

NILES BUCHANAN CASS TRANSPORTATION STUDY UNIFIED PLANNING WORK PROGRAM



Prepared by

Southwest Michigan Planning Commission

In Cooperation with

Niles Buchanan Cass Area

Transportation Study

Technical Advisory and Policy Committee



FISCAL YEAR - 2019 October 1, 2018– September 30, 2019

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INTRODUCTION

Metropolitan Planning Organizations (MPOs) are federally designated agencies existing in all census-designated urban areas with a population of 50,000 or more. An MPO's purpose is to prioritize, plan, and program transportation projects in order to receive federal transportation funding. The South Bend Urbanized area is served by two MPOs. The Indiana portion of the South Bend and Elkhart Urbanized area is a part of the Michiana Area Council of Governments (MACOG). The Michigan portion of the urbanized area, referred to as the Niles-Buchanan-Cass area is part of the Niles-Buchanan-Cass Area Transportation Study (NATS). The NATS MPO is staffed by the Southwest Michigan Planning Commission (SWMPC), which is the federally recognized planning agency for the Michigan portion of the South Bend and Elkhart urbanized areas. Federal legislation governing the MPO process (23 USC 134) requires MPOs to carry out a continuing, cooperative, and comprehensive (3C) metropolitan planning process. To achieve this the NATS MPO works closely with partner agencies including 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 ten local jurisdictions that make up the NATS area. As part of the planning process, the MPO develops the region's long-range transportation plan and Transportation Improvement Program (TIP). SWMPC staff serves to guide the participants through the MPO process and requirements. All project funding decisions are made by local officials through an open public meeting process at NATS.

The NATS Fiscal Year 2019 Unified Work Program (UWP) describes all of the transportation and supporting planning activities that are anticipated to be carried out by NATS staff during the period of October 1, 2018 - September 30, 2019. This document is adopted annually in cooperation with MDOT and MPO members to ensure that the most pressing regional transportation issues in the Niles-Buchanan-Cass Area are being addressed by the NATS MPO. In addition, the UWP is a requirement for receiving federal funding for transportation projects.

The UWP includes:

- A detailed description of the programs, projects, and tasks that the MPO plans to undertake in FY 2019.
- A budget for how much funding will be assigned to each program area.
- Deadlines for completion of the deliverable items in each task.
- A listing of resources (partner agencies or otherwise) that the MPO will use to accomplish the tasks.

NATS Planning Area and Membership

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. The Niles-Buchanan-Cass Area Transportation Study (NATS) covers the Michigan portion of the South Bend, Indiana, urbanized area and the Elkhart, Indiana urbanized area as designated by the United States Census. The NATS area is defined by an area that includes communities in both Berrien and Cass Counties. The 2010 Census changed the urbanized area for the NATS study area, which led to Mason Township becoming the newest member to the NATS committees. The NATS MPO includes the following jurisdictions who each have voting representation on the NATS Policy Committee:

Cities/Villages:	Townships:
City of Buchanan	Bertrand
City of Niles	Buchanan
Village of Edwardsburg	Howard
	Mason
	Milton
	Niles Charter
	Ontwa

In addition, the following agencies are voting members of the NATS Policy Committee:

- **The Berrien County Road Department and Cass County Road Commission:** The agencies that maintain roads on behalf of townships within Berrien or Cass County. The Berrien County Road Department is represented on the Policy Committee by the Berrien County Board of Commissioners.
- **Public Transit Providers:** Include **Niles Dial A Ride**, a designated urbanized public transit provider serving the City of Niles and Niles Township; and **Buchanan Dial A Ride**, a public transit provider for the City of Buchanan and Buchanan Township
- **Four Flags Chamber of Commerce:** An economic development agency for the greater Niles area
- **Michigan Department of Transportation (MDOT):** Has voting representatives from the Coloma Service Center, the Southwest Region Office, and Statewide Planning
- **Berrien County and Cass County:** Are each represented by members of the county planning commission, and board of commissioners.
- **The Pokagon Band of Potawatomi Indians:** Has territory in the NATS planning area (currently no active representative).

A map of the NATS planning area is shown on the following page.



Federal Transportation Legislation – State and MPO Impacts

Current Federal Transportation Law

On December 4, 2015, President Obama signed into law the Fixing America's Surface Transportation Act, or "FAST Act" - the first federal law in over ten years to provide long-term funding certainty for surface transportation. The FAST Act authorizes \$305 billion nationwide over fiscal years 2016 through 2020 for the US Department of Transportation's highway and motor vehicle safety, public transportation, motor carrier safety, hazardous materials safety, rail, research, technology, and statistics programs. The FAST Act represents the first long-term comprehensive surface transportation legislation since SAFETEA-LU (2005) and is a milestone for the U.S. economy – it provides needed funds and more importantly, it transforms the policy and programmatic framework for investments to guide the growth and development of the country's vital transportation infrastructure.

In the FAST Act, the metropolitan and statewide transportation planning processes are continued and enhanced to incorporate performance goals, measures, and targets into the process of identifying needed transportation improvements and project selection. Public participation remains a hallmark of the transportation planning process. Requirements for a long-range transportation plan (LRTP) and a short-term transportation improvement plan (TIP) continue, with the long-range transportation plan to incorporate performance plans required by the Act for specific programs. The long-range plan must describe the performance measures and targets used in assessing system performance and progress. The TIP must also be developed to make progress toward eight established performance targets and include a description of the anticipated achievements. The FAST Act also continues the expectation that MPOs, as a condition for receipt of Federal surface transportation funds, carry out a continuing, cooperative and comprehensive (3C) performance-based multimodal transportation planning process that results in plans and programs consistent with the planned development of the metropolitan area.

Performance Measures

The Michigan Department of Transportation (MDOT), SWMPC, and other MPOs in Michigan have coordinated to develop a strong methodology and approach regarding performance measures as required by MAP-21 and the FAST Act. Work for this item has included attending meetings hosted by MDOT to discuss feasibility of measures to be created within the MPO and MDOT frameworks as well as research regarding final USDOT guidance for the development of measures within the specified areas required by MAP-21 and the FAST Act. MDOT has

coordinated with SWMPC and the MPOs statewide to develop and provide access to data necessary for the development of performance measures that will lead either to MPOs developing their own targets or agreeing to support the MDOT performance targets. The NATS Policy Committee adopted a resolution that supports the MDOT targets for the five safety performance management categories. SWMPC will coordinate with MDOT regarding the setting of targets for the remaining required categories for performance measurement. Additional required targets will need to be adopted by the NATS Policy Committee in November 2018. Continuing this collaboration, and in response to the May 27, 2016 *Final Rule for Metropolitan Transportation Planning*, MDOT has developed a draft Memorandum of Understanding to delineate responsibilities of MDOT, MPOs, and transit providers in cooperatively developing and sharing information related to transportation performance management data. As further final regulations and guidance are issued by FHWA/FTA on specific planning tasks for MAP-21/FAST Act implementation, SWMPC will attempt to shift our work activities to respond to those areas accordingly, most specifically as they relate to the update and development of the 2045 Long Range Transportation Plan and the Transportation Improvement Plan.

Local Transportation Issues and FHWA Planning Emphasis Areas

The transportation planning program conducted by the SWMPC is designed to be responsive to both federal and state regulations, as well as address local transportation issues. Many of the issues that are of concern locally are not unique to the Niles-Buchanan-Cass Area, but align closely with the planning emphasis areas that were designated by FHWA. SWMPC will continue its work based on the FHWA planning emphasis areas and those of our local partners at NATS. The issues below continue to be a driving force behind NATS planning efforts and are the areas of emphasis for FY 2019.

Safety for All Users of the Transportation System

Many portions of the NATS MPO lack adequate infrastructure for pedestrians, cyclists, transit users, and persons with disabilities. NATS 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.

