

TWIN CITIES AREA TRANSPORTATION STUDY (TwinCATS)

UNIFIED PLANNING WORK PROGRAM FISCAL YEAR 2015

October 1, 2014 – September 30, 2015

Prepared by
Southwest Michigan Planning Commission
www.swmpc.org

Metropolitan Planning Organization
For the Benton Harbor/St. Joseph Urbanized Area

In Cooperation with
Twin Cities Area Transportation Study
www.swmpc.org/twincats.asp
Technical Advisory and Policy Committees

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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) in the Benton Harbor/St. Joseph urbanized area, also known as the Twin Cities Area Transportation Study (TwinCATS), to be undertaken during the period of October 1, 2014 through September 30, 2015.

It is the goal of the TwinCATS 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 TwinCATS Committees and the SWMPC Board. It is designed to carry out a continuing, cooperative and comprehensive transportation planning process.

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 TwinCATS 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.

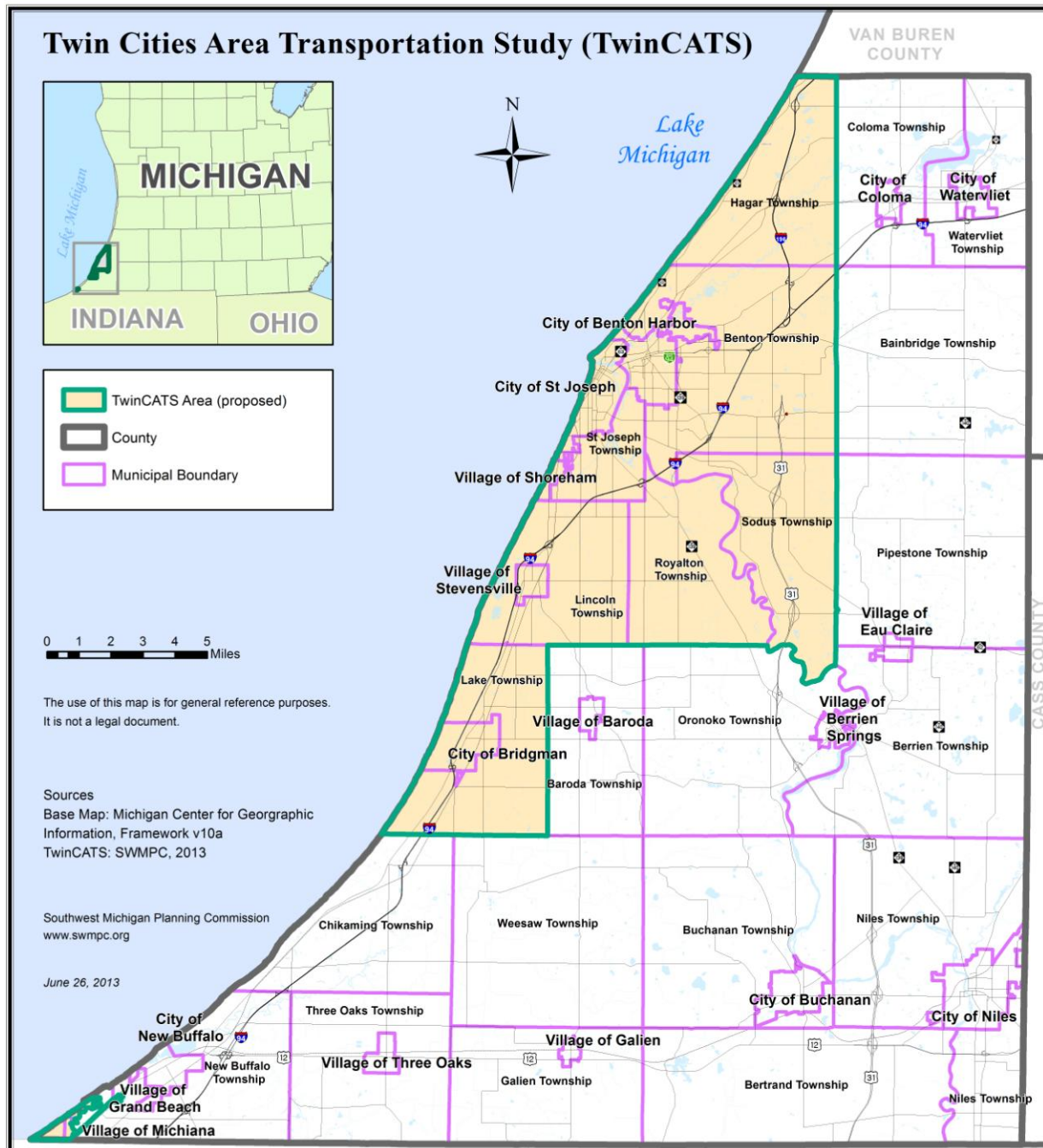
Areas of focus for Fiscal Year 2015 UWP include:

1. Implementation and administration of the 2014-2017 Transportation Improvement Program (TIP).
2. Implementation of the 2013-2040 Long Range Transportation Plan: What Moves You Berrien County: Creating a Transportation Vision for Berrien County.
3. Completion and implementation of the Berrien County Coordinated Transit Consolidation Study.
4. Continued implementation and advancement of the TwinCATS Walk and Roll Plan and Complete Streets Policy.
5. Continued Research and Development of the Importance of Freight in a Multi-Modal Transportation System.
6. Continued emphasis on a multi-modal transportation system that includes rail, transit, and non-motorized transportation.
7. Coordination between the two MPO regions.

