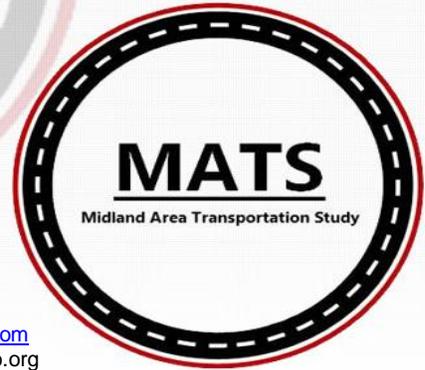


Metropolitan Planning Organization

Midland Area Transportation Study

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FY 2022 Final Acceptance Report

December 8, 2022

Contract No. 2021-0026/Z4 (FHWA Consolidated PL/5303 Funding)
Contract No. 2021-0026/Z3 (Michigan Transportation Fund)

Overview

This Final Acceptance Report presents a synopsis of the work products and activities that were completed by MATS or on behalf of MATS during Fiscal Year 2022 (October 1, 2021 through September 30, 2022). This work was performed in accordance with the MATS Unified Work Program for FY 2022. The activities listed in the report are grouped according to the major work items identified in the UWP. The last page of the report presents a summary of the billing statements that MATS has submitted to the Michigan Department of Transportation for both funding sources, and the amounts received to date.

Contract No. 2021-0026/Z4 (FHWA PL/5303 Funding) – Transportation Planning

WORK ITEM 1.0: Administration

- a. Setting up and participation in the MATS Technical and Policy Committees meetings. Preparation and distribution of meeting agendas, minutes, resolutions and other relevant information.
- b. Publishing of notices of MATS meetings in the local newspaper, on the MATS website, distribution of meeting announcements to all interested parties.
- c. Setting up and attendance of MATS subcommittees meetings (administrative, non-motorized, project selection, etc).
- d. Preparation of the Uniform Report of Awards, Commitments and Payments for both FTA and FHWA.

- e. Participation in the Michigan Transportation Planning Association (MTPA) monthly meetings and associated subcommittee meetings (educational/financial).
- f. Organizing and participation in MPO meetings between MATS, BCATS and SATA.
- g. Performance of duties associated with the financial administration of MATS, coordinating accounting/billing/payroll with McDonalds and Associates. Processing of bills and office expenses.
- h. Preparation of billing reports with supporting documentation for final quarter of FY 2021 and three quarters of FY 2022 with respect to FHWA PL 112 Funding, FTA 5303 Funding and MTF (Asset Management) – Contracts #2021-0026/Z1 and Z4, #2018-0026/Z6/R1 and #2021-0026/Z2 and Z3.
- i. Upkeep of correspondence, files and records.
- j. Renewal MATS insurance policies, modifying Director's/Planner's medical/dental benefits and long-term disability benefits as needed.
- k. Analysis of MATS needs, purchasing and installation of required office equipment and office supplies.
- l. Monitoring and updating of MATS website (www.midlandmpo.org).
- m. Continued efforts regarding promoting/expanding public outreach and increasing MATS exposure.
- n. Training of MATS staff with respect to various transportation issues, topics and programs by means of conferences, webinars and workshops.
- o. Participation in various meetings/webinars organized by MDOT, MTPA, AMPO, EMCOG.
- p. Preparation of Title VI report.
- q. Review of monthly LABR Reports.
- r. Participation in CPG funding formula meetings with other MPOs and MDOT.
- s. Review of Data Sharing Agreement with MDOT, participation in related meetings.
- t. Preparation of MATS' Final Acceptance Report for FY 2021.

WORK ITEM 2.0: Short-Term Planning

Unified Work Program (UWP)

- a. Preparation for and participation in the Pre-UWP meeting regarding FY 2023 Program.
- b. Development of FY 2023 Work Program.
- c. Development of MATS' Budget for FY 2023.
- d. Development of Local Match Contributions for FY 2023.
- e. Breakdown of costs and hours regarding each individual work item category for FY 2023.
- f. Update of Indirect Cost Allocation Plan.
- g. Preparation of DRAFT Unified Work Program for FY 2023 with supporting documentation.
- h. Development of FINAL Unified Work Program Report for FY 2023 with supporting documentation.
- i. Review of MATS Administrative Funding (allocations vs expenses).
- j. Calculation of leftover FY 2022 funding within each contract. Preparation of EAPs for each contract per MDOT request.
- k. Preparation of amendment of FY 2022 UWP reflecting upcoming Transit Collaboration Feasibility Study.
- l. Processing FY 2023 Authorizations.

