

Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

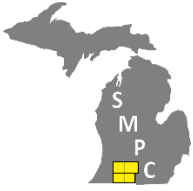
Phone: (269) 385-0409 · Fax: (269) 343-3308 · Email: info@smpcregion3.org

Board Meeting Agenda

MEETING DATE: Tuesday, July 7, 2021
MEETING TIME: 11:30 am
MEETING LOCATION: Virtual Meeting
<https://www.gotomeet.me/Upjohn> (Audio and Video)
1-877-309-2073 (Toll Free)
1-669-224-3217
Access Code: 422-647-013

1. Call to Order
2. Representative Attendance
 - a. Board openings for Branch and St. Joseph counties
3. Approval of the Agenda **[Action]**
4. Approval of the Minutes **[Action]**
5. Public Comment
6. Acceptance of the Financial Report
 - a. Report attached **[Action]**
7. Transportation
 - a. KATS report
 - b. 2022 Work Plan **[Action]**
8. Capacity Building Grant / EDA
 - a. Update on broadband work
9. EPA Regional Brownfield Grant
 - a. MOU **[Action]**
 - b. Work Plan
10. Local Government Assistance and Planning Activities
 - a. Update on regional Housing Toolkit and housing work
 - i. plan4housing.org
 - ii. St. Joseph County
 - iii. Kalamazoo County
 - b. Updates on Land Use Planning Projects
 - i. Sherman Township
 - ii. Nottawa Township
 - iii. Mendon Village and Township
 - iv. Fabius Township
11. Staff Report/Other
 - a. Staffing
 - b. Monthly Correspondence
12. Representative Comments
13. Adjournment **[Action]**

Next Meeting: August 3, 2021



Southcentral Michigan Planning Council

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

Phone: (269) 385-0409 · Fax: (269) 343-3308 · Email: info@smpcregion3.org

Board Meeting Minutes

MEETING DATE: Tuesday, April 6, 2021
MEETING TIME: 11:30 am
MEETING LOCATION: Virtual Meeting
<https://www.gotomeet.me/Upjohn>

1. Call to Order
 - a. The Chair called the meeting to order at 11:36am.
 - b. The Chair noted the Kalamazoo and Calhoun County states of emergency that applies through December 2021, which allows for SMPC to meet virtually.
2. Representative Attendance
 - a. Representatives in attendance: Bomba, Drost, Carahaly, Grieve, Gisler, Kale, Frisbie, Hazelbaker
 - b. Others in attendance: Fred Nagler (KATS), Lee Adams (staff), Molly Trueblood (staff)
 - c. Board openings for Branch, and St. Joseph Counties. Kalamazoo County position was recently filled.
3. Approval of the Agenda
 - a. Drost moved to approve the agenda. By unanimous consent, the agenda was approved at 11:38am.
4. Approval of the Minutes from January 12, 2021
 - a. Bomba moved to approve the minutes. By unanimous consent, the minutes were approved at 11:40am.
5. Public Comment
 - a. None were offered.
6. Acceptance of the Financial Report
 - a. The financial report was presented by staff. Adams reviewed the internal project codes that define the SMPC budget and activities in terms of general management, planning services, transportation work, and staff support for Kalamazoo Charter Township. LA said that general management had some funds remaining, and that the work on planning services, transportation work and Kalamazoo Township will be made up by billable time. The Chair noted that SMPC is halfway through its fiscal year, and he pointed out that the SMPC fund balance was received as part of a previous settlement and those funds are available to support regional projects. Adams said that there is going to be a lot of money available to SMPC communities in the next few years, thanks to the federal recovery funding and EDA grant, and that SMPC is reviewing the possibility of adding additional staff, so he recommended using the fund balance to support ongoing work once the federal funding subsides.
7. Transportation
 - a. Fred Nagler gave the KATS report. He stated that most of KATS' time in the last month was spent trying to understand and implement the new stimulus Highway Infrastructure Program. He said the money has gone to the state, who has reallocated the funding to local organizations. They have been trying to schedule meetings with eligible entities so that the money can be programmed and spent as quickly as possible, and they would like to demonstrate that the agencies can use the funds effectively. He said that there would be a Rural Task Force meeting on April 7, and is trying to connect with other agencies. Nagler has also been working on scheduling PASER ratings, since KATS must rate 100% of the federal aid system this year, and funds must be spent by end of June. They will concentrate on finishing what did not get done last year, and he mentioned that SMPC will likely see the fund balance decreasing as their work increases. Adams asked what expenses were eligible for the Highway Infrastructure program, and Nagler said that anything that was eligible for Surface Transportation program projects would qualify, several special items, expenses paid for folks laid off, or for maintenance. Nagler said at least some of the

counties are looking to use funds to offset operational costs. Adams asked if Nagler knew what governments might apply for, and he said some folks will be looking for preventative investments and other projects, but it's not clear yet what will be approved. Carahaly reminded board representatives to check the SMPC and KATS websites for information on task force meetings, reports, and other resources, and also stated that Berry County is still part of the Rural Task Force for Region 3. Carahaly asked about changes to the small urban task force funding in Sturgis. Nagler said the Rural Task Force is intended for smaller municipalities, but the funding for Small Urban areas is separately allocated for places of 5,000-50,000 people. This program has worked so that every other year eligible communities receive allocations of \$375k, but Nagler explained that the funding has been lopsided based on which year funding is allocated. He explained that MDOT offered and Sturgis and the City of Albion requested to switch their allocations to even-numbered years. Nagler said operationally this wouldn't cause too many challenges.

8. Capacity Building Grant / EDA

- a. Adams gave an update on the EDA capacity building grant application. He said that SMPC is clear to start working on the grant activities, which include broadband planning, recovery and resiliency planning, supply chain analysis, and technical assistance to local units of government. He said that the bulk of staff's work so far has centered on broadband.
- b. Adams discussed the work plan for the EDA Capacity Building Grant
 - i. Broadband: Adams stated that broadband will be the staff's primary focus for some time. Adams said that few counties have reached out to ask for help, and SMPC held a meeting with each county administrator to understand their needs and process. Adams said Branch County has already released their RFP for private sector providers to address the need, but if the private sector cannot provide, then the County will consider implementing broadband themselves. Branch County is working with Aspen Wireless to create a feasibility model. Calhoun County is the next furthest along, and their commission voted to create a task force and send out an RFP to look for consultants to advance broadband. Calhoun County is working with Merit to identify where internet access is not available, so that they could develop a plan for how to bring access to those places. He said they will likely start with the densest places and build out from there. Adams said that St. Joseph County is also interested, but are yet to work with a consultant, so SMPC is helping them gather bids. Adams said that some Census tracts in St. Joseph County did receive RDOF funding, so they will already be getting attention through this reverse auction and the County may have less areas to affect, but they still want to evaluate access. Adams said that although Kalamazoo County has broad access, they still want to gather data, and SMPC is also brainstorming with other municipalities how to move forward if the County chooses not to lead the effort. Adams said there is a lot of funding for broadband available through the American Rescue Plan, and he encouraged folks to get a plan together in preparation.
 - ii. Recovery and Resiliency Planning: Adams said that some preliminary work has started, but that SMPC will not focus on this work for a few months. He said staff are working with an MSU group to gather ideas for how to develop regional resiliency plan.
 - iii. Supply Chain Analysis: Adams said that this work will not start until next year, as staff wants to see what will change during the near term recovery.
 - iv. Technical Assistance: Adams said that staff has been providing some technical assistance already and will continue through the entire grant period. He said staff are responding to needs as they arise, such as economic development or demographic analysis questions, and data analysis.
 - v. Drost asked about Kalamazoo County's hesitation to roll out broadband countywide, or whether Adams thinks it would be better implemented by municipalities. Adams said that since there is a lot of coverage already, the County is considering putting resources into other needs. However, he thinks broadband is best addressed at county level since it will be more efficient and address a broader perspective. Drost said that from an economic development and growth perspective, it looks better to have countywide umbrella. Gisler said that Adams is on-target for Kalamazoo County, since \$92M in justice center finances still need settled, and thus they are pushing things down the road. If no one else will, he said he would champion the project, especially since folks in south county call him regularly to remind him of the issue. He thought that Kalamazoo would

get funding from state Senators, but in terms of lacking households, they discovered only 9,000 households were underserved. Adams thanked Gisler, and said that there is a lot of work in Kalamazoo County organizing the housing millage as well. Grieve asked about the progress being made county-wide versus coordinating regionally. Adams agreed that overall regional coordination could be valuable, but he said currently SMPC is working to help other counties catch up. He said an regional plan would likely be a composite of County plans, but SMPC will look to increase efficiency at a regional scale wherever possible. Adams said that some EDA funding is set aside for a consultant, and SMPC anticipates using that to provide feasibility analyses for each county since it is more technical work. Carahaly asked for an update on the CEDS, Adams said that everything is completed by SMPC and submitted to EDA, but that SMPC is unsure when to expect action on that. He said that administrative and routine functions are being pushed back at EDA since they are flush with funding. Carahaly said that the Capacity building grant is intended to be tied to CEDS implementation, and Adams said that SMPC is putting work into this aspect first since broadband was a focus of the CEDS committee.

