

AMENDED

FY 2023 Unified Planning Work Program

Kalamazoo Area Transportation Study

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FY 2023 Unified Planning Work Program

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Disclaimer

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

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Introduction

The Fiscal Year 2023 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 2023 Unified Planning Work Program include:

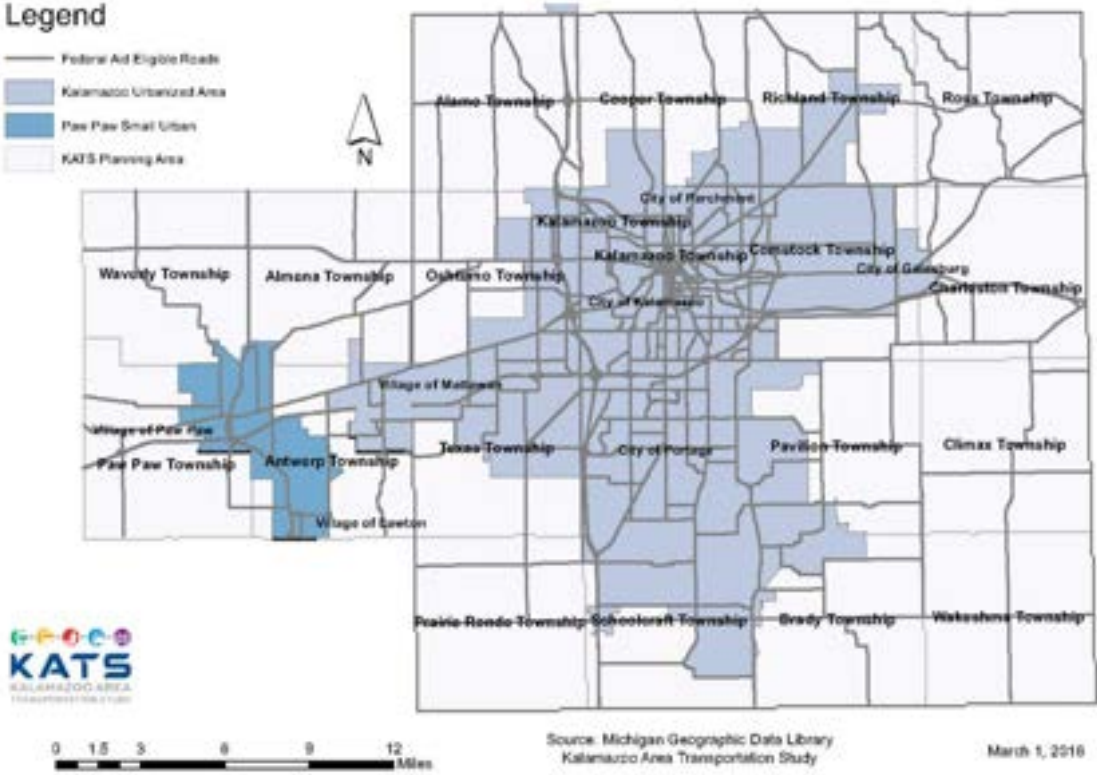
- Continue work with the Michigan Department of Transportation to identify and adopt performance targets for the Metropolitan Planning Area for incorporation into planning products (Work Element 200, 300, 500, 500.1)
- Incorporate new Statewide and Metropolitan Planning Rules into the Metropolitan Transportation 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)

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 2023 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 2023. This work is approved through the region contract. The work items identified for the region are included in a separate document, titled Fiscal Year 2023 Regional Transportation Planning Work Program.

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



Local Transportation Issues

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

There is a growing awareness of the linkage between transportation, 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. As needed, continue to review, evaluate, and update public participation plan (PPP) to ensure the following:
 - Clear project map/data listing
 - Consideration of virtual options for public participation
 - Environmental justice and Title VI processes and connection to public involvement
 - Ensuring transparency and providing open access to the planning, decision making, and project evaluation & selection processes. These processes should be available to the public and easy to understand (digestible format) on the MPO website.
5. 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.
6. 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 Justice⁴⁰ 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 2023 is summarized in Table 1. Base Fiscal Year 2023 projected funding allocations include \$557,767 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 \$123,683.21 needed for Fiscal Year 2023.

