

TWIN CITIES AREA TRANSPORTATION STUDY
UNIFIED PLANNING WORK PROGRAM
FISCAL YEAR - 2017

October 1, 2016 – September 30, 2017

Prepared by
Southwest Michigan Planning Commission

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

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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 Benton Harbor-St. Joseph urbanized area, also known as the Twin Cities Area Transportation Study (TwinCATS). 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 Benton Harbor-St. Joseph metropolitan planning area. The MPO leads in the development of the region's long-range transportation plan and short range Transportation Improvement Program (TIP). SWMPC staff serves as a guide regarding the MPO process and requirements; project funding decisions are made by local officials through an open public meeting process at TwinCATS.

MPO planning activities are funded by grants from the FHWA, FTA, MDOT and by local governments through regional dues. In general, 81.85 percent of MPO expenses are covered by federal grants, and MDOT and local governments provide the remaining 18.15% of funds. TwinCATS member municipalities provide local match funding proportionally, based on their population.

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. Establishment and approval by the MPO of this work program ensures that the Benton Harbor-St. Joseph area continues to receive federal funds for transportation projects.

Unified Work Program Overview

The Fiscal Year (FY) 2017 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), planned to be undertaken during the period of October 1, 2016 through September 30, 2017.

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 sound, informed and transparent transportation decision making that anticipates and responds to the specific context of the Benton Harbor-St. Joseph Area.

The UWP includes:

- A detailed description of the programs, projects, and tasks that the MPO plans to undertake in FY 2017.
- A budget for how much funding will be assigned to each program area
- Deadlines for completions of the deliverable items in each task.
- A listing of resources (partner agencies or otherwise) that the MPO will use to accomplish the tasks.

On December 4, 2015, President Obama signed into law the Fixing America's Surface Transportation (FAST) Act. The FAST Act provides \$305 billion in federal transportation investment between 2016 and 2020. This five-year bill replaces MAP-21 and is the longest federal transportation authorization in more than a decade. The FAST Act will provide a \$6 billion increase in funding over current levels for roads per year nationwide. The FAST Act will also provide a \$1.7 billion increase in funding for public transit per year by 2020, nationwide. It is unclear at the time of writing exactly how much funding levels for TwinCATS specifically will increase.

The FAST Act largely leaves the consolidated funding structure enacted under MAP-21 intact, although it does provide greater flexibility in the use of some funding streams. The FAST Act also continues MAP-21's performance based planning framework to ensure that transportation funds are invested wisely. SWMPC staff, MDOT, FHWA, and MPO members continue to monitor the federal release of performance measures and the state's target setting. At the time of this writing, performance measures related to safety have just been released. Finally, the FAST Act maintains MAP-21's commitment to accelerated project delivery.

After a succession of short-term funding authorizations that have created an uncertain climate for project planning, design, and delivery, the FAST Act does provide stability for local agencies to properly plan and execute transportation projects. However, the FAST Act relies entirely on non-transportation revenue sources from the general fund for the funding increases it promises, meaning that it does not provide a sustainable mechanism for keeping the federal Highway Trust Fund solvent. The issue of how to fund transportation in an era of declining gasoline tax and registration fee revenues will continue to be of concern to the TwinCATS MPO in the long term, especially as transportation infrastructure has deteriorated dramatically.

Over the past two years, the TwinCATS MPO has strived through its work program for a transportation planning process that is more inclusive, understandable, transparent and accessible by all. TwinCATS has made major gains in its committee member education, outreach, and encouragement of:

- **Meeting location:** Shift in meeting location to a site with greater public transit access and audio/visual capabilities.
- **Development of Project Prioritization Method:** TwinCATS created a project selection methodology for its latest Transportation Improvement Program that is defensible to the public and holds project applicants accountable to long range plan goals.
- **"Planning in Plain English":** MPO staff has made a concerted attempt to reduce or eliminate jargon from transportation planning discussions. MPO staff explains all acronyms, provide information that is relevant at this MPO's scale, and go into more detailed explanations of projects than was done in the past. This has empowered committee members and members of the public to ask questions without hesitation or confusion.
- **Meeting Format:** MPO staff has made greater use of audio/visual resources than in the past, including PowerPoint presentations. This has led to more engagement at meetings from committee members.
- **Ease of Access to Meeting Materials:** MPO staff have compiled relevant meeting items into a single meeting packet and provided clear links to the material. This has led to more committee member preparation in advance of the meeting.

It is the intent of the TwinCATS MPO to continue making progress by empowering stakeholders and members of

the public with knowledge of the transportation planning process and initiatives in FY 2017. That desire for more engaged and extensive participation in transportation decision-making among stakeholders, partners, and interested citizens guides the FY 2017 UWP.

Local Transportation Issues and FHWA Planning Emphasis Areas

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 2017.

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. These issues continue to be the driving force behind TwinCATS' planning efforts and will be local areas of emphasis in 2017. Also discussed is the 2017 FHWA Planning Emphasis Area(s) that each local issue relates to.

1. Safety for All Users of the Transportation System

Many portions of the Benton Harbor-St. Joseph MPO lack adequate infrastructure for pedestrians, cyclists, transit users, and persons with disabilities. TwinCATS has developed and adopted a Complete Streets Policy because the MPO members indicated that providing facilities for people who cannot use or access personal automobiles is a high priority, even if it means reducing the number of miles of pavement that are resurfaced or reconstructed. Federal, state, and local tax dollars are spent most efficiently when facilities for multiple users are included in project plans at the same time that road work is proposed. In addition, TwinCATS committee members understand that providing transportation infrastructure for all users will further economic development prospects in the region by giving people already living in our region greater access to jobs, healthcare, food, education, and exercise. Better non-motorized infrastructure will also allow employers to attract talented employees who have expressed a preference for better pedestrian and bicycle infrastructure.

In FY 2017, two particular non-motorized concerns will be at the forefront of TwinCATS' planning activities. The first is the on-going attempt to provide Safe Routes to School in the Benton Harbor area. TwinCATS will assist and provide support where needed to MDOT and MSU-E stakeholders working on this project.

The second is Napier Avenue in St. Joseph Township and Benton Township. Napier Avenue is a critical commercial and residential corridor that currently lacks non-motorized facilities of any kind, aside from a few marked designated crosswalks at signalized intersections. There are already pedestrians and cyclists who use this corridor, but it is very difficult to navigate without a car. Road work is planned on the corridor in 2019. TwinCATS committee members have expressed a desire to assist the townships with planning and implementing non-motorized infrastructure. The MPO will continue in 2017 to study the corridor and assess.

Related FHWA Planning Emphasis Area: Ladders of Opportunity/Livability and Climate Change

Secretary of Transportation Anthony Foxx has expressed a strong desire for cooperative transportation planning throughout the United States to focus on providing access to essential services, such as employment, housing, and education. Access to essential services can help create pathways to upward social mobility for low income individuals and families, and are described as "ladders of opportunity." Having more transportation options can provide these opportunities.

In addition, allowing people to access some of their destinations without an automobile could reduce harmful emissions and also promote healthier, active lifestyles. Therefore, TwinCATS' effort to improve non-motorized infrastructure helps address issues to livability and climate change as well.

