
FY 2011
Unified Planning Work Program
for the Kalamazoo Metropolitan Area

Approved: June 30, 2010

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"The preparation of this report has been financed in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(f)] of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation."

2011 Unified Planning Work Program

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SECTION I INTRODUCTION

The FY 2011 Unified Planning Work Program (UPWP) for the Kalamazoo metropolitan area outlines the transportation planning program of the Kalamazoo Area Transportation Study (KATS). The UPWP 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 KATS, is assisted by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). Both federal agencies continue to play an effective role in KATS by providing requested technical assistance and encouraging intergovernmental cooperation.

Areas of focus for the FY 2011 Unified Planning Work Program include:

- Continued involvement with local partners as a part of the consultation process (Work Element 200)
- Maintenance of demographic data for the development of the 2035 Transportation Plan (Work Element 300)
- Collection of PASER ratings and analysis of data for the Asset Management Council (Work Element 302)
- Data collection and monitoring of the management systems, with a focus on Pavement Management and Safety Management (Work Element 400)
- Monitoring of air quality improvement projects within the Kalamazoo, Calhoun, and Van Buren County non-attainment area (Work Element 500)
- Final development of 2035 Transportation Plan (Work Element 500)
- Study of downtown street network within Oshtemo Township (Work Element 502)

The KATS program emphasizes the examination of the transportation system with an objective of developing transportation plans and programs that are realistically implementable. ***This approach places importance on the linkage between planning, programming, and implementation.***

Staff levels for 2011 will include three full-time staff members and one part-time staff member. KATS 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 KATS staff role will focus on the management of activities and providing program direction. Collectively, KATS 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.

Staff has reviewed the adopted KATS Indirect Cost Allocation Plan and has determined that the plan's computational method of calculating indirect cost allocation is still appropriate.

Items presented in this Unified Planning Work Program are intended to be a brief summary of proposed activities for the year. It is not meant to be an all inclusive listing of activities performed by KATS. Unexpected changes in priorities may shift the focus of the UPWP and prevent some items from being completed.

SECTION II 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 Kalamazoo area. Their study and analysis clearly fits 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 and Maintenance of the Transportation System**
- ISSUE NO. 2: Capacity Improvements Through Traffic Operations Projects**
- ISSUE NO. 3: Continuing Intergovernmental Cooperation in Transportation**
- ISSUE NO. 4: Continuing Focus on Public Participation, Environmental Justice, and Title IV**
- ISSUE NO. 5: Transportation and Economic Development including Freight Transportation**
- ISSUE NO. 6: Emphasis on Including Safety in the Transportation Planning Process**
- ISSUE NO. 7: Transportation Financing Issues and Financial Constraint**
- ISSUE NO. 8: Asset Management Through Transportation Management Systems Implementation and Application**
- ISSUE NO. 9: Public Transportation Service Levels and Delivery Alternatives**
- ISSUE NO. 10: Multi-Modal Systems Review and Integration to Include Bikeways and Pedestrian Facilities**
- ISSUE NO. 11: Consideration and Examination of the Inter-relationship Between Land Use, the Services Delivered by the Transportation System, and the Quality of Life in Kalamazoo County**
- ISSUE NO. 12: Meeting Air Quality Standards Prescribed by the Environmental Protection Agency (EPA) and identification of ways to reduce climate impact and greenhouse gases**
- ISSUE NO. 13: Consultation with Other Partners in the Development of the Transportation System**
- ISSUE NO. 14: Review of Potential Environmental Impacts (Mitigation) and Encourage Minimal Impacts Prior To and During Construction**
- ISSUE NO. 15: Identification of Performance Measures**
- ISSUE NO. 16: 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.

SECTION III PROGRAM FUNDING

Program funding for FY 2011 is summarized in Tables 1 and 2. Table 1 presents the MDOT Planning Budget for the Kalamazoo metropolitan area. This is the estimated budget for MDOT Statewide Planning staff to participate in and support KATS activities. This budget is not included in the KATS UPWP budget but is included for information purposes. Table 2 presents the budget for the Kalamazoo Area Transportation Study program.

Eight work elements have been identified in the FY 2011 Unified Planning Work Program (UPWP). These eight work elements allow for:

- The local agencies to provide third party in-kind contributions to the KATS program in the appropriate work element;
- The identification of areas of focus more clearly between Short Range Planning, System Surveillance and Monitoring, the Management Systems, and Long Range Transportation Planning; and
- The separation of road transportation elements from the transit planning efforts for financial tracking purposes.

FY 2011 projected funding allocations include \$309,466 in FHWA Planning (PL) funds, \$84,912 in FTA Section 5303 funds, and \$20,000 in Michigan Transportation Funds (Asset Management). The local match for the KATS program consists of the value of local agency work effort (third party in-kind contributions) on the Unified Planning Work Program activities which matches all KATS activities. Table 2 shows the federal funding and total third party in-kind contributions for the entire KATS program. Third party in-kind contributions are used to match the entire KATS Unified Planning Work Program. PL funds are matched 18.15% local while FTA Section 5303 funds are matched 20% local.

The Oshtemo Township Planning Department will be utilizing \$20,000 in PL funds to study the downtown area of Oshtemo Township. This area has the potential for circulation improvements including non-motorized pathways and access management. The study will involve a consultant and be funded by KATS. The study is expected to be completed during FY 2011 with the assistance from KATS staff, MDOT, and the Kalamazoo County Road Commission.

The Kalamazoo Area Transportation Study local agency members are making third party in-kind contributions for efforts they complete as part of this Unified Planning Work Program. The results of these work activities are used in the planning processes and products of the Kalamazoo Area Transportation Study. The value of these third party in-kind contributions with the direct and indirect costs of KATS staff on the program together make up the total value of the program. The third party in-kind contributions exceed the amount needed to match the federal dollars in the FY 2011 program. More detail on the breakdown of contributions provided to KATS for FY 2011 can be found in the Appendices.

