

# **Fiscal Year 2011**

October 1, 2010-September 20, 2011

## **FY 2011 Annual Report**

For the Niles-Buchanan-Cass Area Transportation Study  
(NATS)



January 2012

Prepared by the  
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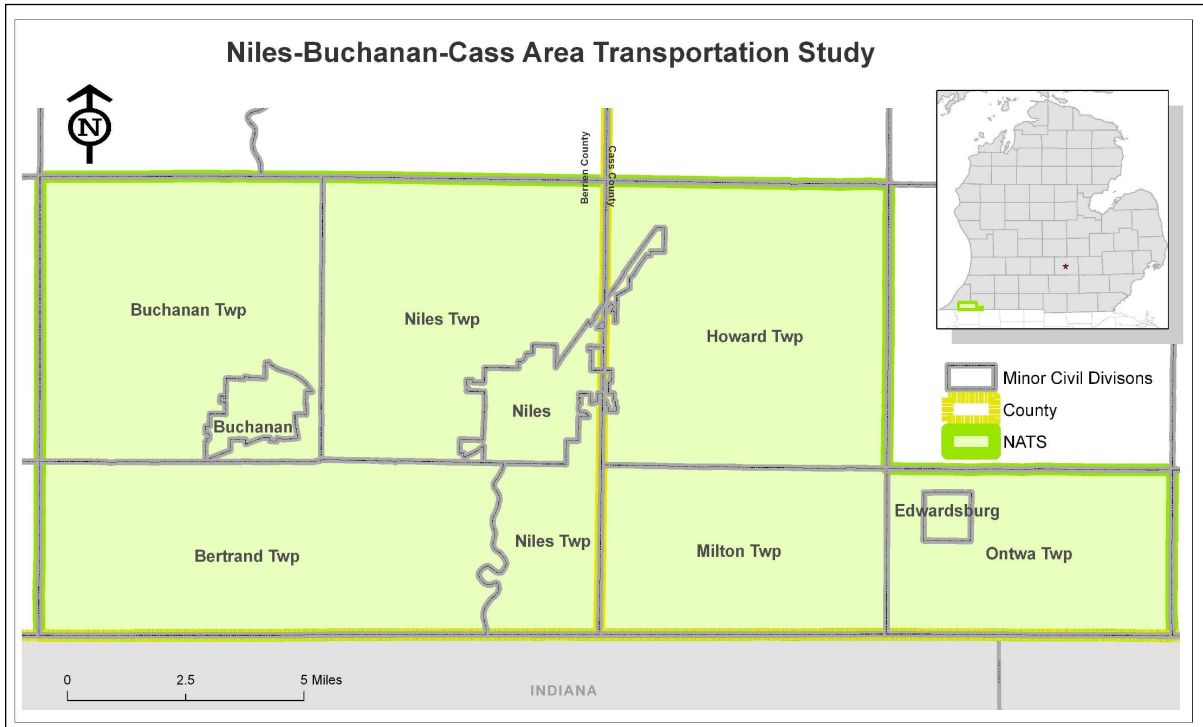
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## INTRODUCTION

The purpose of the Niles-Buchanan-Cass Area Transportation Study (NATS) annual report, which is a federally mandated activity, is to identify work activities that were approved in the FY 2011 Unified Work Program (UWP) and describes the progress and accomplishments that occurred during the twelve-month period from October 1, 2010 through September 30, 2011. The UWP guides the NATS transportation planning activities for each fiscal year. During that time, program tasks that will benefit member agencies, the region, and the state are undertaken to improve the efficiency of the overall transportation system. This report also identifies revenue sources utilized from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), including the corresponding local match amounts.

The Southwest Michigan Planning Commission is the designated Metropolitan Planning Organization (MPO) for the Niles-Buchanan-Cass Area Transportation Study (NATS). An MPO study area is an urbanized area that is designated by the U.S. Census and is determined by population density. This urbanized area can consist of one municipality or multiple municipalities. Within the MPO structure, there are two committees responsible for making transportation related decisions: the Technical Advisory Committee and the Policy Committee. Each municipality within the MPO study area has at least one representative on each of the MPO committees. MPO transportation planners supply information for the Technical Advisory and Policy Committees and serve as liaisons between local, state, and federal entities.

The Niles-Buchanan-Cass Area Transportation Study (NATS) through coordination and technical support of the Southwest Michigan Planning Commission (SWMPC) provides an organizational structure to identify and guide local transportation planning activities.



The Niles-Buchanan-Cass Area Transportation Study (NATS) is the Michigan piece of the South Bend, Indiana, urbanized area as designated by the United States Census. The Niles-Buchanan-Cass Area Transportation Study encompasses nine jurisdictions in Berrien and Cass Counties, these municipalities are: City of Niles, City of Buchanan, Village of Edwardsburg, Bertrand Township, Buchanan Township, Howard Township, Milton Township, Niles Township, and Ontwa Township.

## COMMITTEE MEETINGS

### Technical Advisory Committee

The NATS metropolitan planning organization (MPO) holds monthly meetings with member communities to ensure that the goals and strategies developed in the Long Range Transportation Plan (LRP) continue to take shape as outlined in the planning document.

