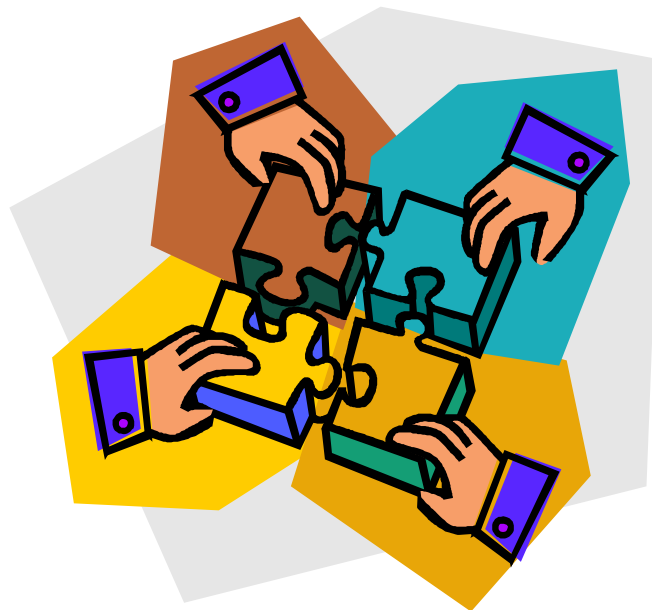


FISCAL YEAR 2011

October 1, 2010 – September 30, 2011

**TWIN CITIES AREA TRANSPORTATION STUDY
(TwinCATS)**

UNIFIED WORK PROGRAM



Prepared by

Southwest Michigan Planning Commission
Metropolitan Planning Organization
For the Benton Harbor/St. Joseph Urbanized Area

In Cooperation with

Twin Cities Area Transportation Study
Technical Advisory and Policy Committees

July 2010

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INTRODUCTION



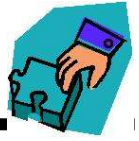
The Fiscal Year (FY) 2011 Unified Work Program (UWP) is a federally required certification document describing transportation planning projects and activities of the Southwest Michigan Planning Commission (SWMPC) in the Benton Harbor/St. Joseph urbanized area, also known as the Twin Cities Area Transportation Study (TwinCATS), to be undertaken during the period of October 1, 2010 through September 30, 2011 within the TwinCATS area.

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

There are five major work elements to the UWP, which are described in detail in the pages that follow: Program Management, Data Base Management, Long Range Planning, Short Range Planning and Other Planning. The major planning activities during FY 2011 will be to compile base year data and begin to project future data for the 2040 Long Range Plan. In addition, SWMPC will complete the Walk and Roll plan and amend it into the 2035 Long Range Plan; work toward implementation of the Walk and Roll plan; work to integrate land use planning into the transportation planning process; and research ways that the four new FHWA areas of focus can be integrated into the transportation planning process.

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

COMMITTEES AND GEOGRAPHIC AREA



The FHWA, FTA, and the local units of government and transit agencies within the TwinCATS boundaries fund the urban transportation program. Geographically, the TwinCATS area covers several communities in Berrien County: Benton Charter Township, City of Benton Harbor, City of St. Joseph, St. Joseph Township, Village of Shoreham, Sodus Township, Royalton Township, Lincoln Township, Village of Stevensville, Lake Township, the City of Bridgman, the Village of Grand Beach, and the Village of Michiana.

