

# FY 2024 Unified Planning Work Program

## **Kalamazoo Area Transportation Study**

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## Disclaimer

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## Table of Contents

Disclaimer .....	3
Introduction .....	6
Local Transportation Issues .....	8
State of Michigan Planning Program Emphasis Areas .....	9
Planning Emphasis Areas .....	9
Program Funding .....	10
Work Program Outline.....	11
100 Program Management .....	13
200 Short Range Planning.....	15
300 Data and Performance Management Measures .....	18
400 Asset Management .....	21
500 Long Range Planning.....	24
600 Special Studies .....	26
Third Party In-Kind Contributions .....	27
Introduction.....	27
Eligible Activities by Work Program .....	28
Value of Third Party In-Kind Contributions .....	30
APPENDICES .....	32

## Tables

Table 1: Estimated Program Funding .....	10
Table 2: MDOT Work Effort.....	11
Table 3: Unified Planning Work Program Budget .....	12
Table 4: Third Party In-Kind Budget.....	31

## Appendices

Appendix 1: Summary Budget by Program Activity .....	32
Appendix 2: Personnel Cost Budget and Provisional Fringe Rate.....	33
Appendix 3: Direct Cost Budget.....	33
Appendix 4: Indirect Cost Budget and Provisional Indirect Rate .....	34
Appendix 5: Certificate of Indirect Costs .....	35
Appendix 6: Policy Committee Membership .....	36
Appendix 7: Technical Committee Membership.....	37
Appendix 8: Staff Members.....	38
Appendix 9: Non-Discrimination Policy Statement.....	39
Appendix 10: Comments on the Draft FY 2024 Unified Planning Work Program.....	40
Appendix 11: Letter to MDOT Requesting Use of Third Party In-kind .....	41
Appendix 12: Letters to FHWA and FTA from Michigan Department of Transportation Requesting Acceptance of KATS use of Third Party In-Kind Contributions .....	43
Appendix 13: Letter from FHWA FTA Granting Permission For The Use Of Third Party In-Kind.....	45
Appendix 14: Pre-Award Subrecipient Risk Assessment Evaluation .....	47
Appendix 15: Third Party In-Kind Notifications and Assurances.....	48

## Introduction

The Fiscal Year 2024 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 2024 Unified Planning Work Program include:

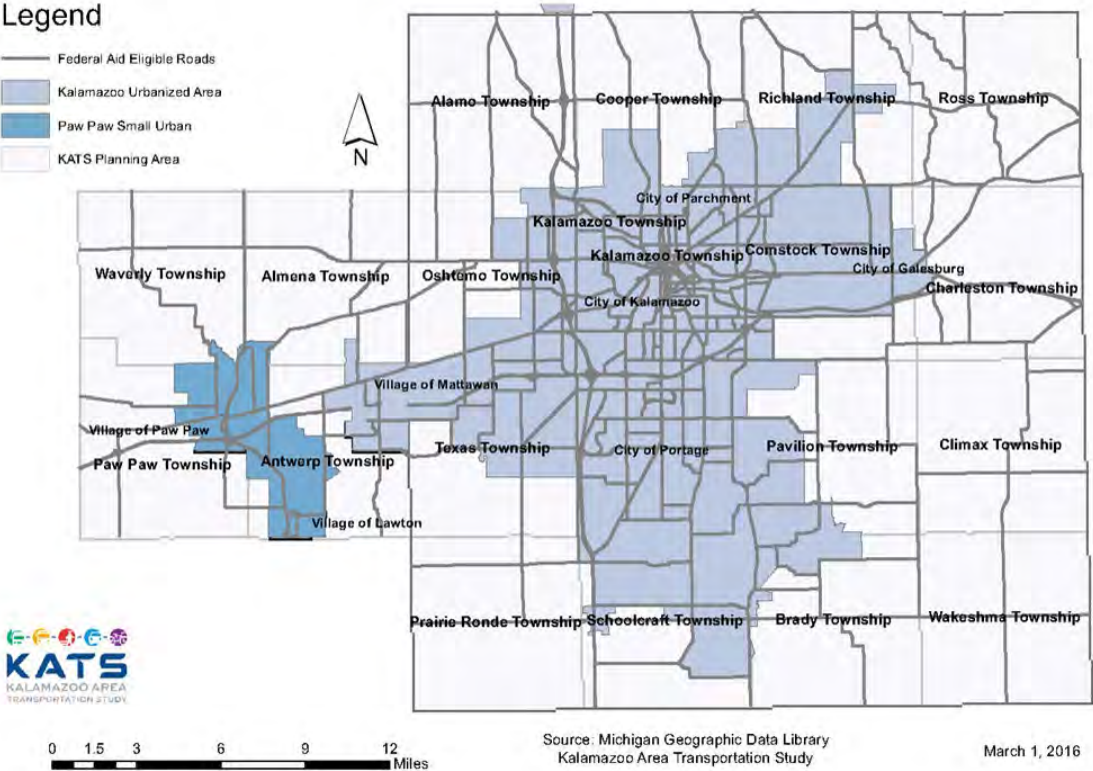
- Continue work with the Michigan Department of Transportation to identify and adopt performance targets for the Metropolitan Planning Area for incorporation into planning products (Work Element 200, 300, 500, 500.1)
- Incorporate new Statewide and Metropolitan Planning Rules into the Metropolitan Transportation Plan (500)
- Consultant work for the KATS Travel Demand Model (Work Element 500)
- Maintenance of the FY 2023-2026 Transportation Improvement Program (Work Element 200)
- Maintenance of the KATS Metropolitan Transportation Plan (Element 500)
- Complete Streets Prioritization Plan (Element 500.1)
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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 2024 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 2024. This work is approved through the region contract. The work items identified for the region are included in a separate document, titled Fiscal Year 2024 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 identified “local issues” below 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, land use decisions, 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

1. Maintenance of the new FY2023-2026 TIP
  - Incorporation of performance-based planning in project selection
  - Four years of projects listed in TIP (for each MPO program areas)
  - Correct utilization of GPAs, in alignment with the guidance document (should the MPO utilize GPAs)
2. Continued involvement and feedback in JobNet application enhancements
3. Continue to ensure transit projects are accurately shown in the TIP and fiscally constrained, through coordination with local transit agencies and MDOT Office of Passenger Transportation.
4. Clear identification in the UPWP of the utilization of a minimum of 2.5% of PL funds on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities.
5. As needed, continue to review, evaluate, and update public participation plan (PPP) including consideration of virtual options for public participation.
6. Ensure compliance with Transportation Performance Measures (TPM) requirements, including working with MDOT on data needed to identify how MPO is working to meet adopted targets.
7. Enhanced Long Range Plan Coordination between MDOT and MPOs.
8. Continue to focus on partnerships utilizing a continuing, cooperative, and comprehensive (3C) approach to transportation planning.

## Federal Planning Emphasis Areas

### Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future

- Federal Highway Administration (FHWA) divisions and Federal Transit Administration (FTA) regional offices should work with State departments of transportation (State DOT), metropolitan planning organizations (MPO), and providers of public transportation to ensure that our transportation plans and infrastructure investments help achieve the national greenhouse gas reduction goals of 50-52 percent below 2005 levels by 2030, and net-zero emissions by 2050, and increase resilience to extreme weather events and other disasters resulting from the increasing effects of climate change

### Equity and Justice<sup>40</sup> in Transportation Planning

- FHWA Division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to advance racial equity and support for underserved and disadvantaged communities. This will help ensure public involvement in the planning process and that plans and strategies reflect various perspectives, concerns, and priorities from impacted areas.

### Complete Streets

- FHWA Division and FTA regional offices should work with State DOTs, MPOs and providers of public transportation to review current policies, rules, and procedures to determine their impact on safety for all road users. This effort should work to include provisions for safety in future transportation infrastructure, particularly those outside automobiles.

### Public Involvement

- Early, effective, and continuous public involvement brings diverse viewpoints into the decision making process. FHWA Division and FTA regional offices should encourage MPOs, State DOTs, and providers of public transportation to increase meaningful public involvement in transportation planning by integrating Virtual Public Involvement (VPI) tools into the overall public involvement approach while ensuring continued public participation by individuals without access to computers and mobile devices.

#### Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination

- FHWA Division and FTA regional offices should encourage MPOs and State DOTs to coordinate with representatives from DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities.

#### Federal Land Management Agency (FLMA) Coordination

- FHWA Division and FTA regional offices should encourage MPOs and State DOTs to coordinate with FLMAs in the transportation planning and project programming process on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands.

#### Planning and Environment Linkages (PEL)

- FHWA Division and FTA regional offices should encourage State DOTs, MPOs and Public Transportation Agencies to implement PEL as part of the transportation planning and environmental review processes. The use of PEL is a collaborative and integrated approach to transportation decision making that considers environmental, community, and economic goals early in the transportation planning process, and uses the information, analysis, and products developed during planning to inform the environmental review process.

#### Data in Transportation Planning

- To address the emerging topic areas of data sharing, needs, and analytics, FHWA Division and FTA regional offices should encourage State DOTs, MPOs, and providers of public transportation to incorporate data sharing and consideration into the transportation planning process, because data assets have value across multiple programs.

