



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, June 6, 2023
MEETING TIME: 11:30 am
MEETING LOCATION: Road Commission of Kalamazoo County
3801 E Kilgore Rd
Kalamazoo, MI 49001

1. Call to Order
2. Representative Attendance [Action]
3. Approval of the Agenda [Action]
4. Approval of the Minutes [Action]
5. Public Comment
6. Transportation
 - a. KATS report [Action]
 - b. FY 2024 Workplan [Action]
 - c. MDOT Master Agreement for fiscal years 2024-2026 [Action]
 - d. Signatory Resolution [Action]
7. Update on EDA Relationship and work
 - a. Staff update
8. EPA Regional Brownfield Grant
 - a. Update on the work
9. Staff Report/Other
 - a. Update on Planning Work
 - i. Constantine TIF
 - ii. Coldwater Master Plan
 - b. Monthly Correspondence
10. Representative Comments
11. Adjournment

Next Meeting: September 5, 2023



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, March 7, 2023
MEETING TIME: 11:30 am
MEETING LOCATION: Road Commission of Kalamazoo County
3801 E Kilgore Rd
Kalamazoo, MI 49001

1. Call to Order
 - a. The meeting was called at 11:40am
2. Representative Attendance
 - a. Carahaly
 - b. Drost
 - c. Gisler
 - d. Hazelbaker
 - e. Kale
3. Approval of the Agenda
 - a. The agenda was approved by unanimous consent.
4. Approval of the Minutes
 - a. The agenda was approved by unanimous consent.
5. Public Comment
 - a. None made.
6. Transportation
 - a. KATS report
 - b. Review of SMPC-KATS Contract
 - i. The board discussed KATS work and their performance under the prior contract.
 - ii. Drost made a motion to approve the agreement between....
 - 1) Kale seconded the motion.
 - 2) The motion carried.**
7. Update on EDA Relationship and work
 - a. Staff gave a written and verbal report on activities during February
8. EPA Regional Brownfield Grant
 - a. Staff gave a verbal update on the projects funded and seeking funding. The program is now on target to expend funds before the end of the grant period.
9. Staff Report/Other
 - a. Review Annual Report
 - i. Hazelbaker made a motion to approve the annual report.
 - ii. Drost seconded
 - iii. **The motion carried.**
 - b. Update on Planning Work
 - i. Staff gave a report of the planning work conducted since December.
 - c. Monthly Correspondence
 - d. Board vacancies
 - i. Staff reminded the board that a vacancy in Branch County and two in St. Joseph County remain.

10. Representative Comments

- a. Hazelbaker: Concerns around the county because of the impact of the Marshall Battery Plant.
- b. Kale: Excited about the Marshall Battery Plant. Concerned about finding the workforce.
- c. Gisler: Kalamazoo County is discussing the Road Commission appointments and the future structure of the Commission.
- d. Drost: Tracking public policy changes from the new state administration.
- e. Carahaly: County planning commission discussion

11. Adjournment

- a. The meeting was adjourned at 1:23pm

Next Meeting: June 6, 2023

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

Region 3
Southcentral Michigan Planning Council

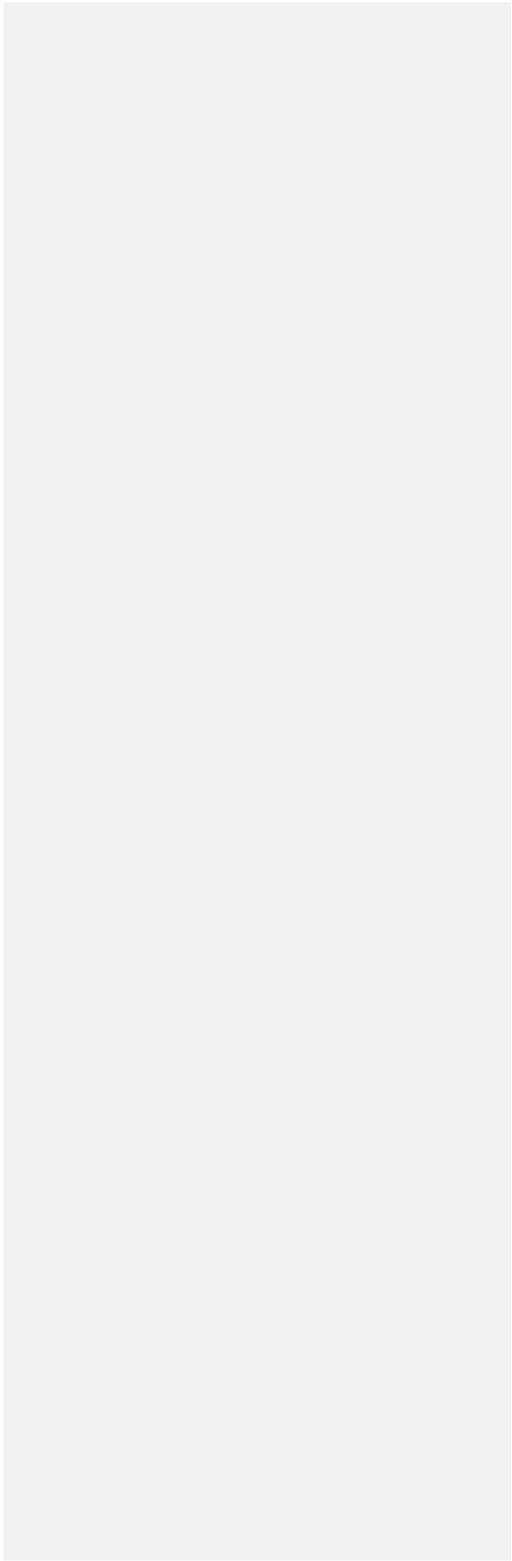


Approved:

Southcentral Michigan Planning Council

300 South Westnedge Avenue
Kalamazoo, MI 49007

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



This page intentionally left blank.

TABLE OF CONTENTS

Introduction 54

Southcentral Michigan Planning Commission FY 2020 Program 65

FY ~~2020-2024~~ Budget..... 65

FY ~~2020-2024~~ Budget Table..... 76

Work Program Outline 107

 3101. Program Management 107

 3102. Technical Assistance to MDOT..... 118

 3103. Technical Assistance to Member Agencies 1410

 3104. Access Management..... 1514

 3105. Pure Michigan Byway Program..... 1612

 3106. Non-Motorized Mapping and Investment Plan..... 1713

 3107. Rural Safety Planning 1814

 3108. ~~Management of the Rural Task Force and Small Urban Programs~~Air Quality Conformity Planning
 1915

 3109. ~~Public Involvement and Consultation Process for Non-Metropolitan Areas~~Management of the Rural
 Task Force and Small Urban Programs..... 2216

 3110. Public Involvement ~~for Air Quality Conformity~~and Consultation Process for Non- Metropolitan Areas
 17

 3111. Asset Management 2418

Appendix A: Southcentral Michigan Planning Council Board 2721

Appendix B: Southcentral Michigan Planning Council Staff and Contact Information 2822

Appendix C: Kalamazoo Area Transportation Study Staff and Contact Information..... 2822

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~~\$318,550. State funding for the Asset Management Program will be released once approved, after ~~July 7X, 2022~~May 2023. 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~~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
- ~~Bicycle and pedestrian~~ Non-motorized planning and mapping
- Byway Corridor Management Plans
- Data Collection to meet federal reporting requirements

Formatted: Not Highlight

SOUTHCENTRAL MICHIGAN PLANNING COMMISSION FY [2021-2024](#) PROGRAM

The SMPC entered into an agreement with the Kalamazoo Area Transportation Study (KATS) to provide staffing for the Transportation Program through FY [2023-2026](#). SMPC and KATS will work to provide technical support to MDOT and the various agencies within the Region 3 area during FY [2021-2023](#) (ending September 30, [2021-2023](#)).

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 [2021-2023](#) BUDGET

The following is the estimated budget for FY [2020-2023](#) utilizing the services of the Kalamazoo Area Transportation Study, the consulting agency for SMPC. For FY [2020-2023](#), the budget was based on:

- \$26,000 in Michigan Transportation Fund (MTF) Program funds for the Regional Transportation Planning Work Program;
- [\\$22,798,21,863](#) 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 [2021-2023](#) Regional Transportation Planning Work Program are part of the Kalamazoo Area Transportation Study's FY [2021-2023](#) 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 2024~~32~~ BUDGET TABLE

**Fiscal Year ~~2022-20243~~ Regional Transportation Planning Work Program
Region 3- Southcentral Michigan Planning Council
October 1, ~~202420232~~ September 30, ~~202220243~~**

Work Element	Project	Salary	Fringe	Indirect	Other	MTF	SPR	MTF	Hours	Budget
3101	Program Management	\$3,114	\$1,802	\$1,004	\$5,000	\$10,920			126	\$10,920
3102	Technical Assistance to MDOT	\$2,599	\$1,504	\$837	\$0	\$4,940			61	\$4,940
3103	Technical Assistance to Member Agencies	\$3,146	\$1,821	\$1,013	\$0	\$5,980			72	\$5,980
3104	Access Management	\$137	\$79	\$44	\$0	\$260			1	\$260
3105	Pure Michigan Byway Program	\$137	\$79	\$44	\$0	\$260			1	\$260
3106	Non-motorized Mapping and Investment Plan	\$274	\$159	\$87	\$0	\$520			5	\$520
3107	Rural Safety Planning	\$1,368	\$792	\$440	\$0	\$2,600			43	\$2,600
3108	Public Involvement for Air Quality Conformity	\$274	\$159	\$87	\$0	\$520			1	\$520
3109	Management of the Rural Task Force and Small Urban Programs	\$10,580	\$6,123	\$3,411	\$0		\$20,114		457	\$20,114
3110	Public Involvement and Consultation Process for Non-Metropolitan Areas	\$920	\$532	\$297	\$0		\$1,749		30	\$1,749
3111	Asset Management	\$22,750	\$13,165	\$7,335	\$11,750			\$55,000	770	\$55,000
TOTALS		\$45,299	\$26,215	\$14,599	\$16,750	\$26,000	\$21,863	\$55,000	1567	\$102,863

Formatted: Indent: Left: -0.38", First line: 0"

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

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.

