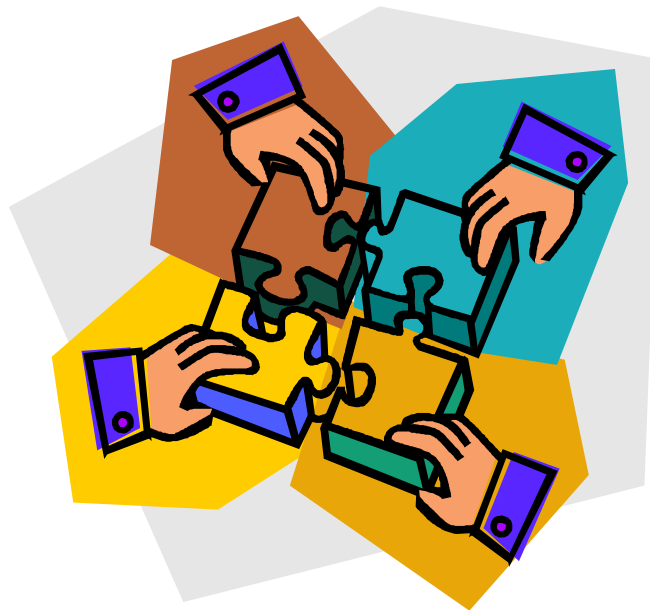


**FISCAL YEAR 2012**  
October 1, 2011 – September 30, 2012

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

**UNIFIED WORK PROGRAM**



Prepared by  
Southwest Michigan Planning Commission  
Metropolitan Planning Organization  
For the Niles, Buchanan, Cass Urbanized Area

In Cooperation with  
Niles-Buchanan-Cass Area Transportation Study  
Technical Advisory and Policy Committees

**July 2011**

## TABLE OF CONTENTS

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<b>INTRODUCTION</b>	<b>3</b>
<b>COMMITTEES AND GEOGRAPHIC AREA</b>	<b>4</b>
<b>BUDGET AND FUNDING SOURCES</b>	<b>6</b>
<b>PROGRAM MANAGEMENT</b>	<b>8</b>
<b>DATABASE MANAGEMENT</b>	<b>10</b>
<b>LONG RANGE PLANNING</b>	<b>12</b>
<b>SHORT RANGE PLANNING</b>	<b>14</b>
<b>TRANSIT PASS-THROUGH</b>	<b>18</b>
<b>ATTACHMENT 1. RESOLUTION OF APPROVAL</b>	<b>19</b>
<b>ATTACHMENT 2. APPROVAL SCHEDULE</b>	<b>20</b>
<b>ATTACHMENT 3. CITY OF NILES MEMORANDUM OF AGREEMENT</b>	<b>21</b>
<b>ATTACHMENT 4. SWMPC ACTUAL INDIRECT COST RATE</b>	<b>22</b>
<b>ATTACHMENT 5. CERTIFICATE OF INDIRECT COSTS</b>	<b>23</b>

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# INTRODUCTION



The Fiscal Year (FY) 2011 Unified Work Program (UWP) is a federally required document describing transportation planning projects and activities of the Southwest Michigan Planning Commission (SWMPC) in the Niles-Buchanan-Cass Urban area, also known as the “Niles-Buchanan-Cass Area Transportation Study” (NATS), to be undertaken during the period of October 1, 2011 through September 30, 2012 within NATS area.

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

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

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



## COMMITTEES AND GEOGRAPHIC AREA

The Niles-Buchanan-Cass Area Transportation Study (NATS) urban transportation planning program is funded by the Federal Highway Administration, the Federal Transit Administration, the Michigan Department of Transportation, and local units of government within the NATS boundaries. Geographically, the NATS area covers communities in both Berrien and Cass Counties: Howard, Milton, and Ontwa Townships and the Village of Edwardsburg in Cass County and Bertrand, Buchanan, and Niles Charter Townships and the Cities of Buchanan and Niles in Berrien County.