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

Policy Committee

| | |
|--|-------------------------------|
| Benton Charter Township | Carolyn Fowler |
| Lake Charter Township | John Gast |
| Lincoln Charter Township | Richard Stauffer |
| Royalton Township | Jim Soteriou |
| St. Joseph Charter Township | Tim Fenderbosch/Roger Seely |
| Sodus Township | Michelle Bennett |
| City of Benton Harbor | Ron Carter |
| City of Bridgman | Aaron Anthony |
| City of St. Joseph | Bob Judd, Chairman |
| Village of Grand Beach | Bob Dabbs |
| Village of Michiana | Vacant |
| Village of Shoreham | Bruno Trapikas |
| Village of Stevensville | Donald Schlipp |
| Berrien County Board of Commissioners | Debra Panozzo |
| Berrien County Planning Commission | Kevin Wordelman |
| Berrien County Road Commission | Lawrence Merritt |
| St. Joseph River Harbor Authority | Lee Scherwitz, Vice-Chairman* |
| Southwest Michigan Regional Airport | Lee Scherwitz, Vice-Chairman |
| Twin Cities Area Transit Authority | Bill Purvis |
| Cornerstone Alliance | Vacant |
| MDOT-Southwest Region | Jason Latham |
| MDOT – Coloma TSC | Paul South, Sarah Woolcock |
| MDOT – Statewide Planning | Ray Lenze |
| FHWA (ex-officio) | Rachael Tupica |
| FTA (ex-officio) | Stewart McKenzie |
| SWMPC (ex-officio) | John Egelhaaf |
| Northwest Indiana Regional Planning Commission (ex-officio) | Bill Brown |

* *Dual appointment by Southwest Michigan Regional Airport and St. Joseph River Harbor Authority*

Technical Advisory Committee

| | |
|--|----------------------------|
| Benton Charter Township | Nora Jefferson |
| Lake Charter Township | Gloria Payne |
| Lincoln Charter Township | Terrie Smith |
| Royalton Township | Jim Soteriou |
| St. Joseph Charter Township | Alan Smaka |
| Sodus Township | Michelle Bennett |
| City of Benton Harbor | Chris Cook/Kenton McAndrew |
| City of Bridgman | Aaron Anthony |
| City of St. Joseph | Tim Zebell, Vice-Chairman |
| Village of Grand Beach | Bob Dabbs |
| Village of Michiana | Vacant |
| Village of Shoreham | Mark Seaman |
| Village of Stevensville | Donald Schlipp/Derek Perry |
| Berrien County Community Development | Katie Montoya |
| Berrien County Road Commission | Brian Berndt |
| St. Joseph River Harbor Authority | Lee Scherwitz |
| Southwest Michigan Regional Airport | Lee Scherwitz, Chairman |
| Twin Cities Area Transit Authority | Bill Purvis |
| Cornerstone Alliance | Thad Rieder |
| MDOT – Southwest Region | Jason Latham |
| MDOT – Statewide Planning | Ray Lenze |
| MDOT – TSC, Coloma | Paul South, Sarah Woolcock |
| MDOT – Travel Demand (ex-officio) | Bradley Sharlow |
| MDOT – Multi-Modal (ex-officio) | Fred Featherly |
| MDNRE – Air Quality Div. (ex-officio) | Robert Rusch |
| FHWA (ex-officio) | Rachael Tupica |
| FTA (ex-officio) | Stewart McKenzie |
| SWMPC (ex-officio) | John Egelhaaf |
| Northwest Indiana Regional Planning Commission (ex-officio) | Bill Brown |



BUDGET AND FUNDING SOURCES

Federal Highway Administration Funding

TwinCATS receives federal funding from the FHWA for transportation planning, and legislation requires local match for federal funds. The FHWA contributes 81.85% (\$132,754) to the TwinCATS activities, and the local match required is 18.15% (\$29,438).

Federal Transit Administration Funding

As with FHWA funding, TwinCATS receives funding from the FTA for transportation planning, and legislation requires local match for federal funds. The FTA supports 80% (\$42,037) of the TwinCATS activities, and the local match required is 20% (\$10,509).

Local Jurisdiction Funding

The thirteen participating local units of government contribute local match based on each jurisdiction's share of the population. The 2000 Bureau of Census population figures are used to determine each jurisdiction's population. The Twin Cities Area Transit Authority (TCATA) provides 20% of available pass-through dollars as matching funds. Attachment 2 contains a copy of the Memorandum of Agreement with TCATA. Additional FTA match for the 2010 fiscal year will be provided by local grant sources. The TwinCATS TAC and Policy Committee are responsible for approving the budget.

