

TWIN CITIES AREA TRANSPORTATION STUDY

UNIFIED PLANNING WORK PROGRAM



Prepared by

Southwest Michigan Planning Commission

In Cooperation with

Twin Cities Area Transportation Study

Technical Advisory and Policy Committee

FISCAL YEAR - 2018

October 1, 2017 – September 30, 2018



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INTRODUCTION

Metropolitan Planning Organizations (MPOs) are federally designated agencies existing in all census-designated urban areas with a population of 50,000 or more. An MPO's purpose is to prioritize, plan, and program transportation projects in order to receive federal transportation funding. The MPO for the Benton Harbor-St. Joseph Urbanized Area is called the Twin Cities Area Transportation Study (TwinCATS). The MPO is staffed by the Southwest Michigan Planning Commission (SWMPC), which is the federally recognized planning agency for the Benton Harbor St. Joseph Urbanized Area. Federal legislation governing the MPO process (23 USC 134) requires MPOs to carry out a continuing, cooperative, and comprehensive (3C) metropolitan planning process. To achieve this the TwinCATS MPO works closely with partner agencies including the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Michigan Department of Transportation (MDOT), local elected leadership, local planning and public works directors, the business community, and citizens across the 14 jurisdictions within the Benton Harbor-St. Joseph metropolitan planning area. As part of the planning process, the MPO develops the region's long-range transportation plan and Transportation Improvement Program (TIP). SWMPC staff serves as a guide regarding the MPO process and requirements. All project funding decisions are made by local officials through an open public meeting process at TwinCATS.

The TwinCATS Fiscal Year 2018 Unified Work Program (UWP) describes all of the transportation and supporting planning activities that are anticipated to be carried out by TwinCATS staff during the period of October 1, 2017 - September 30, 2018. This document is adopted annually in cooperation with MDOT, and MPO members to ensure that the most pressing regional transportation issues in Benton Harbor-St. Joseph area are being addressed by the TwinCATS MPO. In addition, the UWP is a requirement for receiving federal funding for transportation projects.

The UWP includes:

- A detailed description of the programs, projects, and tasks that the MPO plans to undertake in FY 2018.
- A budget for how much funding will be assigned to each program area.
- Deadlines for completion of the deliverable items in each task.
- A listing of resources (partner agencies or otherwise) that the MPO will use to accomplish the tasks.

TwinCATS Study Planning Area and Membership

At a minimum, a Metropolitan Planning Area (MPA) must cover the urbanized area and contiguous geographic areas likely to become urbanized within the next 20 years. In FY 2013, the TwinCATS MPO reviewed the 2010 urbanized boundary with the assistance of MDOT. Because of the revised urban boundary, the TwinCATS MPA was extended to include Hagar Township and in 2016, the MPO committee approved adding Hagar Township as a member of the Technical Advisory and Policy Committees. The TwinCATS MPO includes the following jurisdictions who each have voting representation on the TwinCATS Policy Committee:

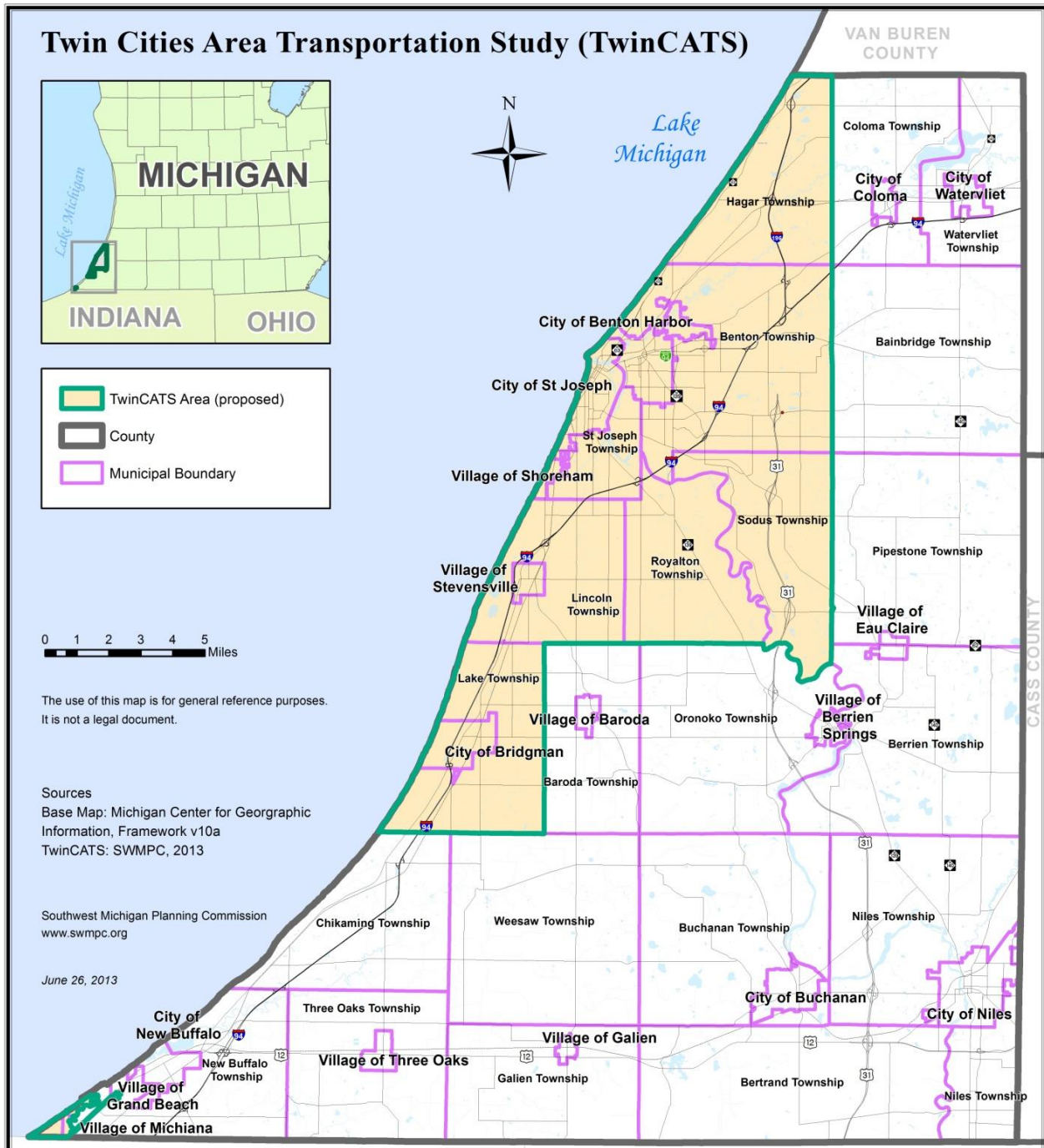
Cities/Villages:	Townships:
City of Benton Harbor	Benton Charter Township
City of Bridgman	Hagar Township
City of St. Joseph	Lake Charter Township
Village of Grand Beach*	Lincoln Charter Township
Village of Michiana*	Royalton Township
Village of Shoreham	St. Joseph Charter Township
Village of Stevensville	Sodus Township.

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

- **The Berrien County Road Commission**, the agency that maintains roads on behalf of the townships within Berrien County.
- **The Twin Cities Area Transportation Authority (TCATA)**, the designated urbanized public transit provider, serving a portion of the Benton Harbor-St. Joseph Urbanized Area.
- **Cornerstone Alliance**, an economic development agency serving Berrien County
- **The Michigan Department of Transportation (MDOT)** has voting representatives from the Coloma Service Center, the Southwest Region Office, and Statewide Planning
- **The Berrien County government** is represented by members of the county planning commission, and board of commissioners.

*Because the MPO boundary is not contiguous, this area is called the TwinCATS satellite. These villages are designated by the U.S. Census as part of the Michigan City, IN urbanized area and therefore requiring inclusion in an MPO. Because this portion of the urbanized area is located in Michigan, the SWMPC and Northwestern Indiana Regional Planning Commission (NIRPC) entered into an agreement that SWMPC would provide transportation planning services to the Grand Beach/Michiana area.

