

TWIN CITIES AREA TRANSPORTATION STUDY (TwinCATS)

UNIFIED PLANNING WORK PROGRAM FISCAL YEAR 2016

October 1, 2015 – September 30, 2016

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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Final

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INTRODUCTION

MPO Overview

Established through federal legislation, Metropolitan Planning Organizations (MPOs) exist throughout the United States in all census designated urbanized areas of more than 50,000 people and have the authority to prioritize, plan, and program transportation projects in urban/metropolitan areas for federal funding.

The Southwest Michigan Planning Commission is the federally designated planning agency for the St. Joseph Benton Harbor urbanized area. Partner agencies include the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Michigan Department of Transportation (MDOT), local elected leadership, local planning and public works directors, the business community, and citizens across the 15 municipalities within the St. Joseph Benton Harbor urbanized planning area. The MPO leads in the development of the region's long-range transportation plan and short range Transportation Improvement Program (TIP)

MPO planning activities are funded by grants from the FHWA, FTA, MDOT and by local governments through regional dues. In general, 81 percent of MPO expenses are covered by federal grants. The MPO's Unified Planning Work Program is adopted annually in cooperation with public transit agencies, local governments, MDOT, and serves as the organization's annual budget and work program. The efforts of the MPO ensure that local and regional agencies maintain eligibility for federal transportation funding

Unified Work Program Overview

The Fiscal Year (FY) 2016 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, 2015 through September 30, 2016.

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 May 31, 2015. As of the writing of this UWP, it was still uncertain whether there will 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 2016 TwinCATS UWP demonstrates a desire from the SWMPC to make the transportation planning process transparent and accessible to all. The 2016 UWP focuses on tying MPO processes directly to specific work products we produce.

Local Transportation Issues

The transportation planning program conducted by the SWMPC is designed to be responsive to federal and state regulations, but also concurrently address local transportation issues. The "local issues" are not in all cases unique to the Benton-Harbor St. Joseph area. Analyzing and addressing these issues aligns well with planning emphasis areas from FHWA/MDOT and our work items for 2016.

The following is a list of issues that the TwinCATS MPO has discussed extensively over the past year and that present an ongoing concern to MPO member communities. This is not meant to be a comprehensive list of transportation issues affecting the Benton Harbor St. Joseph area. It is simply a list of those that have been of particular interest at TwinCATS and that constitute a continuous priority to address.

1. Preservation and Maintenance of Transportation Infrastructure

MPO member communities are struggling with how best to use increasingly limited federal and state transportation funds to prevent pavement and bridges from deteriorating further, while also doing rehabilitation and reconstruction in areas where repair has been deferred.

2. Safety for All Users of the Transportation System

Many portions of the Benton Harbor-St. Joseph MPO lack adequate infrastructure for pedestrian and cyclists. TwinCATS has developed and adopted a Complete Streets Policy and a list of priority segments where members would like to see non-motorized planning. Yet federal, state, and local dollars to implement these non-motorized projects are difficult to come by, and projects must be executed in small phases. From both a safety and recreational standpoint, the TwinCATS MPO has looked towards both off-road and on-road solutions to meet the needs of non-motorized users.

At the same time, there are roadway segments in the TwinCATS area that present particular hazards to motorists and freight haulers. TwinCATS has increasingly discussed the possibilities of access management and intersection improvements for better safety outcomes.

3. Quality of Transit Service

TwinCATS committee members and members of the public have expressed a strong desire for a connected countywide transit system that will improve access to life sustaining destinations within and outside the county. There are a number of significant transportation issues that exist:

- **Connectivity:** There is a need for seamless mobility and the need to connect with other modes of transportation and transit service outside the County to access vital life sustaining services.
- **Service Quality:** There is a need for performance measures and standards for assessing transit performance and level of service.
- **Service Design:** There is a need for an assessment of the type of transit services that would be in place in various areas of the County to ensure equitable, efficient and effective transit service utilizing one countywide transit system. Challenges include establishing the appropriate mix and amount of services to address the unmet needs of youth, seniors, low income households, people with disabilities, as well as choice riders.
- **Service Expansion:** There is a need to establish transit service throughout the County centered around the parameters of activity centers in urban and rural areas and within a portion of the Benton Harbor-St. Joseph urbanized area where it does not currently exist.
- **Transit Investments:** There is also a need to develop policy framework and performance based methodology for prioritizing transit investment in the county so the countywide service planning effort will be part of an on-going cycle of continuous improvement.

In FY 2016 the Southwest Michigan Planning Commission will lead efforts for the creation of a countywide service plan that is intended to provide a basis for developing and delivering transit projects and programs over the next five to ten years. The results will be a countywide transit service plan with buy-in and momentum for implementation through a new countywide authority. This project not only will result in a clear, detailed service plan that will ensure more efficient and effective transit service delivery in the County, but it will also provide the necessary foundation for moving forward with a more equitable and local sustainable funding source for public transit.

The Role of Transportation in Economic Development of Southwest Michigan

Transportation's role in economic development in the TwinCATS MPO area encompasses a broad range of issues. TwinCATS committee members have discussed the issues and challenges of business professionals, and tourists reaching our area by modes other than personal automobile. In addition, working members of the public in the TwinCATS area have documented their daily struggles with reaching their place of employment if they do not have an automobile, and employers as well see the transportation of their employees as a critical issue. Similarly, a lack of transportation can often be a key obstacle to access community colleges in the Benton Harbor-St. Joseph area. The lack of transportation choices in some areas of the MPO impedes the ability of community members to develop the skills needed for employment in today's economy.

