ongoing
Develop flyers with maps highlighting key destinations close to the community station stops along the Pere Marquette line.	1 <sup>st</sup> and 2 <sup>nd</sup> Quarter

# Appendix

## Appendix A: NATS Committee Members

### NATS Policy Committee

The purpose of the Technical Advisory Committee shall be to provide technical advice to the Policy Committee. The purpose of the Policy Committee shall be to provide policy level guidance, direction and necessary approvals to all aspects of the continuing, comprehensive and cooperative transportation planning process carried out by the lead planning organization responsible for coordinating the transportation planning process in the Niles Buchanan Cass Urban Area as it relates to NATS. Deliberations, findings and approvals of the Policy Committee shall be made after due consideration of the recommendations of the NATS Technical Advisory Committee.

*\*Ex-officio means nonvoting member.*

#### *Policy Committee Members*

Chair: Richard Cooper, Niles Charter Township  
Vice-Chair: Vacant  
Jason Auvil, Pokagon Band of Potawatomi Indians  
Pat Bellaire, Village of Edwardsburg  
Georgia Boggs, City of Niles  
Jess Minks, Berrien County Road Commission/Brian Berndt Alternate  
\*John Egelhaaf, SWMPC  
\*Fred Featherly, MDOT - Multi-Modal  
Craig Bradfield, Howard Township  
John Gruchot, Berrien County Planning Department/Katie Montoya Alternate  
Darrell Harden, MDOT - Southwest Region/Jason Latham Alternate  
Joe Sobieralski, Southwest MI Econ Growth Alliance  
Joseph Kring, Bertrand Township  
Kelly Sweeney, Milton Township  
Bob Sutton, Mason Township

John Lanum, MDOT Planning  
Kim O'Haver, Buchanan Dial A Ride  
Serita Ann Mason, City of Niles  
\*Stewart McKenzie, FTA  
Jane Mitchell, Buchanan Township  
Cliff Poehlman, Cass County Road Commission  
Robert Ziliak, Cass County Commission  
Jan Personette, Four Flags Area Chamber of Commerce  
\*Vacant, MDEQ - Air Quality Div.  
Don Ryman, City of Buchanan/William Marx Alternate  
\*Vacant, MDOT - Travel Demand  
Katie Furner, Niles Dial-a-Ride  
\*Andrea Dewey, FHWA - Michigan Division  
Erin Jolivette MDOT Transportation Service Center, Coloma  
James Turnwald and Zach Dripps, Michiana Area Council of Governments  
Dawn Bolock - Ontwa Township  
Additional representative-Four Flags Chamber of Commerce

### *Technical Advisory Committee Members*

Chair: Joseph Bellina, Cass County Board of Commissioners

Vice-Chair: Richard Cooper, Niles Charter Township

Jason Auvil, Pokagon Band of Potawatomi Indians

Pat Bellaire, Village of Edwardsburg

Brian Berndt, Berrien County Road Commission

Dawn Bolock- Ontwa Township

Barbara Cook, Cass County Planning Commission

\*John Egelhaaf, SWMPC

\*Fred Featherly, MDOT - Multi-Modal

Craig Bradfield, Howard Township

Juan Ganum, City of Niles-Community Development

Evan Smith, Niles Dial-a-Ride

John Gruchot, Berrien County Community

Development/Katie Montoya Alternate

Darrell Harden, MDOT - Southwest Region/Jason

Latham Alternate

Joe Sobieralski, Southwest MI Econ Growth Alliance

Joseph Kring, Bertrand Township

Kelly Sweeney, Milton Township

Paul Lott, MDOT Planning

\*Stewart McKenzie, FTA

Jane Mitchell, Buchanan Township

Kim O'Haver, Buchanan Dial A Ride

Joe Ray, City of Niles-Public Works

\*Bradley Sharlow, MDOT - Travel Demand

Kelly Sweeney, Milton Township

Janet Personette, Four Flags Area Chamber of Commerce

MDEQ - Air Quality Div.

Don Ryman, City of Buchanan/William Marx Alternate

Bob Sutton, Mason Township

\*Andrea Dewey, FHWA - Michigan Division

Sarah Woolcock, MDOT Transportation Service Center, Coloma/Erin Jolivet

Representative, Michiana Area Council of Governments

## Appendix B: NATS MPO Staff

Southwest Michigan Planning Commission  
376 W Main St Suite 130  
Benton Harbor, MI 49022  
(269) 925-1137  
[www.swmpc.org](http://www.swmpc.org)

### **K. John Egelhaaf-Executive Director**

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Senior Planner  
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(269) 925-1137 x 1518



## **Appendix C: Public Comments Received**

There were no public comments received.

## Appendix D: Resolutions of Approval



### SOUTHWEST MICHIGAN PLANNING COMMISSION

376 West Main Street, Suite 130, Benton Harbor, MI 49022

Phone: 269-925-1137 • Website: [www.swmpc.org](http://www.swmpc.org)

#### RESOLUTION TO APPROVE

#### THE NILES-BUCHANAN-CASS AREA TRANSPORTATION STUDY

#### UNIFIED PLANNING WORK PROGRAM

#### FOR THE FISCAL YEAR 2015

WHEREAS, the Southwest Michigan Planning Commission (SWMPC) is the designated Metropolitan Planning Organization (MPO) for the Niles-Buchanan-Cass 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 2015 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 2015.

