

FY 2020

Unified Planning Work Program



Kalamazoo Area Transportation Study
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Disclaimer

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Introduction

The Fiscal Year 2020 Unified Planning Work Program for the Kalamazoo metropolitan area outlines the transportation planning program of the Kalamazoo Area Transportation Study. The Unified Planning Work Program identifies how the available planning funds (federal and state) will be used to address the federal and state transportation planning requirements while concurrently addressing local transportation policies, programs, issues, and priorities.

A focus of the Kalamazoo Area Transportation Study program is advancing the development of plans and programs as a single process. The local partnership includes the cities, townships, villages, and countywide agencies, along with the Michigan Department of Transportation. This broad inter-governmental partnership, operating as the Kalamazoo Area Transportation Study, is assisted by the Federal Highway Administration and the Federal Transit Administration. Both federal agencies continue to play an effective role in the Kalamazoo Area Transportation Study planning activities by providing requested technical assistance and encouraging intergovernmental cooperation.

Areas of focus for the Fiscal Year 2020 Unified Planning Work Program include:

- Continue work with the Michigan Department of Transportation to identify and adopt performance targets for the Metropolitan Planning Area for incorporation into planning products (Work Element 200, 300, 500)
- Incorporate new Statewide and Metropolitan Planning Rules into the Transportation Improvement Program (200)
- Consultant work for the KATS Travel Demand Model (Work Element 500)
- Congestion Management Process Update (Work Element 200)
- Begin process of updating the KATS Metropolitan Transportation Plan (Element 500)

The Kalamazoo Area Transportation Study program emphasizes the examination of the transportation system with an objective of developing transportation plans and programs that can be realistically implemented. This approach places importance on the linkage between planning, programming, and implementation.

Staff levels for Fiscal Year 2020 will include four full-time staff members and one part-time staff member. The Kalamazoo Area Transportation Study plans to continue to utilize the cooperative and direct efforts of local agency staffs, as well as the use of outside professional resources, to provide for a well-staffed program. The Kalamazoo Area Transportation Study staff role will focus on the management of activities and providing program direction. Collectively, the Kalamazoo Area Transportation Study and local agency staff have the necessary mix of experience and background to fully address the requirements of the federal legislation, local issues and programs, and to cooperatively pursue an aggressive work program.

The Kalamazoo Area Transportation Study will be involved in the management of the Michigan Department of Transportation work program of the Southcentral Michigan Planning Council through Fiscal Year 2020. This work is approved through the region contract. The work items identified for the region are included in a separate document, titled Fiscal Year 2020 Regional Transportation Planning Work Program.

Map 1: KALAMAZOO AREA TRANSPORTATION STUDY URBAN, RURAL, AND SMALL URBAN FUNDING AREAS

Local Transportation Issues

The transportation planning program conducted by the Kalamazoo Area Transportation Study is designed to be responsive to federal and state regulations and concurrently address the local transportation issues. The “local issues” are not unique to the planning area. Their study and analysis clearly fit within the prescribed federal/state transportation planning guidelines.

There is a growing awareness of the linkage between transportation and economic development, quality of life, and the logical development of urban areas. This awareness has frequently brought transportation issues to the forefront. The following identification of key issues is clearly not comprehensive. It includes only a broad identification of current discussions in this urbanized area. As expected, it is a mix of policy, political, financial, and technical concerns.

ISSUE NO. 1: Preservation of the Transportation System

ISSUE NO. 2: Continuing Focus on Public Participation, Environmental Justice, and Title VI

ISSUE NO. 3: Transportation and Economic Development including Freight Transportation

ISSUE NO. 4: Public Transportation Service Levels and Delivery Alternatives

ISSUE NO. 5: Minimizing adverse impacts on the environment including standards prescribed by the Environmental Protection Agency and identification of ways to reduce climate impact and greenhouse gases

ISSUE NO. 6: Performance Based Planning and Programming and the Identification of Performance Measures

ISSUE NO. 7: Consideration of Livability and Sustainability in the Transportation Planning Process

As presented, there is no order of priority or importance. These issues will be addressed by the examination, evaluation, and analysis through the transportation planning activities included in this Unified Planning Work Program. The activities will take place over time and most likely cannot be comprehensively covered in any single program year.

State of Michigan Planning Program Emphasis Areas

The “Planning Program Vision” for the State of Michigan is to have long-range plans and short-term programs in place which are transparent to the public, multi-modal in scope, beneficial to the user when implemented, and are efficiently managed by staff.

Planning Emphasis Areas

PERFORMANCE BASED PLANNING AND PROGRAMMING

As the nation develops performance measures and targets, the Michigan Department of Transportation and Kalamazoo Area Transportation Study staff will work cooperatively to set targets and implement performance-based planning and programming to meet the regulations established by national rule-making.

Some examples include:

- Stay engaged in Michigan initiatives and national training opportunities
- Incorporate performance measures and targets into goals and objectives
- Document expected benefit of projects in Transportation Improvement Programs and the Metropolitan Transportation Plan and how they will contribute to accomplishing performance targets
- Evaluate the benefits/performance of Transportation Improvement Program and Metropolitan Transportation Plan projects to determine progress towards performance targets

METROPOLITAN TRANSPORTATION PLANNING

The Michigan Department of Transportation and Kalamazoo Area Transportation Study will continue to work cooperatively to meet requirements of new performance measure and planning regulations for Metropolitan Transportation Plans.

Additionally, Kalamazoo Area Transportation Study will work to improve documentation and consideration of environmental consultation with outside environmental agencies including federal, state and local partners (per training held in 2017) and advance Environmental Justice analysis, as needed, such as the inclusion of accessibility measures (per training held in 2016).

S/TIP IMPROVEMENTS

The Michigan Department of Transportation and Kalamazoo Area Transportation Study will continue to work cooperatively to meet requirements of new performance measure and planning regulations for Transportation Improvement Programs.

The Michigan Department of Transportation will continue to streamline the Statewide Transportation Improvement Program development, project prioritization, and amendment processes to more efficiently deliver the program. KATS will continue to participate in these processes. Kalamazoo Area Transportation Study will work cooperatively with Michigan Department of Transportation to implement the next phase of the JobNet program.

Program Funding

Program funding for Fiscal Year 2020 is summarized in Table 1. Base Fiscal Year 2020 projected funding allocations include \$466,962.00 in Federal Highway Administration Consolidated Planning Grant funds, and \$22,000 in Michigan Transportation Funds (Asset Management). Carryover Funds in the Amount of \$53,505.25 will be used for the Travel Demand Model consultants and the purchase of transit planning software.