Increasingly, TwinCATS committee members have also been concerned about the quality of our infrastructure and what it says to those entering our state or our region for business or tourism. An increased emphasis has been placed on the aesthetics and beautification of transportation projects such as highway medians, and downtown repaving.

5. Improving Decision Making Models and Evaluation Criteria for Project Selection

This continues to be an item of discussion at the statewide level. Each agency uses a multitude of data and different criteria to come up with the highest priority project for each individual road agency. Staff will continue to work with road and transit agencies in FY 2016 to develop a comprehensive set of criteria that will help in the project selection process. MPO staff will also continue to work with MDOT, FHWA and FTA to develop project selection criteria that comply with MAP 21 regulations.

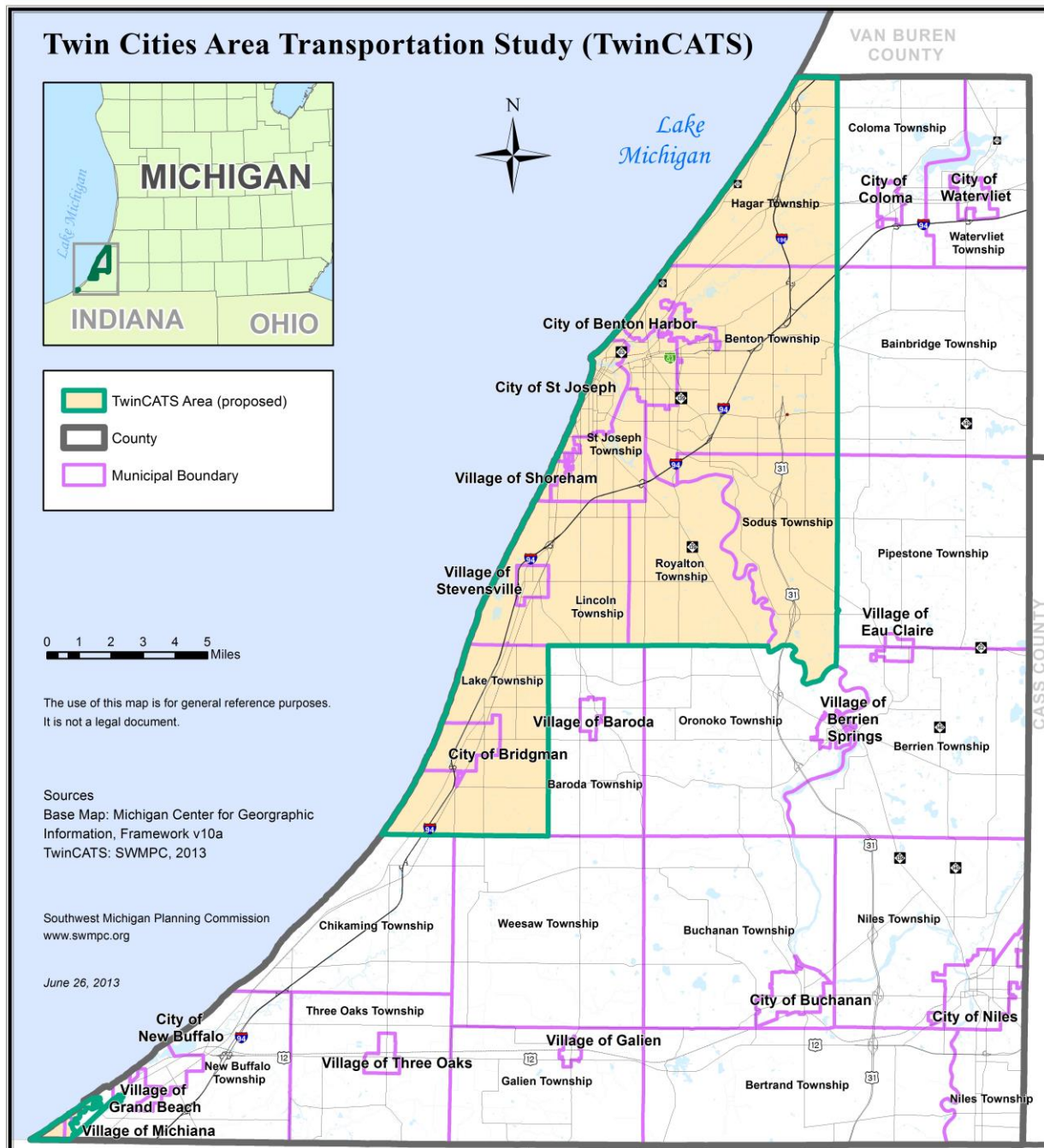
6. Local Technical Assistance and the Formation of Collaborative Planning Efforts

A major emphasis area is providing targeted technical assistance to local governments, information sharing, and formal planning efforts that focus on connecting transportation to other issues of livability, such as personal and public health, aging in place, and access to recreation and social activities.

The issues above are not listed in order of priority. The issues will be addressed by the data gathering, analysis, and plan implementation activities included in this work program. Addressing these issues will, however, extend well beyond 2016.

Twin Cities Area Transportation Study Planning Area

At a minimum, a Metropolitan Planning Area (MPA) must cover the urbanized area and contiguous geographic areas likely to become urbanized within the next 20 years. 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 Technical Advisory Committee (TAC) and Policy Committees.



FUNDING SOURCES

All work, including MPO staff time and consultant studies, listed in the UWP are funded by one or more of the following funding sources.

Federal Highway Administration Funding PL-94 and Federal Transit Administration Funding 5303

TwinCATS receives federal funding from the Federal Highway Administration (FHWA)) and from the Federal Transit Administration (FTA) for transportation planning, and legislation requires local match for federal funds. Prior to FY 2016 a separate match calculation was required for each funding source. For FY 2016, MDOT now groups the two funding sources together into a single Consolidated Planning Grant (CPG). The consequence of the CPG is that a single funding stream and a single match calculation is in place. The CPG supports 81.85 percent of the TwinCATS activities, and the local match required is 18.15 percent. Because the City of Benton Harbor operates the Twin Cities Dial-A-Ride, the City is responsible for the local match dollars.

