

FY-2010 Unified Work Program

Bay City Area Transportation Study (BCATS)

Final Report

Approved By BCATS June 24, 2009



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DISCLAIMER

This document was prepared by the Bay County Transportation Planning Division in cooperation with the Michigan Department of Transportation, the Bay Metropolitan Transportation Authority 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 and the Bay County Board of Commissioners. The opinions, findings, and conclusions in this document are the author's and are not necessarily those of the aforementioned government departments or entities. Bay County is an Equal Opportunity/Affirmative Action Employer. Hiring and service to program recipients is done without discrimination as provided by law.

Arrangements have been made for the required financial and compliance audit and the audit will be made within the prescribed audit reporting cycle. Failure to furnish an acceptable audit, as determined by the cognizant federal agency, may be a basis for denial and/or the refunding of federal funds.

INTRODUCTION

The transportation planning Unified Work Program (UWP) integrates work to be performed by the Bay County Transportation Planning Division (BCTPD) which represents the Metropolitan Planning Organization (MPO), the Bay Metro Transit Authority (BMTA) and the Michigan Department of Transportation (MDOT) into a single document. The 2010 UWP describes the transportation planning tasks scheduled for the period from October 1, 2009 to September 30, 2010. These planning activities are supported by federal, state, and local funds.

The UWP identifies transportation issues and problems facing the Bay County 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.

The UWP covers transportation planning activities within the BCATS area which includes the following two cities and seven townships: city of Bay City, city of Essexville, Bangor Township, Monitor Township, Hampton Township, Frankenlust Township, Portsmouth Township, Kawkawlin Township, and Fraser Township.

TRANSPORTATION ISSUES FACING THE BAY CITY AREA

OVERALL

Transportation affects every person in our country. A safe, accessible, affordable, and reliable transportation system is vital to everyone. The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy For Users (SAFETEA-LU) which was signed into law by the President on August 10, 2005, provides the resources for the continuation and improvement of current programs with new initiatives to meet future transportation challenges. These challenges are addressed through efficient and flexible transportation plans and programs.

On June 20, 2007, BCATS adopted its new Metropolitan Transportation Plan reflecting a horizon date of 2035. BCATS will continue to work towards addressing transportation issues identified in the plan. BCATS will cooperatively work with the state to maintain a regional (Bay, Saginaw, Midland) traffic demand model. In addition, high volume to capacity corridors that were identified in the 2035 plan will be reviewed for further study. Activities related to these issues will be addressed by work item 102.01.

Projects that are identified through the planning process are next prioritized in the BCATS Transportation Improvement Program (TIP) for the metropolitan planning area. During 2006 and 2007, BCATS, in cooperation with the MDOT, BCATS local implementing agencies comprised of the city of Bay City, the city of Essexville, and the Bay County Road Commission and the public transit operator (Bay Metro Transit Authority), developed a new fiscal year 2008/09/10/11 TIP which reflects the overall transportation goals specified in the existing 2035 Transportation Plan. The TIP identifies realistic federal, state and local financial resources available to implement the programmed projects. Monitoring the progress of projects that are part of the TIP is very important so that the public is aware of project status, timeliness and completion. Any amendments or administrative changes that are necessary will also be addressed. BCATS will also prepare an annual listing of projects as required by SAFETEA-LU. BCATS will continue to work with the state and public transit provider to cooperatively develop estimates of funds that are reasonably expected to be available to support TIP implementation. BCATS will work with local implementing agencies to review their Surface Transportation Program (STP) street project contracts with the MDOT to ensure compliance with capping of project costs. A new fiscal years 2011/12/13/14 TIP will be developed during FY 2010. This will be accomplished under work item 100.05.

SAFETEA-LU planning regulations require the development of an annual Unified Work Program (UWP). The UWP will discuss the planning area and describe the major transportation issues facing the area, including the corridor and sub area studies anticipated within the area over the next year, regardless of funding sources or agencies conducting activities. 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. This activity will be addressed in work item 100.02.

SAFETEA-LU requires the involvement of the general public in transportation investment

decision-making. The BCATS public participation plan was reviewed and updated as part of the 2035 Transportation Plan creation in progress through June of 2007. The plan provides opportunities for interested parties (including citizens, affected public agencies, representatives of transportation agency employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transit and other interested parties) to be involved in various stages of the plan development/update process. The existing plan will be amended in FY 2009 due to circulation changes at the Bay City Times. Public participation is a proactive process which guarantees timely notice, full access to key decisions, and an opportunity for early and continued involvement in the development of Plans and TIPs.