# Program Funding

Program funding for Fiscal Year 2024 is summarized in Table 1. Base Fiscal Year 2024 projected funding allocations include \$601,055 in Federal Highway Administration Consolidated Planning Grant funds, and \$22,000 in Michigan Transportation Funds (Asset Management).

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 \$133,282 needed for Fiscal Year 2024.

Kalamazoo Area Transportation Study will also be conducting transportation related planning activities for the Southcentral Michigan Planning Council (SMPC) - Region 3 in Fiscal Year 2024. 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	\$601,055.00
Michigan Transportation Fund - Asset Management	\$22,000.00
SMPC Contract Revenue	
Michigan Transportation Fund (RTPP)[1]	\$26,000.00
Michigan Transportation Fund (RTF)	\$21,863.00
Michigan Transportation Fund (Region 3-Asset Management)[3]	\$70,590.40
Membership Dues [2]	\$10,800.00
Subtotal	\$752,308.40
Required Local Match (Cash/Third-Party In-Kind)	
Local Match – CCTA - Software	\$3,448.50
Third-party In-kind	\$129,833.70
Subtotal	\$133,282.20
Total Program	\$885,590.60

[1] \$21,000 available to KATS, remainder designated for SMPC Staff.

[2] Membership dues will be used to pay for non-reimbursable audit costs.

[3] Includes \$15,590.40 one-time TAMC NFA Data Collection funding.

Table 2 outlines the effort by the Michigan Department of Transportation staff during Fiscal Year 2024. 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	\$85,463	\$69,951	\$15,512	148
500	\$64,472	\$52,770	\$11,702	112
Total	\$149,935	\$122,721	\$27,214	260

## Work Program Outline

Six work elements have been identified in the Fiscal Year 2024 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	SMPC Staff	Local Cash	Local Third-party In-kind	Overmatch
100 Program Management	\$114,221.00	\$114,221.00							
200 Short Range Planning	\$155,016.03	\$145,590.00						\$9,426.03	\$10,952.09
300 Data and Performance Management Measures	\$247,495.20	\$157,581.00						\$89,914.20	\$104,471.09
400 Asset Management	\$22,000.00			\$22,000.00					
500 Long Range Planning	\$198,604.97	\$168,111.50						\$30,493.47	\$35,430.28
600 Special Studies- Software	\$19,000.00	\$15,551.50					\$3,448.50		
SMPC Region 3 Contract	\$118,453.40				\$113,453.40	\$5,000.00			
Other	\$10,800.00						\$10,800.00		
<b>Total Budget</b>	<b>\$885,590.60</b>	<b>\$601,055.00</b>		<b>\$22,000.00</b>	<b>\$113,453.40</b>	<b>\$5,000.00</b>	<b>\$14,248.50</b>	<b>\$129,833.70</b>	<b>\$150,853.46</b>

## 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	\$114,221.00	\$114,221.00	1,431

### 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 update the Kalamazoo Area Transportation Study website to make meeting 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
- Maintenance of Committee web pages
- Updates to Committee email contact lists
- Preparation of presentations to Committee members on transportation topics
- 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 and 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	Bi-Monthly, and Quarterly
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 Third-party In-kind	Staff Hours	Local Hours	Overmatch
200 Short Range Planning	\$155,016.03	\$145,590.00	\$9,426.03	1596	569	\$10,952.09

### 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, and project benefit evaluation
- Updating project selection criteria to align with performance measure targets
- 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 2023-2026 Transportation Improvement Program
- Participate in the Interagency Workgroup (IAWG) process for TIP Amendments

- KATS will coordinate with the Michigan Department of Transportation Office of Economic Development to report on project applications and awarded projects using Transportation Alternative Program funding

### **Congestion Management**

- Monitor and update the Congestion Management Process as needed
- 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)
- Review, update, and improve existing freight planning efforts

### **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 including virtual public involvement methods. 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 and ADA Procedures

### **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

**Local Agency Assistance**

- Assist local agencies with grant identification, grant application writing, and submittal
- Support local agencies by providing technical assistance on projects supported by federal infrastructure discretionary grants

**Michigan Transportation Alternatives Program (TAP)**

As directed by federal legislation, the state, and each MPO area with a population of 200,000 people or more, receives a TAP allocation or suballocation of funding. TAP is a competitive grant program that uses federal transportation funds designed by Congress for specific activities that enhance the intermodal transportation system and provide safe alternative transportation options. Federal law requires all TAP projects to be selected for funding through a public, transparent, competitive process. KATS will provide information on TAP to member agencies and select TAP projects in accordance with federal law.

<b>Work Product</b>	<b>Timeline</b>
Transportation Improvement Program Amendments	Every other month
CY 2023 Obligated Project Report	December
FY 2025 Unified Planning Work Program	May
FY 2024 Unified Planning Work Program Amendments	Annually
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	As Needed
Title VI Non-Discrimination Plan and ADA Procedures	As Needed
Provide TAP Information to Agencies, Select TAP Projects	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	\$247,495.20	\$157,581.00	\$89,914.20	1782	3129	\$104,471.09

### 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

#### Urban Area

After the U.S. Census Bureau releases the 2020 Urban Area's data, Michigan Department of Transportation Staff will prepare informational materials and meet with each Metropolitan Planning Organization in the state. These meetings will consist of member agencies reviewing the urban area boundaries created by the U.S. Census Bureau. The boundaries will be smoothed and adjusted to identify urban roads for transportation planning purposes. The proposed adjustments to the U.S. Census Urban Areas will then be submitted to Federal Highway Administration for approval. The final result will be an Adjusted Census Urbanized Boundary or "ACUB."

#### 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
- Document review and consideration and analysis of Environmental Justice areas within the Kalamazoo study area
- Update demographic data used for the maintenance of the Metropolitan Transportation Plan
- Establish new Environmental Justice areas based on recent data
- Project future socio-economic measures

## **Highway Performance Monitoring System Data**

- Participate and provide support to Michigan Department of Transportation to meet federal reporting obligations for the Highway Performance Monitoring System data collection program
- Update sample file spreadsheets and GIS files provided by Michigan Department of Transportation
- Review sample sections along the non-trunkline roadway system for data updates
- Attend Highway Performance Monitoring System training workshops

## **Model Inventory Roadway Elements (MIRE) Data**

- Model Inventory Roadway Elements (MIRE) Fundamental Data Elements (FDE) is a federal reporting requirement for safety roadway data.
- MPO and local agency participation in the MIRE data collection process is considered part of the requirements in fulfilling Data Collection responsibilities to MDOT.
- KATS coordinates with their local agencies and MDOT staff to perform annual maintenance and validating data items.
- KATS review of MIRE data will be: Surface type, number of through lanes, access control, median type, facility type, and traffic control.
- Data review will be performed within Roadsoft and exported to MDOT from Roadsoft.

## **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	By April 1st
Socio-economic Projections	As Needed
Demographic Data Updates	As Needed
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
Adjusted Census Urbanized Boundary Review	Continuous
Natural Functional Classification Review	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 to 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://www.michigan.gov/TAMC>). 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	215

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 no less than 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:

- It is required that Kalamazoo Area Transportation Study make a formal call for interest for Non-Federal Aid data collection reimbursements to Public Act 51 agencies annually, and that requests by Act 51 agencies are submitted to their respective MPO by October 1 each year to assist in the coordination of data collection priorities of the following data collection season. 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 the top 125 agencies
- 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 datasets
- 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 top 125 agencies

### **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
- 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

**Bridge and Culvert Inventory and Condition Data Collection**

- Provide administrative and technical assistance to Public Act 51 agencies and MDOT for reimbursement of TAMC funds for participation in data collection efforts for culvert inventory, condition assessment and data submission
- Utilize TAMC reporting forms to communicate progress and expenditures of Public Act 51 agencies to assist TAMC in the Culvert Mapping Pilot Report
- Act 51 agencies must submit a written request for reimbursement; the request should include a total estimate of costs (actual costs claimed must not exceed the estimated costs) for the data gathering, trained/certified team members' time, and vehicle use. This request must also clarify which fiscal year the data collection and reimbursement will take place. Requests for bridge data collection reimbursement authorization are required to be received by Kalamazoo Area Transportation Study by October 1 each year. KATS decision on what requests for reimbursement are approved may consider available budget, absence or age of bridge data to be collected and the last year of reimbursement to the road agency for that bridge data set.

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
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
Call for NFA Reimbursement	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	Local Third-party In-kind	Staff Hours	Local Hours	Over Match
500 Long Range Planning	\$185,930.59	\$156,426.50	\$29,504.09	1575	1026	\$34,280.73
500.1 Complete Streets Planning	\$12,674.38	\$11,685.00	\$989.38	111	92	\$1,149.55
Total	\$198,604.97	\$168,111.50	\$30,493.47	1686	1118	\$35,430.28

## ACTIVITIES

### Metropolitan Transportation Plan

- Maintenance of the 2050 Metropolitan Transportation Plan
- 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 meet planning regulations by including 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
- Preparation of System Performance Report

### Complete Streets Planning and Non-Motorized

- Work to integrate safe and accessible options for multiple travel modes within the planning process
- Work to incorporate a Complete Streets prioritization plan within the MTP that identifies a specific list of Complete Streets projects to improve the safety, mobility, or accessibility of a street
- 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
- Assist Metro Transit with the implementation of a Microtransit program, based on completion of the Comprehensive Operational Analysis

Work Product	Timeline
Amendments to the Metropolitan Transportation Plan	As Needed
Travel Demand Model System Updates	Continuous
Complete Streets Prioritization Plan	May 2024
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.