9. Local Government Assistance and Planning Activities

- a. Adams provided an update on the regional Housing Toolkit and other housing work. He said that the toolkit website (plan4housing.org) is live and being promoted to partners who may want to build housing plan for local communities.
- b. Trueblood gave an update on the St. Joseph County housing plan. She said she gave a training to organizers on how to gather data, and also attended a Human Services Commission meeting on March 9th where the plan was officially adopted. She said that a community event is being planned, but is not yet ready to move forward.
- c. Adams said that Kalamazoo County passed a millage in November but are still figuring out how to spend the money appropriately. SMPC submitted a proposal to help them figure out how to spend the money.
- d. Adams gave updates on various other projects, which are primarily helping communities with planning projects. He said SMPC is helping Sherman Township with an update to their zoning ordinance, as well as zoning language to deal with unlicensed dog breeding operations in the Township. Adams said that staff is working on a master plan for Nottawa Township, a joint master plan for Mendon Twp. and Village, and that he anticipates helping Mendon with zoning after completing the master plan. Adams said SMPC also helped update Flowerfield Township's zoning ordinance, and that he expects to help Fabius Twp. with their zoning. Adams said that staff is helping Branch County update their master plan, and will likely help St. Joseph County with theirs in a few months. Adams said the Kalamazoo Charter Township staffing contract will close out at end of May, and SMPC staffer Hudson will likely retire.

10. Staff Report/Other:

- a. Adams reviewed the Monthly Correspondence, including a Kalamazoo County resolution for broadband, but he said the main correspondence is an informative update from City of Three Rivers for wastewater expansion and improvements to their existing system. He explained that any group that applies to certain types of federal funding must send these notices, and he acknowledged receipt of the notice, but that he does not respond to the notice unless they need a support letter.

11. Representative Comments

- a. Bomba: no comment
- b. Drost: SMF continues to get requests from MEDC and noticed about 70% of RFPs are related to batteries for electronic vehicles, and autonomous vehicles. In St. Joseph and Kalamazoo Counties, she said they struggle to find available land for suitable for new buildings, and developers would need to spend lots of money to make open fields site ready. SMF has heard that business is picking up and optimism is increasing, but that hospitality and healthcare industries, as well as entry-level manufacturing firms are struggling to find people, perhaps due to lack of transportation and childcare. Carahaly suggested land in Ft. Custer training area might be an opportunity for additional development.
- c. Gisler reported that he would attend SMPC board meetings whenever Commissioner Rey cannot attend. He said he looks forward to getting more familiar with SMPC and its work. He said he runs Kalamazoo Citizens for Responsible Government, and invited folks to attend regular meetings on the Second

Mondays of each month at The Crew restaurant. This month, they will have a spokesperson from Enbridge to update on the world of energy.

- d. Grieve: no comment
- e. Hazelbaker: no comment
- f. Kale: The Village of Homer is wrapping up a major sewer lagoon project in the next month or so, then they will start on main replacements for their water system. He said half of their water lines are 4-inch mains and need upgrades. Otherwise, he is waiting to see how ARPA programs will impact the community and how much money will be allocated.
- g. Carahaly: no comment
- h. Kale asked why SMPC meetings continue to be virtual, and Adams said that Upjohn is discouraging in-person meetings whenever possible so it would be hard to attend.

12. Adjournment

- a. Kale moved to adjourn. By unanimous consent, the meeting was adjourned at 12:38pm.

Next Meeting: May 4, 2021

W.E. Upjohn Institute for Employment Research

Projects 34050, 34052, 34053, 34054
 Southcentral Michigan Planning Council
 FY21 10/1/20-9/30/21
 Director: Lee Adams

FY21 (10/1/20 - 9/30/21)
 May 2021

	34050/ 33050 FY21	34050 SMPC General Budget	34052/ 33052 FY21	34052 SMPC Plan Budget	34053/ 33053 FY21	34053 SMPC Transp Budget	34054/ 33054 FY21	34054 SMPC Kzoo Budget	Total FY21 To Date	Total SMPC Budget
W.E. Upjohn Institute										
- Wages	8,110.20		26,932.06		1,522.12		27,337.50		63,901.88	
- Fringe	3,517.91		11,853.13		755.82		-		16,126.86	
	-		-		-		-		-	
Total Staff:	11,628.11	12,500.00	38,785.19	47,500.00	2,277.94	12,740.00	27,337.50	33,250.00	80,028.74	105,990.00
Subcontracts:										
- KATS/Other	-		-	-	19,565.41	87,260.00	-	-	19,565.41	87,260.00
- Clark Hill, Legal	-		-	-	-	-	-	-	-	-
Other:										
- Training	-	1,000.00	-	1,000.00	-	-	-	650.00	-	2,650.00
- MI Assoc of Region Dues	960.00	960.00	-	-	-	-	-	-	960.00	960.00
- Liability Insurance	2,105.00	2,100.00	-	-	-	-	-	-	2,105.00	2,100.00
- Copies	-	-	-	-	-	-	-	-	-	-
- Postage	-	-	-	-	-	-	-	-	-	-
- Supplies	85.00	-	-	-	-	-	-	-	85.00	-
- Telephone	-	-	-	-	-	-	-	-	-	-
- Software License	-	30.00	-	-	-	-	-	-	-	30.00
- Web Site Hosting	420.00	420.00	-	-	-	-	-	-	420.00	420.00
- Transfer	-	-	-	-	-	-	-	-	-	-
Travel:										
- Travel	-	1,000.00	-	1,500.00	-	-	-	-	-	2,500.00
- Travel Reimbursement	-	-	-	-	-	-	-	-	-	-
Total Subs/Other/Travel:	3,570.00	5,510.00	-	2,500.00	19,565.41	87,260.00	-	650.00	23,135.41	95,920.00
Total Project Expense:	15,198.11	18,010.00	38,785.19	50,000.00	21,843.35	100,000.00	27,337.50	33,900.00	103,164.15	201,910.00
Invoices										
34050, 34054	16,500.00	16,500.00					19,187.50	33,750.00	35,687.50	
St Joe 24022 34052	-		320.00						320.00	
Nottawa			3,875.00						3,875.00	
Flowerfield			2,500.00						2,500.00	
Mendon			2,875.00							
Branch County			9,375.00							
Sherman 24030	-								-	
MDOT 24023	-				10,206.08	26,000.00			10,206.08	
MDOT 24024	-				4,360.20	19,000.00			4,360.20	
MDOT 24025	-				6,571.40	55,000.00			6,571.40	
Total Invoices:	16,500.00	16,500.00	18,945.00	50,000.00	21,137.68	100,000.00	19,187.50	33,750.00	63,520.18	200,250.00
Expense	15,198.11	18,010.00	38,785.19	50,000.00	21,843.35	100,000.00	27,337.50	33,900.00	103,164.15	201,910.00
Net Income(Expense):	1,301.89	(1,510.00)	(19,840.19)	-	(705.67)	-	(8,150.00)	(150.00)	(39,643.97)	(1,660.00)
Invoices	16,500.00	16,500.00	18,945.00	50,000.00	21,137.68	100,000.00	19,187.50	33,750.00	63,520.18	200,250.00
Receipts	16,500.00	16,500.00	18,945.00	50,000.00	21,137.68	100,000.00	19,187.50	33,750.00	75,770.18	200,250.00
Acct.Rec.Balance:	-	-	-	-	-	-	-	-	(12,250.00)	-

SMPC Fund Balance: \$149,463.69. Maintained and audited by W.E. Upjohn Institute.
This document is an unaudited estimate of project activities.



