



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, August 2, 2022
MEETING TIME: 11:30 am
MEETING LOCATION: Road Commission of Kalamazoo
3801 E Kilgore Rd
Kalamazoo, MI 49001

1. Call to Order
2. Representative Attendance
3. Approval of the Agenda **[Action]**
4. Approval of the Minutes **[Action]**
5. Public Comment
6. Transportation
 - a. KATS report
 - b. FY 2023 Work Program
 - c. Transportation Safety Grant
7. EPA Regional Brownfield Grant
 - a. Update on the work
8. Capacity Building Grant / EDA
 - a. Update on broadband work
 - b. Other work
9. Local Government Assistance and Planning Activities
 - a. Updates on Land Use Planning Projects
 - i. St. Joseph County
 - ii. Village of Constantine
 - iii. Athens Township
10. Staff Report/Other
 - a. Monthly Correspondence
11. Representative Comments
12. Adjournment **[Action]**

Next Meeting: September 6, 2022 (Virtual Work Session)



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Board Meeting Minutes

MEETING DATE: Tuesday, June 28, 2022
MEETING TIME: 11:30 am
MEETING LOCATION: Southwest Michigan First
180 E Water St, Suite 2690
Kalamazoo, MI 49007

1. Call to Order
 - a. The meeting was called to order at 11:35am.
2. Representative Attendance
 - a. Representatives in attendance included:
 - i. Bomba
 - ii. Carahaly
 - iii. Drost
 - iv. Gisler (Rey)
 - v. Grieve
 - vi. Frisbie
 - vii. Pangle
 - viii. Hazelbaker
 - b. Others in attendance included:
 - i. Adams (staff)
 - ii. Stepek (KATS)
 - iii. Nagler (KATS)
 - iv. Joanna Johnson (Road Commission of Kalamazoo County)
 - v. Jonas Peterson (Southwest Michigan First)
3. Approval of the Agenda **[Action]**
 - a. Pangle made a motion to approve the agenda as written.
 - i. Frisbie seconded.
 - ii. **The motion carried.**
4. Approval of the Minutes **[Action]**
 - a. Drost made a motion to approve the minutes as presented.
 - i. Hazelbaker seconded.
 - ii. **The motion carried.**
5. Public Comment
 - a. None were made.
6. Transportation
 - a. KATS report
 - i. Nagler gave a verbal explanation of the written report presented in the packet.
 - ii. Stepek and Nagler mentioned the need to update the region's MDOT work program. KATS staff is waiting on guidance from MDOT before developing a draft for the region. MDOT requests that the region have an approved work program to MDOT by mid-August. This timing will require the SMPC Board to meet in early August to review and approve a work program. Joanna Johnson offered the Road Commission of Kalamazoo as a possible host site for this meeting. The

Board appreciated and approved of this offer. The board directed staff to coordinate an in-person meeting at the Road Commission of Kalamazoo County on August 2.

- b. Transportation Safety Grant
 - i. Recent federal legislation has great a grant opportunity for local road agencies or regions to improve transportation safety. Johnson and Stepek described the grant and some of the benefits and drawbacks of a regional approach. Staff will coordinate with Stepek and Johnson to gain a better understanding of the grant requirements and how SMPC might apply for funding and discuss at the next meeting.

7. Acceptance of the Financial Report **[Action]**

- a. Review financial report
 - i. Adams gave an overview of the quarterly financial report.
 - ii. A discussion around the fund balance ensued. The board would like to see some of those funds returned to the community through service.
 - iii. Pangle made a motion to approve the financial report as presented.
 - 1) Bomba seconded.
 - 2) **Motion carried.**

8. EPA Regional Brownfield Grant

- a. Adams gave a verbal update on the work conducted between meetings.
- b. Frisbie made a motion to authorize staff to approve projects of \$7,000 or less and to authorize the SMPC Brownfield Committee to approve applications in excess of \$7,000.
 - i. Pangle seconded the motion.
 - ii. The motion carried.

9. Capacity Building Grant / EDA

- a. Update on broadband work
- b. Other work

10. Local Government Assistance and Planning Activities

- a. Adams gave updates on the Land Use Planning Projects currently underway. Those include:
 - i. St. Joseph County
 - ii. Village of Constantine
 - iii. Athens Township

11. Staff Report/Other

- a. Monthly Correspondence
 - i. Presented in the packet.

