

***FY 2022***

***Unified Work Program***

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***Midland Area Transportation Study (MATS)***

***Metropolitan Planning Organization***

*220 West Ellsworth Street, Suite 326*

*Midland, MI 48640*

*Phone: (989) 832-6333*

[www.midlandmpo.org](http://www.midlandmpo.org)

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## DISCLAIMER

This document was prepared by the Midland Area Transportation Study (MATS) in cooperation with the Michigan Department of Transportation, Midland County, City of Midland, Midland County Road Commission, Dial-A-Ride Transportation, County Connection of Midland, and other local agencies. Preparation of this document was financed in part by funds from the United States Department of Transportation, the Michigan Department of Transportation, City of Midland and Midland County Road Commission. The opinions, findings and conclusions in this document are the Author's and are not necessarily those of the aforementioned entities. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation. This document has been prepared in accordance with the rules/guidelines of the Metropolitan Planning Program, Section 104(f) of Title 23, U.S. Code. Arrangements have been made for the required financial and compliance audit, and the audit was conducted within the prescribed audit reporting cycle.

## INTRODUCTION

Transportation affects everyone and thus a safe, accessible, affordable and reliable transportation system is vital to everyone. In December 2015, the Fixing America's Surface Transportation Act (FAST Act) was signed into law, it is a 5-year bill that authorizes \$305 billion in investments for the nation's roads, bridges, transit, and rail systems through year 2020. It provides the resources for the continuation and improvement of current programs with new initiatives to meet future transportation challenges through efficient, flexible, performance-based transportation plans and programs. The FAST Act builds upon the performance-based approach to infrastructure investment that was established in the previous authorization bill, the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21). The FAST ACT was extended by a year in 2020.

The transportation planning Unified Work Program (UWP) integrates work to be performed by the Midland Area Transportation Study (MATS) which is the Metropolitan Planning Organization (MPO) for the Midland urbanized area, Transit Operators within the area, and the Michigan Department of Transportation (MDOT) into a single document. **The 2022 UWP describes the transportation planning tasks scheduled for the period from October 1, 2021 to September 30, 2022.** These planning activities are supported by federal, state and local funds. The objective of the work program is to ensure that a continuing, cooperative and comprehensive approach to transportation issues and needs is maintained and coordinated between all affected agencies.

The UWP covers transportation planning activities within the MATS area which includes the following: City of Midland, City of Auburn, City of Coleman, Village of Sanford, Edenville Township, Geneva Township, Greendale Township, Homer Township, Hope Township, Ingersoll Township, Jasper Township, Jerome Township, Larkin Township, Lee Township, Lincoln Township, Midland Township, Mills Township, Mt. Haley Township, Porter Township, Warren Township, William Charter Township, and Tittabawassee Township.

It should be noted that the MATS and SATA (Saginaw Area Transportation Agency) boundaries have been re-designated in 2018 to eliminate the overlap. The Tittabawassee Township is now contained entirely and exclusively within MATS MPO. This was done to eliminate the confusion as to the responsible party for the transportation planning/programming activities within Freeland area of Tittabawassee Township and to remove possibility of duplication of planning activities.

FAST Act planning regulations require the development of an annual Unified Work Program (UWP). The UWP identifies transportation issues and problems facing the MATS planning area. It then identifies specific work tasks to address these issues and a proposed budget associated with those issues. Also included in the UWP is information relevant to funding sources, budget summaries, completion schedules and indirect costs.

## **TRANSPORTATION ISSUES FACING THE MIDLAND METROPOLITAN AREA**

### **Road Issues**

The City of Midland and Midland County Road Commission have severe needs in maintaining the existing condition of roads in both urban and rural areas of Midland County. The same severe needs are true for other jurisdictions within MATS area (Williams Township and the City of Auburn in Bay County, along with Tittabawassee Township in Saginaw County). The road infrastructure continues to decline at a rapid rate. Additional funding is needed to provide a safe and efficient roadway network.

Traffic counts continue to rise within the City of Midland on certain major streets. Eastman Avenue in the vicinity of the Midland Mall has intersections that operate at Level of Service (LOS) D through F. The Fairground traffic often cause significant congestion. Jefferson Avenue is the second primary crossing of U.S. 10 within the City, besides Eastman Avenue. The traffic volumes have doubled in the last 15-20 years and this three lane major street is at capacity. It will need to be widened in the future with limited right-of-way available.

Waldo Avenue on the east side of the city, near the Midland/Bay County Line, continues to see growth and expansion. The roadway is not safe for bicyclists with the relatively high speed of traffic and narrow shoulders. This road serves as a primary collector between Larkin Township residential neighborhoods and our industrial employers on the south side of Midland. Work has recently been completed to extend water and sewer utilities between US-10 and Diamond Drive.

### **Transit Issues**

Three public transit agencies operate within the MATS planning area: City of Midland Dial-A-Ride Transportation (DART), County Connection of Midland, and Bay Metro Transportation Authority (BMTA).

DART provides demand response, curb-to-curb service for the general public within the City limits of Midland. The annual ridership is approximately 110,000 rides per year with over 70% of those rides provided to seniors or persons with disabilities. The fleet consists of 14 buses that are all lift equipped to accommodate passengers' needs. The service hours are Monday thru Friday from 6:30 am – 10:30 pm,

Saturday from 9:00 am – 8:00 pm and Sunday from 8:30 am – 2:30 pm. Same day reservations are accepted Monday through Saturday. Sunday rides must be scheduled in advance. All rides are booked on a first call, first served basis. DART is the main recipient of FTA 5307 funds within MATS area.

County Connection of Midland provides demand response, curb-to-curb service within the entire Midland County, and offers transfer service with surrounding counties of Clare, Isabella, Gladwin, Bay and Saginaw. The annual ridership is approximately 83,000 rides per year with approximately 42% of those rides provided to seniors or persons with disabilities. The fleet consists of 22 buses which are lift equipped to accommodate passengers' needs. The service hours are Monday thru Friday from 5:30 am – 11:00 pm and on Saturday from 5:30 am – 9:30 am and from 2:30 pm – 6:30 pm. Reservations are required 24 hours in advance.

BMTA provides both fixed-route and demand response services within Bay County, offers connections to points nationwide through Indian Trails, Inc. (a private intercity bus company operating out of the same locale as BMTA), and provides transfer service with public transit systems in surrounding counties. Eleven fixed routes service much of Bay County, including the communities of Bay City, Essexville, Kawkawlin, Linwood, Pinconning, Auburn, University Center (Delta College and Saginaw Valley State University) and Standish (Arenac County). BMTA provides countywide curb-to-curb service for senior citizens and disabled residents who are unable to use the fixed route system. In addition, BMTA offers transportation services to Bay County residents traveling to and from educational institutions, sheltered worksites for the disabled, and child care centers – many of these routes are in the rural parts of the county and operate as modified fixed routes; i.e. they run a basic route every day with deviations allowed in response to pre-arranged requests. The BMTA's annual ridership is approximately 568,000 passenger trips per year. The fleet consists of 65 vehicles. The service hours are Monday thru Friday from 6:30 am – 6:30 pm and on Saturday from 9:00 am – 6:00 pm. BMTA Route #4 makes several trips on weekdays to Auburn and the Midland Towne Plaza (within the MATS planning area). At the Midland Towne Plaza, Route #4 makes connections with DART and County Connection of Midland.

General issues facing all three transit operators are as follows:

- Maintaining condition of existing bus fleets;
- Working to develop better public communication of transportation services available;
- Working to determine unmet transportation needs for residents;
- Use of technology to improve system efficiency;
- Improving dial-a-ride service through scheduling and communication;
- Dealing with no shows and same day cancellation of rides; and
- Continued coordination between the three transit operators in the area.

MATS will conduct various activities with respect to addressing current transportation and transit planning within its area. They are described further in the report under headings of OVERALL TASKS and DETAILS OF WORK ITEMS.

## AIR QUALITY

The Clean Air Act Amendments of 1990 (CAAA) established the mandate for better coordination between air quality and transportation planning. The CAAA requires that all transportation plans and transportation investments in non-attainment and maintenance areas be subject to an air quality conformity determination. The purpose of such determination is to demonstrate that the Long Range Transportation Plan (LRTP) and Transportation Improvement Program (TIP) conform to the intent and purpose of the State Implementation Plan (SIP). The intent of the SIP is to achieve and maintain clean air and meet National Ambient Air Quality Standards (NAAQS). Therefore, for non-attainment and maintenance areas, the LRTP and the TIP must demonstrate that the implementation of projects does not result in greater mobile source emissions than the emissions budget.

On October 1, 2015 the United States Environmental Protection Agency (EPA) set the primary and secondary national ambient air quality standard (NAAQS) for ground-level ozone at 70 parts per billion (or 0.070 parts per million). Since MATS area is designated in attainment for Ozone under USEPA's 8 hour 0.070 Ozone Standard, there is no requirement to conduct a regional transportation conformity analysis for the MATS' Long-Range Plan or Transportation Improvement Program. This state of affairs is reflected in the current UWP by Air Quality not being one of the work tasks needed to be conducted within FY 2022, with time and funding assigned to it. If ever EPA publishes a notice designating the MATS area as nonattainment area, than above mentioned regional transportation conformity analysis would need to be conducted, and the future UWP would reflect work tasks necessary.

## PROGRAM STAFFING AND FUNDING

Staffing for the FY 2022 MATS program will include two full-time (2 FTE) staff members as the MATS Director and Transportation Planner. The MATS program will utilize the assistance and efforts of local agency staffs, primarily the City of Midland, Midland County Road Commission and Dial A Ride Transportation (DART) in order to effectively and efficiently address the federal planning requirements as well as local issues and programs. Budget permitting, MATS will reimburse these agencies for transportation planning and transit planning activities, including but not limited to collection of traffic counts, HPMS or MIRE data, performance-related data, asset management and related services; assistance with respect to Transportation Improvement Program (TIP).

***The projected funding for FY 2022 Unified Work Program activities is as follows:***

Consolidated Planning (Metro & Transit) Funds:	
FHWA PL 112 (Metro Planning):	\$ 146,954
Local Match of 18.15%:	\$ 32,587
FTA Section 5303 (Transit Planning):	\$ 34,919
Local Match 18.15%	\$ 7,743
MTF Funds (Asset Management):	<u>\$ 21,000</u>
<b>Total:</b>	<b>\$ 243,203</b>

Transit Collaboration Feasibility Study (by Consultant/DART)

FTA Section 5304 (Transit Planning):	\$ 52,000
State Match 20%	<u>\$ 13,000</u>
	<b>\$ 65,000</b>

The projected funding for FY 2022 MATS activities is based on MATS FY 2021 allocations, per MDOT request, due to as yet unknown amounts of FY 2022 funding allocations. MATS' FHWA PL allocation of Metropolitan Planning Funds for FY 2021 was \$146,954 with \$32,587 local match. MATS' FTA 5303 allocation of Transit Planning Funds for FY 2021 was \$34,919 with \$7,743 local match.

Thus, the FY 2022 UWP funding includes \$181,873 in Federal Metro Planning funds from FHWA and FTA. The federal/local match split for the Metro Planning funds is 81.85% federal and 18.15% local. Consequently, local matching funds of \$40,330 are required for the FHWA PL 112 and FTA 5303 grant programs. The local match funds will consist of cash contributions. Concerning the PL funds match, it will be shared equally by the City of Midland and the Midland County Road Commission, in the amount of \$16,293.50 each. Concerning the 5303 funds match, it will also be shared by the City of Midland and the Midland County Road Commission (MCRC), each contributing \$3,871.50.

Within FY 2022, MATS will also be receiving funding of \$21,000 from the MI Transportation Asset Management Council as assistance towards costs of rating Federal Aid and/or local roads within the MATS planning area and promoting asset management standards. There is no local match needed regarding those funds.