Table 1
MDOT Planning Budget - FY 2011

Work Item Description	TOTAL	FHWA SPR	MDOT Match	Person Days
<i>100 Program Management</i>				
<i>200 Short Range Planning</i>	\$22,191	\$17,753	\$4,438	77
<i>300 System Surveillance & Monitoring</i>				
300 System Surveillance & Monitoring				
301 Transit Data Collection				
302 Asset Management				
<i>400 Transportation System Management & Operations</i>				
<i>500 Long Range Planning</i>				
500 Long Range Planning	\$19,528	\$15,622	\$3,906	65
501 Transit Planning				
502 Consultant				
TOTAL	\$41,719	\$33,375	\$8,344	142

**Table 2
FY 2011 Unified Planning Work Program Budget
Kalamazoo Area Transportation Study**

	Program Budget	FHWA PL	FTA 5303	MDOT Asset	Contributions*		Hours
					FHWA PL	FTA 5303	
TOTAL BUDGET	\$669,794	\$309,466	\$84,912	\$20,000	\$140,785	\$111,001	15,991
100 Program Management PMA	\$43,000	\$30,100	\$12,900				1,245
200 Short Range Planning SRP	\$72,492	\$44,526	\$10,880		\$14,890	\$2,196	1,972
300 System Surveillance & Monitoring SSM	\$116,382	\$72,421			\$43,961		3,225
301 Transit Data Collection TRANSIT	\$66,527		\$24,000			\$42,527	2,205
302 Asset Management ASSET	\$20,000			\$20,000			495
400 Transportation System Management & Operations TSMO	\$95,674	\$74,786			\$18,404	\$2,484	1,230
500 Long Range Planning LRP	\$138,424	\$62,206	\$15,200		\$55,238	\$5,780	2,555
501 Transit Planning TRANSIT	\$79,946		\$21,932			\$58,014	2,724
502 Consultant CONSULT	\$37,349	\$25,427			\$8,292		340

*Third Party In-Kind Contributions by Local Agencies. Additional detail provided in the Appendices.

**Table 3
Projected Contract Costs - FY 2011**

Work Element	Task Title	FHWA PL	FTA 5303	Cash Match	Total
502 CONSULT	Oshtemo Township Downtown Circulation Study	\$20,000		\$3,630	\$23,630

SECTION IV
FY 2011 Unified Planning Work Program

WORK PROGRAM OUTLINE

100 PROGRAM MANAGEMENT

200 SHORT RANGE PLANNING

300 SYSTEM SURVEILLANCE AND MONITORING

300 System Surveillance and Monitoring

301 Transit Data Collection

302 Asset Management

400 TRANSPORTATION SYSTEM MANAGEMENT AND OPERATIONS

500 LONG RANGE PLANNING

500 Long Range Planning

501 Transit Planning

502 Consultant

100 Program Management

	Source			Third Party In-Kind Contributions	Program Hours
	Total	FHWA	FTA		
KATS	\$43,000	\$30,100	\$12,900	\$0	1,245

OBJECTIVES

Continue steps to cooperatively work towards the implementation of the planning process.

Effective KATS program management and administration.

ACTIVITIES

Tasks and activities throughout this Unified Planning Work Program will reflect a program emphasis on a “single transportation planning program” effort carried on cooperatively between the local units of government and the Michigan Department of Transportation within the forum of the Metropolitan Planning Organization (MPO).

Additional activities addressed under this work element are the management and administration of process development and of all Study activities.

Agenda development, meeting notices, preparation of meeting materials, meeting records, and attendance at meetings (Policy, Technical, Michigan Transportation Planning Association (MTPA), and other) that are not specific to any single work element. Transportation program management and administrative activities and actions. Actions to include meetings, schedule development, development and refinement of agreements and understandings, and documentation of activities that collectively lead to the full implementation of the urban transportation planning process.

- Policy Committee Meetings and Materials
- Technical Committee Meetings and Materials
- Michigan Transportation Planning Association Meetings
- Review of Policy Committee and Technical Committee membership and structure (bylaws) as needed
- Monitor and review new federal and state legislation regarding transportation planning regulations, transportation systems funding, and other relevant transportation regulations
- Review interagency contracts between KATS and MDOT and the local agencies as needed
- Development of Continuation of Operations Plan
- Program management and administrative activities
- Other non-work element specific meetings

PRODUCTS

- Development and documentation of procedures relating to the single planning process
- Meeting agendas and notices, resolutions and actions, and record of meetings
- Technical Committee and Policy Committee Bylaws Update
- Interagency Agreements including MDOT Master Agreement review and adoption
- Continuation of Operations Plan
- Program management and administration

THIRD PARTY IN-KIND CONTRIBUTIONS -

No third party in-kind contributions are budgeted for FY 2011.

200 Short Range Planning

	Source			Third Party In-Kind Contributions	Program Hours
	Total	FHWA	FTA		
KATS	\$72,492	\$44,526	\$10,880	\$17,086	1,972

OBJECTIVES

Short range planning involves the creation of programs and documents that outline what the Kalamazoo Area Transportation Study and the local agencies work on more typically during the year. Creation of federally required documents, including the FY 2012 Unified Work Program. Monitoring of the FY 2011 - 2014 Transportation Improvement Program. Encourage public contact between the local road and transit agencies.

ACTIVITIES

Unified Planning Work Program and Financial Monitoring

- FY 2011 Unified Planning Work Program Amendments (as required)
- FY 2012 Unified Planning Work Program development
- Indirect Cost Allocation Plan review
- Work Program approval process through Technical Committee and Policy Committee
- Self-Certification Review and Adoption
- Final Acceptance Report development and adoption
- Activity and financial monitoring and reporting
- Assist with completion of FY 2010 audit

Transportation Improvement Program

- Current Transportation Improvement Program project reviews
 - ▶ Monitor current fiscal year program
 - ▶ Program amendments, as required
 - ▶ Reports on current year projects status (at Policy and Technical Committee meetings)
 - ▶ Monitor financial constraint document
- Rural Task Force Meetings
- Local program and MDOT program proposals information
- Maintain schedule of federal funding received by KATS and expenditures by agencies
- Development of Annual Listing of federal and non-federal projects during FY 2010
- Review of Functional Classification System and proposed changes (as needed)
- Continue development of the project prioritization selection process for future projects
- Identify measures of performance for future TIP development

Participation Plan

- Review and update of the Participation Plan document (last updated December 2006)
- Public hearing, public information meetings, and participation for federally funded projects
- Promotion of continued involvement of interest groups
- KATS Public Hearing and Public Information meetings (as appropriate)
- Transportation presentations to various citizens' forums, interest groups, townships, and cities
- Newsletter or other public information dissemination alternative, including website

- Attend meetings and provide assistance to Citizens Advisory Committee
- Monitor Title VI requirements
- Respond to general public information requests

Safe Routes to School

- Provide technical assistance to schools participating in Safe Routes to School Program

Consultation

- Review and maintain current consultation contact list
- Notification of changes to the Transportation Improvement Program and Participation Plan
 - Provide opportunity for comment on changes
 - Notification of Technical Committee and Policy Committee proposed action
- Involvement in the development of plans and programs that impact the transportation network (brownfield, land use, public transportation)
- Continue to consult with agencies to minimize conflicts with other agency plans that may impact transportation in the metropolitan area
- Contact with freight providers to identify potential sites for development and current issues with road network
- Develop a formal process for conducting consultation that describes outreach, expected outcomes, and measures of success

THIRD PARTY IN-KIND CONTRIBUTIONS

Local agency staffs will provide third party in-kind contributions through work provided to the products of Short Range Planning. These activities will be from:

	Hours	Third Party In-kind Contribution
Kalamazoo County Road Commission	170	\$7,099
Kalamazoo County Planning	10	\$220
City of Kalamazoo Engineering	105	\$3,077
City of Portage Transportation and Utilities	80	\$3,982
Public Transportation	60	\$2,196
Oshtemo Township Planning	20	\$511
Total Value of In-kind Contributions	445	\$17,085

Local agency activities contributed to short range planning include:

- Development of agency capital programs as part of identification of federal-aid projects for the Transportation Improvement Program
- Public information and involvement activities for federal-aid projects (pre-construction)
- Specific meetings to address the amending of the KATS TIP as necessary separate from Technical and Policy Committee meetings
- Work on the development of the FY 2012 Unified Planning Work Program

- Record maintenance and reporting of program activities for input to KATS and reporting to state agencies (activity reports and time sheets)
- Address Title VI requirements on required programs and projects
- Financial cost and revenue projections for programs
- Work with local schools on Safe Routes to School activities
- Consult with others to develop capital and operating programs
- Identify and scope planning needs

All of these activities are used as the basis for developing and amending the KATS 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.

PRODUCTS

- FY 2012 Unified Planning Work Program
- FY 2011 Unified Planning Work Program Amendments
- Self-Certification Resolution
- Indirect Cost Allocation Plan Update
- Financial and Progress Reports
- Final Acceptance Report
- FY 2010 Audit
- FY 2011 - 2014 Transportation Improvement Program Amendments, as required
- Financial Constraint Document Updates
- FY 2010 Annual Listing of Federal and Non-Federal Funded Projects
- Functional Classification Changes
- Citizens Advisory Committee meeting notices, postings, and reports
- Newsletter on KATS activities and upcoming meetings
- Updated Participation Plan as needed
- Title VI Report Submission
- KATS Website
- Consultation Process Document
- Safe Routes to School Applications

300 System Surveillance and Monitoring

	Source				Third Party In-	Program
	Total	FHWA	FTA	State	Kind Contributions	Hours
KATS	\$202,909	\$72,421	\$24,000	\$20,000	\$86,488	5,925

OBJECTIVES

Development and maintenance of data information elements for incorporation into the short and long range transportation planning elements. Utilization of PASER data information. Assistance with creation of countywide GIS program that benefits the land use and transportation planning agencies in Kalamazoo County. Data collection of traffic count information on federal-aid eligible roadways. Funding and training of web based traffic counting software. Monitoring of the public transportation system through data collection efforts.

ACTIVITIES

Demographic Data

- Review of alternative and/or supporting sources for base data (continuing)
- Summary of potential (future) data collection methodologies
- Data monitoring
 - ▶ Employment data (Retail, Services, Other, Total)
 - ▶ Dwelling unit data
 - ▶ Student data
 - ▶ Land use and zoning
- Special generators
- Forecast tracking
- Data mapping with MDOT assistance

Land Use and Geographic Information Systems

- Work with Kalamazoo County on integration of land use data with current transportation data into a Geographic Information System (GIS)
 - ▶ Identification of needed data elements
 - ▶ Data collection methodology and update procedures
 - ▶ Digitalization of Kalamazoo County maps
 - ▶ Use of land use data in combination with transportation data to support scenario planning in the MPO
- Address correction for the Center of Geographic Information Framework Base Map
- Training, as necessary, on GIS software and applications

Asset Management (Work Element 302)

- Attendance at training seminar(s) on the use of PASER and data reporting
- Participation as part of a 3-person team that will rate the federal aid eligible roads in Kalamazoo County (50% of federal aid roads for FY 2010)
- Provide results of the PASER ratings to local agencies for review
- Revise PASER ratings where appropriate

- Public display of PASER ratings on website or through other public means
- Transmit PASER ratings along with other roadway data to MDOT
- Provide technical assistance to local agencies during the development of Asset Management Plans
- Monitor and report to the Asset Management Council the status of projects awarded funding in the past calendar year in Kalamazoo County
- Integrate PASER ratings and asset management into project selection criteria
- Analyze data and develop road preservation scenarios

Traffic Count Program

- KATS system counting program on federal-aid system
 - ▶ Urban and Rural traffic counting program
 - ▶ ADT factors development
 - ▶ Traffic flow/count maps
- Highway Performance Monitoring System (HPMS)
 - ▶ HPMS counts
 - ▶ HPMS segment data updates
 - ▶ Submission to MDOT HPMS traffic count and road characteristic data and
- Integration of count data into KATS website
- Research and review of new traffic counting equipment
- Intersection turning movements on federal-aid roadways for corridor analysis as needed
- Classification counting program
- Vehicle occupancy studies as needed
- Maintenance of Online Traffic Count Database (through Midwest Software Solutions)

Transit System Surveillance (Work Element 301)

- Data collection program review
 - ▶ Review of need/application data relationships (continuing)
 - ▶ Review of collection frequencies
 - ▶ Review of current collection process (each element)
 - ▶ Examination of data sampling approaches
 - ▶ Alternative data collection techniques
- Public transportation system monitoring (Metro Fixed Route, Metro Van, Care-A-Van)

<ul style="list-style-type: none"> ▶ Financial data ▶ Vehicle operation measurements <ul style="list-style-type: none"> - Vehicle service hours and miles - Vehicle revenue hours and miles 	<ul style="list-style-type: none"> ▶ Ridership measurement and rider characteristics ▶ Performance measurements ▶ Data required for the PTMS supported by MDOT
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- Ridership composition
- Measurement of "No-Shows" (Care-A-Van and Metro Van)
- Estimates of unmet demand

THIRD PARTY IN-KIND CONTRIBUTIONS

Local third party in-kind contributions to activities in System Surveillance and Monitoring is the work group with the largest amount of contributed effort. Local agencies that are contributing effort include:

	Hours	Third Party In-kind Contribution
Kalamazoo County Road Commission	1,020	\$20,488
Kalamazoo County Planning	80	\$1,760
City of Kalamazoo Engineering	590	\$9,753
City of Kalamazoo Planning and Community	80	\$1,760
City of Portage Transportation and Utilities	270	\$8,426
City of Portage Planning	40	\$1,774
Public Transportation	1,920	\$42,528
Total Value of In-kind Contributions	4,000	\$86,489

* Work Element 302 (Asset Management) not included as in-kind contribution.

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
- Monitoring of public transportation operations
- Monitoring of public transportation performance and demand for service

The results of these activities are the basis for the planning efforts of KATS. 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 KATS and as such, are used in all of the products.