12. Representative Comments

13. Adjournment **[Action]**

Next Meeting: August 2, 2022 (Kalamazoo)



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: July 25, 2022
SUBJECT: Southcentral Michigan Planning Council Report

During the month of July 2022, 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 MDOT July Rural Task Force (RTF) monthly meeting
- Continued to update programming for the 2022 – 2026 Rural Task Force and Small Urban programs as project data sheets were submitted by road and transit agencies
- Facilitated a meeting of the Sturgis Small Urban task force to approve proposed project changes, generated meeting minutes and submitted materials to MDOT planning for programming of the changes
- Continued performing 2022 federal aid PASER road condition ratings. Work was done in Barry and Calhoun Counties. Work on scheduling with other agencies continues
- Worked on a draft of the 2023 Region 3 Work Program. Text changes and updated formatting are complete. Changes to the budget amounts for each category and the budget table have been made using current budget totals, though updated funding amounts from MDOT are still pending. Any changes will be incorporated if they are received. It is hoped that the final draft will be completed and forwarded on to the SMPC board in August to be scheduled for consideration and approval
- Attended the 2022 Michigan Transportation Planning Association Conference

Anticipated future activities include:

- Updating and entering project data in JobNet for the 2021 - 2023 and 2023 - 2026 Transportation Improvement Programs as project data sheets are submitted or as otherwise needed
- Continuing scheduling and performing of federal aid PASER road rating in Branch (Coldwater and Quincy), Calhoun and the City of Sturgis in St. Joseph County. Some rating of non-federal aid roads will be performed as requested as well
- Working 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
- Disseminating information as it becomes available and scheduling meetings as necessary to allow member agencies to utilize any applicable resources that may become available as a result of the adoption of the federal Infrastructure Investment and Jobs Act

FY ~~2022~~2023 Regional Transportation Planning Work Program

Region 3

Southcentral Michigan Planning Council

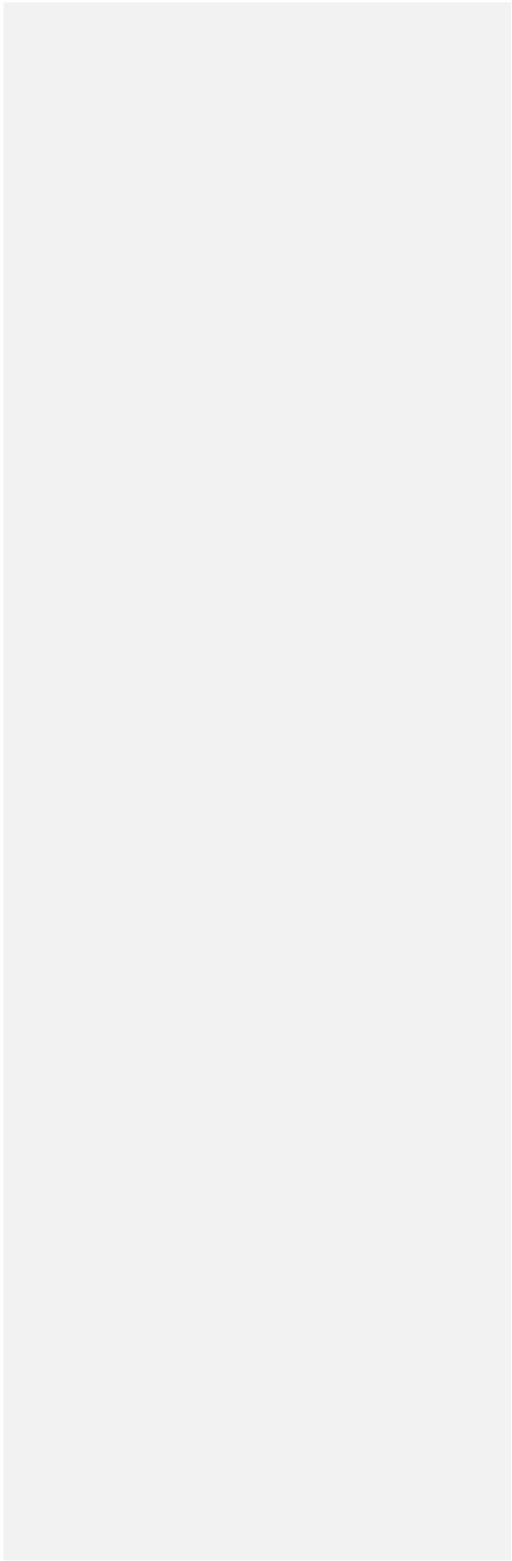


Approved:

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~~2023, 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 ~~7X~~, 2024. The BTP may also allocate additional state funding to provide annual transportation technical assistance in non-metropolitan areas of the state. In FY ~~2022~~2023, 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 ~~2022-2023~~ 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 ~~2021-2022~~ (ending September 30, ~~2022~~).

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 ~~2021-2022~~ BUDGET

The following is the estimated budget for FY ~~2020-2021~~ utilizing the services of the Kalamazoo Area Transportation Study, the consulting agency for SMPC. For FY ~~2020-2021~~, the budget was based on:

- \$26,000 in Michigan Transportation Fund (MTF) Program funds for the Regional Transportation Planning Work Program;
- ~~\$22,798,218.63~~ 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 ~~2021-2022~~ Regional Transportation Planning Work Program are part of the Kalamazoo Area Transportation Study's FY ~~2021-2022~~ 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 ~~2022-2023~~ Regional Transportation Planning Work Program
Region 3- Southcentral Michigan Planning Council
October 1, ~~2021~~2022-September 30, ~~2022~~2023**

Work Element	Project	Salary	Fringe	Indirect	Other	MTF	SPR	MTF	Hours	Budget
3101	Program Management	\$4,307	\$2,270	\$1,423	\$5,000	\$13,000			110	13,000
3102	Technical Assistance to MDOT	\$2,240	\$1,180	\$740	\$0	\$4,160			69	\$4,160
3103	Technical Assistance to Member Agencies	\$2,800	\$1,476	\$924	\$0	\$5,200			84	\$5,200
3104	Access Management	\$140	\$74	\$46	\$0	\$260			2	\$260
3105	Pure Michigan Byway Program	\$140	\$74	\$46	\$0	\$260			2	\$260
3106	Non-motorized Mapping and Investment Plan	\$280	\$148	\$92	\$0	\$520			6	\$520
3107	Rural Safety Planning	\$1,120	\$590	\$370	\$0	\$2,080			38	\$2,080
3108 <i>previously</i> 3110	Public Involvement for Air Quality Conformity	\$280	\$148	\$92	\$0	\$520			8	\$520
3109 <i>previously</i> 3108	Management of the Rural Task Force and Small Urban Programs	\$10,829	\$5,707	\$3,578	\$0		\$20,114		346	\$20,114
3110 <i>previously</i> 3109	Public Involvement and Consultation Process for Non-Metropolitan Areas	\$942	\$496	\$311	\$0		\$1,749		17	\$1,749
3111	Asset Management	\$21,825	\$11,502	\$7,212	\$14,461			\$55,000	733	\$55,000
TOTALS		\$44,903	\$23,665	\$14,834	\$19,461	\$26,000	\$21,863	\$55,000	1415	\$102,863

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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.

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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.

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Budget: \$12,740,13,000 (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.

a-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-a) Review and provide feedback on REMI socio-economic forecasting outputs and assist in reviewing and allocating data to statewide traffic zones.

b-b) Verify statewide model network inventories.

c-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:

a) 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. Staff will attend HPMS Training as needed.

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b) 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.

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c) 2020 Census Statewide Review – Urban Boundary Review

The U.S. Census Bureau expects to release the 2020 Urban Area's data in late FY22 / early FY23. Several months after this data is released, MDOT staff will meet with each RPA and MPO in the state. These meetings will consist of member agencies reviewing the urban area boundaries created by the U.S. Census Bureau. The boundaries will be smoothed and adjusted to identify urban roads for transportation planning purposes. The proposed adjustments to the U.S. Census Urban Areas will then be submitted to FHWA for approval. The final result will be an Adjusted Census Urbanized Boundary or "ACUB."

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d) 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. MIRE Data Collection is a federal performance measure requirement under "23 CFR § 924.17 - MIRE fundamental data elements." MIRE data collection and review is a part of fulfilling the Data Collection responsibilities to MDOT.