Gloria Payne, Chairperson

7-15-2014

Date

Southwest Michigan Planning Commission



## **SOUTHWEST MICHIGAN PLANNING COMMISSION**

185 East Main Street, Suite 701, Benton Harbor, MI 49022

Phone: 269-925-1137 • Website: [www.swmpc.org](http://www.swmpc.org)

**RESOLUTION TO APPROVE**  
**THE NILES-BUCHANAN-CASS AREA TRANSPORTATION STUDY**  
**UNIFIED PLANNING WORK PROGRAM**  
**FOR THE FISCAL YEAR 2015**

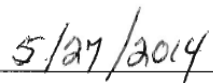
WHEREAS, the Southwest Michigan Planning Commission (SWMPC) is the designated Metropolitan Planning Organization (MPO) for the Niles-Buchanan-Cass Area Transportation Study (NATS) according to the provisions of 23 U.S.C. 134, as amended; and

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 2015 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 2015.

  
\_\_\_\_\_  
Richard Cooper, Policy Chair  
Niles-Buchanan-Cass Area Transportation Study

  
\_\_\_\_\_  
Date

## Appendix E: Public Notices

The following advertisement appeared in the Herald Palladium (Benton Harbor-St. Joseph newspaper with regional circulation) on Friday, May 14, 2014.

**Mass Burials Thursday**  
 mass burials Thursday, as rescuers labored to make room for scores more victims of Turkey's worst mining disaster.

"The love of my life is gone," women wailed loudly, swaying and singing improvised laments about the departed as bodies were lowered, one by one, into the freshly dug graves.

Rescue teams recovered another nine victims, raising the death toll to 283 from Tuesday's disaster, with at least 140 miners believed still trapped underground, according to government figures.

Rage blended with grief as revulsion over poor safety conditions and what some perceived as government indifference set off protests across Turkey. "It's not an accident, it's murder," read a banner waved by trade unionists who marched through the streets of Istanbul.

The disaster has stirred up new hostility toward Prime Minister Recep Tayyip Erdogan's government and thrown his presidential ambitions off stride. Blackening his reputation further, Turkish newspapers published a photograph Thursday of one of Erdogan's aides kicking a protester who was being held on the ground by armed police.

At a graveyard in the mining town of Soma, where coal has been the main industry for decades, mourners said they spent their whole lives fearing a disaster like Tuesday's, in which an explosion set off a deadly fire just as workers were preparing for a shift change, trapping hundreds underground. No miner has been brought out alive since before dawn Wednesday.

"The wives of the miners kiss their husbands in the morning. When they come back, even if they are five minutes late, everyone starts calling," said 45-year-old Gulizar Donmez, whose husband and father are both miners and whose neighbor was among the

**Southwest Michigan Planning Commission**  
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**Planning that is Credible, Credentialed and Connected...**

Southwest Michigan Planning Commission (SWMPC) is the state-recognized provider of regional planning services for Berrien, Cass, and Van Buren Counties. The SWMPC is the Metropolitan transportation Planning Organization (MPO) for the region's two urban areas. The SWMPC is also the federally designated Economic Development District for the U.S. Department of Commerce - Economic Development Administration.

**Transportation Improvement Program (TIP)**

The Southwest Michigan Planning Commission announces that the Twin Cities Area Transportation Study (TwinCATS) and Niles-Cass Buchanan Area Transportation Study (NATS) will be requesting and voting on changes to their 2014-2017 Transportation Improvement Programs (TIP) at their May meetings. The amendments will be available for public comment for seven (7) days after the meetings.

**Unified Planning Work Program (UWP)**

The MPOs will also be voting on approval of the FY 2015 Unified Planning Work Programs (UWPs). The UWP is a federally required planning document that specifies the activities of each MPO for the period October 1, 2014–September 30, 2015. The UWPs will be available for public comment for seven days after the MPO meetings.



The TwinCATS May Meeting will be held on May 19 at: Southwest Michigan Regional Airport, 1123 Territorial Rd, Benton Harbor, MI 49022; Technical Advisory Committee (TAC) at 9:00 AM; Policy Committee at 10:30 AM. More information, including the amendments and UWPs is available at: <http://www.swmpc.org/twincats.asp>



The NATS May meeting will be held on May 27 at: Niles City Council Chambers (Fire Station) 1345 E. Main St. Niles, MI 49120; Technical Advisory Committee (TAC) at 1:00 PM; Policy Committee at 2:30 PM. More information, including amendments and UWPs, is available at: [http://www.swmpc.org/fy\\_2014\\_nats.asp](http://www.swmpc.org/fy_2014_nats.asp)

**Members of the Public  
are Encouraged to Attend and Participate!**

Keep connected to SWMPC programs • Like us @ 

of the addresses listed call our main office at below.

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 Ext. 211  
[letters@TheHP.com](mailto:letters@TheHP.com)

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**Appendix F: SWMPC Indirect Cost Rate** (to be updated upon completion of the audit)