Formatted: Indent: Left: 0", Tab stops: 0.25", Left + Not at 0.5"

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.

Formatted: Indent: Hanging: 0.5", Tab stops: 0.25", Left

Formatted: Indent: Left: 0", Tab stops: 0.25", Left + Not at 0.5"

Formatted: Indent: Left: 0.5", Hanging: 0.25", Tab stops: 0.69", List tab + 0.75", Left + Not at 1.01"

Budget: \$12,74013.00010.920 (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.

Formatted: Indent: Left: 0", Tab stops: 0.56", List tab + Not at 0.5"

Formatted: Indent: Left: 0", Tab stops: Not at 0.5"

Formatted: Indent: Left: 0", Tab stops: 0.25", List tab + Not at 0.5"

Formatted: Indent: Left: 0.5"

Formatted: Indent: Left: 0.5", Numbered + Level: 2 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.31" + Indent at: 0.56"

Formatted: Indent: Left: 0", Tab stops: 0.25", Left + Not at 0.5"

Formatted: Indent: Hanging: 0.5", Tab stops: 0.25", List tab + Not at 0.5"

Formatted: Indent: Left: 0.5", Numbered + Level: 2 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: Indent: Left: 0", Tab stops: Not at 0.5"

Formatted: List Paragraph, Indent: Left: 0.5", Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Indent at: 1.25"

Formatted: Indent: Hanging: 0.25"

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.

Formatted: List Paragraph, Indent: Left: 0.5", Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Indent at: 1.25"

c) 2020 Census Statewide Review – Urban Boundary Review

~~After the U.S. Census Bureau releases the 2020 Urban Area data, MDOT staff will prepare informational materials and meet with each Urban Area 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." 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."~~

Formatted: Underline, Not Highlight

Formatted: Indent: Left: 0.5", Right: 0.69", Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Indent at: 1.25"

Formatted: Not Highlight

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

~~Model Inventory Roadway Elements (MIRE) Fundamental Data Elements (FDE) is a federal reporting requirement for safety roadway data under federal statute § 924.17. RPA and local agency participation in the MIRE data collection process is considered part of the requirements in fulfilling Data Collection responsibilities to MDOT.~~

Formatted: List Paragraph, Indent: Hanging: 0.25", Right: 0"

Formatted: List Paragraph, Indent: Left: 0.5", Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Indent at: 1.25"

Formatted: Not Highlight

~~RPA's are asked to coordinate with their local agencies and MDOT staff to perform annual maintenance and validating (6) data items. The six (6) data items that local agencies and RPA staff will be requested to review will be: Surface type, number of through lanes, access control, median type, facility type, and traffic control.~~

Formatted: Not Highlight

~~The review of these data items will be done within Roadsoft. Deliverables to MDOT will be exported from Roadsoft. RPAs and Local Agencies that require additional training with Roadsoft MIRE tools can follow this hyperlink: [MIRE Roadsoft Training Recording or contact MDOT at MDOT-MIRE-FDE@michigan.gov](#). Further information regarding statewide MIRE data collection can be found using this hyperlink: [Model Inventory of Roadway Elements Fundamental Data Elements | Roadsoft](#) 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.~~

Formatted: Not Highlight

Formatted: Not Highlight

Formatted: Not Highlight

~~The first set of MDOT MIRE FDE data and tools should be became available in Roadsoft in the April 2022 release. Agencies should receiverreceived 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: \$4,9404,160 (MTF)

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 1" + Indent at: 1.25"

Formatted: Indent: Hanging: 0.75"

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~~ manager with a copy of any reports produced as a result of ~~these activities~~ the activities listed above.

~~Budget:~~ \$5,2004,9405,980 (MTF)

Formatted: Indent: Hanging: 0.25"

Formatted: Indent: Left: 0", Tab stops: 0.5", Left + 0.56", List tab + Not at 0.75"

Formatted: Indent: Left: 0.02", Hanging: 0.23", Tab stops: Not at 0.79"

Formatted: Indent: Left: 0", Tab stops: Not at 0.79"

Formatted: List Paragraph, Indent: Left: 0.25", Bulleted + Level: 1 + Aligned at: 0.5" + Tab after: 0.75" + Indent at: 0.75", Tab stops: Not at 0.75"

Formatted: Indent: First line: 0"

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.

Formatted: List Paragraph, Indent: Left: 0", Bulleted + Level: 1 + Aligned at: 0.5" + Tab after: 0.75" + Indent at: 0.75", Tab stops: 0.63", Left + 0.69", List tab + Not at 0.75"

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.

Formatted: Indent: Left: 0", Hanging: 0.25", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Tab after: 1" + Indent at: 1", Tab stops: Not at 1"

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.

Formatted: List Paragraph, Indent: Left: 0.25", Bulleted + Level: 1 + Aligned at: 0.5" + Tab after: 0.75" + Indent at: 0.75", Tab stops: 0.5", List tab + Not at 0.75"

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.

Formatted: Font: Bold

Formatted: Indent: Left: 0.25"

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.

Formatted: List Paragraph, Indent: Left: 0", Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Activities

1. Prepare and or assist a consultant in the development or update 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. [Attend MDOT Byways Workshop scheduled for Fall of 2023 in Gaylord.](#)

Formatted: Font: Bold

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

Formatted: Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Upon billing submittal: See MDOT Standard Operating Procedures for invoicing

Formatted: Indent: Left: 0.25", First line: 0"

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

Formatted: Left

Formatted: Font: (Default) Arial, Not Bold

3106. Non-Motorized Mapping and Investment Plan

Objective

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

Formatted: List Paragraph, Indent: Left: 0", Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

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 the~~ region.
3. Promote the consideration of bicycle and pedestrian facilities in the overall transportation planning activities.
4. Coordinate with stakeholders and public input.

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Products

1. Non-motorized master plans ~~by for the~~ 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 because of~~ this activity, or a copy of cover letters for products submitted to others.
3. —Print a ~~6 six to 7 seven~~ 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.

Formatted: Indent: Hanging: 0.5", Bulleted + Level: 1 + Aligned at: 0.5" + Tab after: 0.75" + Indent at: 0.75", Tab stops: 0.5", Left

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.

Formatted: Font: Bold

Formatted: Indent: Left: 0.25"

Formatted: List Paragraph, No bullets or numbering

Formatted: Indent: Left: 0.25"

Formatted: Indent: Left: 0.5", No bullets or numbering

Formatted: List Paragraph, Indent: Left: 0.25", Bulleted + Level: 1 + Aligned at: 0.5" + Indent at: 0.75"

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: ~~\$2,860-080600~~ (MTF)

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

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 (MITC-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 MITC-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)

Formatted: List Paragraph

Formatted: Normal

Formatted: Normal

~~3108.~~ **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 (in person or virtual), 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 Chairpersons 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.~~ 3. 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.~~ 4. 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.~~ 5. 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.~~ 6. 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 JNsprojects in JobNet.
- ~~8.~~ 7. Submit proof of public involvement, meeting minutes, all ~~s~~Season ~~r~~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.~~ 8. Attend monthly RTF ~~virtual~~ meetings and educational webinars virtually or in person, or watch the posted recordings if unavailable for the meeting times.

Budget: \$22,79820,114 (MTF)(SPR)

Formatted: No bullets or numbering

Formatted: Indent: Left: 0", Tab stops: 0.38", List tab + Not at 0.5"

Formatted: Indent: Left: 0", First line: 0", Right: 0.56"

Formatted: Indent: Left: 0.17", First line: 0.5"

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 regarding](#) 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)

Formatted: Indent: Left: 0", Tab stops: 0.38", List tab + Not at 0.5"

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)

Formatted: Indent: Left: 0", Tab stops: 0.38", List tab + Not at 0.5"

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/Activities

1. I. 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 the 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. II. Data Collection Participation and Coordination

- A. A.— Federal Aid System:
 - i. 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.
 - ii. 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.
 - iii. 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. 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.