The Metropolitan Planning Organization for the Greater Kalamazoo Area

5220 Lovers Lane, Suite 110

Portage, MI 49002

☎ 269-343-0766

✉ info@KATSmpo.org

TO: KATS Policy Committee

FROM: Steven Stepek, KATS Executive Director

DATE: June 29, 2021

SUBJECT: Southcentral Michigan Planning Council Report

During the months of May and June 2021, KATS staff worked on the Michigan Department of Transportation (MDOT) Planning Activities for the Southcentral Michigan Planning Council (SMPC). Work was concentrated in the following activities:

- Participated in the May Rural Task Force monthly meeting with MDOT Planning
- Participated in the June Asset Management Coordinators Conference call with the Transportation Asset Management Council
- Conducted PASER road condition ratings for federal aid roads in the City of Marshall and the Counties of St. Joseph and Branch.
- Advertised, generated materials, facilitated and produced minutes for a Hastings Small Urban meeting on May 13 to discuss COVID/HIP funding and approve changes to the 2023 Small Urban project
- Completed participation in the Asset Management Champion program. The program, presented by the Michigan Infrastructure Council, consists of pre-recorded online learning pods and live facilitated discussions designed to train participants in elements of promoting, establishing and sustaining asset management programs
- Worked with the Branch County Road Commission to program changes to their 2021 Rural Task Force countywide preventive maintenance project

Anticipated future activities include:

- Updating project data in JobNet for the 2021 – 2023 Transportation Improvement Program as project data sheets are submitted or as otherwise needed
- Facilitating meetings of Rural or Small Urban Task Forces as needed
- Continuing work on scheduling and performing PASER rating of all federal aid roads in the five counties in Region 3. The Transportation Asset Management Council has revised requirements for the makeup of rating teams to allow two rather than three participants. Due to agency staffing issues, KATS will provide one staff member as representative as the Region Planning representative and a second as the agency representative for Barry and Calhoun counties
- Work with Region 3 agencies on approving and programming of projects and activities using recently authorized federal Highway Infrastructure Program (HIP) and HIP COVID Relief funding

FY 2022 Regional Transportation Planning Work Program

Region 3

Southcentral Michigan Planning Council



Approved:

Southcentral Michigan Planning Council

300 South Westnedge Avenue
Kalamazoo, MI 49007

Phone: 269-385-0409
Email: adams@upjohn.org

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INTRODUCTION

The Michigan Department of Transportation (MDOT) recognizes the importance of the state-local partnership in delivering a safe and efficient transportation system. The Regional Transportation Planning Program (RTPP) was created by the MDOT Bureau of Transportation Planning (BTP) in 1974 in order to contract various planning services to be performed by the State Planning and Development Regions to assist BTP and local units of government.

The RTPP requires each participating regional planning agency to have an annual work program in accordance with a three-year Master Agreement. Since 1984, the State Legislature has set a budget of \$488,800 of Act 51's Michigan Trunk line Fund (MTF) for the RTPP. The scope of work identified in the annual work program includes specific activities identified to assist MDOT and local communities. Over the years, work elements and funding levels of the basic work program tasks have remained stable while certain elements like Byways, the Rural Task Force and Asset Management have received supplemental funding to meet the needs of those programs. In previous years the basic work program contained the following work elements: Administration, Technical Assistance to MDOT, Highway Performance Management System, Public Involvement, and Local Technical Assistance.

For FY 2022, the Regional Planning Agency work program continues to have a budget of \$488,800 for the basic work elements. The supplemental funding for Rural Task Force and Small Urban programs is increased to \$332,400 due to the additional work items that are associated with the 2023-2026 Statewide Transportation Improvement Plan (STIP) development. State funding for the Asset Management Program will be released once approved, after July 7, 2021. The BTP may also allocate additional state funding to provide annual transportation technical assistance in non-metropolitan areas of the state. In FY 2022, each regional planning agency, with the exception of the Southeast Michigan Council of Governments (SEMCOG), may receive supplemental funding, as needed and if available from the FY 2022 SPR program to assist MDOT and the regional planning agencies in:

- Improving public involvement and the consultation process in non-metropolitan areas of the state.
 - Providing interagency coordination and public involvement for air quality conformity in non-attainment or maintenance areas for ozone and particulate matter 2.5 (For regional planning agencies with non-attainment or maintenance areas or areas required to do conformity within RPA boundaries).
 - Preparing access management plans and ordinances
 - Non-motorized planning and mapping
 - Byway Corridor Management Plans
 - Data Collection to meet federal reporting requirements
-

SOUTHCENTRAL MICHIGAN PLANNING COMMISSION FY 2021 PROGRAM

The SMPC entered into an agreement with the Kalamazoo Area Transportation Study (KATS) to provide staffing for the Transportation Program through FY 2023. SMPC and KATS will work to provide technical support to MDOT and the various agencies within the Region 3 area during FY 2021 (ending September 30, 2021).

Lee Adams, Director of the Southcentral Michigan Planning Commission, is serving as the Program Coordinator at the time of this work program's adoption.

FY 2021 BUDGET

The following is the estimated budget for FY 2020 utilizing the services of the Kalamazoo Area Transportation Study, the consulting agency for SMPC. For FY 2020, the budget was based on:

- \$26,000 in Michigan Transportation Fund (MTF) Program funds for the Regional Transportation Planning Work Program;
- \$22,798 in Michigan Transportation Fund (MTF) Program funds for the Rural Task Force Program and Small Urban Program; and
- \$55,000 in Michigan Transportation Fund (MTF) Program funds for Asset Management.

The indirect and fringe rates used to develop the FY 2021 Regional Transportation Planning Work Program are part of the Kalamazoo Area Transportation Study's FY 2021 Unified Planning Work Program (UPWP). The rates have been approved by the Michigan Department of Transportation as well as the Federal Highway Administration and Federal Transit Administration. The RTPP uses estimates based on the percentage of the program for each RTPP work code.

FY 2022 BUDGET TABLE

**Fiscal Year 2022 Regional Transportation Planning Work Program
Region 3- Southcentral Michigan Planning Council
October 1, 2021-September 30, 2022**

Work Element	Project	Salary	Fringe	Indirect	Other	MTF	SPR	MTF	Hours	Budget
3101	Program Management	\$4,020	\$2,415	\$1,305	\$5,000	\$12,740			175	\$12,740
3102	Technical Assistance to MDOT	\$2,161	\$1,298	\$701	\$0	\$4,160			110	\$4,160
3103	Technical Assistance to Member Agencies	\$2,701	\$1,623	\$876	\$0	\$5,200			148	\$5,200
3104	Access Management	\$135	\$81	\$44	\$0	\$260			8	\$260
3105	Pure Michigan Byway Program	\$135	\$81	\$44	\$0	\$260			8	\$260
3106	Non-motorized Mapping and Investment Plan	\$270	\$162	\$88	\$0	\$520			15	\$520
3107	Rural Safety Planning	\$1,485	\$892	\$483	\$0	\$2,860			49	\$2,860
3108	Management of the Rural Task Force and Small Urban Programs	\$10,539	\$6,332	\$3,419	\$0		\$20,290		390	\$20,290
3109	Public Involvement and Consultation Process for Non-Metropolitan Areas	\$1,066	\$640	\$346	\$0		\$2,052		75	\$2,052
3110	Public Involvement for Air Quality Conformity	\$237	\$142	\$77	\$0		\$456		16	\$456
3111	Asset Management	\$24,173	\$14,523	\$7,843	\$8,461			\$55,000	891	\$55,000
TOTALS		\$46,922	\$28,189	\$15,226	\$13,461	\$26,000	\$22,798	\$55,000	1885	\$103,798

Funds classified as other have been set aside for:

3101 Work completed by SMPC staff

3111 Asset Management Training and reimbursements to local agencies for time spent on collecting Pavement and Surface Evaluation Rating (PASER) Ratings.

WORK PROGRAM OUTLINE

3101. Program Management

Objectives

- Prepare and adopt annual work program.
- Prepare monthly or quarterly invoices and progress reports.
- Ensure expenditures are well documented and cost-effective.
- Prepare a Final Acceptance Report (FAR) on the status of the work activities and products within 90 days from the end of the fiscal year.
- Assist the auditors in carrying out general and specific audits of programs annually. Send such audit reports to the program coordinator.
- Administration and coordination for the transportation planning contract between KATS staff and the Southcentral Michigan Planning Commission.

Products

1. The following will be submitted to the program coordinator by the agency for reimbursement of costs incurred in conjunction with the work activities identified in the work program.
 - (a.) Progress reports that summarize accomplishments and attendance at applicable meetings for each work item.
 - (b.) Invoices for payment, submitted quarterly or monthly, in accordance with MDOT Contracting and Invoicing Standard Operating Procedures.
 - (c.) Receipts of travel expenses and equipment purchases greater than \$2,500; i.e., traffic counters, computer hardware and software, etc.
 - (d.) Itemization of program expenses in terms of work items, including salaries, fringe benefits, indirect costs, and other direct costs.
 - (e.) Tabulation of progress by work item, indicating the amount and percent billed the current billing period and to date.
2. The FAR on the status of activities and products in the work program will be submitted to the program coordinator within 90 days following the contractual period in the work program, as specified within the Master Agreement. The FAR is a performance evaluation, not a financial audit, and must contain the following information for each work item:
 - (a.) Products completed
 - (b.) Products not completed and reason for lack of completion.
 - (c.) The amount of funds budgeted and expended.
 - (d.) Work items that are to be continued next year.

