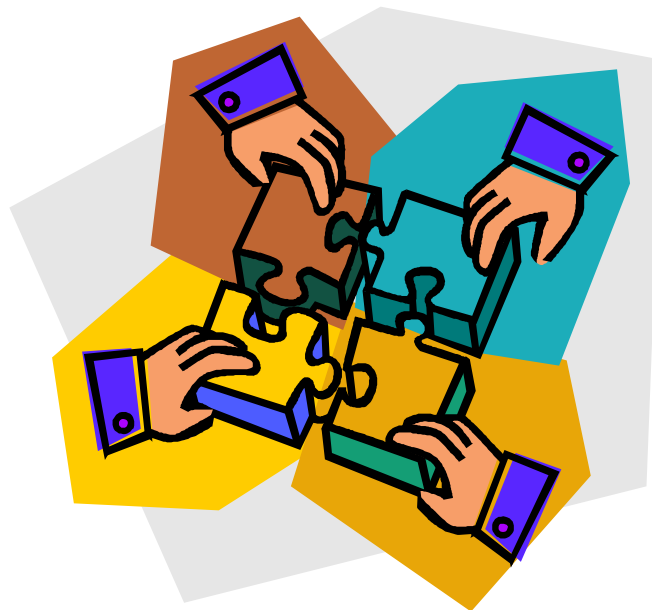


**FISCAL YEAR 2011**

October 1, 2010 – September 30, 2011

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

**UNIFIED WORK PROGRAM**



Prepared by

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

In Cooperation with

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

**July 2010**

## TABLE OF CONTENTS

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<b>INTRODUCTION</b>	<b>3</b>
<b>COMMITTEES AND GEOGRAPHIC AREA</b>	<b>4</b>
<b>BUDGET AND FUNDING SOURCES</b>	<b>6</b>
<b>PROGRAM MANAGEMENT</b>	<b>8</b>
<b>DATABASE MANAGEMENT</b>	<b>11</b>
<b>LONG RANGE PLANNING</b>	<b>13</b>
<b>SHORT RANGE PLANNING</b>	<b>15</b>
<b>OTHER PLANNING</b>	<b>17</b>
<b>TRANSIT PASS-THROUGH</b>	<b>19</b>
<b>INTERAGENCY WORK GROUP</b>	<b>20</b>
<b>ATTACHMENT 1. RESOLUTION OF APPROVAL</b>	<b>21</b>
<b>ATTACHMENT 2. APPROVAL SCHEDULE</b>	<b>22</b>
<b>ATTACHMENT 3. CITY OF NILES MEMORANDUM OF AGREEMENT</b>	<b>23</b>
<b>ATTACHMENT 4. SWMPC ACTUAL INDIRECT COST RATE</b>	<b>24</b>
<b>ATTACHMENT 5. CERTIFICATE OF INDIRECT COSTS</b>	<b>25</b>

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## INTRODUCTION

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The Fiscal Year (FY) 2011 Unified Work Program (UWP) is a federally required certification document describing transportation planning projects and activities of the Southwest Michigan Planning Commission (SWMPC) in the Niles-Buchanan-Cass Urban area, also known as the “Niles-Buchanan-Cass Area Transportation Study” (NATS), to be undertaken during the period of October 1, 2010 through September 30, 2011 within NATS area.

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

There are five major work elements to the UWP, which are described in detail in the pages that follow: Program Management, Data Base Management, Long Range Planning, Short Range Planning and Other Planning. The major planning activities during FY 2011 will be to compile base year data and begin to project future data for the 2040 Long Range Plan. In addition, SWMPC will work to integrate land use planning into the transportation planning process and research ways that the four new FHWA areas of focus can be integrated into the transportation planning process.

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

## COMMITTEES AND GEOGRAPHIC AREA



The FHWA, FTA, and local units of government within the NATS boundaries fund the urban transportation program. Geographically, the NATS area covers communities in both Berrien and Cass Counties: Howard, Milton, and Ontwa Townships and the Village of Edwardsburg in Cass County and Bertrand, Buchanan, and Niles Charter Townships and the Cities of Buchanan and Niles in Berrien County.