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e) The first set of MDOT MIRE FDE data and tools ~~should be~~ became available in Roadsoft in the April 2022 release. Agencies ~~should receive~~ received 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)

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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)

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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.

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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.

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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.

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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.

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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.

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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.—Me~~e~~ting 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

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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.

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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.

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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.

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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.

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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.** ~~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.** ~~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.** ~~5.~~—Assist MDOT in the process of preparing of rural safety plans.

Budget: ~~\$2,860-080~~ (MTF)

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3108. Air Quality Conformity Planning*

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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: \$520 (MTF)

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3109. 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 and Small Urban 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. Small Urban meetings are also 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 programming of selected projects for the new STIP cycle 2023-2026. For the Small Urban Program, the RPA will submit 2606 or 2638 forms to the Small Urban Program Coordinator. The Small Urban Program Coordinator is responsible for programming JNs in JobNet.
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: \$22,79820,114 (MTF)(SPR)

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3109. 3110. 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: \$2,0521,749 (Some items may be funded through the RTF Program)

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~~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)~~

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~~3144.~~ **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

1. J. Training Activities

- ~~A. 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. B.~~ Represent MPO/RPO at TAMC-sponsored conferences and seminars, including attending either the Spring or Fall TAMC Conference.
- ~~C. C.~~ Attend TAMC-sponsored Investment Reporting Tool (IRT) training seminars.
- ~~D. D.~~ Attend TAMC-sponsored Asset Management Plan Development training seminars.

2. H. Data Collection Participation and Coordination

- ~~A. A.~~ Federal Aid System:
 - ~~B. 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.
 - ~~C. 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.
 - ~~D. 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.
- ~~E. B.~~ Non-Federal Aid System:
 - ~~i. 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.
 - ~~ii. 2.~~ Coordinate Non-Federal Aid data collection cycles with Public Act 51 agencies with an emphasis on the top 125 agencies.
 - ~~iii. 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.

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iv. 4. Participate and perform data collection with Public Act 51 agencies on an as-needed basis for the data collection of Non-Federal Aid roads when requested.

3. III. Equipment

- A. 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. B. Communicate any equipment needs and purchases with the TAMC Coordinator; laptops are eligible for replacement on a three-year cycle.

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4. IV. Data Submission

- A. 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. 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. 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. D. Provide links on agency websites and reports to the TAMC website, interactive maps and dashboards for the dissemination of roadway data.

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5. V. Asset Management Planning

- A. A. Participate and attend TAMC-sponsored training and workshops in order to provide technical support for Asset Management Plan development activities.
- B. 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. 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.

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6. VI. Technical Assistance

- A. 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.
- B. Integrate PASER ratings and asset management into project selection criteria:

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C. Analyze data and develop road preservation scenarios.

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4.D.

2. Analyze performance of implemented projects.

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7. VII. Culvert Mapping Pilot

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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.

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B. Utilize TAMC reporting forms to communicate progress and expenditures of Public Act 51 agencies to assist TAMC in the Culvert Mapping Pilot Report.

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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.

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IV.(a.) 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.

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(b.) 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.

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V.

The Michigan Transportation Asset Management Council approved this language on June 6, 2018.

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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

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SMPC Director
adams@upjohn.org

Patrick HudsonEmily Petz
Planner
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www.smpcregion3.org

Mailing Address and Phone Number:
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Kalamazoo, MI 49007
269-385-0409

APPENDIX C: KALAMAZOO AREA TRANSPORTATION STUDY STAFF AND CONTACT INFORMATION

Steven Stepek, AICP
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Elizabeth Rumick
Finance & Administrative Manager
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Ali Townsend
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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

FY 2023 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 2023, 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 X, 2022. The BTP may also allocate additional state funding to provide annual transportation technical assistance in non-metropolitan areas of the state. In FY 2023, 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 2023 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 2023 (ending September 30, 2023).