The local match for the Kalamazoo Area Transportation Study program consists of the value of local agency work effort (third party in-kind contributions), local agency cash match, and cash participation in the traffic data collection services contract. The Federal Highway Administration Consolidated Planning Grant and carry-over funds are matched at 18.15% local third-party in-kind and cash with \$115,412.10 needed for Fiscal Year 2020.

Kalamazoo Area Transportation Study will also be conducting transportation related planning activities for the Southcentral Michigan Planning Council (SMPC) - Region 3 in Fiscal Year 2020. Michigan Transportation Funds for the Regional Transportation Planning Work Program (RTPP) and Rural Task Force Program (RTF), along with funding for Asset Management activities, have been added to Table 1 to identify the full Kalamazoo Area Transportation Study program funding for the fiscal year. Work activities under the Southcentral Michigan Planning Council contract are governed by a separate regional transportation planning work program.

Table 1: Estimated Program Funding

Table 1: Program Revenues	Budget
FHWA Consolidated Planning Grant	\$466,962.00
Consolidated Planning Grant Carryover Funding	\$53,505.25
Michigan Transportation Fund - Asset Management	\$22,000.00
SMPC Contract Revenue	
Michigan Transportation Fund (RTPP)	\$26,000.00
Michigan Transportation Fund (RTF)	\$19,000.00
Michigan Transportation Fund (Region 3-Asset Management)	\$55,000.00
Membership Dues[1]	\$9,000.00
Subtotal	\$651,467.25
Required Local Match (Cash/Third-Party In-Kind)	
Local Match - CCTA	\$2,994.75
Third-party In-kind	\$112,417.35
Subtotal	\$115,412.10
Total Program	\$766,879.35

[\[1\] Membership dues will be used to pay for non-reimbursable audit costs.](#)

Table 2 outlines the effort by the Michigan Department of Transportation staff during Fiscal Year 2020. It is based on the focus areas of the Kalamazoo Area Transportation Study during the fiscal year. The Kalamazoo Area Transportation Study does not receive direct funding for the Michigan Department of Transportation's efforts, therefore, the table is presented for information purposes only.

Table 2: MDOT Work Effort

Work Item	Total	SPR (Fed)	Match (State)	Days
200	\$49,538	\$39,630	\$9,908	186
500	\$37,146	\$29,717	\$7,429	276
Total	\$86,684	\$69,347	\$17,337	462

Work Program Outline

Six work elements have been identified in the Fiscal Year 2020 Unified Planning Work Program. These work elements allow for:

- The local agencies to provide Third Party In-Kind contributions (to match federal funds for the total Program) and to show the relevance of these activities to the work element activities of the Kalamazoo Area Transportation Study.
- The identification of areas of focus more clearly between Short Range Planning, Data and Performance Management, and Long-Range Transportation Planning.

100	Program Management
200	Short Range Planning
300	Data and Performance Management Measures
400	Transportation Asset Management
500	Long Range Planning
600	Special Studies

Table 3: Unified Planning Work Program Budget

The Kalamazoo Area Transportation Study uses Third Party In-Kind contributions including the value of local agencies' consultant work to meet local match requirements for its total Work Program. The value of service hours is budgeted among the work elements to show how the activities are relevant to Metropolitan Planning Organization. The value is based upon historic local work effort and actual pay rates. Overmatch refers to the estimated value of contributed effort which exceeds the necessary local match required for federal funding.

	Program Budget	FHWA CPG	Carry Over	MTF	SMPC	Local		Overmatch
						Cash	Third-party In-kind	
100 Program Management	\$56,084.32	\$56,084.32						
200 Short Range Planning	\$168,512.07	\$135,625.67					\$32,886.40	\$25,290.63
300 Data and Performance Management Measures	\$210,982.58	\$142,487.25					\$68,495.33	\$52,674.96
400 Asset Management	\$22,000.00			\$22,000.00				
500 Long Range Planning	\$183,800.38	\$132,764.76	\$40,000.00				\$11,035.62	\$8,486.72
600 Special Studies	\$16,500.00		\$13,505.25			\$2,994.75		
SMPC Region 3 Contract*	\$100,000.00				\$100,000.00*			
Other	\$9,000.00					\$9,000.00		
Total Budget	\$766,879.35	\$466,962.00	\$53,505.25	\$22,000.00	\$100,000.00	\$11,994.75	\$112,417.35	\$86,452.31

*KATS portion is \$95,000, allowance for SMPC Staff

100 Program Management

OBJECTIVE

This work element addresses general operations of the Kalamazoo Area Transportation Study, as well as support to the Policy and Technical Committees, program administrative and managerial activities, financial monitoring and reporting, interagency coordination, and miscellaneous administrative support.

BUDGET

	Program Budget	FHWA CPG	Staff Hours
100 Program Management	\$56,084.32	\$56,084.32	1,001

ACTIVITIES

Committee Support and Administration

Staff will develop Committee meeting materials such as agendas, minutes, committee member brief talking points and special correspondence as requested by members. Staff will review membership and bylaws, and work on special tasks as requested by members. Key objectives for this task include monitoring of the membership of the committees and the amending of bylaws as needed. Staff will continue to develop the Committee information for members to use as a reference guide and make changes to the Kalamazoo Area Transportation Study website to make materials more readily accessible to committee members.

- Preparation of Policy Committee and Technical Committee Meeting Materials such as agendas and meeting minutes
- Review and revisions to Policy Committee and Technical Committee Bylaws
- Preparation of presentations to Committee members on transportation topics
- Maintenance of Committee web pages
- Updates to Committee email contact lists
- Monitor and review new federal and state legislation regarding transportation planning regulations, transportation systems funding, and other relevant transportation regulations

Financial Monitoring and Reporting

Staff will prepare financial reports and documentation required for the administration of the program. Staff will review and update contracts which support these activities as necessary. Key objectives for this task include publishing of the annual Final Acceptance Report, Bi-Monthly, Quarterly Progress Reports on financial and planning activities to the Michigan Department of Transportation, and completion of Disadvantaged Business Enterprises reports.