2. Quality of Public 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. Even within the Benton Harbor-St. Joseph area, however, TwinCATS members and the public have expressed the need for more fixed route service and dedicated paratransit service for those who need it. There are a number of significant public transit 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 2017, the Southwest Michigan Planning Commission will continue to lead efforts for the creation of a fixed-route service plan to create better connections within the Benton Harbor-St. Joseph area and to the other communities in Berrien County. Work began on this process in FY 2016 with a Request for Proposals being issued, a consultant being selected to contract for this work, and initial meetings beginning. MPO staff will continue to assist the transit agencies and the consultant with identifying conceptual fixed routes, as well as finding funding sources for the routes initially and in the long term. The fixed route service plan will help to provide a framework for future transportation investments requested through MPO processes.

Related FHWA Planning Emphasis Area: Ladders of Opportunity/ Performance Based Planning

Secretary of Transportation Anthony Foxx has expressed a strong desire for cooperative transportation planning throughout the United States to focus on providing access to essential services, such as employment, housing, and education. Access to essential services can help create pathways to upward social mobility for low income individuals and families, and are described as "ladders of opportunity." Reliable, coordinated transit service can greatly improve a person's employment prospects and quality of life.

Also, a coordinated transit system can lead to efficiency gains for the transit agency, helping them to transport more riders with a higher quality service at a lower cost. This aligns well with the FHWA Emphasis Area of Performance-Based Planning and Programming, which will eventually require that transit agencies adopt and follow an asset management plan. Using both capital and labor assets efficiently is a key component of a good transit asset management plan.

3. Preserving the Existing Road Network

Despite increased federal and state funds coming due to legislation, the TwinCATS committees are still concerned with how best to spend limited federal and state funds on improvements to the road network when so much of it has deteriorated already. As of 2015, 40.4% of the federal-aid roads in Berrien County were in poor condition, meaning that significant expenditures are needed to improve the pavement condition. At the same time, many roads that are in fair condition now are in danger of deteriorating further without immediate preventative maintenance. It has therefore become especially important that TwinCATS keep its members apprised of the pavement conditions, the latest techniques for managing pavement, and all funding sources that are available. Using this information, TwinCATS will need to make wise decisions about where to spend the funds it is allocated for road projects.

In FY 2017, TwinCATS will focus on educating member communities about how to leverage both federal and state funding sources, and continue to refine the prioritization system for projects.

Related FHWA Planning Emphasis Area: Performance Based Planning

In order to improve and maintain the condition of the road network, TwinCATS will need to continue to prioritize projects and target investments where they are most needed, and where they will have the most impact. Performance measures will assist TwinCATS in evaluating the success of its investments in the future.

4. Regional Models of Cooperation

TwinCATS is striving to increase collaboration between members on transportation projects.

In addition, SWMPC also serves as the staff for the Niles-Buchanan-Cass area MPO and are planners for the rural areas of Berrien, Cass, and Van Buren Cass counties. SWMPC works with TwinCATS members to integrate planning throughout this entire region. Since a small portion of TwinCATS is part of the Michigan City urbanized area, TwinCATS strives to work with that area's MPO, the Northwestern Indiana Regional Planning Commission (NIRPC). In addition to regional collaboration, SWMPC works closely with Michigan Department of transportation (MDOT), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA), to ensure all planning is done in accordance with state and federal guidelines.

Historically TwinCATS has met annually in a joint meeting with the other MPO study area in the southwest Michigan region – the Niles Buchanan Area Transportation Study (NATS) in a joint meeting. During those meeting the two organizations have the opportunity to look at larger regional trends that impact both study areas.

The transportation work associated with the TwinCATS MPO is a subset of the regional planning work done within SWMPC. As such, there are regular opportunities for the regional planning work done by the SWMPC to augment the transportation work done. These areas of cross pollination include environmental planning, economic development planning, health planning, and community planning such as master and recreation planning.

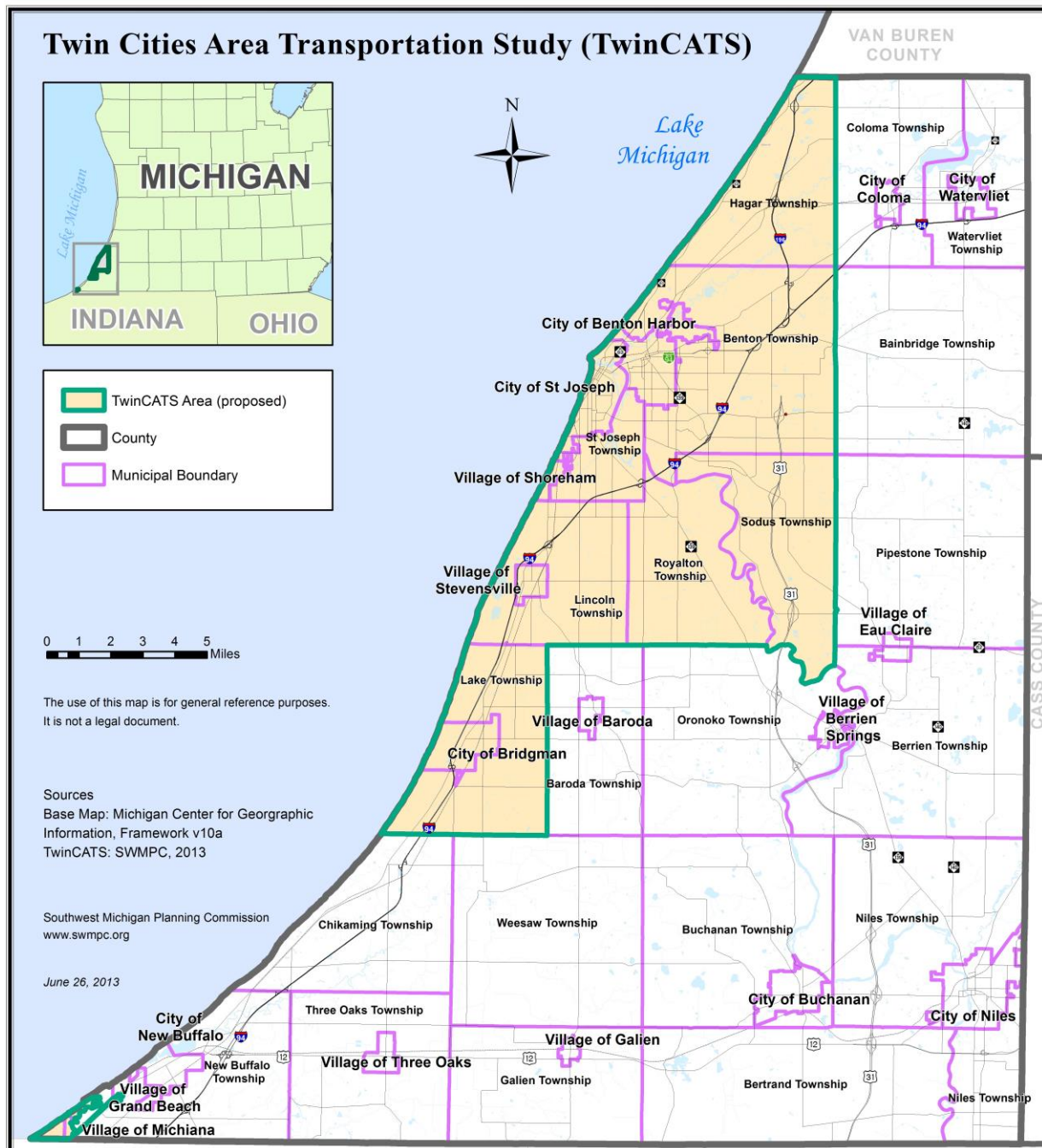
The SWMPC is a member of numerous groups that engage in regional planning within southwest Michigan. Those groups include the Michigan's Great Southwest Strategic Leadership Council (MGSSLC), Be Healthy Berrien (BHB), Michigan's Great Southwest Sustainable Business Forum (MGSSBF), Regional 8 Regional Prosperity Initiative (RPI), and other collaborations. The work done within these collaborations consistently have components that integrate with transportation planning. The interrelationship among them is greatly benefited in both directions by the deep understanding of the existing and planned transportation network.