The SWMPC program emphasizes the examination of the transportation system with an objective of developing plans and projects that are realistically implementable. This approach places importance on the linkage between planning, programming, and implementation.

Twin Cities Area Transportation Study Area

In FY 2013, the TwinCATS MPO reviewed the 2010 urbanized boundary with the assistance of MDOT staff members and one additional jurisdiction added within the TwinCATS planning boundary: Hagar Township. At the writing of this plan, the adjusted census boundaries have been approved, and Hagar Township had been approved as a voting member of the MPO TAC and Policy Committees.



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 Benton Harbor/St. Joseph area. The study and analysis of the issues 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 focus areas is clearly not comprehensive. It includes only a broad identification of 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. Issue identification highlights the interconnectedness that transportation planning has with other areas of planning, such as land use, environmental considerations, economic development and revitalization, and community health.

BUDGET AND FUNDING SOURCES

Federal Highway Administration Funding

TwinCATS receives federal funding from the Federal Highway Administration (FHWA) for transportation planning, and legislation requires local match for federal funds. The FHWA contributes 81.85% (\$137,752) to the TwinCATS activities, and the local match required is 18.15% (\$30,546).

Federal Transit Administration Funding

As with FHWA funding, TwinCATS receives funding from the Federal Transit Administration (FTA) for transportation planning, and legislation requires local match for federal funds. The FTA supports 80% (\$38,297) of the TwinCATS activities, and the local match required is 20% (\$9,574).

Local Jurisdiction Funding

The thirteen participating local units of government contribute local match based on each jurisdiction's share of the population. The 2010 Bureau of Census population figures are used to determine each jurisdiction's population. The TwinCATS TAC and Policy Committee are responsible for approving the budget.

**FHWA & FTA
Federal and Local Budget**

	Federal Share	Local Match	Total
FHWA (PL)	\$137,752	\$30,546	\$168,298
FTA (5303)	\$38,297	\$9,574	\$47,871
Total	\$176,049	\$40,120	\$216,169

Budget by Work Element

Work Element	Federal Highway and Local Match Funds	Federal Transit and Local Match Funds	Total*
Program Management	\$79,221	\$18,054	\$97,275
Database Management	\$38,731	\$8,827	\$47,558
Long Range Planning	\$29,928	\$6,821	\$36,749
Short Range Planning	\$19,366	\$4,413	\$23,779
Other Planning	\$8,802	\$2,006	\$10,808
Total	\$176,049	\$40,120	\$216,169

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

FY 2015 Local Match Calculation

Jurisdiction	Population*	Percentage of Total Population (2010)	Share of FHWA Local Match	Share of FTA Local Match	Share of Total Local Match
Benton Charter Township	14,749	19.94%	\$6,092	\$1,909	\$8,001
Hagar Township	3,671	4.96%	\$1,516	\$475	\$1,991
Lake Charter Township	2,972	4.02%	\$1,228	\$385	\$1,612
Lincoln Charter Township	13,549	18.32%	\$5,596	\$1,754	\$7,350
Royalton Township	4,766	6.44%	\$1,968	\$617	\$2,585
St. Joseph Charter Township	9,166	12.39%	\$3,786	\$1,187	\$4,972
Sodus Township	1,932	2.61%	\$798	\$250	\$1,048
Village of Shoreham	862	1.17%	\$356	\$112	\$468
Village of Stevensville	1,142	1.54%	\$472	\$148	\$620
Village of Grand Beach	272	0.37%	\$112	\$35	\$148
Village of Michiana	182	0.25%	\$75	\$24	\$99
City of Benton Harbor	10,038	13.57%	\$4,146	\$1,299	\$5,445
City of Bridgman	2,291	3.10%	\$946	\$297	\$1,243
City of St. Joseph	8,365	11.31%	\$3,455	\$1,083	\$4,538
Total	73,957	100.00%	\$30,546	\$9,574	\$40,120

Source: Population based on 2010 Census

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

MDOT Funds- State Planning, and Resource Funding (SPR)

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

The items that follow highlight the project areas that the TwinCATS MPO staff will focus on throughout the fiscal year. 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 but may complement the project areas identified.

Each page will identify a particular project area and will discuss the 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. This list is used 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
- 3.0 Committee Administration
- 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 community members in transportation management practices that improve access and mobility, air and water quality, sustainable land use development, and address the impacts of climate change and mitigation strategies within the TwinCATS area.

Work Areas

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

Work Areas

1.1 Document Implementation

Staff will implement the Long Range Transportation Plan entitled What Moves You TwinCATS: Creating a Transportation Vision for Berrien County, 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, strategies, projects, and programs in long range plan. Special attention will be placed upon the incorporation of transit, non-motorized and intercity rail planning.

1.2 Environmental Considerations (Climate Change & Air Quality)

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, and water quality. SWMPC staff will continue to develop project selection criteria based on climate report delivered in FY 2014. Key objectives will be to include recent research and best practices into the TwinCATS planning process.

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.