### Purpose of TAC Committee

The purpose of the Technical Advisory Committee shall be to provide technical advice to the Niles-Buchanan-Cass Area Transportation Study (NATS) Policy Committee. NATS is the MPO responsible for coordinating the transportation planning process within the Michigan piece of the South Bend, Indiana, urbanized area. The NATS MPO is a subset of the Southwest Michigan Planning Commission (SWMPC), southwest Michigan's state-designated regional planning organization. Together, they manage all aspects of the continuing, comprehensive and cooperative transportation planning process.

\*Ex-officio means nonvoting member

### Committee Members

Chair: Joe Ray	City of Niles-Public Works
Vice-Chair: Joseph Bellina	Cass County Road Commission Engineer
Jason Auvil	Pokagon Band of Potawatomi Indians
Pat Bellaire	Village of Edwardsburg
Joe Bellina	Cass County Road Commission Engineer
Brian Berndt/Chuck Collins	Berrien County Road Commission
Barbara Cook	Cass County Planning Commission
Richard Cooper	Niles Charter Township
Neil Coulston	City of Niles- Jerry Tyler Memorial Airport
*John Egelhaaf	SWMPC
*Fred Featherly	MDOT - Multi-Modal
Irving Frost	Howard Township
Juan Ganum	City of Niles-Community Development
Kelly Getman-Dissette/Evan Smith	Niles Dial-a-Ride
John Gruchot/Katie Montoya	Berrien County Planning Department
Darrell Harden/Jason Latham	MDOT - Southwest Region
Shelley Klug	Southwest MI Econ Growth Alliance
Joseph Kring	Bertrand Township
Don Kronewitter	Milton Township
Ray Lenze	MDOT Planning
*Stewart McKenzie	FTA
Jane Mitchell	Buchanan Township
*Bradley Sharlow	MDOT - Travel Demand
Janet Personette	Four Flags Area Chamber of Commerce
*Robert Rusch	MDEQ - Air Quality Div.

Don Ryman	City of Buchanan
*Rachael Tupica	FHWA - Michigan Division
Sarah Woolcock/Erin Kercheval	MDOT Transportation Service Center, Coloma
*Representative	Michiana Area Council of Governments
Representative	Buchanan Township
Representative	Ontwa Township

Meetings were held on the following dates with the total Committee members attending and members of the public.

October 26, 2010	18 members attended +1 citizen
November 2010	No meeting held
December 21, 2010	15 members attended +3 citizens
January 2011	No meeting held
February 22, 2011	17 members attended +1 citizen
March 2011	No meeting held
April 26, 2011	15 members attended+ 2 consultants working for Niles DAR
May 2011	No meeting held
June 28, 2011	16 members attended +3 citizens
July 2011	No meeting held
August 23, 2011	18 members attended + 2 citizens
September 27, 2011	10 members attended + 1 citizen

*Note: Two transportation planning staff members are in attendance at every meeting, in addition to the attendees listed above.*

## Policy Committee

### Purpose of Policy Committee

The Purpose of the Policy Committee shall be to provide guidance, direction and necessary approvals with respect to all aspects of the continuing, comprehensive, and cooperative transportation planning process. Deliberations, findings, and approvals of the Policy Committee shall be made after due consideration of recommendations of the NATS Technical Advisory Committee, and when necessary, shall be then be recommended to the SWMPC.

\*Ex-officio means nonvoting member

### Committee Members

Chair: John LaMore	Berrien County Commission
Vice-Chair: Dale Lowe	Cass County Commission
Betty Arndt	City of Niles
Jason Auvil	Pokagon Band of Potawatomi Indians
Georgia Boggs	City of Niles
Cliff Poehlman	Cass County Road Commission
Chuck Collins/Brian Berndt	Berrien County Road Commission
Barbara Cook	Cass County Planning Commission
Richard Cooper	Niles Charter Township
*John Egelhaaf	SWMPC
*Fred Featherly	MDOT - Multi-Modal
Irving Frost	Howard Township
Evan Smith/Kelly Getman-Disette	Niles Dial-a-Ride
John Gruchot/Katie Montoya	Berrien County Planning Department
Darrell Harden/Jason Latham	MDOT - Southwest Region/Jason Latham Alternate
Shelley Klug	Southwest MI Econ Growth Alliance
Joseph Kring	Bertrand Township
Don Kronewitter	Milton Township
Ray Lenze	MDOT Planning
*Stewart McKenzie	FTA
Jane Mitchell	Buchanan Township
Johnnie Rodebush	Cass County Commission
*Bradley Sharlow	MDOT - Travel Demand
Zach Perkins	Berrien County Commission
Janet Personette	Four Flags Area Chamber of Commerce
*Robert Rusch	MDEQ - Air Quality Div.
Don Ryman	City of Buchanan
*Rachael Tupica	FHWA - Michigan Division
Tracy Vines	Berrien County Planning Commission
Sarah Woolcock/Erin Kercheval	MDOT Transportation Service Center, Coloma
*Representative	Michiana Area Council of Governments



Representative	Buchanan Township
Representative	Ontwa Township
Additional representative	Howard Township
Additional representative	City of Niles
Additional representative	Four Flags Chamber of Commerce

Meetings were held on the following dates with the total Committee members attending and members of the public.