FHWA & FTA FEDERAL AND LOCAL BUDGET

| | Federal Share | Local Match | Total |
|-------------------|------------------|--------------------|------------------|
| FHWA (PL) | \$132,754 | \$29,438 (@18.15%) | \$162,192 |
| FTA (5303) | \$42,037 | \$10,509 (@20.00%) | \$52,546 |
| Total | \$174,791 | \$39,947 | \$214,738 |

BUDGET BY WORK ELEMENT

| Work Element | Federal Highway and Local Match Funds | Federal Transit and Local Match Funds | Total* |
|-----------------------------|---------------------------------------|---------------------------------------|------------------|
| Program Management | \$81,883 | \$25,309 | \$107,191 |
| Database Management | \$41,274 | \$12,757 | \$54,031 |
| Long Range Planning | \$13,254 | \$4,097 | \$17,350 |
| Short Range Planning | \$15,553 | \$4,807 | \$20,361 |
| Other Planning | \$10,228 | \$3,161 | \$13,389 |
| Transit Pass-Through | \$0 | \$2,415 | \$2,415 |
| Total | \$162,192 | \$52,546 | \$214,738 |

*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.

FY2010 LOCAL MATCH CALCULATION

| Jurisdiction | Population* | Percentage of Total Population | Share of FHWA Local Match | Share of FTA Local Match | Share of FTA Pass-Thru Match | Share of Total Local Match |
|------------------------------------|--------------------|---------------------------------------|----------------------------------|---------------------------------|-------------------------------------|-----------------------------------|
| Benton Charter Township | 16,404 | 22.60% | \$6,652 | \$2,375 | \$0 | \$9,027 |
| Lake Charter Township | 3,148 | 4.34% | \$1,277 | \$456 | \$0 | \$1,733 |
| Lincoln Charter Township | 12,761 | 17.58% | \$5,175 | \$1,847 | \$0 | \$7,022 |
| Royalton Township | 3,888 | 5.36% | \$1,577 | \$563 | \$0 | \$2,140 |
| St. Joseph Charter Township | 9,182 | 12.65% | \$3,723 | \$1,329 | \$0 | \$5,052 |
| Sodus Township | 2,139 | 2.95% | \$867 | \$310 | \$0 | \$1,177 |
| Village of Shoreham | 860 | 1.18% | \$349 | \$124 | \$0 | \$473 |
| Village of Stevensville | 1,191 | 1.64% | \$483 | \$172 | \$0 | \$655 |
| Village of Grand Beach | 336 | 0.46% | \$136 | \$48 | \$0 | \$184 |
| Village of Michiana | 287 | 0.40% | \$116 | \$42 | \$0 | \$158 |
| City of Benton Harbor | 11,182 | 15.40% | \$4,534 | \$1,618 | \$0 | \$6,152 |
| City of Bridgman | 2,428 | 3.34% | \$985 | \$351 | \$0 | \$1,336 |
| City of St. Joseph | 8,789 | 12.11% | \$3,564 | \$1,274 | \$0 | \$4,838 |
| TCATA | n/a | n/a | \$0 | \$0 | \$483 | \$483 |
| Local grants | n/a | n/a | \$0 | \$0 | \$0 | \$0 |
| Total | 72,595 | 100.00% | \$29,438 | \$10,509 | \$483 | \$40,430 |

*Source: Population based on 2000 Census.

MDOT also uses their funds to provide a variety of staff services. Their budget for FY2010 follows:

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

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

PROGRAM MANAGEMENT



Goal:

Effectively administer and manage the urban transportation planning program.

Work Tasks:

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

out in the Public Participation plan document.

14. Maintain the SWMPC website for transportation information dissemination.
15. Consult as appropriate with state, local, and private agencies, and Native American Tribes responsible for economic growth, land use management, natural resources, environmental protection, conservation, historic preservation, and human service transportation providers to enhance the transportation planning process.
16. Attend meetings of partner groups or organizations, such as We Can! Healthy Berrien, Berrien County Building Healthy Communities committees, etc.
17. Participate and/or co-sponsor public education programs aimed at increasing walk and other forms of non-motorized commuting.
18. Continue to write letters of support for partner agencies' projects or programs.
19. Meet with MDOT to discuss potential changes to metropolitan planning organization (MPO) map boundaries.
20. Assist local entities in developing and maintaining asset management plans.