Local Jurisdiction Funding

All federal grant funds require at least an 18.85 percent non-federal match. The MPO receives funding from the fourteen participating member jurisdictions on a proportionate fair share basis using population data based on the 2010 Bureau of Census population figures. The TwinCATS Technical Committee and Policy Committee are responsible for approving the budget.

**FHWA & FTA
Federal and Local Budget**

| | Federal Share | State Share | Local Match | Total |
|---------------------|------------------|-----------------|-----------------|------------------|
| CPG | \$181,788 | | \$40,311 | \$222,099 |
| Federal 5303 | \$125,200 | | - | \$125,200 |
| State CTF | - | \$16,300 | | \$16,300 |
| Total | \$306,988 | \$16,300 | \$40,311 | \$363,599 |

Budget by Work Element

| Work Element | FHWA/FTA (CPG) and Local Match Funds |
|-----------------------------|--------------------------------------|
| Program Management | \$94,022 |
| Database Management | \$49,105 |
| Long Range Planning | \$24,565 |
| Short Range Planning | \$37,957 |
| Other Planning | \$16,450 |
| Total | \$222,099 |

**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 2016 Local Match Calculation

| Jurisdiction | Population* | Percentage of Total Population (2010) | Share of CPG Local Match |
|-----------------------------|---------------|---------------------------------------|--------------------------|
| Benton Charter Township | 14,749 | 19.94% | \$8,038 |
| Hagar Township | 3,671 | 4.96% | \$1,999 |
| Lake Charter Township | 2,972 | 4.02% | \$1,621 |
| Lincoln Charter Township | 13,549 | 18.32% | \$7,385 |
| Royalton Township | 4,766 | 6.44% | \$2,596 |
| St. Joseph Charter Township | 9,166 | 12.39% | \$4,995 |
| Sodus Township | 1,932 | 2.61% | \$1,053 |
| Village of Shoreham | 862 | 1.17% | \$473 |
| Village of Stevensville | 1,142 | 1.54% | \$621 |
| Village of Grand Beach | 272 | 0.37% | \$150 |
| Village of Michiana | 182 | 0.25% | \$102 |
| City of Benton Harbor | 10,038 | 13.57% | \$5,470 |
| City of Bridgman | 2,291 | 3.10% | \$1,250 |
| City of St. Joseph | 8,365 | 11.31% | \$4,559 |
| Total | 73,957 | 100.00% | \$40,311 |

Source: Population based on 2010 Census

FHWA State Planning and Research (SPR) Grant Funds.

SPR funds are federal dollars from the State Planning and Research Program administered by the Michigan Department of Transportation. Some SPR funds are allocated to the MPO to help with planning studies. A 20 percent match is required that is provided by MDOT. The budget for FY 2016 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
- 14.0 Safety Conscious Planning

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.

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 and Cass Counties. The key objective of this work area in FY 2016 will be to create an inventory of stakeholders with whom we

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.
- Collect American Community Survey, other Census, and Bureau of Labor Statistics data reflecting changes in population, housing, and employment in the region.
- 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.

would like to talk regarding freight.

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 to participate in statewide target setting via MTPA and to incorporate that information into the TwinCATS planning processes and policies.

Short Range Planning

- Continue to incorporate the TwinCATS Walk and Roll Subcommittee recommendations into the LRP plan.
- Coordinate planning efforts with the NEPA process.

1.5 Model Development with Michigan Department of Transportation

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

1.6 Public Participation Plan

SWMPC staff will review best practices for public participation plans within Michigan and from peer agencies in other states, with a goal of achieving a substantive revision of our participation plan. We have found that our current public participation efforts have not always been successful with reaching traditionally underrepresented populations, despite several targeted strategies. SWMPC staff will seek out strategies for reaching these groups and incorporate them into a revised public participation plan.

1.7 Scenario Planning

MPO staff will collect 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.

1.8 Project Selection Criteria

In coordination with our partners at MDOT and FHWA and in consultation with our MPO committee members, we will create a develop a clear set of project selection criteria that will guide committee members' decisions during the next project selection for the LRP and TIP. These criteria will be based on performance indicators and will serve as a consistent basis for future project selection in the event of future turnover of MPO staff or staff at MPO member agencies.

1.9 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.

1.10 Incorporation of Economic Development Strategy into Transportation Planning

MPO staff continues to inform economic development stakeholders in Berrien County, including Michigan's Great Southwest Strategic Leadership Council, about the transportation planning process, and likewise, will continue to catalog the needs of economic development agencies regarding transportation. A key goal of this work task will be to tie future transportation investments to workforce and business needs through a common set of goals for the Long Range Transportation Plan.

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 | Estimated Completion |
|---|--|
| Scenario development work | 4 th Quarter |
| Coordinate with MDOT Model Division in restructuring MPO Model | Ongoing throughout fiscal year |
| Education and targeted presentations to stakeholders and citizens about purpose of LRP | 3 rd Quarter |
| Monitor Federal legislation detail outlining more detailed guidance on performance measures | Ongoing throughout fiscal year |
| Review Public Participation Plan Goals Matrix | 1 st Quarter |
| Develop Revised Public Participation Plan | 2 nd Quarter or 3 rd Quarter |
| Hold meeting between SWMPC, MACOG, MDOT and INDOT regarding MPO coordination | 2 nd Quarter or 3 rd Quarter |

2.0 Transportation Improvement Program (TIP) Administration

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

2.5 Development of 2017-2020 TIP

MPO staff will work towards development of the new 2017-2020 TIP. As part of this process, MPO staff will develop a new TIP application form that combines convenience with accessibility for review. MPO staff will

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.
- Develop Project Selection Criteria for 2017-2020 TIP
- Develop 2017-2020 TIP
- 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.

also outline a clear set of project selection criteria.