October 26, 2010	17 members attended
November 2010	No meeting held
December 21, 2010	14 members attended
January 2011	No meeting held
February 22, 2011	17 members attended +1 citizen
March 2011	No meeting held
April 26, 2011	20 members attended+ 1 citizen
May 2011	No meeting held
June 28, 2011	16 members attended +1 citizens
July 2011	No meeting held
August 23, 2011	18 members attended
September 27, 2011	10 members attended

*Note: Two transportation planning staff members are in attendance at every meeting, in addition to the attendees listed above.*

## ACCOMPLISHMENTS AND WORK ACTIVITIES

Each year, the SWMPC is responsible for a variety of tasks under five categories: Program Management, Database Management, Long Range Planning, Short Range Planning, and Other Planning. Accomplishments in each of these categories are described below.

### Program Management

The goal of the Program Management category is to effectively administer the urban transportation planning program. The SWMPC utilizes a combination of strategies to achieve this goal.

#### **1. Participated in seminars, workshops, and classroom-type courses designed to develop technical skills and broader perspectives on transportation-related subjects.**

- *Michigan Transportation Planning Association (MTPA)* - The Michigan Transportation Planning Association is a voluntary association of public organizations and agencies which are responsible for the administration of transportation planning activities throughout the State of Michigan. <http://www.mtpa-mi.org/default.asp>
  - January 18, February 15, March 22, 2011 (financial planning workshop), April 19, May 17, June 21, 2011, August 16, and September 20, 2011.
  - Michigan Transportation Planning Association Annual Conference July 12-15, 2011
- *Michigan Department of Transportation (MDOT) Training Opportunities* - Staff utilize free training opportunities offered by MDOT to stay abreast of new research and state requirements. These trainings provide the staff that opportunity.
  - Flexible match for federal funds, March 31, 2011
  - Disadvantaged Business Enterprise reporting, April 6, 2011
  - Title VI Non-Discrimination training August 9, 2011
- *Other Transportation Related Training Opportunities* - Staff are expected to stay current on new research and transportation topics that impact the development of planning documents and projects in the study area.
  - Transforming Transportation Research Consortium conference, Detroit, April 7-9, 2011
  - Michigan Passenger Rail Coalition webinar on Midwest high-speed rail and PRIIA legislation, April 20, 2011
  - MSU-Extension's Complete Streets workshop, Benton Harbor, May 3, 2011
  - Building Healthy Communities conference, Lansing, June 6-7, 2011
  - Disability Network Webinar on Physical Barriers to Public Transit Systems, July 27, 2011
  - Data Visualization Techniques webcast, September 6, 2011

- *Other Local Meetings Attended* - Staff are called upon to assist community led organizations and municipalities in the discussion of transportation related topics.
  - Berrien County Road Funding Committee-This committee explored the possibility of asking the voters in Berrien County to consider a road millage.
  - Van Buren County Rural Task Force-The Rural Task Force program is administered by MDOT and impacts projects throughout the NATS study area.
  - St. Joseph River Harbor Authority-The Harbor Authority discusses the issues that the freight industry is faced with and its direct impact on the NATS study area.
  - WesTrain meeting-A regularly occurring meeting of the primary transportation planning and economic development organizations along the Pere Marquette Amtrak rail line.

### **3. Committees**

The SWMPC transportation planning staff is responsible for the day-to-day operations of the NATS MPO.

- *NATS TAC and Policy Committees*
  - Provided staff support to the NATS TAC and Policy Committees.
  - Reported on NATS activities to the federal and state agencies and to the SWMPC, as appropriate.
  - Prepared for, facilitated, and generated minutes for monthly NATS TAC and Policy Committee meetings.
  - Conducted an annual review of membership and participation for the Technical Advisory and Policy committees.
  - Established a schedule of public meetings as an ongoing element of the planning process for public information and input.

### **4. Public Participation Efforts**

SWMPC engage in specific public participation efforts as outlined in the Public Participation Plan which can be found at <http://www.swmpc.org/participation.asp>.

- Actively implemented public involvement activities through community meetings, distribution of committee and planning information to radio, television, and newspapers.
- Monthly communication with the press through press releases and via telephone about current transportation issues.
- Maintained a database of strategies and outcomes of public participation measures.

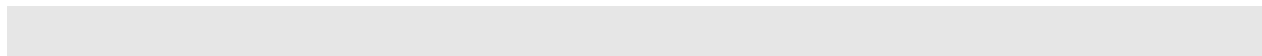
- Used appropriate visualization techniques to describe plans and perform other public participation activities as required by SAFETEA-LU.
  - Updated the Transportation Participation Plan as required by SAFETEA-LU, including community outreach to address air quality conformity, Title VI, and Environmental Justice requirements.
  - Monthly email messages to interested citizens regarding transportation trainings, meetings, and topics related to transportation planning.
  - Actively partnered with other agencies such as the Disability Network's Transportation Advocacy Group and others to obtain greater participation in, and information about, the diverse needs of the population.
- Coordinated with MDOT on regional activities affecting transportation developments.
  - Maintained the SWMPC website for transportation information dissemination.
  - Consulted as appropriate with state, local, and private agencies, and Native American Tribes responsible for economic growth, land use management, natural resources, environmental protection, conservation, historic preservation, and human service transportation providers to enhance the transportation planning process.
  - Assisted local entities in developing and maintaining asset management plans.

