

**AGENDA**  
**Region 3**  
**Paw Paw - Lawton Small Urban Task Force**  
**November 2, 2021, 1:00 p.m.**

- I. Call to Order
- II. Introductions
- III. Public Comment on Non-Agenda Items
- IV. Review of current voting members of the Paw Paw - Lawton Small Urban Area Task Force

Eligible agencies must serve a population of 5,000 to 50,000 including:

- County Road Commission
- Cities/Villages
- Transit Agencies

- V. Review of Currently Programmed Paw Paw - Lawton Small Urban Projects
- VI. Call for Projects for 2024-2026
- VII. Public comment
- VIII. Other Business
- IX. Adjourn

\* Information available at [www.smpcregion3.org/transportation](http://www.smpcregion3.org/transportation)

**Meeting Minutes**  
**Paw Paw - Lawton Small Urban Area Meeting**  
**April 21, 2021**

**Call to Order**

Meeting was called to order at 10:04 a.m. The meeting was held on Microsoft Teams in accordance with the Kalamazoo County State of Emergency allowing remote participation by parties subject to the Michigan Open Meetings Act.

**Introductions**

The following individuals were in attendance:

Barry Anttila, Van Buren County Road Commission  
Dan Bishop, Van Buren County Road Commission  
Todd Hackenberg, Village of Lawton  
Sarah Moyer-Cale, Village of Paw Paw  
Mark Kloha, Michigan Department of Transportation, Small Urban Program Manager  
Fred Nagler, Kalamazoo Area Transportation Study  
Steve Stepek, Kalamazoo Area Transportation Study  
Ali Townshend, Kalamazoo Area Transportation Study

**Public Comments on Non-Agenda Items**

No Public Comments were offered.

**Review of Voting Members**

Voting members were identified as Moyer-Cale for the Village of Paw Paw, Hackenberg for the Village of Lawton and Bishop for the Van Buren County Road Commission.

**HIP/COVID Funding**

Kloha presented an overview of the recently approved Highway Infrastructure Program (HIP/COVID) funding. The Michigan Department of Transportation has allocated \$81,204 in federal HIP/COVID funding with no local match required to each Small Urban area in the state. Funds cannot be used to match other federal funding but may be applied to overmatch amounts on previously programmed and unobligated projects. Agencies have until fiscal year 2024 to obligate funding. Since Paw Paw - Lawton Small Urban area is on the even year cycle they can choose to apply HIP/COVID funding to a 2024 project. A Call for Projects is expected to be issued on or after May 2021. Eligibility for funding is the same as for regular STP federal funding. In addition, there are specific special eligibilities outside of typical projects. If agencies are interested in programming one of the special eligibilities, they must be approved by the Federal Highway Administration.

Stepek said that he was recently informed that MDOT was not authorized to flex the HIP/COVID funding to transit. (**UPDATE:** After the meeting was adjourned and prior to the completion of the minutes the Kalamazoo Area Transportation Study was informed that HIP/COVID funding **can** be flexed.)

**Discussion/Action on Projects for FY 2021 - 2023**

After some discussion of the status of currently programmed projects, no changes or actions regarding the 2021 – 2023 program were proposed. Agencies will consider eligible projects and activities and will request another meeting of the Paw Paw – Lawton Small Urban group to propose projects for approval at a later date.

**Public Comments**

No public comments were offered.

**Other Business**

No other business was discussed.

**Adjournment**

There being no further business, the meeting was adjourned at 10:21 a.m.

Minutes prepared:

April 23, 2021

Fiscal Year	Job#	Small Urban	Project Name	Limits	County	Length	Primary Work Type	Project Description	Fed Amount	State Amount	Local Amount	Total Amount	Responsible Agency
2021	207242	Albion	Division Dr	Clark Street to E County Line	Calhoun	1.071	Road Rehabilitation	Resurfacing	\$375,000	\$0	\$93,750	\$468,750	Calhoun County
2023	207247	Albion	N Clark St	North Street to City Limits	Calhoun	0.503	Road Rehabilitation	Restoration & Rehabilitation	\$375,000	\$0	\$175,000	\$550,000	Albion
2021	208218	Coldwater-Quincy	Marshall Rd	State to Jonesville	Branch	2.020	Road Rehabilitation	Resurface	\$375,000	\$0	\$200,000	\$575,000	Branch County
2023	208484	Coldwater-Quincy	W Liberty St	Main to Berry	Branch	0.318	Reconstruction	Reconstruct	\$375,000	\$0	\$93,750	\$468,750	Quincy
2020	209765	Hastings	E Woodlawn Ave	N Michigan Ave to City Limits	Barry	0.776	Road Rehabilitation	Cold Milling and Resurface (3"	\$240,450	\$0	\$80,150	\$320,600	Hastings
2021	209766	Hastings	N Michigan Ave	N Michigan-State Rd to Woodl	Barry	0.727	Road Rehabilitation	Cold mill and resurface (3" de	\$375,000	\$0	\$93,750	\$468,750	Hastings
2023	208261	Hastings	N Airport Rd	M-37 Hwy to W State Rd	Barry	1.388	Road Capital Preventi	Preventative Maintenance	\$200,000	\$0	\$50,000	\$250,000	Barry County
2021	208254	Marshall	E Mansion St	East Drive/North Drive E & Ma	Calhoun	0.366	Reconstruction	Resurface and Reconstruct	\$375,000	\$0	\$412,000	\$787,000	Marshall
2023	208255	Marshall	17.5 Mile Rd	Marshall City Limits to G Drive	Calhoun	0.368	Road Rehabilitation	Restoration and Rehabilitatio	\$375,000	\$0	\$93,750	\$468,750	Calhoun County
2020	132931	Paw Paw-Lawton	CR 653	Red Arrow Highway South to I	Van Bure	0.458	Road Rehabilitation	Resurfacing	\$303,000	\$0	\$207,000	\$510,000	Van Buren County
2020	132932	Paw Paw-Lawton	Transit Capital	areawide	Van Bure	0.000	1110-Bus Rolling Stor	FY 2020 Small Urban Progra	\$72,000	\$20,000	\$0	\$92,000	Van Buren County Board of Commissioners
2022	207882	Paw Paw-Lawton	E Michigan Ave	Gremps Street to LaGrave	Van Bure	0.270	Reconstruction	Reconstruction	\$375,000	\$0	\$725,000	\$1,100,000	Paw Paw
2021	208392	Sturgis	Vinewood Ave	Vinewood Ave & Congress St	St. Josep	0.513	Reconstruction	Reconstruct	\$375,000	\$0	\$93,750	\$468,750	Sturgis
2023	208393	Sturgis	Fawn River Rd	Fawn River from Balk to M-66; St. Josep	St. Josep	3.026	Road Rehabilitation	Resurface	\$375,000	\$0	\$181,250	\$556,250	St. Joseph County
2021	208245	Three Rivers	Railroad Dr	W Michigan Avenue to W Prut	St. Josep	0.299	Reconstruction	Reconstruct	\$375,000	\$0	\$405,200	\$780,200	Three Rivers
2023	208246	Three Rivers	Wilbur Rd	Wilbur:US-131-Moorepark; Mc	St. Josep	2.747	Road Rehabilitation	Resurface	\$375,000	\$0	\$93,750	\$468,750	St. Joseph County

Small Urban Area – Odd Year Funding
Adrian-Tecumseh-Clinton*
Allegan
Alma – St. Louis
Au Sable
Big Rapids
Charlotte - Potterville
Chelsea
Clare-Farwell
Coldwater-Quincy
Dowagiac
Eaton Rapids
Gaylord
Goodrich-Ortonville
Hastings
Houghton Lake
Houghton-Hancock
Ironwood
Ishpeming – Negaunee
Kinross Charter Township
Manistee - Eastlake
Menominee
Milan
Paw Paw Lake-Hartford
Plainwell – Otsego
Portland
Richmond
South Haven
Three Rivers
Traverse City*
Williamston – Webberville

\*receive funding each year

Small Urban Area – Even Year Funding
Adrian-Tecumseh-Clinton*
Albion**
Alpena
Belding
Berrien Springs – Eau Claire
Cadillac
Caro
Escanaba – Gladstone
Greenville
Hillsdale-Jonesville
Holly
Ionia
Iron Mountain–Kingsford-Norway
Lapeer
Laurium – Calumet
Lowell
Ludington
Marshall**
Marquette
Mt. Pleasant
Owosso-Corunna**
Paw Paw – Lawton
Petoskey
Sault Ste. Marie
St. Johns
Sturgis**
Traverse City*
Whitehall – Lakewood Club – Montague

\*receive funding each year

\*\*switched from odd to even year



STATE OF MICHIGAN  
DEPARTMENT OF TRANSPORTATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

PAUL C. AJEGBA  
DIRECTOR

August 24, 2021

Small Urban Transportation Agencies  
Regional Planning and Development Agencies

Dear Transportation Partner:

Subject: Fiscal Years 2024 - 2026 Small Urban Program Call for Projects

The Michigan Department of Transportation (MDOT) will be accepting Small Urban Program project applications for Fiscal Years (FYs) 2024 - 2026. The Small Urban Call for Projects process is beginning now to allow for project selection and programming completion in time for the FY 2023 - 2026 State Transportation Improvement Program/Transportation Improvement Program development.

Funding criteria for the MDOT Small Urban Program is listed below:

- Transportation projects are awarded on a rotating basis to small urban areas with populations of 5,000 to 50,000 according to the 2010 United States Census.
- The maximum amount awarded for a project is \$385,000 in federal dollars.
- The implementing agency must provide a minimum 20 percent local match for road and bridge projects. Transit projects are matched with state Comprehensive Transportation Funds.
- All proposed projects must be within the approved federal-urbanized area boundary and/or be located on the Federal Aid Highway System.
- Funding can only be used for construction costs or for transit capital and/or operating expenses.
- Areas with populations of 40,000 or more are eligible for an annual Small Urban award. Currently, the areas that are eligible for annual awards are Adrian, Tecumseh and Traverse City.