Kalamazoo Area Transportation Study will also be conducting transportation related planning activities for the Southcentral Michigan Planning Council (SMPC) - Region 3 in Fiscal Year 2023. 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	\$557,767.00
Michigan Transportation Fund - Asset Management	\$22,000.00
SMPC Contract Revenue	
Michigan Transportation Fund (RTPP)[2]	\$26,000.00
Michigan Transportation Fund (RTF)	\$21,863.00
Michigan Transportation Fund (Region 3-Asset Management)	\$55,000.00
Membership Dues [1]	\$10,800.00
Subtotal	\$693,430.00
Required Local Match (Cash/Third-Party In-Kind)	
Local Match - CCTA	\$3,114.54
Third-party In-kind	\$120,568.67
Subtotal	\$123,683.21
Total Program	\$817,113.21

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

[2] \$21,000.00 available to KATS, remainder designated for SMPC Staff

Table 2 outlines the effort by the Michigan Department of Transportation staff during Fiscal Year 2023. 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 2023 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	MTF	SMPC	SMPC Staff	Local Cash	Local Third-party In-kind	Overmatch
100 Program Management	\$83,254.83	\$83,254.83						
200 Short Range Planning	\$166,806.65	\$153,764.52					\$13,042.13	\$16,772.45
300 Data and Performance Management Measures	\$248,433.94	\$156,207.09					\$92,226.85	\$118,605.63
400 Asset Management	\$22,000.00		\$22,000.00					
500 Long Range Planning	\$165,794.79	\$150,495.10					\$15,299.69	\$19,675.70
600 Special Studies	\$17,160.00	\$14,045.46				\$3,114.54		
SMPC Region 3 Contract	\$102,863.00			\$97,863.00	\$5,000.00			
Other	\$10,800.00					\$10,800.00		
Total Budget	\$817,113.21	\$557,767.00	\$22,000.00	\$97,863.00	\$5,000.00	\$13,914.54	\$120,568.66	\$155,053.78

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	\$83,254.83	\$83,254.83	1,276

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		Local Hours	Overmatch
			Third-party In-kind	Staff Hours		
200 Short Range Planning	\$166,806.65	\$153,764.52	\$13,042.13	1,735	921	\$16,772.45

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

Work Product	Timeline
Transportation Improvement Program Amendments	Every other month
FY 2022 Obligated Project Report	December
FY 2024 Unified Planning Work Program	May
FY 2023 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

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	\$248,433.94	\$156,207.09	\$92,226.85	1,881	3,462	\$118,605.63

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

The U.S. Census Bureau released the 2020 Urban Area's data in late Fiscal Year 2022 and early Fiscal Year 2023. Several months after this data is released, Michigan Department of Transportation Staff will 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 requirements of Highway Performance Monitoring System 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
- Provide support to Michigan Department of Transportation in the cross-agency coordination effort to plan for, gather, and report roadway characteristics on the non-Michigan Department of Transportation road network (federal aid and non-federal aid)

Model Inventory Roadway Elements (MIRE) Data

- Model Inventory Roadway Elements (MIRE) Fundamental Data Elements (FDE) is a federal reporting requirement for safety roadway data.
- Implementation by MDOT and its vendors of the MIRE FDE data repository schema in MDOT Roads & Highways should be completed.
- MPO and local agency participation in the MIRE data collection process will be considered part of the requirements in fulfilling Data Collection responsibilities to MDOT.
- Education, material preparation, optional travel, and meeting time required for planning discussions.
- KATS review of MIRE data will be: Surface type, number of through lanes, access control, median type, and junction traffic control.

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

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	266

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	\$137,140.67	\$122,695.10	\$13,112.22	1,749	943	\$19,724.24
500.1 Complete Streets Planning	\$28,654.12	\$27,800.00	\$854.12	148	60	\$1,284.81
Total	\$165,794.79	\$150,495.10	\$15,299.69	1,471	1,003	\$19,675.70

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	September 2023
Access Management Reports	As Needed

600 Special Studies

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

REMIX TRANSIT PLANNING SOFTWARE

OBJECTIVE

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

ACTIVITIES

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

BUDGET

	Program Budget	FHWA CPG	Local Cash
600 Special Studies	\$17,160.00	\$14,045.46	\$3,114.54

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 2023 Unified Planning Work Program, the following agencies have agreed that the value of the eligible work performed by their staff or consultants may be used as in-kind contributions:

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

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 2023 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:

- 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 \$123,683.21. (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	Total	Agreement	200	300	500	500.1	Total
RCKC	\$942.35	\$31,252.00	\$2,229.90	\$453.45	-	\$34,877.70	\$22,000.00	21.5	0.00	72.00	13.00	106.50
Kalamazoo	\$5,673.07	\$14,049.60	\$4,865.38	\$218.17	-	\$24,806.22	\$22,000.00	143.00	37.00	143.00	6.00	329.00
Portage	\$4,806.76	\$16,162.88	\$1,226.04	\$173.25	-	\$22,368.95	\$22,000.00	136.75	166.65	34.00	5.00	342.40
VBCRC	\$8,911.94	\$475.32	\$1,067.90	\$151.86	-	\$10,607.02	\$10,000.00	273.00	16.00	25.00	4.00	318.00
Kalamazoo County	-	\$40,000.00	-	-	-	\$40,000.00	\$6,000.00	-	-	-	-	-
CCTA/KCTA	\$8,747.00	\$40,312.40	\$23,447.24	-	\$3,114.54	\$75,621.18	\$23,774.54	314.50	1617.75	668.75	-	2601.00
Van Buren Transit	\$733.44	\$13,580.44	-	-	-	\$14,313.88	\$2,295.00	32.00	505.50	-	-	537.50
Other	-	\$54,999.84	-	\$1,142.20	-	\$56,142.04	\$22,585.46	-	1118.90	-	31.75	1150.65
Total	\$29,814.58	\$210,832.48	\$32,836.46	\$2,138.93	\$3,114.54	\$278,736.99	\$130,655.00	920.75	3461.80	942.75	59.75	5385.05