Formatted: Indent: Left: 0"

Formatted: Font: Bold, Underline

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: List Paragraph, Numbered + Level: 2 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: Font: Bold, Underline

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: List Paragraph, Numbered + Level: 2 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: List Paragraph, Indent: Left: 1", Hanging: 0.25", Numbered + Level: 3 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Right + Aligned at: 1.38" + Indent at: 1.5"

Formatted: List Paragraph, Indent: Left: 1.13", Numbered + Level: 3 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Right + Aligned at: 1.38" + Indent at: 1.5"

Formatted: List Paragraph, Numbered + Level: 2 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: List Paragraph, Indent: Left: 1", Numbered + Level: 3 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Right + Aligned at: 0.71" + Indent at: 0.96"

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.

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.

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.

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:

Formatted: Font: Bold, Underline

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: List Paragraph, Numbered + Level: 2 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: Font: Bold, Underline

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: List Paragraph, Numbered + Level: 2 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: Font: Bold, Underline

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: List Paragraph, Numbered + Level: 2 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: Font: Bold, Underline

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: List Paragraph, Numbered + Level: 2 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

C. Analyze data and develop road preservation scenarios.

Formatted: Not Expanded by / Condensed by

4.D.

2. Analyze performance of implemented projects.

Formatted: Numbered + Level: 2 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

7. VII. Culvert Mapping Pilot

Formatted: Font: Bold, Underline, Font color: Black, Condensed by 0.1 pt

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.

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

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

Formatted: Font color: Black

Formatted: Numbered + Level: 2 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: Font color: Black

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.

Formatted: List Paragraph, Numbered + Level: 2 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

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.

Formatted: List Paragraph, Indent: Left: 0.25", Bulleted + Level: 1 + Aligned at: 1.06" + Indent at: 1.31"

(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.

Formatted: Numbered + Level: 2 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.71" + Indent at: 0.96"

V.

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

Formatted: Indent: Left: 1.31", No bullets or numbering

Formatted: Left, Indent: Left: 0"

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

[David Combs](#)

Bronwyn Drost

[Steve Grieve](#)[John Gissler](#)

[Tami Rey](#)

St Joseph County:

[Kathy Pangle](#)[Vacancy](#)

Vacancy

APPENDIX B: SOUTHCENTRAL MICHIGAN PLANNING COUNCIL STAFF AND CONTACT INFORMATION

Lee Adams
SMPC Director
adams@upjohn.org

Patrick HudsonEmily Petz
Planner
Hudson@upjohn.orgPetz@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

FY 2024 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

This page intentionally left blank.

TABLE OF CONTENTS

Introduction	4
Southcentral Michigan Planning Commission FY 2020 Program	5
FY 2024 Budget.....	5
FY 2024 Budget Table.....	6
Work Program Outline	7
3101. Program Management	7
3102. Technical Assistance to MDOT.....	8
3103. Technical Assistance to Member Agencies	10
3104. Access Management.....	11
3105. Pure Michigan Byway Program.....	12
3106. Non-Motorized Mapping and Investment Plan.....	13
3107. Rural Safety Planning	14
3108. Air Quality Conformity Planning	15
3109. Management of the Rural Task Force and Small Urban Programs.....	17
3110. Public Involvement and Consultation Process for Non- Metropolitan Areas	17
3111. Asset Management	18
Appendix A: Southcentral Michigan Planning Council Board	21
Appendix B: Southcentral Michigan Planning Council Staff and Contact Information	22
Appendix C: Kalamazoo Area Transportation Study Staff and Contact Information.....	22

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 2024, 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 \$318,550. State funding for the Asset Management Program will be released once approved, after May 2023. The BTP may also allocate additional state funding to provide annual transportation technical assistance in non-metropolitan areas of the state. In FY 2024, 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 2024 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
 - Bicycle and pedestrian non-motorized planning and mapping
 - Byway Corridor Management Plans
 - Data Collection to meet federal reporting requirements
-

SOUTHCENTRAL MICHIGAN PLANNING COMMISSION FY 2024 PROGRAM

The SMPC entered into an agreement with the Kalamazoo Area Transportation Study (KATS) to provide staffing for the Transportation Program through FY 2026. SMPC and KATS will work to provide technical support to MDOT and the various agencies within the Region 3 area during FY 2024 (ending September 30, 2024).

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 2024 utilizing the services of the Kalamazoo Area Transportation Study, the consulting agency for SMPC. For FY 2024, 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 2024 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 2024 BUDGET TABLE

**Fiscal Year 2024 Regional Transportation Planning Work Program
Region 3- Southcentral Michigan Planning Council
October 1, 2023-September 30, 2024**

Work Element	Project	Salary	Fringe	Indirect	Other	MTF	SPR	MTF	Hours	Budget
3101	Program Management	\$3,114	\$1,802	\$1,004	\$5,000	\$10,920			126	\$10,920
3102	Technical Assistance to MDOT	\$2,599	\$1,504	\$837	\$0	\$4,940			61	\$4,940
3103	Technical Assistance to Member Agencies	\$3,146	\$1,821	\$1,013	\$0	\$5,980			72	\$5,980
3104	Access Management	\$137	\$79	\$44	\$0	\$260			1	\$260
3105	Pure Michigan Byway Program	\$137	\$79	\$44	\$0	\$260			1	\$260
3106	Non-motorized Mapping and Investment Plan	\$274	\$159	\$87	\$0	\$520			5	\$520
3107	Rural Safety Planning	\$1,368	\$792	\$440	\$0	\$2,600			43	\$2,600
3108	Public Involvement for Air Quality Conformity	\$274	\$159	\$87	\$0	\$520			1	\$520
3109	Management of the Rural Task Force and Small Urban Programs	\$10,580	\$6,123	\$3,411	\$0		\$20,114		457	\$20,114
3110	Public Involvement and Consultation Process for Non-Metropolitan Areas	\$920	\$532	\$297	\$0		\$1,749		30	\$1,749
3111	Asset Management	\$22,750	\$13,165	\$7,335	\$11,750			\$55,000	770	\$55,000
TOTALS		\$45,299	\$26,215	\$14,599	\$16,750	\$26,000	\$21,863	\$55,000	1567	\$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: \$10,920 (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 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.
- c) 2020 Census Statewide Review – Urban Boundary Review
After the U.S. Census Bureau releases the 2020 Urban Area data, MDOT staff will prepare informational materials and meet with each Urban Area 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)
Model Inventory Roadway Elements (MIRE) Fundamental Data Elements (FDE) is a federal reporting requirement for safety roadway data under federal statute § 924.17. RPA and local agency participation in the MIRE data collection process is considered part of the requirements in fulfilling Data Collection responsibilities to MDOT.

RPA's are asked to coordinate with their local agencies and MDOT staff to perform annual maintenance and validating (6) data items. The six (6) data items that local agencies and RPA staff will be requested to review will be: Surface type, number of through lanes, access control, median type, facility type, and traffic control.

The review of these data items will be done within Roadsoft. Deliverables to MDOT will be exported from Roadsoft. RPAs and Local Agencies that require additional training with Roadsoft MIRE tools can follow this hyperlink: [MIRE Roadsoft Training Recording](#) or contact MDOT at MDOT-MIRE-FDE@michigan.gov. Further information regarding statewide MIRE data collection can be found using this hyperlink: [Model Inventory of Roadway Elements Fundamental Data Elements | Roadsoft](#)

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: \$4,940 (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 manager with a copy of any reports produced as a result of the activities listed above.

Budget \$5,980 (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 or update 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. Attend MDOT Byways Workshop scheduled for Fall of 2023 in Gaylord.

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

Upon billing submittal: See MDOT Standard Operating Procedures for invoicing

Budget: \$260 (MTF) for administrative duties and maintaining the website

3106. Non-Motorized Mapping and Investment Plan

Objective

- Facilitate the process of completing non-motorized planning efforts for the State of Michigan for the 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 the 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 for the 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) because of this activity, or a copy of cover letters for products submitted to others.
- Print a six-to-seven 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: \$2,600 (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 (MITC-IAWG)
- To provide communication of air quality conformity analysis 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 MITC-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 (in person or virtual), 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 Chairpersons of the committees based on preference of the individual RTF or small urban committee.
3. 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.
4. 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.
5. 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.
6. 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 projects in JobNet.
7. 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 meeting 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.
8. Attend monthly RTF meetings and educational webinars virtually or in person, 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 regarding 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:

Activities

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 the 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:
 - i. 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.
 - ii. 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.
 - iii. 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:
 - 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

David Combs

Bronwyn Drost

John Gissler

St Joseph County:

Vacancy

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
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

MICHIGAN DEPARTMENT OF TRANSPORTATION
SOUTHCENTRAL MICHIGAN PLANNING COUNCIL
MASTER AGREEMENT

This Agreement is made and entered into by and between the Michigan Department of Transportation (MDOT) and the Southcentral Michigan Planning Council (AGENCY) for the purpose of fixing the rights and obligations of the parties in agreeing to cooperate in a transportation planning process.