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



Local Transportation Issues and FHWA Planning Emphasis Areas

The transportation planning program conducted by the SWMPC is designed to both be responsive to federal and state regulations, as well as address local transportation issues. Many of the issues that are of concern locally are not unique to the Benton-Harbor St. Joseph area, and align closely with the planning emphasis areas that were designated by FHWA. It is still unknown what the current Secretary of Transportation might focus on. SWMPC will stay apprised of new developments in federal transportation priorities. Until new priorities are announced, SWMPC will continue its work based on the existing FHWA planning emphasis areas. The following is a list of issues that the TwinCATS MPO has discussed extensively over the past year and that present an ongoing concern to MPO member communities. These issues continue to be a driving force behind TwinCATS's planning efforts and are the areas of emphasis for FY 2018.

Safety for All Users of the Transportation System

Many portions of the Benton Harbor-St. Joseph MPO lack adequate infrastructure for pedestrians, cyclists, transit users, and persons with disabilities. TwinCATS has developed and adopted a Complete Streets Policy because the MPO members indicated that providing facilities for people who cannot or choose not to use a personal automobile is a high priority, even if it means reducing the number of miles of pavement that are resurfaced or reconstructed. In addition, TwinCATS committee members understand that providing transportation infrastructure for all users will further economic development prospects in the region by giving people already living in our region greater access to jobs, healthcare, food, education, and exercise. Better non-motorized infrastructure will also allow employers to attract talented employees who have expressed a preference for better pedestrian and bicycle infrastructure.

In FY 2018, two particular non-motorized concerns will continue to be at the forefront of TwinCATS's planning activities. The first is the on-going attempt to provide safe routes to school in the Benton Harbor area. TwinCATS will assist and provide support where needed to MDOT and MSU-E stakeholders working on this project. The second is Napier Avenue in St. Joseph Township and Benton Township. Napier Avenue is a critical commercial and residential corridor that currently lacks non-motorized facilities of any kind, aside from a few marked designated crosswalks at signalized intersections. Many pedestrians and cyclists still use this corridor, but it is very dangerous to navigate without a car. TwinCATS has received a grant to conduct a study of potential non-motorized improvements along this corridor.

Related FHWA Planning Emphasis Area: Ladders of Opportunity/Livability and Climate Change

Former Secretary of Transportation Anthony Foxx has expressed a strong desire for cooperative transportation planning throughout the United States to focus on providing access to essential services, such as employment, housing, and education. Access to essential services can help create pathways to upward social mobility for low income individuals and families, and is described as “ladders of opportunity.” Having more transportation options can provide these opportunities.

In addition, allowing people to access some of their destinations without an automobile could reduce harmful emissions and promote healthier, active lifestyles. Therefore, TwinCATS's effort to improve non-motorized infrastructure helps address issues of livability and climate change as well.

Quality Public Transit Service

TwinCATS committee members and members of the public have expressed a strong desire for a connected countywide transit system that will improve access to life-sustaining destinations within and outside the county. Even within the Benton Harbor-St. Joseph area, however, TwinCATS members and the public have expressed the need for more fixed route service and dedicated paratransit service for those who need it. There are a number of significant public transit issues that exist:

- **Connectivity:** There is a need for seamless mobility and the need to connect with other modes of transportation and transit service outside the County to access vital life sustaining services.
- **Service Quality:** There is a need for performance measures and standards for assessing transit performance and level of service.
- **Service Design:** There is a need for an assessment of the type of transit services that would be in place in various areas of the County to ensure equitable, efficient and effective transit service utilizing one countywide transit system. Challenges include establishing the appropriate mix and amount of services to address the unmet needs of youth, seniors, low-income households, people with disabilities, as well as choice riders.
- **Service Expansion:** There is a need to establish transit service throughout the County centered on the parameters of activity centers in urban and rural areas and within a portion of the Benton Harbor-St. Joseph urbanized area where it does not currently exist.
- **Transit Investments:** There is also a need to develop policy framework and performance based methodology for prioritizing transit investment in the county so the

countywide service planning effort will be part of an on-going cycle of continuous improvement.

In FY 2018, the Southwest Michigan Planning Commission will continue to lead efforts for the creation of a Countywide Public Transit Integration Service Plan to create better connections within the Benton Harbor-St. Joseph area and to the other communities in Berrien County. Work began on this process in FY 2016 with a Request for Proposals being issued, a consultant selected to contract for this work, and initial meetings beginning. Work on the plan continued in 2017 with stakeholder and public meetings. In 2018, MPO staff will continue to assist the transit agencies and the consultant with the final stage of the plan.

A coordinated transit system can lead to efficiency gains for the transit agency, helping them to transport more riders with higher quality service at a lower cost. This aligns well with the FHWA emphasis area of performance-based planning and programming, which will eventually require that transit agencies adopt and follow an asset management plan. Using both capital and labor assets efficiently is a key component of a good transit asset management plan.

Preserving the Existing Road Network

Despite increased federal and state funds coming through legislation, the TwinCATS committees are still concerned with how best to spend limited funds on improvements to the road network when so much of it has deteriorated already. As of 2016, 70 percent of the federal-aid roads in the TwinCATS Area were in poor condition, meaning that significant expenditures are needed to improve the pavement condition. At the same time, many roads that are in fair condition now are in danger of deteriorating further without preventative maintenance. It has therefore become especially important that TwinCATS keep its members apprised of the pavement conditions, the latest techniques for managing pavement, and all funding sources that are available.

In FY 2018, TwinCATS will focus on educating member communities about how to leverage both federal and state funding sources, and continue to improve the use of asset management techniques for prioritizing road repairs.

Related FHWA Planning Emphasis Area: Performance Based Planning

In order to improve and maintain the condition of the road network, TwinCATS will need to continue to prioritize projects and target investments where they are most needed, and where they will have the most impact. Performance measures will assist TwinCATS in evaluating the success of its investments in the future.

Regional Models of Cooperation

TwinCATS is striving to increase collaboration between MPO members on transportation projects. In addition, SWMPC also serves as the staff for the Niles-Buchanan-Cass area MPO and are planners for the rural areas of Berrien, Cass, and Van Buren counties. SWMPC works with TwinCATS members to integrate planning throughout this entire region. Since a small portion of TwinCATS is part of the Michigan City urbanized area, TwinCATS strives to work with that area's MPO, the Northwestern Indiana Regional Planning Commission (NIRPC). In addition to regional collaboration, SWMPC works closely with Michigan Department of transportation (MDOT), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA), to ensure all planning is done in accordance with state and federal guidelines.

The transportation work associated with the TwinCATS MPO is a subset of the regional planning work done within SWMPC. As such, there are regular opportunities for the regional planning work done by the SWMPC to compliment the transportation work done. These areas of cross-pollination include environmental planning, economic development planning, health planning, and community planning such as master and recreation planning.

The SWMPC is a member of numerous groups that engage in regional planning within southwest Michigan. Those groups include the Michigan's Great Southwest Strategic Leadership Council (MGSSLC), Be Healthy Berrien (BHB), Michigan's Great Southwest Sustainable Business Forum (MGSSBF), Regional 8 Regional Prosperity Initiative (RPI), and other collaborations. The work done within these collaborations all have components that integrate with transportation planning. The interrelationship among them is greatly benefited in both directions by the deep understanding of the existing and planned transportation network.

Related FHWA Planning Emphasis Area: Performance Based Planning

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

FUNDING SOURCES

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

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

TwinCATS receives federal funding from the Federal Highway Administration (FHWA) and from the Federal Transit Administration (FTA) for transportation planning. Legislation requires a local match for these federal funds. Prior to FY 2016, a separate match calculation was required for each funding source. Since FY 2017, MDOT has grouped the two funding sources together into a single Consolidated Planning Grant (CPG). The consequence of the CPG is that a single funding stream and a single match calculation are in place.

Local Jurisdiction Funding

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

FHWA State Planning and Research (SPR) Grant Funds.

SPR funds are federal dollars from the State Planning and Research Program administered by the Michigan Department of Transportation. Some SPR funds are allocated to the MPO to help with planning studies. A 20 percent match is required that is provided by MDOT.

