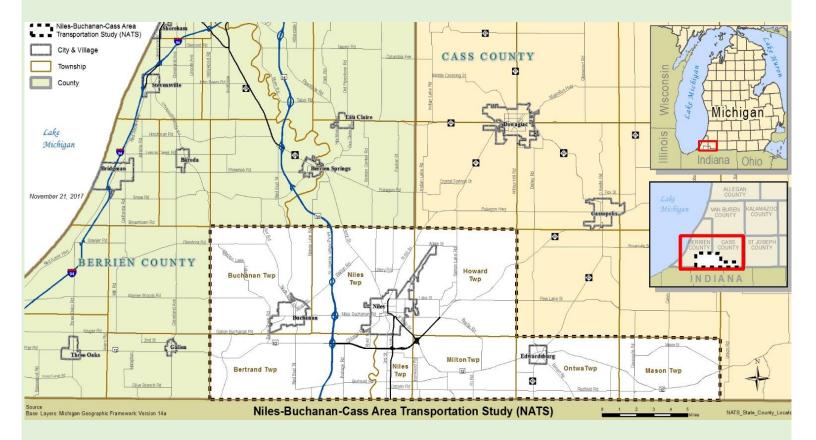
# NATS 2024 – 2026 CALL FOR TRANSPORTATION PROJECTS GUIDANCE PACKET

A federal transportation program administered by the Southwest Michigan Planning Commission in partnership with the Niles Buchanan Cass Area Transportation Study member communities and the Michigan Department of Transportation



June 28, 2021

#### Introduction

The Southwest Michigan Planning Commission (SWMPC), the designated metropolitan planning organization (MPO) for the Niles Area Transportation Study (NATS) planning area is announcing the availability of funding for transportation projects through the federal Surface Transportation Block Grant program (STBG), funded through the Federal Highway Administration (FHWA).

The Surface Transportation Block Grant (STBG) program provides flexible funding that localities may use for projects that preserve and improve conditions and performance on any Federal-aid Eligible Road, on pedestrian and bicycle infrastructure, or for transit capital projects. STBG promotes flexibility in local transportation decisions and provides flexible funding to best address regional and local transportation needs.

## **Eligible Applicants**

Eligible applicants are cities, villages, the Cass County Road Commission and the Berrien County Road Department. If a townships wishes to retain a consultant to handle the application and engineering for a project, the Berrien County Road Department or the Cass County Road Commission must be listed under agency name on the application.

## **Location of Projects**

NATS STBG funded road projects must be located on a federal aid eligible road that is within the NATS planning area. The NATS planning area includes the cities of Buchanan and Niles, the townships of Bertrand Township, Buchanan Township, Howard Township, Mason Township, Milton Township, Niles Charter Township, Ontwa Township, and the Village of Edwardsburg.

A map of road ownership and type can be found here: https://southwest-michigan-planning-commissionswmpc.hub.arcgis.com/maps/SWMPC::road-ownership-berrien-cass-van-burencounty/explore?location=42.384386%2C-85.947776%2C15.54

## **Eligible Project Costs**

Only construction costs are eligible for STBG funding. Preliminary and construction engineering is the responsibility of the project sponsor to complete without STBG funding.

## Local Match

The project sponsor must have already committed matching funds when the project is submitted. Applicants that contribute than the minimum local match will be given extra consideration through the scoring system. Local match is a minimum of 18.15 percent of the total eligible construction costs. The local match does not necessarily have to be provided directly by the sponsor but it must be a non-federal source to qualify as match. A resolution of support for the project from the agency who is financially responsible for the project is required at the time of project application submission. (See page 5 template example)

#### **Project Prioritization & Selection**

The process for project prioritization has many steps and SWMPC conducts a the process that is fair. To learn more about the 2023-2026 TIP Development Timeline, please see Appendix C. SWMPC encourages public input in accordance with the adopted SWMPC Public Participation Plan.

- 1. Eligible applicant submit projects using the 2023-2026 TIP Application along with supporting documentation.
- 2. SWMPC staff will review project submissions using an approved Prioritization Process and score each project.
- 3. SWMPC staff and the NATS Prioritization Subcommittee will develop a preliminary list of all projects based on the score of the Prioritization Process Factors.
- 4. The prioritized list will be adjusted to remain fiscally constrained.
- 5. The recommended project list will be reviewed at the Technical Committee level.
- 6. The NATS Technical Committee will then make a recommendation to the NATS Policy Committee for approval.