1.0 Program Tasks

Program Management

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

Database Management

- Create maps displaying where key development pressures are located and overlay where sensitive environmental lands are located.
- Compile data on local land use and zoning patterns from committee members and other local stakeholders.

Long Range Planning

- Produce a transportation plan that will guide the long-term investments in the region's transportation system.
- Continue to work with non-motorized subcommittee to implement TwinCATS Complete Streets Policy.
- Maintain the regional planning process in response to guidance in the metropolitan planning regulation.
- Continue to conduct research to meet the changing needs and demands of the region, i.e. climate change, livability, and freight.
- Participate as needed in the work of the regional sustainability committee
- 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.

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 TwinCATS Walk and Roll Subcommittee recommendations into the LRP plan.

1.4 Performance Measures

Develop measurable objectives to track the progress of the What Moves You Berrien County: Creating a Transportation Vision for Berrien County to better understand what successes the region has achieved and to align with Federal Highway Administration performance measures as they are released. Key objectives will be to monitor the federal and state release of performance measures and targets and to incorporate that information into the TwinCATS planning processes and policies.

1.5 Model Development

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 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, TwinCATS?: 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.

1.9 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.

Partners

Pokagon Band of Potawatomi Indians, Northwest Indiana Regional Planning Commission (NIRPC), 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.

Products/Milestones	Schedule
Coordinate with MDOT SUTA in restructuring MPO Model	Ongoing throughout fiscal year
Education and targeted presentations to stakeholders and citizens about purpose of LRP	Ongoing throughout fiscal year
Hold meeting with MACOG regarding their travel demand model and its impacts on our planning area	1 st quarter
Monitor Federal legislation outlining more detailed guidance on performance measures	Ongoing throughout fiscal year
Review Public Participation Plan Goals Matrix	2 nd Quarter
Annual transportation discussion between MDOT, MACOG, INDOT, and SWMPC	2 nd Quarter or 3 rd Quarter
Produce summary research documents	

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 Berrien County: Creating a Transportation Vision for Berrien County.

Work Areas

2.1 Oversee FY 2014-2017 TIP Project Development

Staff will solicit frequent updates on all active projects listed in the FY 2014-2017, 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; in particular, projects should conform to the TwinCATS Complete Streets Policy.

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.

Partners

TwinCATS TAC and Policy Committees, TwinCATS member communities, TwinCATS Walk and Roll Subcommittee, MDOT, FHWA, FTA, Inter-Agency Work Group (IAWG), MDEQ, Transit agencies.

2.0 Program Tasks

Program Management

- Provide staff support at regular TwinCATS TAC and Policy Committee meetings.
- Organize and administer additional TIP-related meetings as necessary.
- Publish an Annual Listing of Obligated Projects for FY 2013.

Database Management

- Maintain publicly available copies of the TIP table 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 areas.
- Monitor bid savings on projects.

Partners

TwinCATS TAC and Policy Committees, TwinCATS member communities, TwinCATS Walk and Roll Subcommittee, MDOT, FHWA, FTA, Inter-Agency Work Group (IAWG), MDEQ, transit agencies.

Products/Milestones	Schedule
FY 2014 Obligation reports	1 st Quarter
Manage TIP Amendments and Modifications	Bi-monthly
Develop project selection criteria for future TIP Project selections	Ongoing
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 st Quarter
Monitor obligation and letting of TIP projects	Ongoing
Educate public on when transportation projects will be constructed in their area and what they can anticipate	3 rd and 4 th 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 TwinCATS 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 also work to develop a 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 4 presentations to members on various transportation, environment, and land use topics and new techniques to improve our transportation system. Staff will update Committee members on 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 changes conditions of the planning area, supply comments and suggestions on project developments to include transportation accommodations or best practices, and make recommendations to Committee members to take necessary action, when needed.

Partners

TwinCATS communities, MDOT, transit agencies, Disability Network, SWMPC Mobility Manager, Michigan Transportation Planners Association, NIRPC, Michigan Works, Berrien county public schools, planning commissions.

3.0 Program Tasks

Program Management

- Preparation of meeting items such as agendas and minutes.
- Write fiscal year 2013 Annual Report.
- Write fiscal year 2015 Unified Planning Work Program.
- Write quarterly progress reports.
- Development of Committee handbook.

Database Management

- Monitor changes in population, household, and employment changes.
- Maintain Committee web pages.
- Update urbanized area boundary maps to reflect 2010 urbanized boundary changes.
- Update email contact lists monthly.

Long Range Planning

- Coordinate with Northwest Indiana Regional Planning Commission on possible joint planning and learning opportunities.

Short Range Planning

- Discussion about the new urbanized boundaries and how that will impact the MPO study area.
- Coordinate with federal and state agencies on the potential inclusion of a new member community within the MPO.

Products/Milestones	Schedule
Quarterly progress reports	End of Each Quarter
Staff MPO Committees	Ongoing
Continue adding materials to MPO Committee member handbook	1 st Quarter
Bylaw revision	1 st , and 2 nd Quarters
MPO staff evaluation	4 th Quarter
FY 2014 Annual report	1 st Quarter
Targeted presentations to Committee Members	1 st , 2 nd , 3 rd , and 4 th 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 2014 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 implementation of the plan and to make sure that the plan reflects the best outreach and engagement strategies available to SWMPC staff.