PRODUCTS

- Data monitoring and analysis reports
- Traffic Count Program Report
- HPMS count and link data
- HPMS classification count reports
- Traffic count database
- Traffic count information on KATS website
- MDOT Traffic Count Program Update

- PASER data collected on federal-aid eligible roads in county
- Web based or other public display of PASER road ratings on network
- Asset Management Council PASER report
- Various data sets of public transportation statistics

400 Transportation System Management and Operations

	Source			Third Party	Federal
	Total	FHWA	FTA	In-Kind Contributions	Program Hours
KATS	\$93,190	\$74,786	\$0	\$18,404	1,230

OBJECTIVES

Continuation of data collection and monitoring of management systems. Provide pavement condition evaluation information for project selections. Identification of bridges in Kalamazoo County and their function to the road network. Development of a safe transportation network through the identification of safety issues, developing countermeasures, and applying for funding. Monitoring of the Transportation Management System along with the Michigan Department of Transportation. Maintain and monitor the existing public transportation system assets through the Public Transportation Management System. Examine current freight providers within Kalamazoo Metropolitan Area.

ACTIVITIES

Pavement Management System

- Run the PMS evaluation model and review priorities (annual)
- Use the PMS evaluation model as a factor in the STP and Transportation Plan project selection process
- Comprehensive evaluation of current model

Bridge Management System

- Direct participation in the State (MDOT) Bridge Management System (BMS) activities
- Bridge inventory and inspections on federal-aid system
- Prepare data reports for submission to MDOT
- Identification of proposed bridges for future Local Bridge Program submissions
- Local Bridge Program Application development
- Development of Program Summary Report

Safety Management System

- Highway Segment Rate Analysis
- Intersection Rate Analysis
- System Safety Analysis Program
 - ▶ Standard Reporting System or standard reports
 - ▶ Direct “special purpose” agency reports
 - ▶ Crash type reports
- 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 risk analysis reports (Highway Risk Management System)
- Safety project selection process and application development
- Monitoring and before/after studies
- Attend training on systematic and organized approach to safety conscious planning

- Develop safety goals and performance goals with local agencies
- Develop process and timetable for integrating goals and performance measures into project identification and selection process
- Conduct safety forum in coordination with local road agencies, law enforcement, and other interested parties
- Indexing of current and past crash diagrams (image files)

Congestion Management System

- Identify areas of congestion (quantifiable)
 - ▶ Areas where congestion currently exists
 - ▶ Areas where the potential for congestion exists
- Identify and assess existing or potential recurring and nonrecurring congestion
 - ▶ Corridors or corridor segments
 - ▶ Specific facilities
 - ▶ Specific points, such as intersections
- Establish data collection and system monitoring programs
- Identification and preliminary evaluation of proposed mitigation strategies
- Develop base programs for congestion mitigation
 - ▶ Projects identification and implementation programming
 - ▶ Identify how projects will impact climate change
- Undertake Corridor Studies on congested corridors (parts or whole)

Transportation Management System

- Monitor information provided on Michigan Department of Transportation Transportation Management System (TMS)
- Provide data assistance to local agencies utilizing TMS program

Public Transportation Management System

- Properties and equipment inventory, condition assessments, additions and disposals
 - ▶ Facilities inventory
 - ▶ Vehicle inventory
 - ▶ Other inventories (as required)
- Operational elements of data collection specified in the State “extended” PTMS program reports to MDOT
 - ▶ Database of transit system operational characteristics
- Capital needs summary reports
- Fleet replacement schedules review
- Conditions analysis

Intermodal and Freight Planning

- Identification of the components of the intermodal facilities within the Kalamazoo Metropolitan Area Boundary (MAB)
 - ▶ Facilities inventory
 - ▶ Facility use data

- ▶ Use projections
- ▶ Facilities deficiency findings
- Identification of freight facilities (interstate, commercial)
- Consultation with Kalamazoo County freight providers and business associations to identify access issues to freight facilities

THIRD PARTY IN-KIND CONTRIBUTIONS

The local third party contributions to the KATS planning program for Transportation System Management and Operations is provided by several local agencies. The agencies expected to provide in-kind contributions include:

	Hours	Third Party In-kind Contribution
Kalamazoo County Road Commission	180	\$7,411
City of Kalamazoo Engineering	250	\$8,346
City of Portage Transportation and Utilities	80	\$2,648
Public Transportation	60	\$2,484
Total Value of In-kind Contributions	570	\$20,889

The in-kind contributions provided will be for work continued by these agencies on activities that include:

- Use PMS data to determine future road improvements and needs
- Working with Roadsoft to identify projects to maintain the system most cost effectively
- Maintaining bridge condition inventories and using that information to develop projects
- Using crash and other data to identify safety projects and to monitor the effectiveness of completed projects
- Provide assistance in development of Safety Forum
- Identify areas of congestion and develop projects to reduce that congestion
- Monitor the capital equipment of the Public Transportation system to help program replacements
- Coordination of project development with local freight providers

These activities are basic inputs used by KATS to evaluate and prioritize projects for funding and to identify programs to address development issues affecting transportation in Kalamazoo County.

PRODUCTS

- Bridge inventory and inspections reports
- Highway Segment Crash Rate Analysis Reports
- Identification and mapping of high crash locations
- Safety Project Application
- Safety Forum
- Special analysis/summary reports
- Public Transportation Analysis reports
- Corridor Study Reports
- MDOT/UPTRAN system operational data submissions (to MDOT)
- Intermodal Facility Inventory Report

500 Long Range Planning

	Source			Third Party In-Kind Contributions	Federal Program Hours
	Total	FHWA	FTA		
KATS	\$218,370	\$62,206	\$37,132	\$119,032	5,619

	Source			
	Total	FHWA	FTA	Cash Match
Contracts	\$23,630	\$20,000	\$0	\$3,630

OBJECTIVES

Development of 2035 Transportation Plan, including financial analysis, project selection, and identification of future needs within Kalamazoo County. Continued development of an updated non-motorized inventory for Kalamazoo County. Coordination with efforts to create an Intelligent Transportation System in Kalamazoo County. 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. Maintain air quality conformity data and monitor air quality impacts.