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Date	Activity	Public Involvement
June 28, 2021	Call for STBG funded projects issued	x
September 24, 2021	Applications due to SWMPC staff	x
October, 11, 2021	Submitted projects available for public review and comment	x
November 2021	Project Review Subcommittee selects fiscally constrained draft list of projects.	х
January 2022	NATS TAC & Policy Committee discussion and vote on STBG and transit projects	х

#### **Key Dates**

For further information on eligible projects, submittal of applications or other questions related to the STBG program, please contact Brandon Kovnat at (269) 925-1137 ext. 1524 or email kovnatb@swmpc.org.

#### **Illustrative List of Projects**

NATS MPO will adopt a list of projects that is financially constrained with the amount of STBG funding available for programming. Applications, not included in the fiscally constrained list will be placed on an illustrative list of projects, ranked in priority order based on the project's evaluation score. Should additional funding become available NATS intends to fund projects on the approved illustrative list. This illustrative list will be in effect only until the adoption of the next programming cycle.

#### **General Considerations for Federal Funding**

Projects carried out using USDOT funds must comply with applicable provisions in Title 23 of the United States Code dealing with Federal-aid highways, such as project agreements, authorization to proceed prior to incurring costs, prevailing wage rates (DavisBacon), Buy America, competitive bidding, and other contracting requirements, regardless of whether the projects are located within the right-of-way of a Federal-aid highway.

Applicants are urged to familiarize themselves with title 23 requirements. Federal aid, including STBG, is generally most efficiently used for major road rehabilitation or reconstruction. The administrative burden of a federal-aid project can be substantial. Thus, a small project is often best accomplished with local funds to avoid this burden.

#### **Application Instructions**

The application form is attached in the email sent out for the Call for Project. The application can also be found here: https://www.swmpc.org/downloads/20242026\_nats\_stbg\_application.docx. A sample application can be found on page 6.

The applicant must fill out a separate application for each project for which they are applying for, with each road segment being considered a separate project. Although this is a call for the 2023 – 2024 Transportation Improvement Plan (TIP), projects that are currently approved and programmed for 2023 do not need to reapply. If the agency had an approved project on the approved 2020-2023 Illustrative list and would like to be considered for the 2024-2026 funding, they need to reapply with updated information.

The application form is a fillable Microsoft Word Document with a series of checkboxes and areas to fill in text. You may be prompted to enable editing, but note that this is not a macro-enabled form. To fill in a text area, please click in the area where you want to enter text until you see a blue highlighted area, as shown below. When you see the blue highlighted area, you can start typing. If you end up expanding some of the boxes to complete your response, do not worry about formatting as long as your application is still legible.

#### Please save your final file in the following format: AgencyName\_ProjectName.dox.

All applications are due on Friday, September 24, 2021

Please email the completed application to both Brandon Kovnat at <u>kovnatb@swmpc.org</u> and Kim Gallagher at <u>gallagherk@swmpc.org</u>. Please include "NATS STBG Application" in the subject line

You may also mail your application to:	Brandon Kovnat
	Southwest Michigan Planning Commission
	376 W. Main Street
	Benton Harbor, MI 49022

**NOTE:** SWMPC staff will contact you with an email confirmation of your submitted application. If you do not receive an email confirmation, please contact an SWMPC staff member.

#### Attachment 1 –

#### Sample Resolution

Resolution# \_\_\_\_\_

The following is Resolution \_\_\_\_\_\_of \_\_\_\_\_\_Of \_\_\_\_\_\_County, Michigan, hereinafter referred to as the Local Public Agency (LPA), in the matter of the stated described project.

WHEREAS, the United States Congress has set aside monies for Surface Transportation Block Grant (STBG) projects through the State of Michigan, Department of Transportation (MDOT) and administered by the Southwest Michigan Planning Commission (SWMPC); and

WHEREAS; the (Add project description here) is a transportation activity eligible to receive federal STBG funding; and

WHEREAS, if requested funds are granted, the <u>(County/City/Village, etc.)</u> shall be responsible for at least 18.5% percent of the eligible costs.

NOW, THEREFORE BE IT ORDAINED by (Board of County Commissioners/Township/City/Village Council, etc.), that:

**SECTION ONE:** (Consultant/Engineer of Record) of said LPA is hereby empowered on behalf of the LPA to prepare and execute an application for STBG funds for the stated described project and to submit to the SWMPC for consideration of funding.