Required Match	\$13,042.13	\$92,226.85	\$14,364.03	\$935.66	\$3,114.54	\$123,683.21
Overmatch	\$16,772.45	\$118,605.63	\$18,472.43	\$1,203.27	-	\$155,053.78

APPENDICES

APPENDIX 1: SUMMARY BUDGET BY PROGRAM ACTIVITY

[FHWA CONSOLIDATED PLANNING GRANT AND CARRY OVER FUNDS]

"A"		"B"	"C"	"D"	
Program and Program Activities		MPO Budget	Required Match *	Program Total Cost	Over Match
100	Program Management		\$0.00		\$0.00
		\$83,254.83		\$83,254.83	
200	Short Range Planning				
		\$153,764.52	\$13,042.13	\$166,806.65	\$16,772.45
300	Data and Performance Management				
		\$156,207.09	\$92,226.85	\$248,433.94	\$118,605.63
400	Asset Management	\$0.00	\$0.00	\$0.00	\$0.00
500	Long Range Planning				
		\$150,495.10	\$15,299.69	\$165,794.79	19,675.70
600	Special Planning Initiatives	\$14,045.46	\$3,114.54	\$17,160.00	\$0.00
	Total	\$557,767.00	\$123,683.20	\$681,450.20	
					\$155,053.78
	"Federal Share" (0.8185 of Total "D")**				\$557,767.00
	Local Share (0.1815 of Total "D")				\$123,683.21
	Overmatch				
					\$155,053.78
400	Asset Management	\$22,000.00			
SMPC	Contract Revenue				
		\$102,863.00			
	Program Revenue Excluding Dues				
		\$682,630.33			
	Membership Dues	\$10,800.00			
	Program Revenue				
		\$693,430.00			

* 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 \$557,767.00. This project is treated as a lump sum.

ESTIMATED PROGRAM REVENUE EXPENSE ALLOCATION

	<u>Budget</u>
Personnel Cost (Appendix 2)	\$518,832.29
Direct Cost (Appendix 3)	\$59,207.89
Indirect Cost (Appendix 4)	\$104,589.82
Program Revenue Excluding Dues	\$682,630.00
Audit	\$10,800.00
Program Revenue	\$693,430.00

APPENDIX 4: INDIRECT COST BUDGET AND PROVISIONAL INDIRECT RATE

	<u>Amended</u>	<u>Budget</u>	<u>Difference</u>
Services and Equipment			
Office Space Lease Depreciation Expense	\$32,500.00	\$35,500.00	(\$3,000.00)
Lease Amortization Interest Expense	\$760.90	\$275.00	\$485.90
Utilities	\$4,490.00	\$4,490.00	\$0.00
Equipment	\$8,000.00	\$8,000.00	\$0.00
Legal Services	\$1,500.00	\$1,500.00	\$0.00
Legal Notices	\$1,500.00	\$1,500.00	\$0.00
Payroll Services	\$2,179.42	\$2,179.42	\$0.00
ADA Accommodation Services	\$500.00	\$500.00	\$0.00
Subtotal	\$51,430.32	\$53,944.42	(\$2,514.10)
Operating Costs			
Computer Software	\$5,000.00	\$5,000.00	\$0.00
Copy/Printing	\$2,300.00	\$2,000.00	\$300.00
Equipment Maintenance/Repair	\$2,000.00	\$1,500.00	\$500.00
Memberships	\$2,000.00	\$2,500.00	(\$500.00)
Postage	\$300.00	\$400.00	(\$100.00)
Professional Development/Travel	\$19,800.00	\$19,725.00	\$75.00
Space Insurance	\$3,481.50	\$3,481.50	\$0.00
Publications	\$400.00	\$945.00	(\$545.00)
Supplies	\$7,350.00	\$7,350.00	\$0.00
Telephone/Internet	\$4,028.00	\$4,028.00	\$0.00
Website	\$6,500.00	\$6,500.00	\$0.00
Translation Services	\$2,000.00	\$2,000.00	\$0.00
Subtotal	\$55,159.50	\$55,429.50	(\$270.00)
Total Indirect Costs	\$106,589.82	<u>\$109,373.92</u>	(\$2,784.10)
Calculation of the Provisional Indirect Cost Rate			
Indirect Costs	\$106,589.82	\$109,373.92	(\$2,784.10)
Allocation Base: Total Personnel Costs	<u>\$518,832.29</u>	<u>\$505,347.27</u>	<u>\$13,485.02</u>
Provisional Indirect Cost Rate (Indirect Costs/Personnel Costs)	20.54%	21.64%	(1.1%)
Other Costs			
Audit Services	\$10,800	\$10,800	\$0.00