**FHWA & FTA
Federal and Local Budget**

	Federal	Match	Total
CPG Funds	\$182,843	\$40,546	\$223,389
SPR Funds	\$28,186	\$7,046	\$35,232
Total	\$211,029	\$47,592	\$258,621

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

FY 2018 Local Match Calculation

Jurisdiction	Population	Percentage of Total Population (2010)	Share of CPG Local Match
Benton Charter Township	14,749	19.94%	\$8,086
Hagar Township	3,671	4.96%	\$2,013
Lake Charter Township	2,972	4.02%	\$1,629
Lincoln Charter Township	13,549	18.32%	\$7,428
Royalton Township	4,766	6.44%	\$2,613
St. Joseph Charter Township	9,166	12.39%	\$5,025
Sodus Township	1,932	2.61%	\$1,059
Village of Shoreham	862	1.17%	\$473
Village of Stevensville	1,142	1.54%	\$626
Village of Grand Beach	272	0.37%	\$149
Village of Michiana	182	0.25%	\$100
City of Benton Harbor	10,038	13.57%	\$5,503
City of Bridgman	2,291	3.10%	\$1,256
City of St. Joseph	8,365	11.31%	\$4,586
Total	73,957	100.00%	\$40,546

Source: Population based on 2010 Census

Funding Categories

To track MPO progress and spending, the FY 2018 budget and work items in this UWP are divided into the following four categories:

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

Budget by Work Element

Work Element	Amount
1.0 Program Administration	\$85,345
2.0 Transportation Planning	\$95,690
3.0 Data Collection, Analysis and Reporting	\$51,724
4.0 Transportation Improvement Program (TIP)	\$25,862
Total	\$258,621

**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.*

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

1 PROGRAM ADMINISTRATION

1.1 Program Management and Support

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

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

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

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

1.2 Interagency Coordination

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

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

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

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

1.3 Professional Development and Technical Training

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

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

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

1.4 Unified Work Program (UWP)

Objective: Develop TwinCATS's Unified Work Program (UWP) for Fiscal Year 2019, as well as monitor the implementation of the FY 2018 work program and making amendments as necessary.

Procedures and Tasks: Staff will also consult with the FHWA, MDOT, and the MPO committees to identify appropriate work elements for the 2019 UWP. MDOT staff will determine what level of federal funding (PL112, Section 5303, etc.) will be allocated. TwinCATS staff will then determine the appropriate assignment of these funding allocations to the various work elements, and determine the amount of local matching funds that will be requested. Staff will make amendments to the 2018 UWP if new funding sources are granted.

Outcome	Timeline
Pre UWP meeting	2nd Quarter (March 2018)
Development of FY 2019 Unified Work Program and Budget in conjunction with appropriate local, state, and federal agencies.	3rd quarter (May 2018)
Amendments to the 2018 UWP	As Needed

2 TRANSPORTATION PLANNING

2.1 Planning Technical Support to MPO Members

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

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

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

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

2.2 Long Range Transportation Plan

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

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

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

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

2.3 Public and Stakeholder Outreach

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

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

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

2.4 Special Plans and Studies

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

Procedures and Tasks: TwinCATS is working with consultants to prepare two special studies: The Napier Avenue Corridor Study and the Berrien Countywide Public Transit Integration Service Plan. The Berrien Countywide Public Transit Integration Service Plan was started in FY 2016 and is expected to be completed in FY 2018. The Napier Corridor Study is in its initial stage and the timeline is still being finalized. While the plans and studies themselves are being prepared by consultants, staff will assist the consultant by doing the following:

- Act as the main liaison between the consultant, Steering Committee and MPO committees.
- Administer Steering Committee meetings.
- Update TwinCATS MPO committees on the study's progress.
- Provide feedback on draft documents provided by consultant.
- Provide any technical support or data to the consultant as needed.
- Assist consultant in creating public engagement materials and presentations.
- Assist consultant and participate in public meetings.
- Disseminate final report to relevant stakeholders in the area.

Napier Corridor

This feasibility study and conceptual engineering plan will provide options and costs for pedestrian, bicycling and transit facility improvements along the Napier Avenue corridor. In addition to providing solutions for pedestrians and cyclists, it will improve the viability of fixed route public transit service along this regionally important corridor. The corridor study is a pre-requisite for any potential future pedestrian, bicycling, or transit improvements.

Project Outcomes (consultant):

- Inventory and document all visible elements within the public right of way on Napier Avenue.
- Create two to three corridor alternatives for bicycle, pedestrian and public transit infrastructure along the Napier corridor.
- Matrix to evaluate proposed alternatives.
- Methodology for prioritizing non-motorized corridor and transit facility investments.
- Memorandum documenting findings and notes from public and stakeholder meetings.
- Public presentation of alternatives.

- Conceptual engineering design plan for preferred alternative.
- Final Report.

Berrien Countywide Public Transit Integration Service Plan

This plan is intended to provide a vision for all public transportation in Berrien County as well as examine issues and services in adjacent counties to the extent they represent connections to and from Berrien County. The plan should provide a basis for developing and delivering transit projects and programs over the next five years. The consultant shall consider the general needs of the traveling public as well as the specific needs of, older adults, people with disabilities, students, and employers. The consultant will also consider people who do not currently use local public transportation. The Countywide Transit Integration Service Plan will describe how non-users may be converted to users by addressing the barriers or objections non-users have and how to overcome those barriers.

Project Outcomes (consultant):

- Existing and future conditions and needs analysis.
- Vision, goals and objectives for a connected countywide transit system.
- Performance measures and standards for assessing transit performance and level of service.
- Policy framework and performance based methodology for prioritizing transit investment.
- Complementary ADA paratransit strategy.
- Detailed service plan of proposed operations.
- Implementation and financial plan.

The following are the work outcomes conducted by TwinCATS staff for both of the special studies.

Outcome	Timeline
Administer Steering Committee meetings	Monthly
Update TwinCATS MPO committees on the study's progress	Monthly
Provide feedback on draft documents provided by consultant	As Needed
Provide any technical support or data to the consultant	As Needed
Assist consultant in creating public engagement materials and presentations.	As Needed
Assist consultant and participate in public meetings	As Needed
Disseminate final report to relevant stakeholders in the area	Upon report completion

2.5 Human Services Transportation Coordination

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

Procedures and Tasks: Continue to address the importance of transportation needs for the elderly, individuals with disabilities, and low-income residents in conjunction with ongoing public transit, paratransit, mobility management, and community-based transportation planning activities. This task will include assisting organizations to help establish or expand community-based transportation services, including active transportation, non-emergency medical transportation, senior services center transportation, and veteran transportation. Staff will provide coordination, outreach, and technical assistance to the local human service agencies including: Berrien County Health Department, Area Agency on Aging, Department of Health and Human Services, mental health, local governments, human service agencies and community organizations that seek to enhance and extend safe mobility for the area's growing elderly and disabled populations.

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

3 DATA COLLECTION, ANALYSIS, AND REPORTING

3.1 Transportation System Data Collection

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

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

Outcome	Timeline
Management of the traffic count program.	3rd Quarter
Collection of traffic counts as requested by member jurisdictions.	3 rd and 4 th Quarters
Coordination with local road agencies to obtain HPMS & MIRE data.	2 nd & 3 rd Quarter

3.2 Data Mapping, Analysis, and Reporting

Objective: Analyze transportation data and create reports which communicate data in ways which will facilitate better data-driven decision making. Present transportation data to MPO members and the public using maps and graphics to make transportation issues easier to understand

Procedures and Tasks: Staff will work to use regional data as effectively as possible in the transportation planning processes, by analyzing data from a variety of sources to give a clearer picture of the state of the transportation system. Staff will specifically collect, analyze and report the data that is being used as benchmarks for performance measures. Staff will also use regional data to communicate important transportation issues to MPO members and the public, using GIS mapping and graphical methods to do so. As mapping technologies have changed, TwinCATS has begun the process of creating online maps for visualizing transportation data. Staff will continue to create online mapping tools in addition to creating paper maps upon request. Staff will also publish reports on performance measures, and other topics of interest for MPO members. System performance data encompasses all information necessary for good decision-making, including traffic counts, safety, demographics, economic indicators, and land use.