Related FHWA Planning Emphasis Area: Ladders of Opportunity/Livability and Climate Change
FHWA continues to promote a 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, described in shorthand 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 promote healthier, active lifestyles. Therefore, NATS effort to improve non-motorized infrastructure helps address issues of livability and climate change as well.

Quality Public Transit Service

NATS committee members and members of the public have expressed a strong desire for a connected countywide transit system that will improve access to life-sustaining destinations within and outside the county. There are a number of significant 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 on the perimeters 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 2019, the Southwest Michigan Planning Commission will continue to lead efforts for the creation of a Countywide Public Transit Integration Service Plan to create better connections to communities and resources throughout Berrien County. Work began on this process in FY 2016

with a Request for Proposals issued, a consultant selected to contract for this work, and initial meetings beginning. Work on the plan continued in 2017 with stakeholder and public meetings. In 2019, MPO staff will continue to assist the transit agencies and other county partners in implementing the service plan.

A coordinated transit system can lead to efficiency gains for the transit agency, helping them to transport more riders with 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.

Preserving the Existing Road Network

Despite increased federal and state funds coming through legislation, the NATS committees are still concerned with how best to spend limited funds on improvements to the road network when so much of it has deteriorated already. The most recent full county ratings for Berrien and Cass counties are from 2016-2017. At that time, 55.1 percent of the federal-aid roads in Berrien County and 47.4 percent of Cass County roads 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 preventative maintenance. It has therefore become especially important that NATS keep its members apprised of the pavement conditions, the latest techniques for managing pavement, and all funding sources that are available.

In FY 2019, NATS will focus on educating member communities about how to leverage both federal and state funding sources, and continue to improve the use of asset management techniques for prioritizing road repairs.

Related FHWA Planning Emphasis Area: Performance Based Planning

In order to improve and maintain the condition of the road network, NATS 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 NATS in evaluating the success of its investments in the future. Cooperation between the federal government through and among individual MPOs will result in performance measures applied to most NATS goals. The SWMPC has been tasked with establishing credible metrics for the ongoing evaluation of success against the goals the NATS has set for the study area.

Regional Models of Cooperation

NATS is striving to increase collaboration between MPO members on transportation projects. In addition, SWMPC also serves as the staff for the Benton Harbor-St. Joseph area MPO and are planners for the rural areas of Berrien, Cass, and Van Buren counties. SWMPC works with NATS members to integrate planning throughout this entire region. NATS, as part of the South Bend urbanized area collaborates with the neighboring MPO, the Michiana Council of Governments (MACOG). A joint travel demand model between the two planning agencies across the state line is a major step forward for this and future long range planning. 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 conducted in accordance with state and federal guidelines.

The transportation work associated with the NATS MPO is a subset of the three-county regional planning work done within SWMPC. As such, there are regular opportunities for the regional planning work done by the SWMPC to compliment the transportation work done for NATS. 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), Region 8 Regional Prosperity Initiative (RPI), and other collaborations. The work done within these collaborations all 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

The SWMPC is dedicated to improve and better define coordination between governing agencies in the selection of targets, linking planning, and programming to specific metrics and targets within those metrics.

FUNDING SOURCES

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

Federal Highway Administration Funding PL-112 and Federal Transit Administration Funding 5303

NATS receives federal funding from the Federal Highway Administration (FHWA) and from the Federal Transit Administration (FTA) for transportation planning. Legislation requires a local match for these federal funds. Prior to FY 2016, a separate match calculation was required for each funding source. Since FY 2017, MDOT has grouped 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.

Local Jurisdiction Funding

All federal grant funds require at least an 18.15 percent non-federal match. The MPO requests funding from the ten participating member jurisdictions on a proportionate fair share basis using the population from the 2010 Bureau of Census population figures. The NATS Technical Committee and Policy Committee are responsible for approving the budget.

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 twenty percent match is required that is provided by MDOT. At the writing of this document, no SPR funds have yet been budgeted for NATS.

**FHWA & FTA
Federal and Local Budget**

	Federal	Match	Total
CPG Grant	\$101,513.31	\$18,424.67 (18.15%)	\$119,937.98
SPR Funds	\$0.00	\$ 0.00	\$ 0.00
Total	\$101,513.31	\$ 18,424.67	\$119,937.98

A breakdown of the local match requirements by jurisdiction is shown on the following page.

FY 2019 Local Match Calculation

Jurisdiction	Population (2010)	Percentage of Total Population	Share of CPG Local Match
Bernard Township	2,657	4.73%	\$871.43
Buchanan Township	3,523	6.27%	\$1,155.46
Howard Township	6,207	11.05%	\$2,035.74
Mason Township	2,945	5.24%	\$965.89
Milton Township	3,878	6.90%	\$1,271.89
Niles Charter Township	14,164	25.21%	\$4,645.44
Ontwa Township	5,290	9.42%	\$1,734.99
City of Buchanan	4,456	7.93%	\$1,461.46
City of Niles	11,599	20.65%	\$3,804.19
Village of Edwardsburg	1,259	2.24%	\$412.92
Pokagon Band	199	0.35%	\$65.27
Total	56,177	100%	\$18,424.67

Source: Population based on 2010 Census

Funding Categories

To track MPO progress and spending, the FY 2019 budget and work items in this UWP are divided into the following four categories:

1. **Program Administration:** Covers all of the administration and other supporting tasks that are required to ensure efficient operation of the NATS MPO.
2. **Data Collection, Analysis, and Reporting:** The gathering of transportation related data including the traffic count program. It also includes most mapping and GIS related tasks as well as any work related to the analysis, display, or reporting of data.
3. **Transportation Planning:** Includes technical assistance to members, public outreach, the administration of special plans, and updating the Long Range Plan.
4. **Transportation Improvement Program (TIP):** The TIP is a listing of all federal or state funded transportation projects in the NATS planning area. The TIP work category covers project selection, TIP development, monitoring project status, and processing amendments.

CPG Budget by Work Element

Work Element	Amount
1.0 Program Administration	\$29,984
2.0 Data Collection, Analysis and Reporting	\$29,984
3.0 Transportation Planning	\$17,992
4.0 Transportation Improvement Program (TIP)	\$41,978
Total	\$119,938

SPR Budget

Work Element	Amount
	\$0

The following section describes each work category in further detail, with subcategories for each major work element. It provides an objective for each subcategory and the major procedures and tasks that will be carried out. It also gives a list of outcomes with a timeline that can be used as a basis for tracking staff work and budget. The timeline will either specify the quarter in which the outcome will be complete, the frequency of the task, or list the outcome to be done on an as needed basis. As needed means that at this time we cannot predict exactly when or how frequently we might undertake these tasks.

1 PROGRAM ADMINISTRATION

1.1 Program Management and Support

Objective: Conduct administrative activities necessary for the efficient operation of the NATS MPO.

Procedures and Tasks: Administration activities are undertaken to ensure MPO compliance with applicable federal and state regulations and ensure a successful MPO, which can carry out all of the other work tasks contained in the UWP. Program management and support includes:

- **Administering the MPO's committees:** Manage the Policy Committee, Technical Advisory Committee, and Walk and Roll Subcommittee, which includes developing meeting materials (agenda, minutes, and presentations), providing committee education through presentations and handouts, revising the committee handbook, and updating the NATS website.
- **Reviewing and updating documents:** This includes an annual review of both the Policy and Technical Advisory Committee bylaws to ensure they are up to date and provide clear roles and procedures for the MPO committees. This also includes a periodic review and update of the memorandum of understanding (MOU) that NATS maintains with MDOT, the Michiana Area Council of Governments (MACOG), Buchanan Dial A Ride, and Niles Dial A Ride.
- **Preparation of reports to state and federal partners:** The preparation of reports regarding transportation planning activities funded through PL112 and Section 5303. It includes an annual report and quarterly progress reports, which document NATS accomplishments. It also includes annually submitting the disadvantaged business enterprise report and the title VI reports to MDOT to ensure compliance with all relevant regulations.
- **Accounting and Budget:** This includes tracking the spending of the NATS budget and reporting expenditures to MDOT, as well as any other task related to the fiscal management of the MPO.