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

### Policy Committee

Berrien County Board of Commissioners	Zach Perkins
	John Lamore, Chair
Berrien County Planning Commission	Tracy Vines
Berrien County Road Commission	C.M. Collins
Cass County Board of Commissioners	Johnie Rodebush
	Debbie Johnson
Cass County Road Commission	Clifford Poehlman
Bertrand Township	Joseph Kring
Buchanan Township	Jane Mitchell
Howard Township	Irving Frost
Milton Township	Don Kronewitter
Niles Charter Township	Richard Cooper / Jim Kidwell
Ontwa Township	Vacant
City of Buchanan	Don Ryman / Bill Marx
Niles City Council	Georgia Boggs
Village of Edwardsburg	Pat Bellaire
Four Flags Area Chamber of Commerce	Janet Personette
Niles Dial-A-Ride	John Pleveich
Buchanan Dial-A-Ride	Bill Marx
MDOT – Coloma Transportation Service Center	Erin Kercheval / Sarah Woolcock
MDOT – Planning Division	Ray Lenze
MDOT – Southwest Region	Darrell Harden
Pokagon Band of Potawatomi Indians	Jason Auvil
FHWA - Michigan Division (ex-officio)	Rachael Tupica
FTA (ex-officio)	Stewart McKenzie
SWMPC (ex-officio)	John Egelhaaf
Michiana Area Council of Governments (ex-officio)	Jessica Mitchell

## Technical Advisory Committee

Berrien County Community Development	John Gruchot
Berrien County Road Commission	Brian Berndt
Cass County Planning Commission	Barbara Cook
Cass County Road Commission	Joseph Bellina, Vice-Chair
Bertrand Township	Joseph Kring
Buchanan Township	Vacant
Howard Township	Irving Frost
Milton Township	Don Kronewitter
Niles Charter Township	Richard Cooper / Jim Kidwell
Ontwa Township	Vacant
City of Buchanan	Don Ryman
City of Niles-Community Development	Juan Ganum
City of Niles-Public Works/Jerry Tyler Memorial Airport	Neil Coulston
City of Niles-Public Works	Joe Ray, Chair
Village of Edwardsburg	Pat Bellaire
Four Flags Area Chamber of Commerce	Janet Personette
Southwest MI Econ Growth Alliance	Shelley Klug
Niles Dial-A-Ride	Kelly Getman-Dissette
Buchanan Dial-A-Ride	Kimberly O'Haver
MDOT – Coloma Transportation Service Center	Erin Kercheval / Sarah Woolcock
MDOT – Planning Division	Ray Lenze
MDOT – Southwest Region	Darrell Harden
Pokagon Band of Potawatomi Indians	Jason Auvil
MDOT – Travel Demand (ex-officio)	Jennifer Osborne
MDOT – Multi-Modal (ex-officio)	Fred Featherly
MDNRE – Air Quality Div. (ex-officio)	Robert Rusch
FHWA - Michigan Division (ex-officio)	Rachael Tupica
FTA (ex-officio)	Stewart McKenzie
SWMPC (ex-officio)	John Egelhaaf
Michiana Area Council of Governments (ex-officio)	Jessica Mitchell

In addition, a Bi-State Coordinating Committee exists. This Committee consists of representatives from the Niles and South Bend areas. Its function is to ensure the coordination of activities across state lines and resolve conflicts should they arise. Current membership is as follows:

### Michigan

Mayor, City of Niles  
Supervisor, Howard Township  
Supervisor, Milton Township  
Supervisor, Bertrand Township  
Supervisor, Niles Township  
Commissioner, Berrien County  
Commissioner, Cass County

### Indiana

Mayor, City of Elkhart  
Mayor, City of Mishawaka  
Mayor, City of South Bend  
Commissioner, Elkhart County  
Commissioner, St. Joseph County  
Councilman, Elkhart, Indiana

### Ex-officio

Michigan Department of Transportation  
Indiana Department of Transportation  
Federal Officials as Necessary



## BUDGET AND FUNDING SOURCES

### Federal Highway Administration Funding

NATS receives federal funding from the Federal Highway Administration (FHWA) for transportation planning, and legislation requires local match for federal funds. FHWA contributes 81.85% (\$71,098) to the NATS activities, and the local match required is 18.15% (\$15,766).

### Federal Transit Administration Funding

As with FHWA funding, NATS receives funding from the Federal Transit Administration (FTA) for transportation planning, and legislation requires local match for federal funds. The FTA supports 80% (\$24,006) of the NATS activities, and the local match required is 20% (\$6,751). Because the City of Niles operates the Niles Dial-A-Ride, the City is responsible for the local match dollars.

### Local Jurisdiction Funding

The nine participating local units of government and one tribal government contribute local match based on each jurisdiction's share of the population. The 2010 Census population figures are used to determine each jurisdiction's population (2000 Census figures are used for Pokagon Band population numbers, as 2010 tribal data have not yet been released). The Niles Dial-A-Ride (DAR) provides 20% of available pass-through dollars as local match from local funds. Attachment 2 contains a copy of the Memorandum of Agreement with Niles DAR. Additional FTA match for the 2010 fiscal year will be provided by local grants. The NATS TAC and Policy Committee are responsible for approving the budget.