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

### BUDGET

	Program Budget	FHWA CPG	Carry Over	Local Cash
600 Special Studies-Software	\$19,000.00	\$15,551.50		\$3,448.50

# 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 2024 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 Richland
City of Portage	Village of Schoolcraft
Road Commission of Kalamazoo County	Village of Vicksburg
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	Paw Paw Township
City of Galesburg	Prairie Ronde Township
City of Parchment	Richland Township
Village of Augusta	Schoolcraft Township
Village of Climax	Ross Township
Village of Lawton	Wakeshma Township
Village of Mattawan	Kalamazoo County Transportation Authority
Village of Paw Paw	Central County Transportation Authority/ Metro
	Van Buren County Public Transit

Notification and Assurances for each agency appears in Appendix 15: 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 2025 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
- Pictometry Data Collection and Licensing
- 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.

#### 500.1 COMPLETE STREETS PLANNING AND NON-MOTORIZED

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

### 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 \$128,545.00. (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	500.1	600	600.1	Total	Agreement	200	300	500	500.1	Total
RCKC	\$0.00	\$25,413.40	\$0.00	\$453.45	-	-	\$25,866.85	\$22,000.00	-	-	-	7	7
Kalamazoo	\$3,104.66	\$19,890.91	\$336.48	\$218.17	-	-	\$23,550.22	\$22,000.00	64	136	10	73	283
Portage	\$5,900.45	\$17,328.14	\$22,994.84	\$173.25	-	-	\$46,396.68	\$22,000.00	137	127	122	14	399
VBCRC	\$3,252.66	\$475.68	\$7,137.89	\$151.86	-	-	\$11,000.09	\$10,000.00	95	14	237	2	348
Kalamazoo County	-	\$35,000.00	-	-	-	-	\$35,000.00	\$6,000.00	-	-	-	-	-
CCTA/KCTA	\$7,892.72	\$30,502.54	\$22,763.95	-	\$3,448.50	-	\$64,607.71	\$24,108.50	267	1123	647	-	2038
Van Buren Transit	-	\$14,412.24	-	-	-	-	\$14,412.24	\$2,295.00	-	484	-	-	484
Other	\$227.63	\$51,380.38	\$10,551.66	\$1,142.20	-	-	\$63,301.87	\$27,200.00	7	1245	11	4	1266
<b>Total</b>	<b>\$20,378.12</b>	<b>\$194,385.29</b>	<b>\$63,784.82</b>	<b>\$2,138.93</b>	<b>\$3,448.50</b>	<b>-</b>	<b>\$284,135.66</b>	<b>\$135,603.50</b>	<b>569</b>	<b>3129</b>	<b>1026</b>	<b>99</b>	<b>4823</b>

Required Match	\$9,426.03	\$89,914.20	\$29,504.09	\$989.38	\$3,448.50	-	\$133,282.20
Overmatch	\$10,952.09	104,471.09	\$34,280.73	\$1,149.55	-	-	\$150,853.46

# APPENDICES

## APPENDIX 1: SUMMARY BUDGET BY PROGRAM ACTIVITY

[FHWA CONSOLIDATED PLANNING GRANT AND CARRY OVER FUNDS]

"A"		"B"	"C"	"D"	
<b>Program and Program Activities</b>		<b>MPO Budget</b>	<b>Required Match *</b>	<b>Program Total Cost</b>	<b>Over Match</b>
100	Program Management	\$114,221.00	\$0.00	\$114,221.00	\$0.00
200	Short Range Planning	\$145,590.00	\$9,426.03	\$155,016.03	\$10,952.09
300	Data and Performance Management	\$157,581.00	\$89,914.20	\$247,495.20	\$104,471.09
400	Asset Management	\$0.00	\$0.00	\$0.00	\$0.00
500	Long Range Planning	\$168,111.50	\$30,493.47	\$198,604.97	\$35,430.28
600	Special Studies- Software	\$15,551.50	\$3,448.50	\$19,000.00	\$0.00
600.1	Special Studies- Fare Study				
	<b>Total</b>	<b>\$601,055.00</b>	<b>\$133,282.20</b>	<b>\$734,337.20</b>	<b>\$150,853.46</b>
					\$601,055.00
	"Federal Share" (0.8185 of Total "D")**				
	Local Share (0.1815 of Total "D")				\$133,282.20
	Overmatch				\$150,853.46
400	Asset Management	\$22,000.00			
SMPC	Contract Revenue	\$118,453.40			
	Program Revenue Excluding Dues	\$741,508.40			
	Membership Dues	\$10,800.00			
	Program Revenue	<u>\$752,308.40</u>			

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

\*\* Federal reimbursement is limited to \$601,055.00. This project is treated as a lump sum.

### SCHEDULE OF PROGRAM EXPENSES BALANCED TO PROGRAM REVENUE

	<b><u>Budget</u></b>
Personnel Cost (Appendix 2)	\$549,270.48
Direct Cost (Appendix 3)	\$82,091.90
Indirect Cost (Appendix 4)	\$110,146.02
Program Revenue Excluding Dues	\$741,508.40
Audit	\$10,800.00
Program Expense	<u>\$752,308.40</u>



APPENDIX 2: PERSONNEL COST BUDGET AND PROVISIONAL FRINGE RATE

	<u>Amended</u>	<u>Budget</u>	<u>Difference</u>
<b>Annual Salaries</b>	<b>\$399,754.93</b>	<b>\$395,858.33</b>	<b>\$3,896.60</b>
Direct Salaries	\$344,793.68	\$344,793.68	\$0.00
<b>Fringe Expenses</b>			
Wages Allocated to Fringe	\$54,961.25	\$51,064.65	\$3,896.60
Health Insurance and Related	\$72,559.53	\$72,259.53	\$300.00
Life, ST, LT Insurance	\$6,627.52	\$6,479.85	\$147.67
Workers Compensation	\$1,500.00	\$950.00	\$550.00
Social Security	\$25,698.29	\$25,698.29	\$0.00
Medicare	\$5,990.84	\$5,930.37	\$60.47
Retirement	\$35,639.37	\$35,639.37	\$0.00
State Unemployment Insurance	\$1,500.00	\$1,500.00	\$0.00
Subtotal Fringe Expenses	\$204,476.80	\$199,522.06	\$4,954.74
<b>Total Personnel Costs</b>	<b>\$549,270.48</b>	<b>\$544,315.74</b>	<b>\$4,954.74</b>
<b>Calculation of the Provisional Fringe Rate:</b>			
Total Fringe Expenses	59.30%	57.87%	1.44%
Allocation Base: Direct Program Salaries			
Provisional Fringe Rate (Total Fringe Costs/Direct Program Salaries)			

APPENDIX 3: DIRECT COST BUDGET

	<u>Amended</u>	<u>Budget</u>	<u>Difference</u>
Work Element 300 ArcGIS Software (Esri)	\$7,000.00	\$6,000.00	\$1,000.00
Work Element 300 Traffic Count Software (MS2)	\$6,550.00	\$5,700.00	\$850.00
Work Element 300 Non-Motorized Equipment Counters	\$5,100.00	\$5,100.00	\$0.00
Work Element 400 Asset Management Training and Reimbursements	\$10,000.00	\$10,000.00	\$0.00
Work Element 500 Travel Demand Model (Cambridge)	\$8,000.00	\$8,000.00	\$0.00
Work Element 500 Transcad Software (Caliper)	\$2,550.00	\$2,550.00	\$0.00
Work Element 600 Special Studies-Software (Remix)	\$15,551.50	\$21,363.00	(\$5,811.50)
Work Element 600 Special Studies-Fare Study	\$0.00	\$81,850.00	(\$81,850.00)
SMPC Direct Program Costs	\$27,340.40	\$11,750.35	\$15,590.05
<b>Total Direct Costs</b>	<b>\$82,091.50</b>	<b>\$152,313.35</b>	<b>(\$70,221.45)</b>