<b>Products of Program Management Tasks:</b>	<b>Status:</b>
1. Created, disseminated, and uploaded Committee meeting information, including agendas, minutes, and handouts	Completed and published
2. Public notice of annual meeting schedule	Completed and published
3. FY 2010 Annual Report	Completed and published
4. FY 2012 UWP	Completed and published
5. Public notices of various transportation activities	Completed and published
6. Regularly updated SWMPC website	Completed and published
7. Annual listing of FHWA and FTA projects on the SWMPC website	Completed and published
8. Annual review of Transportation Participation Plan	In development
9. Wrote SWMPC Title VI Non-Discrimination Plan	Completed and published
10. Conducted NATS member survey evaluating progress of public participation efforts and presented results	Completed and ongoing
11. Completed quarterly progress reports	Completed
12. Drafted and collected 20 Bike to Work Resolutions	Ongoing

**Uncompleted Tasks:**

- Review metropolitan planning organization (MPO) map boundaries to ensure that they reflect necessary representation. *This process has begun, and will be completed with availability of Census 2010 Data.*

<b>Program Management Funds</b>	<b>Budgeted in UWP</b>	<b>Spent</b>	<b>Under/(Over)</b>
FHWA	37,696	34,655	3,041
FTA	11,937	12,536	(599)



## **Database Management**

The goal of Database Management is to continue to collect and maintain a solid database of information and the technical tools to accurately assess system priorities and to produce an accurate model of the transportation system for use in model updates for corridor studies and other planning endeavors. The SWMPC utilizes a combination of strategies to achieve this goal.

### **1. Collaboration activities with the Asset Management Council.**

The SWMPC actively collaborates with the State Transportation Asset Management Council (TAMC) to maintain its partnership in the collection and analysis of road surface quality data. The SWMPC executive director is a TAMC board member.

- Collaborated with local entities in meeting the goals of the Asset Management Council established under P.A. 499.
- Scheduled, coordinated, and attended Investment Reporting Tool training.
- Attended PASER road rating webinar and PASER road rating training.
- Sent out a reminder to local communities about investment report for TAMC; answered their questions about the reporting process.
- Conducted PASER rating on all federal aid eligible roads in the northern half of Berrien County.
- Assisted local communities with information about local road rating eligibility and local asset management plans.

### **2. Southwest Michigan Planning Commission Data Extract**

The SWMPC created a data extract document in 2003 to assist communities and citizens in having relevant regional data including the 2000 U.S. Census data at their fingertips. As the SWMPC receives requests for data, the staff at SWMPC has started the process of refreshing and redefining this document to make it more accessible to all communities, agencies, and citizens of the region.

- Researched variables that would be needed for regional and state comparisons.
- Selected and retrieved data files from the U.S. Census Bureau.
- Coded selected variables to be mapped in Geographic Information Systems (GIS) software.
- Displayed selected variables in different graphic representations that would be more usable to government agencies, businesses, and the general public.

### **3. Long Range Transportation Plan**

The Long Range Transportation Plan provides a region wide vision of transportation planning for the next twenty years. There are many activities done throughout the duration of the plan that

are updated on a regular basis.

- Assisted MDOT by providing the requested data and information for the development of the projections of Travel Demand in the NATS area in preparation for Long Range Transportation Plan 2040.
- Assembled model 2010 base year data into legible Transportation Analysis Zone maps and distributed to NATS committee members for verification. Changes were transmitted to MDOT.
- Analyzed and upgraded computing capabilities and training in support of transportation planning process.
- Maintained and updated critical management documents (i.e., LRP, TIP, UWP) on SWMPC website.
- Continued to collect, compile, analyze, and maintain socioeconomic (SE), land use, transportation, and transit data and information necessary for planning in the region.
- Compiled employment data updates into maps and spreadsheets and facilitated NATS member employment data review at NATS monthly committee meeting.

#### **4. SWMPC Traffic Count Program**

The SWMPC provides a service to municipalities and others interested in learning more about the travel volumes and patterns on their roadways.

- Reviewed and directed the urban traffic count program.
- Produced traffic counting reports for the City of Niles, the City of Buchanan, Niles Township, Berrien County, and Cass County.
- Conducted approximately 100 traffic counts for the three-county area and began process of uploading them to the SWMPC website.
- Continued refining traffic count database for SWMPC website.
- Conducted traffic counts for the HPMS program.
- Maintained the SWMPC asset management website  
[http://www.swmpc.org/asset\\_mgmt.asp](http://www.swmpc.org/asset_mgmt.asp).

#### **5. Additional Tasks Completed**

SWMPC Transportation staff is involved in activities that relate to the multi-modalism of transportation planning. Regional public transit and coordination with local road commissions are activities that are seen as important to the planning for regional transportation.