MPO staff will convene meetings of the NATS MPO project selection subcommittee to select projects, and will convey recommendations to the full MPO committee for approval.

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 2015 Obligation reports | 1 st Quarter |
| Completion of 2014-2017 TIP by selection of TAP funded projects and amend the TIP e-file table | 1 st Quarter |
| Completion of a TIP Amendments vs. Administrative Modifications policy | 1 st Quarter |
| Manage TIP Amendments and Modifications | Bi-monthly |
| Monitor EPA Air Quality Standards and its impacts on project implementation in the MPO | Ongoing |
| Distribute Environmental Mitigation maps and mitigation strategies to agencies with projects in the TIP | 1 st Quarter |
| Monitor obligation and letting of TIP projects | Ongoing |
| Educate public on when transportation projects will be in their area for construction what they can anticipate | 3 rd and 4 th Quarters |
| Continue coordination with MDOT, FTA, FHWA and other partners in the implementation of the web based STIP. | Ongoing |
| Develop project selection criteria for new TIP and new TIP application form | 1st quarter |
| Complete project selection process for 2017-2020 TIP | 2nd quarter |
| Submit MPO-approved 2017-2020 TIP to MDOT and FHWA . | 3rd quarter |

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, committee member brief talking points and special correspondence as requested by members. Staff will review membership and bylaws, work on special tasks as requested by members. Key objectives for this task include monitoring of the membership of the committees and the amending of bylaws as needed. Staff will continue to develop the Committee handbook for members to use as a reference guide, and continue to make changes to our website to make materials more readily accessible to all committee members.

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

MPO staff commit to bringing in relevant guest speakers on transportation and land use topics to our two joint MPO meetings in FY 2016, Staff will update Committee members on training opportunities. Key objectives of this task will entail taking advantage of 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. MPO staff will present at local board meetings as requested.

3.5 Monitoring Land Use Changes

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

3.0 Program Tasks

Program Management

- Preparation of meeting items such as agendas and minutes.
- Write fiscal year 2015 Annual Report.
- Write fiscal year 2017 Unified Planning Work Program.
- Write quarterly progress reports.
- Continued development of LRP.
- Staff will have two joint MPO meetings in FY 2016 for TwinCATS and NATS.

Database Management

- Monitor changes in population, household, and employment changes.
- Maintain Committee web pages.
- 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

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

Partners

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

| Products/Milestones | Schedule |
|---|--|
| Quarterly progress reports | End of Each Quarter |
| Staff MPO Committees | Ongoing |
| Additions To MPO Committee member handbook | 2 nd Quarter |
| MPO staff evaluation | 4 th Quarter |
| FY 2015 Annual Report | 1 st Quarter |
| Hold Two Joint MPO Meetings between TwinCATS and NATS | 1 st 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

SWMPC staff will review best practices for public participation plans within Michigan and from peer agencies in other states, with a goal of achieving a substantive revision of our participation plan by the end of 2016. We have found that our current public participation efforts have not always been successful with reaching traditionally underrepresented populations, despite several targeted strategies. SWMPC staff will seek out strategies for reaching these groups and incorporate them into a revised public participation plan.

4.2 Listening Sessions

MPO staff will conduct listening sessions throughout FY 2016 at convenient and accessible locations in the TwinCATS MPO study area to learn about what transportation issues are important to community members. This will be an opportunity for the public to share their ideas for transportation in the area, regardless of constraints on what the MPO is capable of doing. MPO staff will treat these as educational opportunities about MPO processes and SWMPC as well, however.

4.3 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.

4.4 Community Education/Outreach

Staff will seek out opportunities to engage members of the public in the transportation planning process as specified in federal and state guidelines. Key objectives of this task will include finding ways to engage different segments of the public using the most convenient means for them. These methods will include online technologies, radio, and print media.

4.0 Program Tasks

Program Management

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

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

Partners

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 Public Participation Plan | 2 nd and 3 rd 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.

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.

5.4 Napier Avenue Corridor Study

A particular focus this year will be given to a study on the feasibility of non-motorized options on Napier Avenue. A feasibility study and conceptual engineering plan will allow the TwinCATS MPO to consider pedestrian, bicycling and transit facility improvements along the Napier Corridor. The plan will assess options for pedestrian and bicycle improvements and associated costs that will improve the viability of fixed route public transit service along this important regional corridor. Having a plan with feasible options for non-motorized transportation and knowledge of the costs of these options is a pre-requisite for investing funds in future pedestrian, bicycling and transit improvements. A list of tasks related to this study is included in the schedule below.

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.