Outcome	Timeline
Identify, collect, and maintain data sets; focusing on those data necessary for transportation system performance, socioeconomic, demographic, land use, and environmental analysis.	Continuous
Publish reports on the state of the transportation system.	Continuous
Report on the current conditions of performance measures	Continuous
Mapping of land use, transportation systems, crashes, economic data etc. to facilitate decision-making.	Continuous
Maintain systems for effectively managing and analyzing the wide variety of data collected, created and utilized for in-house planning activities.	Continuous

3.3 Asset Management

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

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

TASKS

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

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

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

3.4 Functional Classification System Updates

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

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

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

3.5 Travel Demand Modeling

Objective: Assist MDOT in the preparation of the travel demand model to be used in the 2045 Long Range Plan.

Procedures and Tasks: MDOT develops the travel demand model for all MPOs with a population less than 200,000. This means MDOT is charged with development of TwinCATS' travel demand model for use in the 2045 Long Range Plan. Staff's role is to assist MDOT by ensuring that the data used in the model is accurate. The base year data has already been approved. In 2018 Staff will review future economic, demographic, and land use predictions to ensure the model accurately reflects travel patterns in the region. Once the travel model is completed, staff will review the model to ensure that the predictions make sense for the region. Staff will work with local road agencies to identify possible capacity projects for MDOT to test with the model. A focus will be put on applying the model in new ways that recognize that the transportation deficiencies of the region are not necessarily tied to capacity issues. This work will include applying the model to possible road diets, non-motorized paths, and one-way to two-way conversions.

Outcome	Timeline
Work with local communities on reviewing the predictions of future socioeconomic Data	1 st Quarter
Assist MDOT and local road agencies with development of the forecast year road network	1 st Quarter
MPO committee approval of forecast year SE data	1 st Quarter
Review results from the base year model and future model.	1 st Quarter
Identify projects to test in with the model	2 nd Quarter
Use results from the model in determining which projects will be included in the LRP	2 nd Quarter

4 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

4.1 Transportation Improvement Program Development

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

Procedures and Tasks: The current 2017-2020 Transportation Improvement Program was developed in FY 2016. The next TIP, covering 2020-2024, will be developed and approved in FY 2019. In FY 2018, staff will continue work with MDOT as they roll out the online TIP management system, JobNet.

Overall Impact/Products:

Outcome	Timeline
Continue with the rollout of JobNet	Continuous

4.2 TIP Amendments

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

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

Outcome	Timeline
Review and update of the TIP amendment process	As Needed
Acceptance and review of amendment requests	As Needed
Timely submittal of amendment requests to MDOT	As Needed
Current list of all projects in the TIP available on the SWMPC website.	Continuous
Call for projects and project review meetings	As Needed

4.3 Obligation Status Monitoring and Reporting

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

Procedures and Tasks: Staff will create project update sheets for all FY 2018 and FY 2019 projects in the TwinCATS TIP. These sheets will be used to solicit monthly updates from agencies with projects. This allows staff to keep the MPO committees informed on the status of all projects. Staff will monitor the remaining FY 2018 obligation authority from MDOT to keep the MPO committee informed so that obligation authority does not run out before all TwinCATS projects are obligated. Each year staff will produce a report on the status of projects in the TIP indicating when projects went over the estimate or produced bid savings. Staff will explore ways to report on the TIP projects that are easy to understand for MPO members and the public. This includes putting more information about projects on the SWMPC website using maps and photos to better visualize where projects are occurring and what type of work will be accomplished.

Outcome	Timeline
Review of project update sheets	Monthly
Continued monitoring of projects in the FY 2017-2020 TIP	Continuous
Ensure that all transportation funding is spent wisely.	Continuous
Full utilization of bid savings	Continuous
Updating project data on the SWMPC website	As Needed

APPENDICES

Appendix A: Resolution of Approval

**RESOLUTION TO APPROVE THE
TWIN CITIES AREA TRANSPORTATION STUDY
UNIFIED PLANNING WORK PROGRAM
FOR FISCAL YEAR 2018**

WHEREAS, the Twin Cities Area Transportation Study (TwinCATS) is the designated Metropolitan Planning Organization (MPO) for (the Benton Harbor-St. Joseph Urbanized Area according to the provisions of 23 U.S.C. 134, as amended; and

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

WHEREAS, the Fiscal Year 2018 Unified Planning Work Program has been developed pursuant to 23 U.S.C. 134, as amended, and Section 8(f) of the Federal Transit Act;

NOW, THEREFORE, BE IT RESOLVED, that the Twin Cities Area Transportation Study Policy Committee approves the Twin Cities Area Transportation Study Unified Planning Work Program for Fiscal Year 2018.

Dick Stauffer, Chair
TwinCATS Policy Committee

Date

**RESOLUTION TO APPROVE THE
TWIN CITIES AREA TRANSPORTATION STUDY
UNIFIED PLANNING WORK PROGRAM
FOR FISCAL YEAR 2018**

WHEREAS, the Southwest Michigan Planning Commission (SWMPC) has the responsibility of approving the work program for the Twin Cities Area Transportation Study (TwinCATS)

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

WHEREAS, the Fiscal Year 2018 Unified Planning Work Program has been developed pursuant to 23 U.S.C. 134, as amended, and Section 8(f) of the Federal Transit Act;

NOW, THEREFORE, BE IT RESOLVED, that the Southwest Michigan Planning Commission Board approves the Twin Cities Area Transportation Study Unified Planning Work Program for Fiscal Year 2018.

Barbara Cook, Chair
SWMPC Board

Date

Appendix B: TwinCATS Committee Members

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

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

Policy Committee Members

Officers

Chair: Tim Lynch: Berrien County Road Commission

Vice-Chair: Richard Stauffer, Lincoln Charter Township

Jurisdictions

City of Benton Harbor, Darwin Watson

Benton Charter Township, Carolyn Fowler

City of Bridgman, Juan Ganum

Village of Grand Beach, Vacant

Hagar Township, Vacant

Lake Charter Township, Gloria Payne

Lincoln Charter Township, Richard Stauffer

Village of Michiana, Vacant

Royalton Township, Steve Tilly

Village of Shoreham, John Olson **

City of St. Joseph, John Hodgson

Sodus Township, David Chandler

St. Joseph Charter Township, Denise Cook, Roger Seely ***

Village of Stevensville, John Olson **

Counties

Berrien County Board of Commissioners, Bill Chickering

Berrien County Planning Commission, William Hodge

Berrien County Road Commission, Brian Berndt

Public Transit

Twin Cities Area Transportation Authority, Bill Purvis

Agencies

Cornerstone Alliance, Stacey Stephens

MDOT Coloma TSC, Jonathon Smith

MDOT Southwest Region, Denise Smith, Jason Latham ***

MDOT Statewide Planning, James Sturdevant, John Lanum ***

Southwest Michigan Regional Airport, Vince Desjardins.

FHWA, *Andy Pickard

FTA, *Krishina Welch

Northwestern Indiana Regional Planning Commission,

**Scott Weber*

SWMPC, **John Egelhaaf*

Technical Advisory Committee Members

Officers

Chair: Brian Berndt, Berrien County Road Commission

Vice-Chair: Tim Zebell, City of St. Joseph

Municipalities

City of Benton Harbor, Chris Cook**

Benton Charter Township, Kelli Nelson

City of Bridgman, Juan Ganum

Village of Grand Beach, *Vacant*

Hagar Township, Deb Kavanagh

Lake Charter Township, Gloria Payne

Lincoln Township, Terrie Smith, Dick Stauffer***

Village of Michiana, *Vacant*

Royalton Township, John Olson**

Village of Shoreham, John Olson**

Sodus Township, David Chandler

City of St. Joseph: Tim Zebell

St. Joseph Charter Township, Roger Seely, Denise Cook***

Village of Stevensville, John Olson**

Counties

Berrien County, Evan Smith

Berrien County Road Commission

Public Transit

Twin Cities Area Transportation Authority, Bill Purvis

Agencies

Cornerstone Alliance, Stacey Stephens

MDOT Coloma TSC, Jonathon Smith

MDOT Southwest Region, Denise Smith, Jason Latham***

MDOT Statewide Planning, James Sturdevant, John Lanum***

Southwest Michigan Regional Airport, Vince Desjardins.