ACTIVITIES

Transportation Plan

- Maintenance of local agency Act 51 reports
- Project future socio-economic measures (using data collected in Work Element 200)
- Update system network data with MDOT's assistance
- Amendments to 2030 Transportation Plan, as required
- Development of 2035 Transportation Plan
 - ▶ Review and use of land use plans for area jurisdictions
 - ▶ Work with state and federal partners, as well as local partners, on the identification of future freight impacts to the transportation network in Kalamazoo County
 - ▶ Review by Citizens Advisory Committee and other public outreach means
 - ▶ Adoption by Technical Committee and Policy Committee

Non-Motorized

- Continuation of the Non-Motorized Committee
 - ▶ Update Kalamazoo County Non-Motorized Inventory
 - ▶ Integrate non-motorized transportation into scenario planning to address livability in the MPO

Intelligent Transportation Systems (ITS)

- Coordinate with the Michigan Department of Transportation and local agencies on the development of a regional Intelligent Transportation System

- Facilitate cooperation between agencies to promote coordination in the management and operations of the transportation system
 - ▶ Assist in identifying ITS projects
 - ▶ Provide feedback on coordinated signal operations
 - ▶ Promote good incident management practices

Public Transportation (Work Element 501)

- Public transportation system (Metro Fixed Route, Metro Van, Care-A-Van)
 - ▶ System route performance analysis (on-time performance reports)
 - ▶ Fare studies and analysis
 - ▶ Peer group comparison studies
 - ▶ Evaluate demand for service
 - ▶ Pride Care/Metro Van Customer Service Survey
- Operations Analysis
 - ▶ Transfer studies
 - ▶ Route productivity and efficiency analysis
 - ▶ Schedule adherence studies
 - ▶ Demand response system coordination opportunities analysis
- Comprehensive Routing Analysis implementation of recommendations, as needed
- FTA Safety and Security Plan Development
- Business Continuity and Continuation Plan (BCCP) Development
- Title VI Update
- NTD Reporting Review
- Travel Trend Survey
- Review of coordinated human resources plan for public transportation
- Coordination assistance with transition of transportation authorities to Kalamazoo County Transportation Authority
- A range of transit analysis studies jointly undertaken by the MPO and the transit properties

Highway System Surveillance

- Corridor studies
- Intersection analysis
 - ▶ Geometrics
 - ▶ Timing and phasing (signalized)
 - ▶ Warrant analysis
 - ▶ Gap and delay studies
 - ▶ Corner sight distance
- Pavement markings and signage inventories
- Speed studies
- Other systems operations analysis

Special Studies

- Review of US-131BR Economic Impact Study to identify areas where potential improvements could be made to the transportation network. Work with local agencies to establish funding to match currently available earmark for preliminary engineering of US-131 BR and US-131 interchange.
- Assistance with redevelopment matters relating to the transportation network

Access Management

- Residential driveway analysis
- Identification of key access management techniques
- Individual access management related ordinances
- Specific development analysis (as needed)
- Review of commercial driveway access

Traffic Impact Studies

- Traffic impact studies
 - ▶ Trip generation analysis
 - ▶ Trip distribution
 - ▶ Traffic assignments
 - ▶ Significant deficiency identification

Air Quality Conformity

- Interagency Work Group Meetings as needed during TIP amendment process

Consultant

- Hire consultant to examine downtown area of Oshtemo Township as part of a circulation study coordinated between the Kalamazoo Area Transportation Study, the Kalamazoo County Road Commission, and the Michigan Department of Transportation.

THIRD PARTY IN-KIND CONTRIBUTIONS

The local agencies provide third party in-kind contributions that is contributed to KATS in the Long Range Planning work element. The local agencies that contribute work in these element include:

	Hours	Third Party In-kind Contribution
Kalamazoo County Road Commission	1,030	\$41,071
Kalamazoo County Planning	40	\$880
City of Kalamazoo Engineering	170	\$5,763
City of Kalamazoo Planning and Community	120	\$2,640
City of Portage Transportation and Utilities	100	\$3,900
City of Portage Planning	50	\$2,148
Public Transportation	2,670	\$63,793
Oshtemo Township Planning	290	\$7,127
Total Value of In-kind Contributions	4,470	\$127,322

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

- Work on non-motorized planning efforts
- Development of ITS programs
- Public transportation demand studies
- Public transportation operational and route studies
- Highway system surveillance and reporting

- Road corridor and intersection studies
- Access management activities
- Other development and transportation studies
- Oshtemo Township Circulation Study development

These work efforts are used in identifying where the transportation network needs to change to meet changes in demand. The changes in demand and development patterns are critical to the development and updating of the transportation plan and other long range transportation planning activities of KATS.

PRODUCTS

- 2035 Transportation Plan Finalization and Adoption
- Updated Traffic Analysis Zone Map
- Updated KATS Non-Motorized Inventory
- Act 51 Report Summary for Kalamazoo metropolitan area
- Updated System Network
- Separate “studies” reports
- Specific reports on elderly and disabled service provision
- Summary Financial Report (both public transportation systems)
- Travel Trend Survey
- Intersection analysis reports
- Other analysis reports as addressed
- Reviewed Coordinated Human Resources Plan for Kalamazoo County
- Access management plans/ordinances for/by local agencies
- Individual access management techniques evaluation reports
- Access management corridor reports
- Trip generation reports
- Transportation impact reports
- Interagency Work Group Meeting recommendations
- Oshtemo Township Circulation Study

APPENDICES

- A - Summary Budget by Program Activity - PL Budget**
- B - Summary Budget by Program Activity - FTA Budget**
- C - Participation by Local Agencies**
- D - FY 2011 Indirect Costs**
- E - FY 2011 Fringe Benefits**
- F - Policy Committee Membership**
- G - Technical Committee Membership**
- H - Staff Members**
- I - Metropolitan Transportation Planning Process Certification**
- J - Third Party In-Kind Contributions Notification and Assurances**

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Appendix A
FY 2011 Unified Work Program - Summary Budget by Program Activity
[PL Budget]

Program and Program Activities	"A" MPO Budget	"B" MPO Budget	"C" "Soft Match" *	"D" Cash Match	"E" Total Cost
Program Management		\$30,100			\$30,100
Short Range Planning		\$44,526	\$14,890		\$59,416
System Surveillance and Monitoring		\$72,421	\$43,961		\$116,382
Transit Data Collection					
Asset Management **		\$20,000			\$20,000
Transportation System Management and Operations		\$74,786	\$18,404		\$93,190
Long Range Planning		\$62,206	\$55,238		\$117,444
Transit Planning					
Consultant		\$25,427	\$8,292	\$3,630	\$37,349
Total MPO Budget		\$329,466	\$140,785	\$3,630	\$473,881
Difference: MPO Budget minus non-participating items		(\$20,000)			
MPO Budget for FHWA Participating Items		\$309,466	\$140,785	\$3,630	\$453,881
Federal Share (.8185 of Total "E")***					\$371,502
Local Share (.1815 of Total "E")					\$82,379
Soft Match					\$140,785
Cash Match					\$3,630
Overmatch: Soft Match plus Cash Match minus Local Share					\$62,036

NOTES:

* The total soft match value of \$140,785 has been distributed among the work items where the hours are estimated to be earned.