## OVERALL TASKS

As specified in MAP-21 and FAST Act, the MATS staff will work towards addressing the following planning factors:

- Support the economic vitality of the metropolitan area (competitiveness, productivity and efficiency);
- Increase the safety and security of the transportation system for motorized and non-motorized users;
- Increase the accessibility and mobility options available to people and freight;
- Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- Enhance the integration and connectivity of the transportation system, across and between modes;
- Promote efficient system management and operation;
- Emphasize the preservation of the existing transportation system;
- Promote system resiliency and reliability; and
- Reduce or mitigate storm-water impacts on surface transportation.

In addition, per recent FHWA/FTA directives, MATS will work towards addressing the following planning emphasis areas:

- Administration of MPOs
  - a. Review and update of Title VI and ADA procedures (as needed).
- Performance Based Planning and Programming
  - a. Incorporation of performance measures and targets into goals and objectives,
  - b. Evaluation of project benefits with respect to progress towards performance targets,
  - c. Documentation of project benefits in TIP and LRTP and how they contribute in accomplishing performance targets,
  - d. Better alignment of project selection criteria for TIPs/MTPs with performance measure targets;
- Long-Range Transportation Planning
  - a. Meet requirements of new performance measure and planning regulations,
  - b. Improved documentation and consideration of environmental consultation with relevant agencies,
  - c. Implementation of advance environmental justice analysis (as needed),
  - d. Improvement upon existing freight planning efforts;
- TIP Improvements
  - a. Development of the new FY 2023-2026 TIP,
  - b. Streamlining TIP processes and working cooperatively on JobNet development, improving JobNet features (ex. Mapping capabilities),
  - c. Continued efforts to improve public involvement.

And, MATS will work towards addressing MDOT's MPO planning emphasis areas for FY 2022:

- Development of the new FY 2023-2026 TIP
- Maintaining FY 2020-2023 TIP in JobNet
- Continued growth and expertise in JobNet applications
- Coordination with local transit agencies and MDOT OPT to ensure transit projects are accurately shown in the TIP
- Review, evaluate and update Public Participation Plan (as needed)
- Ensure compliance with Transportation Performance Measures (TPM) requirements, working with MDOT on identifying how MPO is meeting adopted targets
- Continue to focus on partnerships utilizing a 3C (continuing, cooperative and comprehensive) approach to transportation planning.

MATS Work Program is comprised of five tasks, listed and summarized herein, with details provided further in the report.

*Work Item 1.0 Administration*

*Work Item 2.0 Short-Term Planning*



*Work Item 3.0 Asset Management*

*Work Item 4.0 Transportation Improvement Program (TIP)*

*Work Item 5.0 Long-Term Planning*

There is a multitude of tasks associated with the MPO Administration, such as organizing and attending MATS technical and policy meetings, preparation and distribution of various documents (meeting minutes, agendas, resolutions and reports), development and adoption of various policies/documents intended to guide MATS in its daily work activities, purchase of office equipment and supplies. Other tasks associated with MPO program is assessment of transportation related legislation, attendance of community meetings regarding transportation issues, participation in the Michigan Transportation Planning Association and various technical training seminars/workshops. Another administrative activity is the performance of all duties associated with the financial administration of MATS, including submission of progress reports, financial acceptance reports and billings for reimbursement, as well as provision for a timely program audit and certification. Yet another administrative task is involvement of the general public in transportation investment decision-making, to that effect MATS will continue to disseminate information about itself and its activities to the stakeholders and general public, and engage them in discussions and input. All this activity is addressed in **work item 1.0 (Administration)**.

Within FY 2022, MATS will develop FY 2023 Unified Work Program (UWP). The UWP will discuss the MATS MPO planning area, depict the major transportation issues, and describe the planning activities to be conducted within the area between October 1, 2022 and September 30, 2023. The UWP will contain sufficient detail to indicate who will perform the work, the schedule for completing it and the products that will be produced. The UWP will contain information relevant to funding sources, budget summaries, and indirect costs. Any tasks associated with amendments or administrative changes that might be necessary to the current (FY 2022) UWP will also be accounted for, all this activity is addressed in **work item 2.0 (Short-Term Planning)**.

MATS will continue developing a local traffic count program for its planning area, determining traffic data needs, collecting all recent traffic counts from local jurisdictions. The location and number of counts will be set up to fulfill Performance Planning needs, Highway Performance Monitoring System (HPMS) requirements. MATS will collaborate with MDOT regarding MIRE FDE data collection and review, and participate in discussions regarding MIRE data process, validation and annual maintenance. These activities are all covered under **work item 2.0 (Short-Term Planning)**.

MATS will promote cooperation and coordination across MPO boundaries to ensure a regional approach to transportation planning; this will include collaboration on data collection, the coordination of projects and transportation programs across adjacent MPOs. MATS is expected to be involved in the Transportation Economic Development – Category D program, the local STP Safety Program and activities of the Rural Task Force. MATS will coordinate with Midland/Bay/Saginaw County Road Commissions and EMCOG to develop and submit Rural Task Force (RTF) projects within MATS area. As needed and time permitting, MATS will conduct work in various other areas, like Safety Conscious Planning (SCP) or transportation connectivity. All these activities are covered under **work item 2.0 (Short-Term Planning)**.

MATS will provide the asset management services for FY 2022 within its planning area. Asset management is based on managing our infrastructure by focusing on performance, not ownership of roads. It is an ongoing process that includes policies, data collection, planning, program delivery, monitoring and reporting. The training regarding the asset management program, facilitation of PASER data collection, PASER rating data collection for Federal Aid roads and local roads, and expenditure reporting specific to asset management are all addressed under **work item 3.0 (Asset Management)**.

During the FY 2022, MATS will develop FY 2023-2026 Transportation Improvement Program (TIP). MATS will continue implementing FY 2020-2023 TIP within its metropolitan planning area. MATS TIP names and categorizes the programmed projects throughout the four-year time period (for example: 2020-2023) and identifies realistic federal, state and local financial resources available to implement these projects. Continued monitoring of the progress of projects that are part of the TIP is very important so that the public is aware of project status, timelines, and completion. Within FY 2022, MATS will process any needed project amendments or administrative changes to the FY 2020-2023 TIP. MATS will continue working with MDOT, FHWA, FTA and other MPOs on streamlining of TIP process with JobNET, and developing next phase of JobNET to deliver the program more efficiently. MATS will prepare an annual listing of obligated projects. All these activities will be accomplished under **work item 4.0 (Transportation Improvement Program)**.

Within FY 2022, MATS will work on non-motorized issues in its planning area. MATS will continue reviewing current non-motorized infrastructure and policies within its area and regionally, assessing current and future needs, and plan for the future mobility of bicyclists, pedestrians, and other non-motorized users within its area, involving all interested parties. These activities are addressed in **work item 5.0 (Long-Term Planning)**.

MATS will continue implementing performance-based processes and measures for its metropolitan planning area. MATS will continue assisting MDOT in any way required in the process of developing state-wide performance measures and targets in the areas of safety, infrastructure condition, congestion reduction, system reliability, freight movement, economic vitality, environmental sustainability, and project delivery delay reduction. MATS will support resulting state-wide targets or refine them for local conditions and needs. The adopted performance targets/measures will then be used to monitor and assess the transportation system within MATS planning area, in order to gauge performance program progress towards goals and targets set. All these activities are covered under **work item 5.0 (Long-Term Planning)**.

Within FY 2022, MATS will continue work regarding an update of its Metropolitan Transportation Plan (required every 5 years), facilitating participation of all interested agencies and general public. MATS will review long-term transportation issues within its geographical area, re-evaluate long-term transportation goals and objectives. MATS will use the GLBR Model to identify future deficiencies within the transportation network, test various land use and roadway improvement alternatives and identify corresponding street system impacts. MATS will review strategies and ascertain transportation projects that will fulfill identified goals and objectives. The revisions to the MTP Report will be completed in FY 2022. MATS will conduct, if needed, an amendment of the current Metropolitan Transportation Plan. All activities related to the MTP will be addressed in **work item 5.0 (Long-Term Planning)**.

The projected time schedule of conducting individual tasks is presented below while the funding breakdown for each task is shown on the page after.

Work Task Schedule												
Tasks by <b>MATS</b>	Oct '21	Nov '21	Dec '21	Jan '22	Feb '22	Mar '22	Apr '22	May '22	Jun '22	Jul '22	Aug '22	Sep '22
1.0 Administration												
2.0 Short-Term Planning												
Unified Work Program (UWP)												
Data Collection & Analysis, GIS												
Transit Planning												
Other Areas (RPC, RTF, SCP, etc.)												
3.0 Asset Management												
4.0 Transportation Improvement Program (TIP)												
5.0 Long-Term Planning												
Non-Motorized Planning												
Performance-based Planning												
Metropolitan Transportation Plan												

Work Task Schedule												
Tasks by <b>Others</b>	Oct '21	Nov '21	Dec '21	Jan '22	Feb '22	Mar '22	Apr '22	May '22	Jun '22	Jul '22	Aug '22	Sep '22
1.0 Administration												
2.0 Short-Term Planning												
Unified Work Program (UWP)												
Data Collection & Analysis, GIS												
Transit Planning												
Other Areas (RPC, RTF, SCP, etc.)												
3.0 Asset Management												
4.0 Transportation Improvement Program (TIP)												
5.0 Long-Term Planning												
Non-Motorized Planning												
Performance-Based Planning												
Metropolitan Transportation Plan												

## FY 2022 UWP FUNDING SUMMARY

	FY 2022 Funding					Sum
	FHWA PL112/FTA 5303	FTA 5304	LOCAL	MATS	STATE (MI)	
<b>TASKS CONDUCTED BY MATS:</b>						
1.0 Administration	\$ 84,354	\$ -	\$ 18,706	\$ -	\$ -	\$ 103,060
2.0 Short-term Planning	\$ 9,882	\$ -	\$ 2,191	\$ -	\$ -	\$ 12,073
3.0 Asset Management (PASER)	\$ -	\$ -	\$ -	\$ -	\$ 6,030	\$ 6,030
4.0 Transportation Improvement Program	\$ 36,629	\$ -	\$ 8,123	\$ -	\$ -	\$ 44,752
5.0 Long-term Planning	\$ 36,804	\$ -	\$ 8,161	\$ -	\$ -	\$ 44,965
Subtotal:	\$ 167,669	\$ -	\$ 37,181	\$ -	\$ 6,030	\$ 210,880
<b>TASKS CONDUCTED BY OTHERS:</b>						
Agencies Reimbursement for PL112 or 5303-related services	\$ 14,203	\$ -	\$ 3,150	\$ -	\$ -	\$ 17,353
Agencies Reimbursement for Asset Management services		\$ -	\$ -	\$ -	\$ 14,970	\$ 14,970
<b>Total:</b>	<b>\$ 181,872</b>	<b>\$ -</b>	<b>\$ 40,331</b>	<b>\$ -</b>	<b>\$ 21,000</b>	<b>\$ 243,203</b>
<b>STUDIES CONDUCTED in MATS AREA:</b>	FY 2022 Funding, to be performed in FY 2023					
Transit Collaboration Feasibility Study	\$ -	\$ 52,000	\$ -	\$ -	\$ 13,000	\$ 65,000

**Indirect Rate of 18.38% applies only to MATS-performed tasks**

FHWA - Federal Highway Administration  
FTA - Federal Transit Administration  
MATS - Midland Area Transportation Study

MDOT - Michigan Department of Transportation  
MTF - State Funds through Asset Management Council

G:/FY22 UWP/FY22 UWP-Funding Table

## DETAILS OF WORK ITEMS

### Work Item 1.0 Administration

Administration (Consolidated Metro Funding)			
	FHWA PL112 & FTA 5303	MATS	LOCAL
Source	\$84,354		\$18,706
Expenditures		\$103,060	
Staff Time (hours)		1,745	

Accounts for both direct and indirect costs for all agencies; MATS utilizing indirect cost rate of 18.38%

The MPO Administration is comprised of a multitude of tasks, such as organizing and attending MATS monthly technical and policy meetings, preparation and distribution of various documents (meeting minutes, agendas, resolutions and reports), development and adoption of various policies and documents intended to guide MATS in its daily work activities. MATS monitors transportation projects within the MATS planning area, reviews federal and state legislation, and continues the development and preservation of professional contact with various governmental agencies. Another administrative task is the performance of all duties associated with the financial administration of MATS, including submission of progress reports, financial acceptance reports and billing for reimbursement; as well as assistance to outside auditors in a bi-annual financial and compliance audit by providing accurate and timely information. Other administrative activities include attendance of technical training seminars, conferences and professional workshops, participation in the Michigan Transportation Planning Association.