Napier Avenue Corridor Study

| Products/Milestones | Schedule |
|---|--|
| Compile previously gathered survey data and mapping | 1 st Quarter |
| Serve on steering committee and assist consultant with public engagement meetings | 1 st , 2 nd , 3 rd , and 4 th Quarters |
| Give feedback on documents provided by consultant and provide regular | 2 nd , 3 rd , and 4 th Quarters |
| Disseminate final report to relevant stakeholders in the area | 4 th Quarter |

| Products/Milestones | Schedule |
|---|--|
| Staff TwinCATS 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 | 3 rd 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

6.0 Program Tasks

Program Management

- Conduct meetings in the area where appropriate.
- Maintain MyWayThere / Rideshare 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 for countywide transit service planning effort.
- Continue to assist with countywide transit consolidation effort 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 2017-2020 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.
- Analysis of short-term opportunities to improve service

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 Countywide Public Transit Service Plan

SWMPC will retain consultant services for work on the Berrien County Transit Service Plan because of the complexity and uniqueness of the tasks required for the plan. Under a task oriented contract the consultant will deliver:

- Existing and Future Conditions and Needs Analysis
- Vision, Goals and Objectives for a connected countywide transit system
- Performance measures and standards for assessing transit performance and level of service
- Policy framework and performance based methodology for prioritizing transit investment
- Complementary ADA Paratransit Strategy
- Detailed Service Plan of Proposed Operations
- Implementation and Financial Plan

6.2 Technical Assistance in Countywide Public Transit Service Plan

SWMPC intends to achieve the project goals outlined in the Countywide Public Transit Service Planning grant by formation of a steering committee made up of SWMPC staff, members of the Transit Task Force and transit agencies who will draft detailed work tasks for this project. SWMPC will lead the RFP process that satisfies all state and federal requirements.

6.3 Transit Service Provider Database

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

6.4 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.

6.5 Countywide Consolidated Transit Planning

SWMPC will work with area transit partners and communities to further integrate and implement the vision for governance 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), convene meetings with interested stakeholders, and provide assistance as needed for public presentations to public, private and civic organizations regarding the effort.

6.6 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 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, FTA, Community Transportation Transit agencies, member communities in TwinCATS, Berrien Bus, Consultant, Michigan's Great Southwest Strategic Leadership Council. Berrien County Manufacturers Association, Entry level employers, Michigan WORKS/Kinexus, Lakeland Hospital

| Products/Milestones | Schedule |
|--|---|
| Provide technical support to in countywide public transit service planning effort. | Throughout Fiscal Year |
| Public Transit Service Plan RFP approved and released for bid. | First Quarter |
| Develop public engagement materials and presentations for countywide public service planning effort. | Throughout Fiscal Year |
| Review proposals and hire consultant | First Quarter |
| Assist consultant with public outreach meetings for service planning effort | Throughout Fiscal Year |
| A strong and diverse public-private partnership (including local residents, business owners, local, regional and state interests) working collaboratively to advance public transit in Berrien County. | 2nd-4th quarters |
| Analysis of short-term opportunities to improve service within TCATA service area | Throughout Fiscal Year |
| Monitor transit system(s) performance | Throughout Fiscal Year |
| Develop marketing materials to promote the utilization of transit. | Throughout Fiscal Year |
| Technical policy and procedural support to TCATA staff and board. | Third and Fourth Quarter |
| Assist TCATA in their financial transition of JARC (5316) fixed route services including by not limited to fixed route expansion or reduction. | 1 st & 2 nd Quarter |

7.0 Human Service Coordination

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, paratransit, 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 a formal update of the 2010 Berrien County Coordinated Human Service Transportation Plan.

7.2 Berrien County Transportation Coalition

Convene meetings with the Berrien County Transportation Coalition members to discuss 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. Entry level employers, senior centers, and disability work groups.

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.
- Update 2010 Berrien County Human Service Transportation Plan
- 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 RPI Regional Coordination process 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 |
|---|-----------------|
| Update 2010 Berrien County Coordinated Human Service Transportation Plan | 2nd-4th Quarter |
| 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 2015 asset management data to TAMC | 1 st Quarter |
| Collect federal aid PASER ratings in Berrien County- calendar year 2015 | 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 State of the Region Report

Staff will continue to work on an update of the State of the Region Report by collecting data on new measures related to demographics, education, health and economic prosperity. The goal of this work area in FY 2016 is to develop a format for reporting these measures either via the web or paper that allows SWMPC to report them more frequently than every ten years. These data will help outline the broader regional conditions, as well as conditions in specific communities, that warrant transportation investments.

10.3 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

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.

important transportation-related issues to area residents, focusing on mapping and graphical methods to do so.

10.4 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.

| 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 Update State of the Region Report Datasets | Ongoing |
| Promote regional benchmarking through meeting analysis of recent and relevant data sets in the region. | Ongoing |

11.0 Environmental Stewardship

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

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.

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.

*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 | |

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 2016 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 | 2nd 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 Valley 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 2015-2016 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 |

14.0 Safety Conscious Planning

MAP-21 requires MPOs to implement projects and strategies that increase the safety and security of the transportation system for all users. Safety Conscious Planning involves a preventative approach to accidents and other safety hazards by establishing a safe transportation network from preliminary design through operations. The network should be designed to anticipate human error and potential physical

issues with infrastructure, and the MPO should focus on mitigation strategies for these anticipated issues.

In FY 2016, SWMPC staff will focus on implementing the recommendations outlined in the Local Road Safety Plan delivered by MDOT consultants. MPO staff will focus on continuing to map areas with high crashes or high risk of crashes, and develop TIP project selection criteria that address identified safety issues in the MPO area.

Work Areas

14.1 Learning Opportunities

SWMPC staff will continue to actively participate in the 9-County Southwest Region Traffic Safety Committee that meets on a quarterly basis. SWMPC staff will report on key information gained from the Traffic Safety Committee meetings at monthly TwinCATS meetings, and also look for opportunities to educate elected officials on potential solutions to safety issues in their communities.

14.2 Technical Assistance for Safety Funding Applications

SWMPC staff will provide assistance to communities applying for Federal Safety Funds in FY 2017 and beyond. SWMPC staff will examine recommendations from the Local Road Safety Plan and present to the MPO strategies for turning those recommendations into fundable projects on specific roadway segments. A key objective of this task will be to increase the number of applications for safety funds submitted to the state from communities in the TwinCATS MPO area.