**Non-participating item.

*** Federal reimbursement is limited to \$309,466.

Appendix B
FY 2011 Unified Work Program - Summary Budget by Program Activity
[FTA Budget]

"A" Program and Program Activities	"B" MPO Budget	"C" "Soft Match" *	"D" Cash Match	"E" Total Cost
Program Management	\$12,900			\$12,900
Short Range Planning	\$10,880	\$2,196		\$13,076
System Surveillance and Monitoring				
Transit Data Collection	\$24,000	\$42,527		\$66,527
Asset Management **				
Transportation System Management and Operations		\$2,484		\$2,484
Long Range Planning	\$15,200	\$5,780		\$20,980
Transit Planning	\$21,932	\$58,014		\$79,946
Consultant				
Total MPO Budget	\$84,912	\$111,001	\$0	\$195,913
MPO Budget for FHWA Participating Items	\$84,912	\$111,001	\$0	\$195,913
Federal Share (.80 of Total "E")***				\$156,730
Local Share (.20 of Total "E")				\$39,183
Soft Match				\$111,001
Cash Match				\$0
Overmatch: Soft Match plus Cash Match minus Local Share				\$71,818

NOTES:

* The total soft match value of \$111,001 has been distributed among the work items where the hours are estimated to be earned.

**Non-participating item.

*** Federal reimbursement is limited to \$84,912.

Appendix C
FY 2011 Unified Work Program - Participation by Local Agencies
Federal Highway Administration (FHWA) Planning (PL) Funds
 Hourly Rates based on past wage history - Prior Year

	100 PMA	200 SRP	300 SSM	301 Transit	302 Asset	400 TSMO	500 LRP	501 Transit	502 Consult	Total Hours	100 PM	200 SRP	300 SSM	301 Transit	302 Asset	400 TSMO	500 LRP	501 Transit	502 Consult	Total Hours	
Road Commission																					
Byrnes		60	80			120	600		50	910	\$0	\$2,370	\$3,160	\$0	\$0	\$4,740	\$23,700	\$0	\$1,975	\$35,945	
Hanson		40			30		40			110	\$0	\$1,782	\$0	\$0	\$1,337	\$0	\$1,782	\$0	\$0	\$4,901	
Horn		60	40			60	200		50	410	\$0	\$2,674	\$1,780	\$0	\$0	\$2,674	\$6,902	\$0	\$2,226	\$18,249	
Leeks		10	400				30			500	\$0	\$276	\$11,048	\$0	\$0	\$0	\$2,486	\$0	\$0	\$13,810	
Summer Help			500							40	\$0	\$4,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,500	
Bianchard					40					40	\$0	\$0	\$0	\$0	\$945	\$0	\$0	\$0	\$0	\$945	
Banholonew					60					60	\$0	\$0	\$0	\$3,054	\$0	\$0	\$0	\$0	\$0	\$3,054	
County Planning		10	80				40			130	\$0	\$220	\$1,760	\$0	\$0	\$0	\$680	\$0	\$0	\$2,860	
Jarnefelt										0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Portage Engineering					40					40	\$0	\$0	\$0	\$0	\$1,311	\$0	\$0	\$0	\$0	\$1,311	
Waurio		60	20			20	80			180	\$0	\$2,469	\$623	\$0	\$0	\$823	\$3,282	\$0	\$0	\$7,407	
Barnes		20	250			60	20			350	\$0	\$608	\$7,603	\$0	\$0	\$1,825	\$608	\$0	\$0	\$10,644	
Portage Planning			20				20			40	\$0	\$0	\$1,024	\$0	\$0	\$0	\$1,024	\$0	\$0	\$2,048	
West			20				30			50	\$0	\$0	\$750	\$0	\$0	\$0	\$1,124	\$0	\$0	\$1,874	
Forth										40	\$0	\$0	\$928	\$0	\$0	\$0	\$0	\$0	\$0	\$928	
Kalamazoo Public Services										160	\$0	\$1,876	\$938	\$0	\$0	\$2,815	\$1,876	\$0	\$0	\$7,506	
Burlingham		40	20			60	40			180	\$0	\$1,421	\$2,466	\$0	\$711	\$1,421	\$1,421	\$0	\$0	\$6,395	
Szopo		40	40		20					150	\$0	\$685	\$2,466	\$0	\$0	\$4,110	\$2,466	\$0	\$0	\$9,727	
Nagler		25	90			150	90			400	\$0	\$0	\$4,000	\$0	\$0	\$0	\$0	\$0	\$0	\$4,000	
Engineer			400																		
Summer Help																					
Kalamazoo Planning										100	\$0	\$0	\$860	\$0	\$0	\$0	\$1,440	\$0	\$0	\$2,400	
Hernandez			40				60			100	\$0	\$0	\$800	\$0	\$0	\$0	\$1,200	\$0	\$0	\$2,000	
Augustine			40				60														
Kalamazoo Metro Transit										0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Branch										0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Caulder										0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Clark										0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Congdon										0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Givhan										0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Hicks										0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Kerzich										0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Lewis										0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Schemisch										0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Sowles										0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Sullivan										0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Trash										0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Vander Kley										0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Williams K										0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Williams Y										0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Zurdevreen										0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Hein										0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Other Agencies										130	\$0	\$313	\$0	\$0	\$0	\$0	\$1,254	\$0	\$2,507	\$4,074	
Steffora		10	385				40		80	495	\$0	\$198	\$0	\$0	\$0	\$0	\$1,782	\$0	\$1,584	\$3,564	
West		10				510	1,540		260	4,985	\$0	\$14,890	\$43,961	\$0	\$7,357	\$18,404	\$55,238	\$0	\$5,292	\$148,142	
TOTAL	0	385	2,080	0	210	510	1,540	0	260	4,985	\$0	\$14,890	\$43,961	\$0	\$7,357	\$18,404	\$55,238	\$0	\$5,292	\$148,142	

TOTAL ESTIMATED Summarized by VALUE work item

Work Item	Planning Activities	VALUE
100 Program Management		
200 Short Range Planning		\$14,890
300 System Surveillance and Monitoring		\$43,961
301 Transit Data Collection		
302 Asset Management*		
400 Transportation System Management and Operations		\$18,404
500 Long Range Planning		\$55,238
501 Transit Planning		
502 Consultant		\$8,292
Total Program		\$140,785

NOTE: The above figures are estimates. Actual contributions will be verified as they accrue, with time sheets or equivalent documentation.
 * Asset Management Match not included in Total Estimated Value

Appendix C
FY 2011 Unified Work Program - Participation by Local Agencies
Federal Transit Administration (FTA) 5303 Funds
 Hourly Rates based on past wage history - Prior Year