#### FHWA & FTA FEDERAL AND LOCAL BUDGET

	Federal Share	Local Match	Total
<b>FHWA (PL)</b>	\$71,098	\$15,766 (@18.15%)	\$86,864
<b>FTA (5303)</b>	\$27,006	\$6,751 (@20.00%)	\$33,757
<b>Total</b>	<b>\$98,104</b>	<b>\$22,517</b>	<b>\$120,621</b>

#### BUDGET BY WORK ELEMENT

Work Element	Federal Highway and Local Match Funds	Federal Transit and Local Match Funds	Total*
<b>Program Management</b>	\$40,817	\$12,925	\$53,742
<b>Database Management</b>	\$22,355	\$7,079	\$29,434
<b>Long Range Planning</b>	\$8,265	\$2,617	\$10,882
<b>Short Range Planning</b>	\$5,195	\$1,645	\$6,840
<b>Other Planning</b>	\$10,232	\$3,241	\$13,473
<b>Transit Pass-Through</b>	\$0	\$6,250	\$6,250
<b>Total</b>	<b>\$86,864</b>	<b>\$33,757</b>	<b>\$120,621</b>

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

**FY 2012 LOCAL MATCH CALCULATION**

<b>Jurisdiction</b>	<b>Population*</b>	<b>% Change from 2000 Population</b>	<b>% of Total Population (2010)</b>	<b>Share of FHWA Local Match</b>	<b>Share of FTA Local Match</b>	<b>Share of FTA Pass-Thru Match</b>	<b>Share of Total Local Match</b>
Bertrand Township	2,657	11.64%	4.99%	\$787	\$337	\$0	\$1,124
Buchanan Township	3,523	0.37%	6.62%	\$1,043	\$447	\$0	\$1,490
Howard Township	6,207	-1.62%	11.66%	\$1,838	\$787	\$0	\$2,626
Milton Township	3,878	46.56%	7.29%	\$1,149	\$492	\$0	\$1,640
Niles Charter Township	14,164	6.30%	26.61%	\$4,195	\$1,796	\$0	\$5,991
Ontwa Township	5,290	-9.80%	9.94%	\$1,567	\$671	\$0	\$2,238
City of Buchanan	4,456	-4.81%	8.37%	\$1,320	\$565	\$0	\$1,885
City of Niles	11,599	-4.96%	21.79%	\$3,435	\$1,471	(\$1,250)**	\$4,906
Village of Edwardsburg	1,259	9.76%	2.37%	\$373	\$160	\$0	\$533
Pokagon Band	199	---	0.37%	\$59	\$25	\$0	\$84
Local grants	N/A	N/A	N/A	N/A	N/A	\$1,250	\$1,250
<b>Total</b>	<b>53,232</b>	<b>1.85%</b>	<b>100.00%</b>	<b>\$15,766</b>	<b>\$6,751</b>	<b>\$1,250</b>	<b>\$23,767</b>

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

*\*\*Local FTA Pass-Thru Match from local grant passes through City of Niles but in the table above is only attributed to "Local grants" and not "City of Niles" in far-right column.*

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

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

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

# PROGRAM MANAGEMENT



## Goal

*Effectively administer and manage the urban transportation planning program.*

## Ongoing Tasks

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



13. Attend meetings of partner groups or organizations, such as We Can! Healthy Berrien, Berrien County Building Healthy Communities committees, etc.
14. Continue to write letters of support for partner agencies' projects or programs.
15. Meet with MDOT to discuss potential changes to metropolitan planning organization (MPO) map boundaries.
16. Assist local entities in developing and maintaining asset management plans.

**Products:**

**Responsible Agency:**

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

<b>BUDGET FOR PROGRAM MANAGEMENT</b>			
<b>Funding Source</b>	<b>Funds</b>	<b>Local Match</b>	<b>Total</b>
<b>FHWA (PL)</b>	\$33,409	\$7,408	\$40,817
<b>FTA (5303)</b>	\$10,340	\$2,585	\$12,925
<b>MDOT (SPR)</b>	\$4,494	\$996	\$5,490
<b>Total</b>	<b>\$48,243</b>	<b>\$10,989</b>	<b>\$59,232</b>

<b>Budget Per Responsible Entity</b>		
<b>Entity</b>	<b>Hours (per year)</b>	<b>Cost</b>
SWMPC	1,066	\$53,742
MDOT	36	\$5,490
<b>Total</b>	<b>1,102</b>	<b>\$59,232</b>