Outcome	Timeline
Adherence to all appropriate planning regulations through coordination with state and federal agencies	Continuous
Preparation of Policy Committee and Technical Committee meeting materials such as agendas and meeting minutes	Monthly
Preparation of presentations to committee members on transportation topics	Continuous
Maintenance of MPO web pages	Continuous
Create and maintain project specific website applications, sections and/or additional websites as needed for transportation planning activities	As Needed
Review of committee bylaws	Annually
Review and update of MOUs	As Needed
Activity and financial reporting to Michigan Department of Transportation	Continuous
Completion of Disadvantaged Business Enterprises Reports	1 st Quarter
Annual Title VI Report	1 st Quarter
Quarterly and progress reports and other documentation detailing work completed.	Quarterly
Annual Report	1 st Quarter

1.2 Interagency Coordination

Objective: Work with state, federal, and regional partners on common goals and issues affecting transportation in the wider region, state, and nation.

Procedures and Tasks: Staff participates in a variety of programs where they collaborate with other organizations to work toward common goals. Staff engage with the following organizations:

- **Westrain:** SWMPC will chair and participate in the Westrain Collaborative, which seeks to preserve, promote, and improve passenger rail service in West Michigan.
- **Michigan Transportation Planning Association (MTPA):** An association of public organizations and agencies, which are responsible for transportation planning activities throughout Michigan. Staff also work with a subgroup of the MTPA comprised of smaller MPOs to address the unique challenges faced in areas with smaller population and limited resources.
- **Michigan Public Transit Association (MPTA):** Provides leadership, resources, support, and technical assistance to advocate and strengthen public transportation in Michigan. Staff attends the Legislative Conference and the MPTA annual conference to; develop and maintain communication with federal, State and local governments and exchange information and ideas to improve public transit.
- **Regional Prosperity Initiative (RPI):** The RPI is collaboration between different sectors of government within the seven counties comprising the southwest RPI region (Region 8).
- **Be Healthy Berrien:** A partnership of organizations interested in improving health in Berrien County. Staff provides insight into how transportation can be used as a tool for promoting active lifestyles.
- **Michigan's Great Southwest Strategic Leadership Council:** A council made up of business, non-profit, and community leaders who work on improving quality of life in Berrien County.
- **University Center for Regional Economic Innovation (REI) Consultative Panel:** SWMPC serve on the counsel that advises the REI University Center faculty and staff on the overall project objectives and scope of work. The REI is a program of Michigan State University that works to improve the economy in Michigan's most vulnerable communities.
- **The Quad State Directors:** Meetings of the directors of Northwest Indiana Regional Planning Commission, Chicago Metropolitan Agency for Planning, and Southeast Wisconsin Regional Planning Commission, and SWMPC.

Outcome	Timeline
Attend meetings with the following:	
Michigan Association of Regions	Bi-Monthly
Michigan Transportation Planning Association, Michigan Public Transportation Association, Michigan's Great Southwest Strategic Leadership Council, Be Healthy Berrien, RPI, and the University Center for Regional Economic Innovation Consultative Panel	Monthly
Quad State Directors, Westrain	Quarterly
Attend conferences of MTPA and MPTA	Annually
Provide additional support to the above organizations	As Needed

1.3 Professional Development and Technical Training

Objective: Keep staff trained on the latest regulations, rules and procedures related to transportation planning.

Procedures and Tasks: Professional development and training are fundamental components of maintaining a qualified, up-to-date professional staff. As new regulations and guidance are developed, staff will seek out resources to ensure compliance. This will include staff attending training sessions hosted by state and federal agencies on new rules, regulations, and guidance. In addition, staff will attend relevant conferences and workshops to learn about the best practices in transportation planning. Whenever possible, staff will use webinars, online courses, and other digital resources for training to reduce the cost of travel.

Outcome	Timeline
Staff trained in the latest techniques and best practices in the field of planning.	Continuous
Monitoring and review new federal and state legislation regarding transportation planning regulations, transportation systems funding, and other relevant transportation regulations.	Continuous
Attend state or federally sponsored trainings on new regulation and rules	As Needed
Attend conferences and workshops for professional development and training of staff	As Needed
Use of digital educational tools to stay apprised of latest developments in transportation planning	As Needed

1.4 Unified Work Program (UWP)

Objective: Develop NATS' Unified Work Program (UWP) for Fiscal Year 2020, as well as monitor the implementation of the FY 2019 work program and making amendments as necessary.

Procedures and Tasks: Staff will also consult with the FHWA, MDOT, and the MPO committees to identify appropriate work elements for the 2020 UWP. MDOT staff will determine what level of federal funding (PL112, Section 5303, etc.) will be allocated. NATS staff will then determine the appropriate assignment of these funding allocations to the various work elements, and determine the amount of local matching funds that will be requested. Staff will make amendments to the 2019 UWP if new funding sources are granted.

Outcome	Timeline
Pre UWP meeting	2 nd Quarter (March 2019)
Development of FY 2020 Unified Work Program and Budget in conjunction with appropriate local, state, and federal agencies.	3 rd Quarter (May 2019)
Amendments to the 2019 UWP	As Needed

2 DATA COLLECTION, ANALYSIS, AND REPORTING

2.1 Transportation System Data Collection

Objective: Collect data on the state of the transportation network including traffic counts, Highway Performance Management System (HPMS) data, Model Inventory of Roadway Elements (MIRE), and any other data request by MDOT.

Procedures and Tasks: Staff will solicit and fulfill traffic count requests from member jurisdictions, as well as fulfilling rail-crossing counts from MDOT. Staff will continue to identify areas that have not had counts for several years and determine if updated counts are necessary. Staff will coordinate the traffic count program with MDOT and the local road agencies to ensure the best count coverage while reducing duplication. The collected counts will result a clear picture of traffic levels through the region and will be used for validation of the travel demand model. Counts will be made publicly available in both map and database form via the SWMPC website. Staff will also work with MDOT to provide data as requested including for the Highway Performance Monitoring System (HPMS) and Model Inventory of Roadway Elements (MIRE). In addition, SWMPC field staff will collect other roadway data including information on culverts.

Outcome	Timeline
Management of the traffic count program	3rd Quarter
Updated traffic counts on roads where development has occurred or land use has changed.	3 rd & 4 th Quarter
Collection of traffic counts as requested by member jurisdictions.	3 rd and 4 th Quarters
Up to date searchable online data base of requested traffic counts	Continuous
Collection equipment in state of good repair	Continuous
Coordination with local road agencies to obtain HPMS & MIRE data	2 nd & 3 rd Quarter

2.2 Data Mapping, Analysis, and Reporting

Objective: Effectively research, maintain, monitor, and analyze a wide variety of data and information needed for the comprehensive transportation planning process.

Procedures and Tasks: Facilitate better data-driven decision making by communicating the results of transportation data analysis. Present transportation analysis to MPO members and the public using maps and graphics to make transportation issues easier to understand. Prepare necessary technical reports on a wide variety of transportation issues that will impact the MPO and our participating agency's overall planning coordination.

Staff will continue to create online mapping tools in addition to creating hard copy maps upon request. Staff will also publish reports on performance measures, and other topics of interest for MPO members. System performance data encompasses all information necessary for good decision-making, including traffic counts, safety, demographics, economic indicators, and land use.