Non-reimbursable audit costs will be paid for directly from FY 2023 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

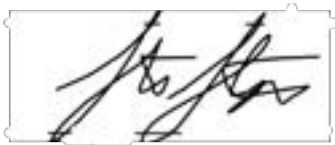
Kalamazoo Area Transportation Study Indirect Cost Rate Proposal

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 20, 2022 to establish billing or final indirect costs rates for October 1, 2022-September 30, 2023 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 20, 2022

APPENDIX 6: POLICY COMMITTEE MEMBERSHIP
(As of February, 2022)

Policy Committee Chairperson

Randy L. Thompson, Comstock Township

Policy Committee Vice-chairperson

Libby Heiny-Cogswell, Oshtemo Township

Policy Committee Treasurer

Robert Britigan, City of Parchment

Curt Aardema	Central County Transportation Authority
Rob Baker	Ross Township
Jeff Breneman	Western Michigan University
Carol Daly	Village of Mattawan
Kurt Doroh	Van Buren Public Transit
Marsha Drouin	Richland Township
Jeff Franklin	Michigan Department of Transportation Lansing
Jason Gatlin	Wakeshma Township
John Gisler	Kalamazoo County
David Greve	Village of Richland
Keith Gunnett	Village of Schoolcraft
Jeff Heppler	Village of Augusta
Lisa Imus	Village of Lawton
Martin Janssen	Kalamazoo County Transportation Authority
Joanna Johnson	Road Commission of Kalamazoo County
William Joseph	Village of Paw Paw
Sarah Joshi	City of Galesburg
Greg Kinney	Van Buren County Road Commission
Tracey Locey	Brady Township
Nick Loeks	Texas Township
Sherine Miller	Kalamazoo Township
Tim Frisbie	Village of Vicksburg
Pete Pfeiffer	Michigan Department of Transportation Kalamazoo TSC
Chris Praedel	City of Kalamazoo
Terry Urban	City of Portage
Robert Reits, Jr.	Waverly Township
Bruce Rolfe	Village of Climax
Daniel Ruzick	Antwerp Township
Paul Schincariol	Van Buren County
Don Schultz	Climax 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
Gail VanDerweele	Alamo Township
William Van Tassel	Almena Township

APPENDIX 7: TECHNICAL COMMITTEE MEMBERSHIP
(As of February, 2022)

Technical Committee Chairperson

Ryan Minkus Road Commission of Kalamazoo County

Technical Committee Vice-chairperson

Jodi Stefforia Comstock 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
Jeff Breneman	Western Michigan University
Bill Bresson	City of Galesburg
Kerry DenBraber	Michigan Department of Transportation, TSC
Eric Feldt	City of Portage
Ryan Gladding	MDOT Statewide Urban Travel Analysis
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
Anna Horner	Oshtemo Township
Julie Johnston	Texas Township
Anthony Ladd	City of Kalamazoo Engineering
Cheri Lutz	Village of Schoolcraft
Jim Mallery	Village of Vicksburg
Dexter Mitchell	Kalamazoo Township
Andy Pickard	Federal Highway Administration
Dennis Randolph	City of Kalamazoo Engineering
Brian Sanada	Michigan Department of Transportation, Southwest Region
Kathy Schultz	Central County Transportation Authority
Paul Sotherland	KATS Citizens Advisory Committee
Nancy Stoddard	City of Parchment
Greg Vlietstra	Kalamazoo County Transportation Authority
Luke Walters	Michigan Department of Transportation, Statewide Planning
George Waring	City of Kalamazoo Engineering
Susan Weber	Federal Transit Administration
Mark Worden	Road Commission of Kalamazoo County

APPENDIX 8: STAFF MEMBERS

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Elizabeth Rumick, Finance & Administrative Manager
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Ali Townsend, Associate Planner
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APPENDIX 9: NON-DISCRIMINATION POLICY STATEMENT

From the Title VI Non-Discrimination Plan for the Kalamazoo Area Transportation Study
Approved February 19, 2020.

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 2023 UNIFIED PLANNING WORK PROGRAM

3/14/2022. Michigan Department of Transportation, David Fairchild, Jeff Franklin. Census Bureau Urban Area verbiage added. Work Element 300, Data.

3/31/22. Michigan Department of Transportation, Jeff Franklin. Work Element 200, Short Range Planning. Page 15, Activities, Transportation Improvement Program, bottom bullet: "Attach statement to all TIP amendments as a substitute for doing interagency workgroup (IAWG) on amendments" changed to "Participate in the IAWG process for TIP Amendments."