	100	200	300	301	302	400	500	501	502	Total	100	200	300	301	302	400	500	501	502	Total	
	PM	SRP	SSM	Transit	Asset	TSMO	LRP	Transit	Consult	Hours	PM	SRP	SSM	Transit	Asset	TSMO	LRP	Transit	Consult	Hours	
Road Commission																					
Brynes																					
Johnson																					
Hohn																					
Leeks																					
Summer Help																					
Blanchard																					
Bartolomew																					
County Planning																					
Jannelli																					
Portage Engineering																					
Vaurio																					
Barnes																					
Arf																					
Portage Planning																					
West																					
Forth																					
Kalamazoo Public Services																					
Burlingham																					
Szopo																					
Negler																					
Engineer																					
Summer Help																					
Kalamazoo Planning																					
Hernandez																					
Augustine																					
Kalamazoo Metro Transit																					
Branch				200						200											
Caulder				80						80											
Clark				120						120											
Gongdon				1,300						1,300											
Givhan				180						180											
Hicks				600						600											
Kerzich				40						40											
Lewis				20						20											
Schomisch				20						20											
Sullivan				140						140											
Thrash				100						100											
Vander Kley				150						150											
Williams K				100						100											
Williams Y				100						100											
Zuidveen				20						20											
Hein				20						20											
Other Agencies																					
Steforia																					
West																					
TOTAL	0	60	0	1,920	0	60	150	2,520	0	4,710	0	\$0	\$2,196	\$0	\$42,527	\$0	\$2,484	\$5,779	\$58,014	\$0	\$111,001

TOTAL ESTIMATED Summarized by
VALUE work item

Work Item	Planning Activities	VALUE
100 Program Management		
200 Short Range Planning		\$2,196
300 System Surveillance and Monitoring		\$42,527
301 Transit Data Collection		\$42,527
302 Asset Management*		
400 Transportation System Management and Operations		\$2,484
500 Long Range Planning		\$5,779
501 Transit Planning		\$58,014
502 Consultant		
Total Program		\$111,001

NOTE: The above figures are estimates. Actual contributions will be verified as they accrue, with time sheets or equivalent documentation.
 * Asset Management Match not included in Total Estimated Value

Appendix D
Unified Planning Work Program: Indirect Costs
FY 2011
Cost Element and Calculation of Provisional Rate

SERVICES AND EQUIPMENT \$22,150

Office Space	\$3,550
Equipment	\$10,000
Accounting Services	\$5,600
Legal Services	\$2,000
Legal Notices	\$1,000
 Audit Costs*	 \$7,000

OPERATING COST \$29,800

Postage	\$2,000
Copy Cost	\$1,600
Printing	\$1,200
Supplies	\$4,000
Telephone	\$1,000
Equipment Maintenance and Repair	\$500
Insurances (Equipment)	\$2,500
Computer Software	\$5,000
Memberships	\$200
Subscriptions	\$500
Travel	\$6,000
Conferences and Seminars	\$4,000
Website	\$1,300

SALARIES AND BENEFITS

No indirect salaries are included in the FY 2011 UPWP. All KATS staff time is charged to work program elements.

TOTAL INDIRECT COST \$51,950

Annual Salaries	\$214,984
Program Fringe	\$141,974
Direct Salary + Fringe	\$356,959

PROVISIONAL INDIRECT COST RATE 14.55%

* Audit costs are not eligible for reimbursement to KATS due to the program being less than \$500,000. Local agencies contribute to the cost of KATS audit annually.

Appendix E
Unified Planning Work Program: Fringe Benefits
FY 2011

<i>Cost Element</i>	<i>Total</i>
Annual Salaries	\$214,984
Health Insurance	\$63,614
Dental Insurance	\$3,603
Life Insurance	\$2,691
Workers Compensation	\$2,150
Social Security	\$13,329
Medicare	\$3,117
Retirement	\$16,413
Subtotal: Cash Expended	\$104,917
Annual Leave	\$15,636
Sick Leave	\$12,871
Emergency Leave	\$777
Holiday Leave	\$7,773
Subtotal: Cost of leave	\$37,057
Total Program Fringe Benefits	\$141,974
FRINGE RATE for COST RECOVERY	63.32
PROVISIONAL FRINGE BENEFIT RATE	63.32%

Appendix F
Kalamazoo Area Transportation Study
Policy Committee Membership

Thomas Swiat, Jr., Supervisor
Policy Committee Chairperson
Prairie Ronde Township

David Anderson, Commissioner
Policy Committee Vice-Chairperson
City of Kalamazoo

Dennis Berkebile, Commissioner
Board of County Road Commissioners
Kalamazoo County

Jeff Bither, Supervisor
Ross Township

Allan Bussema, Supervisor
Richland Township

Dan DeVries, President
Village of Schoolcraft

Carol Fricke, Representative
Transit Authority Board

David Healy, Supervisor
Charter Township of Texas

Robert Heasley, Mayor
City of Parchment

Libby Heiny-Cogswell, Supervisor
Oshtemo Township

Tim Hudson, Supervisor
Charter Township of Comstock

Peter Pfeiffer, Manager
Transportation Service Center - Kalamazoo
Michigan Department of Transportation

Lee Philport, Supervisor
Brady Township

Claudette Reid, Councilmember
City of Portage

Ronald Reid, Trustee
Charter Township of Kalamazoo

Susan Richardson, Supervisor
Rural/Urban Unit
Michigan Department of Transportation

Greg Rosine, Sr. Vice President
University Advancement &
Legislative Affairs
Western Michigan University

Karen Siegart, Clerk
Pavilion Township

Phyllis Simmons, Supervisor
Climax Township

Jeffrey Sorensen, Supervisor
Cooper Charter Township

Linda Teeter, Chairperson
Kalamazoo County
Transportation Authority

Donald Ulsh, Supervisor
Schoolcraft Township

Jack Urban, Commissioner
Kalamazoo County
Board of Commissioners

Bob Vliestra, Supervisor
Alamo Township

Appendix G
Kalamazoo Area Transportation Study
Technical Committee Membership

John Byrnes, Traffic Services Director
Kalamazoo County Road Commission
Technical Committee Chairperson

Chris Barnes, City Engineer
City of Portage Transportation and Utilities
Technical Committee Vice-Chairperson

Muhammad Arif, Traffic Engineer
City of Portage Transportation and Utilities

Michael Bippley, Traffic & Safety Engineer
Michigan Department of Transportation

Dennis Durham, City Manager
City of Parchment

Chris Forth, Deputy Director
City of Portage Community Development

Rick Fowler, Transportation Planner
Bureau of Transportation Planning
Michigan Department of Transportation

Darrell Harden, Transportation Planner
MDOT Southwest Region Office

Dale Hein, Program Manager
Kalamazoo County Transportation Authority

***Keith Hernandez, City Planner/
Deputy Director of Community Planning and
Development***
Community Planning and Development
City of Kalamazoo