Related FHWA Planning Emphasis Area: Performance Based Planning

Improve define coordination between governing agencies in the selection of targets, linking planning and programming to targets.

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-112 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 2017, 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 are 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 18.15 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	\$179,263		\$39,751	\$219,014
Federal 5303	\$125,200		-	\$125,200
State CTF	-	\$16,300		\$16,300
Total	\$304,463	\$16,300	\$39,751	\$360,514

Budget by Work Element

Work Element	FHWA/FTA (CPG) and Local Match Funds
Program Management	\$92,716
Database Management	\$48,423
Long Range Planning	\$24,224
Short Range Planning	\$37,429
Other Planning	\$16,222
Total	\$219,014

**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%	\$7,926
Hagar Township	3,671	4.96%	\$1,972
Lake Charter Township	2,972	4.02%	\$1,598
Lincoln Charter Township	13,549	18.32%	\$7,282
Royalton Township	4,766	6.44%	\$2,560
St. Joseph Charter Township	9,166	12.39%	\$4,925
Sodus Township	1,932	2.61%	\$1,038
Village of Shoreham	862	1.17%	\$465
Village of Stevensville	1,142	1.54%	\$612
Village of Grand Beach	272	0.37%	\$147
Village of Michiana	182	0.25%	\$104
City of Benton Harbor	10,038	13.57%	\$5,394
City of Bridgman	2,291	3.10%	\$1,232
City of St. Joseph	8,365	11.31%	\$4,496
Total	73,957	100.00%	\$39,751

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 2017 is as 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 development and implementation of a long-term transportation strategy that improves access and mobility, air and water quality, and land use development patterns where applicable.

Work Areas

1.1 Plan Implementation

Staff will implement the Long Range Transportation Plan entitled What Moves You TwinCATS: Creating a Transportation Vision for Berrien County 2013-2040, 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 Visioning Sessions

SWMPC staff will engage in visioning sessions at both the committee level and the MPO level for the next Long Range Plan 2045 update. The objective of this task will be to understand transportation concerns and desired projects in the area prior to imposing any of the fiscal constraints.

1.3 Transit Investments to Create Ladders of Opportunity

In alignment with FHWA/FTA's emphasis areas, SWMPC staff will continue to monitor demographics in the area to identify populations that depend on transit to reach life-sustaining destinations, due to age, disability, or income level. These individuals are often disqualified from the healthcare, education, or jobs they need to sustain themselves and their families because of their inability to own or operate a car.

SWMPC staff will continue to work with the MPOs and transit agencies to identify areas where there is a persistent need for transit to help develop the long term fixed-route transit service plan for the County and other strategies for meeting the demand for transit.

1.4 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. Key objectives will be to include recent research and best practices into the TwinCATS planning process. SWMPC staff will be particularly focused on implementation of the new air quality standard for ozone.

1.5 Freight

1.0 Program Tasks

Program Management

- Provide quarterly progress reports to federal and state agencies.
- Continue to update transportation website pages related to plan development.
- Continue to educate committee members on the latest trends in transportation technology at committee meetings.
- Conduct visioning sessions for the next Long Range Plan.

Database Management

- Create maps displaying where key development pressures or anticipated land use changes 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 and develop scenario plans.

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.
- Continue to convene transportation stakeholders to implement the long term transportation strategies identified in the LRP.
- Use travel demand model to identify infrastructure and connection deficiencies within the transportation network.

Coordinate with the businesses and key agencies in developing a better comprehensive understanding of the various air, water, road and rail freight distribution points in Berrien County. The key objective of this work area in FY 2017 will be to create an inventory of stakeholders with whom we would like to talk regarding freight.

1.6 Performance Measures

SWMPC staff will continue to monitor the release of federal performance measures and align TwinCATS measurement of the success of LRP projects with these new measures. SWMPC staff will disseminate information on performance measures to the committees, and discuss incorporation of these measures into the next long range plan. The key objective of this task will be to ensure that TwinCATS policies and procedures align both with unique local needs and federal and state planning processes.

1.7 Model Development with Michigan Department of Transportation

SWMPC staff will 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. Much of the population in the Niles area heads across the state line to Indiana for services and other trips, yet historically, the model has shifted these trips north. SWMPC continues to work with MDOT and MACOG to separate the NATS and TwinCATS models. A key objective of this task will be to have a model that accurately reflects travel patterns in the region

SWMPC will also focus on applying the model in new ways that recognize that the transportation deficiencies of the region are not always tied to capacity issues. This work will include applying the model to possible road diets, non-motorized paths, and one-way to two-way conversions. A key objective of this area will be to encourage data-driven decision making that efficiently uses excess roadway capacity.

1.8 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.

1.9 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 2017. Software for developing the scenario plan has already been purchased.

1.10 Project Selection Criteria

SWMPC will continue to refine its project prioritization procedure used in the selection process for the 2017-2020 TIP and find ways to apply it to decision making about prioritization of projects in the next Long Range Plan update. A key objective of this task will be to increase the number of projects in the Long Range Plan and the methodology behind the selection of those projects.

1.11 Renewable Energy and Emerging Technologies

MPO staff will conduct research and inform committee members regarding emerging clean energy solutions and intelligent transportation systems (ITS). 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. A key objective of these tasks will be to make sure committee members are educated on the latest technology trends when making decisions about transportation funding.

1.12 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
Visioning Sessions for LRP Update	3 rd Quarter
Scenario development work	Ongoing—Scenarios Developed during 4 th Quarter
Coordinate with MDOT Model Division in restructuring MPO Model	Ongoing throughout fiscal year
Assistance to transit agencies in fixed route and dial a- Ride Planning	Ongoing
Monitor federal guidance on performance measures	Ongoing throughout fiscal year
Review Public Participation Plan Goals Matrix	1 st Quarter
Develop Revised Public Participation Plan	4th quarter
Hold meeting between SWMPC, MACOG, and MDOT	1st quarter
Develop freight stakeholder group	4 th quarter

2.0 Transportation Improvement Program (TIP) Administration

SWMPC staff will monitor and coordinate the selection, funding, and development of the area's federal-aid eligible transportation projects. Staff will work with voting MPO members to ensure that federal, state, and local transportation funds are used most strategically and effectively in a manner that furthers the goals of the TwinCATS 2013-2040 Long Range Transportation Plan as well as policies that the MPO committees have agreed to govern the use of the funding.