Based on FY 2011 Costs					
	<b>Direct Costs</b>		<b>Indirect Costs</b>		<b>Total Costs</b>
SALARIES AND WAGES	\$313,622	(Y)	\$99,924		\$413,546
FRINGE BENEFITS	\$129,353	(Y)	\$37,960		\$167,313
TRAVEL	\$24,167		\$0		\$24,167
TELEPHONE	\$2,012		\$0		\$2,012
PRINTING AND POSTAGE	\$20,522		\$1,648		\$22,170
ADVERTISING	\$1,179		\$0		\$1,179
DUES AND SUBSCRIPTIONS	\$2,189		\$353		\$2,542
SUPPLIES AND MATERIALS	\$14,544		\$2,891		\$17,435
COMPUTER SERVICES	\$5,759		\$18,879		\$24,638
CONFERENCES/TRAINING	\$4,215				\$4,215
CONTRACTUAL SERVICES-OFF SITE	\$43,950		\$0		\$43,950
CONTRACTUAL PERSONNEL-ON SITE	\$42,506		\$0		\$42,506
DIRECT EQUIPMENT	\$481	(Y)	\$0		\$481
PASS THRU	\$8,183		\$0		\$8,183
COMM. EXP.,PER DIEM,MILG.	\$13,035		\$0		\$13,035
CONTENTS,BLDG,LIABILITY,BOND INS.	\$0		\$0		\$0
CONTRACTUAL - LEGAL	\$34,435		\$0		\$34,435
CONTRACTUAL - AUDIT	\$5,300		\$0		\$5,300
RENT/JANITORIAL/RECYCLING	\$0		\$35,290		\$35,290
DEPRECIATION	\$0		\$1,551		\$1,551
EQUIPMENT MAINTENANCE	<u>\$0</u>		<u>\$1,260</u>		<u>\$1,260</u>
<b>Total Expenditures</b>	<b><u>\$665,452</u></b>		<b><u>\$199,756</u></b>		<b><u>\$865,208</u></b>
<b>Total Direct Base (Y)</b>	<b>\$485,481</b>				
<b>Total Indirect Costs (I)</b>			<b>\$199,756</b>		
<b>Indirect Cost Rate Formula:</b>					
<b>Total Indirect Cost(I)</b>	<b><u>\$199,756</u></b>				
<b>Total Direct Base(Y)</b>	<b>\$485,481</b>				
<b>Indirect Cost Rate Percentage</b>	<b>41%</b>				

## Appendix G: Cost Allocation Plan

**Note:** At the time of writing, SWMPC is in the process of conducting its audit. Once the audit is completed, an updated indirect cost rate will be published. The cost allocation plan outlines SWMPC's methodology for determining the indirect cost rate.

### Southwest Michigan Planning Commission Background

#### The Origin of the Southwest Michigan Planning Commission

The Southwest Michigan Planning Commission (SWMPC) is one of fourteen Planning and Development Regions in the State of Michigan and one of approximately five hundred in the United States. In Michigan, regions were created under a Governor's Executive Order in 1968.

The SWMPC was officially organized in 1973 by resolutions of the Berrien, Cass, and Van Buren County Boards of Commissioners. The Commission was staffed in 1974.

The Southwest Michigan Planning Commission (SWMPC) Board reflects representation across county, city, village, and township officials, in addition to citizen members who represent a variety of interests, including business, seniors, and minorities. Van Buren, Berrien and Cass counties are currently represented in all eligible capacities. Of the forty-two current appointments, eleven of the members are female and six of the members are from a minority group.

#### SWMPC Planning Overview

In addition to serving public and private entities within Berrien, Cass, and Van Buren Counties by providing planning, technical, or management assistance, the SWMPC acts as an intergovernmental forum to address regional issues. The SWMPC addresses issues and administers programs which its membership deems appropriate and which are in keeping with locally established area-wide planning and development goals. The SWMPC engages in outreach to build support for wise planning and awareness of vital regional development issues. A diversely skilled SWMPC staff provides a range of support to jurisdictions throughout the three-county region. These efforts regularly lead to program initiatives that address local needs. The needs that the SWMPC regularly responds to include customized planning and information services to local governments and organizations including comprehensive and land use planning, research and analysis, GIS mapping, surveys, recreation planning, grant writing, and grant administration.

The SWMPC is an Economic Development District of the EDA to: 1) give technical assistance and support others in planning and implementing economic development projects that diversify and strengthen the district's economy; 2) maintain economic and demographic databases and respond to requests from public and private users; and 3) support a local economic development process capable of meeting the planning, coordination and implementation requirements of the district.