##### *Trainings*

- Updated TransCAD software and attended training on using TransCAD software.

- Attended Transportation Technical Committee workshop on Census data, February 8, 2011.

*Other*

- Met with MDOT and Berrien County Road Commission regarding travel demand model development, March 30, 2011.
- Reviewed and updated federal aid urban boundary, national functional classifications, and federal aid system.

*Transit*

- Continued to receive and analyze transit data from Niles Dial A Ride and work with the agency to facilitate cooperative arrangements with local entities and organizations for improving equitable and effective access to public transportation.

<b>Products of Database Management Tasks:</b>	<b>Status:</b>
Updated SE data	In progress
Traffic count data	In progress
PASER results (report and maps)	Reports completed and published.

**Uncompleted Tasks:**

- Use traffic count data to begin to model critical areas within the metropolitan area. *A two-year program of traffic counts was developed for streets on which traffic counts are still needed. New traffic counts for travel demand model will be completed in FY 2012.*
- Monitor and update functional road classifications. *This will be addressed with the release of Census 2010 data.*
- Continue to receive and analyze transit data from Niles DAR and to work with Niles DAR to facilitate cooperative arrangements with local entities and organizations for improving equitable and effective access to public transportation. *No data has been received from Niles DAR.*

<b>Database Management Funds</b>	<b>Budgeted in UWP</b>	<b>Spent</b>	<b>Under/(Over)</b>
FHWA	23,870	19,274	4,596
FTA	7,559	3,406	4,153



## **Long Range Planning**

The goal of the Long Range Planning category is to research the new federal focus areas of livability, sustainability, climate change, and greenhouse gas reduction and to develop strategies to incorporate them into the transportation planning process.

### **1. Long Range Transportation Plan**

The Long Range Transportation Plan provides a region-wide vision of transportation planning for the next twenty years. There are many activities done throughout the duration of the plan that are updated on a regular basis.

- Developed and conducted two public input meetings regarding the development of the 2013-2040 Long Range Transportation Plan.
- Developed meeting materials and was sent to all clerks throughout Berrien, Cass, and Van Buren Counties.
- Engaged high school students and teachers in the long range plan development process.
- Monitored and discussed at monthly committee meetings the impacts of projects through the MPO.
- Performed air quality conformity analysis in cooperation with MDOT for pertinent parts of the Transportation Improvement Program (TIP).
- With the assistance of the Interagency Work Group (IAWG), assessed the air quality conformity of proposed projects from the LRP and the corresponding TIP.
- Assisted in completing the Southwest Michigan Non-Motorized Transportation Plan and map.
- Cooperated with MDOT in encouraging public input in the planning of MDOT-managed transportation projects. Provided internet links to MDOT websites and announcements. Communicated MDOT activities in SWMPC quarterly publications.
- Continued to provide resources to NATS committee members related to long range planning topics such as non-motorized transportation and the status of the TwinCATS Walk and Roll Plan.
- Developed website for the 2013 Long Range Transportation Planning Process at [www.swmpc.org/2013lrp.asp](http://www.swmpc.org/2013lrp.asp).
- Researched potential impacts of climate change on Southwest Michigan and developed strategies for addressing climate change, including planning work for Transportation and Environment workshop.

### **2. Freight**

The movement of goods throughout our region is an area of study for the MPO.

- Worked closely with local officials and stakeholders to monitor freight related issues within the metropolitan area.
- Attended St. Joseph Harbor meetings to stay informed of the freight impacts on the region.
- Worked closely with state and federal transportation partners to further integrate freight planning into the transportation planning process.

### **3. Passenger Rail**

SWMPC is actively engaged in discussions regarding the importance of passenger rail service in the region. Moving people safely and efficiently throughout the state by passenger rail service is one way that transportation planning strives to be truly multi-modal.

- Collaborated with the Michigan Association of Rail Passengers (MARPA) in the dissemination of passenger rail subject topics.
- Collaborated with Berrien and Cass Counties to develop strategies to maintain and improve passenger rail service in the NATS area.
- Presented information on the status of high-speed rail in Michigan.
- Encouraged committee members and public to submit comments to MDOT for State Rail Plan update.
- Sent out two draft letters for regional rail for approval by MPO committees and WesTrain members

### **4. Transit**

The SWMPC assists the transit agencies in the NATS planning area with technical assistance as needed.

- Public Transit – continued partnership with Niles Dial-a-Ride to advance public transportation as a viable alternative that meets the needs of residents, especially under-represented groups, in the urban area.

### **5. Air Transportation**

The SWMPC planning region is home to several airports and ensuring that the airports can function as part of the movement of people and goods.

- Provide planning assistance in the development of long and short-range strategies.

### **6. Additional work tasks**

SWMPC Transportation staff is involved in activities that relate to the multi-modalism of transportation planning. Coordinating with local road commissions are activities that are seen as important to the planning for regional transportation, along with providing technical support requests.