14.3 Crash Mapping

SWMPC staff will continue to update maps of the reported locations and types of crashes in our area using data from the State of Michigan. Staff will present an Annual Report on Crashes with relevant maps and other data to the TwinCATS MPO in order to increase the role that safety data play in project-level decision making.

14.0 Program Tasks

Program Management

- Assemble crash data into a format that is understandable and make the compiled data available to the public via the internet, reports, or other mechanisms.
- Incorporate safety criteria into the development of all Transportation Improvement Program project listings.
- Promote, sponsor, and participate in safety planning activities such as workshops and webinars that are made available through LTAP, MDOT, FHWA, and other organizations.
- Participate in the Southwest Michigan Traffic Safety Committee.
- Attend annual Safety Summit in Lansing.

Database Management

- Continue to track the progress of safety improvements throughout the region through the collection and analysis of data to ensure that projects are effective and contribute to overall safety of transportation system. Data tracked should include:
 - a. Total number and location of traffic incidents and fatalities
 - b. Total number of bicycle and pedestrian incidents and fatalities

Short Range Planning

- Participate in Planning Committee for Safe Routes to School safety events aimed at schools that have either received SR2S funding or that are in the process of applying for funds.

14.4 Project Selection Criteria and Performance Measures

In coordination with MDOT and FHWA, SWMPC staff will propose project selection criteria for the 2017-2020 TIP that are based on measures of safety. A key objective of this task will be to increase the positive safety impacts that projects selected by the committees provide.

Partners

Michigan Department of Transportation Office of Highway Safety Planning, Road Commissions, Michigan Local Technical Assistance Program, Michigan State Police, City Engineers, Kalamazoo Area Transportation Study, Michigan Department of Transportation Local Agency Programs

| Products/Milestones | Schedule |
|--|-------------|
| Annual Report on Road Safety in Southwest Michigan | 4th Quarter |
| Traffic Safety Committee Meetings reports | Quarterly |
| Technical Assistance for Safety Applications | Ongoing |
| Develop Project Selection Criteria based on safety | 2nd Quarter |
| Update Crash maps | Ongoing |

APPENDICES

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.* ** Consultant *** Alternate

Policy Committee Members

Officers

Chair: Richard Stauffer, Lincoln Charter Township

Vice-Chair: Tim Lynch: Berrien County Road Commission

Municipalities

City of Benton Harbor, Darwin Watson

Benton Charter Township: Carolyn Fowler,

City of Bridgman, Vacant

Village of Grand Beach, Vacant

Lake Charter Township, Gloria Payne

Village of Michiana: Vacant

Royalton Township, John Olson**

Village of Shoreham, John Olson**

City of St. Joseph, Chris Huegal, Richard Lewis***

Sodus Township, Vacant

St. Joseph Charter Township, Tim Fenderbosch

Village of Stevensville, John Olson* *

Counties

Berrien County Board of Commissioners, Debra

Panozzo,

Berrien County Planning Commission, William Hodge

Public Transit

Twin Cities Area Transportation Authority, Bill Purvis

Agencies

Coloma MDOT TSC, Erin Jolivette,

Cornerstone Alliance, Thad Rieder

MDOT Southwest Region, Jason Latham/Darrell Harden***

MDOT Statewide Planning, John Lanum

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

FHWA , *Andrea Dewey

FTA, *Stewart McKenzie

Northwest Indiana Regional Planning Commission,

*Bill Brown,

SWMPC, *John Egelhaaf,

Technical Advisory Committee Members

Executive Committee

Chair: Brian Berndt, Berrien County Road Commission

Vice-Chair: Tim Zebell, City of St. Joseph

Municipalities

City of Benton Harbor, *Kenton Mc Andrew***

Benton Charter Township: Tom Baldwin

City of Bridgman, *Vacant*

Village of Grand Beach, *Vacant*

Lake Charter Township, *Gloria Payne*

Lincoln Township, *Terrie Smith*

Village of Michiana: *Vacant*

Royalton Township, *John Olson***

Village of Shoreham, *John Olson***

Sodus Township, *Vacant*

St. Joseph Charter Township, *Tim Fenderbosch*

Village of Stevensville, *John Olson* **

Counties

Berrien County Planning Commission, *John Gruchot,*
*/Katie Montoya***

Public Transit

Twin Cities Area Transportation Authority, *Bill Purvis*

Agencies

Coloma MDOT TSC, *Erin Jolivette,*

Cornerstone Alliance, *Thad Rieder*

MDOT Southwest Region, *Jason Latham/Darrell*
*Harden****

MDOT Statewide Planning, *John Lanum*

Southwest Michigan Regional Airport, *Lee Scherwitz,*

St. Joseph River Harbor Authority, *Lee Scherwitz, Katie*
*Montoya***

FHWA , **Andrea Dewey*

FTA, **Stewart McKenzie*

Northwest Indiana Regional Planning Commission,
**Bill Brown,*

SWMPC, **John Egelhaaf,*

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

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(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 2016

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 2016 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 2016.


Dick Stauffer, Chair
TwinCATS Policy Committee


Date

**RESOLUTION TO APPROVE
THE TWIN CITIES AREA TRANSPORTATION STUDY
UNIFIED PLANNING WORK PROGRAM
FOR THE FISCAL YEAR 2016**

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 2016 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 2016.



Gloria Payne, Chairperson
Southwest Michigan Planning Commission



Date

Appendix E: Public Notice

This advertisement appeared in the May 14 edition of the Herald Palladium, the main newspaper published

within the TwinCATS MPO area.