Budget: \$12,740 (MTF)

3102. Technical Assistance to MDOT

Objectives

- Assist in various tasks to update the State Long-Range Transportation Plan (SLRTP) and the State Transportation Improvement Program (STIP).
- Provide support for specific department issues and/or requests for information on transit, special projects and/or program development issues.

Activities

1. Assist in conducting transportation-related workshops and meetings, including but not limited to workshops and seminars for access management, State and National Byways, functional classification, the Adjusted Census Urban Boundary (ACUB), the Highway Performance Monitoring System (HPMS), the Model Inventory of Roadway Elements (MIRE), Fundamental Data Elements (FDE), and the Non Trunk line Federal Aid Program (NTFA) updates, non-motorized transportation, safety and non-metropolitan-area elected officials. Activities may include locating adequate facilities, registering participants, scheduling speakers, and other meeting management related activities.
 2. Provide staffing and technical planning assistance in the area of transportation.
 3. Conduct transportation studies as needed.
 4. Assist in identifying transportation interest, programs and projects as appropriate for the STIP and the SLRTP.
 - a. Participate in the development and implementation of the SLRTP, providing input and review of documents and initiatives performed as part of the SLRTP development.
 - b. Assist in the scheduling and notifying of SLRTP related activities, including but not limited to public meetings within the region.
 5. As appropriate, assist the MDOT Office of Passenger Transportation and local transit providers.
 6. Statewide Travel Demand Model:
 - a. Review and provide feedback on REMI socio-economic forecasting outputs and assist in reviewing and allocating data to statewide traffic zones.
 - b. Verify statewide model network inventories.
 - c. Provide traffic counts, as available, for model update not covered in acquiring traffic counts for the non-trunkline federal aid program.
 7. Data for meeting Federal Reporting Requirements:

Highway Performance Monitoring System (HPMS)
Collect and submit data items for HPMS in conjunction with MDOT's HPMS coordinator. Staff will review and update the HPMS database sample segments using MDOT-supplied spreadsheets that contain only the data items needing to be updated for each sample in the format provided.
-

Traffic Data Collection for Federal Reporting

Provide support to MDOT in the a-cross agency coordination effort (NTFA) to gather and report traffic data on the non-MDOT road network (federal aid and non-federal aid) to meet federal reporting requirements of HPMS, MAP 21, and the FAST Act.

Model Inventory of Roadway Element (MIRE) Fundamental Data Elements (FDE)

Provide support to MDOT in the across-agency coordination effort to gather and report traffic and safety on the non-MDOT road network (federal aid and non-federal aid) to meet federal reporting requirements of the safety Transportation Performance measures in MAP 21 and the FAST Act. As data collection elements are known, some MIRE FDE data collection may begin at the RPA's discretion

The first set of MDOT MIRE FDE data and tools should be available in Roadsoft in the April 2022 release. Agencies should receive MIRE data in Roadsoft in V22 and may export changes to MDOT for V22 and beyond. The five (5) data items that RPA staff will be requested to review will be: Surface type, number of through lanes, access control, median type, and junction traffic control. RPA and MDOT staff will begin the process of meeting to discuss and plan for annual maintenance and validating (5) going forward. The end goal will be to draft a plan to fill 100% of the (5) MIRE data items and submit to MDOT by August of 2025.

Support is defined as (but not limited to):

- Outreach
- Piloting
- Training and education
- Data coordination with local agencies
- Data compilation
- Data load, transfer, and/or reporting
(Conduit between local agencies and MDOT/FHWA)

Budget: \$4,160 (MTF)

3103. Technical Assistance to Member Agencies

Objective

- Provide services to local transportation agencies to improve existing and new multi-modal transportation systems and identify actions to improve the area's transportation system.

Activities

1. Assist local units of government in obtaining grant funds to improve existing and new multi-modal transportation systems and identify actions to improve the area's transportation system.
2. Assist local agencies seeking to improve and expand the public transportation and to promote improved transportation systems for all modes.
3. Coordinate planning to promote safety, livable communities and environmental sustainability.
4. Work with local agencies to assess impacts of transportation of projected land uses in the region.
5. Review and/or develop proficiency in traffic crash data.
6. Prepare and report to regional boards and local agencies on the status of transportation planning work program activities and tasks.

Products

Provide program coordinator with a copy of any reports produced as a result of these activities.

Budget: \$5,200 (MTF)

3104. Access Management

Objective

To develop and/or conduct access management training for local client communities. Assist MDOT selected consultants in preparing access management plans and ordinances along state roadway corridors.

Activities

1. Educate local public officials, property owners and citizens what access management is and how it can benefit their community.
2. Identify local roadway corridors of significance for the development of access management plans and prepare a formal justification to MDOT for funding such plans. A corridor of significance is defined as a principal and or minor arterial that significantly impacts the state trunk line system.
3. Assist MDOT/consultant to ensure successful adoption of plans and ordinances. Assist road agencies, client communities and property owners, as required, when road and utility projects provide plan implementation opportunities. Provide follow-up consultation to communities with existing access management plans and ordinances.

Products

Educational materials provided by MDOT unless specified otherwise. Provide support to consultants conducting training, preparing corridor access management plans and ordinances along state roadway corridors.

Upon billing submittal:

Costs incurred will be reimbursed upon review and approval of documentation submitted to the MDOT Program Manager and/or the appropriate MDOT representative.

Budget: \$260 (MTF/SPR)

3105. Pure Michigan Byway Program

Objective

Implement the Pure Michigan Byway Program for MDOT. Manage or assist in the management of designated state byways and/or National Scenic Byways within your region's geographical boundaries.

Activities

1. Prepare and or assist a consultant in the development of corridor management plans.
2. Provide guidance to local "grassroots" organizations seeking to nominate a state highway as a Pure Michigan Byway or National Scenic Byway.
3. Serve as a Liaison between MDOT and the local Byway Committee on issues relating to future transportation system improvements, or local land use and zoning changes proposed for and adjacent to the Byway.
4. Provide opportunities for public involvement activities related to the Byway.
5. Ensure the Byway corridor management plan is up to date.
6. Conduct studies of the convenience of the Byway transportation and visitor-oriented facilities.
7. Attend conferences, workshops and seminars.

Products

1. Designation of Pure Michigan Byways and National Scenic Byways in accordance with P.A. 69 of 1993, as amended, and Title 23 U. S. Code.
2. Corridor management plans.
3. Meeting management and facilitation of Byway Committee meetings. Serve as a Liaison between the byway committee and MDOT.
4. Marketing brochures, pamphlets, web site and other promotional/educational material to constituents.
5. Provide MDOT digital and hard copies of updated and/or new corridor management plans

Budget: \$260 (MTF for administrative duties) (SPR for CMP update/development and promotional activities)

3106. Non-Motorized Mapping and Investment Plan

Objective

Facilitate the process of completing non-motorized planning efforts for the State of Michigan by region.

Activities

1. Collect information to match the data fields in MDOT's Transportation Intermodal Management System (IMS).
2. Develop and implement aspects of a non-motorized investment plan to identify needed projects and project elements, prioritizing those projects, and determining the optimum funding arrangements for the projects within each region.
3. Promote the consideration of bicycle and pedestrian facilities in the overall transportation planning activities.
4. Coordinate with stakeholders and public input.

Products

1. Non-motorized master plans by region, including up-to-date non-motorized maps.
2. The end map product will be a ready-to-print region-wide bike map and database with the support data to go into the TMS for future planning and maps. Provide MDOT with a copy of any reports (excluding grant applications) as a result of this activity, or a copy of cover letters for products submitted to others.
3. Print a 6 to 7 year supply of Region Road and Trail Guides (bike maps) for MDOT distribution, plus stakeholders within the region.
4. The development of a comprehensive plan and the identification of priority projects within the area will help guide MDOT's investment in the region's non-motorized transportation system.

Upon billing submittal:

- Progress reports that summarize accomplishments for each work item.
- Original invoice, consecutively numbered, stating period covered, dollar amount, and work performed.
- Itemizing of program expenses in terms of work items and cost groups, including charges to direct salaries, fringe benefits, indirect costs, and other direct costs.

Budget: \$520 (SPR/MTF)

3107. Rural Safety Planning

Objectives

Assist in conducting rural safety planning forums to increase or create awareness for safety, and encourage formation of cross-discipline safety partnerships at the local level and assist MDOT in the process of preparing rural safety plans.

Determine areas of safety risks (i.e., behavioral, structural) and schedule workshops to educate constituents in mitigating these risks, if appropriate.