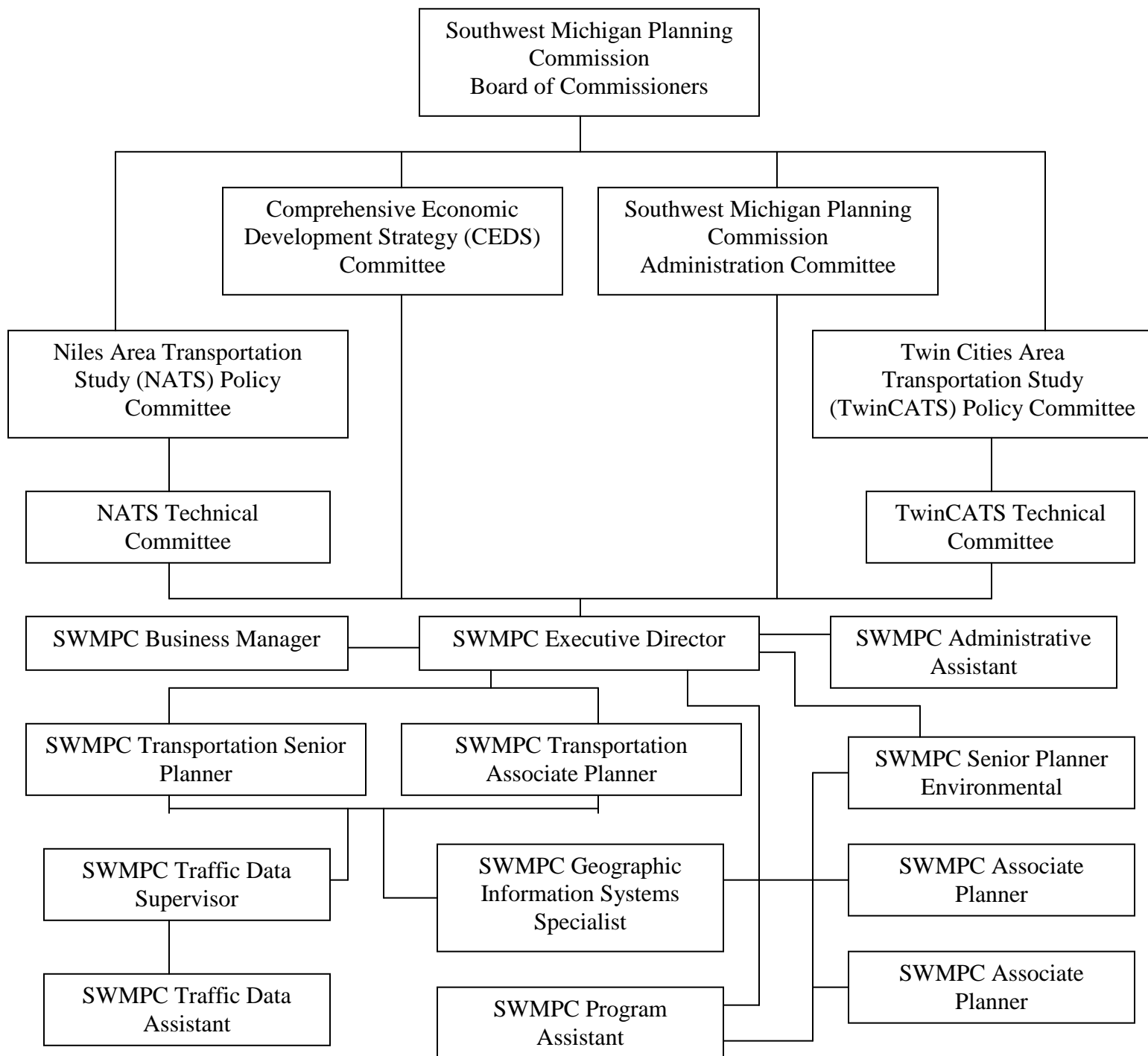
Federal legislation requires a continuing, comprehensive, and cooperative process for transportation planning in all urbanized areas. To respond to that requirement, the SWMPC's responsibility is to develop and refine plans and policies by analyzing their social, economic, environmental, health, safety, welfare, and mobility impacts. The State has designated the SWMPC as the Metropolitan Planning Organization (MPO) for the two urban areas in our region; the Niles/Buchanan/Cass Area Transportation Study (NATS) for the Niles/Buchanan/Cass area, and the Twin Cities Area Transportation Study (TwinCATS) in the St. Joseph/Benton Harbor area.

The MPO planning process is a cooperative effort between the Michigan Department of Transportation, the Federal Highway Administration, the Federal Transit Administration, and the member local governments (for NATS: the Berrien County cities of Niles and Buchanan, the village of Edwardsburg, the townships of Niles, Buchanan, and Bertrand, and the Cass County townships of Howard, Ontwa, and Milton; for TwinCATS: the Berrien County cities of Bridgman, Benton Harbor and Saint Joseph, the villages of Grand Beach, Michiana, Shoreham and Stevensville, and the townships of Benton Charter, Lake, Lincoln Charter, Royalton, St. Joseph Charter, and Sodus).

The SWMPC is also a resource for transportation planning assistance to the rural areas outside the metropolitan districts. Through these services the SWMPC provides assistance through road data, public transportation resources, Congestion Mitigation and Air Quality (CMAQ) assistance, heritage route management, ridesharing connections, and other customized needs.

## **Organizational Structure**

## The SWMPC Organizational Structure





### Job Descriptions

**Executive Director:** Under the direction of the SWMPC Board, implements and administers the policies and procedures established by the SWMPC in accordance with the state and federal legislative requirements. Responsible for management, administration, and professional work in the development, coordination, and execution of programs and projects, as well as supervision of personnel and administration of finances for various federal, state and local programs. Management, administration, and professional work is often assigned as direct expenses to specific programs.

**Senior Planner:** Performs administrative and professional work in the development, implementation, and coordination of SWMPC's local and regional planning programs. Duties involve administration, development and implementation of work program objectives, development and monitoring of budgets, and supervision of persons assigned. Work is performed under the general direction of the Executive Director.

**Associate Planner:** Under the supervision of the Executive Director, and Senior Planner, will develop plans and facilitate decision making in planning program areas or projects. Duties include the coordination of programs through communications, data gathering, computer analysis, report preparation, and organization and follow-up of meetings.

**Planning Aide:** Under the supervision of the Executive Director, Senior Planner, Associate Planner, will assist in the development of plans and facilitation of decision making in planning program areas or projects. Duties include assisting in projects through communications, data gathering and portrayal, computer input and analysis, report preparation, and organization and follow-up of meetings.

**Business Manager:** Under the direction of the Executive Director, administers and manages all aspects of SWMPC business and financial matters. Duties include operation and maintenance of the agency's computerized accounting system, receivables and payables, budget monitoring, financial reporting, benefits administration, and supervision of persons assigned.

**Administrative Assistant:** Under the direction of the Executive Director, individual is responsible for initiating and coordinating the clerical and secretarial functions of the Southwest Michigan Planning Commission as well as assisting the professional planning staff in the execution of their work.

### **Definition of Terms**

#### Terms

**Acceptable Costs:** Costs that are necessary and reasonable for the proper and efficient performance and administration of SWMPC projects. They are ordinary and necessary as a cost for the typical operation of the project. The prices paid are considered to be at market prices for comparable goods. Costs are the result of prudent actions by SWMPC staff.