- Preparation of the Final Acceptance Report
- Activity and financial reporting to Michigan Department of Transportation
- Completion of Disadvantaged Business Enterprises Reports
- Review interagency contracts between Kalamazoo Area Transportation Study, Michigan Department of Transportation, and local agencies as needed
- Program financial monitoring, program management and administrative activities
- Assist with completion of prior fiscal year audit

Work Product	Timeline
Meeting Materials and Minutes	Monthly
Disadvantaged Business Enterprise Reports	November, May
Financial and Progress Reports	Quarterly, Bi-Monthly
Final Acceptance Report	December
Technical Committee Bylaws Updates	As Needed
Policy Committee Bylaws Updates	As Needed
Agreement and Contract Reviews	As Needed

200 Short Range Planning

OBJECTIVE

This work element includes all planning activities that require short range or immediate implementation. These activities include updates to the Transportation Improvement Program, development and amendments to the Unified Planning Work Program, public participation, and other short-range planning activities necessary to the development of long-range programs and ongoing projects.

BUDGET

	Program Budget	FHWA CPG	Local		Staff Hours	Local Hours	Overmatch
			Third-party In-kind				
200 Short Range Planning	\$168,512.07	\$135,625.67	\$32,886.40		2,493	1,939	\$25,290.63

ACTIVITIES

Transportation Improvement Program

Staff will monitor and coordinate the prioritization process for project selection, funding, and development of area federal aid eligible transportation projects. Staff will work to ensure that federal, state, and local transportation funds are used fully and efficiently and that funded projects meet the needs of area communities and fulfill the goals set in the Metropolitan Transportation Plan.

- Transportation Improvement Program project reviews
- Monitor current fiscal year program, including financial constraint
- Program amendments (as required)
- Notification to public of amendment requests (via the Kalamazoo Area Transportation Study website)
- Reports on current year projects status (at Policy and Technical Committee meetings)
- Review of administrative adjustments and amendment procedures for Transportation Improvement Programs
- Maintain and update project prioritization selection process for future projects
- Rural Task Force Meetings (Metropolitan Planning Organization Area)
- Maintain schedule of federal funding received by the Kalamazoo Area Transportation Study and expenditures by agencies
- Development of annual Federally Obligated Project Report
- Review of projects of regional significance with Battle Creek Area Transportation Study, the Southcentral Michigan Planning Council, the Southwest Michigan Planning Commission, and surrounding regions
- Participate in the Federal Highway Administration and the Michigan Department of Transportation Program Emphasis Area efforts to streamline the State Transportation Improvement Program
- Participate in Michigan Transportation Planning Association, Michigan Association of Planning, and other transportation planning meetings relating to short range planning
- Work to include new Statewide and Metropolitan Planning rules into the Transportation Improvement Program
- Maintenance of the FY 2020-2023 Transportation Improvement Program

Congestion Management

- Monitor and update the Congestion Management Process
- Participate in Interagency Work Group as needed
- Assist with development of Congestion Mitigation Air Quality Program project applications

Consultation

- Continue developing a formal process for conducting consultation that describes outreach, expected outcomes, and measures of success
- Review and maintain current consultation contact list
- Involvement in the development of plans and programs that impact the transportation network (brownfield, land use, public transportation)

Intermodal and Freight Planning

- Identification of the components of the intermodal facilities within the Kalamazoo Metropolitan Area Boundary
- Identification of major freight facilities (interstate, commercial, retail, institutional)

Livability and Sustainability

- Identification of items related to livability within metropolitan area with local, state, and federal partners through information sessions
- Continued Incorporation of livability into the transportation planning process

Public Participation

Staff will collaborate with agencies, Michigan Department of Transportation, and Federal Highway Administration to better engage and understand the needs of the citizens in the Metropolitan Planning Area. Key areas in public participation include the review and update of the Public Participation Plan, Kalamazoo Area Transportation Study Citizen Advisory Committee Support, review and updates to the Title VI Non-Discrimination Plan, and community education and outreach.

- Public Participation Plan review and amendments (as needed)
- Public hearing and public information meetings for federally funded projects (as required)
- Continued involvement with local groups, such as the Environmental Concerns Council, Council of Governments and the Kalamazoo County Planning Commission
- Kalamazoo Area Transportation Study public hearings and public information meetings (as appropriate)
- Transportation presentations and updates to citizens' forums, interest groups, townships, and cities
- Kalamazoo Area Transportation Study newsletter
- Kalamazoo Area Transportation Study website updates social media updates, and other public information dissemination alternatives (as required)
- Provide education sessions on Livability, Performance Measures, National Functional Classification, System Preservation, Freight, and Complete Streets
- Identification of visual techniques to engage the public in the planning process
- Respond to general public information requests
- Review and update Title VI Non-Discrimination Plan

Safety and Safety Performance Management Measures Implementation

- Use existing tools and data to develop information to be used to improve the consideration of safety in the development of projects and the planning process
- Safety project selection process
- Develop safety goals and performance goals with local agencies
- Participation in Southcentral Traffic Safety Committee meetings
- Maintain data for the Metropolitan Planning Area for the Southcentral Michigan Regional Safety Plan

Unified Planning Work Program and Financial Monitoring

- Unified Planning Work Program amendments
- Unified Planning Work Program development
- Work Program approval process through Technical Committee and Policy Committee
- Outline funding for Kalamazoo Area Transportation Study as a Transportation Management Area

Work Product	Timeline
Transportation Improvement Program Amendments	Every other month
FY 2018 Obligated Project Report	December
FY 2019 Unified Planning Work Program	May
FY 2019 Unified Planning Work Program Amendments	February
Public Participation Plan Updates	As Needed
Website and Social Media Updates	Continuous
KATS Quarterly Newsletter	Quarterly
Citizen Advisory Committee Meeting Materials	Quarterly
Congestion Management Process	Quarterly
Title VI Non-Discrimination Plan	As Needed

300 Data and Performance Management Measures

OBJECTIVE

This work element includes those activities that identify, collect or manage critical transportation data for incorporation into short range and long-range transportation planning elements. With the implementation of Performance Based Planning and Programming, staff will work on development of Performance Based Planning and Programming measures and targets for implementation in short range and long-range transportation plans (KATS Metropolitan Transportation Plan). This work element will also include inventorying available data and identification of additional data needs necessary for Performance Based Planning and Programming.