Work Areas

2.1 Oversee FY 2017-2020 Project Development

Staff will solicit frequent updates on all active projects listed in the FY 2017-2020 TIP, monitoring their progress, providing reminders of important project deadlines, and notifying agencies of newly available funds when there are bid savings or new grant possibilities. The objective of this work area is to ensure the full use of federal, state, and local resources available to area transportation agencies, and also to create accountability at both the MPO and local agency level for on-time project design, obligation, and delivery.

2.2 Refine TIP Project Selection Criteria

FY 2016 saw the MPO make marked progress in development of a data-driven project prioritization procedure. In FY 2017, MPO staff will continue to research the latest best practices in order to refine this procedure. The objective of this task is to help ensure that decisions about transportation funding are made in a transparent way that is responsive and anticipatory of actual needs of the MPO area.

2.3 Administer Changes to FY 2017-2020 TIP 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 agencies and MDOT to respond to changing conditions, while still implementing sound policies and the goals of the TwinCATS Long Range Plan. Also, staff will strive to make better use of General Program Accounts to increase the efficiency of the amendment process.

2.4 Implementation of Complete Streets Policy

Staff will give a particular focus to ensuring that projects funded through TwinCATS follow the guidelines set forth in the approved 2014 TwinCATS Complete Streets Policy, and moreover, that opportunities to add non-motorized facilities to existing projects will not be missed. A key objective of this work area is to ensure that federal and state transportation dollars are used in a manner that improves the transportation experience for all users.

2.5 Monitoring of Air Quality for the MPO

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 2016.

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 2017-2020 TIP.
- Monitor the status of FY 2017-2020 TIP projects.
- Monitor projects being amended into the TIP for air quality conformity.
- Continue to implement TwinCATS Complete Streets Policy
- Amend or administratively modify the FY 2017-2020 TIP as needed to incorporate changes in projects.
- Refine Project Selection Criteria for 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 TIP application.
- Review project changes and their potential impact on environmental justice areas.
- Monitor bid savings on projects.

The implementation of the EPA's new standard for ozone will have an impact on required air quality conformity activities for Berrien County, including the use of CMAQ and other funds. Staff will monitor the latest information about the ozone standard, disseminate it to Committee members, and advise the MPO on any funding re-direction needed to demonstrate progress towards attainment of the standard.

Partners

TwinCATS TAC and Policy Committees, TwinCATS member communities, TwinCATS Walk and Roll Subcommittee, MDOT, FHWA, FTA, Inter-Agency Work Group (IAWG) for Air Quality, Michigan Department of Environmental Quality, Transit agencies.

Products/Milestones	Schedule/ Anticipated Completion Date
FY 2016 Obligation reports	By December 31, 2016
Update TwinCATS General Program Accounts Policy based on guidance from MDOT and FHWA	Ongoing
Manage TIP Amendments and Modifications	Bi-monthly
Monitor EPA Air Quality Standards and its impacts on project implementation in the MPO	Ongoing
Monitor obligation and letting of TIP projects	Ongoing
Educate public on when transportation projects will be in their area for construction	2 nd , 3 rd , and 4 th Quarters (as construction season approaches)
Continue coordination with MDOT, FTA, FHWA and other partners in the implementation of the web based STIP.	Ongoing
Refine Project Prioritization procedure and application forms as needed	Ongoing

3.0 Committee Administration

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

Work Areas

3.1 Committee Administration

Staff will develop Committee meeting materials such as agendas, minutes, PowerPoint presentations, committee member brief talking points and special correspondence as requested by members. Staff will review membership and bylaws, and also distribute attendance reports to ensure that all member communities are aware of the level of representation they are getting. 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. Key objectives for this task include ensuring maximum MPO stakeholder participation in funding decisions, while also ensuring that all represented agencies are aware of the returns they receive on the time and taxpayer dollars they invest in the TwinCATS MPO. Another objective will be ensuring that the functions of the TAC and Policy Committees are clear to all participants, and that the appropriate individuals and agencies participate in each meeting.

3.2 Reporting/Documentation

Staff will continue to consult with committee members in the writing of the Unified Planning Work Program, so that staff activities reflect the needs and concerns of the MPO. In FY 2017, staff will also focus on creating a more visual format for the MPO Annual Report that showcases the amount of funding secured for area transportation improvements and metrics for progress towards achievement of Long Range Plan goals.

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 keeping SWMPC's stakeholder database up to date, and improving the accessibility of meeting materials and important information about transportation.

3.4 Education

Staff will continue to distribute and develop relevant information about transportation issues to MPO committee members. Key objectives of this task will be to empower committee members to make sound decisions about how federal and state dollars are spent, and to increase accountability at a community level to ensure that projects are planned with public support and are delivered on time.

3.5 Monitoring Land Use Changes

3.0 Program Tasks

Program Management

- Preparation of meeting items such as agendas and minutes, attendance reports, talking points, Powerpoint presentations, emails and education materials.
- Respond to committee member requests for information and project technical assistance.
- Respond to requests from local agencies regarding their return on investment from TwinCATS
- Attend relevant national and statewide transportation meetings; specifically: MTPA, Transportation Bonanza, Michigan Public Transit Association, and Community Transportation Association of America
- Write fiscal year 2016 Annual Report.
- Write fiscal year 2018 Unified Planning Work Program.
- Write quarterly progress reports..
- Staff will have at least one joint MPO meeting between NATS and TwinCATS to provide opportunities for committee member

Database Management

- Monitor changes in population, household composition, employment, and land use.
- Maintain Committee web pages.
- Update email contact lists monthly.

Long Range Planning

- Continue coordination with the Northwest Indiana Regional Planning Commission on possible joint planning and learning opportunities.
- Begin visioning at committee level for the next Long Range Transportation Plan, due in FY 2018.
- Bring in relevant guest speakers on land use and transportation topics for committee member education

Short Range Planning

- Develop engaging and accessible materials for committee members as they decide on approval of TIP amendments.

Staff will examine news reports and other information on land use changes and new employment gains to examine potential impacts on the transportation network. A key objective of this task is to make sure that transportation solutions are appropriate given density of development and traffic levels in particular areas, and to effectively leverage Transportation Economic Development Fund (TEDF) grants to coordinate transportation facilities with increased employment in the area.

Partners

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

Products/Milestones	Schedule
Quarterly progress reports	End of Each Quarter
Staff MPOs (including meeting reminders, agendas, minutes, website, staffing meetings, sending out attendance reports, maintaining SWMPC database, and preparation of meeting PowerPoint and talking points)	Ongoing
Additions To MPO Committee member handbook	Ongoing
Annual MPO staff evaluation by committee members	4 th Quarter
FY 2016 Annual Report with Graphics	1 st Quarter
Hold One Joint MPO Meetings between TwinCATS and NATS	1 st Quarter

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 current participation plan by the end of 2017. 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. Objectives of this task will be to ensure that SWMPC's participation strategies address all four steps of the public participation ladder (Inform, Consult, Engage, and Empower).

4.2 Visioning Sessions

MPO staff will conduct visioning sessions throughout FY 2017 at convenient and accessible locations in the TwinCATS MPO study area to learn about what transportation issues are important to community members as Long Range Planning moves forward. 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.