Tom Hohm, Chief Engineer
Kalamazoo County Road Commission

Dwight Leeks, Traffic Engineering Technician
Kalamazoo County Road Commission

Cheri Lutz, Village Manager
Village of Schoolcraft

Lotta Jarnefelt, Director
Planning & Community Development
Kalamazoo County

Fred Nagler, Assistant City Engineer
City of Kalamazoo Public Services

William Schomisch, Director
Department of Transportation
City of Kalamazoo

Steve Skalski, Senior Civil Engineer
City of Kalamazoo Public Services

Jodi Stefforia, Planning Director
Oshtemo Township

Frank Szopo, City Engineer
City of Kalamazoo Public Services

Dallas Williams, Director
City of Portage Transportation and Utilities

Appendix H
Kalamazoo Area Transportation Study
Staff Members

Jonathan Start
Executive Director

Steven Stepek
Senior Transportation Planner

Kathy Schultz
Office Administrator

Appendix I



KALAMAZOO AREA TRANSPORTATION STUDY

3801 East Kilgore Road • Kalamazoo, MI 49001-5534 • (269) 343-0766 • Fax (269) 381-1760

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 the proposal for the fiscal year ending September 30, 2011 to establish billing or final indirect costs rates for fiscal year ending September 30, 2011 are allowable in accordance with the requirements of the Federal award(s) to which they apply and OMB Circular A-87. Unallowable costs have been adjusted for in allocating costs as indicated by the attached 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 expenses incurred and the agreements to which they are allocated in accordance with applicable requirements;
3. I further certify that the same costs that have been treated as indirect costs have not been claimed as direct costs;
4. 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; and
5. That the information provided by the grantee/contractor which was used as a basis for this provisional rate proposal presented herein is materially accurate.

Signature: _____

Name of Official: Jonathan R. Start

Title: Executive Director

Name of Organization: Kalamazoo Area Transportation Study

Date: June 30, 2010



Third Party In-Kind Contributions Notification and Assurances

FY 2011 Unified Planning Work Program

Kalamazoo Urbanized Area

1. **Notification** - In executing the subject Unified Planning Work Program (UPWP), the Kalamazoo Area Transportation Study, the MPO for the Kalamazoo urbanized area, proposes to use third party in-kind contributions provided by:

- City of Kalamazoo Engineering
- City of Kalamazoo Community Planning and Development
- City of Portage Transportation and Utilities
- City of Portage Community Planning
- Kalamazoo County Road Commission
- Kalamazoo County Planning Department
- Oshtemo Township

to cover all of the non-Federal match on a total UPWP basis.

2. **Identification and Inclusion** - The third party in-kind contributions are identified in the UPWP tasks descriptions and budget tables. The value of these in-kind contributions is included in the total UWP budget.
3. **Third Party Consent** - The above stated agencies have agreed that the value of the eligible work performed by their staffs may be used as in-kind contributions.
4. **Not Paid by Other Federal Funds** - The cost of the third party work will be paid for with funds available to the third party. The cost for such work will not be paid for by Federal funds or used as a match for other federally funded grants or subgrants.
5. **Eligible and Allowable** - The third party in-kind contributions are for transportation planning activities relating to road and transit maintenance and improvements, including tasks such as:
 - Safety Analysis
 - Short and Long Range Planning
 - Public Participation
 - Transportation System Monitoring
 - Congestion Mitigation Air Quality
 - Transportation Management Systems
 - Environmental Mitigation and Consultation
 - Planning Program Development

These activities are essential to fulfilling Federal transportation planning requirements, are eligible for funding under Title 23, and are allowable under applicable OMB Circulars.

6. **Time Period** – The third party work will be performed during the FY 2011 UPWP time period.

Third Party In-Kind Contributions Notification and Assurances
FY 2011 Unified Planning Work Program
Kalamazoo Urbanized Area
Page 2

7. **Verifiable** – The derivation of the estimated value placed on the third party in-kind contributions is documented and verifiable from the records of the above stated agencies and the MPO. Actual contributions will be recorded and maintained by the MPO and the third party. Such records shall account for all time and costs, not just the portion used as an in-kind contribution.

8. **Amount** - The total amount of estimated third party in-kind contributions for the FY 2011 UPWP is \$140,785. If this total exceeds the amount needed to provide the non-Federal match for available PL funds, only that portion needed to cover the match will be used. If the third party in-kind contributions are not sufficient to cover the match requirement, the additional match will be paid from non-Federal cash resources.

I provide these assurances in support of my request for prior approval to use in-kind contributions as match and to convey my recognition of the continuing responsibility for appropriate record keeping and billing procedures under the requirements of 23 CFR 420.119(b).

Signature: _____
Title: _____

Date: _____



Third Party In-Kind Contributions Notification and Assurances

FY 2011 Unified Planning Work Program

Kalamazoo Urbanized Area

1. **Notification** - In executing the subject Unified Planning Work Program (UPWP), the Kalamazoo Area Transportation Study, the MPO for the Kalamazoo urbanized area, proposes to use third party in-kind contributions provided by:
 - City of Kalamazoo Metro Transit
 - Kalamazoo Transportation Authorityto cover all of the non-Federal match on a total UPWP basis.
2. **Identification and Inclusion** - The third party in-kind contributions are identified in the UPWP tasks descriptions and budget tables. The value of these in-kind contributions is included in the total UWP budget.
3. **Third Party Consent** - The above stated agencies have agreed that the value of the eligible work performed by their staffs may be used as in-kind contributions.
4. **Not Paid by Other Federal Funds** - The cost of the third party work will be paid for with funds available to the third party. The cost for such work will not be paid for by Federal funds or used as a match for other federally funded grants or subgrants.
5. **Eligible and Allowable** - The third party in-kind contributions are for transportation planning activities relating to transit operations, maintenance and improvements, including tasks such as:
 - Safety Analysis
 - Short and Long Range Planning
 - Public Participation
 - Planning Program Development
 - Congestion Mitigation Air Quality
 - Transportation Management Systems
 - Transportation System MonitoringThese activities are essential to fulfilling Federal transportation planning requirements, are eligible for funding under Title 49, and are allowable under applicable OMB Circulars.
6. **Time Period** – The third party work will be performed during the FY 2011 UPWP time period.

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7. **Verifiable** – The derivation of the estimated value placed on the third party in-kind contributions is documented and verifiable from the records of the above stated agencies and the MPO. Actual contributions will be recorded and maintained by the MPO and the third party. Such records shall account for all time and costs, not just the portion used as an in-kind contribution.

8. **Amount** - The total amount of estimated third party in-kind contributions for the FY 2011 UPWP is \$111,001. If this total exceeds the amount needed to provide the non-Federal match for available Section 5303 funds, only that portion needed to cover the match will be used. If the third party in-kind contributions are not sufficient to cover the match requirement, the additional match will be paid from non-Federal cash resources.

I provide these assurances in support of my request for prior approval to use in-kind contributions as match and to convey my recognition of the continuing responsibility for appropriate record keeping and billing procedures under the requirements of 23 CFR 420.119(b).

Signature: _____
Title: _____

Date: _____