Public participation is a high priority which will continue to be addressed. Public participation is a proactive process which guarantees timely notice, full access to key decisions, and an opportunity for early and continued involvement. MATS will continue to reach out to the stakeholders and general public and will work to engage them in discussion and input on all MATS-related transportation issues, policies and documents. MATS's programs serve all people within MATS planning area, including minority populations, low-income populations, the elderly, or persons with disabilities. MATS publishes notices of its meetings on MATS' website, in the local newspaper, and distributes meeting announcements and news releases to all interested parties. In addition, MATS provides a forum for feedback through its meetings, website and social media. MATS staff believes that outreach efforts result in the MPO performing its duties better and providing more benefits to the community it serves. Outreach strategies include collaborating with other organizations doing related work, creating easily-understood account and explanation of MATS, and developing strong partnerships with various interest groups.

MATS recognizes its responsibility to provide fairness and equity in all of its programs and activities, and that it must comply with federal and state civil rights legislation related to transportation. Procedures of Title VI Non-Discrimination and Environmental Justice Plan will be followed, assessed and updated if needed. MATS will maintain a list of agencies that it will reach out to for consultation purposes including the Department of Natural Resources (DNR), the Department of Environmental Quality (DEQ), the State Historic Preservation Office (SHPO), and groups such as the Saginaw-Chippewa Indian Tribe of Michigan.

### Products:

1. Scheduling, set-up and attendance at MATS Technical and Policy Committee meetings and other MATS meetings, including development of agendas, minutes and supplemental information.
2. Participation in the Michigan Transportation Planning Association meetings, and other meetings where transportation issues are commonly discussed.
3. Coordination of planning activities with various MDOT sections and other units of government.
4. Review of federal and state laws, policies, guidelines, and technical studies. Preparation of summaries, briefing other agencies on impacts of proposed changes in transportation laws.
5. Preparation of progress reports and invoices for payment to MDOT as per authorizations, utilization of ProjectWise system and SIGMA system.
6. Preparation of Final Acceptance Report on Work Program elements for FY 2021.
7. Development of arrangements for the required financial and compliance audits. Assistance in carrying out audits of programs.
8. Upkeep of correspondence, files, records, and newspaper files of all MATS activities for public review. Documentation of meetings attended and public notices soliciting public involvement.
9. Administration and coordination of activities regarding implementation of the federally mandated transportation planning process.
10. Development/update of formal agreements between various local agencies, transit providers and MDOT with respect to MATS.
11. Continued development of MATS organizational structure (By-Laws amendments, new policies, Subcommittee' operations, etc.).
12. Continued assessment of MATS office needs and subsequent purchases/updates/upgrades.
13. MATS website – administration, maintenance and updates as needed.
14. Outreach Program, continued efforts towards increased public participation of MATS activities.
15. Training of MATS staff with respect to various transportation programs and corresponding computer assisted techniques. Purchase and installation of needed transportation software.

## **Work Item 2.0 Short-Term Planning**

Short-Term Planning (Consolidated Metro Funding)			
	FHWA PL112 & FTA 5303	MATS	LOCAL
Source	\$9,882		\$2,191
Expenditures		\$12,073	
Staff Time (hours)		202	

Accounts for both direct and indirect costs for all agencies; MATS utilizing indirect cost rate of 18.38%

There are multiple tasks that fall under the Short-Term Planning category, such as Unified Work Program, Data collection/analysis and GIS, Transit Planning, Regional Planning Cooperation, Rural Task Force, Safety Conscious Planning (SCP). These tasks are described in detail herein.

## **Unified Work Program (UWP)**

Within FY 2022, MATS will develop FY 2023 Unified Work Program (UWP). MATS staff will participate in the Pre-UWP meeting with state and federal officials to determine deadlines, review MATS' program content, assess PL (metro planning) and Section 5303 (transit) funding; assess requirements for authorizations and or agreements. The FY 2023 UWP report will be prepared, this document will describe the transportation planning tasks scheduled for the period from October 1, 2022 to September 30, 2023, including costs, funding responsibilities, staff requirements, and products of work efforts. The UWP will contain sufficient detail to indicate who will perform the individual tasks and the schedule for completing the tasks. The final FY 2023 UWP will be submitted to the MATS Technical and Policy Committees for endorsement, and then transmitted to MDOT, FHWA and FTA for final approval.

Also within FY 2022, there will be some tasks associated with funding authorizations and expenditure correlations, and potential amendments or administrative changes that might be necessary with respect to the current (2022) Unified Work Program. MATS will conduct periodic review of the current work program to ensure its timely completion.

### Products:

1. Various correspondence and meetings.
2. Monitor FY 2022 Unified Work Program (amendments, billing reconciliation, etc).
3. Draft, finalize and adopt Unified Work Program for FY 2023.
4. Update Indirect Cost Allocation Plan.

## **Data Collection, Analysis & GIS**

MATS will provide support to MDOT in the multi-agency coordination effort to plan for, gather, and report roadway characteristics on the non-MDOT road network (federal aid and non-federal aid) to meet federal reporting requirements of HPMS, and Fixing America's Surface Transportation Act (FAST Act). MPO will act as a conduit between local agencies and MDOT/FHWA. Local agencies, with MATS support and coordination, will collect and submit data items for the Highway Performance Monitoring System (HPMS) in the Midland metropolitan area as per annual request from MDOT's HPMS coordinator. Local agencies and MATS staff will review and update the HPMS database sample segments using MDOT supplied spreadsheet. MATS staff will participate in the HPMS training workshops.

MATS will continue evaluating traffic data needs and obtaining all recent traffic counts from local jurisdictions (as needed).

MAP-21 and FAST Act are transitioning transportation agencies to be more performance oriented which means additional requirements to collect data and to standardize data to support national performance measures. An element of the legislation is the Model Inventory Roadway Elements (MIRE), which is required inventory of extensive roadway features and traffic data elements important to safety management, analysis, and decision making. MIRE Fundamental Data Elements (FDE) is a federal reporting requirement for safety roadway data. By beginning of FY 2022, the design specifications of the systems for the MIRE FDE are expected to be complete, but some aspects may continue. Implementation by MDOT

and its vendors (CSS, Roadsoft, and ESRI) of the MIRE FDE data repository in MDOT Roads & Highways is expected to be completed. Beginning in FY 2022, MPO and local agency participation in the MIRE data collection process will be expected. The first set of MDOT MIRE FDE data and tools should be available in Roadsoft in the April 2022 release. MATS staff will be required to review 5 data items (surface type, number of through lanes, access control, median type, and junction traffic control). MPO and MDOT staff will begin the process to determine plan for annual maintenance and data validation. The end goal is a draft plan to fill 100% of the five MIRE data items by August of 2025. MATS will participate in planning and data collection to the extent feasible based on its small staff size.

GIS is expected to be utilized for the purposes of creation of MATS-related maps and presentation charts, traffic/socio-economic/environmental justice data evaluation and presentation. Tools such as spreadsheets, database, computer-aided drafting and GIS programs will be used to enable development and maintenance of the GIS database and formation of various data layers regarding transportation infrastructure within the MATS planning area.

The MATS program will utilize the assistance and efforts of local agencies, primarily but not limited to the Midland County Road Commission and City of Midland. MATS will reimburse these agencies, to the extent possible (based on funds availability), for services and activities related to the collection of data including (but not limited to) traffic counts, HPMS data, safety-related data, transportation network performance-related data. The details regarding local agencies' eligible expenses are included in the Appendix.

Data Collection (Consolidated Metro Funding)			
	FHWA PL112 & FTA 5303	MCRC/City of Midland	LOCAL
Source	\$7,101		\$1,575
Expenditures		\$8,676	
Staff Time (hours)		NA	

Local agencies costs: both direct and indirect costs accounted. Local agencies numbers not based on indirect cost rate of 18.38%

#### Products:

1. Coordinate, collect and submit data items for HPMS as required. Participate in HPMS training workshop.
2. Participate in the cross-agency coordination effort of planning, gathering and reporting roadway characteristics on the non-MDOT road network (federal-aid and non-federal aid).
3. Provide support to MDOT in planning efforts for MIRE FDE data collection. MIRE data review, if feasible, as needed.
4. Evaluate traffic data needs within MATS area. Obtain recent traffic counts from City of Midland, Midland County Road Commission, other agencies (as needed).
5. Creation of MPO-wide GIS data layers regarding transportation infrastructure (as needed). Continued development and maintenance of GIS database.
6. Creation of MPO-wide GIS maps (MATS boundary, MATS road projects, roads' details, traffic count summary, accident summary, etc.).



## Transit Planning

MATS staff will perform transit planning tasks as needed and promote regional collaboration of transit agencies. The MATS program will utilize the assistance and efforts of local transit providers, DART and CCM. MATS will reimburse these agencies, to the extent possible (based on funds availability), for following transit planning services and activities:

Transit Administration/Public Involvement: Administration of operations and capital grants; coordination of various committees to include local advisory groups and ADA advocacy groups, including Senior Services; meeting with area citizen groups and agencies concerning disabled and elderly transportation needs and other transit issues; and coordination of regional transportation program between DART, County Connection and BMTA transit providers.

Data Development and Management: Accumulation of daily ridership data which are then compiled into monthly ridership and efficiency comparison reports; maintaining up-to-date inventory of transit vehicles; and compiling data on passengers per vehicle hour, passengers per vehicle mile, and cost per trip.

Transportation System Management: Work to meet local transit needs as efficiently as possible by continuing to improve the flow of transit information to the community and involvement with other related committees and groups.

### Products:

1. Capital and operating grant applications.
2. Various administrative reports.
3. Visual aids and various information products for citizen group meetings.
4. Monthly and yearly ridership and efficiency comparison reports.
5. Coordination of regional transportation efforts.
6. Development of revenue vehicle roster.

Transit Planning (Consolidated Metro Funding)			
	FHWA PL112 & FTA 5303	DART/CCM	LOCAL
Source	\$7,102		\$1,575
Expenditures		\$8,677	
Staff Time (hours)		NA	

DART costs: both direct and indirect costs accounted for.

## FTA Section 5304 – Transit Collaboration Feasibility Study

The City of Midland Council and The Midland County Board of Commissions approved in February 2022 conduct of a feasibility study to determine if public transportation services throughout Midland County can be better delivered through a different organizational or governance structure than what is currently provided in the area by individual efforts of City of Midland' Dial a Ride (DART) and County Connection of Midland (CCM).

DART and CCM both provide demand-response transit services to Midland County residents. With DART operating within the city limits and CCM covering all Midland County areas including the city limits, the services both agencies provide are very similar in nature with the exception of the service boundary lines.

The study will analyze each organization individually, possible cooperative opportunities up to potential consolidation of the two transit systems. This project will result in better communication, coordination, and decision-making by local governments in the region (within MATS planning area) as it relates to public transportation services and mobility.

DART and CCM have partnered together to apply for FTA Section 5304 grant funds through the Michigan Department of Transportation (MDOT). If received, those funds will pay for a study that will explore various levels of coordination of transit services up to combining both agencies into a county-wide transit authority to benefit riders, employees, and the community at large. This study will lay out how it would work, how riders' experiences could be improved, if new or expanded services could be offered. Any potential collaboration or the formation of a county-wide transit authority would need to have clear benefits to all County residents either through a reduction in overall mileage funds supporting transit efforts or through an expansion of transit services available to the public.