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 2023 BUDGET

The following is the estimated budget for FY 2023 utilizing the services of the Kalamazoo Area Transportation Study, the consulting agency for SMPC. For FY 2023, the budget was based on:

- \$26,000 in Michigan Transportation Fund (MTF) Program funds for the Regional Transportation Planning Work Program;
- \$21,863 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 2023 Regional Transportation Planning Work Program are part of the Kalamazoo Area Transportation Study's FY 2023 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 2023 Regional Transportation Planning Work Program
Region 3- Southcentral Michigan Planning Council
October 1, 2022-September 30, 2023**

Work Element	Project	Salary	Fringe	Indirect	Other	MTF	SPR	MTF	Hours	Budget
3101	Program Management	\$4,307	\$2,270	\$1,423	\$5,000	\$13,000			110	13,000
3102	Technical Assistance to MDOT	\$2,240	\$1,180	\$740	\$0	\$4,160			69	\$4,160
3103	Technical Assistance to Member Agencies	\$2,800	\$1,476	\$924	\$0	\$5,200			84	\$5,200
3104	Access Management	\$140	\$74	\$46	\$0	\$260			2	\$260
3105	Pure Michigan Byway Program	\$140	\$74	\$46	\$0	\$260			2	\$260
3106	Non-motorized Mapping and Investment Plan	\$280	\$148	\$92	\$0	\$520			6	\$520
3107	Rural Safety Planning	\$1,120	\$590	\$370	\$0	\$2,080			38	\$2,080
3108 <i>previously 3110</i>	Public Involvement for Air Quality Conformity	\$280	\$148	\$92	\$0	\$520			8	\$520
3109 <i>previously 3108</i>	Management of the Rural Task Force and Small Urban Programs	\$10,829	\$5,707	\$3,578	\$0		\$20,114		346	\$20,114
3110 <i>previously 3109</i>	Public Involvement and Consultation Process for Non-Metropolitan Areas	\$942	\$496	\$311	\$0		\$1,749		17	\$1,749
3111	Asset Management	\$21,825	\$11,502	\$7,212	\$14,461			\$55,000	733	\$55,000
TOTALS		\$44,903	\$23,665	\$14,834	\$19,461	\$26,000	\$21,863	\$55,000	1415	\$102,863

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: \$13,000 (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:
 - a) 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. Staff will attend HPMS Training as needed.
-

- b) Traffic Data Collection for Federal Reporting
Provide support to MDOT in the across 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.

- c) 2020 Census Statewide Review – Urban Boundary Review
The U.S. Census Bureau expects to release the 2020 Urban Area’s data in late FY22 / early FY23. Several months after this data is released, MDOT staff will meet with each RPA and MPO in the state. These meetings will consist of member agencies reviewing the urban area boundaries created by the U.S. Census Bureau. The boundaries will be smoothed and adjusted to identify urban roads for transportation planning purposes. The proposed adjustments to the U.S. Census Urban Areas will then be submitted to FHWA for approval. The final result will be an Adjusted Census Urbanized Boundary or “ACUB.”

- d) 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). As data collection elements are known, some MIRE FDE data collection may begin at the RPA’s discretion. MIRE Data Collection is a federal performance measure requirement under “23 CFR § 924.17 - MIRE fundamental data elements.” MIRE data collection and review is a part of fulfilling the Data Collection responsibilities to MDOT.

- e) The first set of MDOT MIRE FDE data and tools became available in Roadsoft in the April 2022 release. Agencies received 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)

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

- 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.
- Corridor management plans.
- Meeting management and facilitation of Byway Committee meetings. Serve as a Liaison between the byway committee and MDOT.
- Marketing brochures, pamphlets, web site and other promotional/educational material to constituents.
- Provide MDOT digital and hard copies of updated and/or new corridor management plans

Budget: \$260 (MTF)

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

- Non-motorized master plans by region, including up-to-date non-motorized maps.
- 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.
- Print a 6 to 7 year supply of Region Road and Trail Guides (bike maps) for MDOT distribution, plus stakeholders within the region.
- 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)

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: \$2,080 (MTF)

3108. 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: \$520 (MTF)

3109. 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 and Small Urban 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. Small Urban meetings are also 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 programming of selected projects for the new STIP cycle 2023-2026. For the Small Urban Program, the RPA will submit 2606 or 2638 forms to the Small Urban Program Coordinator. The Small Urban Program Coordinator is responsible for programming JNs in JobNet.
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: \$20,114 (SPR)

3110. 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: \$1,749 (Some items may be funded through the RTF Program)

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

1. Training Activities

- A. Attendance at training seminar(s) on the use of Pavement Surface Evaluation and Rating (PASER) and Inventory-based Rating System for unpaved roadways.
- B. Represent MPO/RPO at TAMC-sponsored conferences and seminars, including attending either the Spring or Fall TAMC Conference.
- C. Attend TAMC-sponsored Investment Reporting Tool (IRT) training seminars.
- D. Attend TAMC-sponsored Asset Management Plan Development training seminars.