BUDGET

	Program Budget	FHWA CPG	Local Third- party In-kind	Staff Hours	Local Hours	Overmatch
300 Data and Performance Management Measures	\$210,982.58	\$142,487.25	\$68,495.33	1,399	2,310	\$52,674.96

ACTIVITIES

National Functional Classification

The National Functional Classification is a system of classifying all streets, roads and highways according to their function. The National Functional Classification determines federal-aid eligibility of roadways. Act 51 road jurisdictional agencies must approve any revision to a National Functional Classification route under their jurisdiction. Kalamazoo Area Transportation Study will coordinate National Functional Classification revisions with the Michigan Department of Transportation for the appropriate agencies within their Metropolitan Area Boundary.

- Work with local jurisdictions and Michigan Department of Transportation to determine new classifications if needed
- Propose and adopt recommendations

Congestion Management

- Continue data collection and system monitoring programs
- Monitoring of air quality readings for Kalamazoo - Calhoun - Van Buren counties
- Data related to adopted performance measures associated with the Congestion Management Process, Metropolitan Transportation Plan, and the Transportation Improvement Program

Demographic and Socio-Economic Projections

- Review of alternative and/or supporting sources for base data (continuing)
- Summary of potential (future) data collection methodologies
- Data monitoring of employment, dwelling units, and land use
- Identification of special generators
- Data mapping
- Review of Environmental Justice areas within the Kalamazoo study area
- Identification of population changes based on 2010 Census data
- Update demographic data used for the maintenance of the Metropolitan Transportation Plan
- Establish new Environmental Justice areas based on 2010 data
- Project future socio-economic measures

Highway Performance Monitoring System Data

- Attend Highway Performance Monitoring System training workshops
- Provide support to Michigan Department of Transportation in the cross-agency coordination effort to plan for, gather, and report roadway characteristics on the non-Michigan Department of Transportation road network (federal aid and non-federal aid) to meet federal reporting requirements of Highway Performance Monitoring System
- Participate and provide support to Michigan Department of Transportation in planning efforts for Model Inventory Roadway Elements Fundamental Data Elements data collection as needed

Model Inventory Roadway Elements (MIRE) Data

- Model Inventory Roadway Elements (MIRE) Fundamental Data Elements (FDE) is a federal reporting requirement for safety roadway data.
- MDOT will ask for MPO volunteers to participate and supply input during design specification meetings or interviews. These discussions will look at user needs using technology to collect, access, transfer, and store MIRE FDE data.
- Education, material preparation, optional travel, and meeting time required for planning discussions. As data collection elements are known, some MIRE FDE data collection may begin at the MPO's discretion.

Land Use and Geographical Information Systems

- Work with local agencies on integration of land use data with current transportation data into a Geographic Information System
- Identification of needed data elements
- Data collection methodology and update procedures
- Use of land use data in combination with transportation data to support scenario planning in the Metropolitan Planning Area
- Training, as necessary, on Geographic Information System software and applications
- Review of current development and proposed future development within jurisdictions (occupancy/vacancy studies)
- Provide land use and Geographic Information System information during project selection process (Transportation Improvement Plan development)

Non-motorized Data

- Updates to the Planning Area Non-Motorized Inventory
- Non-motorized route mapping

Pavement Management

- Pavement Surface Evaluation and Rating evaluation using previous years' data collected
- Identification of proposed road projects for future improvements

Transportation Performance Measures

- Involve the public in decisions relating to performance measures and the impact on the transportation network
- Attend training on performance measures
- Prepare and attend meetings of the Transportation Performance Measures Implementation Committee
- Work with the Michigan Department of Transportation to identify and adopt performance targets for the Metropolitan Planning Area
- Work with the Michigan Department of Transportation and Safety stakeholders to address areas of concern for fatalities or serious injuries with the metropolitan planning area
- Assess additional data needs for Performance Based Planning and Programming
- Identify which planning products or programs best incorporate performance measures to assist in meeting the goals and objectives of the Metropolitan Transportation Plan
- Continue the development of a System Performance Report and the data needed to support the Report

Traffic Data Program

- Highway Performance Monitoring System Report monitoring and administration
- Integration of count data into the Kalamazoo Area Transportation Study website through Online Traffic Count Database
- Collection of traffic data for the Metropolitan Transportation Plan and local agency use (will be matched with cash from local agencies and through third party in-kind contributions)

Transit System Surveillance and Data Collection

- Review and use various data sources for Metro, Kalamazoo County Transportation Authority, Central County Transportation Authority, and Van Buren Public Transit
- Transit route mapping
- Data collection for transit model portion of Travel Demand Model

Work Product	Timeline
Highway Performance Monitoring System Data Submission	May
Socio-economic Projections	June
Demographic Data Updates	June
Traffic Count Data on the Kalamazoo Ara Transportation Study website	Continuous
Environmental Justice Maps	Continuous
Traffic Count Program Management	Continuous
Non-motorized Inventory Updates	Continuous
Performance Management Measure Data Inventory	Continuous

400 Asset Management

OBJECTIVE

The objective of this work element is to support the work program of the Transportation Asset Management Council (TAMC) by coordinating data collection and analysis with local agencies including the development of local Asset Management Plans.

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

BUDGET

	Program		Staff
	Budget	MTF	Hours
400 Asset Management	\$22,000.00	\$22,000.00	188

Michigan Transportation Funds do not require local match.

ACTIVITIES

The activities eligible for Transportation Asset Management Council reimbursement include the following:

Training Activities

- Attendance at training seminar(s) on the use of Pavement Surface Evaluation and Rating and Inventory-based Rating System for unpaved roadways
- Represent Kalamazoo Area Transportation Study at Transportation Asset Management Council -sponsored conferences and seminars, including attending either the Spring or Fall Transportation Asset Management Council Conference
- Attend Transportation Asset Management Council -sponsored Investment Reporting Tool training seminars.
- Attend TAMC-sponsored Asset Management Plan Development training seminars

Data Collection Participation and Coordination

- Federal Aid System:
 - Organize schedules with Public Act 51 agencies within the Kalamazoo Area Transportation Study boundary for participating in Federal Aid data collection efforts; ensure all participants of data collection have access to State of Michigan travel reimbursement rates
 - Coordinate, participate and facilitate road surface data collection on approximately one-half of the Federal Aid System in accordance with the Transportation Asset Management Council Policy for the Collection of Roadway Condition Data on Federal Aid Eligible Roads and Streets
 - 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
- Non-Federal Aid System:

- The Kalamazoo Area Transportation Study 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 Transportation Asset Management Council work
- Coordinate Non-Federal Aid data collection cycles with Public Act 51 agencies with an emphasis on those that certify at least 100 centerline miles of road
- Ensure all participants of data collection understand procedures for data sharing with Transportation Asset Management Council as well as Transportation Asset Management Council policy and procedures for collecting Non-Federal Aid data
- 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

Equipment

- 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 unit, and other required hardware in good working order
- Communicate any equipment needs and purchases with the Transportation Asset Management Council Coordinator; laptops are eligible for replacement on a three-year cycle

Data Submission

- 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
- Coordinate Quality Assurance/Quality Control activities and data submission tasks according to protocols established in Transportation Asset Management Council Data Collection Policies for Federal Aid and Non-Federal Aid Roads
- Monitor and report status of data collection efforts to Transportation Asset Management Council Asset Management Coordinator through monthly coordinator calls and/or monthly or quarterly program updates that are submitted with invoices
- Provide links on agency websites and reports to the Transportation Asset Management Council website, interactive maps and dashboards for the dissemination of roadway data

Asset Management Planning

- Participate and attend Transportation Asset Management Council-sponsored training and workshops in order to provide technical support for Asset Management Plan development activities
- 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
- Provide technical assistance and training funds to Public Act 51 agencies during the development of local Asset Management Plans using Transportation Asset Management Council templates when applicable; coordinate these tasks with an emphasis on the agencies that certify at least 100 centerline miles of road as budget allows

Technical Assistance

- Provide technical assistance to local agencies in using the Transportation Asset Management Council reporting tools for planned and completed infrastructure investments or any other Transportation Asset Management Council Work Program Activity
- Provide assistance as needed for the culvert asset management process as budget allows
- Integrate Pavement Surface Evaluation Rating data and asset management into project selection criteria:
 - Analyze data and develop road preservation scenarios
 - Analyze performance of implemented projects

Work Product	Timeline
Pavement Surface Evaluation and Rating data collected on federal aid eligible roads	May-November
Pavement Surface Evaluation and Rating data collected on non-federal aid eligible roads	May-November
Pavement Surface Evaluation and Rating data submission	December
Quarterly Progress Report and Invoices	Quarterly
Annual Asset Management Final Acceptance Report	December
Annual Local Pavement Surface Evaluation and Rating Condition Reports	January-April
Local Asset Management Status Report	July-September

500 Long Range Planning

OBJECTIVES

Monitoring of Metropolitan Transportation Plan. Continued development of an updated non-motorized inventory for the planning area. Coordination with efforts to create an Intelligent Transportation System in the metropolitan area.

Development of public transportation reports required by the Federal Transit Administration and Michigan Department of Transportation. Monitor existing highway system and plan for future expansion as necessary. Examine traffic impact through access management and trip generation studies. Development of special studies as necessary.

BUDGET

	Program Budget	FHWA CPG	Carry Over	Local Third- party In-kind	Staff Hours	Local Hours	Over Match
500 Long Range Planning	\$183,800.38	\$132,764.76	\$40,000.00	\$11,035.62	1,474	513	\$8,486.72

ACTIVITIES

Metropolitan Transportation Plan

- Amendments to the Metropolitan Transportation Plan as needed
- Continued identification of goals and objectives relating to livability
- Education and development of Motor Vehicle Emission Simulation Model
- Model updates for the development and maintenance of the Metropolitan Transportation Plan
- Continue modeling activities as a Transportation Management Area
- Incorporate Environmental Justice findings (Work Element 300) into preliminary future road improvements (areas of possible impact) and identify outreach efforts to address impacts (if any)
- Development of alternatives and projects for consideration for the Metropolitan Transportation Plan
- Continued Identification of unfunded transportation needs
- Incorporate livability, sustainability, resiliency and climate change into future projects considered as part of the Metropolitan Transportation Plan
- Involve community partners in identifying needs (freight, economic development, non-motorized)
- Michigan Transportation Planning Association, Michigan Association of Planning, and other transportation planning meetings relating to long range planning
- Coordinate with the Michigan Department of Transportation to include performance measure targets and Highway Safety Improvement Program targets for all public roads in the metropolitan area
- Work to integrate safety goals, objectives, performance measures and targets described in other State safety transportation plans and processes into the metropolitan transportation planning process.
- Participate in the development of the State of Michigan Long-Range Transportation Plan
- Support air quality conformity actions as needed

Non-Motorized

- Review and update the Non-motorized Component of the Metropolitan Transportation Plan as needed
- Integrate non-motorized transportation into scenario planning to address livability in the Metropolitan Planning Area
- Review and revise the Complete Streets Policy as needed

Intelligent Transportation Systems

- Work with Michigan Department of Transportation on Intelligent Transportation System project development and integration into Transportation Improvement Program

- Facilitate cooperation between agencies to promote coordination in the management and operations of the transportation system

Public Transportation Planning

- Review of Coordinated Human Resources Plan for public transportation
- Identification of unmet transit needs relating to housing, employment, health care, schools/education, and recreation
- A range of transit analysis studies jointly undertaken by the Metropolitan Planning Organization and the transit properties

Work Product	Timeline
Amendments to the Metropolitan Transportation Plan	As Needed
Travel Demand Model System Updates	Continuous
Transportation Impact Reports	As Needed
Access Management Reports	As Needed

600 Special Studies

This task involves special studies of transportation and transportation related topics that support the development and maintenance of the planning process. Activities might include consultant contracting, research and data analysis. Documents produced in this task are intended to supplement information for other tasks as well as contribute to the revision of the Metropolitan Transportation Plan and help in prioritizing transportation improvement projects. It involves special one-time planning activities and major corridor analyses.

REMIX TRANSIT PLANNING SOFTWARE

OBJECTIVE

Remix Transit Software will be purchased following federal purchase procedure to assist in transit planning efforts. The purchase and use of the software will enable Kalamazoo Area Transportation Study and the Central County Transportation Authority to analyze current transit routes, review the impact of service changes to environmental justice areas, and identify future public transportation needs.

ACTIVITIES

KATS will enter into a Pass-Through Agreement with the Central County Transportation Authority for the purchase of Remix Transit Planning Software.