Products:

Responsible Agency:

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

| BUDGET FOR PROGRAM MANAGEMENT | | | |
|--------------------------------------|-----------------|--------------------|------------------|
| Funding Source | Funds | Local Match | Total |
| FHWA (PL) | \$67,021 | \$14,862 | \$81,883 |
| FTA (5303) | \$20,247 | \$5,062 | \$25,309 |
| MDOT (SPR) | \$4,494 | \$996 | \$5,490 |
| Total | \$91,762 | \$20,919 | \$112,681 |

| Budget Per Responsible Entity | | |
|--------------------------------------|-------------------------|------------------|
| Entity | Hours (per year) | Cost |
| SWMPC | 2,128 | \$107,191 |
| MDOT | 36 | \$5,490 |
| Total | 2,164 | \$112,681 |



DATABASE MANAGEMENT

Goal:

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

Work Tasks:

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

14. Review and update federal aid urban boundary, national functional classifications, and federal aid system as appropriate.
15. Develop performance measures for tracking progress in reaching regional transportation goals.

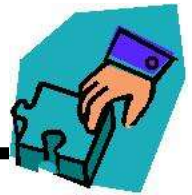
| Products: | Responsible Agency |
|---|---------------------------|
| Accurate TAZ delineation and road network | MDOT |
| Traffic count data | SWMPC |
| PASER results (report and maps) | SWMPC |
| Updated base year data | MDOT |
| Transit data analysis | SWMPC |
| Regularly updated website | SWMPC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

| BUDGET FOR DATABASE MANAGEMENT | | | |
|---------------------------------------|-----------------|--------------------|-----------------|
| Funding Source | Funds | Local Match | Total |
| FHWA (PL) | \$33,783 | \$7,491 | \$41,274 |
| FTA (5303) | \$10,206 | \$2,551 | \$12,757 |
| MDOT (SPR) | \$3,568 | \$791 | \$4,359 |
| Total | \$47,557 | \$10,834 | \$58,390 |

| Budget Per Responsible Entity | | |
|--------------------------------------|-------------------------|-----------------|
| Entity | Hours (per year) | Cost |
| SWMPC | 1,071 | \$54,031 |
| MDOT | 28 | \$4,359 |
| Total | 1,099 | \$58,390 |

**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.*

LONG RANGE PLANNING



Goal:

Research new federal focus areas of livability, sustainability, climate change, and greenhouse gas reduction and develop strategies for incorporating them into the transportation planning process. Write the Walk and Roll plan and amend it into the Long Range Plan.

Work Tasks:

1. Solicit and encourage the local units of government and local agencies to share input and questions regarding transportation related concerns for consideration by the TwinCATS Committees.
2. Cooperate with MDOT in encouraging public input in the planning of MDOT-managed transportation projects. Provide Internet links to MDOT websites and announcements. Communicate MDOT activities in SWMPC quarterly publications.
3. Collaborate with relevant partners in non-motorized transportation planning as described below:
 - Participate in regional and local planning initiatives for on-road and off-road non-motorized facilities. Provide information and regional coordination to local interests.
 - Provide staff support and GIS mapping services to the Walk and Roll subcommittee in the development of the long range Walk and Roll plan for TwinCATS.
 - Facilitate the public involvement for the Walk and Roll plan, write the plan, and present the final plan to the TwinCATS communities to be amended into the LRP.
4. Collaborate with relevant partners in the federal emphasis area of freight planning as described below:
 - Work closely with state and federal transportation partners to learn about data sources for freight planning.
 - Continue to convene government agencies, chambers of commerce, and private partners to develop long range strategies for freight transportation.
 - Expand on the freight needs assessment conducted in 2010, by conducting more in-depth data analysis of deficiency areas for freight movement and by connecting with key freight stakeholders.
5. Collaborate with relevant partners in the area of regional rail planning as described below:
 - Attend monthly meetings of the WesTrain Coalition.
 - Monitor monthly Amtrak ridership data.
 - Continue the dialogue with the Michigan Association of Railroad Passengers, the WesTrain Coalition, Amtrak, MDOT, local government agencies, and local residents about how to improve rail service in Southwest Michigan.
 - Provide assistance to MDOT in conducting stakeholder engagement regarding the Michigan portion of the Midwest Regional Rail Initiative.
 - Continue to compile data justifying retaining the Pere Marquette Amtrak rail service in Southwest Michigan communities.
 - Continue to advocate for high speed rail in Berrien County, and encourage commuter rail from the TwinCATS area to Chicago.
 - Encourage the preservation of active rail corridors and abandoned rail corridors for future transportation service needs.
6. Research the federal focus areas of livability, sustainability, climate change, and greenhouse gas reduction, and develop strategies for integrating the focus areas into the long range planning process.
7. Identify strategies for integrating transportation and land use in a regional visioning process.