FHWA, * Andy Pickard

FTA, *Krishina Welch

Northwestern Indiana Regional Planning Commission,

**Scott Weber*

SWMPC, **John Egelhaaf*

Appendix C: TwinCATS MPO Staff

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www.swmpc.org

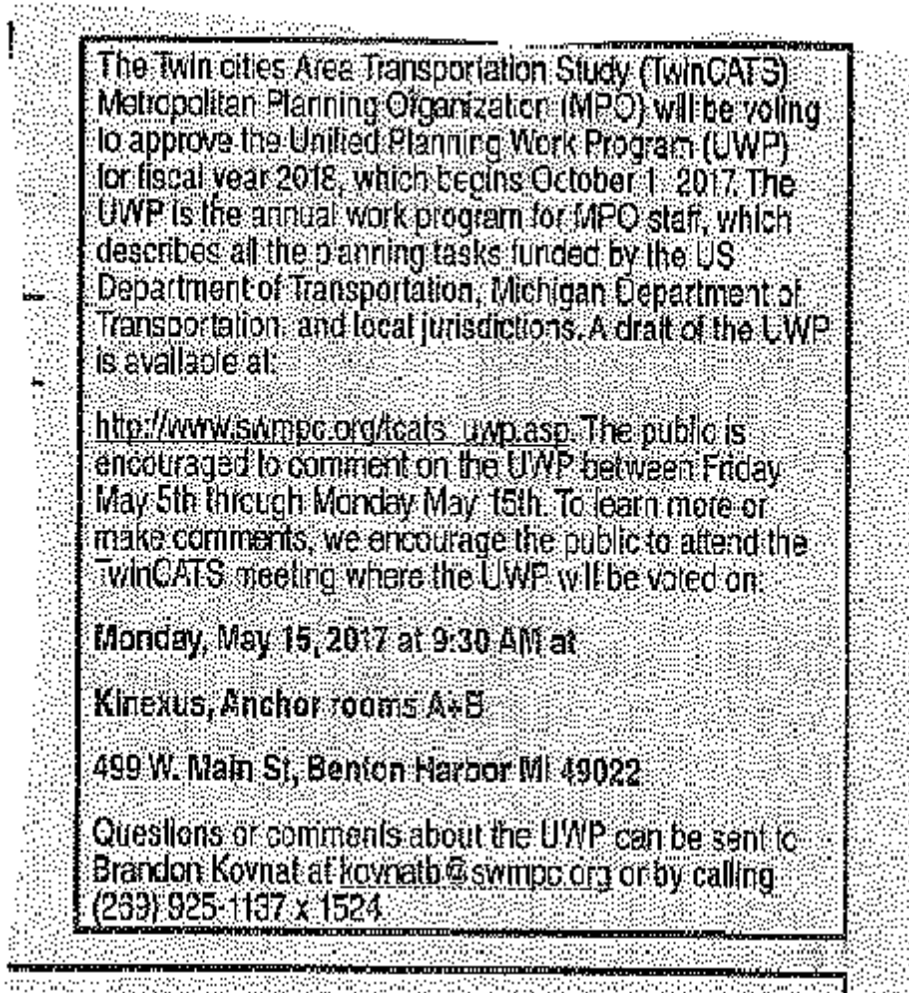
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Appendix D: Public Notice

The following legal notice appeared in the Herald Palladium on Friday May 5, 2017



Appendix E: Public Comments received

No comments received

Appendix F: Cost Allocation Plan and Indirect Cost Rate

Southwest Michigan Planning Commission Background

The Origin of the Southwest Michigan Planning Commission

The Southwest Michigan Planning Commission (SWMPC) is one of fourteen Planning and Development Regions in the State of Michigan and one of approximately five hundred in the United States. In Michigan, regions were created under a Governor's Executive Order in 1968.

The SWMPC was officially organized in 1973 by resolutions of the Berrien, Cass, and Van Buren County Boards of Commissioners. The Commission was staffed in 1974.

The Southwest Michigan Planning Commission (SWMPC) Board reflects representation across county, city, village, and township officials, in addition to citizen members who represent a variety of interests, including business, seniors, and minorities. Van Buren, Berrien, and Cass counties are currently represented in all eligible capacities. Of the forty-two current appointments, eleven of the members are female and six of the members are from a minority group.

SWMPC Planning Overview

In addition to serving public and private entities within Berrien, Cass, and Van Buren Counties by providing planning, technical, or management assistance, the SWMPC acts as an intergovernmental forum to address regional issues. The SWMPC addresses issues and administers programs, which its membership deems appropriate and which are in keeping with locally established area-wide planning and development goals. The SWMPC engages in outreach to build support for wise planning and awareness of vital regional development issues. A diversely skilled SWMPC staff provides a range of support to jurisdictions throughout the three-county region. These efforts regularly lead to program initiatives that address local needs. The needs that the SWMPC regularly responds to include customized planning and information services to local governments and organizations including comprehensive and land use planning, research and analysis, GIS mapping, surveys, recreation planning, grant writing, and grant administration.

The SWMPC is an Economic Development District of the EDA to: 1) give technical assistance and support others in planning and implementing economic development projects that diversify and strengthen the district's economy; 2) maintain economic and demographic databases and respond to requests from public and private users; and 3) support a local economic development process capable of meeting the planning, coordination and implementation requirements of the district.

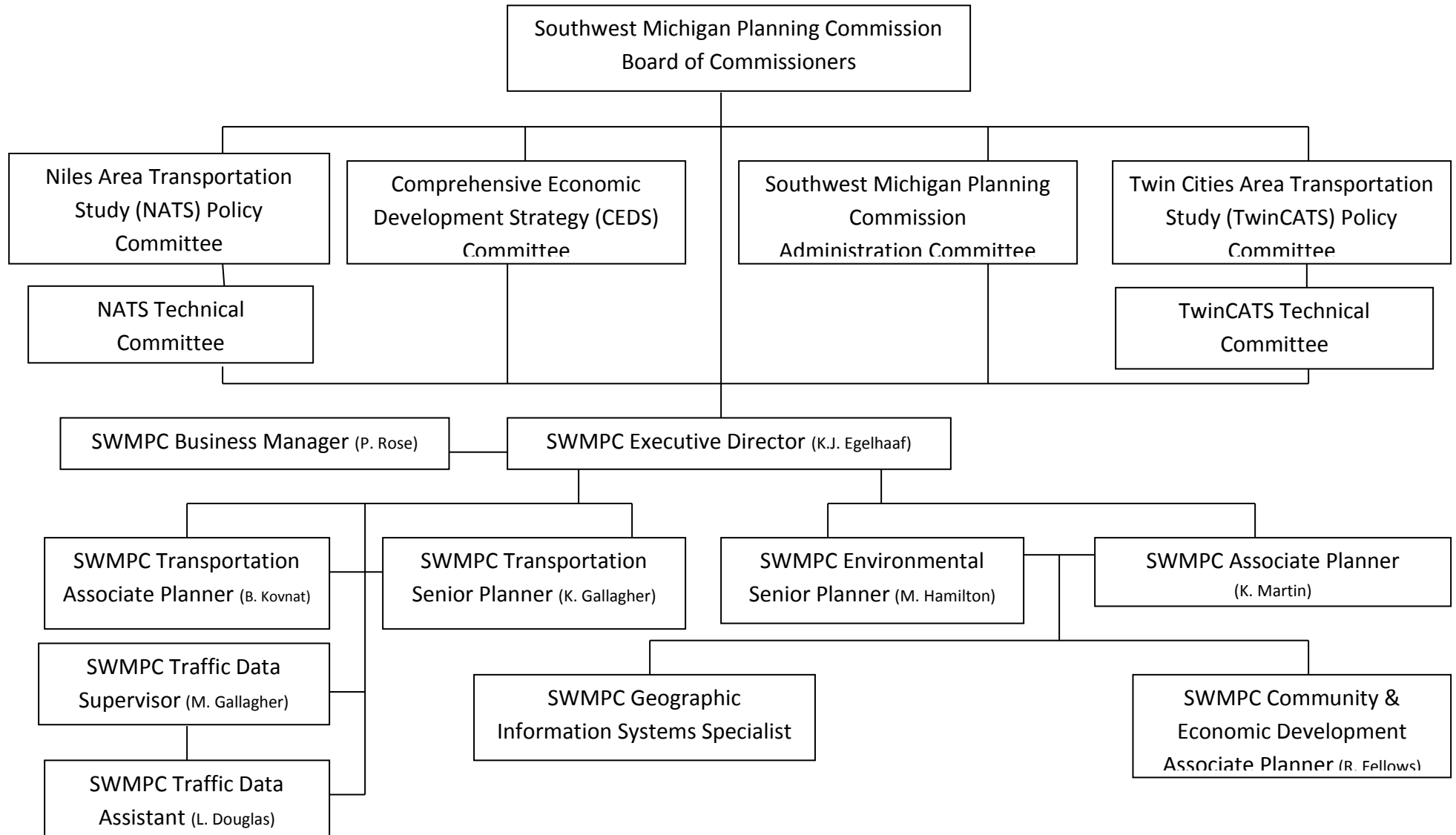
Federal legislation requires a continuing, comprehensive, and cooperative process for transportation planning in all urbanized areas. To respond to that requirement, the SWMPC's responsibility is to develop and refine plans and policies by analyzing their social, economic, environmental, health, safety, welfare, and mobility impacts. The State has designated the SWMPC as the Metropolitan Planning Organization (MPO) for the two urban areas in our region; the Niles/Buchanan/Cass Area Transportation Study (NATS) for the Niles/Buchanan/Cass area, and the Twin Cities Area Transportation Study (TwinCATS) in the St. Joseph/Benton Harbor area.