BUDGET

	Program Budget	Carry Over	Local Cash
600 Special Studies	\$16,500.00	\$13,505.25	\$2,994.75

Third Party In-Kind Contributions

Introduction

On December 29, 2009, the Federal Highway Administration, Office of the Chief Financial Officer, issued Federal-Aid Guidance: Non-Federal Matching Requirements. This document includes general guidance for the use of third party in-kind contributions to cover all or a portion of the non-Federal share of various Federal-aid projects. It is a requirement that transportation planning staff involved with third party in-kind contributions review the Federal Highway Administration document. On December 10, 2010, the Michigan Department of Transportation issued Supplemental Guidance titled Flexible Match: Use in Federally Funded Transportation Programs, to provide supplemental guidance for the development of the Metropolitan Planning Organization Unified Planning Work Program. The Michigan Department of Transportation guidance supplements the Federal Highway Administration document, especially in the areas of procedure and documentation.

The purpose of this section is to:

- Meet federal documentation requirements for the identification of third parties, the identification of allowable third party in-kind contributions, and documentation of the methodology for the estimate value of in-kind contributions
- Respond to Federal and State requests to clarify which activities are performed by the Metropolitan Planning Organization staff and third parties
- Provide local agencies with a reference for eligible activities for reporting purposes

IDENTIFICATION OF THIRD PARTIES

In executing the Fiscal Year 2020 Unified Planning Work Program, the following agencies have agreed that the value of the eligible work performed by their staff or consultants may be used as in-kind contributions:

City of Kalamazoo	Village of Schoolcraft
City of Portage	Village of Vicksburg
Road Commission of Kalamazoo County	Van Buren County
Van Buren County Road Commission	Almena Township
Kalamazoo County	Antwerp Township
Western Michigan University	Brady Township
Comstock Township	Charleston Township
Kalamazoo Township	Cooper Township
Oshtemo Township	Pavilion Township
Texas Township	Prairie Ronde Township
City of Parchment	Richland Township
Village of Augusta	Ross Township
Village of Climax	Schoolcraft Township
Village of Lawton	Kalamazoo County Transportation Authority
Village of Mattawan	Central County Transportation Authority/ Metro
Village of Paw Paw	Van Buren County Public Transit
Village of Richland	

Notification and Assurances for each agency appears in Appendix 12: Third Party In-Kind Notifications and Assurances and Assurances.

Eligible Activities by Work Program

Entities may donate the value of staff service time hours if the time is spent performing activities that support the Unified Planning Work Program and contribute to Work Program products. The general rule for local agencies to follow in determining if an activity is eligible is that if the Kalamazoo Area Transportation Study staff would be paid to perform the activity, it is eligible. Those activities which are part of Program Management (Policy Committee Meetings, Technical Committee Meetings, and Contributed Effort Reporting) are not eligible.

100 PROGRAM MANAGEMENT

No third party in-kind contributions are budgeted for this work element.

200 SHORT RANGE PLANNING

Local agency activities supporting short range planning include:

- Development of agency capital programs as part of identification of federal-aid projects for the Transportation Improvement Program
- Consult with others to develop capital and operating programs
- Financial cost and revenue projections for future federal road improvements
- Public information and involvement activities for federal-aid projects (pre-construction)
- Specific meetings to address the amending of the Transportation Improvement Program as necessary, separate from Technical and Policy Committee meetings
- Development of the Fiscal Year 2021 Unified Planning Work Program (identification of future efforts to be used at match to the Kalamazoo Area Transportation Study program)
- Address Title VI requirements on required programs and projects
- Provide assistance to agencies involved in development of plans and programs that impact federal aid system (brownfields, land use)
- Identification of proposed bridges for the Local Bridge Program
- Identification of proposed projects for the Local Safety Program
- Working with Roadsoft and Transportation Asset Management data to identify projects to maintain the system most cost effectively
- Using crash and other data to identify safety projects and to monitor the effectiveness of completed projects
- Participation in Southcentral Traffic Safety Committee meetings
- Identify areas of congestion and develop projects to reduce that congestion
- Congestion Mitigation Air Quality project application development
- Congestion Mitigation Air Quality Subcommittee meetings
- Monitor the capital equipment of the Public Transportation system to help program replacements
- Coordination of project development with local freight providers

These activities are used as the basis for developing and amending the Transportation Improvement Program, the Unified Planning Work Program, financial constraint, annual reports of activities completed, and activities to involve, inform, and consult with other agencies and the public.

300 DATA AND PERFORMANCE MANAGEMENT MEASURES

The system surveillance and monitoring activities to be conducted include:

- Updating population and employment changes for the transportation demand model
- Monitoring trends in development
- Updating land use plans
- Traffic and highway performance monitoring
- System counts including volume, turning, classification, and others on the federal-aid system
- Travel time studies
- Maintaining the roadway inventory of traffic controls
- Maintaining bridge condition inventories
- GIS Parcel Updates
- Participation in the development of Performance Based Planning and Programming measures and targets, data inventorying, and determination of additional data needs
- Transit Data Collection including:
 - Monitoring of public transportation operations
 - Monitoring of public transportation performance and demand for service
 - Data collection program review of Kalamazoo Metro Transit and Metro County Connect
 - Public transportation system monitoring (Metro Fixed Route and Metro County Connect)
 - Ridership measurement and rider characteristics
 - Vehicle operation measurements
 - Vehicle service hours and miles
 - Vehicle revenue hours and miles
 - Ridership composition
 - Performance measurements
 - Data required for the Public Transit Management System supported by Michigan Department of Transportation
 - Measurement of "No-Shows" (Metro County Connect)
 - Socio-Economic Study data collection
 - National Transit Database Reporting Review (Metro)

The results of these activities are the basis for transportation, road system, safety, intermodal and other planning efforts of the Kalamazoo Area Transportation Study. They show operational or condition issues that need to be addressed to maintain and improve the transportation system in Kalamazoo County. The data provided is integral to the long range, short range, and operational planning activities of the Kalamazoo Area Transportation Study and as such, are used in all of the products.

400 ASSET MANAGEMENT

Local match is not required for Michigan Transportation Funds for Work Element 400.