Southwest Michigan Planning Commission
(269) 925-1137 • www.swmpc.org
376 W. Main St., Ste. 130 • Benton Harbor, MI 49022-3651

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 federally designated Economic Development District for the U.S. Department of Commerce - Economic Development Administration.

What would you like to see YOUR local MPO do about transportation in the Benton Harbor- St. Joseph area in the next year?

The Southwest Michigan Planning Commission announces that the TwinCATS Metropolitan Planning Organization will be voting on approval of its Fiscal Year 2016 Unified Planning Work Program (UWP). TwinCATS provides federally-required transportation planning services to the Benton Harbor-St. Joseph area, and the UWP specifies work activities for the next year. The public comment period will run from May 15th to May 29th. This is your opportunity to let us know how you want your leaders to work towards a better transportation system over the next year. All input is encouraged! The draft of the UWP will be available at <http://www.swmpc.org/twincatsfy2015.asp>


Comments and questions can be sent to Gautam Mani at manig@swmpc.org or by calling (269)925-1137 x1524.



Comment may also be given at the May TwinCATS meetings. Here are the May meeting details:

Monday May 18th
Technical Advisory Committee meets at 9:00 AM and
Policy Committee meets at 10:30 AM.
Kinexus (Michigan Works!)
Anchor Rooms A+B
499 W Main St
Benton Harbor, MI 49022

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

Keep connected to SWMPC programs • Like us @ 

Appendix F: Cost Allocation Plan and 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.

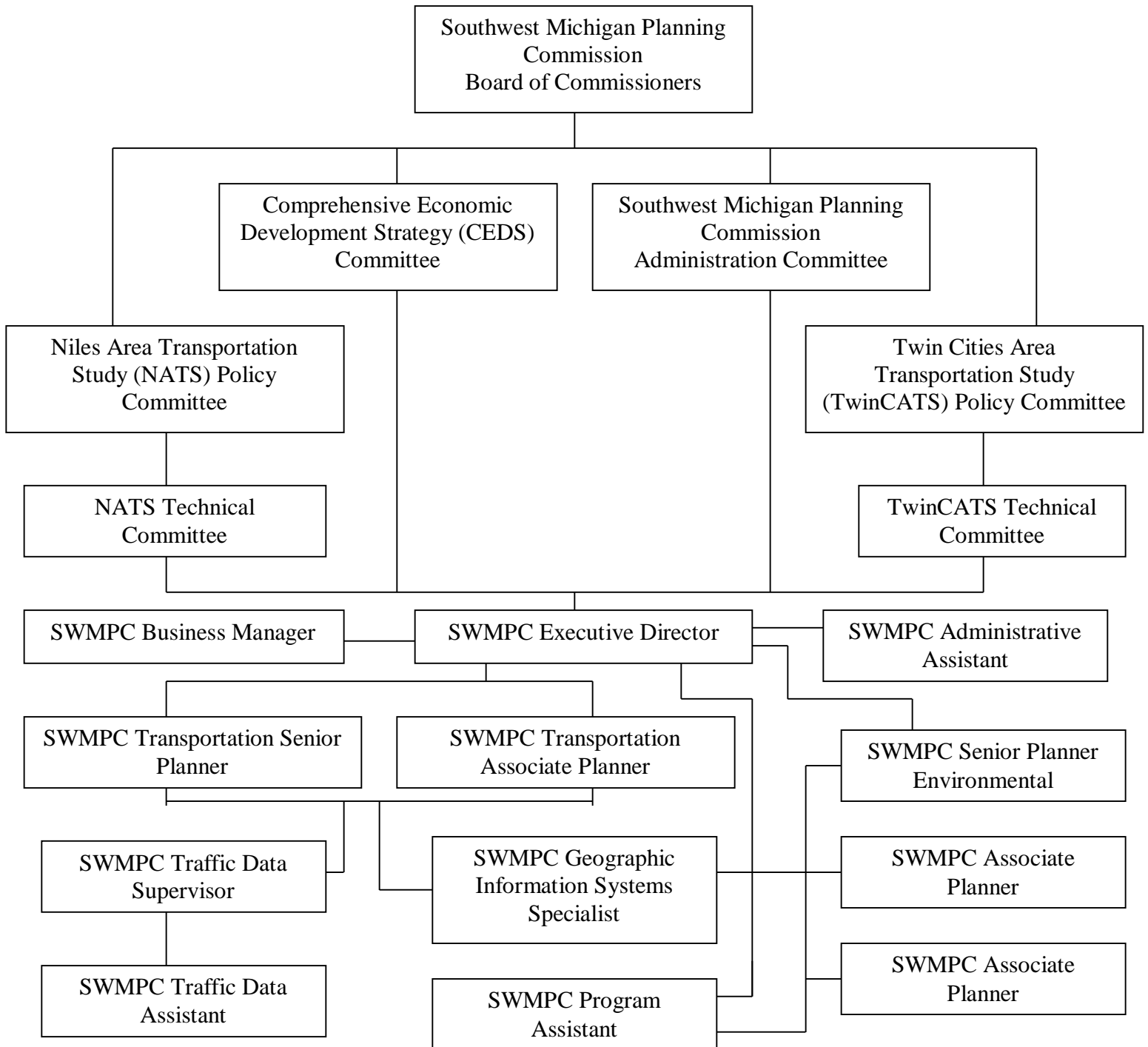
Federal legislation requires a continuing, comprehensive, and cooperative process for transportation planning in all urbanized areas. To respond to that requirement, the SWMPC's responsibility is to develop and refine plans and policies by analyzing their social, economic, environmental, health, safety, 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.