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 (volunteer coordination)

Staff will seek out opportunities to engage members of the public in the transportation planning process per federal and state guidelines. A particular focus will be given in FY 2015 on developing a more widespread, reliable database for schools and church groups, to more accurately gain those groups' feedback on the transportation network.

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.

Database Management

- Update SWMPC database of collected names and organizations, with a particular focus on improving contacts across schools and church groups.
- 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
- Coordinate with Volunteer Center of Southwest Michigan on volunteer opportunities with the SWMPC.
- Monthly email updates to interested citizens

Partners

TwinCATS 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 st Quarter
Review Public Participation Plan Goals Matrix	Quarterly
Revise (if needed) Public Participation Plan Goals	1 st and 2 nd Quarters
Send twice-monthly email communication messages	2 times a month
Mail, email, and post transportation newsletter	1 st and 3 rd 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 TwinCATS 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, staff hope to 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 Walk and Roll Subcommittee of the TwinCATS MPO to continue promoting and implementing non-motorized infrastructure within official MPO processes, including the MPO's Complete Streets Policy that was revised in 2014. Key objectives of this task include review of projects from design to post-construction to ensure that they meet the needs of all users, provision of updated information to MPO members regarding Complete Streets standards, and determining solutions that integrate bicycle and pedestrian planning with the needs of an increasing number of transit users throughout the region.

5.2 Regional Non-Motorized Transportation Planning

Staff will work to tie TwinCATS member communities into such regional planning efforts as the 9-County Non-Motorized Plan and the promotion of a federal bike route system running through the area. Key objective areas of this task will be to provide assistance to communities on how they can incorporate non-motorized planning efforts in their community, seek out competitive grant funding for non-motorized projects, and continue to educate their residents and business owners 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 TwinCATS member communities and residents, as well as promote 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 and the appropriate rules for all users.

Partners

TwinCATS 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, Transit agencies.

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 coordinate and work with SMART Task Force in the 9 county region of southwest Michigan and MDOT's Pedestrian and Bicycle Committee.

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

- Develop non-motorized inputs for project selection criteria for upcoming TIP.
- 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.

Products/Milestones	Schedule
Staff TCATS Walk and Roll Subcommittee	Ongoing
Development of Complete Streets Questionnaire for TIP application	4 th Quarter
Map non-motorized infrastructure for the Walk and Roll Plan	Ongoing
2-3 public presentations with question and answer sessions regarding Walk and Roll plan	3 rd and 4 th Quarters
MPO community presentations with progress updates on non-motorized planning	3rd and 4 th quarters
Provide technical support for competitive statewide TAP applications	Ongoing
Develop Complete Streets questionnaire for TIP project applications	1 st quarter

6.0 Transit & Mobility Planning

SWMPC staff will continue to foster livable communities by ensuring public transportation and mobility options are accessible and integrated throughout the study area.

Work Areas

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 Twin Cities Area Transportation Authority, Berrien Bus, and local jurisdictions in the transit planning process. SWMPC will provide support to TCATA in the analysis of any proposed changes to existing routes

6.0 Program Tasks

Program Management

- Conduct meetings in the area where appropriate.
- Maintain transportation websites.
- Communicate with jurisdictions via email.
- Provide reports as needed.
- Analyze and map geospatial datasets from 2010 Census.
- Selection, analysis, mapping and dissemination of common origins and destination for transit dependent populations.

Database Management

- Update mapping applications as needed to assist in visualization.
- Analyze and map geospatial datasets from 2010 Census.
- Continue to develop database of transportation service providers.
- Perform 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 fixed route maps and route change analysis reports for TCATA.
- 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 on transportation-related subjects.
- Review and comment on projects produced by local partners.
- Evaluate all current and potential TCATA transit routes in regard to the efficiency and regional connectivity, and develop marketing strategies for TCATA's services.

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.

Partners

SWMPC, MDOT, Transit agencies, member communities in TwinCATS, Berrien Bus.

Products/Milestones	Schedule
Provide technical and procedural support to TCATA in planning process for new fixed routes.	Throughout Fiscal Year
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
Monitor transit system(s) performance	Throughout Fiscal Year
Develop marketing materials to promote the utilization of transit.	Throughout Fiscal Year
Technical and procedural support to TCATA implementing new fixed routes.	Third and Fourth Quarter
Assist TCATA in their transition of JARC (5316) and New Freedom New Rides (5317) funding from SAFETEA-LU to MAP-21 and any future transportation legislation.	1 st & 2 nd Quarter

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 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 Coalition

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.

Partners

Public and private transportation providers, MDOT, local jurisdictions, human service and aging agencies, Transit agencies, private non-profit, and for profit organizations

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

Products/Milestones	Schedule
Provide support to non-profit organizations in maximizing travel options for their elderly, disabled, or low income clients	Ongoing
Participate in meetings to assist with coordination of human services transportation	Ongoing
Assist organizations that could help establish or expand community-based transportation and rideshare services, including active transportation encouragement programs for target populations.	Ongoing
Identify and explore solutions to barriers that presently limit the independent mobility of seniors, persons with disabilities, or low income workers, or the coordination of transit services in the county.	Ongoing

8.0 Asset Management

SWMPC staff will promote and assist with the collection of road surface data throughout the TwinCATS 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 and the regional MDOT office to collect PASER ratings for the entire TwinCATS 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 begin to rate the non-federal aid roads within the TwinCATS region, as requested by committee members. 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. The goal of these local plans is to improve the efficiency with which road repair funds are used. In addition, local asset management planning can help communities better integrate road investments with other planned capital improvements, such as sewer and water systems, business corridor initiatives, and facilities for transit and trails.