Activities

1. Conduct rural safety forums on a biannual basis. These forums will include emergency enforcement, education and engineering staff, as well as other interested parties. Schedule specific safety workshops in other years, if appropriate.
2. Update and maintain a list of safety advocates, including mailing labels.
3. Partnerships to promote safety as an integral part of the planning and project development process.
4. Maintain updated mailing lists identifying safety groups and individuals
5. Assist MDOT in the process of preparing of rural safety plans.

Budget: \$2,860 (MTF)

3108. Management of the Rural Task Force and Small Urban Programs

Objective

- To assist MDOT in administering the Rural Task Force (RTF) and Small Urban program for MDOT

Activities

1. Regional Planning Agency staff shall communicate all MDOT correspondence to their respective RTF members.
2. Schedule, set-up room, provide materials, take meeting minutes, collect a list of meeting attendees and facilitate the logistics of the RTF project selection meetings and small urban program meetings. This duty can be coordinated with the Chairperson of the committees based on preference of the individual RTF or small urban committee.
3. Ensure project selection for the 2023-2026 STIP cycle for RTF and small Urban programs. This requires RTF local committee meetings which are required for a STIP Development year.
4. The Regional Planning Agency and RTF Chairperson shall ensure a cooperative, coordinated and comprehensive planning process is followed at the regional level. This process shall be consistent with approved federal planning regulations and provide for the consideration and implementation of projects that address all modes of transportation.
5. Ensure that the fiscal constraint sheets used in the meetings are properly managed with updated allocation balances provided by the MDOT RTF coordinator as well as the decisions made by the RTF committees.
6. Ensure the required public involvement and consultation process is followed by providing citizens, affected public agencies, tribal governments, private transportation providers, and other interested parties with sufficient notice and opportunity to comment on proposed transportation projects, plans and programs.
7. Program eligible projects in JobNet as approved by the RTF committees. Ensure that 1799 and 1797 data sheets received from the local agencies match what was approved by the RTF committees as reflected in the fiscal constraint sheet and attach those data sheets to the appropriate project in JobNet. This includes the programing of selected projects for the new STIP cycle 2023-2026
8. Submit proof of public involvement, meeting minutes, all Season Road changes, and the fiscal constraint sheet as part of monthly activity report utilizing the most current 1618 form to the MDOT RTF Coordinator. In months where there is no meetings or action taken by the committees the form should still be submitted with the "No Project Change or Meeting" box checked and submitted to the MDOT RTF Coordinator.
9. Attend monthly RTF virtual meetings and educational webinars or watch the posted recordings if unavailable for the meeting times.

Budget: \$22,798 (MTF)(SPR)

3109. Public Involvement and Consultation Process for Non-Metropolitan Areas

Objectives

- To provide for non-metropolitan local official participation in the development of the State Long-Range Transportation Plan (LRTP) and the STIP.
- To provide opportunities for the public to review and comment in the development of the LRTP and STIP.
- To manage consultation with local elected officials, local officials with responsibility for transportation, public agencies, general public, tribal governments, businesses, and organizations in accordance with the Statewide Planning Process Public Participation Plan.

Activities

1. Work with MDOT on public involvement issues, including organizing meetings, focus groups and advisory committees.
2. Conduct local program meetings and ongoing communication and technical assistance in non-metropolitan areas to provide information on various state and federal programs.
3. Document the RTF's public involvement and consultation processes.
4. Partner with educating and training local officials with regard to state and federal-funded programs, policy applications and other key information.
5. Respond to requests from both the public and private sectors to provide information on state and federal transportation programs, projects, and funding, and to stay informed on local issues.
6. Participate in statewide conferences, meetings, seminars, forums and training sessions on state and federal programs available to local communities.
7. Assist MDOT in keeping elected public officials, general public, local planning agencies, and tribal governments informed early of the list of projects in the Five-Year Program and of the investment strategies, funding assumptions, economic benefits, and impacts on the various modes.
8. Assist in the creation and maintenance of an e-mail subscription list for managing the electronic distribution of information to local elected officials.

Budget: \$2,052 (Some items may be funded through the RTF Program)

3110. Air Quality Conformity Planning*

Objectives

- To comply with federal and state transportation air quality regulations, specifically related to transportation conformity for non-attainment or maintenance areas or areas required to do conformity for ozone and particulate matter 2.5
- To provide coordination and support of the transportation conformity interagency work group (IAWG)
- To provide communication of air quality conformity analyses results and reports to all interested individuals and organizations.
- To provide inputs into the air quality conformity process and facilitate input from others.

Activities

1. Attend training to become familiar with the conformity regulations, and related air quality issues.
2. Participate in and or conduct transportation conformity IAWG.
3. Participate in discussions to evaluate attainment strategies pertaining to transportation air quality for individual areas or as part of the statewide transportation planning process.
4. Communicate air quality conformity analysis results and initiatives to all interested individuals and organizations.

*** Only for Regional Planning Agencies with Ozone or particulate matter 2.5 non-attainment or maintenance areas or areas required to do conformity within RPA boundaries.**

Budget: \$456 (MTF)

3111. Asset Management

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://www.michigan.gov/tamc>). 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

I. 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.

II. 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.

III. 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.

IV. 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.

V. 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.

VI. 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.

VII. Culvert Mapping Pilot

- A. Provide administrative and technical assistance to Public Act 51 agencies and MDOT for reimbursement of TAMC funds for participation in the 2018 TAMC Culvert Mapping Pilot project.
- B. Utilize TAMC reporting forms to communicate progress and expenditures of Public Act 51 agencies to assist TAMC in the Culvert Mapping Pilot Report.

Required Products

- I. PASER data for Federal Aid System submitted to TAMC via the IRT.
- II. PASER data for Non-Federal Aid System submitted to TAMC via the IRT.
- III. Quarterly or monthly activities reports submitted with invoices to TAMC Coordinator.
- IV. 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.
- V. 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.
The Michigan Transportation Asset Management Council approved this language on June 6, 2018.

Budget: \$55,000 (MTF)

APPENDIX A: SOUTHCENTRAL MICHIGAN PLANNING COUNCIL BOARD

Branch County:

Randall Hazelbaker, Vice Chair

Vacancy

Calhoun County:

Jen Bomba, Secretary/Treasurer

Steve Frisbie

Art Kale

Kalamazoo County:

Vince Carahaly, Chair

Bronwyn Drost

Steve Grieve

Tami Rey

St Joseph County:

Kathy Pangle

Vacancy

APPENDIX B: SOUTHCENTRAL MICHIGAN PLANNING COUNCIL STAFF AND CONTACT INFORMATION

Lee Adams
SMPC Director
adams@upjohn.org

Patrick Hudson
Planner
Hudson@upjohn.org

Website:
www.smpcregion3.org

Mailing Address and Phone Number:
300 South Westnedge Avenue
Kalamazoo, MI 49007
269-385-0409

APPENDIX C: KALAMAZOO AREA TRANSPORTATION STUDY STAFF AND CONTACT INFORMATION

Steven Stepek, AICP
Executive Director
sstepek@KATSmpo.org

Megan Mickelson
Associate Planner
mmickelson@katsmpo.org

Fred Nagler
Associate Planner
fnagler@KATSmpo.org

Elizabeth Rumick
Finance & Administrative Manager
Erumick@katsmpo.org

Ali Townsend
Associate Planner
atownsend@katsmpo.org

Website:
www.KATSmpo.org

Mailing Address and Phone Number:
Kalamazoo Area Transportation Study
5220 Lovers Lane, Suite 110
Portage, MI 49002
(269) 343-0766

Southcentral Michigan Planning Council - Brownfield EPA Assessment Grant:

Work Plan for the CERCLA Authority: 104(k)(2)&(3)
Assessment Grant Cooperative Agreement
10/01/2021 – 9/30/2024

This project supports EPA Goal 1: A Cleaner, Healthier Environment, Objective 1.3: Revitalize Land and Prevent Contamination. Specifically, this Brownfields assistance agreement will provide funding to the recipient to inventory and assess brownfield properties for future use and redevelopment.

CFDA: 66.818

CERCLA Authority: 104(k)(2)&(3)

DCN: STX

Budget: FY 21

Appropriation: E4

Budget Org: 05F0AG7

Object Class: 4114

Program Results Code (PRC): Hazardous Sub 402D79 (Action Code: NY)

Outputs/Outcomes:

The expected outcome is site reuse of the properties assessed under the grant. The expected outputs include 1 Quality Assurance Project Plan (QAPP), an anticipated 42 reports comprised of Phase I Environmental Site Assessments (ESAs), Hazardous Materials Assessments, and Phase II ESA reports as well as 4 Cleanup Planning documents.