APPENDIX 4: INDIRECT COST BUDGET AND PROVISIONAL INDIRECT RATE

	<u>Amended</u>	<u>Budget</u>	<u>Difference</u>
<b>Services and Equipment</b>			
Office Space Lease Depreciation Expense	\$32,500.00	\$32,500.00	\$0.00
Lease Amortization Interest Expense	\$990.00	\$980.00	\$10.00
Utilities	\$5,573.09	\$5,517.91	\$55.18
Equipment	\$9,600.00	\$8,000.00	\$1,600.00
Legal Services	\$1,500.00	\$1,500.00	\$0.00
Legal Notices	\$1,500.00	\$1,500.00	\$0.00
Payroll Services	\$2,223.00	\$2,223.00	\$0.00
ADA Accommodation Services	\$500.00	\$500.00	\$0.00
Subtotal	\$54,386.09	\$52,720.91	\$1,665.18
<b>Operating Costs</b>			
Computer Software	\$5,500.00	\$5,500.00	\$0.00
Copy/Printing	\$1,191.93	\$2,300.00	(\$1,108.07)
Equipment Maintenance/Repair	\$3,000.00	\$2,000.00	\$1,000.00
Memberships	\$2,200.00	\$2,000.00	\$200.00
Postage	\$400.00	\$400.00	\$0.00
Professional Development/Travel	\$23,600.00	\$21,000.00	\$2,600.00
Space Insurance	\$3,890.00	\$3,890.00	\$0.00
Publications	\$500.00	\$500.00	\$0.00
Supplies	\$8,500.00	\$8,000.00	\$500.00
Telephone/Internet	\$4,328.00	\$4,328.00	\$0.00
Website	\$650.00	\$6,500.00	(\$5,850.00)
Translation Services	\$2,000.00	\$2,000.00	\$0.00
Subtotal	\$55,759.93	\$58,418.00	(\$2,658.07)
Total Indirect Costs	\$110,146.02	\$111,138.91	(\$992.89)
<b>Calculation of the Provisional Indirect Cost Rate</b>			
Indirect Costs	\$110,146.02	\$111,138.91	(\$992.89)
Allocation Base: Total Personnel Costs	\$549,270.48	\$544,315.74	\$4,954.74
<b>Provisional Indirect Cost Rate (Indirect Costs/Personnel Costs)</b>	<b>20.05%</b>	<b>20.42%</b>	<b>(0.36%)</b>
<b>Other Costs</b>			
Audit Services	\$10,800	\$10,800	\$0.00

Non-reimbursable audit costs will be paid for directly from FY 2024 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 April 26, 2023 to establish billing or final indirect costs rates for October 1, 2023-September 30, 2024 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.*



*Steven Stepek, AICP, Executive Director  
Kalamazoo Area Transportation Study*

*Date Executed: April 26, 2023*

APPENDIX 6: POLICY COMMITTEE MEMBERSHIP  
(As of December, 2023)

**Policy Committee Chairperson**

Randy L. Thompson, Comstock Township

**Policy Committee Vice-chairperson**

Curtis Aardema, Central County Transportation Authority

**Policy Committee Treasurer**

Rob Britigan, City of Parchment

Cheri Bell	Oshtemo Township
Jeff Breneman	Western Michigan University
James Cummings	Village of Climax
Marsha Drouin	Richland Township
Jason Gatlin	Wakeshma Township
John Gisler	Kalamazoo County
David Greve	Village of Richland
Keith Gunnett	Village of Schoolcraft
Robert Henderson	Van Buren Public Transit
Jeff Heppler	Village of Augusta
Christina Hutchings	Ross Township
Lisa Imus	Village of Lawton
Joanna Johnson	Road Commission of Kalamazoo County
William Joseph	Village of Paw Paw
Greg Kinney	Van Buren County Road Commission
Nick Loeks	Texas Township
Don Mayle	Michigan Department of Transportation
Terri McLean	Village of Mattawan
Pat McGinnis	City of Portage
Sherine Miller	Kalamazoo Township
Tim Frisbie	Village of Vicksburg
Pete Pfeiffer	Michigan Department of Transportation Kalamazoo TSC
Chris Praedel	City of Kalamazoo
Aditya Rama	Kalamazoo County Transportation Authority
Joshua Raney	City of Galesburg
Daniel Ruzick	Antwerp Township
Randy Smith	Brady Township
Jeff Sorensen	Cooper Township
Paul Sotherland	KATS Citizen Advisory Committee
Jon Speeter	Pavilion Township
Donald Stull	Paw Paw Township
Michael Tomlinson	Prairie Ronde Township
Don Ulsh	Schoolcraft Township
Jerry VanderRoest	Charleston Township
William Van Tassel	Almena Township

APPENDIX 7: TECHNICAL COMMITTEE MEMBERSHIP  
(As of December, 2023)

**Technical Committee Chairperson**

Jodi Stefforia Comstock Township

**Technical Committee Vice-chairperson**

Anna Horner Oshtemo Township

Christina Anderson	City of Kalamazoo Planning
Tom Anthony	Village of Mattawan
Barry Anttila	Van Buren County Road Commission
Muhammad Arif	City of Portage Engineering
Heather Bowden	Michigan Department of Transportation, Statewide Planning
Jeff Breneman	Western Michigan University
Kerry DenBraber	Michigan Department of Transportation, TSC
Eric Feldt	City of Portage
Ryan Gladding	MDOT, Statewide Urban Travel Analysis
Josh Grab	MDOT, Southwest Region
Rachael Grover	Kalamazoo County Planning
Kendra Gwin	City of Portage Engineering
Todd Hackenberg	Village of Lawton
Tracy Hall	Village of Paw Paw
Robert Henderson	Van Buren Public Transit
Jeff Heppler	Village of Augusta
Sarah Joshi	Central County Transportation Authority
Linda Kerr	Texas Township
Anthony Ladd	City of Kalamazoo Engineering
Cheri Lutz	Village of Schoolcraft
Jim Mallery	Village of Vicksburg
Sherine Miller	Kalamazoo Township
Ryan Minkus	Road Commission of Kalamazoo County
Dennis Randolph	City of Kalamazoo Engineering
Joshua Raney	City of Galesburg
Paul Sotherland	KATS Citizens Advisory Committee
Jenny Staroska	Federal Highway Administration
Nancy Stoddard	City of Parchment
Greg Vlietstra	Kalamazoo County Transportation Authority
George Waring	City of Kalamazoo Engineering
Susan Weber	Federal Transit Administration
Mark Worden	Road Commission of Kalamazoo County

## APPENDIX 8: STAFF MEMBERS

*Steve Stepek, AICP, Executive Director*  
[sstepek@katsmpo.org](mailto:sstepek@katsmpo.org)

*Megan Mickelson, Senior Planner*  
[mmickelson@katsmpo.org](mailto:mmickelson@katsmpo.org)

*Frederick Nagler, P.E., Associate Planner*  
[fnagler@katsmpo.org](mailto:fnagler@katsmpo.org)

*Elizabeth Rumick, Finance & Administrative Manager*  
[erumick@katsmpo.org](mailto:erumick@katsmpo.org)

*Ali Townsend, Associate Planner*  
[atownsend@katsmpo.org](mailto:atownsend@katsmpo.org)

## APPENDIX 9: NON-DISCRIMINATION POLICY STATEMENT

From the Title VI Non-Discrimination Plan for the Kalamazoo Area Transportation Study  
Approved March 27, 2024

### Non-Discrimination Policy Statement

The Kalamazoo Area Transportation Study (KATS) assures that no person shall, on the grounds of race, color, and national origin, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (P.L. 100.259). Specifically, 42 USC 2000d states that “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” 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. In addition to Title VI, there are other non-discrimination statutes that afford legal protection. These statutes include the following: Section 162 (a) of the Federal-Aid Highway Act of 1973 (23 USC 324) (sex), Age Discrimination Act of 1975 (age), and Section 504 of the Rehabilitation Act of 1973/Americans With Disabilities Act of 1990 (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.

APPENDIX 10: COMMENTS ON THE DRAFT FY 2024 AMENDED UNIFIED  
PLANNING WORK PROGRAM

None.



APPENDIX 11: LETTER TO MDOT REQUESTING USE OF THIRD PARTY IN-KIND



The Metropolitan Planning Organization for the Greater Kalamazoo Area

5220 Lovers Lane, Suite 110  
 Portage, MI 49002  
 269-343-0765  
 info@KATSmpo.org

February 9, 2023

Mr. Don Mayle  
 Manager, Statewide Planning Section  
 Michigan Department of Transportation  
 P. O. Box 30050  
 Lansing, MI 48909

Dear Mr. Mayle:

This letter is to request the use of flexible match for the FY 2024 Unified Planning Work Program (UPWP) for the Kalamazoo Area Transportation Study. We have read the document, "Flexible Match: Use in Federally Funded Transportation Program - MPO Unified Work Program," dated December 17, 2010 and understand the reporting guidelines necessary in order to request flexible match for the FY 2024 UPWP year.