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

### Policy Committee

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

## Technical Advisory Committee

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

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

### Michigan

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

### Indiana

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

### Ex-officio

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



## BUDGET AND FUNDING SOURCES

### Federal Highway Administration Funding

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

### Federal Transit Administration Funding

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

### Local Jurisdiction Funding

The nine participating local units of government and one tribal government contribute local match based on each jurisdiction's share of the population. The 2000 Census population figures are used to determine each jurisdiction's population. The Niles Dial-A-Ride (DAR) provides 20% of available pass-through dollars as matching funds. Attachment 2 contains a copy of the Memorandum of Agreement with Niles DAR. Additional FTA match for the 2010 fiscal year will be provided by local grants. The NATS TAC and Policy Committee are responsible for approving the budget.

#### FHWA & FTA FEDERAL AND LOCAL BUDGET

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

#### BUDGET BY WORK ELEMENT

Work Element	Federal Highway and Local Match Funds	Federal Transit and Local Match Funds	Total*
<b>Program Management</b>	\$37,696	\$11,937	\$49,633
<b>Database Management</b>	\$23,870	\$7,559	\$31,429
<b>Long Range Planning</b>	\$8,825	\$2,795	\$11,620
<b>Short Range Planning</b>	\$5,547	\$1,757	\$7,304
<b>Other Planning</b>	\$10,926	\$3,460	\$14,386
<b>Transit Pass-Through</b>	\$0	\$6,250	\$6,250
<b>Total</b>	<b>\$86,864</b>	<b>\$33,757</b>	<b>\$120,621</b>

*\*The totals shown here are actual totals, rounded to the nearest dollar. Thus they may appear inconsistent throughout the document, by an amount no more than \$1.00.*

**FY 2010 LOCAL MATCH CALCULATION**

<b>Jurisdiction</b>	<b>Population*</b>	<b>% of Total Population</b>	<b>Share of FHWA Local Match</b>	<b>Share of FTA Local Match</b>	<b>Share of FTA Pass-Thru Match</b>	<b>Share of Total Local Match</b>
<b>Bertrand Township</b>	2,380	4.55%	\$717	\$307	\$0	\$1,024
<b>Buchanan Township</b>	3,510	6.72%	\$1,059	\$454	\$0	\$1,513
<b>Howard Township</b>	6,309	12.07%	\$1,903	\$815	\$0	\$2,718
<b>Milton Township</b>	2,646	5.06%	\$798	\$342	\$0	\$1,140
<b>Niles Charter Township</b>	13,325	25.49%	\$4,019	\$1,721	\$0	\$5,740
<b>Ontwa Township</b>	5,865	11.22%	\$1,769	\$757	\$0	\$2,526
<b>City of Buchanan</b>	4,681	8.96%	\$1,413	\$605	\$0	\$2,018
<b>City of Niles</b>	12,204	23.34%	\$3,681	\$1,576	\$1,250	\$5,257
<b>Village of Edwardsburg</b>	1,147	2.19%	\$345	\$148	\$0	\$493
<b>Pokagon Band</b>	199	.40%	\$62	\$26	\$0	\$88
<b>Local grants</b>	N/A	N/A	\$0	\$1,250	\$0	\$1,250
<b>Total</b>	<b>52,266</b>	<b>100.00%</b>	<b>\$15,766</b>	<b>\$6,751</b>	<b>\$1,250</b>	<b>\$23,767</b>

\*Source: Population based on 2000 Census.

MDOT also uses its funds to provide a variety of staff services. The MDOT budget for FY 2010 follows:

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

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

## PROGRAM MANAGEMENT

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### Goal:

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

### Work Tasks:

1. General administration of the program including planning, travel, participation, follow-up and dissemination of the results and outcomes of meetings, seminars, trainings, and conferences, as well as preparation of committee minutes, written and oral correspondence with federal, state, and local officials, quarterly progress reports and billings to MDOT.
2. Provide staff support to the NATS TAC and Policy Committee.
3. Coordinate the election of new officers for the Technical Advisory and Policy committees in January 2011.
4. Write the Annual Report for FY 2010. This report documents the expenditures, work activities and products for the previous fiscal year.
5. Write the UWP for FY 2012
6. Publish an Annual Listing of Obligated Projects.
7. Conduct an annual review of membership and participation for the Technical Advisory and Policy committees.
8. Report on NATS activities to the federal and state agencies and to the SWMPC Board, as appropriate.
9. Provide staff development to support the changing planning skills necessary to effectively administer and implement the transportation planning process.
10. Participate in staff development training and educational opportunities.
11. Attend Michigan Transportation Planners Association (MTPA) meetings and annual conference.
12. Attend the quarterly Transportation Technical Committee (TTC) meetings.
13. Coordinate with MDOT on regional activities affecting transportation developments.
14. Facilitate public involvement in the transportation planning process as described below:
  1. Establish a schedule of public meetings as an ongoing element of the planning process for public information and input.
  2. Actively implement public involvement activities through community meetings, surveys, newsletters, distribution of committee and planning information to radio, television and newspapers.
  3. Coordinate with MDOT on regional activities affecting transportation developments.
  4. Use appropriate visualization techniques to describe plans and perform other public participation activities as required by SAFETEA-LU.
  5. Identify and communicate with transportation-disadvantaged populations (including populations identified in Environmental Justice regulations) to bring their ideas and needs into the planning process.



6. Actively partner with other agencies and organizations to obtain greater participation in and information about the diverse needs of the population.
  7. Maintain an updated public outreach list and database of public involvement activities.
  8. Continually evaluate the public involvement activities as compared with the goals and strategies set out in the Public Participation plan document.
15. Maintain the SWMPC website for transportation information dissemination.
  16. Consult as appropriate with state, local, and private agencies, and Native American Tribes responsible for economic growth, land use management, natural resources, environmental protection, conservation, historic preservation, and human service transportation providers to enhance the transportation planning process.
  17. Continue to write letters of support for partner agencies' projects or programs.
  18. Continue to ensure that the principles of Environmental Justice for including minority and low-income communities are incorporated in all public outreach efforts.
  19. Meet with MDOT to discuss potential changes to metropolitan planning organization (MPO) map boundaries.
  20. Assist local entities in developing and maintaining asset management plans.

**Products:**

**Responsible Agency:**

Meeting information, including agendas, minutes, and handouts  
 Public notice of annual meeting schedule  
 FY 2010 Annual Report  
 FY 2012 UWP  
 Public notices of various activities  
 Regularly updated website  
 Annual listing of projects  
 Database of public involvement activities  
 Updated public outreach, media, and consultation mailing lists

SWMPC  
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<b>BUDGET FOR PROGRAM MANAGEMENT</b>			
<b>Funding Source</b>	<b>Funds</b>	<b>Local Match</b>	<b>Total</b>
<b>FHWA (PL)</b>	\$30,854	\$6,842	\$37,696
<b>FTA (5303)</b>	\$9,550	\$2,387	\$11,937
<b>MDOT (SPR)</b>	\$4,494	\$996	\$5,490
<b>Total</b>	<b>\$44,898</b>	<b>\$10,225</b>	<b>\$55,123</b>

<b>Budget Per Responsible Entity</b>		
<b>Entity</b>	<b>Hours (per year)</b>	<b>Cost</b>
SWMPC	1,136	\$49,633
MDOT	36	\$5,490
<b>Total</b>	<b>1,172</b>	<b>\$55,123</b>

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## DATABASE MANAGEMENT

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### Goal:

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

### Work Tasks:

1. Assist MDOT by providing the requested data and information for the development of the projections of Travel Demands in the NATS area.
2. Collect, compile, and analyze population and household data and American Community Survey data for the model area.
3. Conduct an annual review of employer data by:
  - Monitoring news articles about employment changes.
  - Conducting an annual survey of municipalities and chambers of commerce.
4. Assist MDOT with compiling and refining base year data and beginning to project future year data.
5. Review the traffic analysis zone (TAZ) delineation for accuracy.
6. Review and direct the urban traffic count program. Determine priority locations for traffic counts on an annual basis, as well as on a three-year cycle. Integrate local counting efforts with the Highway Performance Monitoring System (HPMS) counts and Travel Demand Model needs. Upload traffic count data to new website.
7. Use traffic count data to begin to model critical areas within the metropolitan area.
8. Monitor and update functional road classifications.
9. Collaborate with local entities in meeting the goals of the Asset Management Council established under P.A. 499. Activities include:
  - Staff will attend training and participate in the rating of the federal aid eligible roads in the Niles/Buchanan/Cass Urbanized Area, as well as other parts of the three-county area, as needed. Results will be provided to local entities for their use.
  - SWMPC will display the results of the local PASER ratings on its website.
  - PASER ratings and Asset Management data will be incorporated into the NATS LRP.
  - The Asset Management Council and SWMPC will maintain a separate contract to cover data collection and fieldwork.
10. Support resurface, rehabilitation, and reconstruct projects.
11. Continue to receive and analyze transit data from the Niles DAR and work with the agency to facilitate cooperative arrangements with local entities and organizations for improving equitable and effective access to public transportation.
12. Analyze and upgrade computing capabilities and training in support of transportation planning process.

13. Maintain and update critical management documents (i.e., LRP, TIP, UWP) to SWMPC website.
14. Continue to upload regional data to the SWMPC website.
15. Review and update federal aid urban boundary, national functional classifications, and federal aid system as appropriate.
16. Develop performance measures for tracking progress in reaching regional transportation goals.

**Products:**

**Responsible Agency**

Accurate TAZ delineation and road network	MDOT
Traffic count data	SWMPC
PASER results (report and maps)	SWMPC
Updated base year data	MDOT
Transit data analysis	SWMPC
Regularly updated website	SWMPC
Performance measures	SWMPC

<b>BUDGET FOR DATABASE MANAGEMENT</b>			
<b>Funding Source</b>	<b>Funds</b>	<b>Local Match</b>	<b>Total</b>
<b>FHWA (PL)</b>	\$19,537	\$4,332	\$23,870
<b>FTA (5303)</b>	\$6,047	\$1,512	\$7,559
<b>MDOT (SPR)</b>	\$3,568	\$791	\$4,359
<b>Total</b>	<b>\$29,152</b>	<b>\$6,635</b>	<b>\$35,788</b>

<b>Budget Per Responsible Entity</b>		
<b>Entity</b>	<b>Hours (per year)</b>	<b>Cost</b>
SWMPC	624	\$31,429
MDOT	28	\$4,359
<b>Total</b>	<b>652</b>	<b>\$35,788</b>

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# LONG RANGE PLANNING



## Goal:

*Research new federal focus areas of livability, sustainability, climate change, and greenhouse gas reduction and develop strategies for incorporating them into the transportation planning process.*

## Work Tasks:

1. Solicit and encourage the local units of government and local agencies to share public inputs and questions regarding transportation related concerns for consideration by the NATS Committees.
2. Cooperate with MDOT in encouraging public input in the planning of MDOT-managed transportation projects. Provide Internet links to MDOT websites and announcements. Communicate MDOT activities in Commission quarterly publications.
3. Delineate linkage between local land use policies and activities and the transportation system.
4. Continue to monitor member activities and/or projects that need to be implemented into the LRP.
5. Perform Air Quality Conformity Analysis in cooperation with MDOT for pertinent parts of the TIP.
6. Continue to monitor member activities and/or projects that are included in the LRP and being implemented or that need to be amended into the LRP.
7. Incorporate local recreation and non-motorized plans into the LRP.
8. Develop area-wide plan for pedestrian/bicycle routes particularly to retail, medical, and recreational complexes and schools.
9. Research the federal focus areas of livability, sustainability, climate change, and greenhouse gas reduction, and develop strategies for integrating the focus areas into the long range planning process.
10. Collaborate with relevant partners in freight planning as described below:
  - Work closely with state and federal transportation partners to further integrate freight planning into the transportation planning process.
  - Work closely with local officials and stakeholders to monitor freight related issues within the metropolitan area.
  - Work closely with local officials and interests to inventory and monitor freight routes and intermodal facilities within the metropolitan area.
  - Gather input from freight stakeholders and integrate freight planning into existing transportation planning processes.
  - Identify and collaborate with private freight partners.
11. Collaborate with relevant partners in the areas of air, water, rail, and public transportation as described below:
  - Air Transportation – provide planning assistance in the development of long and short-range strategies.
  - Rail – collaborate with Berrien and Cass Counties to develop strategies to maintain and improve passenger rail service in the NATS area.
  - Public Transit – continue the partnership with Niles Dial-A-Ride and Buchanan 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.