The current program funding estimates for FY 2024 - 2026:

FY 2024	\$11,255,000
FY 2025	\$11,468,000
FY 2026	\$11,686,000

Project applications must be submitted to MDOT no later than December 1, 2021. Michigan's 14 State Regional Planning and Development Agencies are responsible for scheduling meetings and submitting applications on behalf of the implementing agencies. Information regarding the required planning process and instructions for completing the project application are available online at: [www.michigan.gov/mdotsmallurban](http://www.michigan.gov/mdotsmallurban). MDOT staff will continue to work with the small urban areas to maximize the use of these dollars.

Transportation Partner  
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August 24, 2021

If you have any questions, please contact either me or Mark Kloha, Transportation Planner, Statewide Planning Section, at KlohaM@michigan.gov or 517-241-3675.

Sincerely,

*Craig B. Newell Jr.* Craig B. Newell  
Aug 24 2021 12:00 PM  
DocuSign

Craig B. Newell, Administrator  
Statewide Transportation Planning Division

cc: Mark Kloha, MDOT





The urban area committee's priority ranking will facilitate selection of the most needed projects statewide. Minutes of the project selection meeting must be submitted with the project proposal(s) as an indication of the participation and consensus building effort.

If the urban area boundary includes tribal land, it is the responsibility of Regional Planning Agency to provide an opportunity for the tribal government to comment on the proposals. Projects will not be considered without evidence that tribal governments were consulted in the review process, where applicable.

#### **SMALL URBAN AREAS WITHIN AN MPO BOUNDARY**

Small urban areas within a Metropolitan Planning Organization (MPO) boundary must consult with the local MPO (a list of small urban areas within an MPO is on the website). If a project is selected for funding within an MPO, it must be included in the MPO's Transportation Improvement Program (TIP). When a Small Urban project is selected within an MPO, please contact the MPO to make sure the project will be added to the appropriate MPO TIP.

#### **PROJECT PRIORITIZATION**

Projects submitted, regardless of agency, must be prioritized by small urban area by the project selection committee. The Small Urban committees will meet and select project(s) for the years that they receive funding. On the MDOT forms (2606 for road or 2638 for transit), the committee will indicate the year that the project will be obligated. After the committee has selected projects for the full available funding, the committee can then select illustrative projects, as potential backup projects, or if additional funding becomes available. If multiple projects are selected, then the projects must be prioritized as "1," "2," and "3".

#### **PROJECT APPLICATION**

Once project(s) are agreed upon and prioritized by the small urban area selection committee, a project application form (2606 or 2638) must be completed for each project.

For road projects, applications are restricted to construction costs only. The local match requirement, design and engineering, and other non-participating costs will be the responsibility of the local requesting agency(s). Federal funds are capped with overruns being local responsibility.

Projects utilizing federal funds are typically funded with 80% federal funds and require a 20% Non-federal match. The FAST Act allows for a "sliding scale" which is defined under 23 U.S.C. 120(a) and (b) authorizes an upward adjustment to the Federal share for a State containing Federal and nontaxable Indian lands. This option is available for local agencies to increase the federal funding portion to 81.85% and lower the local match portion to 18.15% for road projects. If an agency chooses the "sliding scale" option, the funding amounts on the 2606 forms will reflect the percentages and will be programmed manually in JobNet to reflect the increased percentage of federal funding.

For transit project applications, please provide a description in addition to the project costs. The minimum 20 percent match is provided by CTF funds. If local funds are also added, please indicate the amount of the additional local funds on the form.

## **PUBLIC INVOLVEMENT**

The FAST Act requires that the public have reasonable opportunity to participate in the selection process and comment on projects to be included as part of the Statewide Transportation Improvement Program (STIP). The RPAs are responsible for scheduling meetings and submitting applications on behalf of the small urban area. Each small urban area requesting funding is responsible for notifying the citizens and elected officials within their community of the opportunity to participate in the project selection process prior to submittal to MDOT. A minimum of one public meeting of the local project selection committee must be held to select projects and assign priority ranking. Notice of the public meeting must be advertised in a local news publication or internet webpage.

A copy of the meeting announcement from a local news publication or internet webpage must be submitted with the project applications.

## **PROJECT SELECTION**

MDOT is responsible for final project selection for the Small Urban Program and administration of the federal-aid transportation program. Selected projects will be included in the Statewide STIP. Areas within an MPO boundary must consult with the MPO to determine the process for adding funded projects to the MPO TIP.

For project(s) to be considered for funding, the following application information must be submitted to MDOT by the requested due date:

- 1) A completed small urban project application (MDOT Form 2606/2638) for each project.
- 2) Minutes of the project selection committee meeting and/or a letter of support with the signatures of all members of the project selection group.
- 3) A copy of the public announcement from a local news publication or internet webpage.
- 4) Local financial assurance of project match.

Please submit application materials to Mark Kloha at [kloham@michigan.gov](mailto:kloham@michigan.gov).

## **MDOT ASSISTANCE**

The Statewide Planning Section has responsibility for administering the Small Urban Program. Questions regarding the Small Urban Program should be directed to Mark Kloha, Small Urban Program Manager, at [kloham@michigan.gov](mailto:kloham@michigan.gov) or 517-241-3675.