## DATABASE MANAGEMENT

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### Goal

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

### Ongoing Tasks

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

### New Tasks

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

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

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

<b>BUDGET FOR DATABASE MANAGEMENT</b>			
Funding Source	Funds	Local Match	Total
<b>FHWA (PL)</b>	\$18,298	\$4,057	\$22,355
<b>FTA (5303)</b>	\$5,663	\$1,416	\$7,079
<b>MDOT (SPR)</b>	\$3,568	\$791	\$4,359
<b>Total</b>	<b>\$27,529</b>	<b>\$6,264</b>	<b>\$33,793</b>

<b>Budget Per Responsible Entity</b>		
Entity	Hours (per year)	Cost
SWMPC	584	\$29,434
MDOT	28	\$4,359
<b>Total</b>	<b>612</b>	<b>\$33,793</b>

*\*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.*



## LONG RANGE PLANNING

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### Goal

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

### Ongoing Tasks

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

9. Collaborate with relevant partners in the areas of air, water, rail, and public transportation as described below:
  - Air Transportation – provide planning assistance to the Jerry Tyler Memorial Airport in the development of long and short-range strategies.
  - Public Transit – continue to provide planning assistance to Niles Dial-A-Ride and Buchanan Dial-A-Ride.
10. In cooperation with Berrien County and local units of government, explore locations and the feasibility of multi-modal facilities for harbor, air, rail, and roads.
11. Identify lack of connection between different modes.
12. Maintain the SWMPC website for transportation information dissemination.
13. Consult as appropriate with state, local, and private agencies, and Native American Tribes responsible for economic growth, land use management, natural resources, environmental protection, conservation, historic preservation, and human service transportation providers to enhance the transportation planning process.
14. Participate and/or co-sponsor public education programs aimed at increasing bicycling, walking and other forms of non-motorized commuting.

### New Tasks

1. Develop goals, with corresponding performance measures, for Long Range Plan 2040.
2. Begin writing text and producing maps for Long Range Plan 2040.

### Products:

### Responsible Agency

Updated, current LRP 2035

SWMPC

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

SWMPC

<b>BUDGET FOR LONG RANGE PLANNING</b>			
<b>Funding Source</b>	<b>Funds</b>	<b>Local Match</b>	<b>Total</b>
<b>FHWA (PL)</b>	\$6,765	\$1,500	\$8,265
<b>FTA (5303)</b>	\$2,094	\$523	\$2,617
<b>MDOT (SPR)</b>	\$11,380	\$2,523	\$13,903
<b>Total</b>	<b>\$20,239</b>	<b>\$4,546</b>	<b>\$24,785</b>

<b>Budget Per Responsible Entity</b>		
<b>Entity</b>	<b>Hours (per year)</b>	<b>Cost</b>
SWMPC	216	\$10,882
MDOT	91	\$13,903
<b>Total</b>	<b>307</b>	<b>\$24,785</b>



## SHORT RANGE PLANNING

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### Goal

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

### Ongoing Tasks

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

## New Tasks

1. Participate in the West Michigan Clean Energy Coalition to continue to learn about alternative fuels projects and how to integrate them into the Transportation Improvement Program.
2. Revise the TIP project application to be used for the FY 2014-2017 Transportation Improvement Program.

### Products:

### Responsible Agency

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

<b>BUDGET FOR SHORT RANGE PLANNING</b>			
<b>Funding Source</b>	<b>Funds</b>	<b>Local Match</b>	<b>Total</b>
<b>FHWA (PL)</b>	\$4,252	\$943	\$5,195
<b>FTA (5303)</b>	\$1,316	\$329	\$1,645
<b>MDOT (SPR)</b>	\$4,459	\$989	\$5,448
<b>Total</b>	<b>\$10,027</b>	<b>\$2,261</b>	<b>\$12,288</b>

<b>Budget Per Responsible Entity</b>		
<b>Entity</b>	<b>Hours (per year)</b>	<b>Cost</b>
SWMPC	136	\$6,840
MDOT	35	\$5,448
<b>Total</b>	<b>171</b>	<b>\$12,288</b>

*\*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.*



## OTHER PLANNING

### Goal

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

### Ongoing Tasks

1. Explore and evaluate new revenue sources.
2. Assist local communities in researching grant opportunities for funding transportation-related projects.
3. Assist local partners in planning short-term activities that have potential impacts on the transportation system, and encourage local governments to incorporate transportation planning in local planning.
4. Collaborate with relevant partners in coordinating land use and transportation planning, as described below:
  - Provide staff assistance in identifying transportation/land use issues in the urban area.
  - Establish an ongoing coordination procedure with the Berrien County Community Development Department to provide regular inputs to the land use planning process.
5. Work with public transit providers and local government agencies in the area of public transportation as follows:
  1. Continue to promote transit service and explain transit options to local governments, social service providers and community organizations.
  2. Continue to convene meetings of the Berrien Coordinated Transportation Council.
  3. Provide technical assistance to Niles Dial-A-Ride.
  4. Continue to provide transit agencies assistance with implementing and using scheduling software technology.
6. Manage the Bicycle Safety program, which includes coordinating educational events.