Outcome	Timeline
Data necessary for transportation system performance, socioeconomic, demographic, land use, and environmental analysis.	Continuous
Mapping of land use, transportation systems, crashes, economic data etc. to facilitate decision-making.	Continuous
Annual report on federal and local performance measures and targets	3rd Quarter
Catalog of data sets for use in GIS applications and other types of analysis.	Continuous
Proficiency in ARCPRO & ARC GIS Online Software.	Continuous
Identification of changes in land use plans and assessment of their impacts on transportation.	Continuous
Online/interactive mapping applications to display data on land use, transportation, environmental, and socio-economic factors.	Continuous
Identification of possible impacts to critical environments and vulnerable populations by proposed and approved 2020-2023 TIP projects.	3 rd Quarter

2.3 Asset Management

Objective: Provide technical assistance to the Asset Management Council (TAMC) as required by Public Act 499 of 2002.

Procedures and tasks: The resources allocated to the Metropolitan/Regional Planning Organization (MPO/RPO) from the Transportation Asset Management Council (TAMC) annual budget shall be utilized to assist in the completion of the TAMC Work Program. All work shall be consistent with the policies and priorities established by the TAMC. All invoices submitted for reimbursement of Asset Management activities shall utilize Michigan Department of Transportation (MDOT) standard invoice forms and include the required information for processing. The MPO/RPO shall complete the required products and perform tasks according to the timeframes and directives established within TAMC's data collection policies, which are located on the TAMC website (<http://tamc.mcgi.state.mi.us/TAMC/#/aboutus>). The MPO/RPO will emphasize these tasks to support the top 125 Public Act 51 agencies (agencies that certify under Public Act 51 a minimum of 100 centerline miles of road) within the planning area when resources are limited. The activities eligible for TAMC reimbursement include the following:

TASKS

1. Training Activities
 - A. Attendance at training seminar(s) on the use of Pavement Surface Evaluation and Rating (PASER) and Inventory-based Rating System for unpaved roadways.
 - B. Represent MPO/RPO at TAMC-sponsored conferences and seminars, including attending either the spring or fall TAMC Conference.
 - C. Attend TAMC-sponsored Investment Reporting Tool (IRT) training seminars.
 - D. Attend TAMC-sponsored Asset Management Plan Development training seminars.
2. Data Collection Participation and Coordination
 - A. Federal Aid System:
 - 1) Organize schedules with Public Act 51 agencies within MPO/RPO's boundary for participating in Federal Aid data collection efforts; ensure all participants of data collection have access to State of Michigan travel reimbursement rates.
 - 2) Coordinate, participate, and facilitate road surface data collection on approximately one-half of the Federal Aid System in accordance with the TAMC Policy for the collection of roadway condition data on Federal Aid Eligible roads and streets.
 - 3) Collect unpaved roadway condition data on approximately half of any unpaved Federal Aid Eligible roadways using the inventory-based rating system developed by the Michigan Technological University's Center for Technology and Training.
 - B. Non-Federal Aid System:
 - 1) The RPO/MPO may allocate reimbursements for Non-Federal Aid data collection to Public Act 51 agencies according to the resources available to them in the manner that best reflects the priorities of their area and supports the TAMC work.

- 2) Coordinate Non-Federal Aid data collection cycles with Public Act 51 agencies with an emphasis on the top 125 agencies.
 - 3) Ensure all participants of data collection understand procedures for data sharing with TAMC as well as TAMC policy and procedures for collecting Non-Federal Aid data.
 - 4) Participate and perform data collection with Public Act 51 agencies on an as-needed basis for the data collection of Non-Federal Aid roads when requested.
3. Equipment
 - A. Ensure rating teams have the necessary tools to complete the Federal Aid Data collection activity by maintaining a laptop compatible with the laptop data collector and Roadsoft programs, a functioning Global Positioning System (GPS) unit, and other required hardware in good working order.
 - B. Communicate any equipment needs and purchases with the TAMC coordinator; laptops are eligible for replacement on a three-year cycle.
4. Data Submission
 - A. Develop and maintain technical capability to manage regional Roadsoft databases and the laptop data collector program; maintain a regional Roadsoft database that is accurate and consistent with local agency data sets.
 - B. Coordinate quality assurance/quality control activities and data submission tasks according to protocols established in TAMC data collection policies for Federal Aid and Non-Federal Aid Roads.
 - C. Monitor and report status of data collection efforts to TAMC Asset Management coordinator through monthly coordinator calls and/or monthly or quarterly program updates that are mailed with invoices.
 - D. Provide links on agency websites and reports to the TAMC website, interactive maps and dashboards for the dissemination of roadway data.
5. Asset Management Planning
 - A. Participate and attend TAMC-sponsored training and workshops in order to provide technical support for asset management plan development activities.
 - B. Provide an annual reporting of the status of Public Act 51 agency asset management plans and keep abreast of the status of these plans for updates and revision.
 - C. Provide technical assistance and training funds to Public Act 51 agencies during the development of local asset management plans using TAMC templates when applicable; coordinate these tasks with an emphasis on the Top 125 agencies.
6. Technical Assistance
 - A. Provide technical assistance to local agencies in using the TAMC reporting tools for planned and completed infrastructure investments or any other TAMC Work Program activity.
 - B. Integrate PASER ratings and asset management into project selection criteria:
 - 1) Analyze data and develop road preservation scenarios.
 - 2) Analyze performance of implemented projects.

Outcome	Timeline
PASER data for Federal Aid System submitted to TAMC via the IRT.	1 st Quarter
PASER data for Non-Federal Aid System submitted to TAMC via the IRT.	1 st Quarter
Quarterly reports submitted with invoices to TAMC Coordinator.	Quarterly
Create an Annual Report of asset management program activities as well as a summary of annual PASER condition data by local agency, functional classification, and Public Act 51 Legal System; provide links to the Regional Annual Report on agency website and submit copies to TAMC Coordinator by April 1 of each year.	2 nd Quarter
Prepare a draft status report of Public Act 51 agency asset management activities and plans within MPO/RPO boundary by September 30 of each year.	4 th Quarter

2.4 Functional Classification System Updates

Objective: Review the National Functional Classification (NFC) based on changes to traffic counts and local development to determine if updates are required. Assist road agencies with the NFC reclassification process.

Procedures/Tasks: The National Functional Classification (NFC) is a federal system of classifying all streets, roads, and highways according to their function. The NFC determines federal-aid eligibility of roadways. Local road agencies are charged with approving any change to the NFC on roads within their jurisdiction. As traffic volumes and land use change, roads must adapt. Occasionally these changes alter the function of a road such that a change in the NFC is required. Staff will stay informed about major changes to land use, and traffic volumes to identify when a NFC change might be warranted. NATS will coordinate NFC revisions with the Michigan Department of Transportation (MDOT) and the appropriate road agencies within the planning area.

Outcome	Timeline
Work with local jurisdictions and Michigan Department of Transportation to determine if changes to the NFC classifications are required	As needed
Provide technical assistance to local road agencies in the reclassification process.	As needed

3 TRANSPORTATION PLANNING

3.1 Planning Technical Support to MPO Members

Objective: Provide technical assistance to the public and MPO members; including public transit providers, local jurisdictions, MDOT, and federal agencies.