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 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 TwinCATS committees, and display on SWMPC website.

Long Range Planning

- Work to incorporate PASER ratings and asset management data into the updated LRP.

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 transportation agencies, city, village and township managers, other municipal and county officials, State of Michigan Transportation Asset Management Council, MDOT, Berrien County Road Commission.

Products/Milestones	Schedule
MPO asset management mapping	Ongoing
Submit calendar year 2014 asset management data to TAMC	1 st Quarter
Collect federal aid PASER ratings in Berrien County- calendar year 2014	3 rd and 4 th Quarters
Collect local PASER ratings in Berrien County	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 TwinCATS 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 communication with the Indiana DOT and the MPOs in northern Indiana to coordinate models and planning.

Partners

Area city and village transportation agencies, township managers, MDOT, Berrien County Road Commission, NIRPC.

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.

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.

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	1st quarter
Updating of new traffic count website	1 st Quarter
Complete HPMS samples	1 st and 4 th quarters

10.0 Regional Geographic 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 TwinCATS 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. Staff will work on ways to measure regional progress through more frequent updates of data as they become available.

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.

Partners

TwinCATS TAC and Policy Committee, MDOT, area transportation agencies, Berrien County Planning and Health Departments, Transit agencies.

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.

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
Continue to Disseminate State of the Region report and provide frequent updates.	1 st and 2 nd Quarters
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 TwinCATS 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 and demonstrate Low Impact Development, Green Infrastructure, etc. Key objectives of this task include the facilitation of a workshop that focuses 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

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.

11.3 Sustainable Land Use Planning

Encourage TwinCATS communities on the benefits of multi-community land use planning and designing 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 include building water quality and land use criteria in development of transportation projects in the TIP and educating member communities about the advantages of better coordinated jurisdictional planning outside of their own community.

11.4 Ox Creek Watershed

The primary goal of the project will be to engage the community to develop a common vision and a detailed implementation plan for incorporating green infrastructure into a core urban area to improve water quality in Ox Creek, enhance open space, provide alternative transportation options, provide easy access to recreational opportunities and promote economic revitalization. Watershed stakeholders will form a public-private partnership and work closely with a landscape architect firm to develop a detailed implementation plan for incorporating green infrastructure in the core urban area in the Ox Creek Watershed. Extensive outreach strategies on green infrastructure will be developed and implemented targeting businesses, residents, and students.

11.0 Program Tasks

Program Management

- Participate in staff training opportunities.
- Organize and facilitate workshops, presentations, Walk and Roll Subcommittee meetings and other opportunities to address land use, water quality, and infrastructure.
- 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

- Continue to research climate change and greenhouse gas reductions and develop strategies for mitigating impacts.
- Continue to develop project selection criteria based on climate change report delivered in FY 2013.

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 environmental focus areas into 2014-2017 TIP application development process and project prioritization.

*SWMPC submitted an application for a Stormwater, Asset Management, and Wastewater (SAW) grant in FY 2014. The grant has not been awarded to SWMPC; however, SWMPC remains in the lottery system for a future grant award. Tasks associated with this project will only proceed if SWMPC receives the grant.

11.5 Climate Change and Air Quality

Continue to 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.

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 st and 2 nd Quarters
Map locations of road projects in the TIP that are near sensitive river crossings.	1 st and 2 nd Quarters
Research climate change and greenhouse gas reductions and develop strategies for mitigating impacts.	Ongoing
Finish implementation of the online TIP application.	1 st Quarter
Incorporate FHWA and FTA focus areas into 2040 LRP and 2014-2017 TIP.	Ongoing
Map stream crossings in the MPO	Ongoing
Development of SAW grant	1 st Quarter
Participation and development of an SWMPC Sustainability Committee	Ongoing

Products/Milestones of SAW Grant <i>*These products will only be completed if the grant is awarded to the SWMPC</i>	Schedule
A strong and diverse public-private partnership (including local residents, business owners, local, regional and state interests) working collaboratively to advance restoration efforts in the Ox Creek Watershed (number of meetings, number and diversity of partners attending each meeting, level of residents and business owner participation and engagement).	
An Ox Creek restoration webpage on SWMPC's website which includes all project products (number of webpage hits, number of links from partners websites)	
A report on the identified barriers and potential incentives to inform the outcome based education efforts (level of public involvement in focus groups and other solicitation efforts)	
A detailed and visual plan for incorporating green infrastructure including detailed next steps for implementation and potential funding sources (statement of a common vision, list of prioritized areas for implementation; list of strategies for implementation, number of presentations given by partnership to share plans and build support	
An Ox Creek Community Water Festival (number attending, number of partners participating)	
A pilot installation of public art developed by at risk youth to enhance connections between the community and creek plus a detailed plan for additional installations (number of at-risk youth involved)	

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 TwinCATS 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 moves.