Public participation principles are also a high priority and are addressed in the updated plan. BCATS will continue to locate the affected populations and will work to engage them in discussions and input. Project development maps have been completed for social and economic impact analysis and will be updated as needed. Public participation procedures will be addressed in work item 100.01.

Other general work associated with administration, program coordination, and certification such as attending BCATS technical and policy meetings, other community meetings which impact the transportation network, involvement in the Michigan Transportation Planning Association, and providing for a timely program audit and review of transportation related legislation is undertaken in work item 100.01.

BCATS will continue to provide technical planning assistance to the Michigan Department of Transportation, the Bay County Road Commission, the city of Bay City, the city of Essexville, and other local units of government regarding the implementation of studies and projects identified in the BCATS 2035 Transportation Plan, to provide for a safe and efficient transportation system.

Work activities with MDOT may include a comprehensive travel survey, ride-sharing, asset management, Regional Economic Models, Inc. (REMI) data review, land-use issues, non-motorized, and access management coordination. Also, participation in the Michigan Geographic Framework and TransCAD data development as well as Regional Summit meetings.

Other local issues include: Vermont/Walnut/Marquette connector safety project, the Harrison Street project, and the M-25/Center Avenue project; along with congested corridors such as Trumbull Avenue/Wilder Rd and M-84 between Bay City and Saginaw. Intersection issues include Monitor/Wilder, as well as, Two-Mile / Wilder, and Center / Trumbull.

BCATS will continue discussions with MDOT and local township officials to facilitate the development of access management plans for any high traffic corridors within the BCATS study area. Coordination will also occur on other local MDOT trunkline projects, such as the M-25/Center Ave corridor.

Other transportation system management concerns include: interconnection of various traffic

signals along corridors, access management, incident management, environmental stewardship, land use impacts on the transportation system, bridge issues including the operation and maintenance of moveable bridges, and rails-to-trails issues. Furthermore, BCATS is actively involved in the Saginaw River Port and dredge disposal, rail issues, and transportation enhancement activities. Intelligent Transportation Systems (ITS) architecture will continue to be reviewed to determine its role as an effective tool in the development of an intermodal transportation system. In addition, BCATS has involvement in the TEDF program, especially Category A and F, the local STP safety program and activities of the STP rural taskforce.

BCATS will continue its ongoing involvement with port shippers to ensure their participation in freight issues. BCATS will seek perspectives and long term outlooks from the shipping community and promote linkages of the freight movement community. Intermodal connectors on the National Highway System (NHS) are also a priority and may be analyzed for congestion and maintenance deficiencies. These activities are covered under work item 103.01 (TSM).

BCATS will work with the implementing agencies to identify and ensure the proper use and performance of our transportation assets. We will strive to manage those transportation assets in an effective, efficient, and reliable manner. Asset management is an ongoing process that includes policies, data collection, planning, program delivery, monitoring and reporting. BCATS anticipates continued participation with MSU Extension and Bay Metro Transit, as well as, other Bay County Agencies in a planning process called Communities for a Lifetime. These activities are covered under work item 103.01 (TSM) with the data collection and maintenance falling within 101.01 (Data Base Monitoring and Management). The specific PASER rating data collection for Federal Aid roads, rating local roads, and expenditure reporting, and technical assistance specific to asset management will be covered under Asset Management using Asset Management Council funds up to the amount authorized.

For FY-2010 BCATS will continue efforts in three very important program areas. Two of these areas now have separate work items to address each of them rather than having their work activities embedded within existing work items. Number one is safety conscious planning (SCP). SCP is a proactive approach to the prevention of accidents and unsafe transportation conditions by establishing inherently safe transportation networks. SCP achieves road safety improvements through small but measurable changes, targeted at the whole network. BCATS has participated in the Safe Routes to School grant implementation in both the Bay City and Bangor Twp school districts. BCATS will continue to be a resource to school districts interested in the Safe Routes to School program. Assistance by BCATS to school districts under the Safe Routes to School program is viewed as SCP activity. SCP activities will be conducted under newer work item 103.02. Number two is asset management. Asset management is an emerging concept in the transportation industry. It is based on managing our infrastructure by focusing on performance, not ownership of roads. The work item for asset management is 101.02 and BCATS will work very closely with the Michigan Asset Management Council which was created by P.A. 499 of 2002. The specific PASER rating data collection for Federal Aid roads, and when time and budget allows, rating local roads, assisting in expenditure reporting, and setting up and using an asset management system, which are specific asset management tasks

that will utilize separate authorized Asset Management Council funds for implementation. The third focus will be on improving public participation in the transportation planning process, with particular focus on Title VI of the Civil Rights Act of 1964. This work falls under the public participation efforts that are funded in work item 100.01.