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. SWMPC will continue to maintain a database of public comments regarding mobility issues, and respond to public concerns about transit service areas, transit fare equity, safe facilities for pedestrians and bicyclists, and road conditions. In addition,

4.0 Program Tasks

Program Management

- Research best practices in public participation techniques in areas with similar population sizes and demographics.
- Work cooperatively with MPO committees to develop new public participation plan.
- Develop performance measures in order to evaluate success of public participation plan.
- Provide a translation mode for SWMPC website.
- Continue to gather public comments made on the approved TwinCATS TIP and Long Range Transportation Plan.
- Attend training activities that focus on civil rights, environmental justice and public involvement initiatives.
- Hold public visioning sessions for next Long Range Plan.
- Attend trainings and coordinate with other MPOs on ways to improve public participation techniques.
- Annual Title VI report to MDOT.
- Update participation and other SWMPC websites.

Database Management

- Update SWMPC database of collected names and organizations with an interest in transportation.
- 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.

SWMPC will provide meeting facilitation for Safe Routes to School and Transportation Alternatives that are generated by the community.

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
Provide meeting facilitation services for Grant application meetings generated by interested individuals in the community.	Ongoing
Submission of Title VI report to MDOT	1 st Quarter
Review Public Participation Plan Goals Matrix	1st Quarter
Research Best Practices in Public Participation Planning	1st Quarter
Develop New Public Participation Strategies for MPO and re-affirm strategies that are working.	2 nd Quarter
Develop Performance Measures to examine success of Public Participation Plan	2 nd Quarter
Bring Draft Public Participation Plan in front of MPO for approval.	3 rd Quarter
Send twice monthly email communication messages	2 times a month

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 as specified in the Complete Streets Policy, 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 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.

5.3 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

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 MDOT's Pedestrian and Bicycle Committee.
- Continue research partnership with Western Michigan University's Research Center for Transportation and Livable Communities regarding non-motorized safety

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.

system. Staff will provide assistance on applications for both local and regionally significant trails.

5.4 Non-Motorized Community Outreach

Staff will continue to engage with communities, interest groups, and interested citizens to emphasize the importance of non-motorized infrastructure in meeting the needs of individuals without access to a car, and in solving persistent safety issues in the area. Key objectives of the task area will be to improve knowledge of TwinCATS policies concerning non-motorized infrastructure, good behavior for motorists and cyclists, and of funding opportunities and the economic benefits of non-motorized infrastructure.

Partners

General Non-Motorized Planning.

Products/Milestones	Schedule
Staff TwinCATS Walk and Roll Subcommittee	Ongoing
Review of New Projects Proposed for Complete Streets Compliance	Ongoing
Update maps of non-motorized infrastructure to show progress in implementing the Walk and Roll plan	1st Quarter
Engage with project managers on opportunities to integrate non-motorized infrastructure into the	Ongoing
Provide technical support for competitive statewide TAP applications and other funding streams	Ongoing

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

6.0 Transit & Mobility Planning

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

Work Areas

6.1 Countywide Public Transit Service Plan

SWMPC will continue to retain consultant services for work on the Berrien County Transit Service 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 staff will assist consultant with public outreach to agencies listed in the 5304 grant. Staff will also provide the following to the consultant: Previous studies and plans, GIS files, service schedules, performance reports, fleet information, budgets and financial information.

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

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 Transit Agency Technical Assistance

Facilitate technical and procedural support to Twin Cities Area Transportation Authority, Berrien Bus, and

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.

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.

6.0 Program Tasks

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

Products/Milestones	Schedule
Provide technical support to in countywide public transit service planning effort.	Throughout Fiscal Year
Develop public engagement materials and presentations for countywide public service planning effort.	Throughout Fiscal Year
Assist consultant with public outreach meetings for service planning effort	Throughout Fiscal Year
Analysis of short-term opportunities to improve service within TCATA service area	Throughout Fiscal Year
Monitor transit system performance including operating and maintenance costs	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

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

7.2 Berrien County Health and Human Services Council

Attend meetings with the Berrien County Health and Human Services council to keep local transportation needs, especially those of older adults, people with disabilities and people with lower incomes for consideration when planning programs, accessible site locations and projects. 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 Health and 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
Finalize the update of the 2010 Berrien County Coordinated Human Service Transportation Plan	1st 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 and communicating these trends to the general public and elected officials in each jurisdiction. FY 2017 will see staff ramp up SWMPC's asset management assistance to transit agencies in the area as national performance measures set standards for state of good repair in transit infrastructure. SWMPC will continue to assist the state where needed in developing a strategy for collecting MIRE data on roadways as required under the FAST Act's performance measures. Lastly, 2017 will see SWMPC increase its data gathering assistance to public groups that are concerned with the conditions of culverts and their impacts on the natural environment.

The goal of SWMPC in participating in asset management is to help agencies come up with strategies that balance transportation asset reconstruction or replacement with preventative and routine maintenance strategies.

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.

8.0 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.
- Provide assistance to TCATA and Berrien Bus in determining the current condition of their assets

Database Management

- Coordinate with MDOT and Berrien County Road Commission to collect federal aid eligible PASER data.
- Assist communities and non-profit groups with data gathering on culverts and other non-roadway infrastructure
- Coordinate with local road agencies to collect local road PASER data as time and budget allows.
- 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.
- Assist State of Michigan, where needed, in developing its plan to collect MIRE data as required on a federal level.

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 asset management and construction best practices into local master plans.
- Provide updated PASER data to be used in development and application for new TIP projects

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.

8.4 Assist Transit Agencies with Asset Inventory

SWMPC staff will continue to monitor guidance from the Federal Transit Administration on asset management performance measures for transit agencies and disseminate that information to the TwinCATS MPO. SWMPC staff will assist TCATA and Berrien Bus with assessing the State of Good Repair of its capital assets and provide technical support in development of required asset management plans as needed in FY 2017.

8.5 Assist with Data Gathering for Culverts and Other Non-Roadway Assets

Southwest Michigan's public sector environmental agencies and non-profit groups have long been interested in the impact that transportation infrastructure has on water quality and species habitat. There are currently major concerns about the conditions of the region's culverts. SWMPC will assist where possible with assessing the conditions of these culverts and adding the data from these studies into Roadsoft.

8.6 Assist State with Development of Plan to Collect MIRE data

SWMPC will assist the state of Michigan in develop its plan to collect Model Inventory of Roadway Elements (MIRE) data that is required as part of federal rules on safety performance management. In particular, because TwinCATS is a small MPO, staff will work towards developing a cooperative strategy with MDOT for new data collection that uses resources from both agencies efficiently.

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, Two Rivers Coalition.

Products/Milestones	Schedule
Provide assistance in attempts to map culverts and other non-pavement infrastructure	Ongoing
Submit calendar year 2016 federal-aid asset management data to TAMC	1 st Quarter
Assist transit agencies with asset inventory	Ongoing
Collect federal aid PASER ratings in Berrien County- calendar year 2016	3 rd and 4 th Quarters
Complete local plans or ratings 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 also work with MACOG to share traffic count data as needed. 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 any new counting requests
- 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
Continue to work with MACOG on data sharing	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 2017 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 2017 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 important transportation-related issues to area residents, focusing on mapping and graphical methods to do so.