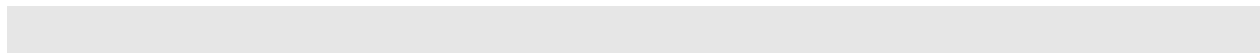
- Researched potential impacts of climate change on Southwest Michigan and developed strategies for addressing climate change, including planning a “Transportation & Environment” workshop.
- Planned Transportation & Environment workshop to educate committee members and public on issues related to transportation and land use, environment, and climate change.

<b>Products of Long Range Planning Tasks:</b>	<b>Status:</b>
Updated Public Participation Plan	In progress
Updated socioeconomic data	In progress

**Uncompleted Tasks:**

- Delineate linkage between local land use policies and activities and the transportation system. *In progress. Will be addressed in more detail in FY 2012 as the Long Range Plan will be in development.*
- Work closely with local officials and interests to inventory and monitor freight routes and intermodal facilities within the metropolitan area. *This task will be addressed in more detail in FY 2012 as the Long Range Plan will be in development.*
- Gather input from freight stakeholders and integrate freight planning into existing transportation planning processes. *This will be addressed in FY 2012.*

<b>Long Range Planning Funds</b>	<b>Budgeted in UWP</b>	<b>Spent</b>	<b>Under/(Over)</b>
FHWA	8,825	2,944	5,881
FTA	2,795	535	2,260



## Short Range Planning

The goal of the Short Range Planning category is to monitor and coordinate regional work activities identified in the 2011-2014 TIP, in addition to other studies and reports required by changing circumstances.

### 1. 2011-2014 Transportation Improvement Program (TIP)

The Transportation Improvement Program (TIP) is the four-year project document that details transportation projects funded by FHWA and FTA to be constructed in the region.

- Published 2010 annual listing of obligated projects.
- Monitored projects for the TIP and LRP for air conformity.
- Tracked progress of projects in TIP.
- Monitored the financial constraint document for FY 2011-2014 TIP.
- Monitored the status of FY 2011 TIP projects as they affect the FY 2011-2014 TIP.
- Monitored and revised the FY 2011-2014 TIP in accordance with the current LRP to address changes in local circumstances and local priorities in transportation.
  - Processed the following amendments in the FY 2011-2014 TIP (for a complete description of which specific projects changed during these months, see the corresponding NATS Policy Committee Meeting minutes at [www.swmpc.org/nats.asp](http://www.swmpc.org/nats.asp)):
    - **October 2010 Meeting**-FY 2011-amended 1 local road project, and added 1 CMAQ project; FY 2012-deleted 1 local road project, amended 1 local road project, added 4 MDOT projects; FY 2013 amended 2 local road projects, and added 1 local road project; FY 2014-amended 1 local road project.
    - **December 2010 Meeting**-FY 2011-delete 1 local road project, added 3 local road projects; FY 2012-added 2 local road projects; FY 2014-added 1 local road project, and amended 1 local road project.
    - **February 2011 Meeting**-FY 2011-adding rural operating funds, amended 6 transit projects; FY 2012 amended 2 transit projects, added 2 transit projects; FY 2013-amended 3 transit projects, and added 1 transit project; FY 2013-added 1 transit project; FY 2014-amended 5 transit projects.
    - **April 2011 Meeting**-FY 2011-added rural operating funds, modified 4 local road projects; added 6 MDOT projects; FY 2012 added rural operating funds, modified from 2012 to 2011 1 MDOT project; FY 2013-modified 1 MDOT project.
    - **June 2011 Meeting**-FY 2011-added 2 local road projects, removed 2 local road projects, added 1 MDOT project, and modified 1 MDOT project; FY 2012-added rural operating funds, added 1 local road project, added 2 MDOT projects, added 1

MDOT project to the illustrative list; FY 2013-modified 1 MDOT project.  
Administratively deleted 1 MDOT project named US-31BR over Dowagiac River.

- **August 2011 Meeting-FY 2011**-amended 1 MDOT; FY 2012-deleted 1 MDOT project, FY 2013-amended 1 MDOT project.
- **September 2011 Meeting**-None

## **2. Congestion Mitigation and Air Quality (CMAQ)**

This program provides a flexible funding source for state and local governments to fund transportation projects and programs to help meet the requirements of the [Clean Air Act \(CAA\)](#) and its amendments. CMAQ funding supports transportation projects that reduce mobile source emissions in areas designated by the U.S. Environmental Protection Agency (EPA) as in nonattainment or maintenance of national ambient air quality standards.

- Submitted FY 2011 CMAQ project applications.
- Coordinated a CMAQ 2012-14 call for projects meeting.
- Submitted FY 2012-2014 CMAQ project applications.
- Announced another CMAQ call for projects for FY 2010 remaining funds.
- Assisted local agencies with CMAQ applications.
- Continued to coordinate the local agencies receiving Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds in Berrien County.

## **3. Non-Motorized Transportation**

The SWMPC has been involved in the development and advancement of non-motorized transportation as an integral part of a connected transportation network.

- Monitored local initiatives and legislative actions that have possible impacts on non-automobile oriented means of transportation, such as rail, air, and bicycle trails.
- Provided data, technical assistance, and planning services to local initiatives for incorporating non-motorized system(s) into the transportation system.