Extensive work continues in the data base related work item 101.01, with the Highway Performance Monitoring System (HPMS), traffic count, and accident data collection. This work item also includes the collection of employment, housing, population, auto availability, and other data. Considerable time will be spent on maintaining the Social and Economic (SE) data that has been obtained to the Traffic Analysis Zone (TAZ) level. Various software and other analytical tools needed to evaluate and prioritize projects will continue to be explored. Work on issues regarding the 2000 Census Transportation Planning Package and its integration with other GIS databases will continue to be explored. BCATS will participate in any TAZ-UP efforts and REMI review efforts, as well as, transportation related Census 2010 processes. BCATS will facilitate the maintenance and enhancement of the traffic count program which has been established to provide a count-based AADT for each homogeneous "traffic segments" of the non-trunkline federal-aid roads within the BCATS area at least once every five years. BCATS anticipates further efforts in non-motorized planning efforts in FY-2010, particularly the involvement of other implementing agencies toward development of the updated BCATS non-motorized plan.

Bay County was an attainment/maintenance area operating under limited maintenance requirements under EPA's 1 hour Ozone Standard. Since EPA has revoked the 1 hour Ozone Standard and replaced it with a newer standard, the former minimal maintenance requirements for the County under the 1 hour Ozone Standard have been removed with that action.

Bay County is in attainment for Ozone under USEPA's recently implemented 8 hour Ozone Standard. There is no requirement to conduct a conformity analysis for the County under this designation.

PROGRAM STAFFING AND FUNDING

Staffing for the FY 2010 BCATS program staff will include one (.9 FTE) staff member as the BCATS Director, one (.5 FTE) staff member as a transportation planner, one (.1 FTE) secretarial staff. BCATS is reviewing the intern position which was funded 75% by BCATS PL funds and 25% by the Geographic Information Systems budget. The previous intern vacated the position in May of 2009. The BCATS program will continue to utilize the assistance and efforts of local agency staffs, including the City of Bay City Engineering Department, the Bay County Road Commission staff and the Bay MetroTransit Authority, in order to effectively and efficiently address the federal planning requirements as well as local issues and programs.

The projected funding for the BCATS FY 2010 Unified Work Program activities includes \$149,231 in Federal Highway Administration (FHWA) Planning (PL) funds and \$42,266 in Federal Transit Administration (FTA) Section 5303 funds. The federal/local match split for the

FHWA PL funds is 81.85% federal and 18.15% local and for the Section 5303 the federal/local split is 80%/20%. The Asset Management work item of rating federal aid roads and promoting asset management principals is funded entirely with \$20,000 in MDOT funds. The required local matching funds for the FHWA and FTA grant programs consists of the value of local agency work efforts and services (soft match) contributed to the Unified Work Program activities by the City of Bay City Engineering Department, the Bay County Road Commission and Bay Metro Transit Authority. The flexible match contributed to the BCATS FY 2010 UWP is projected to be \$ 7,140 from the City of Bay City Engineering Department, \$ 28,171 (\$21,364 eligible) from the Bay County Road Commission and \$ 6,834 from the Bay Metro Transit Authority which exceeds the local match requirements. Local supplemental expenditures, which are the value of local contributed efforts in excess of what is needed for the BCATS program match, is shown in Program Summary Table 1. The flexible match provided by the City of Bay City Engineering Department, the Bay County Road Commission and the Bay Metro Transit Authority is applied to the UWP as a whole and is not assigned to specific line items.

TRANSIT ISSUES

Issues facing providers of local public transit to be addressed as part of the FY-2010 BCATS Unified Works Program:

- Improve fixed route service through scheduling and expansion
- Working to develop better public communication

Improve fixed route service through scheduling and expansion

The goal in FY-2010 is to improve the effectiveness of the fixed route service. Surveying and sampling of the current service will begin in the Fall and Spring to determine if potential schedule modification and service expansion would be beneficial to the public.