500 LONG RANGE PLANNING

The work activities contributed by the local agencies and their staffs under this work element include:

- Work on non-motorized planning efforts
- Development and Updates of local Complete Streets policies
- Monitoring and Updates to the Kalamazoo Area Transportation Study Complete Streets Policy (as needed)
- Development of Intelligent Transportation Systems programs
- Highway system surveillance and reporting

- Road corridor and intersection studies
- Access management activities
- Corridor studies
- Intersection analysis
- Pavement markings and signage inventories
- Residential and Commercial driveway analysis
- Identification of key access management techniques
- Traffic impact studies on federal-aid system
- Transit Long Range Planning Activities including:
 - Public transportation system route performance analysis (on-time performance reports)
 - Operations analysis (transfer studies, route productivity, schedule adherence)
 - Comprehensive Routing Analysis implementation of recommendations, as needed
 - Title VI Update
 - NTD Reporting
 - Review of coordinated human resources plan for public transportation
 - A range of transit analysis studies jointly undertaken by the Metropolitan Planning Organization and the transit properties
 - Public transportation demand studies
 - Public transportation operational and route studies
 - Other development and transportation studies

These work efforts are used in identifying where the transportation network and public transportation service needs to improve to meet changes in demand. The changes in demand and development patterns are critical to the development and updating of the Metropolitan Transportation Plan and other long range transportation planning activities of the Kalamazoo Area Transportation Study.

Value of Third Party In-Kind Contributions

For planning purposes, historical information as to hourly wages paid to the staff of participating agencies combined with the number of hours estimated is used to budget in-kind contributions by staff of local governmental agencies. The value of fringe benefits is not used for agency staff employees. No local agency will be invoiced for local match unless the Kalamazoo Area Transportation Study fails to meet its total match requirement of \$115,412. (Not to exceed the agency assurance agreement).

Table 4: Third Party In-Kind Budget

Estimated Value of Third Party In-Kind / Cash Match					Estimated Hours				
Agency	200	300	500	Total	Agreement	200	300	500	Total
Kalamazoo	\$15,934.12	\$3,836.63	\$2,260.53	\$22,031.28	\$22,000.00	620	8	64	692
Portage	\$10,529.86	\$12,222.31	\$152.15	\$22,904.32	\$22,000.00	267	140	4	411
RCKC	\$8,104.04	\$21,692.55	\$2,075.21	\$31,871.80	\$22,000.00	181	23	60	264
VBCRC	\$2,734.45	\$6,845.28	\$487.19	\$10,066.92	\$10,000.00	71	242	19	332
Kalamazoo County	\$0.00	\$6,000.00	\$0.00	\$6,000.00	\$6,000.00		200		200
Oshtemo Township	\$232.72	\$3,514.76	\$2,063.31	\$5,810.79	\$2,000.00	8	110	71	189
CCTA/KCTA	\$6,926.44	\$15,385.68	\$12,256.95	\$34,569.07	\$20,660.00	292	769	288	1,349
Van Buren Transit	\$664.17	\$9,192.75	\$0.00	\$9,856.92	\$2,295.00	39	496		535
Other	\$13,051.23	\$42,480.33	\$227.00	\$55,758.56	\$22,900.00	461	322	7	790
Total	\$58,177.03	\$121,170.29	\$19,522.34	\$198,869.66	\$129,855.00	1,939	2,310	513	4,762

Required Match	\$32,886.40	\$68,495.33	\$11,035.62	\$112,417.35
Overmatch	\$25,290.63	\$52,674.96	\$8,486.72	\$86,452.31

APPENDICES

APPENDIX 1: SUMMARY BUDGET BY PROGRAM ACTIVITY

[FHWA CONSOLIDATED PLANNING GRANT AND CARRY OVER FUNDS]

"A"	"B"	"C"	"D"	
Program and Program Activities	MPO Budget	Required Match *	Program Total Cost	Over Match
100 Program Management	\$56,084.32	\$0.00	\$56,084.32	\$0.00
200 Short Range Planning	\$135,625.67	\$32,886.40	\$168,512.07	\$25,290.63
300 Data and Performance Management	\$142,487.25	\$68,495.33	\$210,982.58	\$52,674.96
400 Asset Management	\$0.00	\$0.00	\$0.00	\$0.00
500 Long Range Planning	\$172,764.76	\$11,035.62	\$183,800.38	\$8,486.72
600 Special Planning Initiatives	\$13,505.25	\$2,994.75	\$16,500.00	\$0.00
Total	\$520,467.25	\$115,412.10	\$635,879.35	\$86,452.31
"Federal Share" (0.8185 of Total "D")**				\$520,467.25
Local Share (0.1815 of Total "D")				\$115,412.10
Overmatch				\$86,452.31

* The total flexible match value has been distributed among the work items where the hours are estimated to be earned.

** Federal reimbursement is limited \$520,467.25. This project is treated as a lump sum.

APPENDIX 2: PERSONNEL COST BUDGET AND PROVISIONAL FRINGE RATE

	<u>AMENDED</u>
Annual Salaries	\$333,717.00
Direct Salaries	\$285,766.00
 Fringe Expenses	
Wages Allocated to Fringe	\$47,951.00
Health Insurance	\$65,000.00
Dental-Vision	\$5,200.00
Healthcare Reimbursement Account	\$7,500.00
Life, ST, LT Insurance	\$5,300.00
Workers Compensation	\$1,000.00
Social Security	\$20,690.45
Medicare	\$4,838.90
Retirement	\$28,000.00
State Unemployment Insurance	\$1,500.00
Subtotal Fringe Expenses	<u>\$186,980.35</u>
Total Personnel Costs	<u>\$472,746.35</u>

Calculation of the Provisional Fringe Rate:	65.43%
Total Fringe Expenses	
Allocation Base: Direct Program Salaries	
Provisional Fringe Rate (Total Fringe Costs/Direct Program Salaries)	

APPENDIX 3: DIRECT COST BUDGET

	<u>AMENDED</u>
Work Element 300 ArcGIS Software (Esri)	\$700.00
Work Element 300 Traffic Count Software (MS2)	\$4,900.72
Work Element 400 Asset Management Training and Reimbursements	\$8,030.35
Work Element 500 Travel Demand Model (Cambridge)	\$30,000.00
Work Element 500 Transcad Software (Caliper)	\$2,400.00
Work Element 600 Special Studies-Transit Stop Study/Software	\$13,505.25
Work Element 200 Traffic Signal Corridor Study	\$0.00
SMPC Direct Program Costs	<u>\$21,460.84</u>
Total Direct Costs	<u>\$80,997.16</u>