The MPO planning process is a cooperative effort between the Michigan Department of Transportation, the Federal Highway Administration, the Federal Transit Administration, and the member local governments (for NATS: the Berrien County cities of Niles and Buchanan, the village of Edwardsburg, the townships of Niles, Buchanan, and Bertrand, and the Cass County townships of Howard, Ontwa, and Milton; for TwinCATS: the Berrien County cities of Bridgman, Benton Harbor and Saint Joseph, the villages of Grand Beach, Michiana, Shoreham and Stevensville, and the townships of Benton Charter, Lake, Lincoln Charter, Royalton, St. Joseph Charter, and Sodus).

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

Organizational Structure

As of May 2017



Job Descriptions

Executive Director: Under the direction of the SWMPC Board, implements and administers the policies and procedures established by the SWMPC in accordance with the state and federal legislative requirements. Responsible for management, administration, and professional work in the development, coordination, and execution of programs and projects, as well as supervision of personnel and administration of finances for various federal, state, and local programs. Management, administration, and professional work is often assigned as direct expenses to specific programs.

Senior Planner: Performs administrative and professional work in the development, implementation, and coordination of SWMPC's local and regional planning programs. Duties involve administration, development and implementation of work program objectives, development and monitoring of budgets, and supervision of persons assigned. Work is performed under the general direction of the Executive Director.

Associate Planner: Under the supervision of the Executive Director, and Senior Planner, will develop plans and facilitate decision making in planning program areas or projects. Duties include the coordination of programs through communications, data gathering, computer analysis, report preparation, and organization and follow-up of meetings.

Planning Aide: Under the supervision of the Executive Director, Senior Planner, Associate Planner, will assist in the development of plans and facilitation of decision making in planning program areas or projects. Duties include assisting in projects through communications, data gathering and portrayal, computer input and analysis, report preparation, and organization and follow-up of meetings.

Business Manager: Under the direction of the Executive Director, administers and manages all aspects of SWMPC business and financial matters. Duties include operation and maintenance of the agency's computerized accounting system, receivables and payables, budget monitoring, financial reporting, benefits administration, and supervision of persons assigned.

Definition of Terms

Terms

Acceptable Costs: Costs that are necessary and reasonable for the proper and efficient performance and administration of SWMPC projects. They are ordinary and necessary as a cost for the typical operation of the project. The prices paid are considered to be at market prices for comparable goods. Costs are the result of prudent actions by SWMPC staff.

Base: The accumulated direct costs (i.e. direct salaries, wages, or total direct costs exclusive of extraordinary or distorting expenditures) used to distribute indirect costs to SWMPC programs. The base should result in each SWMPC program with its fair share of indirect costs.

Direct Costs: Include costs that: 1) can be identified specifically with a particular final cost objective and attributed to a project, 2) include compensation to employees for time devoted specifically to project performance, 3) include materials acquired, consumed, or expended for the purposes of the project, 4) equipment and other approved capital expenditures, 5) travel expenses to carry out a project.

Fixed Rate: An indirect cost rate that is based on an estimate of costs during a future period where the difference between the estimated costs and the actual costs for the period is carried forward as an adjustment to the rate of that subsequent period.

Indirect Costs: include costs that are for a common or joint purpose for more than one project and are not easily assignable to projects specifically benefited.

Indirect Cost Rate: a method to determine the proportion of indirect costs each program should bear. A ratio of indirect to direct cost base.

Cost Categories

Advertising: Costs from advertising are assigned as direct costs if they are required to post meeting times, announce specific work products, or to solicit responses to a job posting for a specific program. Advertisements that serve the SWMPC in a general way are assigned as indirect costs

Computer Services: Computer services are currently supplied by an outside supplier. Services are assigned as direct if the particular piece of computer equipment or software is associated with a single program. If the service is on a machine or software that is for general use, it is assigned as an indirect expense.

Conferences/Training: Costs relative to staff training, skills improvement, and technical proficiency often include meetings, seminars, conferences, and workshops. Expenses are charged to this category as they relate to specific job responsibilities. These costs are generally direct expenses but can be assigned as indirect occasionally.

Contents, Liability Insurance: Coverage for the loss or damage of agency assets, general agency liability, and employee and commissioner bonding.

Contractual Services: Costs in the contractual services category are incurred for consultant services by outside agencies and individuals. Temporary project staff including internships are also placed in this category of expense and considered direct if they are specifically assigned to a single project. All costs under this category are considered direct expenses except for a temporary administrative staff or other general expertise.

Commission Audit: Costs associated with the annual Commission audit will be assigned as a direct cost charged to local revenues and are exempt from indirect cost. No audit costs are charged to federal funds.

Depreciation: Equipment that is purchased through general funds are considered fixed assets and are depreciated at approximately 20% annually based on Internal Revenue Service Rulings.

Direct Equipment: equipment that has a unique use for the completion of work activities within the scope of work for a specific project. This is equipment that is not generally used across all programs in an office but rather, is specific to the accomplishment of tasks within a single project. Items defined in this way include: a notebook computer to be used for Asset Management PASER road ratings, traffic counters for traffic data collection, a new desktop computer for a transportation planner (who works exclusively on a single transportation project (with a single funder)).

Dues, Subscriptions, and Publications: Most items in this category are indirect expenses. Planning resources and memberships tend to be general in nature and not assignable to a particular program. Some items within this category are assignable as direct but they are specific in nature to the program for which they are attributable.

Fringe Benefits (payroll taxes, employee related insurance, pension): Fringe benefits are assigned as either direct or indirect in the same proportion as the assignment of salary and wage.

Postage: Similar to telephone charges, postage is coded at the SWMPC postage meter. Thus, direct expenses are classified at the initiation of the charge and a summary of those expenses is created through a cyclical report.

Printing: Printing expenses include both direct and indirect costs. Major print jobs that can be produced with the SWMPC printer/copier and are part of a specific program activity are assigned as direct expenses. Major jobs that require an outside printshop to complete are also assigned as direct if they are associated with a specific program. Common indirect print expenses include the SWMPC newsletter, annual report, brochures, etc.

Salaries and Wages: Salaries and wages for employees with direct responsibilities in specific program areas are assigned as direct expenses. When employee activities are dedicated to activities that have a broad-based benefit among SWMPC programs, their salary, and wage is assigned as indirect. All SWMPC personnel engage in activities that are assigned as direct expenses. It is rare for administrative personnel (business manager, administrative assistant) to engage in activities that are assigned as direct but they are available for occasional direct assignments. Staffing assignments are managed by the executive director.

Supplies and Materials: Items that are necessary for a particular project are assigned as a direct expense. SWMPC letterhead, copy paper, and general office supplies are assigned as indirect expenses.

Telephone: The SWMPC pays a single flat charge for monthly calls. The monthly bill itemizes all long distance calls. The bill is cross referenced with staff call logs so that calls can be assigned directly to projects. Local phone charges cannot be individually itemized so they are billed as indirect.

Travel, Meals, Lodging: Travel, meals, and lodging expenses can be assigned as either direct or indirect depending on the activity being undertaken when the costs are incurred. Typical charges consist of mileage, reimbursement for meals, and lodging expenses in the course of staff activity.