Procedures and Tasks: Technical assistance is a constant work item for the SWMPC and includes planning activities such as impact studies, master plan reviews, corridor reviews, or other coordination or data collection tasks to assist other organizations in implementing transportation-related projects. This work item will also include assisting members in preparing documentation for funding applications. Staff will provide technical assistance in the following areas:

- **Non-Motorized Planning:** Staff strive to examine non-motorized transportation from the perspective of users, paying extra attention to the needs of the elderly, persons with disabilities, non-drivers, and transit riders. Staff will assist communities in planning for trails and other non-motorized facilities. Staff also assist with applying for funding such as the process for using Transportation Alternatives Program (TAP) grants.
- **Congestion Mitigation and Air Quality (CMAQ):** Staff assists with the administration of the CMAQ program, including convening meetings and monitoring the status of CMAQ projects. As air quality standards change staff keep MPO members apprised of any changes that affect CMAQ funding and eligibility.
- **Highway Safety Improvement Program (HSIP):** Staff will promote the HSIP program and assist with applications. This includes providing safety data and analysis for use in project applications.
- **Transit Planning:** Staff works with the area's transit providers to assist with the following: maintaining an inventory of public and private transportation services, analysis of any proposed changes to existing routes and plans for new routes, state of good repair for transit assets.

Outcome	Timeline
Sharing of expertise and knowledge with appropriate agencies and the general public	Continuous
Applications prepared	Continuous
Meetings of the Walk and Roll Committee	As Needed
Assistance with implementation of the Walk and Roll Plan	Continuous
Meeting of CMAQ stakeholders	2 nd Quarter
Monitoring of air quality conformity designation	As Needed
Providing safety data for use in HSIP applications	As Needed
Assistance to public transit providers	Continuous

3.2 Long Range Transportation Plan

Objective: Publish the 2045 Long Range Transportation Plan (LRTP) that will provide goals, objectives, and performance measures, to guide all future transportation activities in the NATS area.

Procedures and tasks: To publish the 2045 Long Range Plan in FY 2018 Staff will undertake the following tasks:

- **Analyze base conditions:** Staff will collect transportation related data such as land use, employment, demographics, safety, freight route and intermodal facilities, transit, and non-motorized facilities. This data will be analyzed to determine the overall state of transportation in the NATS area.
- **Estimate future conditions and needs:** Based on predictions of future land use, employment, and demographics staff will work with the community to identify current and possible future needs and deficiencies in the transportation system. Staff will pay special attention to freight issues, economic development, non-motorized travel, transit, environmental justice populations, and environmental sustainability.
- **Identify goals, objectives, and performance measures:** Working with MPO committees staff will create the overall goals and more specific objective for the LRP. Based on this, specific performance measure and targets will be selected to meets the objectives. This task will involve discussions with MDOT, FHWA, and additional transportation stakeholders to ensure that targets are realistically obtainable.
- **Select strategies:** Staff will identify possible strategies to meet the performance targets. Working with MPO committees and the public, staff will then identify which strategies to prioritize in the Long Range Plan.
- **Develop the financial section:** Staff will project future revenues and expenses to ensure the LRP is financially constrained. Staff will document the proposed projects and unfunded needs.

Outcome	Timeline
Continued identification of goals and objectives	1 st Quarter
Selection of specific performance measures and targets based on the goals and objectives of LRTP	1 st Quarter
Involvement of community partners in identifying needs (freight, economic development, non-motorized, etc.)	1 st & 2 nd Quarter
Financial component which documents proposed projects and unfunded needs	3 rd Quarter
Selection of major transportation projects	3 rd Quarter
Identification of potential long term environmental justice and environmental sustainability issues relating to transportation..	2 nd & 3 rd Quarter
Documented participation and consultation process	As Needed
Publishing the completed 2045 Long Range Plan	3 rd Quarter

3.3 Public and Stakeholder Outreach

Objective: Follow the SWMPC Public Participation Plan when carrying out all planning activities by: Informing the general public, local officials and the NATS committee members about transportation related issues and MPO activities, and providing the opportunity for public involvement in all transportation planning initiatives undertaken by NATS.

Procedures and Tasks: A robust and ongoing public involvement process is a vital component to successful transportation planning. The SWMPC Public Participation Plan provides guidance for this by requiring the following: providing complete information to the public and stakeholders, timely public notice of NATS meetings, public comment periods, full public access to key decisions and decision-making processes; and support for early and continuing involvement of the public in all planning and programming activities. For all planning initiatives, staff will engage in numerous activities to encourage public involvement. Appropriate means of announcement such as newspaper notices, direct mailings, the SWMPC web site, and social media, will be used as appropriate. Staff will continue its efforts to make NATS documents and meeting material easily accessible online. Staff will also use a variety of education and outreach methods to help promote public awareness of transportation issues and NATS involvements. All public outreach efforts will be documented and reviewed to make improvements to the process. Staff will also periodically review the Public Participation Plan and make updates to ensure the plan reflects the best practices in public engagement.

Outcome	Timeline
A well informed public who are able to have their wishes reflected in the work NATS does	Continuous
Documentation of the public involvement process	Continuous
Documentation of public notices placed to solicit public involvement in planning initiatives	Continuous
Articles written for the SWMPC newsletter	Quarterly
Educational materials to promote awareness of Transportation issues	As Needed
Soliciting public feedback through comment forms, surveys, and other methods	As Needed
Hosting public meetings to facilitate discussion between staff and members of the public	As Needed
Maintaining a list of stakeholders and interested parties	Continuous
Review of the SWMPC Public Participation Plan	Annually

3.4 Special Plans and Studies

Objective: Conduct special studies that identify solutions to specific transportation issues in the NATS area.

Procedures and Tasks: NATS is working with consultants to prepare the Berrien Countywide Public Transit Integration Service Plan. This study began in FY 2016 and is expected to be completed in FY 2018. This plan is intended to provide a vision for all public transportation in Berrien County as well as examine issues and services in adjacent counties to the extent they represent connections to and from Berrien County. The plan should provide a basis for developing and delivering transit projects and programs over the next five years. Following the completion of the Plan, work remains to coordinate the response to its findings:

- Act as the main liaison between the special interest groups that will be charged to act on the Plan's recommendations.
- Disseminate final report to relevant stakeholders in the area.
- Act as a resource for supporting documentation and data.

The following are the work outcomes conducted by NATS staff for the study.

Outcome	Timeline
Administer Steering Committee meetings	Monthly
Update NATS MPO committees on action related to the plan	Monthly
Provide any technical support to parties involved	As Needed
Assist in creating public engagement materials and presentations.	As Needed
Assist and participate in public meetings	As Needed
Disseminate final report to relevant stakeholders in the area	As Needed

3.5 Human Services Transportation Coordination

Objective: Foster livable communities by ensuring public transportation and mobility options are accessible and integrated throughout the study area.

Procedures and Tasks: Continue to address the importance of transportation needs for the elderly, individuals with disabilities, and low-income residents in conjunction with ongoing public transit, paratransit, mobility management, and community-based transportation planning activities. 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. Staff will 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 growing elderly and disabled populations.

Outcome	Timeline
Analyze MDOT Public Transit Management System (PTMS) reports to monitor the performance of Niles Dial A Ride and Buchanan Dial A Ride	Continuous
Consult and coordinate with mobility-impaired advocates to develop funding and project approaches that address access issues	Continuous
Compile data on obstacles to access and mobility and assist in the preparation of informational materials for community education on access and mobility issues	Continuous
Create and administer surveys as needed	As needed
Develop strategies to create efficiencies in transportation services for the elderly and individuals with disabilities	Continuous
Assist local sponsors in developing grant applications.	As Needed
Provide technical assistance to MDOT when needed regarding Statewide RPI Regional Coordination process and Mobility Planning process	As Needed

4 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

4.1 Transportation Improvement Program Development

Objective: Develop a financially constrained transportation improvement program that programs federal and state funded transportation projects for a four-year period.

Procedures and Tasks: Prepare and publish the annual TIP for the next four years (2020-2023). Engage in a process that includes coordination with road agencies and transit providers in the development and setting of priorities for various projects and transportation improvements that comply with federal requirements.