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 and educators.
- Provide a data needs assessment and opportunities for data sharing with GIS Departments at colleges and universities in the region.
- Participate in Federal, State and Regional GIS professional development activities.
- Continue education in GIS cartographic methods, data analyses, online mapping, and other GIS tools.
- Research data types and release timetables of federal, state and local data sets which includes demographic, environmental and transportation data sets.

GIS & 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.
- Provide an online search tool to provide access our library of digital maps
- Collect, process, and analyze future land use data from local agencies for the purposes of scenario planning, along with current land -use/cover national datasets and products
- 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.
- Research and training in land use analyses

Short Range Planning

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

10.4 Performance Measures Mapping

As the performance measures rulemaking on safety has been released, SWMPC staff will develop specific mapping and datasets on areas related to safety.

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

11.0 Program Tasks

Program Management

- Participate in staff training opportunities.
- Organize and facilitate workshops, presentations, Walk and Roll Subcommittee meetings and other opportunities to address land use, water quality, and infrastructure.
- Maintain information regarding key project areas on website and provide updates to interested stakeholders
- Maintain SWMPC websites that highlight links between transportation and the environment.

Database Management

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

Long Range Planning

- Continue to research climate change and greenhouse gas reductions and develop strategies for mitigating impacts.

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 2017-2020 TIP Applications and existing projects

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
Collect data on culverts that pose an issue for fish passage and erosion.	2016 - 2017
Map environmental sensitive land areas	Ongoing

Products/Milestones of SAW Grant	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).	July 2016 – October 2018
An Ox Creek restoration webpage on SWMPC's website which includes all project products (number of webpage hits, number of links from partners websites)	Ongoing
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)	2017 - 2018
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	July 2016 – October 2018

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 2017 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 2017 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.
- Develop freight stakeholder subcommittee

Database Management

- Map locations of important corridors for road, rail, harbor, air.
- Map distribution centers for goods.
- Use HERE data and other vehicle probe data to gain an understanding of freight conditions on our interstate system.
- 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	4th Quarter
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

SWMPC will continue to serve as chair of the Westrain Collaborative, working to promote passenger rail service on the Pere Marquette. Key objectives for this task would include assisting the MDOT - contracted marketing firm with 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. Another objective is to ensure consistency of ticketing information. A final key objective in FY 2017 will be continued promotion of the new bicycle service on the Pere Marquette route.

Partners

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

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 participation in designated stakeholder meetings for Westrain.
- Develop goals and benchmarks for 2015-2016 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 alternative 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 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 2017, 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.

14.4 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.

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.
- 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 as needed.
- 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.

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 (term expires September 2016)

Vice-Chair: Tim Lynch: Berrien County Road Commission (term expires September 2016)

Municipalities

City of Benton Harbor, Darwin Watson

Benton Charter Township, Carolyn Fowler

City of Bridgman, Juan Ganum

Village of Grand Beach, Vacant

Lake Charter Township, Gloria Payne

Village of Michiana, Vacant

Royalton Township, Steve Tilly

Village of Shoreham, John Olson**

City of St. Joseph, John Hodgson

Sodus Township, David Chandler

St. Joseph Charter Township, Denise Cook, Roger Seely***

Village of Stevensville, John Olson* *

Counties

Berrien County Board of Commissioners, Bill Chickering

Berrien County Planning Commission, William Hodge

Public Transit

Twin Cities Area Transportation Authority, Bill Purvis

Agencies

MDOT Kalamazoo Service Group-

Cornerstone Alliance, Cathy Tilley

MDOT Southwest Region, Jason Latham ***

MDOT Statewide Planning, John Lanum, James Sturdavant***

Southwest Michigan Regional Airport/St. Joseph River Harbor Authority, Vince Desjardins.

FHWA, *Andrea Dewey

FTA, *Stewart McKenzie

Northwest Indiana Regional Planning Commission,

**Scott Weber*

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, Chris Cook**

Benton Charter Township, Calli Berg

City of Bridgman, Juan Ganum

Village of Grand Beach, *Vacant*

Lake Charter Township, Gloria Payne

Lincoln Township, Terrie Smith, Dick Stauffer***

Village of Michiana, *Vacant*

Royalton Township, John Olson**

Village of Shoreham, John Olson**

Sodus Township, David Chandler

St. Joseph Charter Township, Denise Cook

Village of Stevensville, John Olson* *

Counties

Berrien County, Evan Smith

Public Transit

Twin Cities Area Transportation Authority, Bill Purvis

Other Agencies

Coloma MDOT TSC, Jonathon Smith; Dan Roberts***

Cornerstone Alliance, Cathy Tilley

MDOT Southwest Region, Jason Latham

MDOT Statewide Planning, James Sturdevant

Southwest Michigan Regional Airport, Vince Desjardins

St. Joseph River Harbor Authority, Vince Desjardins

FHWA, *Andrea Dewey

FTA, *Stewart McKenzie

Northwest Indiana Regional Planning Commission,

**Scott Weber*

SWMPC, *John Egelhaaf

Appendix B: TwinCATS MPO Staff

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376 W Main St Suite 130
Benton Harbor, MI 49022
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www.swmpc.org

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(269) 925- 1137 x 1512

Brandon Kovnat
Associate Planner
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(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 2017**

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 2017 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 2017.


Dick Stauffer, Chair
TwinCATS Policy Committee

5/23/16
Date

SWMPC Committee Resolution

Approved at the SWMPC Full Board Meeting on July 19th, 2016

Yemi Akinwale moved to “APPROVE THE TwinCATS UNIFIED WORK PROGRAM FOR 2017.” Dick Stauffer seconded the motion; a roll call vote was taken. The motion carried.

Appendix E: Public Notice

This advertisement appeared in the May 9 edition of the Herald Palladium, the main newspaper published within the TwinCATS MPO area.

Extra Shot: 3
Jackpot: \$7.25 million
Lucky Day Lotto Midday
09-22-25-33-37
Pick Three-Midday
8-4-2, Fireball: 7
Pick Three-Evening
1-9-8, Fireball: 8
Pick Four-Midday
9-5-3-9, Fireball: 6
Pick Four-Evening
7-8-1-9, Fireball:
Lucky Day Lotto
04-10-30-32-45
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Burning power plant on May 31.
The Daily Reporter of Coldwater reports the Michigan South Central Power Agency will end operations at the 55-megawatt Endicott power plant. Officials have said cost is the reason for shutting down the plant. Plans call for the plant to be demolished after it is decommissioned.

The three-decade old plant has 65 employees who will be out of work. The plant serves Coldwater, Hillsdale, Marshall, Clinton and Union City.

Fire chief brings 9/11 artifact to Battle Creek
BATTLE CREEK (AP) — The Battle Creek Fire Department is looking for suggestions on the best way to display a piece of steel salvaged from the 9/11 attack on New York City so it will serve as a reminder to the public.

"We are going to reach out to other people, like artists, and ask them, 'How do you think it should be displayed,'" Fire Chief Dave Schmaltz told the Battle Creek Enquirer.

Schmaltz and Battalion Chief Mike Fleisher drove to New York in a pickup truck last month and returned with a 644-pound piece of steel from the World Trade Center. The 48-inch-long piece of a center column from one of the towers destroyed on Sept. 11, 2001.

Battle Creek had to agree to display the piece in public.