Recitals:

The AGENCY has been designated as the state regional planning organization for the Region 3 Michigan planning region; and

The AGENCY is authorized and qualified to assist in designing and conducting a regional transportation planning process to be described in a work program (PROGRAM) on its own behalf and for MDOT; and

The AGENCY desires to have the continuing cooperation of MDOT in the regional transportation planning process, and MDOT, having an interest in the regional transportation planning process as it relates to regional transportation planning, is willing to cooperate with the AGENCY; and

Pursuant to annual state legislation, certain funds included in MDOT's budget are to be allocated among the designated state planning regions for the purpose of carrying out regional transportation planning; and

Pursuant to Title 23 United States Code (USC) Section 133, certain Surface Transportation Program funds, and pursuant to Title 23 USC Section 307, certain federal State Planning and Research (SPR) funds are to be made available to the states through the United States Department of Transportation, Federal Highway Administration (FHWA), for the purpose of conducting highway planning and research studies necessary for the development of safe and efficient transportation systems, and certain State Planning funds are available to local areas for cooperating with MDOT in developing the State Long-Range Transportation Plan and the statewide Transportation Improvement Program; and

Pursuant to Title 49 USC Section 26 of the Federal Transit Act Amendments of 1991, certain Transit Planning and Research Program funds are to be available to states for the purpose of encouraging and promoting the development of transportation systems, embracing various

modes of transportation in a manner that will serve the states and local communities efficiently and effectively; and

The Federal Transit Administration (FTA), which is responsible for administering the Title 49 USC Section 5303 and Section 5304 programs, has designated MDOT as the state agency to control and administer certain Section 5303 and Section 5304 funds; and

MDOT, in cooperation with the FHWA and the FTA, desires to enter into an agreement with the AGENCY.

MDOT and the AGENCY agree that:

1. PERFORMANCE OF THE WORK PROGRAM

The AGENCY will perform and carry out the duties and obligations necessary to the performance of the planning process as described in the PROGRAM, as financed by the Michigan Transportation Fund, FHWA funds, and FTA funds. Each year, a PROGRAM will be prepared that details specific tasks and specific monetary amounts that, upon approval by the official designated Region and MDOT, will by reference be made a part of this Agreement as Exhibit A or a yearly supplement thereto and will be labeled to indicate the time period involved.

MDOT, through MDOT's staff representative, reserves the right to advise and approve of each PROGRAM and the basic study methods, procedures, and analytical techniques to be applied in carrying out those portions of each PROGRAM that are financed in whole or in part with funds from the FHWA, the FTA, and/or MDOT. The progress of work that involves FHWA, FTA, and/or MDOT participation will be subject to review and inspection at any reasonable time, upon request, by representatives of the FHWA, the FTA, and/or MDOT.

Events that have a significant impact on the PROGRAM will be reported as soon as they become known. The types of events or conditions that require reporting include problems, delays, and adverse conditions that will materially affect the AGENCY's ability to obtain PROGRAM objectives. This disclosure will be accompanied by a statement of action taken or contemplated.

2. PROJECT AUTHORIZATIONS AND COMMENCEMENT OF PERFORMANCE

The AGENCY will perform the specific tasks contained in each year's PROGRAM upon receipt of approved project authorizations (PROJECT AUTHORIZATIONS) that set forth the federal and state funds available for the PROGRAM and written transmittal letters from MDOT. Approval is subject to specific activities and cost estimates being approved by MDOT, the FHWA, and the FTA for each fiscal year.

3. ESTIMATED COSTS AND PARTICIPATION

The AGENCY will not incur costs in excess of the maximum total yearly cost of the PROGRAM without the prior written approval of MDOT in the form of PROJECT AUTHORIZATIONS and written transmittal letters.

The total cost reimbursable by MDOT to the AGENCY for the conduct of the PROGRAM will be set forth in the PROGRAM and the PROJECT AUTHORIZATIONS.

MDOT funds in the PROJECT AUTHORIZATIONS made available through legislative appropriation are based on projected revenue estimates. MDOT may reduce the amount of any PROJECT AUTHORIZATION if the revenue actually received is insufficient to support the appropriation under which the PROJECT AUTHORIZATION is made. In the event that funding is not provided pursuant to annual state legislation, there will not be a PROGRAM or PROJECT AUTHORIZATIONS for that year.

Transfers of funds between individual major areas of the PROGRAM will not increase an individual major work area by more than twenty percent (20%) of the total estimate for a major area without the prior written approval of MDOT's staff representative. Major areas are defined as being combinations of work items as set forth in that PROGRAM. In the event prior written approval is not obtained, the amount in excess of the twenty percent (20%) will be ineligible for reimbursement.

4. AGENCY STAFF REPRESENTATIVE

The AGENCY will provide a staff representative to coordinate and direct technical activities required in carrying out the PROGRAM. The staff representative will serve as the AGENCY's staff representative in technical matters when working with MDOT's staff representative and will be expected to devote a major portion of his or her work time to transportation matters relating to that PROGRAM. Decisions on the part of MDOT's staff representative will be final and binding.

5. ACCOUNTS AND RECORDS

- a. The AGENCY will establish and maintain accurate records, in accordance with generally accepted accounting principals, of all expenses incurred for which payment is sought or made under this Agreement (RECORDS). Separate accounts will be established and maintained for all costs incurred under this Agreement.
- b. The AGENCY will maintain the RECORDS for at least three (3) years from the date of final payment made by MDOT under this Agreement. In the event of a dispute with regard to the allowable expenses or any other issue under this Agreement, the AGENCY will thereafter continue to maintain the RECORDS at

least until that dispute has been finally decided and the time for all available challenges or appeals of that decision has expired.

- c. MDOT or its representative may inspect, copy, scan, or audit the RECORDS at any reasonable time after giving reasonable notice.
- d. If any part of the work is subcontracted, the AGENCY will assure compliance with subsections (a), (b), and (c) above for all subcontracted work.

6. AUDIT OF ACCOUNTS AND RECORDS

- a. The AGENCY will require audits to be made to determine, at a minimum, the fiscal integrity of financial transactions and reports and the compliance with laws, regulations, and administrative requirements. Audits will be scheduled in accordance with the requirements of 2 CFR Part 200, including Subpart F – Audit Requirements, as amended.
- b. Audits are to be performed by an independent accounting firm and must conform to the regulations and procedures established by the federal Office of Management and Budget as set forth in Title 49 of the Code of Federal Regulations (CFR) Part 18, as amended, 2 CFR Part 200, as amended, and such other regulations and procedures established by MDOT, the FHWA, and the FTA. All such audits are subject to review and approval by MDOT, the FHWA, the FTA, and the Office of Inspector General.
- c. PROGRAM records are to be kept available in accordance with 49 CFR Part 18, as amended.
- d. Audit and Inspection. The AGENCY will comply with the Single Audit Act of 1984, as amended, including, but not limited to, the Single Audit Amendments of 1996 (31 USC 7501-7507), and the requirements of 2 CFR Part 200, including Subpart F – Audit Requirements, as amended, and the provisions of 1951 PA 51, MCL 247-660h, as applicable, that are in effect at the time of Agreement award with regard to audits.
 - i. Agencies expending a total of Seven Hundred Fifty Thousand Dollars (\$750,000.00) or more in federal funds from one or more funding sources in their fiscal year must have a single audit conducted for that year. The Seven Hundred Fifty Thousand Dollars (\$750,000.00) threshold represents all federal funding sources. This is in accordance with the Single Audit Act of 1984, as amended, and 2 CFR Part 200 Subpart F, as amended.
 - ii. Agencies expending less than Seven Hundred Fifty Thousand Dollars (\$750,000.00) in federal funds must submit a letter to MDOT advising that a single audit was not required. The letter will indicate the applicable fiscal year, the amount of federal funds spent, the name(s) of the MDOT

federal programs, and the Catalog of Federal Domestic Assistance (CFDA) grant number(s). This information must be submitted to the address in paragraph (iv) below.

- iii. Agencies must complete their single audits electronically through the Federal Audit Clearinghouse website (<http://harvester.census.gov/fac/>). Users are instructed to create an online report ID and then to complete Form SF-SAC prior to submitting their reporting packages. The audit will be completed and submitted electronically within thirty (30) days after receipt of the agency's report(s) or within nine (9) months after the end of the agency's fiscal year, whichever is earlier.
- iv. Agencies must also submit one (1) paper copy of the completed Form SF-SAC and reporting package within the same time frame set forth in paragraph (iii) above to the address(es) below:

Michigan Department of Transportation
Financial Operations Division
Budget, Outreach and Program Support Section
P. O. Box 30050
Lansing, MI 48909

With a copy to:

Michigan Department of Transportation
Bureau of Transportation Planning
Statewide Transportation Planning Division
P.O. Box 30050
Lansing, MI 48909

- v. Agencies must also comply with applicable state laws and regulations relative to audit requirements.
 - vi. Agencies will not charge audit costs to MDOT's federal programs that are not in accordance with the aforementioned 2 CFR Part 200 requirements.
 - vii. All agencies are subject to the federally-required monitoring activities, which may include limited scope reviews and other on-site monitoring.
- e. The provisions set forth in subsections (a), (b), (c), and (d) above will be included in all contracts and subcontracts relating to this Agreement.