Project Contact: Mr. Lee Adams, Director
Southcentral Michigan Planning Council
300 South Westnedge Avenue, Kalamazoo, Michigan 49007
Phone: (269) 385-0409
E-mail: Adams@upjohn.org

BACKGROUND:

The Southcentral Michigan Planning Council (SMPC) is the lead applicant for a Coalition that includes Branch and Calhoun Counties. SMPC serves local units of governments (Counties, Cities, Villages, and Townships), the Michigan Department of Transportation, and Road Commissions/Departments located in Branch, Calhoun, Kalamazoo, and St. Joseph Counties. SMPC is a multipurpose regional planning organization that seeks to improve economic, environmental, and fiscal health for the four counties that it serves. The Coalition's goal is to grow regional capacity to support brownfield redevelopment and economic revitalization of older industrial areas throughout the region with priority given to the smaller communities in the region that often miss out on funding opportunities.

The SMPC region is located in southcentral lower Michigan, midway between Chicago and Detroit. The cities of Kalamazoo/Portage, Battle Creek, Three Rivers, and Coldwater account for nearly 40% of the region's population, with the remainder dispersed in smaller towns and rural townships. The Kalamazoo River flows westward through the northern portion of the region, traversing downtown Battle Creek and Kalamazoo. US Highway 12 (US-12) traverses the southern portion of the region, providing the primary east-west travel route for this rural portion of the region. Development in the region began in the mid-to-late 1800s with agriculture and food processing along with paper mills, pharmaceuticals, and other types of manufacturing. Like most of Michigan, the region's manufacturing operations (especially those related to the automotive

industry and its suppliers) continued to expand until the 1980s, when all sectors of the manufacturing industry started declining. The great recession decimated many of the remaining industrial employers in the region leaving many underutilized brownfield sites. The Coalition's overriding concern is the sheer number of these brownfields located in its smaller communities, and the ongoing economic problems that have resulted in decreasing/stagnant populations, increasing numbers of low-income residents, neighborhood disinvestment, and lack of employment opportunities.

PROJECT SPECIFIC OBJECTIVES:

This grant will fund community outreach, prioritization of eligible sites, QAPP preparation, and site assessments and cleanup planning. An anticipated 42 reports comprised of Phase I ESAs, Hazardous Materials Assessments, and Phase II ESA reports as well as 4 Cleanup Planning documents are anticipated for the grant period. Once the US EPA Assessment Grant Cooperative Agreement is executed by both parties, SMPC will identify, evaluate, and select specific properties that will utilize the grant monies.

The Coalition's objective is to focus grant funds on addressing brownfields in the following target areas (TAs):

(1) US Highway 12 (US-12) Corridor (Coldwater in Branch County) - approximately 2-mile corridor between US-12 and the Sauk River that runs through the center of Coldwater. It is a primary commercial/former industrial corridor that traverses the most impoverished and highest minority percentage neighborhoods in Coldwater.

(2) Historic Downtown Homer (Village of Homer in Calhoun County) - three block historic downtown area that was once the commercial heart of the City and is now underutilized. The downtown area of Homer is adjoined by impoverished residential neighborhoods.

It is also anticipated that other commercial/industrial sites located through SMPC's region will be assessed as business/developer interest or citizen concern occurs during the grant project.

The grant project will take place within the SMPC region, which includes Branch, Calhoun, Kalamazoo and St. Joseph Counties. Site selection criteria will include the following factors: 1) sites identified as an imminent threat to public health or the environment; 2) high-opportunity sites; and 3) brownfields identified as high-priority by Coalition communities. Priority will be given to those projects that are located within the target areas.

SMPC's intent is to leverage the grant dollars by using funds to support and expand brownfield redevelopment efforts that are being driven by private and municipal investment.

Once a site is prioritized for assessment, SMPC will submit an eligibility determination to the U.S. EPA. SMPC will evaluate ownership issues, liability, NPL status, likely contaminant sources, etc. to determine if sites are eligible for support with grant funds. Those properties initially deemed ineligible will be removed from the selection process.

SMPC was formed to create a coordinated approach for environmental planning, economic development, and community revitalization for the region. SMPC identified promoting brownfield redevelopment as a key goal for the region in their 2014 Comprehensive Economic Development Strategy (CEDS). This grant will directly support this key goal.

The goals for Brownfield Redevelopment as it relates to utilization of the US EPA Assessment Grant include:

- Supporting future growth through infill redevelopment and economic revitalization of older industrial areas and blighted downtowns along US Highway 12 Corridor, in Homer, and the other communities in the SMPC region.
- Assessing and characterizing a number of sites in the region by completing Phase I and Phase II Environmental Site Assessments, Hazardous Materials Assessments, and cleanup planning.

The US EPA Brownfield Assessment Grant, by financially assisting in defining the environmental problems, will lay the foundation for redevelopment and job creation, specifically in the Target Areas and other priority sites.

MANAGEMENT AND COORDINATION:

SMPC staff have experience managing grants. The project team includes SMPC's Director (Mr. Lee Adams), Community Development Coordinator (Ms. Emily Petz), and financial manager (Ms. Jill Gernaat) and an environmental consultant. The project team will be led by Project Manager Mr. Adams, who was the principal staff for the Kalamazoo Brownfield Redevelopment Authority, and has over 10 years of planning, redevelopment, brownfield, and grant management experience. Mr. Adams will be responsible for all grant operations (community outreach, marketing, initial project evaluations, reporting, etc.) and management of the environmental consultant. Ms. Petz, who has over 10 years of economic development, federal loan/grant management experience, and community development experience will serve as assistant Project Manager. She will be involved in the daily grant operations and will become the Project Manager if Mr. Adams leaves SMPC. Ms. Gernaat will be in charge of establishing and managing the program's financial accounts, payment requests, and transfers through the Automated Standard Application for Payments (ASAP) system.

The SMPC board, which has representative from each Coalition member, will serve as an executive group that will negotiate the split of the grant monies between the Coalition members. Following SMPC's bylaws, the board will determine the sites on which to expend grant funds.

TASK DESCRIPTIONS AND COST ESTIMATES.

TASK 1 – Programmatic Activities and Outreach: \$ 10,600 Estimate

SMPC issued and advertised a Request for Qualifications (RFQ) for an environmental consultant. SMPC solicited qualified consulting firms through an open, competitive public Request for Qualifications (RFQ). Upon evaluation of the qualifications received, SMPC selected a firm to retain as the qualified environmental consultant using qualifications-based selection criteria in accordance with applicable federal procurement rules (2 CFR 200.317 through 200.326). The selected consultant has experience in the SMPC region, the capacity to complete the project in 3 years, and has a proven track record of success with EPA Brownfields assessment projects. The consultant will perform all of the work specified under the contractual category for this grant.

SMPC Personnel (\$4,000): Programmatic Activities and Outreach: SMPC will complete the following:

- The Work Plan will be prepared.
- The Cooperative Agreement (CA) will be executed.
- Quarterly reports will be submitted to the U.S. EPA; the Assessment, Cleanup, and Redevelopment Exchange System (ACRES) will be updated; and final project closeout documentation will be submitted.
- Staff will attend brownfields training programs.
- A project "kick-off" meeting will be hosted by SMPC.

- Community outreach activities including updating websites and social media, meetings in target areas, and notifying residents about assessments will be conducted.

Programmatic Travel (\$1,750): Travel (airfare, lodging, per diem) for one Coalition member to attend one EPA Brownfield Conference.

Contractual: \$4,850: Costs include consultant assistance on technical summaries for quarterly reports, updating and maintaining ACRES, monthly progress meetings, and outreach activities throughout term of grant.

TABLE 1: TASK 1 SCHEDULE

ACTIVITIES	DELIVERABLES	DUE DATE
Maintain Compliance with CA, grant and financial reporting	Quarterly Progress Reports, Annual MBE/WBE Reports, Annual Federal Financial Report (SF-425), Final Report	Compliance begins October 2021 and continuing throughout grant cycle; Quarterly reports-January 2022 through end of term; Sept. 2024; MBE/WBE and federal financial annual reports begin October 2020 through end of term; final report due Sept. 2024
Participate in U.S. EPA Brownfield Conference and other brownfield conferences and seminars	N.A.	To be determined
Track outputs/outcomes; seek partners and leveraging funds from State, and Federal resources.	N.A.	Beginning October 2021 and continuing throughout grant cycle
Planning and Implementing community engagement and outreach (detailed in the text above)	Press releases and Outreach materials	Beginning October 2021 and continuing throughout grant cycle

TASK 2 – Inventory and Prioritization \$2,500 estimate

Contractual: The \$2,500 budget includes QEP assistance in site selection and prioritization. SMPC will be the lead and work with Coalition members and QEP to update/maintain inventory of brownfield sites.