**Base:** The accumulated direct costs (ie. direct salaries, wages, or total direct costs exclusive of extraordinary or distorting expenditures) used to distribute indirect costs to SWMPC programs. The base should result in each SWMPC program with its fair share of indirect costs.

**Direct Costs:** Include costs that: 1) can be identified specifically with a particular final cost objective and attributed to a project, 2) include compensation to employees for time devoted specifically to project performance, 3) include materials acquired, consumed, or expended for the purposes of the project, 4) equipment and other approved capital expenditures, 5) travel expenses to carry out a project.

**Fixed Rate:** An indirect cost rate that is based on an estimate of costs during a future period where the difference between the estimated costs and the actual costs for the period is carried forward as an adjustment to the rate of that subsequent period.

**Indirect Costs:** include costs that are for a common or joint purpose for more than one project and are not easily assignable to projects specifically benefited.

**Indirect Cost Rate:** a method to determine the proportion of indirect costs each program should bear. A ratio of indirect to direct cost base.

#### Cost Categories

**Advertising:** Costs from advertising are assigned as direct costs if they are required to post meeting times, announce specific work products, or to solicit responses to a job posting for a specific program. Advertisements that serve the SWMPC in a general way are assigned as indirect costs

**Computer Services:** Computer services are currently supplied by an outside supplier. Services are assigned as direct if the particular piece of computer equipment or software is associated with a single program. If the service is on a machine or software that is for general use it is assigned as an indirect expense.

**Conferences/Training:** Costs relative to staff training, skills improvement, and technical proficiency often include meetings, seminars, conferences, and workshops. Expenses are charged to this category as they relate to specific job responsibilities. These costs are generally direct expenses but can be assigned as indirect occasionally.

**Contents, Liability Insurance:** Coverage for the loss or damage of agency assets, general agency liability, and employee and commissioner bonding.

**Contractual Services:** Costs in the contractual services category are incurred for consultant services by outside agencies and individuals. Temporary project staff including internships are also placed in this category of expense and considered direct if they are specifically assigned to a single project. All costs under this category are considered direct expenses except for a temporary administrative staff or other general expertise.

**Commission Audit:** Costs associated with the annual Commission audit will be assigned as a direct cost charged to local revenues and are exempt from indirect cost. No audit costs are charged to federal funds.

**Depreciation:** Equipment that is purchased through general funds are considered fixed assets and are depreciated at approximately 20% annually based on Internal Revenue Service Rulings.

**Direct Equipment:** equipment that has a unique use for the completion of work activities within the scope of work for a specific project. This is equipment that is not generally used across all programs in an office but rather, is specific to the accomplishment of tasks within a single project. Items defined in this way include: a notebook computer to be used for Asset Management PASER road ratings, traffic counters for traffic data collection, a new desktop computer for a transportation planner (who works exclusively on a single transportation project (with a single funder)).

**Dues, Subscriptions, and Publications:** Most items in this category are indirect expenses. Planning resources and memberships tend to be general in nature and not assignable to a particular program. Some items within this category are assignable as direct but they are specific in nature to the program for which they are attributable.

**Fringe Benefits (payroll taxes, employee related insurance, pension):** Fringe benefits are assigned as either direct or indirect in the same proportion as the assignment of salary and wage.

**Postage:** Similar to telephone charges, postage is coded at the SWMPC postage meter. Thus, direct expenses are classified at the initiation of the charge and a summary of those expenses is created through a cyclical report.

**Printing:** Printing expenses include both direct and indirect costs. Major print jobs that can be produced with the SWMPC printer/copier and are part of a specific program activity are assigned as direct expenses. Major jobs that require an outside printshop to complete are also assigned as direct if they are associated with a specific program. Common indirect print expenses include the SWMPC newsletter, annual report, brochures, etc.

**Salaries and Wages:** Salaries and wages for employees with direct responsibilities in specific program areas are assigned as direct expenses. When employee activities are dedicated to activities that have a broad-based benefit among SWMPC programs, their salary and wage is assigned as indirect. All SWMPC personnel engage in activities that are assigned as direct expenses. It is rare for administrative personnel (business manager, administrative assistant) to engage in activities that are assigned as direct but they are available for occasional direct assignments. Staffing assignments are managed by the executive director.

**Supplies and Materials:** Items that are necessary for a particular project are assigned as a direct expense. SWMPC letterhead, copy paper, and general office supplies are assigned as indirect expenses.

**Telephone:** The SWMPC pays a single flat charge for monthly calls. The monthly bill itemizes all long distance calls. The bill is cross referenced with staff call logs so that calls can be assigned directly to projects. Local phone charges cannot be individually itemized so they are billed as indirect .

**Travel, Meals, Lodging:** Travel, meals, and lodging expenses can be assigned as either direct or indirect depending on the activity being undertaken when the costs are incurred. Typical charges consist of mileage, reimbursement for meals, and lodging expenses in the course of staff activity.

**Equipment Maintenance:** Maintenance agreements on heavily used office machines including the main copier/printer, computer equipment are assigned as indirect expenses.

**Rent, Janitorial, and Recycling:** The expenses associated with the leased office space and the maintenance of that space.

### **Listing of Fringe Benefits for Covered Employees**

#### Current Fringe Benefit Policies

The SWMPC fringe benefit policy consists of the following items derived from the Commission's Personnel Policies and Procedures Handbook available to all employees at the time of hire.

**Social Security and Medicare Withholding Benefits:** The SWMPC adheres to Federal tax rulings and remits matching withholding benefits each pay period in each calendar year.

**Annual Leave and Sick Leave are Combined as Follows:** In the first category of leave accrual, an employee who has been with the SWMPC for between zero and five completed years must work a minimum of sixty-two hours to a maximum of seventy-five hours per (bi-weekly) pay period. That employee will be considered a full-time employee and will accrue five and a half hours per pay period for annual and sick leave.