7. BILLINGS AND PROGRESS REPORTS

The AGENCY will submit monthly billings and progress reports to MDOT for work accomplished on the PROGRAM. At the option of the AGENCY, by written notification to MDOT's staff representative, quarterly billings and progress reports may be submitted

in lieu of monthly submissions, subject to prior written approval from MDOT. Progress reports will be submitted in a form and manner acceptable to MDOT. A billing and a progress report will be submitted no later than thirty (30) days after the end of each billing period. The final billing will be submitted no later than sixty (60) days after completion of the PROGRAM and will be labeled as the final billing. The initial billing will not be reimbursed until after the approval date indicated in the PROJECT AUTHORIZATION transmittal letter as prepared and submitted by MDOT.

The AGENCY agrees that the costs reported to MDOT for this Agreement will represent only those items that are properly chargeable in accordance with this Agreement. The AGENCY also certifies that it has read the Agreement terms and has made itself aware of the applicable laws, regulations, and terms of this Agreement that apply to the reporting of costs incurred under the terms of this Agreement.

8. FINAL ACCEPTANCE REPORT AND FINAL PROGRESS PAYMENT

A final acceptance report covering the PROGRAM accomplishments will be submitted to MDOT by the AGENCY no later than ninety (90) days following the end of the PROGRAM time period. If, after ninety (90) days, the final acceptance report has not been received by MDOT, an amount equal to ten percent (10%) of the total PROGRAM budget may be withheld from the next payment(s) due for the current year's PROGRAM. Payment(s) withheld will not be reimbursed to the AGENCY until the final acceptance report is received and accepted by MDOT.

9. INDEMNIFY AND SAVE HARMLESS

In addition to the protection afforded by any policy of insurance, the AGENCY agrees to indemnify and save harmless the State of Michigan, the Michigan State Transportation Commission, MDOT, the FHWA, the FTA, and all officers, agents, and employees thereof:

- a. From any and all claims by persons, firms, or corporations for labor, services, materials, or supplies provided to the AGENCY in connection with the AGENCY's performance under this Agreement; and
- b. From any and all claims for injuries to or death of any and all persons, for loss of or damage to property, for environmental damage or degradation, for response and clean-up costs, and for attorney fees and related costs arising out of, under, or by reason of the AGENCY's performance under this Agreement, except claims resulting from the sole negligence or willful acts or omissions of said indemnitee, its agents, or its employees; and
- c. Against all claims, suits, costs, damages, and expenses that the State of Michigan, the Michigan State Transportation Commission, MDOT, the FHWA, and/or the FTA may sustain by reason of any scandalous, libelous, or unlawful matter

obtained or alleged to be contained in the work or any infringement or violation by the work of any copyright or property right.

MDOT will not be subject to any obligations or liabilities by contractors of the AGENCY or their subcontractors or any other person not a party to the Agreement without its specific consent and notwithstanding its concurrence in or approval of the award of any contract or subcontract or the solicitation thereof.

It is expressly understood and agreed that the AGENCY will take no action or conduct that arises either directly or indirectly out of its obligations, responsibilities, and duties under this Agreement that results in claims being asserted against or judgments being imposed against the State of Michigan, the Michigan State Transportation Commission, MDOT, the FHWA, and/or the FTA, as applicable.

In the event that the same occurs, it will be considered as a breach of this Agreement, thereby giving the State of Michigan, the Michigan State Transportation Commission, MDOT, the FHWA, and/or the FTA a right to seek and obtain any necessary relief or remedy, including, but not limited to, a judgment for money damages.

10. INSURANCE

The AGENCY will provide, at PROGRAM cost, public liability, property damage, and workers' compensation insurance, insuring as they may appear all claims that may arise out of the AGENCY's operations under this Agreement.

11. MDOT STAFF REPRESENTATIVE

MDOT will provide a staff representative to assist or otherwise advise the AGENCY in the performance of its transportation planning responsibilities as provided herein.

12. APPRAISAL OF PROGRAM

MDOT will, through MDOT's staff representative, reserve the right to advise and recommend changes to each task and activity appearing in the PROGRAM and the basic study methods, procedures, and analytical techniques to be applied in carrying out those portions of each PROGRAM that are financed in whole or in part with funds from the FHWA, the FTA, or MDOT.

13. DOCUMENT APPROVAL

MDOT will develop and maintain appropriate procedures to reflect the various responsibilities of document review and approval at the state and federal levels.

14. REIMBURSABLE COSTS

MDOT will reimburse the AGENCY for all actual direct and indirect costs properly chargeable in accordance with this Agreement and eligible for federal reimbursement under the provisions of 2 CFR Part 200, subject to the following conditions:

- a. Computer Services - Use of computer services will be at regularly established rates, which will not be in excess of rates charged to other users. Payment will be for exact charges, without markup. Increases will not result in costs to MDOT exceeding the total yearly costs set forth in Exhibit A or the yearly supplement thereto.
- b. Travel and Subsistence - An estimate of foreseeable travel will be included in each PROGRAM. Reimbursement for PROGRAM-related travel will be on an actual cost basis, in accordance with AGENCY policy.
- c. The AGENCY will not be paid for costs arising from the correction of errors and omissions attributable to the AGENCY.

15. REIMBURSEMENT TO THE AGENCY FOR COSTS INCURRED

Upon receipt and approval of billings for federal reimbursement for work performed by the AGENCY with respect to the PROGRAM, MDOT will act as billing agent for the AGENCY and will present said billings to the FHWA or the FTA for payment. Upon receipt of reimbursement from the FHWA or the FTA, MDOT will promptly forward said reimbursement to the AGENCY.

16. AUDIT

In the event that an audit performed by or on behalf of MDOT indicates an adjustment to the costs reported under this Agreement or questions the allowability of an item of expense, MDOT will promptly submit to the AGENCY a Notice of Audit Results and a copy of the audit report, which may supplement or modify any tentative findings verbally communicated to the AGENCY at the completion of an audit.

Within sixty (60) days after the date of the Notice of Audit Results, the AGENCY will (a) respond in writing to the responsible Bureau of MDOT indicating whether or not it concurs with the audit report, (b) clearly explain the nature and basis for any disagreement as to a disallowed item of expense, and (c) submit to MDOT a written explanation as to any questioned or no opinion expressed item of expense (RESPONSE). The RESPONSE will be clearly stated and will provide any supporting documentation necessary to resolve any disagreement or questioned or no opinion expressed item of expense. Where the documentation is voluminous, the AGENCY may supply appropriate excerpts and make alternate arrangements to conveniently and reasonably make that documentation available for review by MDOT. The RESPONSE will refer to and apply the language of the Agreement. The AGENCY agrees that failure to submit a

RESPONSE within the sixty (60) day period constitutes agreement with any disallowance of an item of expense and authorizes MDOT to finally disallow any items of questioned or no opinion expressed cost.

MDOT will make its decision with regard to any Notice of Audit Results and RESPONSE within one hundred twenty (120) days after the date of the Notice of Audit Results. If MDOT determines that an overpayment has been made to the AGENCY, the AGENCY will repay that amount to MDOT or reach agreement with MDOT on a repayment schedule within thirty (30) days after the date of an invoice from MDOT. If the AGENCY fails to repay the overpayment or reach agreement with MDOT on a repayment schedule within the thirty (30) day period, the AGENCY agrees that MDOT will deduct all or a portion of the overpayment from any funds then or thereafter payable by MDOT to the AGENCY under this Agreement or any other agreement or payable to the AGENCY under the terms of 1951 PA, as applicable. Interest will be assessed on any partial payments or repayment schedules based on the unpaid balance at the end of each month until the balance is paid in full. The assessment of interest will begin thirty (30) days from the date of the invoice. The rate of interest will be based on the Michigan Department of Treasury common cash funds interest earnings. The rate of interest will be reviewed annually by MDOT and adjusted as necessary based on the Michigan Department of Treasury common cash funds interest earnings. The AGENCY expressly consents to this withholding or offsetting of funds under those circumstances, reserving the right to file a lawsuit in the Court of Claims to contest MDOT's decision only as to any item of expense the disallowance of which was disputed by the AGENCY in a timely filed RESPONSE.

17. INCREASE IN COSTS

Any changes or additions to those portions of each PROGRAM participated in by MDOT, the FHWA, and/or the FTA that will cause an increase in yearly total costs will require the prior written approval of MDOT, the FHWA, and/or the FTA and the processing of a revised PROJECT AUTHORIZATION and written transmittal letter.

18. ADDITIONAL SERVICES

Additional specialized services to be performed by the AGENCY after approval of the PROJECT AUTHORIZATION and not set forth in the PROGRAM will require approval by MDOT and the FHWA or the FTA in the form of a revision to that PROGRAM and, if applicable, a revised PROJECT AUTHORIZATION, budget, and written transmittal letter.