This study is expected to be jointly led by DART and CCM, and will include internal staff but primarily consulting services will be sought from a third party vendor. The vendor may be a transit industry planning firm or a Michigan-knowledgeable community collaboration organization. The DART and CCM staff will be integrally involved in convening various stakeholders in the discussion. The result of the efforts will lead towards a more effectively designed, funded and determined public transit program in the region. Funding for the Study was approved in FY 2022 by both FTA and MDOT.

#### Products:

1. Analysis of existing governance and operational structures of DART and CCM.
2. Identification and evaluation of potential governance/operational options for transit services in Midland County including City of Midland.
3. Facilitation of local and regional discussions between various agencies and stakeholders.
4. Consensus building, collaboration and development of a recommended solution.
5. Development of draft agreements for parties to consider.
6. Development of Report summarizing all work conducted.

Transit Planning (5304 & Service Development and New Technology Funding)			
	FTA Section 5304	Consultant/DART	STATE (SDNT)
Source	\$52,000		\$13,000
Expenditures		\$65,000	
Staff Time (hours)		NA	

Consultant/DART costs: both direct and indirect costs accounted for.

## **Regional Planning Cooperation, Rural Task Force, Safety Conscious Planning, Other Issues**

MATS will promote cooperation and coordination across MPO boundaries to ensure a regional approach to transportation planning. This will include the coordination of projects, transportation plans and programs across adjacent MPOs. It will also include collaboration among MDOT, MPOs, local implementing agencies and public transportation providers on activities such as: data collection, analysis, and performance base planning. MATS will work closely with Bay City Area Transportation Study (BCATS), Saginaw Area Transportation Agency (SATA), Eastern Michigan Council of Government (EMCOG), MDOT, and others in this endeavor.

MATS is expected to be involved in the Transportation Economic Development Fund – Category D (TEDF-D) program, the local STP Safety Program, and the MDOT Rural Task Force Program. MATS will coordinate with relevant Road Commissions and EMCOG to develop, and submit RTF projects to MDOT Statewide Planning Section.

Safety Conscious Planning (SCP) is a proactive approach to the prevention of accidents and unsafe transportation conditions. MATS will promote Safety Conscious Planning through identification and mapping of high crash locations within its planning area, derivation of safety goals and safety improvements, participation in safety planning webinars.

If requested, MATS will work with MDOT, other MPOs and operators of public transportation on identifying transportation connectivity gaps in access to essential services (housing, employment, health care, schools/education, and recreation) and solutions to address those gaps. If requested, MATS will conduct other transportation planning tasks/studies.

### Products:

1. Identification and mapping of high crash locations. Analysis of Crash/Safety data. Identification of safety goals, safety improvements. Awareness and increased knowledge.
2. Involvement in the development of plans and programs that impact transportation network within MATS planning area.
3. Coordination of transportation programs and projects with adjacent MPOs, as well collaboration with respect to data collection, analytical tools, and performance base planning.
4. Identification of gaps in the transportation system that preclude access of the public to essential services, and identification of solutions to address those gaps.
5. Involvement in TEDF-D Program, local STP safety program, Rural Task Force Program, coordinated identification of RTF projects within MATS planning area.
6. Execution of other studies addressing specific problems.

### Work Item 3.0 Asset Management (PASER)

Asset Management (MTF Funds)			
	MTF	MATS	LOCAL AGENCIES
Source	\$21,000		
Expenditures		\$6,030	\$14,970
Staff Time (hours)		120	NA

Accounts for both direct and indirect costs for all agencies; MATS utilizing indirect cost rate of 18.38%

Asset Management is based on managing our infrastructure by focusing on performance, not ownership of roads. It is a process predicated on stewardship of public resources, accountability to the users of the system, and continuous improvement. The Transportation Asset Management Council (TAMC) has developed statewide processes for PASER data collection on Federal Aid eligible roads and non-Federal aid roads. Data is collected during the spring, summer or early fall months. Metropolitan Planning Organizations, such as MATS, play a significant role in this process.

The resources allocated to the Metropolitan/Regional Planning Organization (MPO/RPO) from the Transportation Asset Management Council (TAMC) annual budget shall be utilized to assist in the completion of the TAMC Work Program. All work shall be consistent with the policies and priorities established by the TAMC. All invoices submitted for reimbursement of Asset Management activities shall utilize Michigan Department of Transportation (MDOT) standard invoice forms and include the required information for processing. The MPO/RPO shall complete the required products and perform tasks according to the timeframes and directives established within TAMC's data collection policies, which are located on the TAMC website (<http://tamc.mcgi.state.mi.us/TAMC/#/aboutus>). The MPO/RPO will support the top 125 Public Act 51 agencies (agencies that certify under Public Act 51 a minimum of 100 centerline miles of road) within the planning area.

Activities to be undertaken by MATS as part of this task (time and resource permitting) include:

#### I. Training Activities

- A. Attendance at training seminar(s) on the use of Pavement Surface Evaluation and Ratings (PASER) and Inventory-based Rating System for unpaved roadways.
- B. Represent MPO at TAMC-sponsored conferences and seminars, including attending either the Spring or Fall TAMC Conference.
- C. Attend TAMC-sponsored Investment Reporting Tool (IRT) training seminars.
- D. Attend TAMC-sponsored Asset Management Plan Development training seminars.

#### II. Data Collection Participation and Coordination

- A. Federal Aid System:
  1. Organize schedule with Act 51 agencies within MPO's boundary for participating in Federal Aid data collection efforts; ensure all participants of data collection have access to State of Michigan travel reimbursement rates.

2. Coordinate, participate and facilitate road surface data collection on the Federal Aid System in accordance with the TAMC Policy for the Collection of Roadway Condition Data on Federal Aid Eligible Roads and Streets.
3. Collect unpaved roadway condition data on any unpaved Federal Aid eligible roadways using the Inventory-based Rating System developed by the Michigan Technological University's Center for Technology and Training.

**B. Non-Federal Aid System:**

1. The MPO may allocate reimbursements for Non-Federal Aid data collection to Act 51 agencies according to the resources available to them in the manner that best reflects the priorities of their area and supports the TAMC work.
2. Coordinate Non-Federal Aid data collection cycles with Act 51 agencies with an emphasis on the top 125 agencies.
3. Ensure all participants of data collection understand procedures for data sharing with TAMC and TAMC reimbursement policy and procedures for collecting Non-Federal Aid data.
4. Participate and perform with Act 51 agencies on an as-needed basis for the data collection of Non-Federal Aid roads.

### **III. Equipment**

- A. Ensure rating teams have the necessary tools to complete the data collection activity by maintaining a laptop compatible with the Laptop Data Collector and Roadsoft programs, a functioning Global Positioning System (GPS) unit, other required hardware in good working order.
- B. Communicate any equipment needs and purchases with the TAMC Coordinator; laptops are eligible for replacement on a three-year cycle.

### **IV. Data Submission**

- A. Develop and maintain technical capability to manage regional Roadsoft databases and the Laptop Data Collector program; maintain a regional Roadsoft database that is accurate and consistent with local agency data sets.
- B. Coordinate Quality Assurance/Quality Control activities and data submission tasks according to protocols established in TAMC Data Collection Policies for Federal Aid/Non-Federal Aid Roads.
- C. Monitor and report status of data collection efforts to TAMC Coordinator through monthly coordinator calls, or monthly/quarterly program updates that are mailed with invoices.
- D. Provide links on agency websites and reports to the TAMC website, interactive maps and dashboards for the dissemination of roadway data.

### **V. Asset Management Planning**

- A. Participate and attend TAMC-sponsored training and workshops in order to provide technical support for Asset Management Plan development activities.
- B. Provide an annual reporting of the status of Act 51 agency Asset Management Plans and keep abreast of the status of these plans for updates and revision.
- C. Provide technical assistance and training funds to Act 51 agencies during the development of local Asset Management Plans using TAMC templates when applicable; coordinate these tasks with an emphasis on the Top 125 agencies.

## VI. Technical Assistance

- A. Provide technical assistance to local agencies in using the TAMC reporting tools for planned and completed infrastructure investments or any other TAMC Work Program Activity.
- B. Integrate PASER ratings and asset management into project selection criteria:
  1. Analyze data and develop road preservation scenarios.
  2. Analyze performance of implemented projects.

### Products:

1. PASER data for Federal Aid System submitted to TAMC via the IRT.
2. PASER data for Non-Federal Aid System submitted to TAMC via the IRT.
3. Quarterly or monthly activities reports submitted with invoices to TAMC Coordinator.
4. Create an Annual Report of Asset Management program activities as well as a summary of 2021 PASER condition data by local agency, functional classification, and Act 51 Legal System; provide links to the Regional Annual Report on agency website and submit copies to TAMC Coordinator.
5. Prepare a draft status report of Act 51 agency Asset Management activities and plans within MPO boundary by September 30 of each year.

## Work Item 4.0 Transportation Improvement Program (TIP)

Transportation Improvement Program (Consolidated Metro Funding)			
	FHWA PL112 & FTA 5303	MATS	LOCAL
Source	\$36,629		\$8,123
Expenditures		\$44,752	
Staff Time (hours)		800	

Accounts for both direct and indirect costs for all agencies; MATS utilizing indirect cost rate of 18.38%

During the FY 2022, MATS will develop FY 2023-2026 Transportation Improvement Program (TIP). MATS will continue implementing FY 2020-2023 TIP within its metropolitan planning area. MATS TIP Report names and categorizes the programmed projects throughout the four-year time period (for example: 2020-2023) and identifies realistic federal, state and local financial resources available to implement these projects. Performance planning process and performance measures are outlined, ensuring that all federal regulations are met. The TIP report also has an environmental justice chapter containing a demographic profile of the transportation planning area, identifying locations of low-income and minority populations and analyzing the effect of programmed projects on those populations.

Continued monitoring of the progress of projects that are part of the TIP is very important so that the public is aware of project status, timelines, and completion. Consequently, in FY 2022, MATS will process any needed project amendments or administrative changes to its FY 2020-2023 TIP. Additionally, MATS will prepare an annual listing of obligated projects as required by federal regulations. MATS will incorporate new GPA regulations into TIP process. MATS will continue working with MDOT, FHWA, FTA

and other MPOs on streamlining of TIP process with JobNET software, and developing next phases of JobNET to deliver the program more efficiently. MATS will utilize JOBNET to monitor and program projects, and it will work with MDOT and other MPOs on JOBNET refinement. MATS will continue incorporation of performance planning process and performance measures in the TIP Report and throughout the TIP process, ensuring that all federal regulations and deadlines are met.

MATS will continue working with MDOT, local agencies and public transit providers to cooperatively develop estimates of funds that are reasonably expected to be available to support TIP implementation.

Products:

1. Various correspondence and meetings, monitoring projects within MATS' FY 2020-2023 TIP.
2. Project amendments and administrative modifications processed in a timely manner.
3. Development of FY 2023-2026 TIP Report incorporating new performance measures and planning processes. Project programming and monitoring utilizing JOBNET.
4. Incorporation of new GPA regulations into TIP process.
5. Participation in continued development of JOBNET in cooperation with MDOT/other MPOs.
6. Development of the required Annual Listing of Obligated Projects.

## Work Item 5.0 Long-Term Planning

Long-Term Planning (Consolidated Metro Funding)			
	FHWA PL112 & FTA 5303	MATS	LOCAL
Source	\$36,804		\$8,161
Expenditures		\$44,965	
Staff Time (hours)		805	

Accounts for both direct and indirect costs for all agencies; MATS utilizing indirect cost rate of 18.38%

There are multiple tasks that fall under the Long-Term Planning category, such as Non-Motorized Planning, Performance-based Planning, and work pertaining to Metropolitan Transportation Plan. These tasks are described in detail herein.