12. In cooperation with local units of government, explore locations and the feasibility of multi-modal facilities for air, rail, and roads.

**Products:**

Updated, current LRP

**Responsible Agency**

SWMPC

<b>BUDGET FOR LONG RANGE PLANNING</b>			
<b>Funding Source</b>	<b>Funds</b>	<b>Local Match</b>	<b>Total</b>
<b>FHWA (PL)</b>	\$7,223	\$1,602	\$8,825
<b>FTA (5303)</b>	\$2,236	\$559	\$2,795
<b>MDOT (SPR)</b>	\$11,380	\$2,523	\$13,903
<b>Total</b>	<b>\$20,839</b>	<b>\$4,684</b>	<b>\$25,523</b>

<b>Budget Per Responsible Entity</b>		
<b>Entity</b>	<b>Hours (per year)</b>	<b>Cost</b>
SWMPC	231	\$11,620
MDOT	91	\$13,903
<b>Total</b>	<b>322</b>	<b>\$25,523</b>

*\*The totals shown here are actual totals, rounded to the nearest dollar. Thus they may appear inconsistent throughout the document, by an amount no more than \$1.00.*



## SHORT RANGE PLANNING

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### Goal:

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

### Work Tasks:

1. Assist local agencies with addressing lack of available local match fund, including compiling case studies from other regions and analyzing alternative options for acquiring local match funding.
2. Monitor the financial constraint document for FY 2011-2014 TIP.
3. Monitor the status of FY 2011 TIP projects as they affect the FY 2011-2014 TIP.
4. Monitor projects in the TIP and LRP for air conformity.
5. Amend or administratively modify the FY 2011 TIP as needed to incorporate changes in projects.
6. Monitor local initiatives and legislative actions that have possible impacts on non-automobile oriented means of transportation, such as, rail, air and bicycle trails.
7. Coordinate regional transportation strategies with community transportation needs, development and land uses and assist in the development of local plans, strategies and actions to integrate regional goals and local goals.
8. Provide data, technical assistance and planning services to local initiatives for incorporating non-motorized system(s) into the transportation system.
9. Work with MDOT, the Berrien County Road Commission, the Cass County Road Commission, and the local units of government on the development of local inputs to the State "Asset Management Plan."
10. Continue to coordinate, monitor, and follow up on transportation issues with transportation studies such as corridor studies, local traffic impact studies, and/or site plan review.
11. Continue to coordinate the local agencies receiving Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds in Berrien County.
12. Learn about clean diesel and diesel retrofit projects and relay the information to local agencies, for consideration in CMAQ fund distribution.
13. Research the federal focus area of climate change and greenhouse gas reductions, and develop strategies for addressing the focus area in CMAQ fund distribution and other short range planning activities.
14. Collaborate with relevant partners in non-motorized transportation planning as described below:
  - Provide input and planning to non-motorized activities, multi-modal initiatives and educational opportunities regarding transportation planning.
  - Work in partnership and coordinate with other stakeholders and community groups as part of community Safe Routes to School teams.
  - Participate and/or co-sponsor public education programs aimed at increasing walking and other forms of non-motorized commuting.

15. Collaborate with relevant partners in addressing safety in transportation planning as described below:
- Identify opportunities to initiate safety data information collection and to conduct and/or coordinate outreach activities among interested parties.
  - Encourage studies to identify and correct perceived safety issues.
  - Expand efforts to establish safety as a priority element in the transportation planning process.
  - Develop Safety Conscious Planning Activities for the urban area in association with the Southwest Michigan Local Safety Committee sponsored by AAA of Michigan and the Office of Highway Safety Planning.
  - Continue participation in the Southwest Michigan Safety Committee and annual Local Safety Forum.
  - Coordinate with law enforcement and other relevant agencies to ensure system safety and security.
  - Conduct local safety summits.
  - Utilize the local schools as a source of disseminating safety information.