19. SUBCONTRACTING

The AGENCY will not subcontract any portion of an approved PROGRAM without the prior written consent of MDOT. Specialized services (those items not ordinarily furnished by the AGENCY) and subcontract work should be itemized in the PROGRAM to the extent that they are determinable and will be approved as part of the PROGRAM.

Proposed subcontracts not included in the current PROGRAM will require an amendment to the PROGRAM prior to the AGENCY requesting MDOT's written consent to subcontract.

The AGENCY will obtain MDOT's written approval for all subcontracts, including amendments, that individually or in combination are in accordance with the following dollar amount thresholds, prior to the AGENCY signing said subcontracts. The AGENCY will not enter into multiple subcontracts of lesser amounts for the purpose of avoiding such approval process.

a. Dollar Amount of Subcontract Is Less Than State Transportation Commission Policy Amount for Third-Party Contracts:

The AGENCY will submit a written request to MDOT's staff representative. The written request will include the purpose of the subcontract, the dollar amount, the time frame, the name of the third party, and a narrative that describes the process used to select the third-party contractor.

b. Dollar Amount of Subcontract Is Greater Than State Transportation Commission Policy Amount for Third-Party Contracts:

The AGENCY will submit a written request to MDOT's staff representative. The written request will include the unsigned third-party contract, the purpose of the subcontract, the dollar amount, the time frame, the name of the third party, and a summary of the selection process used to procure the third-party contractor.

All subcontracts, including amendments, will contain all applicable provisions of this Agreement. Any approvals by MDOT will not be construed as a warranty of the subcontractor's qualifications, professional standing, ability to perform the work being subcontracted, or financial integrity. The AGENCY will transmit copies of all signed subcontracts to MDOT.

Consent to subcontract any portion of the PROGRAM, as herein noted, will not be construed to relieve the AGENCY of any responsibility or obligation under or for the fulfillment of this Agreement.

20. PROMPT PAYMENT

The AGENCY agrees to pay each subcontractor for the satisfactory completion of work associated with the subcontract no later than ten (10) calendar days from the receipt of each payment the AGENCY receives from MDOT. This requirement is also applicable to all sub-tier subcontractors and will be made a part of all subcontract agreements.

This prompt payment provision is a requirement of 49 CFR, Part 26, as amended, and does not confer third-party beneficiary right or other direct right to a subcontractor

against MDOT. This provision applies to both Disadvantaged Business Enterprise (DBE) and non-DBE subcontractors.

The AGENCY further agrees that it will comply with 49 CFR, Part 26, as amended, and will report any and all DBE subcontractor payments to MDOT semi-annually in the format set forth in Appendix G, dated September 2015, attached hereto and made a part hereof, or any other format acceptable to MDOT.

21. FHWA AND FTA PARTICIPATION

Certain funding under this Agreement is contingent on participation from year to year by the FHWA or the FTA in costs incurred by the AGENCY in the performance of the PROGRAM. No obligation for such costs not reimbursable by the FHWA or the FTA will be knowingly entered into and billed to MDOT for reimbursement. Incurred costs that are not reimbursable by the FHWA or the FTA will be the sole responsibility of the AGENCY.

22. COMPLIANCE WITH LAWS AND REGULATIONS

The AGENCY specifically agrees that in the performance of the tasks under the PROJECT AUTHORIZATIONS, by itself, by an approved subcontractor, or by anyone acting on its behalf, it will comply with any and all state, federal, and local statutes, ordinances, and regulations and will obtain all permits applicable to the entry into and performance of this Agreement.

23. NONDISCRIMINATION, DBE, AND ENVIRONMENTAL REQUIREMENTS

The AGENCY will comply with and will require any contractor or subcontractor to comply with the following requirements:

- a. In connection with the performance of the Agreement, the AGENCY (hereinafter in Appendix A referred to as the “contractor”) agrees to comply with the State of Michigan provisions for “Prohibition of Discrimination in State Contracts,” as set forth in Appendix A, dated June 2011, attached hereto and made a part hereof. This provision will be included in all subcontracts relating to this Agreement.
- b. During the performance of this Agreement, the AGENCY, for itself, its assignees, and its successors in interest (hereinafter in Appendix B referred to as the “contractor”), agrees to comply with the Civil Rights Act of 1964, being P.L. 88-352, 78 Stat. 241, as amended, being Title 42 USC Sections 1971, 1975a-1975d, and 2000a-2000h-6, and the Regulations of the United States Department of Transportation (49 CFR Part 21) issued pursuant to said Act, including Appendix B, dated June 2011, attached hereto and made a part hereof.
- c. The AGENCY will carry out the applicable requirements of MDOT’s Disadvantaged Business Enterprise (DBE) program and 49 CFR Part 26,

including, but not limited to, those requirements set forth in Appendix C, dated October 2, 2014, attached hereto and made a part hereof, with respect to the PROGRAM, said PROGRAM allowing the AGENCY to operate under the provisions of its own MDOT-approved DBE program.

- d. The AGENCY will make achieving environmental justice a part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental affects of its programs, policies, and activities on minority populations and low income populations.

24. REPORTS AND PUBLICATIONS

- a. If any results of the PROGRAM are published by the AGENCY, costs of publication may be included as a participating cost.
- b. Prior to such publication, the AGENCY will submit all manuscripts for review and approval by MDOT. Such review and approval is for MDOT's own purposes and does not relieve the AGENCY from any claims arising out of such publication.
- c. In the event the parties fail to agree on the final draft of a manuscript, MDOT may publish independently results of the PROGRAM, but will set forth in such publication the AGENCY's nonconcurrence, if so desired by the AGENCY.
- d. Any publication will give proper credit to all parties in this Agreement for the cooperative character of the PROGRAM.

25. REPORT LANGUAGE

All reports published by MDOT or by the AGENCY will contain the following statement in the credit line if MDOT or the FHWA or the FTA does not subscribe to the findings:

“The contents of this _____ (report) reflect the view of _____ (the author), who is responsible for the facts and accuracy of the data presented herein. The contents do not necessarily reflect the official view or policies of _____ (the name of nonconcurring party). This _____ (report) does not constitute a standard, specification, or regulation.”

26. PUBLICATION OF FUNDAMENTAL WORK

The provisions set forth in Sections 24 and 25 do not preclude the publication by the AGENCY of results of any PROGRAM work that is in the nature of fundamental or general principals. Manuscripts in this category will be submitted to MDOT and the FHWA or the FTA for approval prior to publication.

27. OWNERSHIP OF DATA

Ownership of data collected hereunder will be vested in the AGENCY, with full rights of free access and use thereto guaranteed to MDOT, the FHWA, the FTA, and all other participating agencies.

28. PATENT RIGHTS AND COPYRIGHTS

Patent rights and copyrights will be the property of the AGENCY. The AGENCY will obtain the written approval of MDOT prior to submitting applications in the name of the AGENCY for copyrights or patents on any papers, reports, forms, or other materials that are a part of the AGENCY work as above noted under this Agreement, said approval being necessary before, during, and after the performance of said work by the AGENCY with respect to this Agreement. MDOT and the FHWA and/or the FTA reserve a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use and authorize others to use the work for governmental purposes.

29. UNFAIR LABOR PRACTICES

In accordance with 1980 PA 278, MCL 423.321 *et seq.*, the AGENCY, in the performance of this Agreement, will not enter into a contract with a subcontractor, manufacturer, or supplier listed in the register maintained by the United States Department of Labor of employers who have been found in contempt of court by a federal court of appeals on not less than three (3) separate occasions involving different violations during the preceding seven (7) years for failure to correct an unfair labor practice, as prohibited by Section 8 of Chapter 372 of the National Labor Relations Act, 29 USC 158. MDOT may void this Agreement if the name of the AGENCY or the name of the subcontractor, manufacturer, or supplier utilized by the AGENCY in the performance of this Agreement subsequently appears in the register during the performance of this Agreement.

30. EQUIPMENT

Major items of equipment purchased for use on the PROGRAM may be included in the PROGRAM as direct costs. Participation in the costs of such equipment by MDOT and the FHWA or the FTA will be limited to the amount of depreciation during the period of use on the PROGRAM as ascertained at the completion of the study. Eligibility for MDOT and FHWA or FTA participation are based on the following:

- a. The equipment is not of a nature normally used or required in the AGENCY's regular operations.
- b. The equipment is required for and will be used primarily on work related to the PROGRAM.

- c. The cost of the equipment is considered to be reasonable by MDOT and the FHWA or the FTA.
- d. The AGENCY will furnish to MDOT a certification stating that the equipment has not been included under indirect costs.