As required by the FAST-Act, the TIP shall be designed such that once implemented, it makes progress towards achieving the performance targets. Additionally, the TIP shall also include, to the maximum extent practicable, a description of the anticipated effect of the TIP toward achieving the performance targets identified in the NATS Long Range Transportation Plan (LRTP).

The phase-in of new requirements defined in the *Final Rule for Metropolitan Transportation Planning* (May 27, 2016) states that;

On or after May 27th, 2018 (2 years after the publication date of this rule), FHWA/FTA may only determine the conformity of, or approve as part of a STIP, a TIP that has been developed according to the provisions and requirements of this part, regardless of when the MPO developed the TIP.

Staff will incorporate the new requirements in the development of the 2020-2023 TIP.

The development, publishing, and distribution of the FY 2020-2023 TIP document is the responsibility of SWMPC. All agencies, however, are responsible for developing project priorities that are in concert with the other agencies and the NATS LRTP and the SWMPC Public Participation Plan.

Outcome	Timeline
Conform with federal requirements including project priority setting, adhere to financial constraints and public participation.	Continuous
Updated scoring metrics and criteria for project selection utilizing Surface Transportation Block Grant (STBG) funding.	1 st Quarter
Coordinate with private and public transit providers and incorporate project that program FTA transit funds.	Continuous
Development, publication, and distribution of the 2020-2023 TIP	Continuous

4.2 TIP Amendments

Objective: Process amendments to the 2017-2020 TIP as necessary.

Procedures and Tasks: Staff will accept and process amendments to the TIP, including changes to currently listed projects, deletions of projects, and new project additions. This task involves ensuring all State and federal regulations are followed such as conformity with air quality standards, financial constraints, and meeting environmental justice principles. Staff will also ensure amendments follow NATS amendment policy, public participation plan, and the complete streets policy. When necessary, staff will send out a call for projects and convene separate meetings to reprogram local agency projects to use newly available federal funds. Staff will revise the TIP amendment process as necessary to make the process transparent, simple to follow, and easy to use. As amendments are made, the most up to date TIP project list will be uploaded on the website. In addition, staff will look for ways to make the TIP table of projects simpler to read with MPO members and the public.

Outcome	Timeline
Review and update of the TIP amendment process	As Needed
Timely submittal of amendment requests to MDOT	As Needed
Develop, publish, and distribute amendments to the FY 2017-2020 TIP document.	
Current list of all projects in the TIP available on the SWMPC website.	Continuous
Call for projects and project review meetings	As Needed
Proficiency in programing projects into various JOB NET development phases.	As Needed

4.3 Obligation Status Monitoring and Reporting

Objective: Track the status of all projects in the TIP to ensure projects are obligated and completed on schedule.

Procedures and Tasks: Staff will create project update sheets for all FY 2019 and FY 2020 projects in the NATS TIP. These sheets will be used to solicit monthly updates from agencies with projects. This allows staff to keep the MPO committees informed on the status of all projects. Staff will monitor the remaining FY 2019 obligation authority from MDOT to keep the MPO committee informed so that obligation authority does not run out before all NATS projects are obligated. Each year staff will produce a report on the status of projects in the TIP indicating when projects went over the estimate or produced bid savings. Staff will explore ways to report on the TIP projects that are easy to understand for MPO members and the public. This includes putting more information about projects on the SWMPC website using maps and photos to better visualize where projects are occurring and what type of work will be accomplished.

Outcome	Timeline
Monitor and report progress regarding implementation of projects in the TIP.	Monthly
Continued monitoring of projects in the FY 2017-2020 TIP	Continuous
Full utilization of bid savings	Continuous
Updating project data on the SWMPC website	As Needed

APPENDICES

Appendix A: Resolution of Approval

**RESOLUTION TO APPROVE THE
NILES-BUCHANAN-CASS AREA TRANSPORTATION STUDY
UNIFIED PLANNING WORK PROGRAM
FOR THE FISCAL YEAR 2019**

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

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

WHEREAS, the Fiscal Year 2019 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 Niles-Buchanan-Cass Area Transportation Study Policy Committee approves the Niles-Buchanan-Cass Area Transportation Study Unified Planning Work Program for Fiscal Year 2019.


Richard Cooper, Chair
NATS Policy Committee

5-22-2018
Date

Appendix B: NATS Committee Members

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

Ex-officio means nonvoting member. **Consultant *Alternate*

Policy Committee Members

Officers

Chair: Richard Cooper, Niles Township

Vice-Chair: Serita Mason, City of Niles

Local Jurisdictions

City of Niles: Serita Mason, Georgia Boggs, Mary McAfee

City of Buchanan: Don Ryman

Village of Edwardsburg: Rich Low

Bertrand Township: Gordon Payton

Buchanan Township: Melinda Cole-Crocker

Howard Township: Craig Bradfield

Ontwa Township: Dawn Bolock

Mason Township: Bob Sutton

Milton Township: Susan Flowers

Niles Charter Township: Richard Cooper

Public Transit

Buchanan Dial A Ride: Kim O'Haver

Niles Dial A Ride: Kelly Getman-Dissette

Berrien County

Berrien County Board of Commissioners:

Michael Majerek, Jim Curran

Berrien County Planning Commission:

Eric Lester, M.D.

Cass County

Cass County Board of Commissioners:

Robert Ziliak, Roseann Marchetti

Cass County Planning Commission:

Barb Cook

Cass County road Commission:

Sandra Seanor

Agencies

FHWA: Andrea Dewey*

FTA: Krishina Welch*

MDOT Planning: Jim Sturdevant

MDOT, Southwest: Brian Sanada

MDOT Coloma TSC: Jonathon Smith

SWMPC: John Egelhaaf*

Four Flags Area Chamber of Commerce:

Jan Personette

Four Flags Council on Tourism:

Melinda Michael

Michiana Area Council of Governments:

Vacant

Michigan WORKS!/Kinexus: Vacant

TRIBAL

Pokagon Band of Potawatomi Indians:

Vacant

Technical Advisory Committee Members

Officers

Chair: Joseph Bellina

Vice-Chair: Joe Ray, City of Niles

Local Jurisdictions

City of Niles: Joe Ray

City of Buchanan: Don Ryman, Bill Marx ***

Village of Edwardsburg: Rich Low

Bertrand Township: Gordon Payton

Buchanan Township: Melinda Cole-Crocker

Howard Township: Craig Bradfield

Ontwa Township: Dawn Bolock

Mason Township: Bob Sutton

Milton Township: Kelly Sweeney

Niles Charter Township: Richard Cooper

Public Transit

Buchanan Dial A Ride: Kim O'Haver

Niles Dial A Ride: Kelly Getman-Dissette

County

Berrien County Community Development:

Evan Smith

Berrien County Road Department:

Brian Berndt

Cass County Road Commission:

Joseph Bellina

Agencies

FHWA: Andrea Dewey *

FTA: Krishina Welch*

MDEQ, Air Quality: Vacant*

MDOT Planning: Jim Sturdevant

MDOT, Southwest: Brian Sanada

MDOT Coloma TSC: Jonathon Smith

MDOT Urban travel Analysis: Jon Roberts*

MDOT Office of Passenger Transportation:

Fred Feathery*

SWMPC: John Egelhaaf*

Four Flags Area Chamber of Commerce:

Jan Personette

Michiana Area Council of Governments: Vacant

Michigan WORKS!/Kinexus: Vacant

Southwest MI Econ Growth Alliance:

Barkley P. Garrett

Jerry Tyler Memorial Airport: Vacant

TRIBAL

Pokagon Band of Potawatomi Indians: Vacant

Appendix C: NATS MPO Staff

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

K. John Egelhaaf
Executive Director
egelhaafj@swmpc.org
(269) 925- 1137 x 1512

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

Brandon Kovnat
Associate Planner
kovnatb@swmpc.org
(269) 925-1137 x 1524

Publisher's Certificate of Publication

STATE OF MICHIGAN COUNTY OF BERRIEN

Ambrosia Neldon, being duly sworn, says:
That she is General Manager of the Niles Daily Star,
a daily newspaper of general circulation, printed and
published in Niles, Berrien County, Michigan; that
the publication, a copy of which is attached hereto,
was published in the said newspaper on the follow-
ing dates:

05/10/18

That said newspaper was regularly issued and
circulated on those dates.