TABLE 2: TASK 2 SCHEDULE

ACTIVITIES	DELIVERABLES	DUE DATE
Create template for input of brownfield data collection specific to sites	Brownfields Inventory Intake Document	October 2021
Develop a prioritization system	Prioritization system	October 2021

TASK 3 – Site Assessment: \$566,900 Estimate

Contractual: The \$566,900 budget includes costs for a QAPP with annual updates, 17 Phase I Environmental Site Assessments (ESAs) per ASTM E1527-13, 10 hazardous material assessments and 15 Phase II ESAs per ASTM standards and State guidance. SMPC intends on using the US EPA Assessment Grant to fund the Phase I ESAs following ASTM and All Appropriate Inquiry standards utilizing the qualified environmental consultant. SMPC will make initial eligibility determinations for sites and submit necessary documents to the EPA for their affirmation. Once Phase I ESAs are completed, the findings will be entered in ACRES and information will be submitted with the corresponding quarterly report(s) to EPA. Prior to commencement of any Phase II Assessment fieldwork, a Sampling and Analysis Plan (SAP) along with a Health and Safety Plan (HASP) will be prepared for the EPA. Phase II reports will be prepared upon completion of field activities and receipt of analytical data.

TABLE 3: TASK 3 SCHEDULE

ACTIVITIES	DELIVERABLE	DATE TO BE COMPLETED
Conduct Pre-Quality Assurance Project Plan (QAPP) call with EPA	Conference Call with QEP and EPA	December 2021
Prepare Draft QAPP	Draft QAPP submission to EPA	January 2022
Identify selected sites and prepare site eligibility determinations	Brownfield eligibility determination memos	On an as needed basis throughout grant cycle
Phase I and AAI Checklist	Phase I ESAs in compliance with ASTM E1527-13 and All Appropriate Inquiry	Beginning December 2021 upon approval of eligibility requests through September 2024
Prepare Site-Specific Sampling and Analysis Plans and Health and Safety Plans for sites selected for Phase II investigations	Site-Specific SAPs and HASPs	Upon completion of Phase I ESA (for sites prioritized for Phase II)- Beginning February 2022 throughout term of the grant
Phase II ESAs and Hazardous Materials Assessment	Phase II Reports and Hazardous Materials Assessment Reports	Beginning March 2022 throughout term of the grant.

TASK 4 — Cleanup Planning: \$20,000 Estimate

Contractual: The \$20,000 budget includes costs to develop 4 cleanup plans where redevelopment is imminent. This may include preparation of Remedial Action Plans, assessment of brownfield cleanup and redevelopment alternatives, and/or preparation of Brownfield Plans/Work Plans to support acquisition of tax increment financing (TIF).

TABLE 4: TASK 4 SCHEDULE

ACTIVITIES	DELIVERABLE	DATE TO BE COMPLETED:
Development of Cleanup Planning Documentation	Cleanup Plans	On an as needed basis throughout grant cycle

BUDGET

Table 5 reflects the anticipated budget of \$600,000 for the SMPC Hazardous Substances EPA Assessment Grant.

TABLE 5: PROGRAM TASKS	TASK 1: PROGRAMMATIC OUTREACH	TASK 2: INVENTORY, PRIORITIZAT	TASK 3: PHASE I/PHASE II	TASK 4: CLEANUP PLANNING	BUDGET
Personnel	\$4,000				\$4,000
Travel	\$1,750				\$1,750
Contractual	\$4,850	\$2,500	\$566,900	\$20,000	\$594,250
Total	\$10,600	\$2,500	\$566,900	\$20,000	\$600,000

BUDGET DETAIL

Task 1: Programmatic Activities and Outreach: The \$10,600 budget includes programmatic/community engagement and personnel costs (\$4,000), travel (\$1,750) and contractual (\$4,850). Output = Work Plan, CA, quarterly reports (12); ACRES updates; final project closeout documentation; staff training; public meetings and development of outreach materials.

Personnel: \$4,000: Budget figures for this category reflect approximately 60 hours of programmatic staff time attributed to Community/ Public Involvement, Grant Administration, and on-going continuing brownfields redevelopment education throughout the entire grant period. Note: In-kind Coalition Member staff time for document preparation and travel will be contributed for amounts over those accounted for in the budget.

Travel: \$1,750: Travel (airfare, lodging, per diem) for one person to attend one EPA Brownfield Conferences.

TRAVEL ESTIMATES	
1- National Brownfield Training Conference	
Registration (early bird)	\$ 200
Air fare	\$ 450
Hotel 4 nights @ \$185 night	\$ 740
Meals / Incidentals for 4 days @ \$90/day	\$ 360
	\$ 1,750

Contractual: \$4,850: Costs include technical summaries of activities for 12 quarterly reports; development of community engagement strategy specific to coalition members and TA neighborhoods; assistance with community engagement and participation in stakeholder and property owner meetings; development of presentation materials and handouts.

Task 2: Inventory and Prioritization: The \$2,500 contractual budget includes QEP assistance in site selection and prioritization. Output = Updated brownfields inventory and prioritization.

Task 3: Site Assessment: The \$566,900 contractual budget includes all contractual costs including a QAPP and annual updates (\$2,500); 17 Phase I ESAs per ASTM E1527-13 estimated at \$3,200 each (\$54,400); 10 Hazardous Material Assessments (HMAs) at \$6,000 each (\$60,000); and 15 Phase II ESAs per ASTM standards and State guidance estimated at \$30,000 each (\$450,000). Output=1 QAPP, 17 Phase I ESAs, 10 HMAs, and 15 Phase II ESAs completed.

Task 4: Cleanup Planning: The \$20,000 budget includes contractual cost to meet with State agencies, owners and stakeholders to develop 4 cleanup plans estimated at \$5,000 each. Output=4 cleanup plans completed.

Southcentral Michigan Planning Council - Brownfield EPA Assessment Grant:

Work Plan for the CERCLA Authority: 104(k)(2)&(3)
Assessment Grant Cooperative Agreement
10/01/2021 – 9/30/2024

This project supports EPA Goal 1: A Cleaner, Healthier Environment, Objective 1.3: Revitalize Land and Prevent Contamination. Specifically, this Brownfields assistance agreement will provide funding to the recipient to inventory and assess brownfield properties for future use and redevelopment.

CFDA: 66.818

CERCLA Authority: 104(k)(2)&(3)

DCN: STX

Budget: FY 21

Appropriation: E4

Budget Org: 05F0AG7

Object Class: 4114

Program Results Code (PRC): Hazardous Sub 402D79 (Action Code: NY)

Outputs/Outcomes:

The expected outcome is site reuse of the properties assessed under the grant. The expected outputs include 1 Quality Assurance Project Plan (QAPP), an anticipated 42 reports comprised of Phase I Environmental Site Assessments (ESAs), Hazardous Materials Assessments, and Phase II ESA reports as well as 4 Cleanup Planning documents.

Project Contact: Mr. Lee Adams, Director
Southcentral Michigan Planning Council
300 South Westnedge Avenue, Kalamazoo, Michigan 49007
Phone: (269) 385-0409
E-mail: Adams@upjohn.org

BACKGROUND:

The Southcentral Michigan Planning Council (SMPC) is the lead applicant for a Coalition that includes Branch and Calhoun Counties. SMPC serves local units of governments (Counties, Cities, Villages, and Townships), the Michigan Department of Transportation, and Road Commissions/Departments located in Branch, Calhoun, Kalamazoo, and St. Joseph Counties. SMPC is a multipurpose regional planning organization that seeks to improve economic, environmental, and fiscal health for the four counties that it serves. The Coalition's goal is to grow regional capacity to support brownfield redevelopment and economic revitalization of older industrial areas throughout the region with priority given to the smaller communities in the region that often miss out on funding opportunities.

The SMPC region is located in southcentral lower Michigan, midway between Chicago and Detroit. The cities of Kalamazoo/Portage, Battle Creek, Three Rivers, and Coldwater account for nearly 40% of the region's population, with the remainder dispersed in smaller towns and rural townships. The Kalamazoo River flows westward through the northern portion of the region, traversing downtown Battle Creek and Kalamazoo. US Highway 12 (US-12) traverses the southern portion of the region, providing the primary east-west travel route for this rural portion of the region. Development in the region began in the mid-to-late 1800s with agriculture and food processing along with paper mills, pharmaceuticals, and other types of manufacturing. Like most of Michigan, the region's manufacturing operations (especially those related to the automotive

industry and its suppliers) continued to expand until the 1980s, when all sectors of the manufacturing industry started declining. The great recession decimated many of the remaining industrial employers in the region leaving many underutilized brownfield sites. The Coalition's overriding concern is the sheer number of these brownfields located in its smaller communities, and the ongoing economic problems that have resulted in decreasing/stagnant populations, increasing numbers of low-income residents, neighborhood disinvestment, and lack of employment opportunities.