2. Data Collection Participation and Coordination

- A. Federal Aid System:
 - B. 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.
 - C. 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.
 - D. 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.
 - E. Non-Federal Aid System:
 - i. 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.
 - ii. Coordinate Non-Federal Aid data collection cycles with Public Act 51 agencies with an emphasis on the top 125 agencies.
 - iii. 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.
-

- iv. Participate and perform data collection with Public Act 51 agencies on an as-needed basis for the data collection of Non-Federal Aid roads when requested.

3. Equipment

- A. Ensure rating teams have the necessary tools to complete the federal aid data collection activity by maintaining a laptop compatible with the Laptop Data Collector and Roadsoft programs, a functioning Global Positioning System (GPS) unit, and other required hardware in good working order.
- B. Communicate any equipment needs and purchases with the TAMC Coordinator; laptops are eligible for replacement on a three-year cycle.

4. Data Submission

- A. Develop and maintain technical capability to manage regional Roadsoft databases and the Laptop Data Collector program; maintain a regional Roadsoft database that is accurate and consistent with local agency data sets.
- B. Coordinate Quality Assurance/Quality Control activities and data submission tasks according to protocols established in TAMC Data Collection Policies for Federal Aid and Non-Federal Aid Roads.
- C. Monitor and report status of data collection efforts to TAMC Asset Management Coordinator through monthly coordinator calls and/or monthly or quarterly program updates that are mailed with invoices.
- D. Provide links on agency websites and reports to the TAMC website, interactive maps and dashboards for the dissemination of roadway data.

5. Asset Management Planning

- A. Participate and attend TAMC-sponsored training and workshops in order to provide technical support for Asset Management Plan development activities.
- B. Provide an annual reporting of the status of Public Act 51 agency Asset Management Plans and keep abreast of the status of these plans for updates and revision.
- C. Provide technical assistance and training funds to Public Act 51 agencies during the development of local Asset Management Plans using TAMC templates when applicable; coordinate these tasks with an emphasis on the Top 125 agencies.

6. Technical Assistance

- A. Provide technical assistance to local agencies in using the TAMC reporting tools for planned and completed infrastructure investments or any other TAMC Work Program Activity.
 - B. Integrate PASER ratings and asset management into project selection criteria:
 - C. Analyze data and develop road preservation scenarios.
 - D. Analyze performance of implemented projects.
-

7. 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

- PASER data for Federal Aid System submitted to TAMC via the IRT.
- PASER data for Non-Federal Aid System submitted to TAMC via the IRT.
- Quarterly or monthly activities reports submitted with invoices to TAMC Coordinator.
 - (a.) 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.
 - (b.) 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

Emily Petz
Petz@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
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Megan Mickelson
Associate Planner
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Fred Nagler
Associate Planner
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Elizabeth Rumick
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Ali Townsend
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Website:
www.KATSmpo.org

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



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY
LANSING



LIESL EICHLER CLARK
DIRECTOR

June 22, 2022

TO: All Interested Citizens, Organizations, and Government Agencies

SUBJECT: FINDING OF NO SIGNIFICANT IMPACT - AMENDMENT
City of Kalamazoo
Lead Service Line Replacements
Drinking Water State Revolving Fund Project No. 7482-01

The purpose of this notice is to seek public input and comment on a preliminary decision by the Michigan Department of Environment, Great Lakes, and Energy (EGLE) that an Environmental Impact Statement (EIS) is not required to implement recommendations discussed in the attached Environmental Assessment of a water collection system project plan submitted by the applicant mentioned above.

HOW WERE ENVIRONMENTAL ISSUES CONSIDERED?