In the second category of leave accrual, an employee at the end of their fifth year until their tenth year of employment will receive seven hours per pay period for annual and sick leave.

The third category of leave accrual is for employees at the end of their tenth year and beyond. Employees in the third category receive eight and a half hours per pay period for annual and sick leave.

The SWMPC does not distinguish between annual leave and sick leave. The two categories are considered a single account of accrued time. All employees may carry forward into the next year a maximum of one year's annual leave accrual. All excess time that is not taken will be forfeited except for employees with more than five years of experience. When employees have five or more years experience, the SWMPC will make an employee contribution to their retirement plan account in an amount equal to 37.5 hours of excess time not taken at their respective rate of pay.

**Paid Holidays:** The SWMPC provides twelve paid holidays per calendar year for its employees.

**Pregnancy Leave:** SWMPC employees receive pregnancy leave up to 975 hours.

**Administrative Leave:** An administrative leave of absence cannot exceed six months. Accumulated annual leave must be used as part of the administrative leave. After depletion of the accumulated annual leave, there is not compensation for administrative leave.

**Military Leave:** Military leave is granted as a leave of absence per State and Federal rulings.

**Health Insurance:** The SWMPC provides health insurance coverage to all employees. Employees are eligible to apply for health insurance benefits for themselves as well as dependants as of their initial date of employment. The SWMPC pays 98 percent of the total cost of the premium for full-time employees who seek the coverage. Part-time SWMPC employees are eligible for health insurance but must pay a percentage of the premium based on what percentage of a full-time position their time represents plus the standard two percent cost share. The health insurance program provides both medical, hospital, and prescription coverage plus vision and dental insurance. The coverage is a “high deductible” type with a Health Savings Account (HSA). The deductible for the insurance is deposited into each employee’s HSA account by the SWMPC. The entire amount is funded by the SWMPC.

**Disability Insurance:** The SWMPC provides short term disability coverage to all employees. Employees shall be eligible at their date of employment. The SWMPC pays the total cost of the premium for full-time employees who seek this coverage.

**Workman’s Compensation Insurance:** The SWMPC provides workman’s compensation insurance for all employees. Employees are eligible at their date of hire. In case of a work injury or illness an employee is eligible for workman’s compensation benefits. The employee must use accumulated annual leave to the extent available for the first seven days of the disability after which time the workman’s compensation insurance coverage shall begin without annual leave supplementation.

**Life Insurance:** The SWMPC provides life insurance coverage for all employees. Employees shall be eligible at their date of hire. The Commission pays the total cost of the premium for full-time employees who seek this coverage. The face amount of the policy shall be equal to the amount of the employee’s annual salary and double in the event of accidental death as described in the health insurance policy provided by the carrier.

**Unemployment Compensation Insurance:** The SWMPC provides each employee with this State benefit. The cost is calculated using the State determination rate multiplied by the gross wage earned by each employee. The SWMPC pays the total cost and adheres to the State tax rulings of calculation and remuneration.

**Pension Fund:** Currently the SWMPC has 401 and 457 pension plans available to all employees who work at least one thousand hours per year. New employees are enrolled on the annual enrollment date of January 1<sup>st</sup> provided that they have completed six months of full-time employment. The SWMPC contributes into the plan on behalf of each enrolled employee in the amount of 6.5% of the employee's annual salary or wage. Employee contributions are not mandatory. Employees enrolled shall be vested at the rate of twenty percent for each full year of vesting. The SWMPC calculates the contribution amount both at fiscal and calendar year end to reflect the accrual on financial statements. All accruals are reviewed by the pension advisors before any remittances are made. The SWMPC meets all tax rulings regarding dates of contribution, dollars contributed, and necessary tax forms.

#### **Fringe Benefit Costs**

The SWMPC total benefit costs have been included as a worksheet below.

SWMPC Cost Allocation Plan

	GROSS	BUDGETED	WORK	DAILY	ANNUAL	RELEASED		CHGBLE	GROUP					WORK				PENSION	ADDED	TOTAL	TOTAL
	SALARY	SALARY	DAYS	RATE	LEAVE	HOLIDAY	TIME	SALARY	Dental	Vision	FICA	HEALTH	HSA	DISAB	LIFE	COMP	UCI	CONTRIB			
Exec. Dir.	\$63,469	\$65,373	260	251	5,012	3,017	8,029	57,344	1,491	256	5,001	11,650	3,000	909	131	216	8	4,125	26,439	34,468	91,812
Admin. Asst.	18,000	18,540	174	107	1,298	642	1,940	16,600	468	92	1,418	4,452	1,500	0	0	61	8	1,170	9,039	10,979	27,579
Bus. Mgr.	38,600	39,758	243	164	4,349	2,150	6,499	33,259	468	92	3,041	4,452	1,500	0	0	131	8	2,509	12,072	18,570	51,830
Sr. Plnr.	47,000	48,410	260	186	4,518	2,234	6,753	41,657	1,491	256	3,703	11,604	3,000	683	123	160	8	3,147	23,832	30,584	72,242
Assoc. Plnr.	34,500	35,535	260	137	2,606	1,640	4,246	31,289	1,491	256	2,718	11,598	3,000	404	72	117	8	2,310	21,638	25,884	57,173
Assoc. Plnr.	42,250	43,518	260	167	4,062	2,009	6,070	37,447	1,491	256	3,329	11,657	3,000	615	110	144	8	2,829	23,096	29,166	66,613
Assoc. Plnr.	\$36,500	37,595	260	145	2,757	1,735	4,492	33,103	468	92	2,876	4,315	1,500	512	92	124	8	2,444	12,291	16,783	49,886
Assoc. Plnr.	36,500	37,595	260	145	2,757	1,735	4,492	33,103	468	92	2,876	4,315	1,500	512	92	124	8	2,444	12,291	16,783	49,886
Plng. Aide	36,850	37,956	260	146	2,783	1,752	4,535	33,420	468	92	2,904	4,368	1,500	529	95	125	8	2,467	12,415	16,950	50,371
Tr. Ct. Sp.	12.61 hr	6,054	120	95	0	0	0	6,054	0	0	463	0		0	0	20		0	483	483	6,537
Tr. Ct. Asst.	11.33 hr	4,972	60	83	0	0	0	4,972	0	0	380	0		0	0	16		0	397	397	5,369
Prog. Assi.	30,500	31,415	260	121	2,304	1,450	3,754	27,661	468	92	2,403	4,315	1,500	512	92	104	8	2,042	11,396	15,150	42,811
TOTAL	384,169	406,720	260	1,745	32,445	18,364	50,809	355,911	1,576	8,772	31,114	72,726	21,000	4,676	807	1,342	81	25,486	167,580	218,390	572,109