Equipment Maintenance: Maintenance agreements on heavily used office machines including the main copier/printer, computer equipment are assigned as indirect expenses.

Rent, Janitorial, and Recycling: The expenses associated with the leased office space and the maintenance of that space.

Listing of Fringe Benefits for Covered Employees

Current Fringe Benefit Policies

The SWMPC fringe benefit policy consists of the following items derived from the Commission's Personnel Policies and Procedures Handbook available to all employees at the time of hire.

Social Security and Medicare Withholding Benefits: The SWMPC adheres to Federal tax rulings and remits matching withholding benefits each pay period in each calendar year.

Annual Leave and Sick Leave are combined as Follows: In the first category of leave accrual, an employee who has been with the SWMPC for between zero and five completed years must work a minimum of sixty-two hours to a maximum of seventy-five hours per (bi-weekly) pay period. That employee will be considered a full-time employee and will accrue five and a half hours per pay period for annual and sick leave.

In the second category of leave accrual, an employee at the end of their fifth year until their tenth year of employment will receive seven hours per pay period for annual and sick leave.

The third category of leave accrual is for employees at the end of their tenth year and beyond. Employees in the third category receive eight and a half hours per pay period for annual and sick leave.

The SWMPC does not distinguish between annual leave and sick leave. The two categories are considered a single account of accrued time. All employees may carry forward into the next year a maximum of one year's annual leave accrual. All excess time that is not taken will be forfeited except for employees with more than five years of experience. When employees have five or more years' experience, the SWMPC will make an employee contribution to their retirement plan account in an amount equal to 37.5 hours of excess time not taken at their respective rate of pay.

Paid Holidays: The SWMPC provides twelve paid holidays per calendar year for its employees.

Pregnancy Leave: SWMPC employees receive pregnancy leave up to 975 hours.

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

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

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

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

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

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

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

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

employment. The SWMPC contributes into the plan on behalf of each enrolled employee in the amount of 6.5% of the employee's annual salary or wage. Employee contributions are not mandatory. Employees enrolled shall be vested at the rate of twenty percent for each full year of vesting. The SWMPC calculates the contribution amount at both fiscal and calendar year end to reflect the accrual on financial statements. All accruals are reviewed by the pension advisors before any remittances are made. The SWMPC meets all tax rulings regarding dates of contribution, dollars contributed, and necessary tax forms.

Fringe Benefit Costs

The SWMPC total benefit costs have been included as a worksheet below.

SWMPC Personnel Expenses Budget 2017

POSITION	2016 SALARY	BUDGETED SALARY	WORK DAYS	DAILY RATE	ANNUAL LEAVE	HOLIDAY	RELEASED TIME	CHGBLE SALARY	GROUP INSURANCE COVS				WORKERS			PENSION	ADDED	TOTAL	TOTAL
									FICA	HEALTH	Hlth Svgs Act	DISAB	LIFE	COMP	UCI	CONTRIB	COST	BENEFITS	PERSONNEL
ADMINISTRATION																			
EXECUTIVE DIRECTOR (JE)	\$71,044	\$73,531	260	283	5,637	3,394	9,031	64,499	5,625	17,471	3,000	909	131	243	8	4,779	33,780	42,811	107,311
ADM ASS'T		\$0	260	0	0	0	0	0	0	0	0	0	0	0	8	0	8	8	8
ADM ASS'T		\$0	260	0	0	0	0	0	0	0	0	0	0	0	8	0	8	8	8
BUSINESS MGR. (PR)	37,206	\$38,508	243	158	4,212	2,083	6,295	32,214	2,946	15,144	1,500	0	0	127	8	2,503	23,939	30,234	62,448
PLANNERS																			
SENIOR PLANNER(MC)	57,131	\$59,131	260	227	5,519	2,729	8,248	50,883	4,523	17,471	3,000	683	123	195	8	3,843	31,466	39,714	90,597
ASSOCIATE PLANNER	0	\$0	260	0	0														
ASSOCIATE PLANNER (KG)	53,435	\$55,305	260	213	5,162	2,553	7,714	47,591	4,231	17,471	3,000	615	110	183	8	3,595	30,833	38,547	86,138
ASSOCIATE PLANNER (RF)	\$38,000	\$39,330	260	151	2,884	1,815	4,699	34,631	3,009	15,144	3,000	512	92	130	8	2,556	26,120	30,820	65,450
ASSOCIATE PLANNER (BK)	41,000	\$42,435	260	163	3,112	1,959	5,070	37,365	3,246	17,471	3,000	512	92	140	8	2,758	27,933	33,004	70,368
STAFF																			
PLANNING AIDE (JP)	44,594	\$46,155	260	178	3,385	2,130	5,515	40,640	3,531	6,468	1,500	529	95	152	8	3,000	16,093	21,608	62,248
TRAFFIC COUNT SPLIST (MG)	13.65 hr	6,061	120	99	0	0	0	6,061	464	0		0	0	20		0	484	484	6,545
TRAFFIC COUNTER (LD)	13.15 hr	4,984	60	96	0	0	0	4,984	381	0		0	0	16		0	398	398	5,382
ASSOCIATE PLANNER (KM)	38,489	\$39,836	260	153	2,921	1,839	4,760	35,076	3,047	6,468	1,500	512	92	131	8	2,589	15,159	19,919	54,995
INTERN (RG)	7.50 hr	3,811	46	60	0	0	0	3,811	292	0		0	0	13	0	0	304	304	4,115
TOTAL	380,899	409,086	260	1,781	32,832	18,501	51,333	357,754	31,295	113,108	19,500	4,272	735	1,350	81	25,625	209,550	260,883	615,613

The SWMPC Accounting System

The SWMPC uses QuickBooks to manage its accounting system. The SWMPC is audited by a CPA annually.

Method of Calculating Indirect Cost Rate

The SWMPC uses the simplified method to determine indirect cost rate. As a single purpose agency, there are no elements of indirect cost assigned through a central cost allocation plan. Only specifically identified budgeted indirect costs are included in the indirect cost rate proposal. This method provides an equal distribution of all indirect costs to all programs.

The SWMPC classifies all costs and their activities as direct or indirect (less unallowable costs) as described per 2 CFR 225. Indirect costs are thereby classified as being incurred for a common purpose for which more than one program benefits. Any costs stipulated as being unallowable per 2 CFR 225 have been excluded from the calculation of the indirect cost rate.

Calculation for Fixed Indirect Cost Rate

The SWMPC computes the indirect cost rate by dividing the Indirect Cost Pool (total allowable indirect costs) by an equitable Base (total direct salaries and fringe benefit costs). The result is a "Fixed Indirect Cost Rate."

C = Indirect Costs

U = Unallowable Costs (per 2 CFR 225)

I = Total (budgeted) Indirect Costs

$$C - U = I$$

I = Total (budgeted) Indirect Costs

Y = Direct Base projected (budgeted) costs for direct salaries & fringe benefits for **all** programs

Fcr = Fixed Indirect Cost Rate

$$Fcr = I/Y$$

SWMPC Actual Indirect Cost Rate
Based on FY 2015 Costs

	<u>DIRECT COSTS</u>		<u>INDIRECT COSTS</u>	<u>TOTAL COSTS</u>
SALARIES AND WAGES	\$ 253,467.00	(Y)	\$139,918	\$393,385
FRINGE BENEFITS	\$ 114,791.00	(Y)	\$61,217	\$176,008
TRAVEL	\$ 24,442.00		\$1,109	\$25,551
TELEPHONE	\$ 930.00		\$1,476	\$2,406
PRINTING AND POSTAGE	\$ 9,468.00		\$848	\$10,316
ADVERTISING	\$ 3,799.00		\$55	\$3,854
DUES AND SUBSCRIPTIONS	\$ 269.00		\$989	\$1,258
SUPPLIES AND MATERIALS	\$ 21,408.00		\$4,490	\$25,898
COMPUTER SERVICES	\$ 11,280.00		\$12,855	\$24,135
CONFERENCES/TRAINING	\$ 4,069.00		\$724	\$4,793
CONTRACTUAL SERVICES-OFF SITE	\$ 258,810.00		\$0	\$258,810
CONTRACTUAL PERSONNEL-ON SITE	\$ 40,245.00	(Y)	\$0	\$40,245
DIRECT EQUIPMENT	\$ 16,373.00		\$0	\$16,373
PASS THRU	\$ 5,001.00		\$0	\$5,001
COMM. EXP.,PER DIEM,MILG. CONTENTS,BLDG,LIABILITY,BOND INS.	\$ -		\$0	\$0
IN KIND LOCAL MATCH	\$ -		\$0	\$0
CONTRACTUAL - AUDIT	\$ 5,500.00		\$0	\$5,500
RENT/JANITORIAL/RECYCLING	\$ -		\$67,320	\$67,320
DEPRECIATION	\$ -		\$6,447	\$6,447
EQUIPMENT MAINTENANCE	\$ -		\$961	\$961
TOTAL EXPENDITURES	<u>\$784,833</u>		<u>\$298,409</u>	<u>\$1,083,242</u>
Total Direct Base (Y)	\$408,503			
Total Indirect Costs (I)			\$298,409	
INDIRECT COST RATE FORMULA:				
TOTAL INDIRECT COSTS (I)	<u>\$298,409</u>			
TOTAL DIRECT BASE (Y)	\$408,503			
 INDIRECT COST RATE PERCENTAGE	 73%			