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 TwinCATS 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

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 development	Ongoing
Develop project phases for plan development	1 st Quarter
Implementation of phases	Ongoing
Mapping freight modes	Ongoing
Clearly define scope of work and freight	Ongoing
Providing county level data regarding material types that move throughout the region	1st quarter

13.0 Passenger Rail

SWMPC staff value the local importance of keeping the Pere Marquette passenger rail line 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.

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 revenue 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.

Partners

TwinCATS communities, Cornerstone Alliance, Michigan Association of Railroad Passengers, Westrain, MDOT, Macatawa Area Coordinating Council, Grand Rapids Metro Council, transit agencies, Amtrak.

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 Amtrak ridership data.

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.

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.

Products/Milestones	Schedule
Prepare and facilitate Westrain stakeholder quarterly meetings.	Quarterly
Develop goals and benchmarks for 2013-2014 marketing campaign.	Ongoing
Create webpage on SWMPC website that promotes the Pere Marquette passenger rail line. Expand stakeholder membership of Westrain.	1 st and 2 nd 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 st and 2 nd Quarter

APPENDIX

Appendix A: TwinCATS Committee Members

TwinCATS 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 Benton Harbor-St. Joseph Urban Area as it relates to TwinCATS. Deliberations, findings and approvals of the Policy Committee shall be made after due consideration of the recommendations of the TwinCATS Technical Advisory Committee. **Ex-officio means nonvoting member.*

Policy Committee Members

Chair: Lee Scherwitz, Southwest Michigan Regional
Airport/St. Joseph River Harbor Authority

Vice-Chair: Vacant

Aaron Anthony, City of Bridgman/Alan Smaka Alternate

Michelle Bennett, Sodus Township

*Bill Brown, Northwest Indiana Regional Planning
Commission

*John Egelhaaf, SWMPC

Tim Fenderbosch, St. Joseph Charter Township

Carolyn Fowler, Benton Charter Township

John Gast, Lake Charter Township/Gloria Payne
Alternate

William Hodge, Berrien County Planning Commission

Jason Latham, MDOT-Southwest Region/Darrell Harden
Alternate

John Lanum, MDOT - Statewide Planning

Tim Lynch, Berrien County Road Commission/Brian
Berndt Alternate

*Stewart McKenzie - FTA

Debra Panozzo, Berrien County Board of
Commissioners

Bill Purvis, Twin Cities Area Transportation Authority

Roger Seely, St. Joseph Charter Township

Representative, Village of Stevensville

Jim Soteriou, Royalton Township

Richard Stauffer, Lincoln Charter Township

*Andrea Dewey, FHWA

Darwin Watson, City of Benton Harbor

Erin Jolivette, Coloma TSC

Representative, Village of Grand Beach

Representative, Village of Michiana

Representative, Cornerstone Alliance

Technical Advisory Committee Members

Chair: Lee Scherwitz, Southwest Michigan Regional Airport/St. Joseph River Harbor Authority
Vice-Chair: Tim Zebell, City of St. Joseph
Aaron Anthony, City of Bridgman/Alan Smaka Alternate
Michelle Bennett, Sodus Township
Brian Berndt, Berrien County Road Commission/Tim Lynch, Alternate
*Bill Brown, Northwest Indiana Regional Planning Commission
Chris Cook, Abonmarche Consultants for City of Benton Harbor
*John Egelhaaf, SWMPC
John Gruchot, Berrien County Planning Commission/Katie Montoya Alternate-St. Joe River Harbor Authority
Nora Jefferson, Benton Charter Township
Jason Latham, MDOT - Southwest Region/Darrell Harden Alternate

Paul Lott, MDOT - Statewide Planning
*Stewart McKenzie - FTA
John Olson, Royalton Township and Village of Shoreham
Gloria Payne, Lake Charter Township/John Gast Alternate
Bill Purvis, Twin Cities Area Transportation Authority
Thad Rieder, Cornerstone Alliance
Ron Griffin, St. Joseph Charter Township/Tim Fenderbosch Alternate
Terrie Smith, Lincoln Charter Township Representative, Village of Stevensville
*Andrea Dewey, FHWA
Darwin Watson, City of Benton Harbor/ Kenton McAndrew Alternate
Erin Jolivette, MDOT Coloma TSC Representative, Village of Grand Beach
Representative, Village of Michiana

Appendix B: TwinCATS MPO Staff

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

K. John Egelhaaf-Executive Director

egelhaafj@swmpc.org
(269) 925- 1137 x 1512

Gautam Mani
Associate Planner
manig@swmpc.org
(269) 925-1137 x 1524

Kimberly Gallagher
Senior Planner
gallagherk@swmpc.org
(269) 925-1137 x 1518

Appendix C: Public Comments Received

There were no public comments received.

Appendix D: Resolutions of Approval

**RESOLUTION TO APPROVE THE
TWIN CITIES 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 Twin Cities Area Transportation Study (TwinCATS) according to the provisions of 23 U.S.C. 134, as amended; and

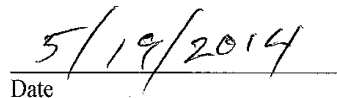
WHEREAS, the MPO is responsible for the development of a Unified Planning Work Program which is required by both the Federal Highway Administration and Federal Transit Administration; and

WHEREAS, the Fiscal Year 2015 Unified Planning 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 Twin Cities Area Transportation Study Policy Committee approves the Twin Cities Area Transportation Study Unified Planning Work Program for Fiscal Year 2015.