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
 269-343-0766
 info@KATSmpo.org

February 10, 2022

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 2023 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 2023 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
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 Lawton	\$1,200.00
Village of Richland	\$1,200.00
Village of Schoolcraft	\$1,200.00
Village of Vicksburg	\$1,200.00
Almena Township	\$100.00
Brady Township	\$100.00
Charleston Township	\$100.00
Cooper Township	\$100.00
Pavilion Township	\$100.00
Paw Paw Township	\$100.00
Richland Township	\$100.00
Schoolcraft Township	\$100.00
Wakeshma Township	\$100.00
SUBTOTAL	\$105,300.00

Kalamazoo Area Transportation Study FY 2023 Flexible Match Request
February 10, 2022

Page 2

Public Transportation Agency	
Kalamazoo County Transportation Authority	\$10,330.00
Central County Transportation Authority	\$10,330.00
Van Buren County Public Transit	\$2,295.00
SUBTOTAL	\$22,955.00
GRAND TOTAL	\$128,255.00

Please note that the Kalamazoo Area Transportation Study had the agencies sign agreements based on estimated values of contributions for FY 2023. 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 2023 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 2023. 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 \$14,045.46 for a pass-through agreement with the Central County Transportation Authority for the annual payment for Remix public transportation planning platform software will be matched with cash by the Central County Transportation Authority.

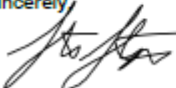
Based on the FY 2023 funding levels to be used for the year, the amount of match needed will be:

PROJECT DESCRIPTION	FEDERAL			LOCAL		PROJECT
	FY 2023 CPG		Subtotal 81.85%	Flexible Match 18.15%	Cash Match 18.15%	GRAND TOTAL
FY 2023 Unified Planning Work Program	\$557,767.00		\$557,767.00	\$120,568.66		\$678,335.66
600 Special Studies: Remix Software Agreement					\$3,114.54	\$3,114.54
Total	\$557,767.00		\$557,767.00	\$120,568.66	\$3,114.54	\$681,450.20

We have attached the signed assurances from each of the agencies providing third party in-kind contributions for FY 2023. 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 2023 Unified Planning Work Program, scheduled for May 25, 2022. 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 Stepek, AICP
 Executive Director

cc: Jeff Franklin, Michigan Department of Transportation

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



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

PAUL C. AJEGBA
DIRECTOR

February 16, 2022

Theodore G. Burch, P.E.
Division Administrator (Acting)
Federal Highway Administration
Michigan Division
315 West Allegan Street, Room 201
Lansing, Michigan 48933

Dear Theodore G. Burch:

The Michigan Department of Transportation (MDOT) requests your review and approval of the following:

Metropolitan Planning Organization (MPO)	Kalamazoo Area Transportation Study (KATS)
Item	Fiscal Year 2023 Unified Work Program (UWP)
Request	The use of flexible match and cash match
Notes	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 Jeff Franklin, Transportation Planner, Statewide Planning Section, at FranklinJ1@michigan.gov or 517-243-8720.

Sincerely,

Craig B. Newell Jr.

Craig B. Newell, Administrator
Statewide Transportation Planning Division

Enclosure

cc: Jeff Franklin, MDOT

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

LH-LAN-0 (10/19)



STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

GRETCHEN WHITMER
GOVERNOR

PAUL C. AJEGBA
DIRECTOR

February 16, 2022

Kelley Brookins
Regional Administrator
Federal Transit Administration
200 West Adams Street, Suite 320
Chicago, Illinois 60606

Dear Kelley Brookins:

The Michigan Department of Transportation (MDOT) requests your review and approval of the following:

Metropolitan Planning Organization (MPO)	Kalamazoo Area Transportation Study (KATS)
Item	Fiscal Year 2023 Unified Work Program (UWP)
Request	The use of flexible match and cash match
Notes	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 Jeff Franklin, Transportation Planner, Statewide Planning Section, at FranklinJ1@michigan.gov or 517-243-8720.

Sincerely,

Craig B. Newell Jr.

Craig B. Newell, Administrator
Statewide Transportation Planning Division

Enclosure

cc: Jeff Franklin, MDOT

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

LH-LAN-0 (10/19)

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



Michigan Division

February 25, 2022

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
Administrator, Statewide Planning Section
Michigan Department of Transportation
425 W. Ottawa St. (B340)
Lansing, MI 48933

Kalamazoo Area Transportation Study (KATS) In-Kind Match for Fiscal Year 2023 (FY23)

Dear Mr. Newell:

On February 16, 2022, 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 FY23 by the Kalamazoo Area Transportation Study (KATS). Assurances were included for all agencies expected to donate services. After reviewing the information provided (attached), FHWA approves MDOT's request.

If you have any questions, please contact me by email at andrew.sibold@dot.gov, or by phone at (517) 702-1829.