"They want to make sure the artifacts are treated with the respect and dignity that close to 3,000 people lost their lives for," Schmaltz said. "People died and I have no idea what our piece of steel went through and who touched it."

Fleisher hopes the piece inspires firefighters, emergency responders and members of the public.

"It is about reflection," Fleisher said again. "It is not just firefighters or police officers but every citizen needs to reflect and know why we do things that we do these days."

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.

The TwinCATS MPO brings local elected and appointed officials in the Benton Harbor-St. Joseph Area together to make decisions about how to spend limited federal and state transportation dollars on improvements to roads, bridges, pedestrian and bicycle connections, and public transit.

Beginning with its May 16th meeting, the TwinCATS MPO is pleased to announce that it will once again be meeting at Kinexus/ Michigan Works. All monthly meetings will be at Kinexus until further notice.

Here are the details:
Technical Advisory Committee meets at 9:00 AM and
Policy Committee meets at 10:30 AM on Monday May 16th

Kinexus (Michigan Works!)
Anchor Rooms A+B
499 W. Main St.
Benton Harbor, MI 49022

In accordance with the FAST Act, the MPO will be voting on approval of the Unified Planning Work Program (UWP) for FY 2017, which begins October 1, 2016. This is your chance to let the committees and SWMPC staff what activities you want the MPO to focus on for the next year. A draft copy of the UWP will be posted to: <http://www.swmpc.org/twincatsfy2016.asp>

Comments and questions can be sent to Kim Gallagher at gallagherk@swmpc.org or by calling (269) 925-1137 x1518.

**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.

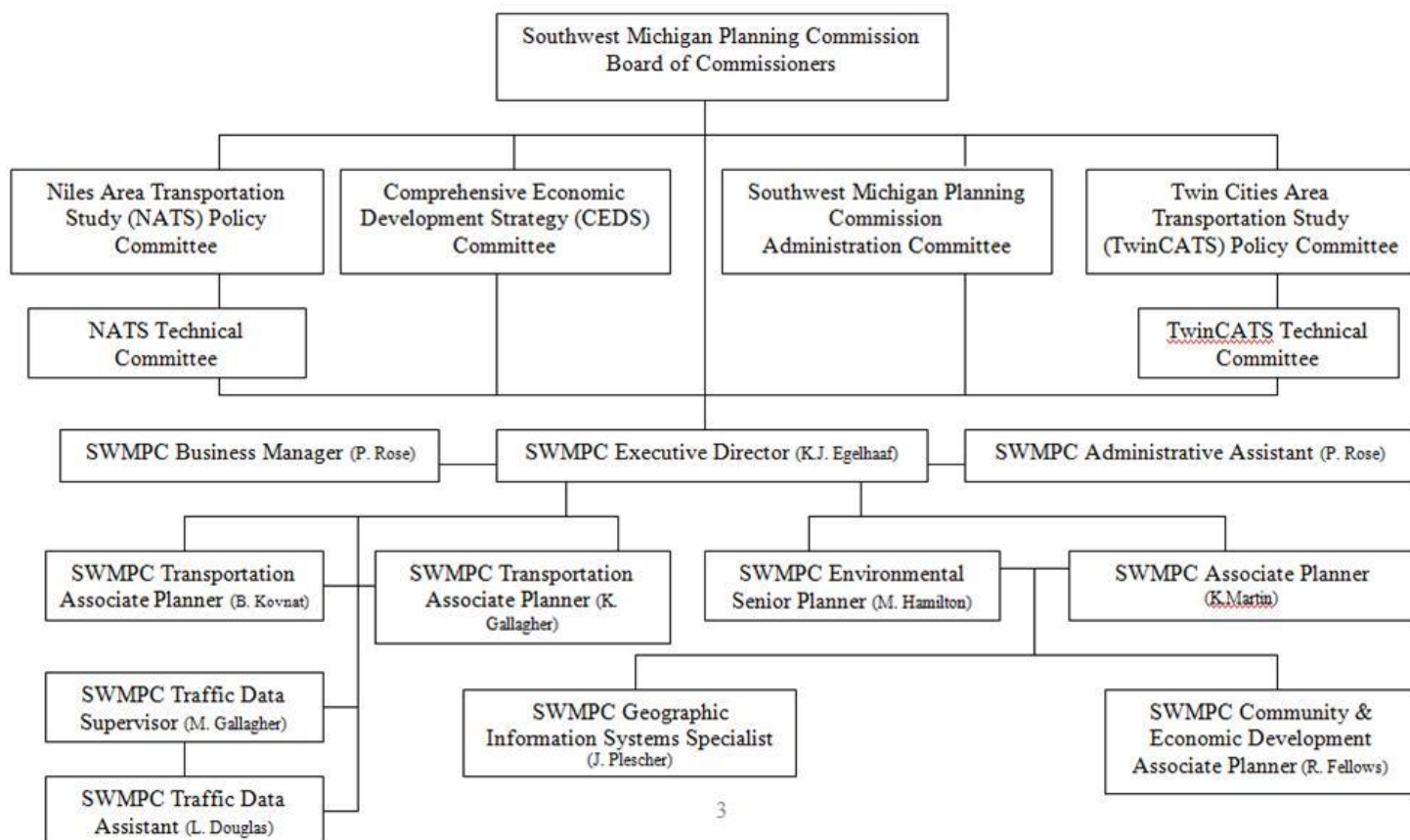
Federal legislation requires a continuing, comprehensive, and cooperative process for transportation planning in all urbanized areas. To respond to that requirement, the SWMPC's responsibility is to develop and refine plans and policies by analyzing their social, economic, environmental, health, safety,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

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 (i.e., 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: A pregnancy leave cannot exceed 975 hours. Accumulated annual leave must be used as part of the pregnancy leave. After depletion of the accumulated annual leave, there is not compensation for pregnancy leave.

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) and is funded at 98 percent 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 98 percent of the 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 98 percent of the cost of the premium for full-time employees who seek this coverage. The face amount of the policy shall be equal to the amount of the employee’s annual salary and double in the event of accidental death as described in the health insurance policy provided by the carrier.