PROJECT SPECIFIC OBJECTIVES:

This grant will fund community outreach, prioritization of eligible sites, QAPP preparation, and site assessments and cleanup planning. An anticipated 42 reports comprised of Phase I ESAs, Hazardous Materials Assessments, and Phase II ESA reports as well as 4 Cleanup Planning documents are anticipated for the grant period. Once the US EPA Assessment Grant Cooperative Agreement is executed by both parties, SMPC will identify, evaluate, and select specific properties that will utilize the grant monies.

The Coalition's objective is to focus grant funds on addressing brownfields in the following target areas (TAs):

(1) US Highway 12 (US-12) Corridor (Coldwater in Branch County) - approximately 2-mile corridor between US-12 and the Sauk River that runs through the center of Coldwater. It is a primary commercial/former industrial corridor that traverses the most impoverished and highest minority percentage neighborhoods in Coldwater.

(2) Historic Downtown Homer (Village of Homer in Calhoun County) - three block historic downtown area that was once the commercial heart of the City and is now underutilized. The downtown area of Homer is adjoined by impoverished residential neighborhoods.

It is also anticipated that other commercial/industrial sites located through SMPC's region will be assessed as business/developer interest or citizen concern occurs during the grant project.

The grant project will take place within the SMPC region, which includes Branch, Calhoun, Kalamazoo and St. Joseph Counties. Site selection criteria will include the following factors: 1) sites identified as an imminent threat to public health or the environment; 2) high-opportunity sites; and 3) brownfields identified as high-priority by Coalition communities. Priority will be given to those projects that are located within the target areas.

SMPC's intent is to leverage the grant dollars by using funds to support and expand brownfield redevelopment efforts that are being driven by private and municipal investment.

Once a site is prioritized for assessment, SMPC will submit an eligibility determination to the U.S. EPA. SMPC will evaluate ownership issues, liability, NPL status, likely contaminant sources, etc. to determine if sites are eligible for support with grant funds. Those properties initially deemed ineligible will be removed from the selection process.

SMPC was formed to create a coordinated approach for environmental planning, economic development, and community revitalization for the region. SMPC identified promoting brownfield redevelopment as a key goal for the region in their 2014 Comprehensive Economic Development Strategy (CEDS). This grant will directly support this key goal.

The goals for Brownfield Redevelopment as it relates to utilization of the US EPA Assessment Grant include:

- Supporting future growth through infill redevelopment and economic revitalization of older industrial areas and blighted downtowns along US Highway 12 Corridor, in Homer, and the other communities in the SMPC region.
- Assessing and characterizing a number of sites in the region by completing Phase I and Phase II Environmental Site Assessments, Hazardous Materials Assessments, and cleanup planning.

The US EPA Brownfield Assessment Grant, by financially assisting in defining the environmental problems, will lay the foundation for redevelopment and job creation, specifically in the Target Areas and other priority sites.

MANAGEMENT AND COORDINATION:

SMPC staff have experience managing grants. The project team includes SMPC's Director (Mr. Lee Adams), Community Development Coordinator (Ms. Emily Petz), and financial manager (Ms. Jill Gernaat) and an environmental consultant. The project team will be led by Project Manager Mr. Adams, who was the principal staff for the Kalamazoo Brownfield Redevelopment Authority, and has over 10 years of planning, redevelopment, brownfield, and grant management experience. Mr. Adams will be responsible for all grant operations (community outreach, marketing, initial project evaluations, reporting, etc.) and management of the environmental consultant. Ms. Petz, who has over 10 years of economic development, federal loan/grant management experience, and community development experience will serve as assistant Project Manager. She will be involved in the daily grant operations and will become the Project Manager if Mr. Adams leaves SMPC. Ms. Gernaat will be in charge of establishing and managing the program's financial accounts, payment requests, and transfers through the Automated Standard Application for Payments (ASAP) system.

The SMPC board, which has representative from each Coalition member, will serve as an executive group that will negotiate the split of the grant monies between the Coalition members. Following SMPC's bylaws, the board will determine the sites on which to expend grant funds.

TASK DESCRIPTIONS AND COST ESTIMATES.

TASK 1 – Programmatic Activities and Outreach: \$ 10,600 Estimate

SMPC issued and advertised a Request for Qualifications (RFQ) for an environmental consultant. SMPC solicited qualified consulting firms through an open, competitive public Request for Qualifications (RFQ). Upon evaluation of the qualifications received, SMPC selected a firm to retain as the qualified environmental consultant using qualifications-based selection criteria in accordance with applicable federal procurement rules (2 CFR 200.317 through 200.326). The selected consultant has experience in the SMPC region, the capacity to complete the project in 3 years, and has a proven track record of success with EPA Brownfields assessment projects. The consultant will perform all of the work specified under the contractual category for this grant.

SMPC Personnel (\$4,000): Programmatic Activities and Outreach: SMPC will complete the following:

- The Work Plan will be prepared.
- The Cooperative Agreement (CA) will be executed.
- Quarterly reports will be submitted to the U.S. EPA; the Assessment, Cleanup, and Redevelopment Exchange System (ACRES) will be updated; and final project closeout documentation will be submitted.
- Staff will attend brownfields training programs.
- A project "kick-off" meeting will be hosted by SMPC.

- Community outreach activities including updating websites and social media, meetings in target areas, and notifying residents about assessments will be conducted.

Programmatic Travel (\$1,750): Travel (airfare, lodging, per diem) for one Coalition member to attend one EPA Brownfield Conference.

Contractual: \$4,850: Costs include consultant assistance on technical summaries for quarterly reports, updating and maintaining ACRES, monthly progress meetings, and outreach activities throughout term of grant.

TABLE 1: TASK 1 SCHEDULE

ACTIVITIES	DELIVERABLES	DUE DATE
Maintain Compliance with CA, grant and financial reporting	Quarterly Progress Reports, Annual MBE/WBE Reports, Annual Federal Financial Report (SF-425), Final Report	Compliance begins October 2021 and continuing throughout grant cycle; Quarterly reports-January 2022 through end of term; Sept. 2024; MBE/WBE and federal financial annual reports begin October 2020 through end of term; final report due Sept. 2024
Participate in U.S. EPA Brownfield Conference and other brownfield conferences and seminars	N.A.	To be determined
Track outputs/outcomes; seek partners and leveraging funds from State, and Federal resources.	N.A.	Beginning October 2021 and continuing throughout grant cycle
Planning and Implementing community engagement and outreach (detailed in the text above)	Press releases and Outreach materials	Beginning October 2021 and continuing throughout grant cycle

TASK 2 – Inventory and Prioritization \$2,500 estimate

Contractual: The \$2,500 budget includes QEP assistance in site selection and prioritization. SMPC will be the lead and work with Coalition members and QEP to update/maintain inventory of brownfield sites.

TABLE 2: TASK 2 SCHEDULE

ACTIVITIES	DELIVERABLES	DUE DATE
Create template for input of brownfield data collection specific to sites	Brownfields Inventory Intake Document	October 2021
Develop a prioritization system	Prioritization system	October 2021

TASK 3 – Site Assessment: \$566,900 Estimate

Contractual: The \$566,900 budget includes costs for a QAPP with annual updates, 17 Phase I Environmental Site Assessments (ESAs) per ASTM E1527-13, 10 hazardous material assessments and 15 Phase II ESAs per ASTM standards and State guidance. SMPC intends on using the US EPA Assessment Grant to fund the Phase I ESAs following ASTM and All Appropriate Inquiry standards utilizing the qualified environmental consultant. SMPC will make initial eligibility determinations for sites and submit necessary documents to the EPA for their affirmation. Once Phase I ESAs are completed, the findings will be entered in ACRES and information will be submitted with the corresponding quarterly report(s) to EPA. Prior to commencement of any Phase II Assessment fieldwork, a Sampling and Analysis Plan (SAP) along with a Health and Safety Plan (HASP) will be prepared for the EPA. Phase II reports will be prepared upon completion of field activities and receipt of analytical data.

TABLE 3: TASK 3 SCHEDULE

ACTIVITIES	DELIVERABLE	DATE TO BE COMPLETED
Conduct Pre-Quality Assurance Project Plan (QAPP) call with EPA	Conference Call with QEP and EPA	December 2021
Prepare Draft QAPP	Draft QAPP submission to EPA	January 2022
Identify selected sites and prepare site eligibility determinations	Brownfield eligibility determination memos	On an as needed basis throughout grant cycle
Phase I and AAI Checklist	Phase I ESAs in compliance with ASTM E1527-13 and All Appropriate Inquiry	Beginning December 2021 upon approval of eligibility requests through September 2024
Prepare Site-Specific Sampling and Analysis Plans and Health and Safety Plans for sites selected for Phase II investigations	Site-Specific SAPs and HASPs	Upon completion of Phase I ESA (for sites prioritized for Phase II)- Beginning February 2022 throughout term of the grant
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