Lee Scherwitz, Acting Chairperson
TwinCATS Policy Committee



Date



SOUTHWEST MICHIGAN PLANNING COMMISSION

376 West Main Street, Suite 130, Benton Harbor, MI 49022
Phone: 269-925-1137 • Website: www.swmpc.org

RESOLUTION TO APPROVE

THE TWIN CITIES 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 Twin Cities Area Transportation Study (TwinCATS) according to the provisions of 23 U.S.C. 134, as amended; and

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

WHEREAS, the Fiscal Year 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.

 7-15-2014

Gloria Payne, Chairperson Date
Southwest Michigan Planning Commission

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.

Southwest Michigan Planning Commission
(269) 925-1137 • www.swmpc.org
376 W. Main St., Ste. 130 • Benton Harbor, MI 49022

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

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

Keep connected to SWMPC programs • Like us @ 

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

Based on FY 2011 Costs					
	Direct Costs		Indirect Costs		Total Costs
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	\$0		\$1,260		\$1,260
Total Expenditures	<u>\$665,452</u>		<u>\$199,756</u>		<u>\$865,208</u>
Total Direct Base (Y)	\$485,481				
Total Indirect Costs (I)			\$199,756		
Indirect Cost Rate Formula:					
Total Indirect Cost(I)	<u>\$199,756</u>				
Total Direct Base(Y)	\$485,481				
Indirect Cost Rate Percentage	41%				

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.

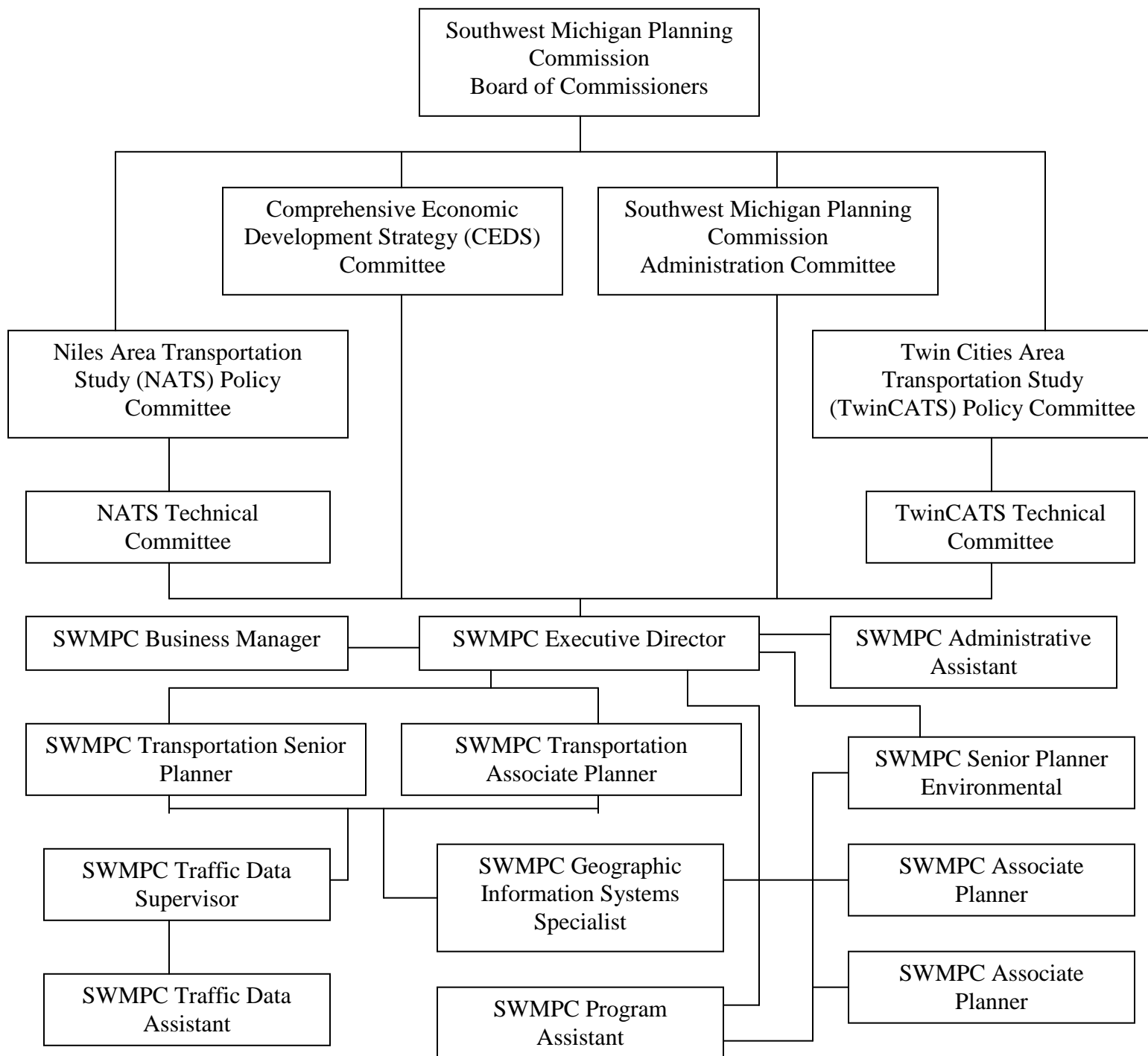
Federal legislation requires a continuing, comprehensive, and cooperative process for transportation planning in all urbanized areas. To respond to that requirement, the SWMPC's responsibility is to develop and refine plans and policies by analyzing their social, economic, environmental, health, safety, 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 1st 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 INSURANCE COVS										WORK	PENSION	ADDED	TOTAL	TOTAL
	SALARY	SALARY	DAYS	RATE	LEAVE	HOLIDAY	TIME	SALARY	Dental	Vision	FICA	HEALTH	HSA	DISAB	LIFE	COMP	UCI	CONTRIB	COST	BENEFITS	PERS			
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
TOTAL EXPENDITURES	<u>\$665,452</u>		<u>\$199,756</u>	<u>\$865,208</u>
Total Direct Base (Y)	\$485,481			
Total Indirect Costs (I)			\$199,756	