## **The SWMPC Accounting System**

The SWMPC uses QuickBooks to manage its accounting system. The SWMPC is audited by a CPA annually.

## **Method of Calculating Indirect Cost Rate**

The SWMPC uses the simplified method to determine indirect cost rate. As a single purpose agency there are no elements of indirect cost assigned through a central cost allocation plan. Only specifically identified budgeted indirect costs are included in the indirect cost rate proposal. This method provides an equal distribution of all indirect costs to all programs.

The SWMPC classifies all costs and their activities as direct or indirect (less unallowable costs) as described per 2 CFR 225. Indirect costs are thereby classified as being incurred for a common purpose for which more than one program benefits. Any costs stipulated as being unallowable per 2 CFR 225 have been excluded from the calculation of the indirect cost rate.

### Calculation for Fixed Indirect Cost Rate

The SWMPC computes the indirect cost rate by dividing the Indirect Cost Pool (total allowable indirect costs) by an equitable Base (total direct salaries and fringe benefit costs). The result is a “Fixed Indirect Cost Rate.”

C = Indirect Costs

U = Unallowable Costs (per 2 CFR 225)

I = Total (budgeted) Indirect Costs

$$C - U = I$$

I = Total (budgeted) Indirect Costs

Y = Direct Base projected (budgeted) costs for direct salaries & fringe benefits for **all** programs

Fcr = Fixed Indirect Cost Rate

$$Fcr = I/Y$$



**SWMPC 2013 Actual Indirect Cost Rate  
Based on FY 2011 Audit Costs**

	<u>DIRECT COSTS</u>		<u>INDIRECT COSTS</u>	<u>TOTAL COSTS</u>
SALARIES AND WAGES	\$313,622	(Y)	\$99,924	\$413,546
FRINGE BENEFITS	\$129,353	(Y)	\$37,960	\$167,313
TRAVEL	\$24,167		\$0	\$24,167
TELEPHONE	\$2,012		\$0	\$2,012
PRINTING AND POSTAGE	\$20,522		\$1,648	\$22,170
ADVERTISING	\$1,179		\$0	\$1,179
DUES AND SUBSCRIPTIONS	\$2,189		\$353	\$2,542
SUPPLIES AND MATERIALS	\$14,544		\$2,891	\$17,435
COMPUTER SERVICES	\$5,759		\$18,879	\$24,638
CONFERENCES/TRAINING	\$4,215			\$4,215
CONTRACTUAL SERVICES-OFF SITE	\$43,950		\$0	\$43,950
CONTRACTUAL PERSONNEL-ON SITE	\$42,506	(Y)	\$0	\$42,506
DIRECT EQUIPMENT	\$481		\$0	\$481
PASS THRU	\$8,183		\$0	\$8,183
COMM. EXP.,PER DIEM,MILG.	\$13,035		\$0	\$13,035
CONTENTS,BLDG,LIABILITY,BOND INS.	\$0		\$0	\$0
CONTRACTUAL - WESTRAIN	\$34,435		\$0	\$34,435
CONTRACTUAL - AUDIT	\$5,300		\$0	\$5,300
RENT/JANITORIAL/RECYCLING	\$0		\$35,290	\$35,290
DEPRECIATION	\$0		\$1,551	\$1,551
EQUIPMENT MAINTENANCE	<u>\$0</u>		<u>\$1,260</u>	\$1,260
<b>TOTAL EXPENDITURES</b>	<b><u>\$665,452</u></b>		<b><u>\$199,756</u></b>	<b><u>\$865,208</u></b>
<b>Total Direct Base (Y)</b>	<b>\$485,481</b>			
<b>Total Indirect Costs (I)</b>			<b>\$199,756</b>	

**INDIRECT COST RATE FORMULA:**

**TOTAL INDIRECT COSTS (I)** **\$199,756**  
    **TOTAL DIRECT BASE (Y)** **\$485,481**

**INDIRECT COST RATE  
PERCENTAGE**

**41%**

## Procedures Used to Allocate Cost of Benefits to SWMPC Projects

### Calculation to Derive the Percentage of Total Base Represented by Each Program

Direct costs that can be attributable to a particular program are allocated as such. The remaining costs are assigned as indirect costs and allocated according to the formula below.