Working to develop better public communication

Bay Metro will be working to improve public communication in FY-2010. Route deviations because of bridge and street closings is routine for the Bay City area, therefore, Bay Metro must find more effective ways to get route change information out to the public.

WORK ITEM: 100.01 3C ADMINISTRATION/COORDINATION

PURPOSE and METHODOLOGY:

Preparation and distribution of BCATS Policy and Technical Committee meeting agendas, minutes, resolutions and other relevant reports for each meeting.

Attend technical training seminars and professional workshops and participate in the Michigan Transportation Planning Association.

Perform all duties associated with the financial administration of the Bay City Area Transportation Study, including submission of progress reports, financial acceptance reports and monthly billings. Assist outside auditors to conduct an annual financial and compliance audit by providing accurate and timely information.

Maintain contact with local media, citizens district councils, business associations and various public interest groups to keep the public informed of transportation related issues. Distribute meeting announcements and news releases to all interested parties. Provide a forum for feedback to the planning program through open discussions and presentations to all interested groups in accordance with the BCATS public participation plan adopted in 2006 and amended in 2009.

Review federal and state legislation and perform clearinghouse review of projects. Retain professional contact with governmental agencies.

PRODUCTS:

1. Regular Technical and Policy Committee meetings.
2. Agendas, minutes and necessary support for each BCATS meeting and other general staff meetings.
3. Participate in the Michigan Transportation Planning Association, local Railtrail Committee, Road Commission, Regional Planning Commission, Chamber of Commerce, and other organizations where transportation issues are commonly discussed.
4. Coordinate planning activities with various MDOT Sections and other local units of government, including but not limited to access management plan development, the Bay Region Non-motorized Plan project, the implementation of traffic safety recommendations contained in two intersection safety audit studies and the proposed Bay Regional Non-Motorized Plan.
5. Review federal and state laws, policies, guidelines, and technical studies as required. Produce legislative and technical summaries. Brief other agencies on impacts of proposed changes in transportation laws.

6. Prepare monthly progress reports and invoices for payment to Bay County as per project agreements.
7. Prepare final Acceptance Report on Work Program elements.
8. Assist in carrying out general and specific audits of programs.
9. Program correspondence, files and records.
10. Publish the 2009 BCATS Annual Report in The Bay City Times including a list of completed projects.
11. Administer and coordinate activities regarding implementation of the MPO/MDOT transportation planning process.
12. Maintain and review metropolitan area boundary.
13. Maintain certified Urban Transportation Planning Program.
14. Review all planning activities for conformance with adopted Goals and Objectives.

100.01 FUNDING			
	FHWA	BCTPD	MDOT/SPR
Source	56,000		10,563
Expenditures		56,000	10,563
Staff Time (days)		124	30

WORK ITEM: 100.02 UNIFIED WORK PROGRAM

PURPOSE and METHODOLOGY:

Meet with federal and state officials in pre-UWP meetings to determine any new directions in policy and program content, paying particular attention to the metropolitan planning regulations. Review PL (planning) and section 5303 history and funding balance. Review master agreement and project agreement information. Develop and adopt program certification resolution.

Coordinate planning activities with Bay Metro Transit staff to assure that transit related work program elements are responsive to federal, state and local priorities.

Describe the major transportation issues facing the Bay City Area.

Prepare a draft UWP for submission to the BCATS Technical Committee. Review and revise the UWP based on Technical Committee comments. Federal and state agency comments are also considered and any deficiencies are addressed to maintain certification of the planning process.

Finalize the draft Unified Work Program including costs, agency funding responsibilities, estimated staff requirements and products of work efforts. The completed draft UWP is submitted to the BCATS Policy Committee for approval. The final UWP is transmitted to the Michigan Department of Transportation. Periodic review of the work program insures its timely completion.

PRODUCTS:

1. Various correspondence and meetings.
2. Draft Unified Work Program.
3. Final Unified Work Program for FY-2011.

100.02 FUNDING			
	FHWA	BCTPD	MDOT/SPR
Source	3,000		1,697
Expenditures		3,000	1,697
Staff Time (days)		7	5

WORK ITEM: 100.05 TRANSPORTATION IMPROVEMENT PROGRAM

PURPOSE and METHODOLOGY:

The TIP shall include all transportation projects, or identified phases of a project within the metropolitan planning area funded under Title 23 and the Federal Transit Act. It will only contain projects that are consistent with the 2035 Transportation Plan. For informational purposes, all regionally significant projects to be funded with non-federal funds will be included. The TIP shall cover a period of not less than the new SAFETEA-LU four year period and shall be financially constrained. Only projects for which construction and operating funds can reasonably be expected to be available may be included in the TIP.