**SECTION TWO:** The total cost of the project is estimated to be \$\_\_\_\_\_\_, of which the LPA, if awarded the funds, commits to pay at least 18.5% (hereinafter known as the local match) of the actual cost, estimated to be \$\_\_\_\_\_\_\_. The local match shall be funded by the LPA using \_\_\_\_\_\_\_ (Source) \_\_\_\_\_\_ funds. The LPA further agrees to pay 100 % of the cost over and above the awarded amount of STBG funding and for all non-participating costs associated project development activities.

**SECTION THREE:** Upon completion of the described Project, and unless otherwise agreed, the LPA shall: (1) provide adequate maintenance for the described Project in accordance with all applicable state and federal laws, including, but not limited to, <u>23 USC 116</u>; (2) provide ample financial provisions, as necessary, for the maintenance of the described Project; (3) if necessary, maintain the right-of-way, keeping it free of obstructions; and (4) if necessary, hold said right-of way inviolate for public highway purposes.

Passed: \_\_\_\_\_\_, 2021. (Date)

Attested: \_\_\_\_\_\_ (Clerk) (Officer of LPA - title)

# 2024-2026 Transportation Improvement Program (TIP) Federal Surface Transportation Block Grant Funds Project Application

Click "Enable Editing" to begin filling out this form. You may save this form at any time. If you need assistance, please contact Brandon Kovnat, SWMPC Associate Planner. Email kovnatb@swmpc.org or call (269) 925-1137 x 1524

Section 1. Applicant Information					
Agency Name	Anytown	Anytown			
Contact Name	Mary Fakenam	le	Title	Village President	
Phone Number	(555)-555-555	5	Email	Fakename@anytown.org	
Engineer/Consultant (If applicable)		Robert Fakename			
Phone Number	(555)-555-5555		Email	fakename@consultant.com	

Section 2. Project Information			
Project Name/Road Name	Main Street		
Project Limits (e.g. Napier Ave. to Britain Ave.)	First Street to Fifth Street		
Project Length (nearest hundredth of a mile)	0.5	Proposed Year of Funding	2024
Primary Work Type	Reconstruct Restore & Rehabilitate Roadside Facility		
Project Description (Please provide major work items including sidewalks, utility work, ADA upgrades etc.)	Full depth reconstruction with sidewalk repairs		
Was this project applied for during the 2020-2023 Call for Projects but not selected	Yes, No has the agency known and taken action to find funding for the project before.		
Was this project awarded funding for the 2020-2023 TIP, but was either canceled or failed to be obligated	Yes No If yes, never constructed u	please explain: this is for a projection sing federal funds	ct that was selected but
If you are submitting multiple application your applications by priority. The project will use this information as one of the factor priority projects for the region.	selection committee	Project Rank: 1 of 6	

Section 3. Project Funding	
Estimated STBG Participating Cost of the Project	\$ 800,000
Minimum local match required - 18.15% of the Participating cost. 800,000 x .1815 =	\$ 145,200
Can your agency supply additional match beyond the minimum required 18.15%. If so how much? This locally approved pre-determined amount provides agency representatives the ability to agree to providing additional local match if required during the project selection committee process	⊠ Yes □ No Amount \$600,000
Are there elements of the project that could be eligible for other federal fund sources such as CMAQ, TAP, Bridge etc.	Source: CMAQ Amount: \$208,407 Explanation: 10 ft. non-motorized path along the length of the project
Will the project have nonparticipating work, such as water, or sewer work? These are costs must be included in the application in this section. Note: These costs cannot be funded with STBG funding.	Amount: \$ 1,200,000 Explain: Replacement for underground utilities: water main, sanitary sewer, and storm sewer
Does your agency have the financial capacity to Advance Construct (AC) all or part of this project if necessary? If yes, what is the maximum dollar amount your agency is willing to Advance Construct (AC)? Example: Local agency funds and constructs project in 2023 and is reimbursed by MDOT in 2024.	<ul> <li>☑ Yes □ No</li> <li>Maximum Dollar Amount you can AC?</li> <li>\$ 200,000</li> </ul>

Section 4. Regional Connectivity			
What is the most current daily traffic count for the limits of this project?	AADT: 6324		
If you feel the traffic count has increased since the last county please	Year of count: 2015 Source: SWMPC		
contact SWMPC to request a count.			
If you don't have a count contact SWMPC			
National Functional Classification (NFC) for this roadway	Minor Arterial		
Does one of <u>NATS Flex Route transit routes fixed route</u> use the road? (Only indicate yes if it carries a current route, not a planned route).	Yes No		