Data Collection and Analysis, GIS

Work Conducted by MATS Staff:

- a. Coordination with City of Midland and Midland County Road Commission regarding traffic count collection in FY 2022, other data collection activities.
- b. Both Midland County Road Commission and City of Midland have done traffic data collection within their jurisdictions during Oct 1, 2021-Sept 30, 2022. This data is available to MATS to be used in various planning activities. Some of the costs have been billed for reimbursement from PL112/FTA 5303 funding (per MATS FY 2022 UWP).
- c. HPMS and IRI data review. Evaluation of MATS' HPMS needs for FY 2022 (required segments received from MDOT), coordination with City of Midland and Midland County Road Commission regarding HPMS collection and evaluation of HPMS segments.
- d. GIS – Data collection, review. Preparation of various MATS-related maps. GIS data maintenance.
- e. Participation in MPO traffic count coordination meeting with MDOT and other MPOs.
- f. Roadsoft – uploading updates, resolution of issues. Participation in webinars. Data collection strategy evaluation. Roadsoft data research and review. Coordination with Local Agencies.
- g. Data research regarding Non-Motorized Planning and Performance Measures Dashboard, other planning matters.
- h. Participation in MDOT webinar regarding REMI 2050 forecasts.

Work Conducted by Local Agencies on behalf of MATS:

Both City of Midland and Midland County Road Commission have collected data within FY 2022. These efforts are summarized herein.

- a. Review and update of traffic count program.
- b. Collection of traffic counts at various locations within MATS area.
- c. HPMS data review at various locations within MATS area as requested by MDOT.
- d. Non-motorized planning, long-range planning in coordination with MATS staff; data review.

Transit Planning

Work Conducted by MATS Staff:

- a. Obtaining information from DART regarding time and cost with respect to transit planning activities.
- b. Review and authorize reimbursements to DART for FY 2021 and FY 2022 transit activities.
- c. Coordination regarding 5307, 5310, 5311 and 5339 Funding sources, grant applications and programming requirements.
- d. Coordination with OPT, FTA, DART and CCM regarding programming of transit projects within MATS area. Participation in meetings regarding TIP changes related to Transit Projects.
- e. Coordination regarding upcoming Transit Collaboration Feasibility Study.
- f. Participation in OPT Lean Process Improvement meetings with MDOT staff /other MPOs.

Note: As specified in the MATS FY 2022 UWP, activities pertaining to transit planning were conducted partially by Dial A Ride Transportation (DART), these tasks are summarized below.

Work Conducted by City of Midland' Dial-A-Ride Transportation (DART) Staff:

1. Transit Administration/Public Involvement

- Attendance at Community meetings, at monthly MPO Technical and Policy meetings.
- Attendance at DART Annual Commission Meeting.
- Attendance at monthly Midland RICC meetings. Work with RICC members on transportation opportunities in our community for persons with disabilities.
- Participation in transit related conferences and webinars.
- Work with County Connection on coordination of transit services.
- Public Outreach regarding the transit services.
- Work with Senior Services on Transportation related information/needs.
- NTD Reporting for FTA 5307 funding, 5307 grant approval and execution process.
- TIP planning and capital 5307 and 5339 planning, 5303 billing preparation. Grant development for 5307 and 5339 funds.
- Review of Grant Management Policies and Procedures. Paperwork regarding grant reimbursement for State and Federal funds. 5339 and 5307 Grant Management.
- Organization and budget planning for FY 2022 - 2026. GIR preparation, FFR and ECHO.
- Work with FTA regarding Grantee requirements, procurement and DBE requirements, TEAM requirements, multi-use provisions of FTA grants.

2. Transportation System Management

- Evaluation of route/service changes in lieu of Covid-19 pandemic.
- Review and rework existing routes to create more efficient use of buses.
- Receive new buses, process all necessary paperwork.
- Work with MDOT on grant acceptance paperwork, project authorizations, vendor invoices, application for Michigan title and registration forms, vehicle specification certification form, bus inspection checklist, FTA test sheet, inspection write up, method of procurement decision matrix, independent cost estimate, MiDeal price analysis, new unit delivery form, classification of fleet.
- No Show Policy review.
- Development/review/update of Transit Asset Management (TAM) Plan and (Public Transit Agency Safety Plan (PTASP)).