All transportation projects, or identified phases of a project, (including pedestrian walkways, bicycle transportation facilities and transportation enhancement projects and paratransit plans and those projects that implement the plans) shall include descriptive material to identify the project or phase, estimated total cost, the amount of federal funds to be obligated during each program year, proposed source of federal and non-federal funds, identification of the recipient/sub-recipient and state and local agencies responsible for carrying out the project.

If needed, projects included shall be specified in sufficient detail to permit air quality analysis in accordance with the U.S. EPA conformity requirements.

BCATS will inform eligible governmental implementing agencies of the TIP process, including time schedules and review process.

Request project list from all implementing agencies, including the MDOT, the Bay County Road Commission, the city of Bay City, the city of Essexville and Bay Metro Transit.

Analyze all project submittals using adopted BCATS guidelines and project priority criteria from the Surface Transportation Program (STP) or other eligible network. Determine project relationship to locally adopted plans as well as goals and objectives. Develop the TIP as a priority list of projects including a financial plan.

Submit staff recommendation to BCATS Technical Committee for review and recommendation to the Policy Committee.

Provide an opportunity for public comment on the proposed TIP in accordance with the BCATS public participation plan. The Policy Committee of BCATS adopts the final TIP and any necessary TIP amendments and transmits it to MDOT.

PRODUCTS:

1. Draft new FY-1011/12/13/14 Transportation Improvement Program
2. Adapt and finalize Transportation Improvement Program for FY-2011/12/13/14
3. Amendments or other administrative changes to the BCATS Transportation Improvement Program for FY-2008/09/10/11.
4. Bay County Road Commission prioritization of Federal Aid Eligible Roads in the BCATS study area to assist in requests for STP funding (flexible match contribution).

100.05 FUNDING					
	FHWA	BCRC	BMTA	BCTPD	MDOT/SPR
Source	7,750	639	1043		4,526
Expenditures				9,432	4,526
Staff Time (days)		2	5	11	21

WORK ITEM: 101.01 DATA BASE MONITORING AND MANAGEMENT

PURPOSE and METHODOLOGY:

Further develop a local traffic count program by requesting specific traffic counts and collecting all traffic counts from local jurisdictions and the MDOT. The existing traffic count program will be reviewed and enhanced by reviewing the current count program, and adjusting the location and number of counts to fulfill HPMS efforts as well as maintain sufficient traffic counts for maintenance and ongoing calibration of the newly created travel demand model. Providing sufficient staff and funding is available, this traffic count program will provide a count-based AADT for each “uniform traffic segment” of all non-trunkline federal-aid roads within the BCATS area. Prepare a traffic count report and/or traffic flow map.

Participate with the MDOT Modeling Section on the Urban Model Improvement Program which will be using the Tri-County Model as an example of what certain data improvements can add the use and benefits of an enhanced model.

Evaluate the effectiveness of the various management systems that were developed as part of the 2035 Transportation Plan update. This would include coordination on management techniques in the following areas: pavements, congestion, safety, transit and intermodal. Coordinate with the MDOT and local implementing agencies and jurisdictions.

Request and collect roadway data on sample segments for the Highway Performance Monitoring System (HPMS) in the Bay City metropolitan area.

Continue to assist the MDOT in their efforts to maintain the newly created Bay Region Bike Map. This assistance will include supplying relevant road data that is readily available through current data collection efforts for the maintenance of the map. Assist the MDOT in their efforts to develop a regional non-motorized plan which was started in FY-2008. BCATS will continue to pursue the updating of the BCATS Non-motorized Plan through continued discussions with the local implementing agencies.

The collection of information on rail, air, truck, port and non-motorized systems will be updated as necessary. The MPO staff will incorporate an increased emphasis on obtaining data relative to freight issues in order to further integrate freight planning into the transportation planning process.

Collect current information and maintain historical files on economic development, demographics and land use and zoning.

Compare current master plans and zoning plans to the transportation plan and evaluate for conditions that will lead to sprawl. Encourage policies that recommend the principles of sustainable development.

Continue technical assistance in the use of the new 2005 digital orthophotography. Work cooperatively with other Bay County Departments and Bay County Cities and Townships towards acquiring new 2010 digital orthophotography.