APPENDIX 4: INDIRECT COST BUDGET AND PROVISIONAL INDIRECT RATE

	<u>AMENDED</u>
Services and Equipment	
Office Space/Utilities	\$34,800.00
Equipment	\$8,000.00
Legal Services	\$1,000.00
Legal Notices	\$800.00
Payroll Services	\$1,700.00
ADA Accommodation Services	\$500.00
 Subtotal	 \$46,800.00
Operating Costs	
Computer Software	\$4,000.00
Copy/Printing	\$500.00
Equipment Maintenance/Repair	\$1,000.00
Memberships	\$1,500.00
Postage	\$500.00
Professional Development/Travel	\$20,000.00
Space Insurance	\$3,000.00
Subscriptions/Publications	\$250.00
Supplies	\$7,000.00
Telephone/Internet	\$3,500.00
Website	\$500.00
Subtotal	<u>\$41,750.00</u>
Total Indirect Costs	<u>\$88,550.00</u>
 Calculation of the Provisional Indirect Cost Rate	
Indirect Costs	\$88,550.00
Allocation Base: Total Personnel Costs	<u>\$472,746.35</u>
Provisional Indirect Cost Rate (Indirect Costs/Personnel Costs)	<u>18.73%</u>
 Other Costs	
Audit Services	\$9,000.00

Non-reimbursable audit costs will be paid for directly from FY 2020 Membership dues.

This indirect Cost Rate proposal has been developed in accordance with the standards in 2 CFR 225 (Cost Principles for State, Local, and Indian Tribal Governments) and ASMB C-10 (A Guide for State, Local and Indian Tribal Governments - Cost Principles and Procedures for Developing Cost Allocation Plans and Indirect Cost Rates for Agreements with the Federal Government) and in accordance with the current Kalamazoo Area Transportation Study Indirect Cost Allocation Plan.

APPENDIX 5: CERTIFICATE OF INDIRECT COSTS

**Kalamazoo Area Transportation Study
Indirect Cost Rate Proposal**

CERTIFICATE OF INDIRECT COSTS

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

- 1) *All costs included in this proposal May 29, 2019 to establish billing or final indirect costs rates for October 1, 2020-September 30, 2021 are allowable in accordance with the requirements of the Federal award(s) to which they apply and 2 CFR Part 225 (formerly OMB Circular A-87), "Cost Principles for State, Local and Indian Tribal Governments." Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.*

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

I declare under penalty of perjury that the foregoing is true and correct.

SIGNATURE

*Jonathan R. Start, Executive Director
Kalamazoo Area Transportation Study*

Date Executed: May 29, 2019

APPENDIX 6: POLICY COMMITTEE MEMBERSHIP
(As of May 5, 2019)

Policy Committee Chairperson

Randy L. Thompson, Comstock Township

Policy Committee Vice-chairperson

Libby Heiny-Cogswell, Oshtemo Township

Policy Committee Treasurer

Marsha Drouin, Richland Township

Bill Adams	Village of Vicksburg
David Anderson	City of Kalamazoo
Robert Britigan	City of Parchment
Pamela Brown Goodacre	Kalamazoo Country Transportation Authority
John Clement	Van Buren Transit
Jeremiah Cook	Village of Richland
Carol Daly	Village of Mattawan
Michael Grabbe	Village of Lawton
Keith Gunnett	Village of Schoolcraft
Jeff Heppler	Village of Augusta
John Hinkle	Texas Township
Martin Janssen	Central County Transportation Authority
Joanna Johnson	Road Commission of Kalamazoo County
Greg Kinney	Van Buren County Road Commission
John Lanum	Michigan Department of Transportation Lansing
Judy Lemon	City of Galesburg
Michele McGowen	KATS Citizen Advisory Committee
Gary Moore	Ross Township
Sarah Moyer-Cale	Village of Paw Paw
Pete Pfeiffer	Michigan Department of Transportation Kalamazoo TSC
Don Martin	Kalamazoo Township
Greg Rosine	Western Michigan University
Brian Sanada	Michigan Department of Transportation Southwest Region
Paul Schincariol	Van Buren County
Tracey Locey	Brady Township
Jeff Sorensen	Cooper Township
Thomas L. Swiat, Jr.	Prairie Ronde Township
Greg Thomas	Pavilion Township
Don Ulsh	Schoolcraft Township
Patricia Randall	City of Portage
William Van Tassel	Almena Township
Kevin Wordelman	Kalamazoo County Board of Commissioners

APPENDIX 7: TECHNICAL COMMITTEE MEMBERSHIP
(As of May 5, 2019)

Technical Committee Chairperson

Chris Forth City of Portage Planning

Technical Committee Vice-chairperson

Kathy Schultz Central County Transportation Authority

Tom Anthony	Village of Mattawan
Muhammad Arif	City of Portage Engineering
Jamie Baker	Oshtemo Township
Bill Bresson	City of Galesburg
Mickey Bittner	Village of Paw Paw
Tony Dacoba	Van Buren Public Transit
Orrin Dorr	City of Kalamazoo Engineering
Nancy Stoddard	City of Parchment
Jeff Franklin	Michigan Department of Transportation Planning (Lansing)
Kendra Gwin	City of Portage Engineering
Jeff Heppler	Village of Augusta
Lawrence Hummel	Van Buren County Road Commission
Lotta Jarnefelt	Kalamazoo County Planning
Kathleen Reilly	City of Kalamazoo Planning
Cheri Lutz	Village of Schoolcraft
Jim Mallery	Village of Vicksburg
Ryan Minkus	Road Commission of Kalamazoo County
Michelle O'Neill	Michigan Department of Transportation (TSC)
Abhishek Prodduturi	City of Kalamazoo Engineering
Brian Sanada	Michigan Department of Transportation Southwest Region
Joe Stark	City of Kalamazoo Engineering
Jodi Stefforia	Comstock Township
Greg Vlietstra	Kalamazoo County Transportation Authority
Mark Worden	Road Commission of Kalamazoo County

APPENDIX 8: STAFF MEMBERS

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APPENDIX 9: NON-DISCRIMINATION POLICY STATEMENT

From the Title VI Non-Discrimination Plan for the Kalamazoo Area Transportation Study
Approved October 19, 2011

Non-Discrimination Policy Statement

The Kalamazoo Area Transportation Study (KATS) assures that no person shall, on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (P.L. 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. KATS further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not. Furthermore, KATS will not exclude persons based on age, religion, or disability.

More specifically, the Kalamazoo Area Transportation Study assures that efforts will be made to prevent discrimination through the impacts of its programs, policies, and activities on minority and low income populations. Additionally, the Kalamazoo Area Transportation Study will take reasonable steps to provide meaningful access to services for persons with Limited English Proficiency.