### New Tasks

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

### Products:

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

### Responsible Agency

SWMPC



<b>BUDGET FOR OTHER PLANNING</b>			
<b>Funding Source</b>	<b>Funds</b>	<b>Local Match</b>	<b>Total</b>
<b>FHWA (PL)</b>	\$8,375	\$1,857	\$10,232
<b>FTA (5303)</b>	\$2,593	\$648	\$3,241
<b>MDOT (SPR)</b>	\$4,459	\$989	\$5,448
<b>Total</b>	<b>\$15,427</b>	<b>\$3,494</b>	<b>\$18,921</b>

<b>Budget Per Responsible Entity</b>		
<b>Entity</b>	<b>Hours (per year)</b>	<b>Cost</b>
SWMPC	267	\$13,473
MDOT	35	\$5,448
<b>Total</b>	<b>302</b>	<b>\$18,921</b>

*\*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.*



## TRANSIT PASS-THROUGH

### Goal:

To monitor and foster cooperative ventures for increasing the effective mass transit of residents in and around the urban area.

### Ongoing Tasks

1. Data Collection and Analysis of ridership within the urbanized area. Provide analysis of trends in rider needs for the urban area.
2. Facilitate cooperation and coordination among transit providers within the urban area.
3. Coordinate transit activities with user groups, governmental agencies, and other transit agencies. Aid MDOT in developing and promoting public transit projects and programs in the region.

### Products:

Transit ridership data

### Responsible Agency

Niles DAR

<b>BUDGET FOR TRANSIT PASS-THROUGH</b>			
<b>Funding Source</b>	<b>Funds</b>	<b>Local Match</b>	<b>Total</b>
<b>FTA (5303)</b>	\$5,000	\$1,250	\$6,250
<b>Total</b>	<b>\$5,000</b>	<b>\$1,250</b>	<b>\$6,250</b>

<b>Budget Per Responsible Entity</b>		
<b>Entity</b>	<b>Hours</b>	<b>Cost</b>
City of Niles	144	\$6,250
<b>Total</b>	<b>144</b>	<b>\$6,250</b>

*\*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.*

## ATTACHMENT 1. RESOLUTION OF APPROVAL

---

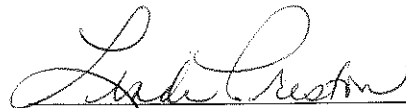
### RESOLUTION TO APPROVE THE UNIFIED WORK PROGRAM FOR THE FISCAL YEAR 2012

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

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

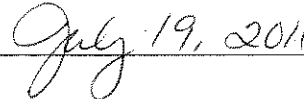
WHEREAS, the Fiscal Year 2012 Unified Work Program has been developed pursuant to 23 U.S.C. 134, as amended, and Section 8(f) of the Federal Transit Act;

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



Linda Preston, Chairperson  
Southwest Michigan Planning Commission

Date



## ATTACHMENT 2. APPROVAL SCHEDULE

---

The FY 2011 UWP was approved as follows:

Approved by Technical Advisory Committee

June 28, 2011

Approved by Policy Committee

June 28, 2011

Approved by MPO

July 19, 2011

Approved by Federal/State Agencies

\_\_\_\_\_

# ATTACHMENT 3. CITY OF NILES MEMORANDUM OF AGREEMENT

## MEMORANDUM OF AGREEMENT

### AGREEMENT FOR PASS-THROUGH OF FTA SECTION 8 FUNDS TO THE CITY OF NILES FOR THE UNDERTAKING AND COMPLETION OF THE NILES-BUCHANAN-CASS AREA TRANSPORTATION STUDY FY 2012 WORK PROGRAM, TRANSIT SERVICE PLANNING, TRANSIT MANAGEMENT & OPERATIONS PLANNING

This AGREEMENT effective October 1, 2011 to September 30, 2012 by and between the Southwest Michigan Planning Commission (SWMPC) and the City of Niles, WITNESSETH:

**SECTION 1. PURPOSE OF AGREEMENT** The purpose of this agreement is for the undertaking and completion of an urban transportation study project with U.S. Government financial assistance provided to the Michigan Department of Transportation (MDOT), passed by MDOT to the SWMPC to the City of Niles, under Section 8 of the Urban Mass Transportation Act of 1964, as amended.

**SECTION 2. THE PROJECTS** - The City of Niles agrees to undertake, carry out, and complete the studies comprising the projects described in *Transit Pass-Through* of the Niles-Buchanan-Cass Area Transportation Study FY 2012 Unified Work Program.