The sum charged by the Newspaper for said publi-
cation does not exceed the lowest rate paid by com-
mercial customers for an advertisement of similar
size and frequency in the same newspaper in which
the public notice appeared.

There are no agreements between the Niles Daily
Star and the officer or attorney charged with the
duty of placing the attached legal advertising no-
tices whereby any advantage, gain or profit accrued
to said officer or attorney.

SIGNED:


Ambrosia Neldon, General Manager

Subscribed and sworn to before me this
10th Day of May, 2018


Donna Knight, Notary Public
State of Michigan at Large
My commission expires 06-20-2021

Account # 144544
Ad # 504111

SOUTHWEST MICHIGAN PLANNING COMM
376 WEST MAIN ST
SUITE 130
BENTON HARBOR MI 49022

PUBLIC NOTICE

The Niles Buchanan Cass
Area Transportation Study
(NATS) Metropolitan Plan-
ning Organization (MPO)
will be voting to approve the
Unified Work Program (UWP)
for fiscal year 2018, which
begins October 1, 2018. The
UWP is the annual work pro-
gram for MPO staff, which de-
scribes all the planning tasks
funded by the US Department
of Transportation, Michigan
Department of Transportation,
and local jurisdictions. A
draft of the UWP is available
at [http://www.swmpc.org/
nats_uwp.asp](http://www.swmpc.org/nats_uwp.asp). The public is
encouraged to comment on
the UWP between Thursday
May 10, and Tuesday May
22. To learn more or make
comments we encourage the
public to attend the NATS
meeting where the UWP will
be voted on:

Tuesday May 22 at 1:30 PM
Niles District Library
620 E Main St,
Niles, MI 49120

Questions or Comments
about the NATS 2018 UWP
can be sent to Brandon
Kovnat at kovnatb@swmpc.org
or by calling (269) 925-
1137 x 1624

The Public participation pro-
cess described above is used
to satisfy the public partici-
pation process for the Program
of Projects (POP), as pre-
scribed in accordance with
Chapter 53 of Title 49, United
States Code (FTA require-
ments), and the metropolitan
and statewide planning reg-
ulations under the FAST act
for the following public transit
agencies: Buchanan Dial A
Ride and Niles Dial A Ride.

Niles Daily Star:
May 10, 2018
UNIFIED WORK PROGRAM

Appendix E: Public Comments received

No Comments Received

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.

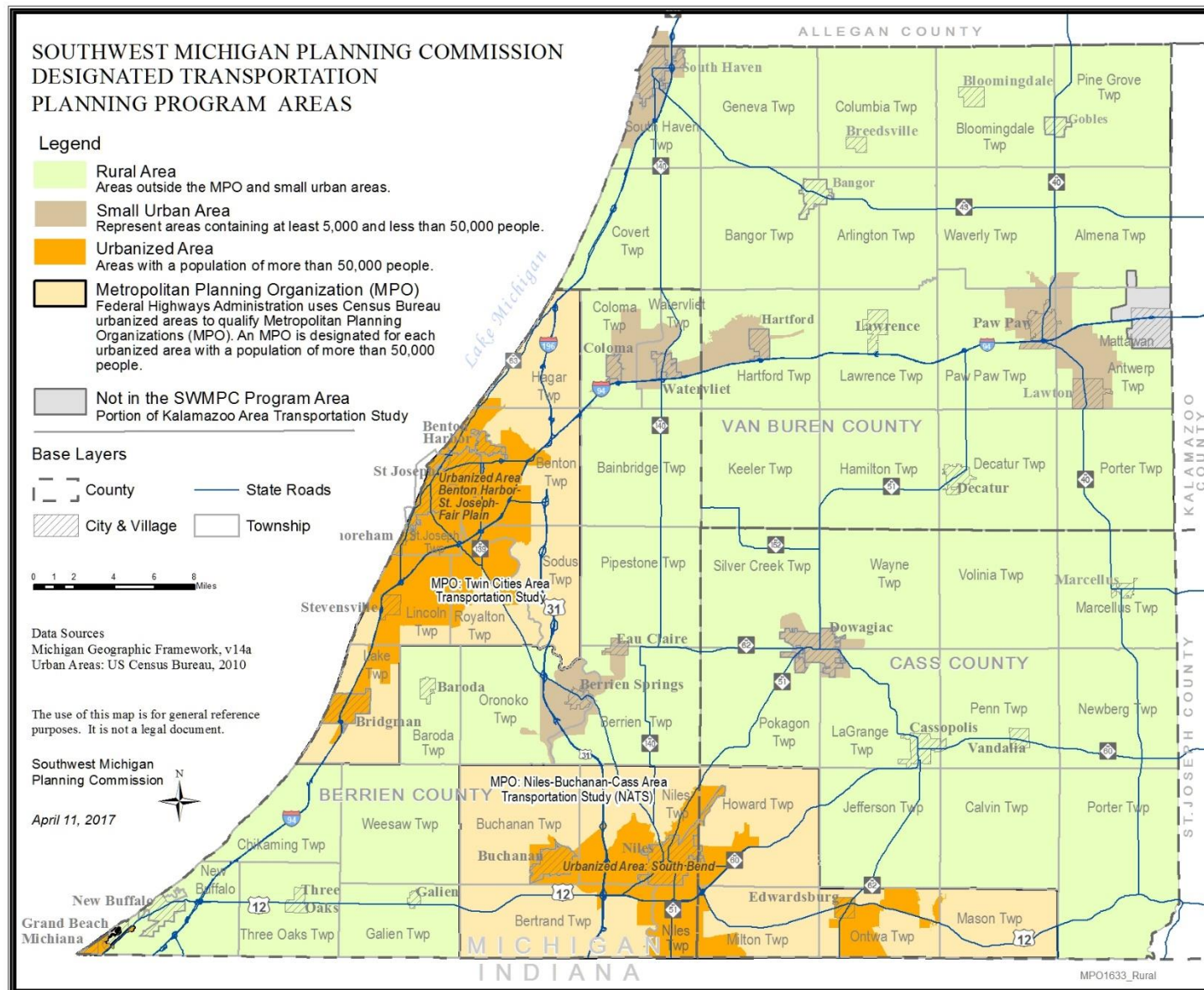
The SWMPC is an Economic Development District of the EDA to: 1) give technical assistance and support others in planning and implementing economic development projects that diversify and strengthen the district's economy; 2) maintain economic and demographic databases and respond to requests from public 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 local member governments. For NATS, the Berrien County jurisdictions include the cities of Niles and Buchanan, the townships of Niles, Buchanan, and Bertrand. The Cass County jurisdictions include the Village of Edwardsburg and the townships of Howard, Ontwa, and Milton. For TwinCATS, the Berrien County jurisdictions include the 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).