Update as needed, using Census 2000, REMI, Claritas, or other data sources, socio-economic data for all traffic analysis zones (TAZ's). This will include Census Transportation Planning Package (CTPP) Tax Update efforts. The MPO will work with the State on collecting or reviewing data for freight planning or modeling purposes. BCATS staff plan on contacting the cities and townships and updating the building and demolition permit data and coordinating an annual data exchange process if possible. BCATS anticipates considerable effort in this area in 2009.

Update software such as spreadsheet, database, computer aided drafting and GIS programs to enable BCATS to more efficiently maintain the database monitoring structure.

PRODUCTS:

1. Updated Highway Performance Monitoring System (HPMS) data files.
2. Update/maintain future socio-economic and future changes to household, employment and population data by traffic analysis zone for future and interim years. This includes the use of Claritas and other data sets obtained from the state or other sources.
3. City of Bay City and Bay County Road Commission traffic counts (flexible match)
4. Analysis of Crash/Safety data by the Bay County Road Commission (flexible match)
5. Data input and maintenance in regards to signs and road markings by Bay County Road Commission on Federal Aid Eligible Roads within BCATS study area (Asset Management - flexible match).
6. 2010 BCATS traffic count report.
7. Other technical data base files regarding the various management systems.
8. Participate with MDOT in the Urban Model Improvement Program
9. Participate in the acquisition of new 2010 Digital Orthophotography

101.01 FUNDING						
	FHWA	CBC	BCRC	BMTA	BCTPD	MDOT/SPR
Source	69,481	7,140	18,331	1340		3,735
Expenditures					96,292	3,735
Staff Time (days)		38	80	6	158	11

Work Item: 101.02 ASSET MANAGEMENT

PURPOSE and METHODOLOGY:

The purpose of this task is to help satisfy the requirements of P.A. 499 of 2002, which establishes the Asset Management Council and charges it to develop an Asset Management Process for the State of Michigan. Metropolitan Planning Organizations, such as BCATS, play a significant role in this process as outlined in the task assignments below.

The Asset Management Council has developed a statewide process that will result in all 39,000 miles of federal aid eligible roads in the state to be rated using the PASER system. Data will likely be collected during the summer months or early fall of 2010.

Activities to be undertaken as part of this task include:

1. Attendance at a one day training seminar on the use of PASER, and or other asset management training sessions as time allows;
2. Participation as part of a three person team that will rate the federal aid eligible roads in the region;
3. Providing the results of the PASER ratings to local agencies for review and revision where appropriate;
4. Public display of PASER rating on web site or through other public means so it is available for public review and use in project and plan development activities;
5. Transmit PASER ratings along with other roadway data (i.e. traffic counts) on a form to be developed by the Asset Management council;
6. Monitor and assist implementing agencies in reporting to the Asset Management Council the status of projects awarded funding in the past calendar year, and for future years, in their jurisdiction on a form or internet reporting site developed by the Council.
7. Assist other implementing agencies within the BCATS area to obtain PASER ratings on local roads implementing and maintaining an approved asset management system as staff time and budget allows.
8. Assist in the education of the benefits of implementing an asset management system for the best utilization of funding available for the maintenance of the existing roadway system.

Asset Management is an emerging concept in the transportation industry. It 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.

PRODUCTS:

1. Road network loaded in ROADSOFIT
2. PASER data collected on federal-aid eligible roads in region
3. Web based or other public display of PASER road ratings on network
4. Report to the Asset Management council with PASER and other roadway data and transportation project completion information for the region.
5. Assist other implementing agencies within the BCATS area to obtain PASER ratings on local roads implementing an approvable asset management system as staff time and budget allows.
6. Education and promotion of using asset management principals.

101.02 FUNDING						
	FHWA	AMC	CBC	BCRC	BCTPD	MDOT/SPR
Source	0	20,000	0	0	0	1,698
Expenditures			5,000	7,000	8,000	1,698
Staff Time (days)			10	15	16	5

WORK ITEM: 102.01 TRANSPORTATION PLAN ACTIVITIES

PURPOSE and METHODOLOGY:

Identify transportation facilities (including but not limited to major roadways, transit, and multimodal and intermodal facilities) that should function as an integrated metropolitan transportation system, giving emphasis to those facilities that serve important national and regional transportation functions. In formulating the long range plan, BCATS will incorporate the planning items necessary to comply with SAFETEA-LU.