31. ENVIRONMENTAL

For agreements in excess of One Hundred Fifty Thousand Dollars (\$150,000.00):

- a. The AGENCY stipulates that any facility to be utilized in the performance of this Agreement, unless such agreement is exempt under the Clean Air Act, as amended (42 USC 7401 *et seq.*, as amended, including Pub. L. 101-549), and under the Clean Water Act, as amended (33 USC 1251 *et seq.*, as amended, including Pub. L. 100-4), and/or under Executive Order 11738 and regulations in implementation thereof (40 CFR Part 15), is not listed on the date of agreement award on the U.S. Environmental Protection Agency (EPA) List of Violating Facilities Pursuant to 40 CFR 15.20.
- b. The AGENCY agrees to comply with all the requirements of the Clean Air Act and the Clean Water Act and all regulations and guidelines listed thereunder related to the AGENCY and the work under this Agreement.
- c. The AGENCY will promptly notify MDOT and the U.S. EPA, Assistant Administrator for Enforcement, of the receipt of any communication from the Director, the Office of Federal Activities, or the EPA indicating that a facility to be utilized for this Agreement is under consideration to be listed on the EPA List of Violating Facilities.
- d. The AGENCY agrees to include or cause to be included the requirements of the preceding three paragraphs, (a), (b), and (c) in every nonexempt subcontract.

32. INDIVIDUALS WITH DISABILITIES

The AGENCY agrees that no otherwise qualified individuals with disabilities in the United States, as defined in the Americans with Disabilities Act, 42 USC 12101 *et seq.*, as amended, and regulations in implementation thereof (29 CFR Part 1630), will, solely by reason of their disabilities, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving benefits under this Agreement.

33. CERTIFICATION

The AGENCY's signature on this Agreement constitutes the AGENCY's certification of "status" under penalty of perjury under the laws of the United States with respect to 49

CFR Part 29, as amended and as relocated to 2 CFR Part 1200, pursuant to Executive Order 12549.

The certification included as a part of this Agreement as Attachment A is Appendix A of 49 CFR Part 29 and applies to the AGENCY (referred to in Appendix A as “the prospective primary participant”).

The AGENCY is responsible for obtaining the same certification from all subcontractors under this Agreement by inserting the following paragraph in all subcontracts:

“The subcontractor’s signature on this Agreement constitutes the subcontractor’s certification of ‘status’ under penalty of perjury under the laws of the United States with respect to 49 CFR Part 29, as amended and as relocated to 2 CFR Part 1200, pursuant to Executive Order 12549. The certification included as a part of this Agreement as Attachment B is Appendix B of 49 CFR Part 29.”

This certification is required of all subcontractors, testing laboratories, and other lower tier participants with which the AGENCY enters into a written arrangement for the procurement of goods or services provided for in this Agreement.

34. LOBBYING

If the AGENCY receives federal funds in excess of One Hundred Thousand Dollars (\$100,000.00), the AGENCY must submit the certification statement contained in 49 CFR Part 20, Appendix A, as part of its final PROGRAM. If non-federal funds are used for lobbying purposes by other than a regular employee of the AGENCY, the disclosure form in 49 CFR Part 20, Appendix B, must be submitted as part of its final PROGRAM.

35. APPROVALS, REVIEWS, AND INSPECTIONS

Any approvals, acceptances, reviews, and inspections of any nature by MDOT will not be construed as a warranty or assumption of liability on the part of MDOT. It is expressly understood and agreed that any such approvals, acceptances, reviews, and inspections are for the sole and exclusive purposes of MDOT, which is acting in a governmental capacity under this Agreement, and that such approvals, acceptances, reviews, and inspections are a governmental function incidental to the performance of the PROGRAM under this Agreement.

Any such approvals, acceptances, reviews, and inspections by MDOT will not relieve the AGENCY of its obligations hereunder, nor are such approvals, acceptances, reviews and inspections by MDOT to be construed as a warranty as to the propriety of the AGENCY’s performance but are undertaken for the sole use and information of MDOT.

36. ENERGY EFFICIENCY

The AGENCY agrees to comply with mandatory standards and policies relating to energy efficiency that are contained in the State of Michigan energy conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).

37. TERMINATION

MDOT may terminate this Agreement for convenience or cause, as set forth below, before the services are completed. Written notice of termination will be sent to the AGENCY. The AGENCY will be reimbursed in accordance with the following:

a. Termination for Convenience:

If MDOT terminates this Agreement for convenience, MDOT will give the AGENCY written notice of such termination thirty (30) days prior to the date of such termination, and the AGENCY will be reimbursed for all costs incurred for work accomplished on the PROGRAM up to receipt of the notice of termination. Such reimbursement will be as set forth in Section 14 but will not exceed the amount set forth in the PROGRAM. MDOT will receive the work product produced by the AGENCY under this Agreement up to the time of termination, prior to the AGENCY being reimbursed. In no case will the compensation paid to the AGENCY for partial completion of the services exceed the amount the AGENCY would have received had the services been completed.

b. Termination for Cause:

In the event the AGENCY fails to complete any of the services in a manner satisfactory to MDOT, MDOT may terminate this Agreement. Written notice of termination will be sent to the AGENCY. The AGENCY will be reimbursed as follows:

The AGENCY will be reimbursed for all costs incurred for work accomplished on the PROGRAM up to receipt of the notice of termination. MDOT may pay a proportional share for a partially completed work product. The value of such partially completed work product will be determined by MDOT based on actual costs incurred up to the estimated value of the work product received by MDOT, as determined by MDOT. Such reimbursement will be as set forth in Section 14 but will not exceed the amount set forth in the PROGRAM. MDOT will receive the work product produced by the AGENCY under this Agreement up to the time of termination, prior to the AGENCY being reimbursed. In no case will the compensation paid to the AGENCY for partial completion of the services exceed the amount the AGENCY would have received had the services been completed.

In the event that termination by MDOT is necessitated by any wrongful breach, failure, default, or omission by the AGENCY, MDOT will be entitled to pursue

whatever remedy is available to it, including, but not limited to, withholding funds or off-setting against funds owed to the AGENCY under this Agreement, as well as any other existing or future contracts or agreements between the AGENCY and MDOT, for any and all damages and costs incurred or sustained by MDOT as a result of its termination of this Agreement due to the wrongful breach, failure, default, or omission by the AGENCY. In the event of termination of this Agreement, MDOT may procure the professional services from other sources and hold the AGENCY responsible for any damages or excess costs occasioned thereby.

38. ELECTRONIC FUNDS TRANSFER

Public Act 533 of 2004 requires that payments under this Agreement and all PROJECT AUTHORIZATIONS hereunder be processed by electronic funds transfer (EFT). The AGENCY is required to register to receive payments by EFT at the SIGMA Vendor Self Service (VSS) website (www.michigan.gov/SIGMAVSS).

39. ASSIGNMENT OF ANTITRUST RIGHTS

With regard to claims based on goods or services that were used to meet the AGENCY's obligation to MDOT under this Agreement, the AGENCY hereby irrevocably assigns its right to pursue any claims for relief or causes of action for damages sustained by the State of Michigan or MDOT due to any violation of 15 USC, Sections 1 - 15, and/or 1984 PA 274, MCL 445.771 - 445.788, excluding Section 4a, to the State of Michigan or MDOT.

The AGENCY shall require any subcontractors to irrevocably assign their rights to pursue any claims for relief or causes of action for damages sustained by the State of Michigan or MDOT with regard to claims based on goods or services that were used to meet the AGENCY's obligation to MDOT under this Agreement due to any violation of 15 USC, Sections 1 - 15, and/or 1984 PA 274, MCL 445.771 - 445.788, excluding Section 4a, to the State of Michigan or MDOT as a third-party beneficiary.

The AGENCY shall notify MDOT if it becomes aware that an antitrust violation with regard to claims based on goods or services that were used to meet the AGENCY's obligation to MDOT under this Agreement may have occurred or is threatened to occur. The AGENCY shall also notify MDOT if it becomes aware of any person's intent to commence, or of commencement of, an antitrust action with regard to claims based on goods or services that were used to meet the AGENCY's obligation to MDOT under this Agreement.

40. TERM OF AGREEMENT

Upon award, this Agreement will be in effect from October 1, 2023 through September 30, 2026.

41. AWARD

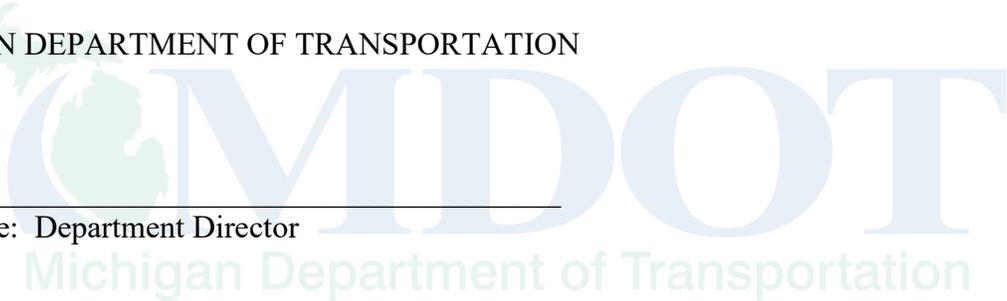
This Agreement will become binding on the parties and of full force and effect upon signing by the duly authorized representatives of the AGENCY and MDOT and upon adoption of a resolution approving said Agreement and authorizing the signature(s) thereto of the respective representative(s) of the AGENCY, a certified copy of which resolution will be sent to MDOT with this Agreement, as applicable.