## **4. Transit**

The SWMPC assists the transit agencies in the NATS planning area with technical assistance as needed.

- Presented to SWMPC board about public transit work, February 1, 2011.
- Researched data collection software for automatically analyzing transit stop locations.
- Continued work with area transit providers to implement scheduling software.
- Gave presentations about regional bus transportation to the NATS committees and the Berrien Health Consortium.

- Met with representatives of Michigan Association of Railroad Passengers about multi-modalism and planning shuttle bus connections to train stations; answered their questions about funding sources for transit projects.
- Facilitated Cass County Transit Mobility forum, February 9, 2011.

**5. Other Tasks**

- Coordinated regional transportation strategies with community transportation needs, development and land uses and assisted in the development of local plans, strategies and actions to integrate regional goals and local goals.
- Worked with MDOT, the Berrien County and Cass County road commissions, and the local units of government on the development of local inputs to the State Asset Management Plan.
- Continued to coordinate, monitor, and follow-up on transportation issues with transportation studies such as corridor studies, local traffic impact studies, and/or site plan review.

<b>Products of Short Range Planning:</b>	<b>Status:</b>
Amendments and administrative changes to the TIP, as needed	Completed and submitted
Regularly updated TIP and Fiscal Constraint tables	Published
Public participation notices	Completed

**Uncompleted Tasks:**

- Utilize the local schools as a source of disseminating safety information.
- Conducted local safety summits.
- *\*Note-the Southwest Michigan Safety Committee sponsored by AAA of Michigan was disbanded.*

<b>Short Range Planning Funds</b>	<b>Budgeted in UWP</b>	<b>Spent</b>	<b>Under/(Over)</b>
FHWA	5,547	3,988	1,559
FTA	1,757	369	1,388

## **Other Planning Activities**

The goal of Other Planning Activities category is to be responsive to the needs of the local area in meeting safety-conscious planning, non-motorized activities, and various unanticipated transportation-related planning activities as work arises.

### **1. Revenue Assistance**

As revenues to local communities continue to shrink, the SWMPC works with agencies on how to utilize other funding sources to fund transportation related projects.

- Assisted local communities in researching grant opportunities for funding transportation-related projects.
- Researched revenue sources for communities to meet growing funding gap.
- Researched transportation funding / state budget issues, including complete streets rule for Transportation Enhancement funding.
- Hosted and developed Transportation Funding 101 Workshop.

### **2. Non-Motorized Transportation**

The SWMPC has been involved in the development and advancement of non-motorized transportation as an integral part of a connected transportation network.

- Planned bicycle safety workshops for summer 2011, including: reaching out to libraries, scheduling workshops; ordering supplies; creating flyer and permission slip, and creating curriculum.
- Held seven bicycle safety workshops in various communities throughout the region.
- Hosted and developed Complete Streets workshop in coordination with the Michigan Trails and Greenways Alliance.
- Provided input and planning to non-motorized activities, multi-modal initiatives, and educational opportunities regarding transportation planning.
- Encouraged municipalities to pass Bike to Work Week resolutions and collected twenty resolutions.

### **3. Transit**

- Collected and sent in letters of support to MDOT for the 5304 SPR grant application for a transit consolidation study for the county.
- Continued to implement technology in transit grant.
- Responded to requests regarding ride-sharing, as resources permitted, and disseminated existing, available materials to those expressing interest.

- Compiled survey questions / focus group questions about public transit for the Pokagon Band of Potawatomi Indians to use at a public input forum.

#### *MyWayThere.org*

Assisted in the expanded use of technology, specifically, the creation of a new website called MyWayThere.org that serves as a gateway to transportation options in Berrien County by providing links to transportation tools such as a trip planner and a searchable database to allow people, case managers and agencies to find transportation options in Berrien County.

#### *Berrien County Transportation Coalition*

Assisted in the facilitation of Berrien County Transportation Coalition bi-monthly meetings to bring about the following work products:

- Regional Reduced Fare Card for seniors and people with disabilities.
- Standardized Operating Policies for future adoption by all Berrien County transit agencies. Policies include: *Requesting rides, Same day service requests, Personal care attendants, Pets and service animals, Transporting children, Mobility devices, Canceling rides, No-shows, Subscription trips, Inclement weather.*
- Prepared draft Para-Transit Application for consideration by TCATA board of Trustees.
- Hosted the following workshops:
  - “Determining ADA Para-Transit Eligibility”
  - “Coordinating Non-Emergency Medical Transportation Into the Mix”
  - “ADA Essentials for Transit Board Members and Local Advisory Committees”
  - “FTA Civil Rights Training”

#### *Berrien County Transit Consolidation Feasibility Study*

Secured funding and hired a third-party consultant to look at the feasibility of consolidation of urban and rural public transit agencies in Berrien County. Conducted the following activities to secure the third party consultant:

- Drafted RFP and scope of work
- Advertised the RFP
- Assembled Selection Committee
- Responded to Questions
- Conducted Analysis of RFP Responses
- Convened Selection Committee
- Conducted Interviews
- Selection of Top Firms and Negotiation
- Developed Contract
- Documented Process

#### **4. Other Activities**



- Identified opportunities to initiate safety data information collection and to conduct and/or coordinate outreach activities among interested parties. Expanded efforts to establish safety as a priority element in the transportation planning process.
- Wrote and submitted ESRI mobile governments grant.
- Participated in Michigan Association of Planning Social Equity committee conference calls.