**Products:**

**Responsible Agency**

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

SWMPC  
 SWMPC  
 SWMPC  
 SWMPC

<b>BUDGET FOR SHORT RANGE PLANNING</b>			
<b>Funding Source</b>	<b>Funds</b>	<b>Local Match</b>	<b>Total</b>
<b>FHWA (PL)</b>	\$4,540	\$1,007	\$5,547
<b>FTA (5303)</b>	\$1,405	\$351	\$1,757
<b>MDOT (SPR)</b>	\$4,459	\$989	\$5,448
<b>Total</b>	<b>\$10,405</b>	<b>\$2,347</b>	<b>\$12,752</b>

<b>Budget Per Responsible Entity</b>		
<b>Entity</b>	<b>Hours (per year)</b>	<b>Cost</b>
SWMPC	145	\$7,304
MDOT	35	\$5,448
<b>Total</b>	<b>180</b>	<b>\$12,752</b>

*\*The totals shown here are actual totals, rounded to the nearest dollar. Thus they may appear inconsistent throughout the document, by an amount no more than \$1.00.*





## OTHER PLANNING

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### Goal:

*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.*

### Work Tasks:

1. Explore and evaluate new revenue sources.
2. Establish a clearinghouse to regularly coordinate construction activities and schedules of all the agencies.
3. Establish a framework for coordinating project activities and schedules with local cities, villages, townships, county road commissions, and MDOT for possible cost savings through the timing and bidding of projects.
4. Assist local communities in researching grant opportunities for funding transportation-related projects.
5. Provide letters of support for Transportation Economic Development Fund (TEDF) and economic development grant applications.
6. Assist local partners in planning short-term activities that have potential impact on the transportation system.
7. Provide staff assistance in identifying transportation/land use issues in the urban area.
8. Respond to requests regarding ride-sharing, as resources permit, as well as, disseminate existing, available materials to those expressing interest.
9. Consider methods for protection of highway scenic vistas and publicize this information.
10. Collaborate with relevant partners in transit planning, as described below:
  - Provide assistance to public transit to improve efficiency.
  - Partner with regional transit and human services providers to implement findings of the Berrien County Transit Study
  - Continue to provide transit agencies assistance with implementing and using scheduling software technology.
  - Participate in quarterly public transit service reviews.
  - Encourage quarterly coordination meetings among public and private transit providers.

### Products:

Berrien County Transit Study Implementation Plan

### Responsible Agency

SWMPC

<b>BUDGET FOR OTHER PLANNING</b>			
<b>Funding Source</b>	<b>Funds</b>	<b>Local Match</b>	<b>Total</b>
<b>FHWA (PL)</b>	\$8,943	\$1,983	\$10,926
<b>FTA (5303)</b>	\$2,768	\$692	\$3,460
<b>MDOT (SPR)</b>	\$4,459	\$989	\$5,448
<b>Total</b>	<b>\$16,170</b>	<b>\$3,664</b>	<b>\$19,834</b>

<b>Budget Per Responsible Entity</b>		
<b>Entity</b>	<b>Hours (per year)</b>	<b>Cost</b>
SWMPC	285	\$14,386
MDOT	35	\$5,448
<b>Total</b>	<b>320</b>	<b>\$19,834</b>

*\*The totals shown here are actual totals, rounded to the nearest dollar. Thus they may appear inconsistent throughout the document, by an amount no more than \$1.00.*



## TRANSIT PASS-THROUGH

### Goal:

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

### Work Tasks:

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

### Products:

Transit ridership data

### Responsible Agency

Niles DAR

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

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

*\*The totals shown here are actual totals, rounded to the nearest dollar. Thus they may appear inconsistent throughout the document, by an amount no more than \$1.00.*

## INTERAGENCY WORK GROUP

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In 2004, SWMPC partnered with MDOT, the Michigan Department of Environmental Quality (MDEQ), the Michigan office of the FHWA and the United States Environmental Protection Agency (USEPA) to form the Inter-Agency Work Group (IAWG) for Berrien and Cass Counties after both counties were given a “base non-attainment” status. An inter-agency work group is required by federal regulation to meet to determine regionally significant projects and other actions that may affect air quality. The IAWG also convenes to review projects proposed for the TIP or the LRP and determine which, if any, of the projects meet the criteria for conformity testing analysis.