Section 5. System Preservation	
2021 PASER rating (Available 8-10-21)	2
Current state of drainage	<ul> <li>Adequate</li> <li>Minor and tolerable drainage problems</li> <li>Occasional drainage problems with some maintenance required</li> <li>Inadequate, frequent flooding, excessive maintenance required</li> </ul>
Expected increase in Remaining Service life (RSL)	20 Use MDOT's <u>Guidelines for Geometrics on Local Projects</u>
What MDOT guidelines does the project conform to?	<ul> <li>Reconstruction (4R)</li> <li>Resurfacing, restoration, and Rehabilitation (3R)</li> <li>Preventative Maintenance (PM)</li> </ul>

Section 6. Safety				
Please list the number and severity of crashes within the proposed project limits over the last 5 yrs. (2016-2020) (see <u>Michigan Crash Facts</u> for crash data)				
Total Crashes	21		Pedestrian & Bicycle Crashes	1
Fatalities	0		Serious Injuries	0
Using the attached Crash Reduction Factors sheet, please check each safety counter measure that will be included in the project				
Describe any other safetyTravel lanes will be narrowed from 12 ft. to 11 ft. and shoulder will be widened from 3 ft. to 4 ft.				

Section 7. Complete Streets	
Please explain what pedestrian and/or bicycle facilities if any currently exist	Sidewalks on both sides for a portion of the road and one side of the road for a portion.
Please explain any additional pedestrian and/or bicycle improvements included in the project	The sidewalk will be replaced with a 10 ft. wide path to allow for both pedestrian and bicycle use.
Does this project connect to an existing pedestrian/bicycle facility or one that is planned to be completed before 2027	Yes No

Section 8. Strategic Planning & Investment	
Is the project identified in an approved Asset Management	⊠Yes □No
Plan, or Capital Improvement Plan	If yes, please attach the plan.
Is the project identified in another approved planning	Yes No
document such as a master plan or parks and recreation plan	If yes, please cite the plan and page number: Master
	Plan: Appendix G, Map 6
Is there an approved asset management plan covering the	Yes No
utilities along the project's limits The wording means that for if	List utilities covered by the asset management plan:
the agency maintaining the roads does not own all the utilities they	Water, Sewer, Sotrm Sewer
should use the plans of the utility owner. County road agencies	
should use township or water authority plans if applicable	
Will this project coordinate with other infrastructure projects	🛛 Yes 🔄 No
(i.e. utility, water, sewer, etc.)? Please include these costs in	If yes, please indicate the project type and construction
the "non-participating costs in section	year: Water, sewer, storm sewer in 2021
How many water main breaks have you had at this location in	2
the past five years? Project should be coordinated with water	
repairs. (Dig once)	
Is there a completed utilities assessment that includes	🛛 Yes 🗌 No
televising the sewers in the project area?	
Has staff received Asset Management training through the	
Michigan Transportation Asset Management Council?	
https://www.michigan.gov/tamc/0,7308,7-356-82158	⊠Yes □No
<u>,00.html</u>	
Has your agency completed the Asset Management Readiness	Yes No
Scale from the Michigan Infrastructure Council (MIC)?	
https://fcm.ca/en/resources/mamp/tool-asset-management-	
readiness-scale	
Does the project cross jurisdictional boundaries?	🗌 Yes 🔀 No
If yes, will it be bid as a single project?	☐ Yes ☐ No   NA
Will this project require environmental mitigation, purchase of	🔀 Yes 🗌 No 🗌 Not Sure
Right of Way (ROW), or railroad permits?	If yes, which items are required: ROW
This information helps determine what year project should be	
programmed since this factors have been proven to cause project	
delays and additional cost.	
If any of the above items are required please explain how they	What is the current status of property ownership
will be addressed.	necessary to construct/implement the improvement?
<i>Project selection committee will be interested in how far the applicant is in one of the above processes.</i>	ROW still needs to be purchased.
applicant is in one of the above processes.	