3. Data Development and Management

- Preparation and review of annual/quarterly/weekly ridership counts, passengers per vehicle hour, passenger cost per mile and cost per trip. Ridership comparison to previous years. Review ridership, route efficiency with booking rides on half-hour.
- Review of call volume, cancellations, no-shows for trends/comparisons/efficiency.
- Review of senior ridership during peak hours of DART operation. Explore ideas to accommodate transportation needs of seniors.

- Review of locations of highest destination frequency for purposes of improving route efficiency. Review of Mall/North passenger counts, and Arnold Center routes.
- Provision of ridership comparisons and cost allocation information to MDOT/FTA as requested.

Other Areas (RPI, RTF, RTM, SCP, TSM)

- a. EMCOG RED Team - participation in meetings and discussions.
- b. Rural Task Force 7C – participation in meetings, keeping track of rural projects within MATS and any funding modifications.
- c. Meetings with local officials as needed or requested. Preparation of support letters regarding transportation projects.
- d. Participation in various AMPO and CEDAM webinars.
- e. Participation in annual Transportation Bonanza event organized by MAP.
- f. Review of proposed Census criteria changes for Urban Areas, impact assessment with respect to MATS.

MTPA Conference Planning

- a. Participation in meetings regarding MTPA conference in Flint.
- b. Derivation of potential topics, evaluation of proposed topics and presentations.

WORK ITEM 3.0: Asset Management

This work item billed separately against Contract No. 2021-0026/Z3 (Michigan Transportation Fund) – see pages 7-8.

WORK ITEM 4.0: Transportation Improvement Program (TIP)

- a. Development of annual Listing of Obligated Projects and preparation of MATS' FY 2021 Annual Report.
- b. Monitoring of the 2021-2023 programmed transportation projects within MATS area (including urban, rural, MDOT, non-motorized and transit projects). Coordination with MDOT, EMCOG, DART, CCM, City of Midland and Midland/Bay/Saginaw County Road Commissions.
- c. Reviewing and processing project changes, GPA threshold changes, etc., within the JobNET environment. Monitoring fiscal constraints, project status, dates of MPO approvals within JobNET. Applying left-over earmark to a future project.
- d. Participation in monthly MATS TIP review meetings with MDOT TSC and MPO Manager.
- e. Preparation and processing of TIP Amendments and TIP Amendment Transmittals regarding FY 2020-2023 Program.
- f. Participation in process discussions regarding GPAs and 2023-2026 TIPs.
- g. Participation in MTPA JobNET Technical Committee meetings.
- h. Assessment of funding changes to the urban, rural and transit programs within MATS area per IJJA/Bill.

- i. Development of MATS 2023-2026 TIP Report and all associated tasks. Derivation of FY 2023-2026 projects within MATS area for all programs. Programming of new urban and transit projects into JobNET. Review of all projects, mapping of projects for public comment and EJ evaluation.
- j. Setting up and participation in MATS Open House regarding 2023-2026 TIP Report, public outreach for comments on TIP Report.
- k. Finalization of MATS 2023-2026 TIP Report, submittal to MDOT.
- l. Coordination with MDOT personnel regarding transition from 2020-2023 TIP to 2023-2026 TIP, and needed JobNET actions.
- m. Review and approval of all projects related to MATS 2023-2026 TIP in JobNet.
- n. Review of FY 2022 project obligations, and approved/pending status of projects within MATS area.
- o. Participation in earmark repurposing webinar. Coordination with MDOT and MCRC and applying left-over earmark to a future project.

WORK ITEM 5.0: Long Term Planning

Non-Motorized Planning

- a. Complete Street process – coordination with local agencies regarding projects, preparation of spreadsheet with exemptions and proposed NMT capabilities associated with proposed projects, coordination regarding review/approval process.
- b. Review of complete street process and determination of desired process improvements. Implementation of new process.
- c. Coordination with MATS NMT Representative, MATS Non-Motorized Subcommittee, local agencies and other stakeholders regarding future NMT facilities and prioritization of desired NMT projects.
- d. Coordination with local agencies and MDOT staff regarding relocation of Bicycle Route 20 within Midland/Bay Counties. Setting up and participating in several meetings.
- e. Lyons Street/Washington Street/James Savage Road – discussion of traffic safety concerns for NMT users in that area and derivation of potential improvements. Follow up emails.
- f. Participation in MDOT-organized regional bike/pedestrian meetings.
- g. Coordination with MDOT regarding TAP presentation at a MATS meeting, determination of most applicable discussion topics and information for local agencies with respect to implementation of desired NMT projects.
- h. Review of MDOT TAP Guide and TAP federal guidance documentation.
- i. MATS NMT Plan update regarding DART' bike rack project and application.