INDIRECT COST RATE FORMULA:

TOTAL INDIRECT COSTS (I)	<u>\$199,756</u>
TOTAL DIRECT BASE (Y)	<u>\$485,481</u>

**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:

A handwritten signature in black ink, appearing to read "K. John Egelhaaf", with a stylized, cursive script.

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
 - Continued to implement goals and objectives of 2013-2040 Long Range Transportation Plan in project development and MPO presentations.
 - 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
 - Continued to monitor federal and state information regarding performance measures for Long Range Plan 2040.
 - Monitored state and federal legislative actions that impacted the planning region
- 2.0 Transportation Improvement Program Administration
 - Published Annual listing of obligated transportation projects
 - Administered the 2014-2017 TIP
 - Monitored the 2014-2017 fiscal constraint table for the region
 - Updated 2014-2017 TIP as needed
 - Updated online TIP submission application
 - Conducted project selection for 2014-2017 TIP
 - Conducted project evaluation for 2014-2017 TIP
- 3.0 Committee Administration
 - Conducted and prepared for monthly Committee meetings
 - Performed member community presentations to community boards
 - Provided timely and accessible communications to committee members for post-meeting follow-ups.
 - Continued to add items to committee member binde
 - Wrote the FY 2014 Annual Report
 - Wrote the FY 2015 UWP
 - Conducted and prepared for standing subcommittee meetings
- 4.0 Public Involvement
 - Provided public notices for TIP Amendments
 - Provided public notices for LRP developments
 - Published Annual Meeting Schedule
 - Public Participation Plan administration
 - Regularly updated over 15 transportation related websites
 - Maintained database of public involvement activities
 - Updated monthly public outreach, media, and consultation mailing lists
- 5.0 Non-Motorized Transportation Planning
 - Conducted and prepared for 3 Walk and Roll Subcommittee meetings

- Revised TwinCATS Complete Streets Policy to prepare for a performance measures framework, to meet current standards, and to be applied more universally
- Continued participation in the Southwest Michigan Alliance for Recreational Trails (SMART) and MDOT's Southwest Region Pedestrian and Bicycle Committee

6.0 Transit and Mobility Planning

- Reviewed and analyzed transit data from Twin Cities Area Transportation Authority (TCATA)
- Provided staff support to Berrien County Transit Consolidation Feasibility Study
- Managed the Rideshare program using CMAQ funds

7.0 Human Service Coordination

- Entered data from handwritten TCATA driver logs for a thirty day period with approximately 12,000 entries that include origin/destination locations, times, passenger type, and no shows
- Analyzed data to look at the feasibility of adjusting or creating new fixed route service(s)
- Provided maps of potential new and revised routes to TCATA management for consideration
- Facilitated the production of a video to educate transit users and human service agencies on the benefits of utilizing TCATA's fixed route services
- 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
- Published annual report of ratings.
- 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
- Developed a local asset management plan with the City of Benton Harbor

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

- Researched variables that would be needed for regional and state comparisons
- Selected and retrieved data files from the U.S. Census Bureau
- Coded selected variables to be mapped in Geographic Information Systems (GIS) software
- Displayed selected variables in different graphic representations that would be more usable to government agencies, businesses, and the general public
- Completed work on 2013 State of the Region report and continued to disseminate information to local jurisdictions.
- Continued to upload regional data to the SWMPC website

11.0 Environmental Stewardship

- Performed air quality conformity analysis in cooperation with MDOT for pertinent parts of the Transportation Improvement Program (TIP)
- Discussed and implemented report from Great Lakes Integrated Sciences and Assessments (GLISA) grant to evaluate the impacts of climate related changes to the Berrien County region and on transportation in particular.
- Researched potential impacts of climate change on Southwest Michigan and developed strategies for addressing climate change, including planning a “Transportation & Environment” workshop

12.0 Freight Planning

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

13.0 Passenger Rail

- Conducted and prepared for 4 Westrain (Pere Marquette) stakeholder meetings, including 1 education stakeholder engagement session.
- Developed FY 2014 marketing budget and outcomes
- Expanded the Westrain stakeholder outreach contact list
- Continued to develop outline of Goals and Objectives for Westrain stakeholder group
- Monitored revenue and ridership data throughout the fiscal year.