Does this project perform Resurfacing, Reconstruction, or Preventative Maintenance on a segment adjacent to a segment that currently has a PASER of 7 or higher ☐ Yes ⊠ No List the adjacent segments that qualify

Section 9. Existing and Proposed Roadway Design							
	Existing			Proposed			
Include the	Through	Center T	urn	On Street	Through	Center	On Street
number of vehicle	Traffic Lanes	Lane		Parking	Traffic Lanes	Turn Lane	Parking
lanes	2*	0*		🖾 Yes 🗆 No	2*	0*	🛛 Yes 🖾 No
Shoulder Surface	Paved		Width (ft.)		Paved		Width (ft.)
	Unpaved		NA		Unpaved		NA
Sidewalk/ path	Placement		Wic	lth (ft.)	Placement		Width (ft.)
information	🗌 One Side		5 ft		🗌 One Side		10 ft (west)
	🔀 Both Sides				Both Sides		5 ft (east)
	Intermitten	t			🗌 Intermittent		
	None None				🗌 None		
On road bicycle				specify)	Bike Lane 🛛 Other (specify)		
facilities	Sharrows				Sharrows <u>non-motorized path</u>		
	Wide Shoulders 🛛			2	Wide Shoulders None		
Utilities, Sewer	, Sewer 🛛 🖾 Utilities Upgrades Nee			ded Replace Utilities			
and Water	Sewer and w	vater work	< needed		Relocate Utilities		
					Sewer and V	Water Line Wo	rk
Please describe any improvements being							
made as part of this project to crosswalks,							
signage or signals, or streetscape elements							
not discussed in project description							
Does this project enhance connectivity of			Yes No				
pedestrians or bicyclists to fixed route or		If yes, how? Improves connection from existing bus stop to nearby					
Dial-A-Ride transit?			retail by improved sidewalk conditions.				

Section 10. Estimated Project Schedule				
Activity	Estimated Date			
Resolution of Support for Local Match Submitted to SWMPC	August 2023			
Project Application Submitted to MOT	September 2023			
Grade Inspection Package Submitted to MDOT	October 2023			
Grade Inspection Meeting Scheduled	October 2023			
Final Plan and Estimate to MDOT	November 2023			
Right of Way (ROW) certified*	July 2022			
Rail Road Permits*	NA			
Environmental Mitigation*	NA			
Project Obligated	January 2024			

Project Letting	February 2024
Construction Start	April 2024
Project Completion	October 2024

\*Enter NA if these items will not be required.

	Proposed Improvement	% Reduction	Associated Crash Types				
	SEGMENT CRASH REDUCTION FACTORS						
	Geometric Safety Enhancements						
	Center Left-Turn Lane - Construct	80%	Rear-End Left-Turn				
		50%	Head-On Left-Turn				
		20%	Head-On, Angle, Sideswipe*				
		15%	Non Left-Turn Rear-End, Other*				
	Right-Turn Lane - Construct	65%	Rear-End Right-Turn				
		30%	Angle				
		15%	Rear-End				
		10%	Other*				
$\square$	Horizontal Curve Flattening	30%	Lane Departure***				
	Shoulders - Widen to Standard Width (add 1' each side)	5%	Lane Departure***				
	Shoulders - Widen to Standard Width (add 2' each side)	10%	Lane Departure***				
	Shoulders - Widen to Standard Width (add 3' each side)	15%	Lane Departure***				
	Shoulders - Widen to Standard Width (add 4' each side)	20%	Lane Departure***				
	Shoulders - Widen to Standard Width (add 5' each side)	25%	Lane Departure***				
	Shoulders - Widen to Standard Width (add 6' each side)	30%	Lane Departure***				
	Shoulders - Widen to Standard Width (add 7' each side)	35%	Lane Departure***				
	Vertical Curve Modification	20%	All Applicable Crash Types +++				
	Ger	neral Segment Enhance	ements				
	Access Management - Improve	15%	Drive-way Related Applicable Crashes				
	Centerline Rumble Strips - Install	44%	K and A injury Applicable Crashes				
		46%	Single Vehicle Run off Road Left Crashes				
		43%	Sideswipe Same Crashes				
		55%	Sideswipe Opposite Crashes				
	High Friction Surface Treatment - Install	35%	Wet Crashes				
		20%	All Other Applicable Crashes				
	Recessed Durable Pavement Markings	5%	All Applicable Crashes				
	Pedestrian Refuge - Install	50%	Pedestrian Crashes (Review NCHRP Report 841)				
	Road Diet (4-3 Lane Conversion) - Install	50%	Suburban - All Applicable Crashes				