Part 54, Safe Drinking Water Assistance, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, being Sections 324.5401 to 324.5418 of the Michigan Compiled Laws Annotated, requires EGLE to evaluate all environmental implications of a proposed water supply project. EGLE has done this by incorporating a detailed analysis of the environmental impact of the proposed alternatives in its review and approval process. A project plan was prepared by the applicant and reviewed by the State. EGLE has prepared the attached Environmental Assessment and found that the proposed project does not require the preparation of an EIS.

WHY IS AN EIS NOT REQUIRED?

Our environmental review concluded that no significant environmental impacts would result from the proposed action. Any adverse impacts have either been eliminated by changes in the project plan or will be reduced by the implementation of the mitigative measures discussed in the attached Environmental Assessment.

HOW DO I GET MORE INFORMATION?

A map depicting the location of the proposed project is attached. This information is also available on our website at Michigan.gov/DWSRF under "Related Links." The Environmental Assessment presents additional information on the project, alternatives that were considered, impacts of the proposed action, and the basis for our decision. Further information can be obtained by calling or writing one of the contact people listed below.

HOW DO I SUBMIT COMMENTS?

Any comments supporting or disagreeing with this preliminary decision should be submitted to me at EGLE, Constitution Hall, P.O. Box 30457, Lansing, Michigan 48909-7957. We will not take any action on this project plan for 30 calendar days from the date of this notice in order to receive and consider any comments.

WHAT HAPPENS NEXT?

In the absence of substantive comments during this period, our preliminary decision will become final. The applicant will then be eligible to receive loan assistance from this Agency to construct the proposed project.

Any information you feel should be considered by EGLE should be brought to our attention. If you have any questions, please contact Ms. Valorie White, the project manager, at 517-599-5879, by email at Whitev1@michigan.gov, or you may contact me. Your interest in this process and the environment is appreciated.

Sincerely,

Eric Pocan

Eric Pocan, Unit Supervisor
Water Infrastructure Financing Section
Finance Division
517-284-5433

Attachment

DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY
Drinking Water State Revolving Fund (DWSRF)
City of Kalamazoo, Kalamazoo County
Lead Service Line Replacement
Environmental Assessment Amendment
June 2022

Applicant: City of Kalamazoo, Kalamazoo County

Authorized Representative: Mr. James Baker, Director of Public Services

Address: 241 West South Street
Kalamazoo, Michigan 49007

Project Number: 7482-01

RATIONALE FOR ENVIRONMENTAL ASSESSMENT AMENDMENT

This document amends the Environmental Assessment (EA), which was published for review and public comment on April 29, 2020, for the above-referenced DWSRF project. The original scope of work for this DWSRF project consisted of replacement of up to 724 residential water service lines constructed of lead or galvanized pipe with new copper pipe. Upon investigating and replacing all lead service lines (LSLs) in the identified project area, the city of Kalamazoo (Kalamazoo) determined that additional funding remained in the DWSRF loan to remove additional LSLs. This EA amendment expands the project service area in order to facilitate additional replacements of LSLs in other areas of the city.

PROJECT DISCUSSION

In August 2020, Kalamazoo accepted a \$21,095,000 DWSRF loan for construction activities that included extending water main into Richland Township due to per- and polyfluoroalkyl contamination, new water mains installed in Cooper Township, replacement of the Glendale Boulevard 8-inch diameter water main due to lead contamination, and lead service line replacement (LSLR) in the neighborhoods south of Gull Road, and east of the Kalamazoo River. Kalamazoo has completed approximately 950 LSLRs as a result of this project.

Now that LSLR activities proposed in the original service area have concluded and only restoration remains, Kalamazoo has estimated that it is approximately \$2 million under budget and has requested to add an additional 175 LSLRs to the project. Construction activities are planned to begin as soon as the EA amendment public comment period ends in 30 days. Kalamazoo expects the additional LSLRs to be completed by the end of the year, with restoration work to be completed when the weather allows.

SUMMARY DESCRIPTION OF PROPOSED NEW LOCATIONS

Kalamazoo intends to complete LSLRs throughout the city. Going forward, Kalamazoo intends to add LSLR to the project in additional areas not cleared in the original EA (see Figure 1), though additional areas might be added if funds allow.

ENVIRONMENTAL IMPACTS

In order to expand the project area, Kalamazoo completed additional State Historic Preservation Office (SHPO), and Tribal Historic Preservation Office (THPO) reviews to include all of the area within the city boundaries. Kalamazoo has now received both SHPO and THPO clearances for LSLR within the city limits. Additionally, all tree cuttings will follow conservation guidelines for the Indiana bat, and the Northern long eared bat, which require no tree cutting from April 1 through October 14.