X = Actual costs for direct salaries & fringe benefits for **each** program

Y = Actual Direct Base costs for direct salaries & fringe benefits for **all** programs

P = Percentage of total direct salaries & fringe represented in each program

$$X/Y = P$$

### Calculation to Derive Total Indirect Costs

The percentage of direct salaries/fringe that each program represents of the total direct salaries/fringe for all programs is then used to derive the formula to allocate the total related indirect costs.

Y = Actual Direct Base costs for direct salaries & fringe benefits for **all** programs

Z = Total Expenses for all programs

I = Total Indirect Costs

$$Z - Y = I$$

### Combined Calculation Used to Allocate Indirect Costs

Program	Actual Direct Salaries & Fringe	Percentage of Total Direct Salaries & Fringe	Indirect Allocation
a	Xa	Xa/Y	Pa*I
b	Xb	Xb/Y	Pb*I
c	Xc	Xc/Y	Pc*I
d	Xd	Xd/Y	Pd*I
e	Xe	Xe/Y	Pe*I
Total of All Programs	Y	100%	I

## 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 2013 proposal to establish billing or final indirect cost rates for FY 2013 are allowable in accordance with the requirements of the Federal award to which they apply and per 2 CFR 225, "Cost Principles for State, Local, and Indian Tribal Governments." 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: Southwest Michigan Planning Commission

Signature:



Name of Official: K. John Egelhaaf

Title: Executive Director

Date of Execution: July 10, 2013

## **Appendix H: Work Completed in FY 2014**

### **1.0 What Moves You Berrien County: Creating a Transportation Vision for Berrien County**

- Implemented goals and objectives of the 2013-2040 Long Range Transportation Plan
- Collaborated with MDOT in the development of the 2017 travel demand model with analysis of proposed changes to the employment, household, and population shifts projected over the next 25 years
- Monitored state and federal legislative actions that impacted the planning region

### **2.0 Transportation Improvement Program Administration**

- Published Annual listing of obligated transportation projects
- Monitored the 2014-2017 TIP
- Conducted project selection for 2014 TAP
- Monitored FY 2014 statewide obligation balances as it impacted the MPO
- Created TIP Amendments vs. Administrative Modifications Policy

### **3.0 Committee Administration**

- Conducted and prepared for monthly Committee meetings
- Wrote the FY 2014 Annual Report
- Wrote the FY 2015 UWP
- Completed FY 2014 Obligation Report
- Conducted and prepared for standing subcommittees
- Communicated with and engaged new committee members throughout the fiscal year
- Created MPO Committee Handbook

### **4.0 Public Involvement**

- Provided public notices for TIP Amendments
- Published Annual Meeting Schedule
- Public Participation Plan administration and annual review
- Regularly updated over 15 transportation related websites
- Maintained database of public involvement activities
- Updated monthly public outreach, media, and consultation mailing lists
- Communicated with over 600 transportation stakeholders and citizens twice monthly
- Submitted the FY 2013 Title VI Nondiscrimination report

### **5.0 Non-Motorized Transportation Planning**

- Held 4 community stakeholder meetings regarding NATS Walk and Roll Plan development
- Created Walk and Roll survey that resulted in 195 survey responses
- Targeted advertising to aid in the delivery of the Walk and Roll Survey

### **6.0 Transit and Mobility Planning**

- Provided staff support to Berrien County Transit Consolidation Feasibility Study

- Manage the Rideshare program using CMAQ funds

## **7.0 Human Service Coordination**

- Analyzed data to look at the feasibility of adjusting or creating new fixed route service(s)
- Assisted in the expanded use of technology, specifically, the creation of a new website called MyWayThere.org
- Regional Reduced Fare Card for seniors and people with disabilities
- Standardized Operating Policies for future adoption by all Berrien County transit agencies
- Hosted workshops on Determining ADA Para-Transit Eligibility, Coordinating Non-Emergency Medical Transportation Into the Mix, ADA Essentials for Transit Board Members and Local Advisory Committees, FTA Civil Rights Training

## **8.0 Asset Management**

- Collaborated with local entities in meeting the goals of the Asset Management Council established under P.A. 499
- Scheduled, coordinated, and attended Investment Reporting Tool training
- Attended PASER road rating webinar and PASER road rating training
- Conducted PASER rating on all federal aid eligible roads in the northern half of Berrien County
- Assisted local communities with information about local road rating eligibility and local asset management plans

## **9.0 Travel Data Collection**

- Performed local traffic count requests
- Coordinated with MDOT in the developed of Highway Performance Monitoring System road observations, which were documented in map and report formats
- Maintained an accurate TAZ delineation and road network database

## **10.0 Regional Data Management**

- Completed the State of the Region Report for Southwest Michigan
- Made presentations to various community groups and SWMPC Board on the document
- Created website to provide this information free to the public

## **11.0 Environmental Stewardship**

- Monitored changes to air quality legislation and its impacts on the MPO
- Provided targeted presentations and discussions about climate impacts as a result of the Great Lakes Integrated Sciences and Assessments (GLISA) grant to evaluate the impacts of climate related changes to the Berrien County region.
- Researched potential impacts of climate change on Southwest Michigan and developed strategies for addressing climate change

## **12.0 Freight Planning**

- Participated in training events and workshops that aided in SWMPC transportation staff's knowledge in freight planning

## **13.0 Passenger Rail**

- Conducted and prepared for 4 Westrain (Pere Marquette) stakeholder strategy meetings
- Conducted first ever Westrain Stakeholder engagement meeting in February 2014
- Expanded the SWMPC database for Westrain stakeholder outreach contact list
- Continued to develop and implement Goals and Objectives for Westrain stakeholder group
- Monitored the revenue and ridership data throughout the fiscal year