### Non-Motorized Planning

MATS will strive to provide a balanced transportation system that ensures safe and convenient non-motorized travel options. MATS will continue reviewing current non-motorized infrastructure and policies within its area and regionally, and continue assessing current and future needs and plan for the future mobility of bicyclists, pedestrians, and other non-motorized users within its planning area, involving all interested parties. The intent of these non-motorized planning activities is to influence future land uses and transportation facilities in a way that will improve bicycling and walking conditions, and increase the number of trips made by non-motorized transportation.

#### Products:

1. Various correspondence and meetings with all interested agencies.
2. Review and support of non-motorized project initiatives within MATS area.
3. Continued development of MATS Non-Motorized Plan, list of future projects and improvements.
4. Synchronization of MATS NMT plans and maps with MDOT Bay Region NMT efforts.
5. Promotion of area-wide approach to non-motorized infrastructure and initiatives.
6. Identification of viable funding sources for NMT projects.
7. Assist local agencies with Non-Motorized issues, plans, and projects.

### **Performance-Based Planning**

MAP-21 and Fast Act require that performance management program and performance measures be developed in the areas of safety, infrastructure condition, congestion reduction, system reliability, freight movement and economic vitality, environmental sustainability, and project delivery delay reduction. MATS will continue developing performance-based processes and measures for its metropolitan planning area. MATS will continue assisting MDOT in any way required in the process of developing/periodic updating of state-wide performance targets, and evaluating progress. MATS will either support resulting state-wide targets/measures or refine them for local conditions and needs. The adopted performance targets/measures will then be used to monitor and assess the transportation system within MATS planning area, in order to gauge performance program progress towards goals and targets set.

#### Products:

1. Development of performance targets within six performance areas, and corresponding methods to evaluate progress.
2. Development of action plan detailing how each performance measure will be assessed and reported with respect to individual targets.
3. Development of criteria, applications, and a timetable for integrating performance measures into MATS' planning process.
4. Collection and evaluation of performance-related data.
5. Development of means of reporting system performance results to local stakeholders, public, MDOT, FTA and FHWA.
6. Coordination of transportation programs and projects with adjacent MPOs, as well collaboration with respect to data collection, analytical tools, and performance process planning.

### **Metropolitan Transportation Plan (MTP)**

MATS finalized its first Metropolitan Transportation Plan (otherwise known as Long-Range Plan (LRP)) in FY 2017. Within FY 2022, MATS will continue work regarding an update of its MTP (to be completed by March 2022), facilitating participation of all interested agencies and general public.

The MTP has a minimum 20 year planning horizon, contains both short- and long-range strategies, is updated at least every five years (based on the MATS planning area being an air quality attainment area),



specifies travel demand, and identifies congestion management strategies. The plan reflects results from various management systems to preserve the existing regional transportation system. The MTP includes a financial plan that demonstrates that funds are reasonably available to fully implement the plan by the forecast year. It compares estimated revenues from existing and proposed sources to proposed investments.

Within FY 2022, MATS will continue review and identification of long-term transportation issues within its geographical area, re-evaluate long-term transportation goals and objectives, re-examine policies for transportation decision making in the future. MATS will continue developing strategies and ascertain transportation projects that fulfill identified long-term goals and objectives. MATS will continue to pinpoint transportation facilities (including major roadways, transit, multimodal and intermodal facilities, non-motorized transportation facilities, and intermodal connectors) that should function as an integrated metropolitan transportation system giving emphasis to those that serve national and regional transportation functions. MATS staff will work closely with local, state and Federal agencies to integrate freight planning into the transportation planning process. To that extent, MATS will evaluate freight related issues within its planning area.

MATS will use the GLBR Model to identify future deficiencies within the transportation network, test various land use and roadway improvement alternatives and identify corresponding street system impacts. MATS will review strategies and ascertain transportation projects that will fulfill identified goals and objectives. The model is an excellent tool to supplement and improve upon existing long-term traffic projections. MATS will complete revisions to its MTP Report by March 2022.

#### Products:

1. Continuation of work started in FY 2019 on an update to MTP (to be completed by March 2022).
2. Involvement of local agencies and general public in the long-range planning process. Various correspondence and meetings with local stakeholders and MDOT's SUTA Section.
3. Continued identification of long-term transportation issues within MATS planning area.
4. Continued development of policies, strategies and identification of transportation projects that fulfill identified long-term goals and objectives.
5. Collection of data, as needed.
6. Collaboration with MDOT regarding GLBR Travel Demand Model.
7. Utilization of the GLBR travel demand model to identify future deficiencies within the MATS' transportation network, testing of various land use and roadway improvement alternatives and identification of impacts on the transportation system.

***FY 2022***  
***Unified Work Program***

***APPENDIX***

***Midland Area Transportation Study (MATS)***  
***Metropolitan Planning Organization***  
*220 West Ellsworth Street, Suite 326*  
*Midland, MI 48640*  
*Phone: (989) 832-6333*

Website: [www.midlandmpo.org](http://www.midlandmpo.org)

MATS MPO BUDGET

FY 2022 (October 1, 2021 - September 30, 2022)

MATS FUNDING:

(based on FY 2021 Allocations)

PL 112 Planning Funds & Local Match	\$	179,541	includes \$146,954 FHWA funds and \$32,587 local match
FTA 5303 Transit Planning Funds & Local Match	\$	42,662	includes \$34,919 FTA 5303 funds and \$7,743 local match
MTF Funds (Asset Management)	\$	21,000	State's MTF Funding for Paser Ratings only (@\$6,000 utilized by MATS, @\$15,000 by local agencies within MATS)
Total: \$		243,203	

MATS FY 2022 PROJECTED COSTS:

Based on FY 2021 wages with 2% cost of living adjustment

Staff Costs:			
Direct Wages: MATS Director	\$	69,816	1816 work hrs at \$38.445/hr; (with projected annual wages of \$79,966, 2080 hrs at \$38.445)
MATS Planner	\$	44,275	1856 work hrs at \$23.855/hr; (with projected annual wages of \$49,618, 2080 hrs at \$23.855)
		\$	114,091
Fringe Costs: MATS Director	\$	20,149	Holiday/paid time off (264 hrs at 38.445/hr), benefits bonus (\$10,000)
	\$	6,882	7.65% for social security and medicare;
	\$	11,500	Retirement benefits
	\$	2,500	mileage (various meetings)
MATS Planner	\$	10,344	Holiday/paid time off (224 hrs at 23.855/hr), benefits bonus (\$5,000)
	\$	4,178	7.65% for social security and medicare;
	\$	7,000	Retirement benefits
	\$	1,500	mileage (various meetings)
		\$	64,053 \$ 178,144 all staff costs
Office Costs:			
Rent/Utilities/GIS Services/MATS Insurance Policies	\$	16,536	\$996.63/month for rent/utilities and \$131.37/month for GIS licences,maintenance through Midland County, @ \$3,000 per year re MATS insurances
Accounting/Payroll/Tax Services	\$	4,800	Approx \$4,800/year Accounting/Payroll/Taxes
Office operations including:	\$	11,400	
various supplies and new office equipment			approx \$1,500 - office equipment & supplies, presentation aids, business cards, logo paper, postage, bank fees, member dues,
advertising/public notices, Outreach program/marketing re MATS			approx \$3,500 advertisements/public notices (newspaper notices, Annual Report, TIP notifications, etc), @ \$200 re outreach
MATS website, communication and office equipment service plans/maintenance			approx \$500 Website maintenance; approx \$1,500 data plan cost for I-pads and IT support/fix, printer (toner/cartridges/paper cost), etc
Meals/incidentals for out of town meetings (MTPA, etc)			approx \$ 1,500
Educational Training and Travel - seminars, conferences, etc			approx \$2,700 MTPA/MAP/AMPO conference registration/travel/hotel/food costs, seminar/webinar fees, educational travel/hotel/food expenses
			\$ 32,736 all office costs
Other Costs:			
Reimbursement for Asset Management Services (MTF Funds)	\$	14,970	PASER Ratings and related activities by staff of local agencies within MATS area
Reimbursement for Planning or Transit Planning Services to Local Agencies	\$	17,353	Transit Planning and Traffic Counts/HPMS/MIRE data/ Performance data/ Other Planning activities by City of Midland, MCRC, DART
			32,323 all reimbursements for services
TOTAL:	\$	243,203	

\$ 0 BUDGET BALANCE CHECK (2021 allocation versus 2022 projected expenses)

FY 2022 UWP

PROJECTED DIRECT COSTS BY PROGRAM TASK

Total MATS Staff - FY 2022

TASK	MATS Staff Time	% of Available MATS Hours	Planning Funds 100% of Cost	FHWA/FTA Funds			Asset Management	
				PL112/5303 Funds 81.85% of Cost	Local Share 18.15% of Cost		MATS Hrs	MTF Cost
1.0 Administration	1745	49.1%	\$ 87,061	\$ 71,259	\$ 15,802			
2.0 Short-term Planning	202	5.7%	\$ 10,199	\$ 8,348	\$ 1,851			
3.0 Asset Management (PASER)	0	0.0%	\$ -	\$ -	\$ -	120	\$ 5,094	
4.0 Transp Improvement Program (TIP)	800	22.5%	\$ 37,804	\$ 30,943	\$ 6,862			
5.0 Long-Term Planning	805	22.7%	\$ 37,986	\$ 31,091	\$ 6,894			
Total Time (in hours):	3552	100.0%				120		
Total Task Projected Cost:			\$ 173,050	\$ 141,641	\$ 31,409		\$ 5,094	
	\$ 178,144	check	\$ 173,050	\$ 141,641	\$ 31,409		\$ 5,094	
Associated Office Cost:	\$ 32,736		\$ 31,800	\$ 26,028	\$ 5,772		\$ 936	
Total Staff and Office Cost:	\$ 210,880		\$ 204,850	\$ 167,669	\$ 37,180		\$ 6,030	
FY 2022 \$ Funding (Revenues):	\$ 210,880		\$ 204,850	\$ 167,670	\$ 37,180		\$ 6,030	
difference:			\$ 0	\$ 1	\$ (0)		\$ (0)	

Task allowable cost based on direct wages, mileage and fringe costs  
PL & 5303 with local match: \$179,541 + \$42,662 - \$17,353 = \$ 204,850  
Asset Management: \$6,030

MATS Director - FY 2022

TASK	MATS Staff Time	% of Available MATS Hours	Planning Funds 100% of Cost	FHWA/FTA Funds			Asset Management	
				PL112/5303 Funds 81.85% of Cost	Local Share 18.15% of Cost		MATS Hrs	MTF Cost
1.0 Administration	960	53.8%	\$ 58,598	\$ 47,962	\$ 10,635			
2.0 Short-Term Planning	116	6.5%	\$ 7,081	\$ 5,795	\$ 1,285			
3.0 Asset Management (PASER)	0	0.0%	\$ -	\$ -	\$ -	30	\$ 1,831	
4.0 Transp Improvement Program (TIP)	355	19.9%	\$ 21,669	\$ 17,736	\$ 3,933			
5.0 Long-Term Planning	355	19.9%	\$ 21,669	\$ 17,736	\$ 3,933			
Total Time (in hours):	1786	100.0%				30		
Total Task Projected Cost:			\$ 109,016	\$ 89,230	\$ 19,786		\$ 1,831	
		check	\$ 109,016	\$ 89,230	\$ 19,786			
Associated Office Cost:			\$ 20,033	\$ 16,397	\$ 3,636		\$ 336	

MATS Director = 1816 regular work hrs  
MATS Director = 1786 hrs allocated for PL 112 and 5303 reimbursable tasks, 30 hrs for Asset Mngt reimbursable tasks)  
Task allowable cost based on direct wages, mileage and fringe costs (\$110,847)  
ave rate per hr: \$ 61.039 (\$110,847/1816 hrs)  
1786 x \$ 61.039 = \$109,016  
30 x \$ 61.039 = \$ 1,831