REASONS FOR CONCLUDING NO SIGNIFICANT IMPACT

The area of LSLR is being expanded; however, the loan amount and construction methods remain the same. The proposed project will work towards providing Kalamazoo a safe, reliable distribution system. The short-term, minor construction impacts are outweighed by the improvements to Kalamazoo's water distribution system and the reduced threat to public health.

Questions regarding this Environmental Assessment Amendment should be directed to:

Mr. Valorie White, Project Manager
Water Infrastructure Financing Section
Finance Division
Michigan Department of Environment, Great Lakes, and Energy
P.O. Box 30457
Lansing, Michigan 48909-8311
Telephone: 517-599-5879
E-Mail: WhiteV1@michigan.gov

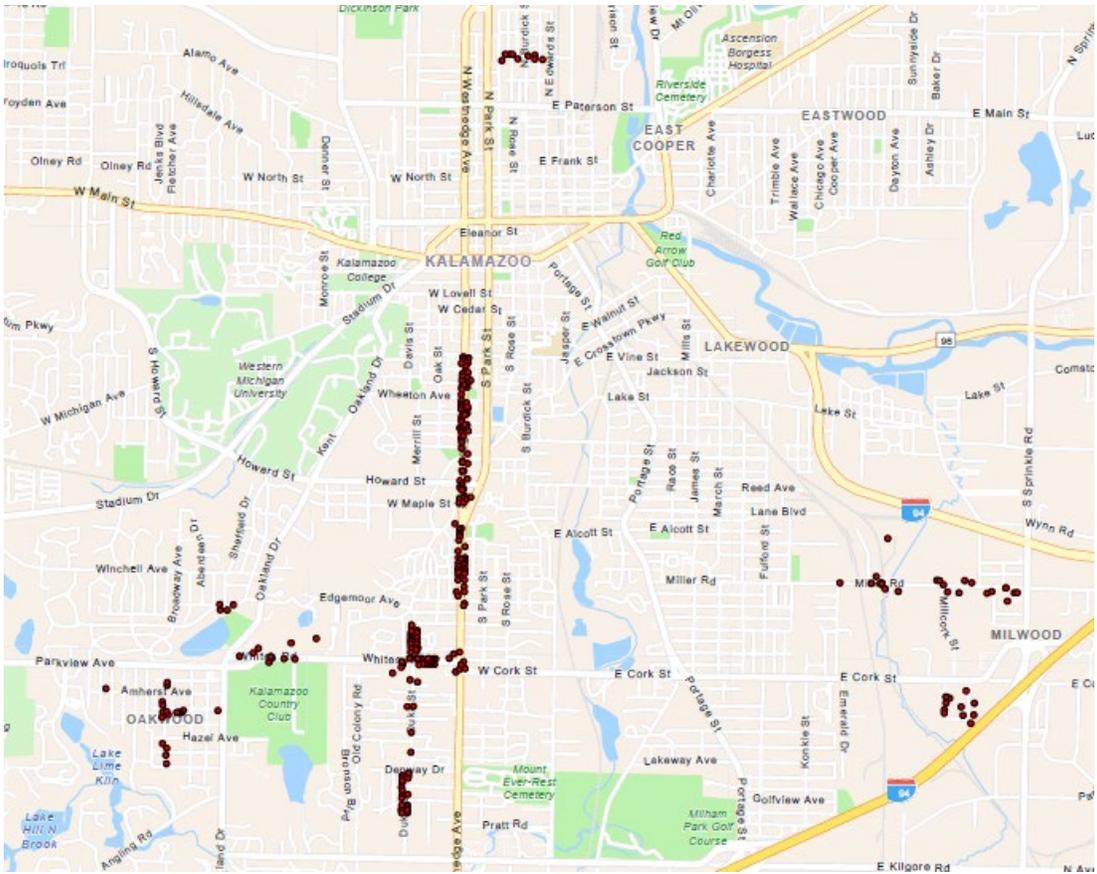


Figure 1: Map of Kalamazoo showing the proposed locations for the additional lead service line replacements.