The Kalamazoo Area Transportation Study anticipates using flexible match from the following agencies with the estimated amounts:

Third Party In-Kind Agreements

Municipality/Road Agency	Third Party Contribution (In Kind and/or Cash)
City of Kalamazoo	\$22,000.00
City of Portage	\$22,000.00
Road Commission of Kalamazoo County	\$22,000.00
Van Buren County Road Commission	\$10,000.00
Kalamazoo County	\$6,000.00
Western Michigan University	\$6,000.00
Comstock Township	\$2,000.00
Kalamazoo Township	\$2,000.00
Oshemo Township	\$2,000.00
Texas Township	\$2,000.00
City of Galesburg	\$1,200.00
City of Parchment	\$1,200.00
Village of Augusta	\$1,200.00
Village of Climax	\$1,200.00
Village of Lawton	\$1,200.00
Village of Mattawan	\$1,200.00
Village of Paw Paw	\$1,200.00
Village of Richland	\$1,200.00
Village of Schoolcraft	\$1,200.00
Almena Township	\$100.00
Antwerp Township	\$100.00
Brady Township	\$100.00
Charleston Township	\$100.00
Cooper Township	\$100.00
Pavilion Township	\$100.00
Paw Paw Township	\$100.00
Prairie Ronde Township	\$100.00
Richland Township	\$100.00
Ross Township	\$100.00
Wakeshma Township	\$100.00
<b>SUBTOTAL</b>	<b>\$107,900.00</b>

**Kalamazoo Area Transportation Study FY 2024 Flexible Match Request**  
**February 9, 2023**  
 Page 2

<b>Public Transportation Agency</b>	
Kalamazoo County Transportation Authority	\$10,330.00
Central County Transportation Authority	\$10,330.00
Van Buren County Public Transit	\$2,295.00
<b>SUBTOTAL</b>	<b>\$22,955.00</b>
<b>GRAND TOTAL</b>	<b>\$130,855.00</b>

Please note that the Kalamazoo Area Transportation Study had the agencies sign agreements based on estimated values of contributions for FY 2024. In years past, the staff at each of the agencies have exceeded the amount of time and effort needed to match the KATS program. We don't anticipate that changing for FY 2024 and will notify MDOT should there be a significant change in the amount of effort from the local agencies. By signing the assurances, the local agencies have committed to the minimum amount which exceeds the amount of match needed for the funds requested for FY 2024. KATS also has a contract for Traffic Data Collection Services which will be paid for by the member agencies. The cost to member agencies for this service will be used as part of their match to the KATS program.

Funding in the amount of \$25,000.00 for a pass-through agreement with the Central County Transportation Authority will be matched with cash by the Central County Transportation Authority. This agreement is for the annual payment for Remix public transportation planning platform software.

We are requesting carry over funds in the amount of \$81,850.00 for a pass-through agreement with the Central County Transportation Authority to do a fare study. Carryover funding will be matched with cash by the Central County Transportation Authority.

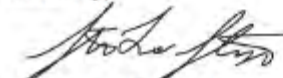
Based on the FY 2024 funding levels to be used for the year, the amount of match needed will be:

PROJECT DESCRIPTION	FEDERAL			LOCAL		PROJECT
	FY 2024 CPG	Carry-over Funds	Subtotal 81.85%	Flexible Match 18.15%	Cash Match 18.15%	GRAND TOTAL
FY 2024 Unified Planning Work Program	\$580,592.00		\$580,592.00	\$128,744.59		\$709,336.59
600 Special Studies: Remix Software Agreement	\$20,463.00		\$20,463.00		\$4,537.00	\$25,000.00
601 Special Studies: Fare Study		\$81,850.00	\$81,850.00		\$18,150.00	\$100,000.00
<b>Total</b>	<b>\$601,055.00</b>	<b>\$81,850.00</b>	<b>\$682,905.00</b>	<b>\$128,744.59</b>	<b>\$22,687.00</b>	<b>\$834,336.59</b>

We have attached the signed assurances from each of the agencies providing third party in-kind contributions for FY 2024. Due to the timing of requesting the use of Third Party In-kind contributions, we are asking for approval based on those received. The agreements received to date exceed the local match requirement for what we are requesting in federal funds. We are requesting that you provide us with written approval of this request prior to the adoption of our FY 2024 Unified Planning Work Program, scheduled for May 31, 2023. We are also requesting that you forward this request with your approval to the Federal Highway Administration and Federal Transit Administration for their review and approval. Should you see any issues with this support documentation, please advise us as soon as possible.

If you have any questions about this flexible match request, please let us know. Thank you.

Sincerely,



Steven L. Stepek, AICP  
 Executive Director

APPENDIX 12: LETTERS TO FHWA AND FTA FROM MICHIGAN DEPARTMENT OF TRANSPORTATION REQUESTING ACCEPTANCE OF KATS USE OF THIRD PARTY IN- KIND CONTRIBUTIONS



STATE OF MICHIGAN  
DEPARTMENT OF TRANSPORTATION  
LANSING

GRETCHEM WHITMER  
GOVERNOR

BRADLEY C. WIEFERICH, P.E.  
ACTING DIRECTOR

February 21, 2023

Theodore G. Burch, P.E.  
Division Administrator  
Federal Highway Administration - Michigan Division  
315 W. Allegan St., Room 201  
Lansing, MI 48933

Dear Theodore G. Burch:

The Michigan Department of Transportation is requesting the use of flexible match and cash match, to deliver the Fiscal Year 2024 Unified Work Program (UWP) for the Kalamazoo Area Transportation Study (KATS) Metropolitan Planning Organization (MPO).

The KATS MPO proposes the use of a mixture of flexible match and cash match to deliver their UWP. The documentation submitted in ProjectWise with this letter includes third-party in-kind contribution notification and assurance letters from the MPO member agencies.

If you have any questions, please contact either me or Heather Bowden, Transportation Planner, Statewide Planning Section, at 517-643-1614 or BowdenH@michigan.gov.

Sincerely,

*Craig B. Newell*  
Craig B. Newell  
Feb 21, 2023 4:23 PM

Craig B. Newell, Administrator  
Statewide Transportation Planning Division

Enclosure

cc: H. Bowden, MDOT  
A. Sibold, FHWA  
C. Ignasiak, FHWA  
D. Mayle, MDOT

MURRAY D. VAN WADSWORTH BUILDING • P.O. BOX 30050 • LANSING, MICHIGAN 48909  
www.Michigan.gov/MDOT • 517-241-2400

HLAND (01/2023)



STATE OF MICHIGAN  
DEPARTMENT OF TRANSPORTATION  
LANSING

GRETCHEN WHITMER  
ADMINISTRATOR

BRADLEY C. WIEFERICH, P.E.  
ACTING DIRECTOR

February 21, 2023

Kelley Brookins, Regional Administrator  
Federal Transit Administration  
200 W. Adams St., Suite 320  
Chicago, IL 60606

Dear Kelley Brookins:

The Michigan Department of Transportation is requesting the use of flexible match and cash match, to deliver the Fiscal Year 2024 Unified Work Program (UWP) for the Kalamazoo Area Transportation Study (KATS) Metropolitan Planning Organization (MPO).

The KATS MPO proposes the use of a mixture of flexible match and cash match to deliver their UWP. The documentation submitted in ProjectWise with this letter includes third-party in-kind contribution notification and assurance letters from the MPO member agencies.

If you have any questions, please contact either me or Heather Bowden, Transportation Planner, Statewide Planning Section, at 517-643-1614 or [BowdenH@michigan.gov](mailto:BowdenH@michigan.gov).

Sincerely,

Craig B. Newell  
*Craig B. Newell Sr.* Feb 21 2023 4:23 PM

Craig B. Newell, Administrator  
Statewide Transportation Planning Division

Enclosure

cc: H. Bowden

APPENDIX 13: LETTER FROM FHWA FTA GRANTING PERMISSION FOR THE USE OF THIRD PARTY IN-KIND



U.S. Department  
of Transportation  
**Federal Highway  
Administration**

Michigan Division

February 27, 2023

315 W. Allegan St., Rm. 201  
Lansing, MI 48933  
517-377-1844 (office)  
Michigan.FHWA@dot.gov

In Reply Refer To:  
HDA-MI

Mr. Craig Newell  
Director, Bureau of Transportation Planning  
Michigan Department of Transportation  
425 W. Ottawa St. (B340)  
Lansing, MI 48933

Kalamazoo Area Transportation Study (KATS) In-Kind Match for Fiscal Year 2024 (FY24)

Dear Mr. Newell,

On February 21, 2023, the Federal Highway Administration (FHWA) received the request by the Michigan Department of Transportation (MDOT) for the use of in-kind services to match federal planning funds in FY24 by the Kalamazoo Area Transportation Study (KATS). Assurances were included for all agencies expected to donate services. After reviewing the information provided (attached), the FHWA approves the MDOT's request.

If you have any questions, please contact Christina Ignasiak at [christina.ignasiak@dot.gov](mailto:christina.ignasiak@dot.gov) or by phone at (517) 702-1820.