MATS Transportation Planner - FY 2022

TASK	MATS Staff Time	% of Available MATS Hours	Planning Funds 100% of Cost	FHWA/FTA Funds			Asset Management	
				PL112/5303 Funds 81.85% of Cost	Local Share 18.15% of Cost		MATS Hrs	MTF Cost
1.0 Administration	785	44.5%	\$ 28,464	\$ 23,297	\$ 5,166			
2.0 Short-term Planning	86	4.9%	\$ 3,118	\$ 2,552	\$ 566			
3.0 Asset Management (PASER)	0	0.0%	\$ -	\$ -	\$ -	90	\$ 3,263	
4.0 Transp Improvement Program (TIP)	445	25.2%	\$ 16,135	\$ 13,207	\$ 2,929			
5.0 Long-Term Planning	450	25.5%	\$ 16,317	\$ 13,355	\$ 2,961			
Total Time (in hours):	1766	100.0%				90		
Total Task Projected Cost:			\$ 64,034	\$ 52,412	\$ 11,622		\$ 3,263	
		check	\$ 64,034	\$ 52,412	\$ 11,622			
Associated Office Cost:			\$ 11,767	\$ 9,631	\$ 2,136		\$ 600	

Planner - 1856 regular working hrs, 1766 hrs allocated for PL 112 and 5303 reimbursable tasks, 90 hrs for Asset Management  
Task allowable cost based on direct wages, mileage and fringe costs (\$67,297)  
ave rate per hr: \$ 36.2592 (\$67,297/1856 hrs)  
1766 x \$36.2592 = \$64,034  
90 x \$36.2592 = \$3,263

Reimbursement for Services from PL 112, FTA 5303 and Asset Management Funds - FY 2022

TASK	Agencies/ Consultant Time	% of Available Dollars	Planning Funds 100% of Cost	FHWA/FTA Funds			Asset Management	
				PL112/5303 Funds 81.85% of Cost	Local Share 18.15% of Cost		Agencies Hrs	MTF Cost
1.0 Administration (Audit)	NA	0.0%	\$ -	\$ -	\$ -			
2.0 Short-term Planning	0	0.0%	\$ -	\$ -	\$ -			
Transit Planning (DART)	NA	50.0%	\$ 8,677	\$ 7,102	\$ 1,575			
Data Collection (Local Agencies)	NA	50.0%	\$ 8,676	\$ 7,101	\$ 1,575			
3.0 Asset Management (PASER)	0	0.0%	\$ -	\$ -	\$ -	NA	\$ 14,970	
4.0 Transp Improvement Program (TIP)	0	0.0%	\$ -	\$ -	\$ -			
5.0 Long-Term Planning	0	0.0%	\$ -	\$ -	\$ -			
Total Time (in hours):	NA	100.0%				NA		
Total Task Projected Cost:			\$ 17,353	\$ 14,203	\$ 3,150		\$ 14,970	
FY 2022 \$ Funding towards reimbursement for services:			\$ 17,353	\$ 14,203	\$ 3,150		\$ 14,970	
FY 2022 Total MATS \$ Projected Expenses:	\$ 243,203		\$ 222,203	\$ 181,872	\$ 40,330		\$ 21,000	
FY 2022 Total MATS \$ Funding:	\$ 243,203		\$ 222,203	\$ 181,873	\$ 40,330		\$ 21,000	

Agencies include: City of Midland, Midland County Road Commission, other local agencies within MATS area  
Task allowable cost based on direct wages, mileage and fringe costs. Local agencies will have individual fringe rates, direct rates.

FHWA - Federal Highway Administration  
FTA - Federal Transit Administration  
TIP - Transportation Improvement Program

MATS - Midland Area Transportation Study  
MDOT - Michigan Department of Transportation  
AMC - Asset Management Council

Indirect Cost Rate of 18.38 % utilized

FY 2022 UWP

FUNDING TABLE CALCULATIONS

Table A. MATS Costs separated into task costs and office setup/running costs, i.e. direct and indirect costs

	FY 2022 Funding					Sum
	FHWA PL112/FTA 5303	LOCAL	MATS	MTF		
TASKS CONDUCTED BY MATS:						
1.0 Administration	\$ 71,259	\$ 15,802	\$ -	\$ -		\$ 87,061
2.0 Short-term Planning	\$ 8,348	\$ 1,851	\$ -	\$ -		\$ 10,199
3.0 Asset Management (PASER)	\$ -	\$ -	\$ -	\$ 5,094		\$ 5,094
4.0 Transp Improvement Program (TIP)	\$ 30,943	\$ 6,862	\$ -	\$ -		\$ 37,805
5.0 Long-term Planning	\$ 31,091	\$ 6,894	\$ -	\$ -		\$ 37,985
MATS Office Cost	\$ 26,028	\$ 5,772	\$ -	\$ 936		\$ 32,736
TASKS CONDUCTED BY OTHERS:						
Agencies Reimbursement for PL112/5303 services	\$ 14,203	\$ 3,150	\$ -	\$ -		\$ 17,353
Agencies Reimbursement for Asset Mngmt services	\$ -	\$ -	\$ -	\$ 14,970		\$ 14,970
Total:	\$ 181,872	\$ 40,331	\$ -	\$ 21,000		\$ 243,203

Indirect Cost Rate = \$ Indirect Costs/\$ Direct Costs:

\$32,736/\$178,144 = 18.376 % (overall)

Table B. Calculations utilizing Indirect Cost Rate of 18.376% to roll in office running costs into task costs

	FHWA	LOCAL	MTF
Multiplier:	0.18376	0.18376	0.18376
1.0 Administration	\$ 13,094.6	\$ 2,903.8	
2.0 Short-term Planning	\$ 1,534.0	\$ 340.1	
3.0 Asset Management (PASER)	\$ -	\$ -	\$ 936.1
4.0 Transp Improvement Program (TIP)	\$ 5,686.1	\$ 1,261.0	
5.0 Long-term Planning	\$ 5,713.3	\$ 1,266.8	
Total:	\$ 26,028.0	\$ 5,771.7	\$ 936.1
Reimbursement for PL112-related services	Reimbursement for Services to Local Agencies, cannot apply MATS indirect rate		
Reimbursement for FTA5303-related services	Reimbursement for Transit Planning Services to DART, cannot apply MATS indirect rate		

Table C. MATS Direct and Indirect Costs fused together (office running costs rolled into task costs)

	FY 2022 Funding					Sum
	FHWA PL112/FTA 5303	LOCAL	MATS	MTF		
TASKS CONDUCTED BY MATS:						
1.0 Administration	\$ 84,353.6	\$ 18,705.8	\$ -	\$ -		\$ 103,059.3
2.0 Short-term Planning	\$ 9,882.0	\$ 2,191.1	\$ -	\$ -		\$ 12,073.2
3.0 Asset Management (PASER)	\$ -	\$ -	\$ -	\$ 6,030.1		\$ 6,030.1
4.0 Transp Improvement Program (TIP)	\$ 36,629.1	\$ 8,123.0	\$ -	\$ -		\$ 44,752.0
5.0 Long-term Planning	\$ 36,804.3	\$ 8,160.8	\$ -	\$ -		\$ 44,965.1
Subtotal:	\$ 167,669.0	\$ 37,180.7	\$ -	\$ 6,030.1		\$ 210,879.7
TASKS CONDUCTED BY OTHERS:						
Agencies Reimbursement for PL112 or 5303-related services	\$ 14,203.00	\$ 3,150.00	\$ -	\$ -		\$ 17,353.00
Agencies Reimbursement for Asset Mngmt services	\$ -	\$ -	\$ -	\$ 14,970.00		\$ 14,970.00
Total:	\$ 181,872.0	\$ 40,330.7	\$ -	\$ 21,000.1		\$ 243,202.7

Indirect Rate of 18.376% applies only to MATS-performed tasks

FHWA - Federal Highway Administration

FTA - Federal Transit Administration

MATS - Midland Area Transportation Study

MDOT - Michigan Department of Transportation

MTF - State Funds through Asset Management Council

TIP - Transportation Improvement Program

CALCULATION OF INDIRECT COST RATE & FRINGE RATE
FY 2022 (October 1, 2021 - September 30, 2022)

MATS FY 2022 PROJECTED COSTS:

	Direct	Indirect	
Staff Costs:			
Direct Wages: MATS Director	\$ 69,816		1816 work hrs at \$38.445/hr; (with projected annual wages of \$79,966, 2080 hrs at \$38.445)
MATS Planner	\$ 44,275		1856 work hrs at \$23.855/hr; (with projected annual wages of \$49,618, 2080 hrs at \$23.855)
			\$ 114,091
Fringe Costs: MATS Director	\$ 20,149		Holiday/paid time off (264 hrs at 38.445/hr), benefits bonus (\$10,000)
	\$ 6,882		7.65% for social security and medicare;
	\$ 11,500		Retirement benefits
	\$ 2,500		mileage (various meetings)
MATS Planner	\$ 10,344		Holiday/paid time off (224 hrs at 23.855/hr), benefits bonus (\$5,000)
	\$ 4,178		7.65% for social security and medicare;
	\$ 7,000		Retirement benefits
	\$ 1,500		mileage (various meetings)
			\$ 64,053 \$ 178,144 all staff costs
Office Costs:			
Rent/Utilities/GIS Services/MATS Insurance Policies		\$ 16,536	\$996.63/month for rent/utilities and \$131.37/month for GIS licences,maintenance through Midland County, @ \$3,000 per year re MATS insurances
Accounting/Payroll/Tax Services		\$ 4,800	Approx \$4,800/year Accounting/Payroll/Taxes
Office operations including:		\$ 11,400	
various supplies and new office equipment			approx \$1,500 - office equipment & supplies, presentation aids, business cards, logo paper, postage, bank fees, member dues,
advertising/public notices, Outreach program/marketing re MATS			approx \$3,500 advertisements/public notices (newspaper notices, Annual Report, TIP notifications, etc), @ \$200 re outreach
MATS website, communication and office equipment service plans/maintenance			approx \$500 Website maintenance; approx \$1,500 data plan cost for I-pads and IT support/fix, printer (toner/cartridges/paper cost), etc
Meals/incidentals for out of town meetings (MTPA, etc)			approx \$ 1,500
Educational Training and Travel - seminars, conferences, etc			approx \$2,700 MTPA/MAP/AMPO conference registration/travel/hotel/food costs, seminar/webinar fees, educational travel/hotel/food expenses
			\$ 32,736 all office costs
Other Costs:			
Reimbursement for Asset Management Services (MTF Funds)	\$ 14,970		PASER Ratings and related activities by staff of local agencies within MATS area
Reimbursement for Planning or Transit Planning Services to Local Agencies	\$ 17,353		Transit Planning and Traffic Counts/HPMS/MIRE data/ Performance data/ Other Planning activities by City of Midland, MCRC, DART
			\$ 32,323 all reimbursements for services
TOTAL:	\$ 210,467	\$ 32,736	Total: \$ 243,203

Provisional FY 2022 Indirect Cost Rate = Total \$ Indirect Costs/Total \$ Direct Costs \$ 32,736/\$ 178,144 = 0.18376 FY 2022 Indirect Cost Rate = 18.38%
Reimbursement for services to other agencies not subject to indirect rate calculation

Provisional FY 2022 Fringe Cost Rate = Total \$ Direct Fringe/Total \$ Direct Wages \$ 64,053/\$ 114,091 = 0.56142 FY 2022 Fringe Cost Rate = 56.14%

# **Midland Area Transportation Study (MATS)**

## **Indirect Cost Allocation Plan for FY 2022**

### **Introduction**

The purpose of this plan is to identify elements of indirect costs to facilitate the development of annual indirect cost rates for the Midland Area Transportation Study (MATS).

### **Agency Background**

Every urbanized area with a population of more than 50,000 must have a designated Metropolitan Planning Organization for transportation to qualify for federal highway or transit assistance. The MATS is the MPO for the Midland Urbanized area.