Procedures Used to Allocate Cost of Benefits to SWMPC Projects

Calculation to Derive the Percentage of Total Base Represented by Each Program

Direct costs that can be attributable to a particular program are allocated as such. The remaining costs are assigned as indirect costs and allocated according to the formula below.

X = Actual costs for direct salaries & fringe benefits for **each** program

Y = Actual Direct Base costs for direct salaries & fringe benefits for **all** programs

P = Percentage of total direct salaries & fringe represented in each program

$$X/Y = P$$

Calculation to Derive Total Indirect Costs

The percentage of direct salaries/fringe that each program represents of the total direct salaries/fringe for all programs is then used to derive the formula to allocate the total related indirect costs.

Y = Actual Direct Base costs for direct salaries & fringe benefits for **all** programs

Z = Total Expenses for all programs

I = Total Indirect Costs

$$Z - Y = I$$

Combined Calculation Used to Allocate Indirect Costs

Program	Actual Direct Salaries & Fringe	Percentage of Total Direct Salaries & Fringe	Indirect Allocation
a	Xa	Xa/Y	Pa*I
b	Xb	Xb/Y	Pb*I
c	Xc	Xc/Y	Pc*I
d	Xd	Xd/Y	Pd*I
e	Xe	Xe/Y	Pe*I
Total of All Programs	Y	100%	I

CERTIFICATE OF INDIRECT COSTS

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

- 1) All costs included in this 2017 proposal to establish billing or final indirect cost rates for FY 2018 are allowable in accordance with the requirements of the Federal award to which they apply and per 2 CFR 225, "Cost Principles for State, Local, and Indian Tribal Governments." Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.
- 2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Governmental Unit: Southwest Michigan Planning Commission

Signature:



Name of Official: K. John Egelhaaf

Title: Executive Director

Date of Execution: 5/3/2017

Appendix G: Work Completed Since FY 2017 UWP Approval

1. Program Administration

1.1. Program Management and Support

- Conducted and prepared for monthly Committee meetings, including minutes, agendas PowerPoint presentations, and meeting handouts.
- Regularly updated the TwinCATS webpages with meeting information, notices of Amendments, and other relevant information
- Published Annual listing of obligated transportation projects in the TwinCATS annual Report.
- Prepared, quarterly progress reports, annual title VI report, and Disadvantaged Business Enterprises Reports.

1.2. Interagency Coordination

- Participated in the following meetings: Michigan Transportation Planning Association, Michigan Public Transportation Association, Michigan's Great Southwest Strategic Leadership Council, Be Healthy Berrien, RPI, The Twin Cities Harbor Conservancy, and the University Center for Regional Economic Innovation Consultative Panel, Quad State Directors, Westrain, and Michigan Association of Regions
- Prepared presentation and presented at MTPA Annual Conference (Public Transit& the MPO).

1.3. Professional Development and Technical Training

- Attended trainings hosted by MDOT including: performance measure training, JobNet training, Long Range Plan training,
- Attended conferences & trainings including: Community Transit Association of American national conference, Michigan Association of Planning Conference, National Charrette Institute Training , Road Soft Users Conference, Michigan Association of Planning Conference.
- Began training on the use of scenario planning to predict health outcomes to assist BE Healthy Berrien

1.4. Unified Work Program (UWP)

- Processed an amendment to the 2017 UWP to add in the Napier corridor Study grant.
- Attended a pre UWP meeting.
- Wrote the 2018 UWP.

2. Transportation Planning

2.1. Planning Technical Support to Organization or Members

- Provided technical assistance to member agencies regarding the CMAQ 2017-2020 Call for Projects, application assistance and project approval status updates.
- Hosted an annual Berrien County CMAQ meeting
- Produced a update prioritized project list of CMAQ projects
- Updated public transit pages on MyWayThere.org by request from transit agencies (RFB, RFP and other public notices).
- Continued participation in MDOT's Southwest Region Pedestrian and Bicycle Committee.

2.2. Long Range Transportation Plan

- Developed the timeline for writing the 2045 Long Range Plan.
- Attended a training on the use of performance measures in transportation planning.
- Attended MDOT's Long Range Plan training.
- Began collecting baseline data on the performance of the transportation system.
- Wrote a technical report on safety which includes baseline performance measure data

2.3. Public and Stakeholder Outreach

- Held public meetings on the 2017-20202 TIP.
- Conducted outreach for TwinCATS, including sending out emails and press releases related to upcoming meetings, events, and new resources.
- Rewrote the SWMPC Public Participation Plan

2.4. Special Plans and Studies

- Created an RFP, conducted interviews and selected a consultant for the Berrien County Integrated Transit Service Plan.
- Conducted Stakeholder and public meetings on the current conditions and future of public transit in Berrien County.
- Developed an RFP and convened a steering committee meeting for the Napier Avenue Corridor Plan.

2.5. Human Services Transportation Plan (HSTP)

- Provided maps of transit routes to
- Continued the updates to the MyWayThere.org website
- Disseminated Regional Reduced Fare Card for seniors and people with disabilities
- Hosted workshops on how to navigate the transit system
-

3. Data Collection, Analysis, and Reporting

3.1. Transportation System Data Collection

- Collected and process local traffic count requests.
- Participated in meeting and planning for updated collection of MIRE data.
- Reviewed HPMS road section attributes

3.2. Data Mapping, Analysis, and Reporting

- Wrote a report on safety in the NATS's Area.

- Created online maps for safety, Environmental Justice, and road ownership.
- Published annual report of ratings.
- Uploaded traffic counts to the SWMPC website.

3.3. Asset Management

- Attended PASER training.
- Conducted Road Ratings on the federal aid roads in the region.
- Uploaded Ratings to the SWMPC website.
- Submitted ratings to TAMC.
- Participated in asset management conference calls.

3.4. Functional Classification System Updates

- There were no updates to the NFC in FY 2017.

3.5. Travel Demand Modeling

- Disseminated employment and demographic data to MPO jurisdictions for review.
- Reviewed the Travel Demand Model road network.
- Gave a tour of the MPO area to the MODT travel demand modeling staff.
- Received MPO committee approval of the base data to be used in the model including the population, housing, employment and road attributes.
- Contracted with MACOG build the travel demand model for the MACOG and NATS areas combined.

4. **Transportation Improvement Program (TIP)**

4.1. TIP Development

- Completed writing the 2017-2020 TIP document and project list (efile).
- Received SWMPC and MDOT approval for the 2017-20202 TIP.
- Worked to transition from the 2014-2017 to the 2017-20202 Tip including ensuring the projects for 2017 were reconciled in both TIPs.

4.2. TIP Amendments

- Processed amendments to the 2017-2020 TIP
- Provided public notices for TIP Amendments
- Entered Amendments into JobNet.
- Instituted new procedures for requesting amendments including requiring a letter from agencies making amendment requests.

4.3. Obligation Status Monitoring and Reporting

- Created project update sheets to track project progress.
- Monitored the remaining obligation authority of MDOT to ensure funding did not run out.
- Monitored the differences between the actual obligation and the TIP estimated costs to ensure bid savings were reprogramed.