8. With the assistance of the Interagency Work Group (IAWG), assess the air quality conformity of proposed projects to be amended into the LRP and corresponding TIP.
9. Continue to monitor member activities and/or projects that are included in the LRP and being implemented or that need to be amended into the LRP.
10. Collaborate with relevant partners in the areas of air, water, rail, and public transportation as described below:
 - Air Transportation – provide planning assistance to the Southwest Michigan Regional Airport in the development of long and short-range strategies.
 - Water Transportation – provide planning assistance to the St. Joseph River Harbor Authority on passenger and freight services being planned.
 - Public Transit – continue to provide planning assistance to the Twin Cities Area Transportation Authority / Twin City Dial-a-Ride.
11. In cooperation with Berrien County and local units of government, explore locations and the feasibility of multi-modal facilities for harbor, air, rail, and roads.
12. Identify lack of connection between different modes.

| Products: | Responsible Agency |
|--|---------------------------|
| Walk and Roll plan | SWMPC |
| Updated, current LRP | SWMPC |
| Regional freight study and/or freight strategies | SWMPC |

| BUDGET FOR LONG RANGE PLANNING | | | |
|---------------------------------------|-----------------|--------------------|-----------------|
| Funding Source | Funds | Local Match | Total |
| FHWA (PL) | \$10,848 | \$2,406 | \$13,254 |
| FTA (5303) | \$3,277 | \$819 | \$4,097 |
| MDOT (SPR) | \$11,380 | \$2,523 | \$13,903 |
| Total | \$25,505 | \$5,748 | \$31,253 |

| Budget Per Responsible Entity | | |
|--------------------------------------|-------------------------|-----------------|
| Entity | Hours (per year) | Cost |
| SWMPC | \$344 | \$17,350 |
| MDOT | 90 | \$13,903 |
| Total | \$434 | \$31,253 |

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



SHORT RANGE PLANNING

Goal:

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

Work Tasks:

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

outreach activities among interested parties.

- Expand efforts to establish safety as a priority element in the transportation planning process.
- Develop Safety Conscious Planning Activities for the urban area in association with the Southwest Michigan Local Safety Committee sponsored by AAA of Michigan and the Office of Highway Safety Planning.
- Continue participation in the Southwest Michigan Safety Committee and annual Local Safety Forum.
- Coordinate with law enforcement and other relevant agencies to ensure system safety and security.

Products:

Responsible Agency

Amendments and administrative changes to the TIP, as needed

SWMPC

Regularly updated TIP and Fiscal Constraint tables

SWMPC

Public participation notices

SWMPC

Strategies for addressing local match issues for projects in TIP

SWMPC

| BUDGET FOR SHORT RANGE PLANNING | | | |
|--|-----------------|--------------------|-----------------|
| Funding Source | Funds | Local Match | Total |
| FHWA (PL) | \$12,731 | \$2,823 | \$15,553 |
| FTA (5303) | \$3,846 | \$961 | \$4,807 |
| MDOT (SPR) | \$4,459 | \$989 | \$5,448 |
| Total | \$21,035 | \$4,773 | \$25,809 |

| Budget Per Responsible Entity | | |
|--------------------------------------|-------------------------|-----------------|
| Entity | Hours (per year) | Cost |
| SWMPC | 404 | \$20,361 |
| MDOT | 35 | \$5,44 |
| Total | 439 | \$25,809 |

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

OTHER PLANNING



Goal:

To be responsive to the needs of the local area in meeting safety-conscious planning, non-motorized activities, public transit activities, and various unanticipated transportation-related planning activities as work arises.