Performance-Based Planning

- a. Transportation Performance Measures – participation in meetings with MDOT and other MPOs regarding various measures and respective targets.
- b. Review of state targets for individual measures through MATS Technical and Policy Committees. Submission of document packet(s) to MDOT indicating support of state targets for individual measures.

- c. Review of transit-related performance measures and MPO requirements pertaining to those measures.
- d. MATS transit safety targets and State of Good Repair Targets – coordinate with DART, County Connection and MDOT to develop MATS targets. Prepare documentation for presentation at MATS Technical and Policy Committee meetings, target adoption by MATS Committees.
- e. MATS website updates regarding performance-based planning.
- f. Continued development of performance measures dashboard for MATS area.
- g. Participation in Greenhouse Gas Emissions webinar and upcoming requirements regarding performance measures and targets.

Metropolitan Transportation Plan

- a. Discussions regarding Long Range Plan content and deadlines.
- b. Development/update/finalization of various chapters of MATS Long Range Plan. Preparation of various tables, charts, maps for inclusion in LRP. Coordination with Local Agencies regarding content.
- c. Completion of Draft LRP Plan.
- d. Notices and tasks pertaining to Public Comment Period. Final updates to the Plan per comments received from public and stakeholders.
- e. Presentation of Final LRP to MATS Technical and Policy Committees. Approval of adoption of MATS LRP Plan in March 2022.
- f. Participation in REMI Long-Range Forecasts webinar. Review of data presented.
- g. Review of EMCOG report on Regional Economic Recovery.
- h. Participation in State of the Bay Conference (resiliency topics).

Contract No. 2021-0026/Z3 (MTF) - Asset Management

WORK ITEM 3.0: Asset Management

Work Conducted by MATS Staff:

- a. PASER data collection on local road network in Edenville Township.
- b. Preparation of PASER field work logs and related paperwork regarding FY 2021 PASER collection. Review, processing and submittal of FY 2021 federal-aid and local PASER ratings to TAMC/MDOT.
- c. Development of FY 2021 federal-aid and local PASER ratings maps for MATS Committees and local agencies.
- d. Participation in an annual training seminars on PASER data collection by both MATS employees.
- e. Participation in Roadsoft webinars, TAMC Asset Management Conference, Integrated Asset Management Webinar.
- f. Participation in RPO/MPO meetings related to Asset Management and PASER Data Collection.
- g. MATS PASER laptop – Roadsoft updates.

- h. Requesting invoices from local agencies and preparation of quarterly billing documentation regarding Asset Management tasks. Submission of documentation to MDOT.
- i. Coordination with Local Agencies and MDOT regarding PASER 2022 data collection within MATS area.
- j. Scheduling and conducting PASER 2022 ratings and MTF funding utilization within MATS area, taking into account MDOT staff unavailability.
- k. Preparation of PASER maps for City of Coleman for time span of 2014-2021.
- l. Review of 2022 PASER data collected, check for unrated segments.
- m. Communications with Local Agencies regarding development of their Asset Management Plans, relay of TAMC updates.
- n. Processing FY 2023 MTF Funding Authorization.

Work Conducted by Local Agencies on behalf of MATS:

Both Midland County Road Commission and City of Midland have conducted asset management activities within FY 2022. These activities are summarized herein.

- a. Participation in annual PASER Training and PASER Webinars.
- b. Preparation of road network to be used during PASER data collection (MCRC).
- c. Conducting PASER 2022 Ratings on Federal-Aid road network within MATS area.
- d. Preparation of billing documentation regarding Asset Management tasks.
- e. Asset Management Data Analysis and Review.
- f. Asset Management Data Reporting. Reporting the status of awarded and planned projects.
- g. Ongoing development of Asset Management Plans.

MATS Financial Summary for FY 2022

(As of December 8, 2022)

Contract No. 2021-0026/Z4 (FHWA Consolidated PL/5303 Funding):

FHWA billed: \$ 177,672.51 Received from FHWA to date: \$ 177,672.51

Local Match Utilized: \$ 39,398.37

Max FHWA reimbursement allowable per FY 2022 Authorization: \$ 181,873.15

Local Match (18.15%) Requirement per FY 2022 Authorization: \$ 40,329.85

Contract No. 2021-0026/Z3 (Michigan Transportation Fund):

MTF billed for FY 2021: \$ 20,286.91 Received from MTF: \$ 20,286.91

Max MTF reimbursement allowable per FY 2022 Authorization: \$ 21,000.00

Local Match (0%) Requirement per FY 2022 Authorization: \$ 0.00