The United States Department of Transportation (USDOT) relies on the MPO to ensure that highway and transit projects that use federal funds are products of a credible planning process and meet local priorities. USDOT will not approve federal funding for urban highway and transit projects unless they are on the MPO's program. Thus, the MPO's role is to develop and maintain the necessary transportation plan for the area to assure that federal funds support these locally developed plans. The FAST Act is essentially a continuation of the MAP-21, SAFETEA-LU, TEA-21 and the ISTEA, which have strengthened this responsibility by placing the MPO in a primary role for the programming of transportation projects to be carried out in any given year. The MPO has also been given the responsibility to involve the public in this process through expanded citizen participation efforts. Since the MPO is made up of those agencies responsible for carrying out transportation programs in the region, the process puts all agencies into partnership with one another to carry out the programs.

The Midland Area Transportation Study is a single purpose agency that focuses specifically on transportation planning issues, fulfilling federal requirements to maintain funding for its transportation network.

### **Organizational Structure and Functional Responsibilities**

The MATS is governed by a Policy Committee that includes various elected and appointed officials from the transportation planning area plus other members from the Michigan Department of Transportation and the U.S. Department of Transportation. The Policy Committee is generally expected to meet once a month and the meetings are open to the public. At these meetings current transportation issues are discussed and status reports on transportation studies and

projects are given. After these discussions are completed, policy actions are taken that include adoption of UWP, TIP and Transportation Plan, revisions to these documents, and adoption of resolutions related to current transportation issues. The Policy Committee generally acts under the advisement of the MATS Technical Committee, which reviews in detail the activities of the MATS and provides recommendations to the Policy Committee. The Technical Committee is composed of technically-oriented representatives that include various transportation, planning, engineering and other interests in the area. It also includes representatives from MDOT. The Technical Committee is generally expected to meet once a month and the meetings are open to the public.

Continuing technical support to the transportation planning program is provided by the MPO staff. The staff conducts studies and oversees projects as directed by the MATS Policy Committee, and as outlined in the Memorandum of Understanding (MOU) with the MDOT. The staff reports findings to the MPO Committees and participates in other community wide efforts. The combined work of the MPO staff and the participating staff of other member organizations provides the information needed to make program and policy decisions. Staffing for the FY 2022 MATS program will include two full-time (2 FTE) staff members as the MATS Director and Transportation Planner. The following is a brief statement regarding the duties and responsibilities of each employee position for the Midland Area Transportation Study:

#### **Director**

The Director is a full-time, wage position. The Director is responsible for the development, supervision and management of MPO activities. In fulfilling the above role, the Director's time is divided between indirect (management and administrative activity) and direct (technical work). The Director performs various work elements/activities listed in the annual Unified Work Program (UWP). The UWP identifies transportation issues and problems facing the Midland area and also specifies work tasks to address these issues and a proposed budget associated with those issues. Also included in the UWP, is the information relevant to funding sources, budget summaries, completion schedules and indirect costs. The Director wages are treated as a direct expense.

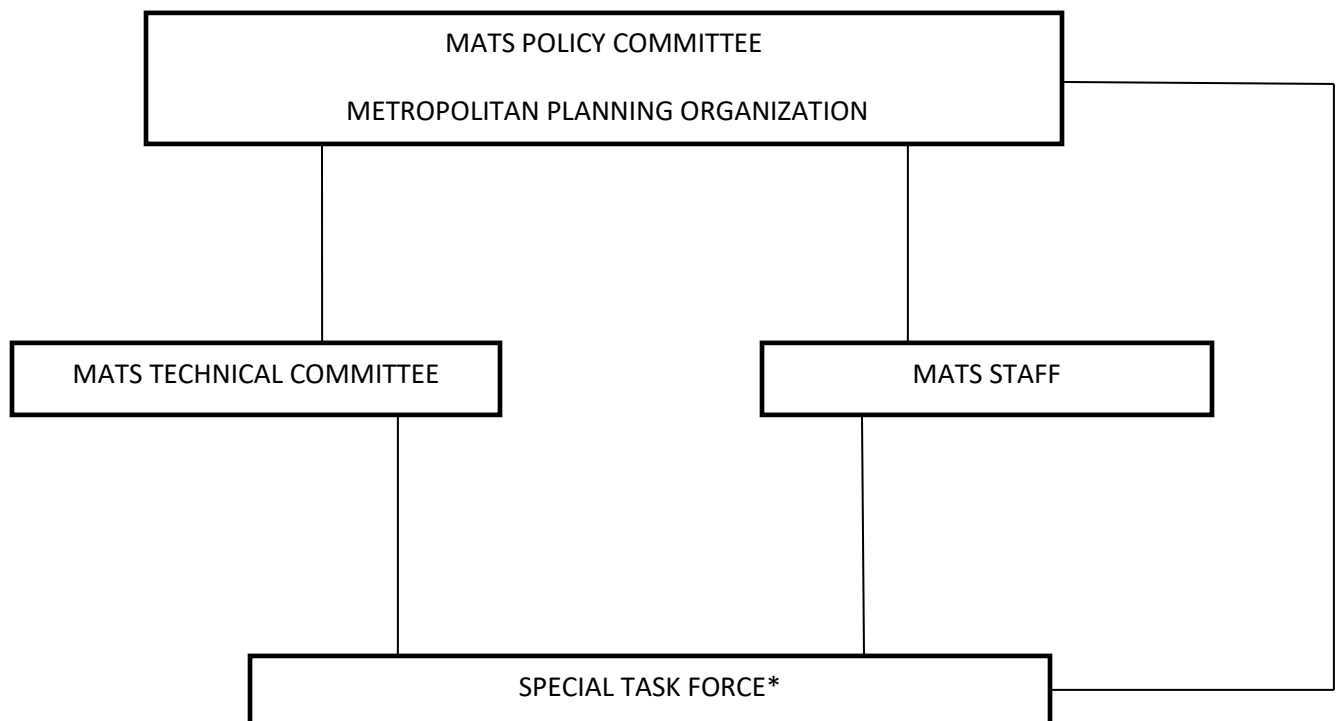
#### **Transportation Planner**

The Planner is a full-time, wage position. The Planner is principally responsible for technical activities with time allocated among the various work elements identified in the Unified Work Program. In addition to this technical role, the Planner has select administrative and GIS responsibilities. The Planner is responsible to the MPO Director. The Planner's wages are treated as a direct expense.



The MATS program will utilize the assistance and efforts of local agencies, including the City of Midland, Midland County Road Commission and Dial A Ride Transportation (DART) in order to effectively and efficiently address the federal planning requirements as well as local issues and programs. MATS will reimburse these agencies for services and activities related to the UWP, including but not limited to collection of traffic counts, other transportation infrastructure data or asset management data; work related to transit planning, Transportation Improvement Program or Metropolitan Transportation Plan.

### **MATS ORGANIZATIONAL CHART**



\*Formed when required for specific projects or studies

### **Elements of Program Costs**

Total program costs for any given fiscal year are presented in the Unified Work Program (UWP). The UWP includes a stratification of costs by work element. The Midland Area Transportation Study's UWP is the document that identifies major transportation planning and related activities that will be undertaken within the MATS study area during the fiscal year. The UWP is prepared

to meet requirements of transportation planning funding programs, it includes descriptions of all facets of the MATS staff's activities.

MATS' costs are based upon assumptions made for annual wages by position, to which the established fringe and indirect rates are applied. The fringe benefit costs for both MATS Director and Transportation Planner include the following: vacation, holidays, retirement payments, social security, insurances (health/dental/disability/life), unemployment insurance and workman's compensation.

## **Elements of Indirect Costs**

MATS MPO is a stand-alone agency handling specifically urban transportation planning and programming activities utilizing Federal monies available from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). Thus, all costs for the MATS are associated with the conduct of activities identified in the Unified Work Program (UWP).

Indirect and fringe rates established by the UWP are applied to all activities that the MATS pursues. Program costs are those which can be specifically or readily identified with an individual work element. Indirect costs (overhead) are those costs incurred for the common or joint benefit of two or more work elements and are not directly assignable to an individual work element without extensive effort disproportionate to the results achieved.

## **Indirect Cost Computation Methodology**

It is proposed that indirect costs of MATS be charged to the work elements using an indirect cost rate. This procedure simply distributes all indirect costs to the activities in proportion to direct salary cost. The Midland Area Transportation Study will be utilizing the simplified method of indirect cost computation. All activities that the MATS staff conducts are benefited from the indirect cost in roughly equal proportions and therefore only require one rate.

All costs included in the UWP are in accordance with the requirements of the Federal award(s) to which they apply, and also 2 CFR part 200 and 2 CFR part 225.

## **Indirect Rate Type**

MATS will use a provisional rate to determine indirect cost reimbursement. The provisional rate is a temporary indirect cost rate applicable to a specific period which is used for funding (fiscal year October 1 – September 30), interim reimbursement, and reporting indirect costs on Federal awards pending establishment of a final rate for the period. **The provisional indirect rate for Fiscal Year 2022 is shown herein: 18.38%.**

## **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 to establish billing or provisional indirect costs rates for fiscal year 2021 (October 1, 2021 through September 30, 2022) are allowable in accordance with the requirements of the Federal award(s) to which they apply, 2 CFR part 200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards", and 2 CFR part 225 "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 that the foregoing is true and correct.*

Government Unit: Midland Area Transportation Study (MATS)

Signature: 

Date: April 22, 2021

Name of Official: Maja Bolanowska

Title: MATS Director

# Metropolitan Planning Organization Midland Area Transportation Study



**MATS**

## MATS' Title VI Assurances

**The Midland Area Transportation Study (MATS)** (hereinafter referred to as the “Recipient”) **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d-42 USC 2000d-4 (hereinafter referred to as the Act), and all requirements imposed by or pursuant to Title 49, code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations) and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of gender, race, color, national origin, disability, or limited English proficiency, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the Department of Transportation, including the Federal Highway Administration, and

**HEREBY GIVES ASSURANCE THAT** it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.7(a)(1) of the Regulations. More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances with respect to the Federal Aid highway program:

1. That the Recipient agrees that each “program” and each “facility” as defined in subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a “program”) conducted, or will be (with regard to a “facility”) operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all FHWA programs, and, in adapted form, in all proposals for negotiated agreements:

*“The (Recipient), in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000D to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will*

*affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."*

3. That the Recipient shall insert the clauses of Appendix B and Appendix C of this assurance (contained in MATS' TITLE VI Program document) in every contract subject to the Act and the Regulations.
4. That the Recipient shall insert the clauses of Appendix D of this assurance (contained in MATS' TITLE VI Program document), as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith. Recipient will adhere to Title VI equity analysis (contained in Appendix H of MATS' TITLE VI Program document) with respect to construction of a facility.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over, or under such property.
7. That the Recipient shall include the appropriate clauses set forth in Appendix E of this assurance (contained in MATS' TITLE VI Program document), as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties; (a) for the subsequent transfer of real property acquired or improved under an FHWA program; and (b) for the construction or use of or access to space on, over, or under real property acquired, or improved, under a FHWA program.
8. That this assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the assurance obligates the Recipients or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.
9. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he delegates specific authority to give reasonable guarantee that it, other recipients, sub grantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations, and this assurance.

10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assistance.

**THIS ASSURANCE** is given in consideration of, and for the purpose of, obtaining any and all Federal grants, loans, contracts, property, discounts, or other Federal financial assistance extended after the date hereof to the Recipient under the programs of the Federal Highway Administration (FHWA) and is binding on it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest and other participants in the FHWA program. The person, or persons whose signature(s) appear below are authorized to sign this assurance on behalf of the Recipient.