SOUTHCENTRAL MICHIGAN PLANNING COUNCIL

By: _____
Title:

MICHIGAN DEPARTMENT OF TRANSPORTATION

By: _____
Title: Department Director



**RESOLUTION AUTHORIZING
THE SMPC CHAIR TO SIGN PROFESSIONAL SERVICES AGREEMENTS AND CONTRACTS**

WHEREAS, the Southcentral Michigan Planning Council (SMPC) seeks to increase its capacity to positively impact the region it serves through professional services agreements and contracts; and

WHEREAS, SMPC has executed and received professional service agreements and contracts; and

WHEREAS, SMPC has pending agreements; and

WHEREAS, the SMPC Board has traditionally allowed the Chair to sign similar agreements and contracts, grant applications, and grant awards, now therefore

BE IT RESOLVED BY THE SOUTHCENTRAL MICHIGAN PLANNING COUNCIL that the Board Chair is authorized to sign and submit all documents related to executing professional service agreements and contracts.

Effective Date: June 6, 2023

Motion:

Second:

_____, Chairperson
Southcentral Michigan Planning Council



FOR IMMEDIATE RELEASE

May 15, 2023

Contact: Sarah Phillips, Communications Administrator

Email: sphillips@kalamazoocountyroads.com

Phone: (269) 381-3170 x224

RCKC Seeks Public Feedback for a Safety Action Plan

KALAMAZOO, MI – The Road Commission of Kalamazoo County (RCKC) is developing a comprehensive transportation safety action plan with the goal of improving roadway safety by significantly reducing fatalities and serious injuries on its transportation network. As part of the Federal Bipartisan [Infrastructure Investment and Jobs Act](#) (IIJA), the [Safe Streets and Roads for All \(SS4A\) Grant Program](#) was established with funding. The SS4A program supports the U.S. Department of Transportation's goal of zero deaths and serious injuries on our nation's roadways. The first step in order to seek funding is to have a safety action plan.

A critical component of this undertaking is engagement and collaboration with the public, inviting meaningful public feedback on the safety of RCKC roads. This feedback can be provided using the **RCKC Transportation Safety Action Plan Public Engagement Center** at <https://public-engagement-center-hrc-engr.hub.arcgis.com/>.

There are two components to this center; first we are asking the public to please provide feedback by completing a short survey. The survey is meant to assess the public's thoughts on the safety of Kalamazoo County roads. Second, use the transportation safety mapper for more location specific comments. The transportation safety mapper can be used to submit comments for transportation safety concerns on RCKC roads. This process simply involves clicking the area of concern on an RCKC map and briefly describing the safety concern.

The [RCKC Transportation Safety Action Plan Public Engagement Center](#) will be open from May 15 to July 15, 2023. All road users are invited to participate, including pedestrians, bicyclists, public transportation users, motorists, micromobility users, and commercial vehicle operators to ensure safe streets for all. This action plan will assist the RCKC collect public comments on the state of RCKC roads and provide a data-driven approach to safer roads for all.

There is an instructional video on the website to guide participants. Contact the RCKC for any questions related to the use of this system.

###



May 11, 2023

Southcentral Michigan Planning Council
Mr. Lee Adams, Director
300 S. Westnedge Ave.
Kalamazoo, MI 49007

By Email: info@smpcregion3.org

Dear Mr. Adams,

The City of Bronson in Branch County is early in the process of applying to the Water & Waste Disposal Program (CFDA 10.760) at USDA Rural Development. The application has been initiated in our on-line application portal called RD Apply. This means the application has been started but has not been signed and submitted to USDA.

Your comments on the proposed projects compliance with the 2021 Comprehensive Economic Development Strategy (CEDS) and confirming the project meets specific CEDS goals will be helpful when the project is scored.

Comments can be emailed to me at paul.bristol@usda.gov or sent to my office at:

USDA Rural Development
3200 Eagle Park Dr., Suite 100B
Grand Rapids, MI 49525

The proposed project has a total estimated cost of \$23,248,000. The City of Bronson is also operating under an Administrative Consent Order (ACO) from the State of Michigan. The proposed project will resolve the issues identified in the ACO. The project includes the following improvements:

1. Chicago Street sanitary point repair: dig and replace a portion of broken pipe with the utility penetration and remove the penetrating utility.
2. W. Railroad Street sanitary point repair: dig and replace offset joint, prior to lining the sewer pipe.
3. Division Street sanitary point repair: dig and repair the sanitary wye/joint offset, prior to lining the sanitary pipe.
4. Franklin Street sanitary point repair: dig and repair the sanitary wye/joint offset, prior to lining the sanitary pipe.
5. Industrial Avenue: Disconnect storm basins from sanitary sewer.
6. N. Douglas and Railroad Street: Disconnect storm basins from sanitary sewer.
7. System-wide Sanitary Lining: use a cured-in-place lining to systematically repair the sanitary system and resolve O&M and structural issues.
8. System-wide Sanitary Grouting: use chemical grout to systematically repair the sanitary system and resolve infiltration issues.
9. System-wide Manhole work: address numerous manhole deficiencies identified during the SAW assessments.
10. Corey Street Lift Station and Force Main: Replace and relocate the lift station and force main.
11. Walker Street Lift Station and Force Main: Replace and relocate the lift station and force main.
12. WWTP Headworks Improvements: Construct a new Headworks with influent lift station, new mechanical screening, and grit removal equipment.
13. WWTP UV Disinfection System: Replace the obsolete UV system with current technology.
14. WWTP Return Activated Sludge & Waste Activated Sludge: Replace the activated sludge pumps and associated VFDs, bypass contactors, valves, and flow meters.
15. WWTP SCADA System: Upgrade the SCADA system based on programmable logic controllers and computer interface software.

Rural Development • Grand Rapids Area Office

3200 Eagle Park Dr., Suite 100B • Grand Rapids, MI 49525
Office (616) 942-4111 ext. 6 • Fax (855) 729-8874 • TTY (517) 324-5200

16. WWTP Recirculation Pump Station: Install new pumps at the recirculation pump station.
17. WWTP Ferric Chloride Feed: Replace the bulk storage tank, chemical feed pumps, and feed piping.
18. WWTP Administration Building Electrical Improvements: Replace the MCC-A, the low-voltage step down transformers, and panel boards.
19. WWTP Administration Building Meter/Backflow Replacement: Replace the water meter and backflow preventer.
20. WWTP Lab Improvements: Renovate the laboratory and sample room including replacement of lab counters, metal cabinets, drop ceiling system, plumbing fixtures and piping, fume hood, and electrical outlets.
21. WWTP Grit Room Ventilation: Install a new make-up air and exhaust system.
22. WWTP Chemical Room Ventilation: Install a new ventilation system.
23. WWTP Chemical Room Water Heater and Tepid Valve: Install a new water heater and tepid water valve.
24. WWTP Basement Level/Sludge Room Heat Exchanger: Replace the heat exchanger.
25. WWTP Site SE Rated MTS / Portable Power Connection: Install a fused service disconnect at the utility transformer.
26. WWTP Building Lighting Improvements: Upgrade lighting fixtures in all buildings.
27. WWTP Building Envelope Improvements: Selective replacement of building fascia, cleaning, repairs, and maintenance.
28. WWTP PFAS Sludge Disposal: Dispose PFAS-laden sludge in an approved landfill.

Please call me at 616 222-5817 if you have questions.

Sincerely,

Paul Bristol
Area Specialist

CC: Brandon Mersman, City Manager (b.mersman@bronson-mi.com)
Prein & Newhof, Michael Schwartz PE (mschwartz@preinnewhof.com)

COMSTOCK CHARTER TOWNSHIP PLANNING COMMISSION
NOTICE OF TRANSMITTAL OF PROPOSED MASTER PLAN UPDATE

&

NOTICE OF PUBLIC HEARING

Attached via email is a draft of the proposed update to the Vision 2025 Master Plan approved for distribution by the Comstock Charter Township Board at its meeting on May 15, 2023. In accordance with Section 41 of the Michigan Planning Enabling Act, the draft master plan update (linked in the email) is being submitted to you for review and comment.

This shall also serve as notice of the July 13, 2023 Planning Commission public hearing on the draft master plan update. The meeting will be held during the regular meeting of the Planning Commission commencing at 7:00 p.m. at the Township Hall (6138 King Highway).

In accordance with the Planning Enabling Act, any written comment you may wish to make with respect to the master plan update should be submitted to the Comstock Township Planning Commission within 42 days from the submission of this notice to you.

If you are a Planning Commission or legislative body, then you are required under the above-mentioned Act to concurrently submit a copy of any such written comments to the Kalamazoo County Metropolitan Planning Commission c/o Rachel Grover at 201 West Kalamazoo Avenue, Kalamazoo, MI 49007.

If you have any questions please contact the Community Development Director at the address below or by email at jstefforia@comstockmi.gov.

COMSTOCK CHARTER TOWNSHIP PLANNING COMMISSION

By: Allan Faust, Secretary
Comstock Charter Township Hall
6138 King Highway, P.O. Box 449
Comstock, Michigan 49048
(269) 381-2360