**SECTION 3. PASS THROUGH FUNDS** - In order to assist the City of Niles in financing the cost of the projects, the estimated total cost of which is \$6,250, the SWMPC will make available and pass through to the City of Niles available FTA Section 8 funds in an amount equal to eighty percent (80%) of the total cost of the project, provided such pass through of funds shall not exceed \$5,000 and further provided that the City of Niles shall contribute an amount equal to twenty percent (20%) of the total cost of the project from local funds, which amount shall not exceed \$1,250. These funds will be available contingent upon availability of federal funds to the SWMPC.

**SECTION 4. REIMBURSEMENT OF COST PROCEDURES** - The City of Niles shall submit quarterly progress and financial reports to the SWMPC within five (5) working days of the end of each three-month quarter. The SWMPC will in turn requisition funds from MDOT in an amount equal to eighty percent (80%) of the City of Niles' total cost for the quarter. Reimbursement of the City of Niles' costs for the quarter shall occur within ten (10) working days of the SWMPC's receipt of the requisitioned funds from MDOT, provided however, that the SWMPC shall not be responsible for reimbursement to the City of Niles for any project costs duly disallowed by MDOT or FTA.


**SECTION 5. PLANNING REQUIREMENTS** - The transportation plans and programs which are developed as part of this project shall be formulated on the basis of transportation needs with due consideration to comprehensive, long-range land use plans, development objectives, and overall social, economic, environmental system performance, and energy conservation goals and objectives, and with due consideration to their probable effect on the future development of the urban area. The planning process shall include an analysis of alternative transportation system management and investment strategies and make more efficient use of existing transportation resources and to meet needs for new transportation facilities. The process shall consider all modes of transportation and shall be continuing, cooperative, and comprehensive to the degree appropriate based on the complexity of the transportation problems. Furthermore, the plans and programs that are developed as part of this project shall encourage to the maximum extent feasible the participation of private enterprise.

**SECTION 6. CONTINGENCY CLAUSE** - In the event public transportation planning funds are reduced or eliminated, the SWMPC may proportionally reduce or withdraw its obligation to the City of Niles under the above agreement.

**SECTION 7. EXECUTION AND DURATION OF AGREEMENT** - This Agreement may be simultaneously executed in several counterparts, each of which shall be deemed to be an original having identical legal effect. When dated and signed by the SWMPC, this Agreement should be executed by the City of Niles within thirty (30) days of such date. The SWMPC may withdraw its obligation hereunder if the Agreement is not executed within the above thirty (30) day period. The effective date of the Agreement shall be October 1, 2011 and the expiration date shall be September 30, 2012 unless other arrangements are hereafter mutually agreed upon by MDOT, SWMPC and the City of Niles.

The SWMPC and the City of Niles do hereby ratify and adopt all statements, representations, warranties, and covenants herein and agree to all of the terms and conditions of this Agreement.

Executed by the Southwest Michigan Planning Commission  
on this 35 day of July, 2011

  
\_\_\_\_\_  
SWMPC Chair

Executed by the City of Niles  
on this 13 day of July, 2011

  
\_\_\_\_\_  
Niles Representative

## ATTACHMENT 4. SWMPC ACTUAL INDIRECT COST RATE

---

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

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

**Indirect Cost Rate Formula:**

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

## 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 July 25, 2010 proposal to establish billing or final indirect costs rates for October 1, 2011 to September 30, 2012 are allowable in accordance with the requirements of the Federal award(s) to which they apply and 2 CFR part 225, Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A 87). Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

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

I declare that the foregoing is true and correct.

Governmental Unit: Southwest Michigan Planning Commission

Signature: 

Name of Official: K. John Egelhaaf

Title: Executive Director

Date of Execution: July 28, 2011

Ad Number: 4308161, Publication: TR

Public comment period now open  
Regional Transportation Planning  
Work Program

The Southwest Michigan Plan-  
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Public comments are a vital part  
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formal comment period ends on  
July 19, 2011. Comment can be  
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meeting of the Southwest Michi-  
gan Planning Commission on  
July 19, 2011 at Southwest  
Michigan College (MCC West) or  
submitted to Transportation  
Planner Trevor Thomas, South-  
west Michigan Planning Com-  
mission, 185 E. Main St. - Suite  
701, Benton Harbor, MI 49022 -  
thomast@swmpc.org - tel (269)  
925-1137 x.24 - fax (269) 925-  
0288.