Work Tasks:

1. Explore and evaluate new revenue sources.
2. Assist local communities in researching grant opportunities for funding transportation-related projects.
3. Provide letters of support for Transportation Economic Development Fund and other economic development grants.
4. Assist local partners in planning short-term activities that have potential impact on the transportation system, and encourage local governments to incorporate transportation planning in local planning.
5. Advocate the completion of US 31 to the proposed connection point with I-94 BL on the East side of Benton Harbor.
6. Collaborate with relevant partners in coordinating land use and transportation planning, as described below:
 - Provide staff assistance in identifying transportation/land use issues in the urban area.
 - Establish an ongoing coordination procedure with the Berrien County Community Development Department to provide regular inputs to the land use planning process.
7. Work with public transit providers and local government agencies in the area of public transportation as follows:
 - Continue to research the options for providing a balance of fixed-route, flex, and paratransit service to adequately and efficiently serve residents' needs.
 - Continue to promote transit service and explain transit options to social service providers and community organizations.
 - Continue to convene meetings of the Berrien Coordinated Transportation Council.
 - Provide technical assistance to community organizations and businesses interested in funding, designing, and building transit shelters.
 - Partner with regional transit and human service providers to implement findings of the Berrien County Transit Study.
 - Continue to provide transit agencies assistance with implementing and using scheduling software technology.
 - Commission a study that analyzes the alternative options for coordinating and regionalizing transit service throughout Berrien County.
 - Study funding structures and identify a funding strategy that includes local funding to support public transportation.
 - Continue to advocate and facilitate responsive, coordinated, and cooperative alternatives for public transportation.
8. Respond to requests regarding ride-sharing, as resources permit, as well as disseminate existing, available materials to those expressing interest.

9. Provide input and planning to non-motorized activities, multi-modal initiatives and educational opportunities regarding transportation planning.
10. Consider methods for protection of highway scenic vistas and publicize this information.

Products:

Berrien County Transit Study Implementation Plan

Strategies for incorporating land use into transportation planning process

Responsible Agency

SWMPC

SWMPC

| BUDGET FOR OTHER PLANNING | | | |
|----------------------------------|-----------------|--------------------|-----------------|
| Funding Source | Funds | Local Match | Total |
| FHWA (PL) | \$8,371 | \$1,856 | \$10,228 |
| FTA (5303) | \$2,529 | \$632 | \$3,161 |
| MDOT (SPR) | \$4,459 | \$989 | \$5,448 |
| Total | \$15,359 | \$3,478 | \$18,837 |

| Budget Per Responsible Entity | | |
|--------------------------------------|-------------------------|-----------------|
| Entity | Hours (per year) | Cost |
| SWMPC | 266 | \$13,389 |
| MDOT | 35 | \$5,448 |
| Total | 301 | \$18,837 |

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



TRANSIT PASS-THROUGH

Goal:

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

Work Tasks:

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

Products:

Transit ridership data

Responsible Agency

TCATA

| BUDGET FOR TRANSIT PASS-THROUGH | | | |
|--|----------------|--------------------|----------------|
| Funding Source | Funds | Local Match | Total |
| FTA (5303) | \$1,932 | \$483 | \$2,415 |
| Total | \$1,932 | \$483 | \$2,415 |

| Budget Per Responsible Entity | | |
|--------------------------------------|--------------|----------------|
| Entity | Hours | Cost |
| TCATA | 56 | \$2,415 |
| Total | 56 | \$2,415 |

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



INTERAGENCY WORK GROUP

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

On May 16, 2007, the United States Environmental Protection Agency (USEPA) re-designated Berrien County from a basic non-attainment area to an “attainment-maintenance” area. This designation indicates that the County has attained the 8-hour ozone National Ambient Air Quality Standards (NAAQS). Under the designation of “attainment maintenance,” air quality conformity procedures must continue to be followed.