Sincerely,

ANDREW C  
PICKARD

Digitally signed by  
ANDREW C PICKARD  
Date: 2023.02.27 13:45:44  
-05'00'

Andy Pickard, P.E.  
Team Leader for Planning, Environment, and  
Realty

For: Theodore G. Burch, P.E.  
Division Administrator

GEF

Enclosure: KATS FY2024 Request to Use Third Party Contributions.pdf

By e-mail

cc: Jana Nicole, MDOT  
Jeff Franklin, MDOT  
Heather Bowden, MDOT  
Susan Weber, FTA  
Andy Pickard, FHWA  
Andrew Sibold, FHWA  
Eric Purkiss, FHWA  
Mark Dionise, FHWA  
Rachael Tupica, FHWA  
Theodore Burch, FHWA

File Directory: O:\FHWA Records\TRAP Transportation Planning\TRAP 19 Metropolitan Planning Organizations (MPO)

File Name: KATS FY24 UWP in-kind services CI FEB272022.pdf



U.S. Department  
of Transportation  
Federal Transit  
Administration

REGION V  
Illinois, Indiana,  
Michigan, Minnesota,  
Ohio, Wisconsin

200 West Adams Street  
Suite 320  
Chicago, IL 60606-5253  
312-353-2789  
312-866-0351 (fax)

February 24, 2023

Mr. Craig Newell  
Administrator  
Michigan Department of Transportation  
Statewide Transportation Planning Division  
Murray D. Van Wagoner Building PO Box 30050  
Lansing, MI 48909

VIA E-mail

Re: Kalamazoo Area Transportation Study Third Party In-Kind Contribution Approval

Dear Mr. Newell:

On February 21, 2023, the Federal Transit Administration (FTA) received the Michigan Department of Transportation's (MDOT) request for the Kalamazoo Area Transportation Study (KATS) to use third party in-kind contributions as match for the FY 2024 consolidated planning grant. Assurances were included in this request for all agencies anticipated to donate services. The amount of contributions included in this request is sufficient to match the estimated amount of KATS federal planning funds for FY 2024. After reviewing the information provided, FTA approves MDOT's request.

As a reminder, the use of in-kind contributions is generally eligible if:

- Pre-approved by FTA,
- Donations of work are within the scope of work eligible to be performed by KATS staff,
- Necessary for the performance of the UPWP and documented in the UPWP,
- All other applicable federal requirements are met, and
- The correct account remarks are included in the authorization request. Please contact MDOT Project Accounting for more information.

If you have any questions, please contact [susan.weber@dot.gov](mailto:susan.weber@dot.gov) or (312) 353-3888.

Sincerely,

Kelley Brodkins  
Regional Administrator

cc: Heather Bowden, MDOT  
Andrew Sibold, FHWA


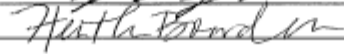
APPENDIX 14: PRE-AWARD SUBRECIPIENT RISK ASSESSMENT EVALUATION

Pre-Award Subrecipient Risk Assessment Evaluation  
{Kalamazoo Area Transportation Study} MPO FY 24 Unified Planning Work Plan (UPWP) contract  
{January 2023}

Y    N    N/A

- Does the subrecipient have prior experience with the same or similar subawards?
- If the subrecipient does not have prior experience with the same or similar subawards, are there any reasons to conclude that they could not effectively comply with the requirements of this subaward?
- If the subrecipient has had prior experience with the same or similar subawards, has the subrecipient received a Single Audit (if they meet the threshold)?
- If the subrecipient received a Single audit was it done as a major program?
- If the subrecipient has received federal funds in the past have they been timely in the submission of applications, amendments, fiscal reporting, drawdowns, closeout and budgets/revisions?
- Does the subrecipient have new personnel or new/substantially changed systems that could affect their compliance with the subaward requirements?
- Have any other entities (program offices, auditors, staff employed/previously employed by the entity, etc.) alerted us of potential risks/violations?
- If the subrecipient has received funds directly from a Federal awarding agency, do the results of any Federal monitoring indicate potential risks/violations?
- Does the entity appear to have effective operating procedures and internal controls?

Additional Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

MPO Representative  Date 1/3/23  
 SPS MPO Program Manager  Date 1/3/23

Note: The subrecipient is the MPO, the Subaward is the UPWP contract (CPG funding)

APPENDIX 15: THIRD PARTY IN-KIND NOTIFICATIONS AND ASSURANCES



**Third Party In-Kind Contributions Notification and Assurances  
FY 2024 Unified Planning Work Program  
Kalamazoo Urbanized Area**

**For Federal Highway Administration Consolidated Planning Dollar Funds (FHWA PL 112)**

1. **Notification** - In executing the subject FY 2024 Unified Planning Work Program (UPWP), the Kalamazoo Area Transportation Study (KATS), the Metropolitan Planning Organization (MPO) for the Kalamazoo urbanized area, proposes to use third party in-kind contributions provided by:

- |                                       |                          |
|---------------------------------------|--------------------------|
| ▪ Road Commission of Kalamazoo County | ▪ Village of Schoolcraft |
| ▪ Van Buren County Road Commission    | ▪ Village of Vicksburg   |
| ▪ City of Kalamazoo                   | ▪ Van Buren County       |
| ▪ City of Portage                     | ▪ Alamo Township         |
| ▪ Kalamazoo County                    | ▪ Almena Township        |
| ▪ Western Michigan University         | ▪ Antwerp Township       |
| ▪ Comstock Township                   | ▪ Brady Township         |
| ▪ Kalamazoo Township                  | ▪ Charleston Township    |
| ▪ Oshtemo Township                    | ▪ Climax Township        |
| ▪ Texas Township                      | ▪ Cooper Township        |
| ▪ City of Gasburg                     | ▪ Pavilion Township      |
| ▪ City of Parchment                   | ▪ Paw Paw Township       |
| ▪ Village of Augusta                  | ▪ Prairie Ronde Township |
| ▪ Village of Climax                   | ▪ Richland Township      |
| ▪ Village of Mattawan                 | ▪ Ross Township          |
| ▪ Village of Lawton                   | ▪ Schoolcraft Township   |
| ▪ Village of Paw Paw                  | ▪ Wakeshma Township      |
| ▪ Village of Richland                 |                          |

to cover all or a portion 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 UPWP budget.

3. **Third Party Consent** - The above stated agencies have agreed that the value of the eligible work performed by their staff or consultants may be used as an in-kind contribution.

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:

- |  |   |
|--|---|
| • Safety Analysis                      | • Congestion Mitigation and Air Quality     |
| • <u>Short and Long Range</u> Planning | • Transportation Management Systems         |
| • Public Participation                 | • Environmental Mitigation and Consultation |
| • Transportation System Monitoring     | • Updating GIS Maps and Pictometry Aerials  |
| • Planning Program Development         | • Non-Motorized Planning                    |
| • Development of Transportation Model  | • Long Range Transportation Development     |
| • Use of social and economic data      |   |



*Third Party In-Kind Contributions Notifications and Assurances  
 FY 2024 Unified Planning Work Program*

Page 2

The eligible amounts paid to gather traffic data under the Traffic Data Collections contract will be included toward agency contributions.

These activities are essential to fulfill Federal transportation planning requirements, are eligible for funding under Title 23, and are allowable under applicable Office of Management and Budget (OMB) Circulars.

- 6. **Time Period** - The third-party work will be performed during the FY 2024 UPWP time period (October 1, 2023 - September 30, 2024).
- 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 approved by the Policy Committee at its February 28, 2014 meeting for the FY 2024 UPWP is \$132,955 based on the following breakdown:

Agency	Match Requested
Road Commission of Kalamazoo County	\$22,000.00
Van Buren County Road Commission	\$10,000.00
City of Kalamazoo	\$22,000.00
City of Portage	\$22,000.00
Kalamazoo County	\$6,000.00
Western Michigan University	\$6,000.00
Comstock Township	\$2,000.00
Kalamazoo Township	\$2,000.00
Oshtemo Township	\$2,000.00
Texas Township	\$2,000.00
City of Galesburg	\$1,200.00
City of Parchment	\$1,200.00
Village of Augusta	\$1,200.00
Village of Climax	\$1,200.00
Village of Mattawan	\$1,200.00
Village of Lawton	\$1,200.00
Village of Paw <del>PAW</del>	\$1,200.00
Village of Richland	\$1,200.00
Village of Schoolcraft	\$1,200.00
Village of Vicksburg	\$1,200.00
Van Buren County	\$500.00
Alamo Township	\$100.00
Almena Township	\$100.00
Antwerp Township	\$100.00
Brady Township	\$100.00
Charleston Township	\$100.00
Climax Township	\$100.00
Cooper Township	\$100.00
Pavilion Township	\$100.00
Paw <del>PAW</del> Township	\$100.00
Prairie Ronde Township	\$100.00
Richland Township	\$100.00
Ross Township	\$100.00
Schoolcraft Township	\$100.00

*Third Party In-Kind Contributions Notifications and Assurances*  
*FY 2024 Unified Planning Work Program*  
 Page 3

Wakeshma Township	\$100.00
Kalamazoo County Transportation Authority	\$10,330.00
Central County Transportation Authority	\$10,330.00
Van Buren Public Transit	\$2,295.00
Estimated FY 2024 Contributions	\$132,855.00

Agencies are encouraged to continue to report activities to the Kalamazoo Area Transportation Study once their contribution has been reached. If this total exceeds the amount needed to provide the non-Federal match for available FHWA Consolidated Planning Dollar 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.

The Kalamazoo Area Transportation Study will not invoice any contributing member that fails to meet their target listed here provided that the local match needed for the KATS program has been satisfied by all contributed services. In case the required KATS match is not reached, KATS will invoice those agencies/municipalities that did not reach their target for the match shortfall. If more than one agency/municipality is short and cash is required to satisfy the KATS local match, the amount needed will be divided between those entities in proportion to their contributed service targets. The amount invoiced will not exceed the difference between the contributed service target and the services actually contributed by an agency/municipality.