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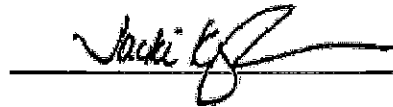
**State of Indiana**

**St. Joseph County ss:**

Personally appeared before me, a notary public in and for said county and state, the undersigned **Jacki Krolczyk** who, being duly sworn says that she is of competent age and is **Advertising Director** of the South Bend Tribune, a daily newspaper which for at least five (5) consecutive years has been published in the City of South Bend, county of St. Joseph, State of Indiana, and which during the time, has been a newspaper of general circulation, having a bona fide paid circulation, printed in the English Language and entered, authorized and accepted by the post office department of the United States of America as mailable matter of the second-class as defined by the act of Congress of the United States of March 3, 1879, and that the printed matter attached hereto is a true copy, which was duly published in said newspaper.

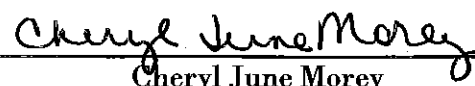
1 time(s), the dates of publication being as follows:

June 19, 2011



Subscribed and sworn to before me this 19th day

of June 2011



Cheryl June Morey

Notary Public

Resident of St. Joseph County

My commission expires December 21, 2016

Charges: \$ 14.27

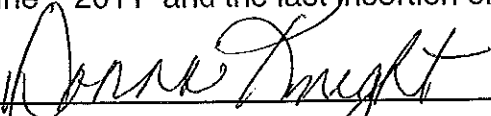


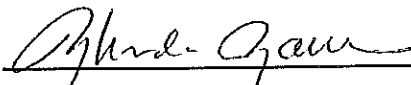
STATE OF MICHIGAN

SS

County of Berrien

Donna Knight being duly sworn, deposes and says that he/she is the Classified Manager of the West Leader a newspaper printed and published in the County of Berrien in said State; that the annexed printed notice has been published in said newspaper and that the first insertion was on the 20th day of June 2011 and the last insertion on the 20th day of June, 2011.

  
\_\_\_\_\_  
Subscribed to and sworn before me this 20th day of June , 2011.

  
\_\_\_\_\_  
Rhonda Rauen  
Notary Public, Berrien County, Michigan.  
My commission expires 09/20/14.

Public comment period  
now open –

Regional Transportation Planning Work Program

The Southwest Michigan Planning Commission is seeking public comment on the program of transportation planning work tasks that will be performed by transportation planning staff for the Twin Cities Area Transportation Study (TwinCATS) and the Niles-Buchanan-Cass Area Transportation Study (NATS) in fiscal year 2012 (October 1, 2011 through September 30, 2012). The final draft documents are available online in pdf format at the following addresses:

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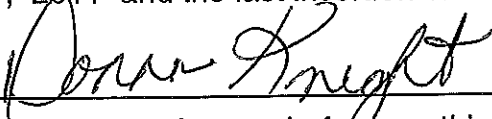
Public comments are a vital part of the planning process. The formal comment period ends on July 19, 2011. Comment can be provided in person at the board meeting of the Southwest Michigan Planning Commission on July 19, 2011 at Southwest Michigan College (MCC West) or submitted to Transportation Planner Trevor Thomas, Southwest Michigan Planning Commission, 185 E. Main St. – Suite 701, Benton Harbor, MI 49022 – thomast@swmpc.org – tel (269) 925-1137 x.24 – fax (269) 925-0288.

STATE OF MICHIGAN

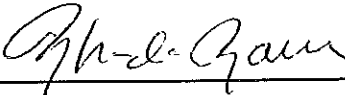
SS

County of Cass

Donna Knight being duly sworn, deposes and says that he/she is the Classified Manager of the East Leader a newspaper printed and published in the County of Cass in said State; that the annexed printed notice has been published in said newspaper and that the first insertion was on the 20th day of June , 2011 and the last insertion on the 20th day of June,2011.

  
\_\_\_\_\_

Subscribed to and sworn before me this 20th day of June , 2011.

  
\_\_\_\_\_

Rhonda Rauen  
Notary Public, Cass County, Michigan. *Bever*  
My commission expires 09/20/14.

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now open -

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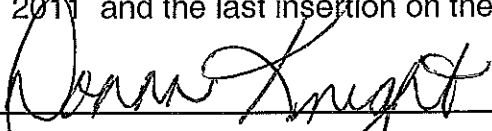
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STATE OF MICHIGAN


SS

County of Berrien

Donna Knight being duly sworn, deposes and says that he/she is the Classified Manager of the Niles Daily Star a newspaper printed and published in the County of Berrien in said State; that the annexed printed notice has been published in said newspaper and that the first insertion was on the 18th day of June , 2011 and the last insertion on the 18th day of June,2011.