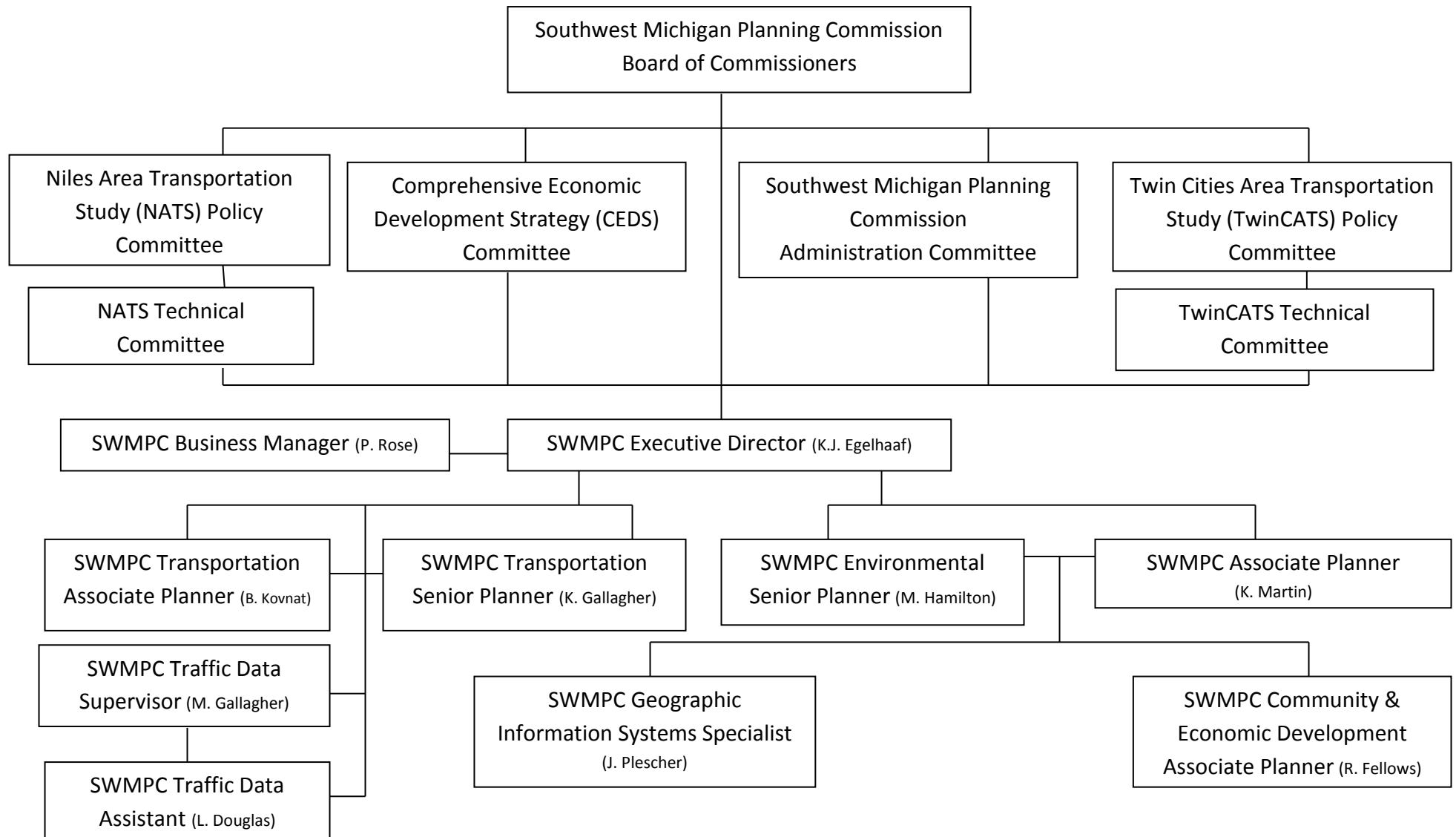
The SWMPC is also a resource for transportation planning assistance to the rural areas outside the metropolitan districts. Through these services, the SWMPC provides assistance through road data, public transportation resources, Congestion Mitigation and Air Quality (CMAQ) assistance, heritage route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

A map of all of SWMPC planning area indicating which areas are part of the two MPOs is on the following page.



Organizational Structure

As of May 2017



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: SWMPC employees receive pregnancy leave up to 975 hours.

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

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

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

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

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

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

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

Pension Fund: Currently the SWMPC has 401 and 457 pension plans available to all employees who work at least one thousand hours per year. New employees are enrolled on the annual enrollment date of January 1st provided that they have completed six months of full-time

employment. The SWMPC contributes into the plan on behalf of each enrolled employee in the amount of 6.5% of the employee's annual salary or wage. Employee contributions are not mandatory. Employees enrolled shall be vested at the rate of twenty percent for each full year of vesting. The SWMPC calculates the contribution amount at both 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 Budget 2017

POSITION	2016 SALARY	BUDGETED SALARY	WORK DAYS	DAILY RATE	ANNUAL LEAVE	HOLIDAY	RELEASED TIME	CHGBLE SALARY	GROUP INSURANCE COVS				WORKERS			PENSION CONTRIB	ADDED COST	TOTAL BENEFITS	TOTAL PERSONNEL
									FICA	HEALTH	Hlth Svgs Act	DISAB	LIFE	COMP	UCI				
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		\$0	260	0	0	0	0	0	0	0	0	0	0	0	8	0	8	8	8
ADM ASS'T		\$0	260	0	0	0	0	0	0	0	0	0	0	0	8	0	8	8	8
BUSINESS MGR. (PR)	37,206	\$38,508	243	158	4,212	2,083	6,295	32,214	2,946	15,144	1,500	0	0	127	8	2,503	23,939	30,234	62,448
PLANNERS																			
SENIOR PLANNER(MC)	57,131	\$59,131	260	227	5,519	2,729	8,248	50,883	4,523	17,471	3,000	683	123	195	8	3,843	31,466	39,714	90,597
ASSOCIATE PLANNER	0	\$0	260	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ASSOCIATE PLANNER (KG)	53,435	\$55,305	260	213	5,162	2,553	7,714	47,591	4,231	17,471	3,000	615	110	183	8	3,595	30,833	38,547	86,138
ASSOCIATE PLANNER (RF)	\$38,000	\$39,330	260	151	2,884	1,815	4,699	34,631	3,009	15,144	3,000	512	92	130	8	2,556	26,120	30,820	65,450
ASSOCIATE PLANNER (BK)	41,000	\$42,435	260	163	3,112	1,959	5,070	37,365	3,246	17,471	3,000	512	92	140	8	2,758	27,933	33,004	70,368
STAFF																			
PLANNING AIDE (JP)	44,594	\$46,155	260	178	3,385	2,130	5,515	40,640	3,531	6,468	1,500	529	95	152	8	3,000	16,093	21,608	62,248
TRAFFIC COUNT SPLIST (MG)	13.65 hr	6,061	120	99	0	0	0	6,061	464	0	0	0	0	20	0	0	484	484	6,545
TRAFFIC COUNTER (LD)	13.15 hr	4,984	60	96	0	0	0	4,984	381	0	0	0	0	16	0	0	398	398	5,382
ASSOCIATE PLANNER (KM)	38,489	\$39,836	260	153	2,921	1,839	4,760	35,076	3,047	6,468	1,500	512	92	131	8	2,589	15,159	19,919	54,995
INTERN (RG)	7.50 hr	3,811	46	60	0	0	0	3,811	292	0	0	0	0	13	0	0	304	304	4,115
TOTAL	380,899	409,086	260	1,781	32,832	18,501	51,333	357,754	31,295	113,108	19,500	4,272	735	1,350	81	25,625	209,550	260,883	615,613

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 2015 Costs

	<u>DIRECT COSTS</u>		<u>INDIRECT COSTS</u>	<u>TOTAL 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)	\$408,503			
Total Indirect Costs (I)			\$298,409	
INDIRECT COST RATE FORMULA:				
TOTAL INDIRECT COSTS (I)	<u>\$298,409</u>			
TOTAL DIRECT BASE (Y)	<u>\$408,503</u>			
 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 2017 proposal to establish billing or final indirect cost rates for FY 2018 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: 5/3/2017