| | 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. | \$67,661 | \$70,029 | 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. | 35,100 | 35,100 | 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. | 42,192 | 43,669 | 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. | 51,348 | \$53,145 | 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 | | |
| Sr. Plnr. | 46,169 | \$47,785 | 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. | \$36,225 | \$37,493 | 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. | 36,779 | \$38,066 | 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 | 40,268 | 41,677 | 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. | 13.25 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. | 12.75 hr | 4,972 | 60 | 83 | 0 | 0 | 0 | 4,972 | 0 | 0 | 380 | 0 | | 0 | 0 | 16 | | 0 | 397 | 397 | 5,369 | | |
| Assoc. Plnr. | 35,000 | 36,225 | 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 | | |
| Assistant | 7.25 hr | 3,700 | 46 | 58 | 0 | 0 | 0 | 3,700 | 283 | 0 | | 0 | 0 | 0 | 0 | 12 | | 0 | 295 | 295 | 3,995 | | |
| TOTAL | 390,742 | 417,916 | 260 | 1,815 | 33,890 | 18,854 | 52,744 | 365,171 | 31,971 | 96,364 | 21,000 | 4,955 | 858 | 1,379 | 73 | 25,957 | 31,971 | 96,364 | 194,892 | 247,637 | 610,099 | | |

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 2016 Actual Indirect Cost Rate
Based on FY 2013 Audit Costs**

| | <u>DIRECT COSTS</u> | | <u>INDIRECT COSTS</u> | <u>TOTAL COSTS</u> |
|-----------------------------------|-------------------------|-----|---------------------------|-------------------------|
| SALARIES AND WAGES | \$275,526 | (Y) | \$110,872 | \$391,195 |
| FRINGE BENEFITS | \$114,820 | (Y) | \$47,333 | \$168,455 |
| TRAVEL | \$22,730 | | \$0 | \$23,782 |
| TELEPHONE | \$1,156 | | \$1,415 | \$2,202 |
| PRINTING AND POSTAGE | \$1,891 | | \$133 | \$2,595 |
| ADVERTISING | \$2,937 | | \$332 | \$2,931 |
| DUES AND SUBSCRIPTIONS | \$1,878 | | \$764 | \$2,183 |
| SUPPLIES AND MATERIALS | \$29,319 | | \$3,579 | \$30,704 |
| COMPUTER SERVICES | \$5,370 | | \$23,095 | \$26,835 |
| CONFERENCES/TRAINING | \$5,735 | | | \$6,693 |
| CONTRACTUAL SERVICES-OFF SITE | \$210,780 | | \$0 | \$210,780 |
| DIRECT EQUIPMENT | \$4,200 | | \$0 | \$4,814 |
| PASS THRU | \$5,767 | | \$0 | \$5,767 |
| COMM. EXP.,PER DIEM,MILG. | \$14,090 | | \$0 | \$13,463 |
| CONTENTS,BLDG,LIABILITY,BOND INS. | \$0 | | \$0 | \$0 |
| IN KIND LOCAL MATCH | \$27,377 | | \$0 | \$0 |
| CONTRACTUAL - AUDIT | \$5,400 | | \$0 | \$5,400 |
| RENT/JANITORIAL/RECYCLING | \$0 | | \$40,957 | \$39,339 |
| DEPRECIATION | \$0 | | \$1,555 | \$1,270 |
| EQUIPMENT MAINTENANCE | <u>\$0</u> | | <u>\$871</u> | \$1,419 |
| TOTAL EXPENDITURES | <u>\$728,976</u> | | <u>\$230,906</u> | <u>\$959,882</u> |
| Total Direct Base (Y) | \$390,346 | | | |
| Total Indirect Costs (I) | | | \$230,906 | |

INDIRECT COST RATE FORMULA:

| | |
|---------------------------------|-------------------------|
| TOTAL INDIRECT COSTS (I) | <u>\$230,906</u> |
| TOTAL DIRECT BASE (Y) | <u>\$390,346</u> |

**INDIRECT COST RATE
PERCENTAGE**

| |
|------------|
| 59% |
|------------|

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 2015 proposal to establish billing or final indirect cost rates for FY 2016 are allowable in accordance with the requirements of the Federal award to which they apply and per 2 CFR 225, "Cost Principles for State, Local, and Indian Tribal Governments." Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.
- 2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Governmental Unit: Southwest Michigan Planning Commission

Signature:



Name of Official: K. John Egelhaaf

Title: Executive Director

Date of Execution: May 29, 2015

Appendix G: Work Completed in FY 2015

- 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 and developed new project selection criteria for next TIP cycle.
- Conducted analysis of Complete Streets Policy and the considerations of projects in the TIP to meet that Complete Streets Policy.

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 binder
- Hosted two joint MPO meetings
- Wrote the FY 2014 Annual Report
- Wrote the FY 2016 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
- Used advertisements and other traditional media techniques to boost participation
- Studied examples of successful public participation plans
- 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 Walk and Roll Subcommittee meetings

- Continued participation in the Southwest Michigan Alliance for Recreational Trails (SMART) and MDOT's Southwest Region Pedestrian and Bicycle Committee and hosted one MDOT Ped/Bike Committee meeting in November.

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.

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
- Continued to update State of the Region Report with new indicators and began efforts to create new database for data gathering activities.
- Continued to upload regional data to the SWMPC website

11.0 Environmental Stewardship

- Monitored air quality conformity in cooperation with MDOT for pertinent parts of the Transportation Improvement Program (TIP)

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 2 Westrain (Pere Marquette) stakeholder meetings,
- Developed FY 2015 marketing budget and outcomes
- Expanded the Westrain stakeholder outreach contact list
- Organized celebrations of the 30th Anniversary of the Pere Marquette route.
- Continued to develop outline of Goals and Objectives for Westrain stakeholder group
- Monitored revenue and ridership data throughout the fiscal year.