	Shoulder Rumble Strips	20%	Run-Off the Road Right Crashes		
	Signing/Delineation on Horizontal Curves (Including Recessed Durable Pavement Markings) - Install	20%	Lane Departure***		
	Safety Edge Improvement	13%	All non-intersection crashes (CMF Clearing House ID 8658)		
	Roadside Enhancements				
	Bicycle Lanes - Install per standards	50%	Bicycle Crashes		
	Shared Use Path - Install	33%	Bicycle and Pedestrian Related Crashes		
	Fixed Objects From Clearzone (Trees, Culverts, Etc.) - Removal	75%	Fixed-Object Applicable Crashes		
	Guardrail - Install	55%	Lane Departure ***Fatalities and "A" Injury Applicable Crashes		
	Sidewalk for Pedestrians - Construct	85%	Pedestrian Crashes		
	Slope Flattening	15%	Fixed-Object, Overturn Applicable Crashes		
	Living Snow Fence	20%	Crashes due to wintry surface conditions		
	Lighting - install on segment	20%	Dark Unlighted Crashes		
	INTERSECTION CRASH REDUCTION FACTORS				
	Pedestrian / Bicycle Enhancements				
$\boxtimes$	Bump Out / Curb Extension - Remove Parking / Install	30%	All Crashes		
	Bicycle Lanes - Install per standards	25%	Bicycle Crashes		
	Sidewalk for Pedestrians - Construct	85%	Pedestrian Crashes		
	Intersection Lighting - install	75%	Pedestrian Fatal - Dark Unlighted Crashes		
		40%	Pedestrian A-Injury - Dark Unlighted Crashes		
		30%	All Applicable Dark Unlighted Crashes		
	Rectangular Rapid Flashing Beacons	47%	Pedestrian Crashes		
	Ped. Countdown Signals - Install new Pedestrian signal	30%	Pedestrian Crashes		
	Ped. Countdown Signals - Upgrade from existing Pedestrian signal	25%	Pedestrian Crashes		
	Signal Timing	/ Hardware Er	nhancements		
		3%	Rear-End		
	Multiple Low-Cost Improvements	12%	Right-Angle		
		3%	Nighttime		
	Install Reflectorized Backplates	15%	All Applicable Crashes		
	Add All-Red Clearance Interval - Add per ITE	20%	Head-On Left-Turn, Angle		
	Yellow-Change Interval - Increase	10%	All Crash Types		
	Box Span Signal - Upgrade from Stop Control	65%	Angle		

		-25%	Rear-End (Increases Crashes)		
	-	20%	All Other Non Rear-End Crashes		
	Box Span Signal - Upgrade from Diagonal Span	10%	All Applicable Crashes+		
	Protected Left-Turn Signal Phase - Add	30%	Left-Turn		
	Signal Head Size - Increase to 12 "	10%	All Applicable Crashes +		
	Signal Optimization & Timing Updates	10%	All Applicable Crashes +		
	Removing Night Flash from Signal Timing	50%	Nighttime Flash mode Related Crashes		
	Intersection Geometric Enhancements				
	Center Left-Turn Lane - Construct	80%	Rear-End Left-Turn		
		50%	Head-On Left-Turn		
		20%	Head-On, Angle, Other		
		15%	Non Left-Turn Rear-End		
	Intersection Improvements (Realignment, Sight-Distance Improvements, Radii Improvements, Etc.)	30%	Angle		
		15%	Rear-End		
		10%	Head-On, Sideswipe, Pedestrian, Bicycle, Left-Turn Related		
	Offset Left-Turn Lane - Construct	65%	Angle-Turn, Head-On Left-Turn		
		20%	Rear-End Left-Turn		
	Offset Right-Turn Lane - Construct	65%	Angle-Turn		
		50%	Other Applicable Crashes		
		20%	Rear-End Right Turn		
	Right-Turn Lane - Construct	65%	Rear-End Right-Turn		
		20%	Applicable Rear-End Crashes, Sideswipe Same Direction		
	Roundabout	78%	Fatal and A-Injury Reduction		
		57%	Minor Crash Reduction		
	Lighting	-	See MDOT Interchange Warranted Lighting Guidance and overall		
			MDOT Lighting Guidance		
	General Intersection Enhancements (Non-Signalized Intersections)				
	All-Way Stop Control - New Installation	60%	All Applicable Crashes		
	Ground Mounted Flashing Beacons (Red)- Install **	30%	All Crashes On Install Approach		
	Ground Mounted Flashing Beacons(Amber) - Install **	20%	All Crashes On Install Approach		
	Signing - Improve/Upgrade	30%	Angle, Rear-End Crashes		
	Pavement Markings - Improve/Upgrade	30%	Angle, Rear-End Crashes		
	Reflective Sheeting on Sign Posts (lollipops)	15%	All Applicable Crashes		