Subscribed to and sworn before me this 18th day of June , 2011.



Rhonda Rauen  
Notary Public, Berrien County, Michigan.  
My commission expires 09/20/14.

Public comment period  
now open –

Regional Transportation Planning Work Program

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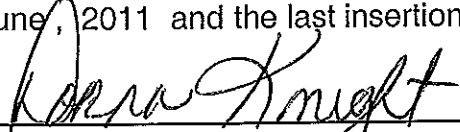
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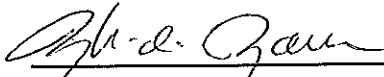
STATE OF MICHIGAN

SS

County of Cass

Donna Knight being duly sworn, deposes and says that he/she is the Classified Manager of the Vigilant/Argus a newspaper printed and published in the County of Cass in said State; that the annexed printed notice has been published in said newspaper and that the first insertion was on the 16th day of June, 2011 and the last insertion on the 16th day of June, 2011.

  
\_\_\_\_\_  
Subscribed to and sworn before me this 16th day of June, 2011.

  
\_\_\_\_\_  
Rhonda Rau  
Notary Public, Cass County, Michigan. *Bene*  
My commission expires 09/20/14.

Public comment period  
now open -

Regional Transportation Planning Work Program

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# Affidavit of Publication

Terri Moore  
Administrative Assistant  
Southwest Michigan Planning Commission  
185 East Main Street, Suite 701  
Benton Harbor, MI 49022

RECEIVED  
JUL 19 2011

Reference: **PUBLICNOTICE: Regional Transportation Planning Work Program**

STATE OF MICHIGAN  
BERRIEN COUNTY

Princella Tobias, of said county, being duly sworn, deposes and says that the notice, a printed copy of which is hereto attached, was published in the BENTON SPIRIT COMMUNITY NEWSPAPER, a newspaper, printed, published, and circulated in the City of Benton Harbor, Berrien County on the listed date below, and the affiant further says that she is the Publisher of said newspaper, and knowing to the facts above stated.

*Princella Tobias* 7/7/2011

Princella Tobias  
Editor

This is an affidavit, not an invoice  
If you need further assistance, please call Princella Tobias at (269) 926-4241.

PUBLISHED ON: June 23, 2011

TOTAL COST: \$78.15 AD SPACE: Classified Ad

FILED ON: July 7, 2011

Sworn to and subscribed before me on this 7<sup>th</sup> day of July, 2011.

*Marin G. Bure*  
Notary Public, Berrien County, Michigan

MARIN G. BURE  
NOTARY PUBLIC - MICHIGAN  
BERRIEN COUNTY  
COMMISSION EXPIRES AUG. 17, 2012

**Public Comment Period  
Now Open –**

**Regional Transportation  
Planning Work Program**

The Southwest Michigan Planning Commission is seeking public comment on the program of transportation planning work tasks that will be performed by transportation planning staff for the Twin Cities Area Transportation Study (TwinCATS) and the Niles-Buchanan-Cass Area Transportation Study (NATS) in fiscal year 2012 (October 1, 2011 through September 30, 2012). The final draft documents are available online in pdf format at the following addresses:

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Commission, 185 E. Main St.  
– Suite 701, Benton Harbor,  
MI 49022 – [thomast@swmpc.org](mailto:thomast@swmpc.org)  
org – tel (269) 925-1137

BS/adv.  
June 23, 2011

Ad Number: 4308161, Publication: TR

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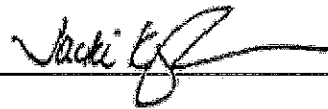
State of Indiana

St. Joseph County ss:

Personally appeared before me, a notary public in and for said county and state, the undersigned **Jacki Krolczyk** who, being duly sworn says that she is of competent age and is **Advertising Director** of the South Bend Tribune, a daily newspaper which for at least five (5) consecutive years has been published in the City of South Bend, county of St. Joseph, State of Indiana, and which during the time, has been a newspaper of general circulation, having a bona fide paid circulation, printed in the English Language and entered, authorized and accepted by the post office department of the United States of America as mailable matter of the second-class as defined by the act of Congress of the United States of March 3, 1879, and that the printed matter attached hereto is a true copy, which was duly published in said newspaper.

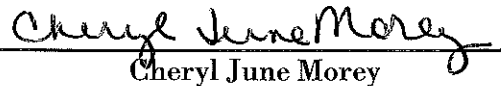
1 time(s), the dates of publication being as follows:

June 19, 2011



Subscribed and sworn to before me this 19th day

of June 2011



Cheryl June Morey

Notary Public

Resident of St. Joseph County

My commission expires December 21, 2016

Charges: \$ 14.27