ATTACHMENT 1. RESOLUTION OF APPROVAL

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

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

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

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

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



Linda Preston, Chairperson
Southwest Michigan Planning Commission

7.20.2010

Date

ATTACHMENT 2. APPROVAL SCHEDULE

The FY 2011 UWP was approved as follows:

Approved by Technical Advisory Committee June 21, 2010

Approved by Policy Committee June 21, 2010

Approved by MPO July 20, 2010

Approved by Federal/State Agencies

ATTACHMENT 3. TCATA MEMORANDUM OF AGREEMENT

MEMORANDUM OF AGREEMENT

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

This AGREEMENT, effective October 1, 2010 through September 30, 2011, by and between the Southwest Michigan Planning Commission (SWMPC) and the Twin Cities Area Transportation Authority (TCATA), WITNESSETH:

SECTION 1. PURPOSE OF AGREEMENT: The purpose of this agreement is to set forth the cooperative planning relationship between the aforementioned parties with their respective responsibilities and to facilitate the pass-through of financial assistance provided by the U.S. Government to the Michigan Department of Transportation (MDOT) and passed through from and by MDOT to SWMPC to TCATA, under authority of Section 8 of the Urban Mass Transportation Act of 1964, as amended.

SECTION 2. PLANNING: The SWMPC agrees to provide technical assistance to TCATA for ongoing cooperative planning activities as outlined in the Fiscal Year 2011 Unified Work Program. In addition, SWMPC will respond to requests from TCATA to assist with special projects on an as needed basis, contingent upon approval of the SWMPC Executive Director and the Twin Cities Area Policy Committee. TCATA will continue to participate in the planning process through representation on the Twin Cities Area Transportation Study (TwinCATS) Technical Advisory Committee and Policy Committee.

SECTION 3. DATA MANAGEMENT: TCATA agrees to forward transit data to SWMPC to assist TwinCATS in fulfillment of the transit portion of its required work elements.

SECTION 4. FUNDS DISTRIBUTION: In order to assist TCATA in financing the cost of providing transit data, the total estimated cost of which is \$2,415, SWMPC agrees to PASS-THROUGH FTA SECTION 8 FUNDS to TCATA an amount equal to eighty percent (80%) of the total cost, \$1,932, provided that the TCATA shall contribute an amount equal to twenty percent (20%) of the total cost, \$483.

TCATA will submit quarterly billings for data collected under Section 4 to the SWMPC within five (5) working days of the end of each three (3) month quarter. The SWMPC in turn will request funds from MDOT in an amount equal to one-quarter (1/4) of the \$1,932, or \$483, per (3) month quarter. Reimbursement of TCATA's expenses shall occur within ten (10) working days of the SWMPC's receipt of the requested funds from MDOT, provided however, that the SWMPC shall not be responsible for reimbursement to TCATA for any project costs inconsistent with the intent of the Unified Work Program.

SECTION 5. CONTINGENCY CLAUSE: In the event public transportation planning funds are reduced or eliminated, the SWMPC reserves the right to proportionally reduce or withdraw its obligation to TCATA under the above agreement.

SECTION 6. EXECUTION AND DURATION OF AGREEMENT: This agreement shall be executed in separate actions, each of which shall be deemed to be original having identical legal effect. When dated and signed by the SWMPC, this Agreement must be executed by TCATA within thirty days of such date. The expiration date shall remain unless other agreements are hereafter agreed upon by MDOT, the SWMPC and TCATA.

Therefore, the SWMPC and the TCATA do hereby adopt all statements, representations, warranties and covenants herein and agree to all of the terms and conditions of this agreement.

Executed by the Southwest
Michigan Planning Commission on this
20 Day of July 2010


SWMPC Chair

Executed by the Twin Cities Area
Transportation Authority on this
9 Day of July 2010


TCATA Chair

ATTACHMENT 4. SWMPC ACTUAL INDIRECT COST RATE

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

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

Indirect Cost Rate Formula:

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

ATTACHMENT 5. CERTIFICATE OF INDIRECT COSTS

CERTIFICATE OF INDIRECT COSTS

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

(1) All costs included in this July 20, 2010 proposal to establish billing or final indirect cost rates for October 1, 2010 to September 30, 2011 are allowable in accordance with the requirements of the Federal award(s) to which they apply and OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments." Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Governmental Unit: _____

Signature: _____

Name of Official: _____

Title: _____

Date of Execution: _____