Effective May 16, 2007, they were re-designated as an air quality maintenance area, indicating that Berrien and Cass Counties have attained the eight hour ozone National Ambient Air Quality Standards (NAAQS). As maintenance areas, Berrien and Cass Counties are still subject to conformity requirements. The area now has an approved maintenance plan and is required to meet an emissions budget established by the U.S. Environmental Protection Agency (U.S. EPA). Air quality conformity analysis examines changes in VOC and NO<sub>x</sub>. The emissions levels are then compared to an emissions budget. The table below demonstrates and summarizes the data resulting in the conformity determination for the NATS 2035 Transportation Plan and FY 2008-2011 TIP, and the rural Cass County portion in the STIP.

# ATTACHMENT 1. RESOLUTION OF APPROVAL

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## RESOLUTION TO APPROVE THE UNIFIED WORK PROGRAM FOR THE FISCAL YEAR 2011

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 Work Program which is required by both the Federal Highway Administration and Federal Transit Administration; and

WHEREAS, the Fiscal Year 2011 Unified Work Program has been developed pursuant to 23 U.S.C. 134, as amended, and Section 8(f) of the Federal Transit Act;

NOW, THEREFORE, BE IT RESOLVED, that the SWMPC approves the Unified Work Program for Fiscal Year 2011.

\_\_\_\_\_  
Linda Preston, Chairperson  
Southwest Michigan Planning Commission

\_\_\_\_\_  
Date

## ATTACHMENT 2. APPROVAL SCHEDULE

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The FY 2011 UWP was approved as follows:

Approved by Technical Advisory Committee

June 22, 2010

Approved by Policy Committee

June 22, 2010

Approved by MPO

July 20, 2010

Approved by Federal/State Agencies

# ATTACHMENT 3. CITY OF NILES MEMORANDUM OF AGREEMENT

## MEMORANDUM OF AGREEMENT

### AGREEMENT FOR PASS-THROUGH OF FTA SECTION 8 FUNDS TO THE CITY OF NILES FOR THE UNDERTAKING AND COMPLETION OF THE NILES-BUCHANAN-CASS AREA TRANSPORTATION STUDY FY2011 WORK PROGRAM, TRANSIT SERVICE PLANNING, TRANSIT MANAGEMENT & OPERATIONS PLANNING

This AGREEMENT effective October 1, 2010 to September 30, 2011 by and between the Southwest Michigan Planning Commission (SWMPC) and the City of Niles, WITNESSETH:

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

**SECTION 2. THE PROJECTS** - The City of Niles agrees to undertake, carry out, and complete the studies comprising the projects described in *Transit Pass-Through* of the Niles-Buchanan-Cass Area Transportation Study FY 2011 Unified Work Program.

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

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

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

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

**SECTION 7. EXECUTION AND DURATION OF AGREEMENT** - This Agreement may be simultaneously executed in several counterparts, each of which shall be deemed to be an original having identical legal effect. When dated and signed by the SWMPC, this Agreement should be executed by the City of Niles within thirty (30) days of such date. The SWMPC may withdraw its obligation hereunder if the Agreement is not executed within the above thirty (30) day period. The effective date of the Agreement shall be October 1, 2010 and the expiration date shall be September 30, 2011 unless other arrangements are hereafter mutually agreed upon by MDOT, SWMPC and the City of Niles.

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

Executed by the Southwest Michigan Planning Commission  
on this \_\_\_\_ day of \_\_\_\_\_, 2010

Executed by the City of Niles  
on this \_\_\_\_ day of \_\_\_\_\_, 2010

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

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

## ATTACHMENT 4. SWMPC ACTUAL INDIRECT COST RATE

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

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

**Indirect Cost Rate Formula:**

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



## ATTACHMENT 5. CERTIFICATE OF INDIRECT COSTS

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### CERTIFICATE OF INDIRECT COSTS

This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this July 20, 2010 proposal to establish billing or final indirect cost rates for October 1, 2010 to September 30, 2011 are allowable in accordance with the requirements of the Federal award(s) to which they apply and OMB Circular A-87, "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: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Official: \_\_\_\_\_

Title: \_\_\_\_\_

Date of Execution: \_\_\_\_\_