Sincerely,

 Digitally signed by
ANDREW MAYS SIBOLD
Date: 2022.02.25
14:47:31 -0500

Andrew M. Sibold
Transportation Planner

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

GEF

Enclosure/s:

KATS FY23 Contributed Service Request.pdf

KATS FY23 Non-Monetary Letter MDOT.pdf

By e-mail

cc: Nicole Jana, MDOT
Jeff Franklin, MDOT
Susan Weber, FTA
Andrew Sibold, FHWA
Andy Pickard, FHWA
Mark Dionise, FHWA
Theodore Burch, FHWA

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

File Name: KATS FY23 UWP in-kind services_AS_FEB252022.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
312-886-0351 (fax)

February 28, 2022

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 Park In-Kind Contribution Approval

Dear Mr. Newell:

On February 16, 2022, 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 2023 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 2023. 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 or (312) 353-3888.

Sincerely,

**KELLEY
BROOKINS** Digitally signed by
KELLEY BROOKINS
Date: 2022.02.28
17:24:37 -06'00'

Kelley Brookins
Regional Administrator

ecc: Jeff Franklin, MDOT
Andrew Sibold, FHWA

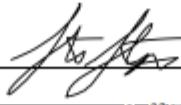
APPENDIX 14: PRE-AWARD SUBRECIPIENT RISK ASSESSMENT EVALUATION

Pre-Award Subrecipient Risk Assessment Evaluation
{Kalamazoo Area Transportation Study} MPO FY 23 Unified Planning Work Plan (UPWP) contract
{January 2022}

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 1/25/2022
 SPS MPO Program Manager _____ Jeff Franklin _____ Date _____
545437 - Kalamazoo Unified Planning Work Plan
 Jan 20 2022 8:17 AM

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

APPENDIX 15: THIRD PARTY IN-KIND NOTIFICATIONS AND ASSURANCES



The Metropolitan Planning Organization for the Greater Kalamazoo Area
5220 Lovers Lane, Suite 110
Portage, MI 49002
269-343-0766
info@KATSmpo.org

Third Party In-Kind Contributions Notification and Assurances FY 2023 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 2023 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
- Van Buren County Road Commission
- City of Kalamazoo
- City of Portage
- Kalamazoo County
- Western Michigan University
- Comstock Township
- Kalamazoo Township
- Oshtemo Township
- Texas Township
- City of Galesburg
- City of Parchment
- Village of Augusta
- Village of Climax
- Village of Mattawan
- Village of Lawton
- Village of Paw ~~Paw~~
- Village of Richland
- Village of Schoolcraft
- Village of Vicksburg
- Van Buren County
- Alamo Township
- Almena Township
- Antwerp Township
- Brady Township
- Charleston Township
- Climax Township
- Cooper Township
- Pavilion Township
- Paw ~~Paw~~ Township
- Prairie Ronde Township
- Richland Township
- Ross Township
- Schoolcraft Township
- ~~Wakeshma~~ Township

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
- ~~Short and Long Range~~ Planning
- Public Participation
- Transportation System Monitoring
- Planning Program Development
- Development of Transportation Model
- Use of social and economic data
- Congestion Mitigation and Air Quality
- Transportation Management Systems
- Environmental Mitigation and Consultation
- Updating GIS Maps and ~~Pictometry~~ Aerials
- Non-Motorized Planning
- Long Range Transportation Development

*Third Party In-Kind Contributions Notifications and Assurances
FY 2023 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 2023 UPWP time period (October 1, 2022 - September 30, 2023).
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 2023 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 Paw	\$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 Paw 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 2023 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 2023 Contributions	\$132,955.00

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/ <u>Third Party</u> :
Title:	Department


Third Party In-Kind Contributions Notifications and Assurances
FY 2023 Unified Planning Work Program
Page 3

Wakeshma Township	\$100.00
Kalamazoo County Transportation Authority	\$10,330.00
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Printed Name:	Date:
James J. Baker, PE	12/9/2021
Signature:	Agency/(Third Party):
	City of Kalamazoo
Title:	Department
Public Services Director and City Engineer	Public Services

Third Party In-Kind Contributions Notifications and Assurances
FY 2023 Unified Planning Work Program
 Page 3

Wakeshma Township	\$100.00
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Printed Name: Kendra Gwin	Date: 1/26/2022
Signature: <i>Kendra Gwin</i>	Agency/(Third Party): City of Portage
Title: Director	Department: Transportation

**Third Party In-Kind Contributions Notifications and Assurances
FY 2023 Unified Planning Work Program**

Page 3

Wakeshma Township	\$100.00
Kalamazoo County Transportation Authority	\$10,330.00
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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: Joanna I. Johnson	Date: 1-4-22
Signature: 	Agency/(Third Party): RCKC
Title: Managing Director	Department