Midland Area Transportation Study



Maja Bolanowska  
MATs Director

Date *April 22, 2021*

## LOCAL MATCH REQUIREMENTS

**FY 2022 (October 1, 2021 - September 30, 2022)**

### MATS FUNDING:

(based on FY 2021 Allocations)

PL 112 Planning Funds & Local Match	\$	<b>179,541</b>	includes \$146,954 FHWA funds and \$32,587 local match
FTA 5303 Transit Planning Funds & Local Match	\$	<b>42,662</b>	includes \$34,919 FTA 5303 funds and \$7,743 local match
MTF Funds (Asset Management)	\$	<b>21,000</b>	State's MTF Funding for Paser Ratings only
Total:	\$	<b>243,203</b>	

### FY 2022 LOCAL MATCH REQUIREMENTS:

	City of Midland	DART	MCRC	SCRC	BCRC	City of Auburn	Total Local Match
Regarding PL 112 Planning Funds for FY 2022	\$ 16,293.5	\$ -	\$ 16,293.5	\$ -	\$ -	\$ -	\$ <b>32,587.0</b>
Regarding FTA 5303 Transit Planning Funds for FY 2022	\$ 3,871.5	\$ -	\$ 3,871.5	\$ -	\$ -	\$ -	\$ <b>7,743.0</b>
Regarding MTF Funds (Asset Management)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	<b>\$ 20,165.00</b>	<b>\$ -</b>	<b>\$ 20,165.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,330.0</b>

G/FY 2022 UWP/MATS FY2022 budget breakdown



## **FHWA PL PLANNING FUNDS AND LOCAL MATCH RESOLUTION BETWEEN MATS AND LOCAL AGENCIES FOR FY 2022 UNIFIED WORK PROGRAM**

- WHEREAS, the urban transportation planning regulations implementing sections of the Fixing America's Surface Transportation Act (FAST Act) require that each urbanized area, as a condition of receipt of Federal capital or operating assistance, have a continuing, cooperative, and comprehensive urban transportation planning process that results in plans and programs consistent with the comprehensively planned development of the urbanized area; and
- WHEREAS, the Midland Area Transportation Study (MATS), as the state designated Metropolitan Planning Organization (MPO) for the Midland urbanized area, conducts the continuing, cooperative, and comprehensive planning process through the Midland Area Transportation Study (MATS), a forum for cooperative transportation decision-making developed under federal guidelines for the purposes of urban transportation planning and conduct; and
- WHEREAS, MATS annually develops an urban transportation Unified Work Program (UWP) which identifies activities and costs necessary for the conduct of the urban transportation planning process; and
- WHEREAS, transportation planning funds provided by the U.S. Department of Transportation to the Michigan Department of Transportation and are passed through to MATS to carry out the activities defined in the UWP; and
- WHEREAS, these funds, available under FAST Act as Federal Highway Administration (FHWA) PL require a local matching contribution of 18.15 percent; and
- WHEREAS, MATS planning funds utilization for FY 2022 is **\$146,954** (provided as FHWA PL 112 Funds) with required local matching contribution equal to **\$32,587**; and



WHEREAS, the Midland Area Transportation Study (MATS) has recommended that the local match contribution required for the timely conduct of MATS activities within FY 2022 be divided and contributed by the City of Midland and the Midland County Road Commission in accordance with MATS Local Match Policy.

**NOW THEREFORE BE IT RESOLVED**, that the **City of Midland** agrees to participate in the funding of the local match costs for PL 112 funding by providing **\$16,293.50\*** to the Midland Area Transportation Study (MATS) by October 1, 2021.

(\*equal to 50% of FY 2022 local match obligation for PL112 funds)

**BE IT FURTHER RESOLVED**, that the **Midland County Road Commission** agrees to participate in the funding of the local match costs for PL 112 funding by providing **\$16,293.50\*** to the Midland Area Transportation Study (MATS) by October 1, 2021.

(\*equal to 50% of FY 2022 local match obligation for PL112 funds)

**BE IT FURTHER RESOLVED**,

That the Midland Area Transportation Study (MATS) agrees to reimburse the implementing local agencies within MATS planning area for planning activities necessary for the completion of, and identified within, the MATS FY 2022 Unified Work Program, subject to MDOT's approval of activity eligibility and availability of funding.



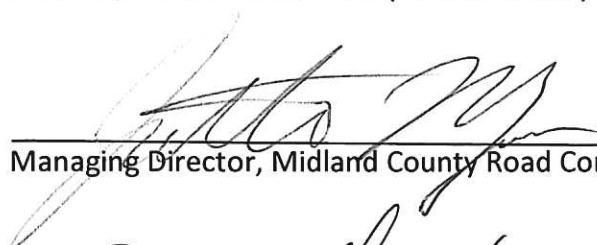
Chairperson, Midland Area Transportation Study (MATS)

5-4-2021  
Date



Director, Midland Area Transportation Study (MATS)

April 22, 2021  
Date



Managing Director, Midland County Road Commission

4-29-21  
Date



City Manager, City of Midland

5-4-2021  
Date



## **FTA 5303 PLANNING FUNDS AND LOCAL MATCH RESOLUTION BETWEEN MATS AND LOCAL AGENCIES FOR FY 2022 UNIFIED WORK PROGRAM**

- WHEREAS, the urban transportation planning regulations implementing sections of the Fixing America's Surface Transportation Act (FAST Act) require that each urbanized area, as a condition of receipt of Federal capital or operating assistance, have a continuing, cooperative, and comprehensive urban transportation planning process that results in plans and programs consistent with the comprehensively planned development of the urbanized area; and
- WHEREAS, the Midland Area Transportation Study (MATS), as the state designated Metropolitan Planning Organization (MPO) for the Midland urbanized area, conducts the continuing, cooperative, and comprehensive planning process and also is a forum for transportation decision-making developed under federal guidelines for the purposes of urban transportation planning and conduct; and
- WHEREAS, MATS annually develops an urban transportation Unified Work Program (UWP) which identifies activities and costs necessary for the conduct of the urban transportation planning process; and
- WHEREAS, transit planning funds are provided by the Federal Transit Administration to the Michigan Department of Transportation and are passed through to MATS to carry out the activities defined in the UWP; and
- WHEREAS, MATS transit planning funds utilization for FY 2022 is **\$34,919** (provided by the Federal Transit Administration as FTA 5303 funds) with required local matching contribution of 18.15 percent equal to **\$7,743**; and
- WHEREAS, the Midland Area Transportation Study (MATS) has recommended that the local match contribution required for the timely conduct of MATS activities within FY 2022 be divided and contributed by the City of Midland and the Midland County Road Commission in accordance with MATS Local Match Policy.

**NOW THEREFORE BE IT RESOLVED**, that the **City of Midland** agrees to participate in the funding of the local match costs for 5303 funding by providing **\$3,871.50\*** to the Midland Area Transportation Study (MATS) by October 1, 2021.  
(\*equal to 50% of FY 2022 local match obligation for 5303 funds)

**BE IT FURTHER RESOLVED**, that the **Midland County Road Commission** agrees to participate in the funding of the local match costs for 5303 funding by providing **\$3,871.50\*** to the Midland Area Transportation Study (MATS) by October 1, 2021.  
(\*equal to 50% of FY 2022 local match obligation for 5303 funds)

**BE IT FURTHER RESOLVED**,

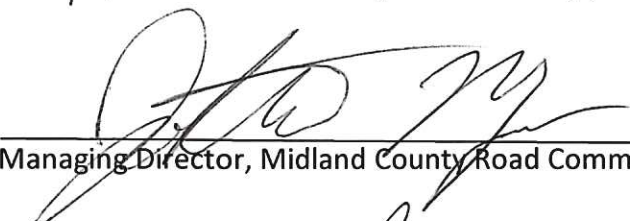
That the Midland Area Transportation Study (MATS) agrees to reimburse City of Midland Dial A Ride Transportation for transit planning activities necessary for the completion of, and identified within, the MATS FY 2022 Unified Work Program, subject to MDOT's approval of activity eligibility and availability of funding.

  
Chairperson, Midland Area Transportation Study (MATS)


5-4-2021  
Date

  
Director, Midland Area Transportation Study (MATS)

April 22, 2021  
Date

  
Managing Director, Midland County Road Commission

4-29-21  
Date

  
City Manager, City of Midland

5-4-2021  
Date

  
Director of Public Services, Dial-a-Ride Transportation

4-29-21  
Date

## **Definitions of Reimbursable Expenses for Local Agencies**

**(City of Midland, Midland County/Bay County/Saginaw County Road Commissions, City of Auburn Village of Sanford, DART, CCM, BMTA)**

1. Asset Management– Local Agencies’ staff will rate, identify and prioritize federal aid eligible roads in order of need, utilizing the PASER rating method. In addition to rating the Federal-Aid roadways, Local Agencies’ staff will review and rate (if funds allow) other roadways within the MATS study area to determine need and thus plan for appropriate repair. Time will be spent planning for future projects and recording those completed into GIS/RoadSoft inventory. The information will be utilized to identify future projects.
2. Data Collection and Evaluation

Crash Data/Safety – Local Agencies’ staff will periodically review Accident Reports to determine if there is a need to install or change traffic control on a roadway. Past reviews have led to upgrades at intersections in the way of right/left turn lanes, traffic signals and other safety improvements. Recognition of problem areas through review of the Accident Reports allows identification of future projects.

Traffic Counts/HPMS – Local Agencies will perform traffic count data collection during the fiscal year as needed or requested by MATS and MDOT for maintenance of the travel demand model or HPMS reporting requirements. Additionally, these counts will help to determine changes in traffic patterns due to development and plan for road upgrades needed to accommodate the change. The counts are also vital to identify problem areas, and allow the Local Agencies to plan/budget for improvements.

MIRE Data Collection – Local Agencies will perform road Infrastructure data collection during the fiscal year as requested by MATS and MDOT for performance-based planning and other needs.
3. Transportation Improvement Program – Local Agencies’ staff will provide technical support to FY 2020-2023 TIP revisions/amendments. Work involved will include but not be limited to identification and prioritization of transportation projects within MATS planning area within four year period, and identification of federal, state and local financial resources available to implement these projects.
4. Long Range Plan – Local Agencies’ staff will provide technical support to Long Range Plan document development and maintenance. Work involved will include but not be limited to identification of long-term transportation issues, goals and objectives; refining the social and economic data to the Traffic Analysis Zone level; identification and prioritization of transportation projects within various travel modes to achieve desired level of mobility and access at horizon year.
5. Non-Motorized Planning – Local Agencies’ staff will review proposed road projects for potential inclusion of non-motorized facilities. Local Agencies will conduct a needs assessment with respect to non-motorized facilities on the road network within MATS planning area.
6. Performance-Based Planning – Local Agencies will provide technical support in development of performance measures for MATS area, performance targets and evaluation methods. Data collection by Local Agencies as requested by MATS and MDOT to support performance-based planning.
7. Other Projects and Studies – Planning and data collection by Local Agencies’ staff as needed to fulfill requirements of Transportation System Management, Regional Planning Cooperation (RPI and RTM), Safety Conscious Planning, Ladders of Opportunity and other ongoing projects/studies.

## 8. Transit Planning Services

Transit Administration/Public Involvement– attendance by DART’ staff at various community/MPO meetings. Work with County Connection on coordination of transit services, with Senior Services on transit-related information/needs, with RICC regarding transit needs/opportunities for persons with disabilities. NTD reporting for FTA 5307 funding, grant development and execution process. Capital 5307 and 5339 planning, 5307 operations planning; grant development regarding 5307 and 5339 funds. Coordination with MPO on transit projects within TIP. Public outreach regarding changes in transit services.

Transportation System Management– review and rework by DART’ staff existing routes to facilitate more efficient use of buses, evaluation of weekday/weekend service. Work related to grant acceptance paperwork, project authorizations, vendor invoices, vehicle specification certification forms, bus inspection checklist, FTA test sheet, method of procurement decision matrix, price analysis for MiDeal, classification of fleet. Process paperwork to receive new buses.

Data Development and Management– preparation and review by DART’ staff of annual/quarterly/weekly ridership counts, passenger cost per mile, cost per trip. Ridership comparisons, evaluation of trends, efficiency reviews. Review of call volume, cancellations, no-shows for purpose of trends evaluation/efficiency. Review of locations of highest destination frequency for purposes of improving route efficiency. Review of senior ridership, explore ideas to better accommodate transportation needs of seniors.