*This assurance is provided in support of the Kalamazoo Area Transportation Study's request for prior approval to use in-kind contributions as match to FHWA Consolidated Planning Dollar funds and to convey recognition of the continuing responsibility for record keeping and billing procedures per 49 CFR Part 18. We agree to the estimated third party in-kind contributions for our agency as identified on Pages 2 and 3.*

Printed Name:	Date:
Signature:	Agency(Third Party):
Title:	Department

**Third Party In-Kind Contributions Notifications and Assurances  
FY 2024 Unified Planning Work Program**


Page 3

Wakeshma Township	\$100.00
Kalamazoo County Transportation Authority	\$10,330.00
Central County Transportation Authority	\$10,330.00
Van Buren Public Transit	\$2,295.00
<b>Estimated FY 2024 Contributions</b>	<b>\$132,855.00</b>

Agencies are encouraged to continue to report activities to the Kalamazoo Area Transportation Study once their contribution has been reached. If this total exceeds the amount needed to provide the non-Federal match for available FHWA Consolidated Planning Dollar 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.

The Kalamazoo Area Transportation Study will not invoice any contributing member that fails to meet their target listed here provided that the local match needed for the KATS program has been satisfied by all contributed services. In case the required KATS match is not reached, KATS will invoice those agencies/municipalities that did not reach their target for the match shortfall. If more than one agency/municipality is short and cash is required to satisfy the KATS local match, the amount needed will be divided between those entities in proportion to their contributed service targets. The amount invoiced will not exceed the difference between the contributed service target and the services actually contributed by an agency/municipality.

*This assurance is provided in support of the Kalamazoo Area Transportation Study's request for prior approval to use in-kind contributions as match to FHWA Consolidated Planning Dollar funds and to convey recognition of the continuing responsibility for record keeping and billing procedures per 49 CFR Part 18. We agree to the estimated third party in-kind contributions for our agency as identified on Pages 2 and 3.*

Printed Name:  James J. Baker, PE	Date:  1.11.2023
Signature: 	Agency/(Third Party):  City of Kalamazoo
Title:  Public Services Director and City Engineer	Department:  Public Services

**Third Party In-Kind Contributions Notifications and Assurances**  
**FY 2024 Unified Planning Work Program**  
 Page 3

Wakeshma Township	\$100.00
Kalamazoo County Transportation Authority	\$10,330.00
Central County Transportation Authority	\$10,330.00
Van Buren Public Transit	\$2,295.00
Estimated FY 2024 Contributions	\$132,855.00

Agencies are encouraged to continue to report activities to the Kalamazoo Area Transportation Study once their contribution has been reached. If this total exceeds the amount needed to provide the non-Federal match for available FHWA Consolidated Planning Dollar 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.

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Printed Name: Kendra Gwin	Date: 1/17/2023
Signature: <i>Kendra Gwin</i>	Agency/(Third Party): City of Portage
Title: Director	Department: Transportation

**Third Party In-Kind Contributions Notifications and Assurances**  
**FY 2024 Unified Planning Work Program**  
 Page 3

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Printed Name: <i>Joanna I. Johnson</i>	Date: <i>1-17-2023</i>
Signature: <i>Joanna I. Johnson</i>	Agency/(Third Party): <i>ROAD COMMISSION OF KALAMAZOO COUNTY</i>
Title: <i>Managing Director</i>	Department

**Third Party In-Kind Contributions Notifications and Assurances  
 FY 2024 Unified Planning Work Program**


Page 3

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Printed Name: Daniel Bisthop	Date: 01/12/2023
Signature: 	Agency/(Third Party): Van Buren County Road Commission
Title: Managing Director M	Department

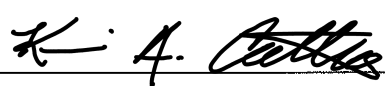
**Third Party In-Kind Contributions Notifications and Assurances**  
**FY 2024 Unified Planning Work Program**  
 Page 3


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Printed Name:	Date:
Signature: 	Agency/(Third Party):
Title:	Department

  
 Steven L. Stepek, AICP  
 Executive Director  
 Kalamazoo Area Transportation Study

1/4/23  
 Date

Approved as to form for KALAMAZOO COUNTY GOVERNMENT  
 CORPORATION COUNSEL  
 By: Angelina M. Barnes / Date: January 19, 2023

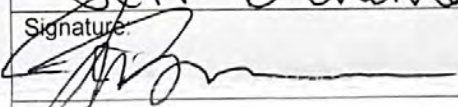
*Third Party In-Kind Contributions Notifications and Assurances  
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Printed Name: <b>Jeff Breneman</b>	Date: <b>1/9/2023</b>
Signature: 	Agency/(Third Party): <b>WMU</b>
Title: <b>VP Government Relations</b>	Department: <b>Gov. Relations</b>



**Third Party In-Kind Contributions Notifications and Assurances  
FY 2024 Unified Planning Work Program**

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Printed Name: <i>Randy L. Thompson</i>	Date: <i>1-23-2023</i>
Signature: <i>Randy L. Thompson</i>	Agency/(Third Party): <i>COMSTOCK TOWNSHIP</i>
Title: <i>Supervisor</i>	Department

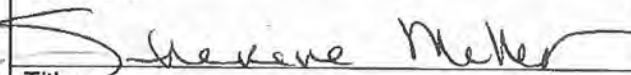
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**FY 2024 Unified Planning Work Program**  
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Printed Name: Sherine Miller	Date: 2/2/2023
Signature: 	Agency/(Third Party): KALAMAZOO TOWNSHIP
Title: TREASURER	Department: TREASURY

**Third Party In-Kind Contributions Notifications and Assurances**  
**FY 2024 Unified Planning Work Program**  
**Page 3**

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Printed Name: LIBBY HEINT-COSSWELL	Date: 1/25/2023
Signature: 	Agency/(Third Party): OSHTENO TOWNSHIP
Title: SUPERVISOR	Department

**Third Party In-Kind Contributions Notifications and Assurances**

**FY 2024 Unified Planning Work Program**


Page 3

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Printed Name: <i>NICHOLAS WELLS</i>	Date: <i>1/11/2023</i>
Signature 	Agency/(Third Party): <i>TEXAS TOWNSHIP</i>
Title: <i>SUPERVISOR</i>	Department


**Third Party In-Kind Contributions Notifications and Assurances**  
**FY 2024 Unified Planning Work Program**  
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Printed Name: Sarah Joshi	Date: 2-8-2023
Signature: 	Agency/(Third Party): CITY OF GALESBURG
Title: City Manager	Department

**Third Party In-Kind Contributions Notifications and Assurances**  
**FY 2024 Unified Planning Work Program**  
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Printed Name: NANCY R. Stoddard	Date: 1.6.2023
Signature: <i>Nancy R. Stoddard</i>	Agency/(Third Party): CITY OF PARCLEMENT
Title: CITY MANAGER	Department

**Third Party In-Kind Contributions Notifications and Assurances**

**FY 2024 Unified Planning Work Program**

Page 3

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Printed Name: <i>Jeff Heppler</i>	Date: <i>2-2-2023</i>
Signature: <i>Jeff Heppler</i>	Agency/(Third Party): <i>Village of Augusta</i>
Title: <i>Village Manager</i>	Department

**Third Party In-Kind Contributions Notifications and Assurances  
 FY 2024 Unified Planning Work Program**

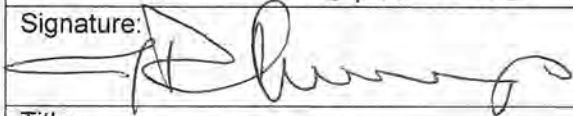
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Printed Name: JAMES R CUMMINGS	Date: 1-15-23
Signature: 	Agency/(Third Party): VILLAGE OF CLIMAX
Title: PRESIDENT VILLAGE COUNCIL	Department: CLIMAX, MI



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Printed Name: <i>Lisa Imus</i>	Date: <i>1-19-23</i>
Signature: <i>[Handwritten Signature]</i>	Agency/(Third Party): <i>Village of Lawton</i>
Title: <i>Village Manager</i>	Department: <i>Clerk</i>

**Third Party In-Kind Contributions Notifications and Assurances  
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Printed Name: <i>Terri A. McLean</i>	Date: <i>January 9, 2023</i>
Signature: <i>Terri A. McLean</i>	Agency/(Third Party): <i>Village of Mattawan</i>
Title: <i>Village Manager</i>	Department: <i>Administrative</i>

**Third Party In-Kind Contributions Notifications and Assurances  
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Printed Name: <b>WILLIAM JOSEPH</b>	Date: <b>1-27-2023</b>
Signature: 	Agency/(Third Party): <b>VILLAGE OF PAW PAW</b>
Title: <b>VILLAGE MANAGER</b>	Department: <b>GOVERNMENTAL</b>