**Third Party In-Kind Contributions Notifications and Assurances
FY 2023 Unified Planning Work Program**

Page 3

Wakeshma Township	\$100.00
Kalamazoo County Transportation Authority	\$10,330.00
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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: <i>Daniel Bishop</i>	Date: <i>12/16/21</i>
Signature: 	Agency/(Third Party): <i>Van Buren County Road Commission</i>
Title: <i>MANAGING DIRECTOR</i>	Department: <i>ADMIN</i>


*Third Party In-Kind Contributions Notifications and Assurances
 FY 2023 Unified Planning Work Program
 Page 3*

Wakeshma Township	\$100.00
Kalamazoo County Transportation Authority	\$10,330.00
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Estimated FY 2023 Contributions	\$132,955.00

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: Jeff Breneman	Date: 12/6/2021
Signature: 	Agency/(Third Party): WMU
Title: Vice President	Department: Government Relations

Third Party In-Kind Contributions Notifications and Assurances

FY 2023 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 2023 Contributions	\$132,955.00

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Printed Name: <i>Randy L. Thompson</i>	Date: <i>12-21-2021</i>
Signature: <i>Randy L. Thompson</i>	Agency/(Third Party): <i>Comstock Township</i>
Title: <i>Supervisor</i>	Department

*Third Party In-Kind Contributions Notifications and Assurances
 FY 2023 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 2023 Contributions	\$132,955.00

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Printed Name: <i>Dexter Mitchell</i>	Date: <i>12/16/2021</i>
Signature: <i>Dexter Mitchell</i>	Agency/(Third Party): <i>Kalamazoo Township</i>
Title: <i>Township Manager</i>	Department: <i>Manager</i>


Third Party In-Kind Contributions Notifications and Assurances
FY 2023 Unified Planning Work Program
Page 3

Wakeshma Township	\$100.00
Kalamazoo County Transportation Authority	\$10,330.00
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Printed Name: ELIZABETH HEINY-COORVELL	Date: 12/30/21
Signature: 	Agency/(Third Party): OSHTENO TOWNSHIP
Title: SUPERVISOR	Department

*Third Party In-Kind Contributions Notifications and Assurances
 FY 2023 Unified Planning Work Program
 Page 3*

Wakeshma Township	\$100.00
Kalamazoo County Transportation Authority	\$10,330.00
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Printed Name: <i>Julie VanderWeire</i>	Date: <i>01/25/2022</i>
Signature: <i>Julie VanderWeire</i>	Agency/(Third Party): <i>Texas Charter Township</i>
Title: <i>Superintendent</i>	Department: <i>Administration</i>

*Third Party In-Kind Contributions Notifications and Assurances
 FY 2023 Unified Planning Work Program
 Page 3*

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Printed Name: Sarah Joshi	Date: 2-1-2021
Signature: <i>Sarah O. Joshi</i>	Agency/(Third Party): City of Galesburg
Title: City Manager	Department: Administration

*Third Party In-Kind Contributions Notifications and Assurances
 FY 2023 Unified Planning Work Program
 Page 3*

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Printed Name: NANCY R. Stoddard	Date: 1 . 26 . 2022
Signature: <i>Nancy R. Stoddard</i>	Agency/(Third Party): City of Parchment
Title: City MANAGER	Department

**Third Party In-Kind Contributions Notifications and Assurances
FY 2023 Unified Planning Work Program**

Page 3

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Printed Name: <i>Jeff Heppler</i>	Date: <i>1-7-22</i>
Signature: <i>Jeff Heppler</i>	Agency/(Third Party): <i>VILLAGE OF AUGUSTA</i>
Title: <i>Village Manager</i>	Department: <i>Village of Augusta</i>

Third Party In-Kind Contributions Notifications and Assurances

FY 2023 Unified Planning Work Program


Page 3

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Printed Name: Lisa Imus	Date: December 11, 2021
Signature: 	Agency/(Third Party): Village of Lawton
Title: Village Manager	Department Village Administration

*Third Party In-Kind Contributions Notifications and Assurances
 FY 2023 Unified Planning Work Program*

Page 3

Wakeshma Township	\$100.00
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Printed Name: <i>Terri McLean</i>	Date: <i>2-14-2022</i>
Signature: <i>Terri A. McLean</i>	Agency/(Third Party): <i>VILLAGE OF MATTAWAN</i>
Title: <i>Village Manager</i>	Department:

Third Party In-Kind Contributions Notifications and Assurances
FY 2023 Unified Planning Work Program
Page 3

Wakeshma Township	\$100.00
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Printed Name: William Joseph	Date: 2/8/2022
Signature: <i>William Joseph</i>	Agency/(Third Party): Village of Paw Paw
Title: Village Manager	Department: Governmental

Third Party In-Kind Contributions Notifications and Assurances
FY 2023 Unified Planning Work Program
 Page 3

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Printed Name: Dave Greve	Date: 1-27-2022
Signature: 	Agency/(Third Party): Village of Richland
Title: President	Department