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

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

Fringe Benefit Costs

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

SWMPC Personnel Expenses 2016

POSITION	2015	BUDGETED	WORK	DAILY	ANNUAL		RELEASED	CHGBLE	GROUP INSURANCE COVS				WORKERS			PENSION	ADDED	TOTAL	TOTAL
	SALARY	SALARY	DAYS	RATE	LEAVE	HOLIDAY	TIME	SALARY	FICA	HEALTH	Hlth Svcs Act	DISAB	LIFE	COMP	UCI	CONTRIB		COST	BENEFITS
ADMINISTRATION																			
EXECUTIVE DIRECTOR (JE)	\$71,044	\$73,531	260	283	5,637	3,394	9,031	64,499	5,625	17,471	3,000	909	131	243	8	4,779	33,780	42,811	107,311
ADM ASS'T (TM 10 HRS)		\$0	260	0	0	0	0	0	0	0	0	0	0	0	8	0	8	8	8
ADM ASS'T (TM 15 HRS)		\$0	260	0	0	0	0	0	0	0	0	0	0	0	8	0	8	8	8
BUSINESS MGR. (NP 35 HRS)	35,100	\$37,206	243	153	4,069	2,012	6,082	31,124	2,846	15,144	1,500	0	0	123	8	2,418	23,751	29,833	60,957
PLANNERS																			
SENIOR PLANNER(MC)	53,145	\$57,131	260	220	5,332	2,637	7,969	49,162	4,371	17,471	3,000	683	123	189	8	3,714	31,176	39,145	88,307
ASSOCIATE PLANNER (SF)	0	\$0	260	0	0														
ASSOCIATE PLANNER (KG)	49,939	\$53,435	260	206	4,987	2,466	7,453	45,981	4,088	17,471	3,000	615	110	176	8	3,473	30,562	38,015	83,997
ASSOCIATE PLANNER (RS)	\$40,000	\$40,000	260	154	2,933	1,846	4,779	35,221	3,060	17,471	3,000	512	92	132	8	2,600	28,498	33,277	68,498
ASSOCIATE PLANNER (GM)	49,748	\$50,000	260	192	3,667	2,308	5,974	44,026	3,825	6,468	1,500	512	92	165	8	3,250	16,776	22,750	66,776
STAFF																			
PLANNING AIDE (JP)	41,677	\$44,594	260	172	3,270	2,058	5,328	39,266	3,411	6,468	1,500	529	95	147	8	2,899	15,867	21,196	60,462
TRAFFIC COUNT SPLIST (MG)	13.65 hr	6,061	120	99	0	0	0	6,061	464	0		0	0	20		0	484	484	6,545
TRAFFIC COUNTER (LD)	13.15 hr	4,984	60	96	0	0	0	4,984	381	0		0	0	16		0	398	398	5,382
ASSOCIATE PLANNER (KM)	36,225	\$38,489	260	148	2,823	1,776	4,599	33,890	2,944	6,468	1,500	512	92	127	8	2,502	14,964	19,563	53,453
INTERN (RG)	7.50 hr	3,811	46	60	0	0	0	3,811	292	0		0	0	13	0	0	304	304	4,115
TOTAL	376,878	409,242	260	1,781	32,719	18,498	51,217	358,025	31,307	104,432	18,000	4,272	735	1,350	81	25,635	199,397	250,613	605,818

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 Actual
Indirect Cost Rate
Based on FY 2014
Costs

	<u>DIRECT</u> <u>COSTS</u>		<u>INDIRECT</u> <u>COSTS</u>	<u>TOTAL</u> <u>COSTS</u>
SALARIES AND WAGES	\$ 253,467.00	(Y)	\$139,918	\$393,385
FRINGE BENEFITS	\$ 114,791.00	(Y)	\$61,217	\$176,008
TRAVEL	\$ 24,442.00		\$1,109	\$25,551
TELEPHONE	\$ 930.00		\$1,476	\$2,406
PRINTING AND POSTAGE	\$ 9,468.00		\$848	\$10,316
ADVERTISING	\$ 3,799.00		\$55	\$3,854
DUES AND SUBSCRIPTIONS	\$ 269.00		\$989	\$1,258
SUPPLIES AND MATERIALS	\$ 21,408.00		\$4,490	\$25,898
COMPUTER SERVICES	\$ 11,280.00		\$12,855	\$24,135
CONFERENCES/TRAINING	\$ 4,069.00		\$724	\$4,793
CONTRACTUAL SERVICES-OFF SITE	\$ 258,810.00		\$0	\$258,810
CONTRACTUAL PERSONNEL-ON SITE	\$ 40,245.00	(Y)	\$0	\$40,245
DIRECT EQUIPMENT	\$ 16,373.00		\$0	\$16,373
PASS THRU	\$ 5,001.00		\$0	\$5,001
COMM. EXP., PER DIEM, MILG. CONTENTS, BLDG, LIABILITY, BOND INS.	\$ -		\$0	\$0
IN KIND LOCAL MATCH	\$ -		\$0	\$0
CONTRACTUAL - AUDIT	\$ 5,500.00		\$0	\$5,500
RENT/JANITORIAL/RECYCLING	\$ -		\$67,320	\$67,320
DEPRECIATION	\$ -		\$6,447	\$6,447
EQUIPMENT MAINTENANCE	\$ -		\$961	\$961
TOTAL EXPENDITURES	<u>\$784,833</u>		<u>\$298,409</u>	<u>\$1,083,242</u>
Total Direct Base (Y)	<u>\$408,503</u>			
Total Indirect Costs (I)			<u>\$298,409</u>	

INDIRECT COST RATE FORMULA:

TOTAL INDIRECT COSTS (I)	<u>\$298,409</u>
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TOTAL DIRECT BASE (Y)	<u>\$408,503</u>
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**INDIRECT COST RATE
PERCENTAGE**

73%

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 2016 proposal to establish billing or final indirect cost rates for FY 2017 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 12, 2016

Appendix G: Work Completed in FY 2016

1.0 Long Range Transportation Plan Administration

- Continued to implement goals and objectives of the 2013-2040 Long Range Transportation Plan in project development.
- 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 and disseminate federal and state information regarding performance measures for Long Range Plan 2040.
- Monitored state and federal legislative actions that impacted the planning region, including the FAST Act and the new statewide transportation bill
- Continued to provide technical assistance to the Michigan's Great Southwest Strategic Leadership Council on transportation issues.
- Continued participation in Michigan Transportation Planning Association and Michigan Public Transit Association meetings.

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
- Developed 2017-2020 TIP application for local roads, public transit, and MDOT projects and assisted local agencies with TIP development.
- Developed project prioritization procedure for 2017-2020 TIP in conjunction with committees.
- Wrote TIP document and conducted analysis of TIP projects.
- Entered projects into E-STIP and TIP E-Files as needed.

3.0 Committee Administration

- Conducted and prepared for monthly Committee meetings, including minutes, agendas, website updates, Powerpoint presentations, and meeting handouts.
- Provided project data in highly accessible format to members in making project decisions.
- Provided return on investment information from communities questioning value of TwinCATS membership.
- Provided timely and accessible communications to committee members for post-meeting follow-up.
- Developed primer on non-motorized funding for use by committees.
- Continued to add items to committee member binder.
- Wrote the FY 2017 UWP.
- Conducted and prepared for standing subcommittee meetings; including the project selection subcommittee

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
- Regularly updated over 9 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 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.
- Analyzed data to look at the feasibility of adjusting or creating new fixed route service(s)
- Researched similar projects for work on Berrien County Transit service plan RFP
-
- Submitted Berrien County RFP to MDOT Passenger Division and went through three edits.
- Received authorization to release RFP to consultants
- Built RFP project webpage <http://www.swmpc.org/berrientransitpl.asp>
- Built PPT presentation for Pre-Proposal Conference Call
- Proposals
- Six presentations to persons in leadership roles within the county regarding public transit study.
- Secured MSU students for on-board survey work that will be used in planning process May- June 2016

7.0 Human Service Coordination

- 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 southern half of Berrien County, as well as local roads.
- 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 3 Westrain (Pere Marquette) member meetings
- Developed calendar year marketing budget and outcomes
- Expanded the Westrain stakeholder outreach contact list

- Monitored revenue and ridership data throughout the fiscal year.

14.0 Safety Conscious Planning

- Assisted MDOT in stakeholder meetings and completion of the Local Road Safety Plan
- Conducted crash analysis reports as part of development of the 2017-2020 TIP.

Conducted analysis of non-motorized crashes