**Third Party In-Kind Contributions Notifications and Assurances**  
**FY 2024 Unified Planning Work Program**  
 Page 3

Estimated FY 2024 Contributions	\$132,855.00
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Printed Name: <i>Jamie Ricca</i>	Date: <i>2/8/2023</i>
Signature: <i>Jamie Ricca</i>	Agency/(Third Party): <i>Village of Richland</i>
Title: <i>Treasurer</i>	Department

*Third Party In-Kind Contributions Notifications and Assurances  
 FY 2024 Unified Planning Work Program  
 Page 3*

Wakeshma Township	\$100.00
Kalamazoo County Transportation Authority	\$10,330.00
Central County Transportation Authority	\$10,330.00
Van Buren Public Transit	\$2,295.00
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Printed Name: Cheri M. Lutz	Date: 2/2/23
Signature: Cheri M. Lutz	Agency/(Third Party): Village of Schoolcraft
Title: Village Manager	Department: Administration

**Third Party In-Kind Contributions Notifications and Assurances**  
**FY 2024 Unified Planning Work Program**  
**Page 3**

Wakeshma Township	\$100.00
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Printed Name: James P Mallery	Date: MARCH 21, 2023
Signature: 	Agency/(Third Party): VILLAGE OF VICKSBURG
Title: VILLAGE MANAGER	Department

**Third Party In-Kind Contributions Notifications and Assurances**  
**FY 2024 Unified Planning Work Program**  
 Page 3

Wakeshma Township	\$100.00
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Printed Name: <i>WILLIAM VAN TASSEL</i>	Date: <i>1/19/2023</i>
Signature: <i>Will Van Tassel</i>	Agency/(Third Party): <i>ALMENA TOWNSHIP</i>
Title: <i>SUPERVISOR</i>	Department

*SANDRA RICKLI*  
*Sandra B. Rickli*  
 CLERK

*1-19-2023*

*Third Party In-Kind Contributions Notifications and Assurances  
 FY 2024 Unified Planning Work Program  
 Page 3*

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Printed Name: <i>James J. Ruzick</i>	Date: <i>1-18-2023</i>
Signature: <i>[Handwritten Signature]</i>	Agency/(Third Party): <i>AWTWERP TOWNSHIP</i>
Title: <i>Supervisor</i>	Department: <i>[Blank]</i>



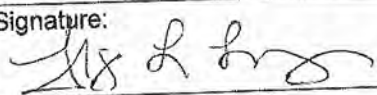
**Third Party In-Kind Contributions Notifications and Assurances**  
**FY 2024 Unified Planning Work Program**  
 Page 3

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Printed Name: Tracy Lacey	Date: 1/23/23
Signature: 	Agency/(Third Party): BRADY TOWNSHIP
Title: Supervisor	Department

**Third Party In-Kind Contributions Notifications and Assurances  
FY 2024 Unified Planning Work Program**

Page 3

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Printed Name: Jerry Vander Roest	Date: Jan 26, 2023
Signature: Jerry Vander Roest	Agency/(Third Party): Charleston Township
Title: Township Supervisor	Department


**Third Party In-Kind Contributions Notifications and Assurances**  
**FY 2024 Unified Planning Work Program**  
 Page 3

Wakeshma Township	\$100.00
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Printed Name: JEFF SORENSEN	Date: 01-17-2023
Signature: 	Agency/(Third Party): Cooper Charter Township
Title: Township Supervisor	Department

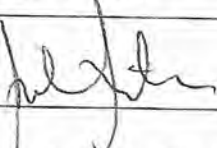
*Third Party In-Kind Contributions Notifications and Assurances  
 FY 2024 Unified Planning Work Program  
 Page 3*

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Printed Name: JOHN SPEETER	Date: 1/30/23
Signature: 	Agency/(Third Party): PAVILION TOWNSHIP
Title: SUPERVISOR	Department: PAVILION TOWNSHIP

*Third Party In-Kind Contributions Notifications and Assurances*

*FY 2024 Unified Planning Work Program*

Page 3

Wakeshma Township	\$100.00
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Printed Name: <i>Donald A. Stull</i>	Date: <i>1/24/2023</i>
Signature: <i>Donald A. Stull</i>	Agency/(Third Party): <i>Paw Paw Township</i>
Title: <i>Paw Paw Township Supervisor</i>	Department:

**Third Party In-Kind Contributions Notifications and Assurances  
FY 2024 Unified Planning Work Program**

Page 3

Wakeshma Township	\$100.00
Kalamazoo County Transportation Authority	\$10,330.00
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Printed Name: <i>MICHAEL J TOMLINSON</i>	Date: <i>1/10/2023</i>
Signature: <i>Michael J Tomlinson</i>	Agency/(Third Party): <i>PRAIRIE RONDE TOWNSHIP</i>
Title: <i>SUPERVISOR</i>	Department

**Third Party In-Kind Contributions Notifications and Assurances**

**FY 2024 Unified Planning Work Program**

Page 3

Wakeshma Township	\$100.00
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Printed Name: <i>Marsha Drouin</i>	Date: <i>1/18/2023</i>
Signature: <i>Marsha Drouin</i>	Agency/(Third Party): <i>RICHLAND TOWNSHIP</i>
Title: <i>Marsha Drouin</i>	Department

**Third Party In-Kind Contributions Notifications and Assurances  
FY 2024 Unified Planning Work Program**

Page 3

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Printed Name: <b>Donald K. Ullsh</b>	Date: <b>2-22-23</b>
Signature: <b>D.K. Ullsh</b>	Agency/(Third Party): <b>Schoolcraft Twp.</b>
Title: <b>Supervisor</b>	Department



*Third Party In-Kind Contributions Notifications and Assurances  
 FY 2024 Unified Planning Work Program*

Page 3

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Printed Name: Christina Hutchings	Date: Jan 23, 2023
Signature: <i>Christina Hutchings</i>	Agency/(Third Party): Ross Township
Title: Supervisor	Department - - - -

**Third Party In-Kind Contributions Notifications and Assurances**

**FY 2024 Unified Planning Work Program**

Page 3

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Printed Name: Jason Gatlin	Date: 1-23-2023
Signature: <i>Jason Gatlin</i>	Agency/(Third Party): Wakeshma Township
Title: Supervisor	Department

**Third Party In-Kind Contributions Notifications and Assurances**  
**FY 2024 Unified Planning Work Program**  
**Page 2**

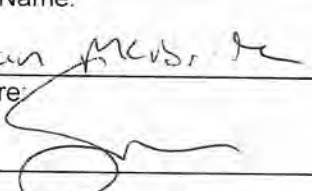
8. **Amount** - The total amount of estimated third party in-kind contributions for the FY 2024 UPWP is \$22,955 based on the following breakdown:

Central County Transportation Authority	\$19,660
Kalamazoo County Transportation Authority	\$1,000
Van Buren Public Transit	\$2,295
<b>Estimated Total FY 2024 Contributions</b>	<b>\$22,955</b>

Agencies are encouraged to continue to report activities to the Kalamazoo Area Transportation Study once their contribution has been reached. If this total exceeds the amount needed to provide the non-Federal match for available FHWA Consolidated Planning Dollar 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.

The Kalamazoo Area Transportation Study will not invoice any contributing member that fails to meet their target listed here provided that the local match needed for the KATS program has been satisfied by all contributed services. In case the required KATS match is not reached, KATS will invoice those agencies/municipalities that did not reach their target for the match shortfall. If more than one agency/municipality is short and cash is required to satisfy the KATS local match, the amount needed will be divided between those entities in proportion to their contributed service targets. The amount invoiced will not exceed the difference between the contributed service target and the services actually contributed by an agency/municipality.

*This assurance is provided in support of the Kalamazoo Area Transportation Study's request for prior approval to use in-kind contributions as match to FHWA Consolidated Planning Dollar funds and to convey recognition of the continuing responsibility for record keeping and billing procedures per 23 CFR. We agree to the estimated third party in-kind contributions for our agency as identified on Page 2.*

Printed Name: Sean McVey, Jr	Date: 1/9/23
Signature: 	Agency/(Third Party): CETA : KCTA
Title: Executive Director	Department:

*Third Party In-Kind Contributions Notifications and Assurances*  
*FY 2024 Unified Planning Work Program*  
 Page 2

8. **Amount** - The total amount of estimated third party in-kind contributions for the FY 2024 UPWP is \$22,955 based on the following breakdown:

Central County Transportation Authority	\$19,660
Kalamazoo County Transportation Authority	\$1,000
Van Buren Public Transit	\$2,295
<b>Estimated Total FY 2024 Contributions</b>	<b>\$22,955</b>

Agencies are encouraged to continue to report activities to the Kalamazoo Area Transportation Study once their contribution has been reached. If this total exceeds the amount needed to provide the non-Federal match for available FHWA Consolidated Planning Dollar 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.

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Printed Name: <i>Laurie Schlipp</i>	Date: <i>1-9-2023</i>
Signature: <i>Laurie Schlipp</i>	Agency/(Third Party): <i>VAN BUREN PUBLIC TRANSIT</i>
Title: <i>DIRECTOR</i>	Department: <i>TRANSIT</i>