**Third Party In-Kind Contributions Notifications and Assurances
FY 2023 Unified Planning Work Program**

Page 3

Wakeshma Township	\$100.00
Kalamazoo County Transportation Authority	\$10,330.00
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Printed Name: Cheri M. Lutz	Date: 12/13/21
Signature: <i>Cheri M. Lutz</i>	Agency/(Third Party): Village of Schoolcraft
Title: Village Manager	Department: Administrator

Third Party In-Kind Contributions Notifications and Assurances
FY 2023 Unified Planning Work Program
 Page 3

Wakeshma Township	\$100.00
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Printed Name: <i>Timothy R. Frisbie</i>	Date: <i>January 27, 2022</i>
Signature: <i>[Signature]</i>	Agency (Third Party): <i>VILLAGE OF VICKSBURG</i>
Title: <i>Vicksburg Council President</i>	Department

Third Party In-Kind Contributions Notifications and Assurances
FY 2023 Unified Planning Work Program
 Page 3

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Printed Name: <i>WILLIAM VAN TASSEL</i>	Date: <i>12/15/2021</i>
Signature: <i>William Van Tassel</i>	Agency/(Third Party): <i>ALMENA TOWNSHIP</i>
Title: <i>Supervisor</i>	Department

SANDRA RICELLI
Sandra B. Ricelli
 Clerk

12-15-2021

*Third Party In-Kind Contributions Notifications and Assurances
 FY 2023 Unified Planning Work Program
 Page 3*

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Printed Name: Tracy L Lacey	Date: 2/7/2022
Signature: <i>Tracy L Lacey</i>	Agency/(Third Party): BRADY TOWNSHIP
Title: Supervisor Brady Township	Department:

**Third Party In-Kind Contributions Notifications and Assurances
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Page 3

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Printed Name: Jerry Vander Roest	Date: Jan 4, 2022
Signature: Jerry Vander Roest	Agency/(Third Party): Charleston Township
Title: Township Supervisor	Department

**Third Party In-Kind Contributions Notifications and Assurances
 FY 2023 Unified Planning Work Program**

Page 3

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Printed Name: JEFFREY SORENSEN	Date: 12/07/21
Signature: <i>Jeffrey Sorenson</i>	Agency/(Third Party): COOPER TOWNSHIP
Title: Township Supervisor	Department

Third Party In-Kind Contributions Notifications and Assurances

FY 2023 Unified Planning Work Program

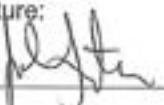
Page 3

Wakeshma Township	\$100.00
Kalamazoo County Transportation Authority	\$10,330.00
Central County Transportation Authority	\$10,330.00
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Printed Name: JOHN SPEETER	Date: 1/26/22
Signature: 	Agency/(Third Party): PAVILION TOWNSHIP
Title: TOWNSHIP SUPERVISOR	Department

**Third Party In-Kind Contributions Notifications and Assurances
 FY 2023 Unified Planning Work Program**

Page 3

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Printed Name: <i>Donald A. Stull</i>	Date: <i>12/6/2021</i>
Signature: <i>Donald A. Stull</i>	Agency/(Third Party): <i>Paw Paw Township</i>
Title: <i>Township Supervisor</i>	Department

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DEC 06 2021


RICHLAND TOWNSHIP

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: BEAR PRIEST	Date: 1/18/2022
Signature: 	Agency/(Third Party): RICHLAND TOWNSHIP
Title: Clerk	Department: Richland Township

Third Party In-Kind Contributions Notifications and Assurances

FY 2023 Unified Planning Work Program

Page 3

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Printed Name: DONALD K. ULSH	Date: 12-7-21
Signature: D.K. Ulsch	Agency/(Third Party): TOWNSHIP OF SCHOOLCRAFT
Title: SUPERVISOR	Department: _____

**Third Party In-Kind Contributions Notifications and Assurances
FY 2023 Unified Planning Work Program**


Page 3

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Printed Name: JASON GATLIN	Date: 1-27-2022
Signature: 	Agency/(Third Party): WAKESHMA TOWNSHIP
Title: SUPERVISOR	Department

Third Party In-Kind Contributions Notifications and Assurances

FY 2023 Unified Planning Work Program

Page 2

8. **Amount** - The total amount of estimated third party in-kind contributions for the FY 2023 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
Estimated Total FY 2023 Contributions	\$22,955

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Printed Name: Sara M. M... <i>Sara M...</i>	Date: 12/6/21
Signature: <i>Sara M...</i>	Agency/(Third Party): CCTA ; CCTA
Title: Executive Director	Department:

*Third Party In-Kind Contributions Notifications and Assurances
 FY 2023 Unified Planning Work Program
 Page 2*

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Printed Name: <i>Laurie Schlipp</i>	Date: <i>12-8-21</i>
Signature: <i>Laurie Schlipp</i>	Agency/(Third Party): <i>Van Buren Public Transit</i>
Title: <i>Director</i>	Department: <i>Public Transit</i>