<b>Products of Other Planning Tasks:</b>	<b>Status:</b>
Berrien County Transit Study Implementation Plan	Completed

<b>Other Planning Funds</b>	<b>Budgeted in UWP</b>	<b>Spent</b>	<b>Under/(Over)</b>
FHWA	10,926	5,539	5,387
FTA	3,460	242	3,218

## FINANCIAL SUMMARY

The table that follows displays the revenue received for transportation planning from the Federal Highway Administration (FHWA) and Federal Transit Authority (FTA). The “Budgeted in UWP” numbers are reflective of the estimated transportation planning costs as outlined in the Unified Work Program for FY 2011 for each program element. The table then shows the dollars spent on each program element. The last column demonstrates the SWMPC ability to be good stewards of federal funds as reflected in money being saved in each program element.

*\*Please note that figures displayed in this table are not final and are subject to audit.*

### Federal Highway Administration Funds

Program Element	Budgeted in UWP	Spent	Under/(Over)
Program Management	37,696	34,655	3,041
Data Management	23,870	19,274	4,596
Long Range Planning	8,825	2,944	5,881
Short Range Planning	5,547	3,988	1,559
Other Planning	10,926	5,539	5,387
<b>Totals</b>	<b>86,864</b>	<b>66,400</b>	<b>20,464</b>

### Federal Transit Authority Funds and Local Match Funds

Program Element	Budgeted in UWP	Spent	Under/(Over)
Program Management	11,937	12,536	(599)
Data Management	7,559	3,406	4153
Long Range Planning	2,795	535	2260
Short Range Planning	1,757	369	1388
Other Planning	3,460	242	3218
Transit Pass Through	6,250	6,250	0
<b>Totals</b>	<b>33,758</b>	<b>23,338</b>	<b>10,420</b>

## PUBLIC ENGAGEMENT EFFORTS

### Web page views:

The following table shows web page visits in fiscal year 2011 for the transportation pages on [www.swmpc.org](http://www.swmpc.org). The table shows the total number of views for FY 2010 (October 1, 2009-September 30, 2010) as a means to compare the difference in activities that the SWMPC focuses on. Web pages are added and removed as projects begin and end. Therefore, some web pages may not have existed in FY 2010 to compare to FY 2011.

Page	Page views in FY 2011	Page views in FY 2010	Average time spent on page in FY 2011
<b>TRANSPORTATION</b> Transportation.asp	812	881	0:41
<b>NATS MAIN PAGE</b> nats.asp	470	805	0:52
<b>TRANSPORTATION DOCUMENTS</b> nats_docs.asp			
Transportation Improvement Program Long Range Plan Unified Work Program Annual Report	224	176	3:54
Transportation Improvement Program Project Application nats_tipapp.asp	78	105	2:30
Midwest Rail Initiative mwri.asp	93	96	1:47
2013 Long Range Plan 2013lrp.asp	34	N.A.	2:46
<b>COMMITTEE MEETINGS</b>			
FY 2010 fy_10_nats.asp	37	96	1:47
FY 2011 fy_11_nats.asp	582	9	3:23
<b>EVENTS</b>			
Transportation Funding 101 funding.asp	361	N.A.	2:44
Transportation and the Environment trans_water.asp	127	N.A.	3:41

Trails Workshop Trailswkshop.asp	127	395	1:29
Complete Streets Completestreets.asp	183	N.A.	2:03
<b>PASSENGER TRANSPORTATION</b>			
Rail regionalrail.asp	183	313	0:59
Transit swmitransit.asp	327	338	0:37
Cass County Transit			
Berrien County Transit			
Transit Study transit_study.asp	792	222	3:40
<b>NON-MOTORIZED TRANSPORTATION</b>			
trailwayefforts.asp	207	420	0:57
U.S. Bicycle Route 35 usbr35.asp	212	633	2:05
SMART Plan smart_plan.asp	343	1,349	2:19
Michigan Bicycle Laws mibicyclelaws.asp	514	283	4:28
Bicycle Safety bicycle_safety.asp	78	N.A.	2:29
Indiana Michigan River Valley Trail inmitrail.asp	275	560	3:12
<b>DATA</b>			
Asset Management	190	174	1:16
Traffic Counts	774	715	0:59
Traffic Count Database	475	504	3:00
<b>CONGESTION MITIGATION AIR QUALITY</b>			
cmaq.asp	206	336	2:11
Rideshare			
<b>OTHER</b>			
Calendar of Events calendar.asp	702	588	1:07
Transportation Library trans_library.asp	125	78	2:59

**Other measurable indicators:**

Number of Facebook fans	81
News articles Herald Palladium Benton Spirit South Bend Tribune	10
<b>Public comments/responses gathered</b> Goal Development Workshop total attendees in both locations	50