The Transportation Plan must have a 20 year planning horizon, contain both short and long range strategies, be updated periodically, identify demand for travel and identify adopted congestion management strategies. The plan will reflect results from the various management systems to preserve the existing system. The next adopted plan which will utilize the newly created tri-county travel demand model should coincide with the Saginaw Metropolitan Area Transportation Study's (SMATS) next Transportation Plan.

The Transportation Plan shall include a financial plan that demonstrates that funds are reasonably available to fully implement the plan by the forecast year. It will compare estimated revenues from existing and proposed sources to proposed investments. If necessary, the plan shall also meet the air quality conformity requirements of the Clean Air Act Amendments.

BCATS will continue to work with MDOT on the development, maintenance, and use of a Bay/Saginaw/Midland county traffic demand model. Other activities may include specific traffic demand modeling for truck and commercial vehicles.

MPO staff will work closely with state and federal transportation partners to further integrate freight planning into the transportation planning process.

MPO staff will work closely with local officials and interests to inventory and monitor freight routes and intermodal facilities within the metropolitan area.

MPO staff will work closely with local officials and stakeholders to monitor freight related issues within the metropolitan area.

Input from freight stakeholders will be sought by MPO staff and considered to successfully integrate freight planning into existing transportation planning processes.

PRODUCTS:

1. Maintenance of the tri-county traffic demand model (data collection covered under 101.01).
2. Ongoing review and maintenance of the 2035 Long Range Plan, including advancement of any immediate or important issue from the list of projects.

102.01 FUNDING			
	FHWA	BCTPD	MDOT/SPR
Source	3,000		5,461
Expenditures		3,000	5,461
Staff Time (days)		7	10

WORK ITEM: 103.01 TRANSPORTATION SYSTEMS MANAGEMENT (TSM)

PURPOSE and METHODOLOGY:

Provide technical planning assistance to various BCATS agency members (the Bay County Road Commission, the city of Bay City, the city of Essexville and MDOT) regarding TSM issues at congested intersections and selected roadway segments or corridors identified in the Transportation Plan such as Trumbull Avenue Corridor, M-84 Corridor, Wilder Road Corridor, and the Center Avenue Heritage Route. Also, assist local units in applying for TEDF, Category A and F Funding, STP Safety and Enhancement funding.

Analyze TSM related problems identified in the BCATS Transportation Plan, the BCATS TSM Plan and the ongoing monitoring program, such as removal of various traffic signals, railroad crossing issues and moveable bridge signalization. Utilize computer assisted techniques to evaluate projects including highway capacity software, signal optimization, network simulation and other transportation packages. Staff will address non-motorized, enhancement and inter-modal needs and assist local jurisdictions with any project requests.

BCATS will monitor freight related issues regarding impacts of Saginaw River port shipping as well as rail and highway inter-modal connections while seeking perspectives from the freight movement community.

BCATS will continue coordination with MBS airport and James Clements airport in regard to transportation issues.

BCATS will continue to assist MSU Extension and Bay Metro Transit in promoting Communities for a Lifetime.

BCATS will continue discussions and analysis of various options to mitigate the anticipated increased traffic volumes impact of the proposed new Consumers coal generation plant.

PRODUCTs:

1. Various TSM studies addressing specific problems
2. Bay County Road Commission Non-Motorized efforts (flexible match)

103.01 FUNDING					
	FHWA	BCRC	BMTA	BCTPD	MDOT/SPR
Source	7,000	2,395	4,450		1,820
Expenditures				13,845	1,820
Staff Time		10	20	16	8

Work Item: 103.02 SAFETY CONSCIOUS PLANNING

PURPOSE and METHODOLOGY:

SAFETEA-LU requires the metropolitan planning process to provide for the consideration of projects and strategies that will increase the safety and security of the transportation system for the motorized and non-motorized users.

Safety Conscious Planning (SCP) implies a proactive approach to the prevention of accidents and unsafe transportation conditions by establishing inherently safe transportation networks. SCP achieved road safety improvements through small, but measurable changes, targeted at the whole network. The short-term objective is to integrate safety considerations into transportation planning processes at all levels, such as Transportation Improvement Programs (TIP) developed by the Metropolitan Planning Organizations (MPO's). There should also be consideration of safety objectives in the longer range, 20-year plans that the MPO prepares.

BCATS will update its safety profile and hold a safety forum if time allows to continue the process of integrating safety conscious planning into the metropolitan planning process. The next phase is to actually identify the best method for area wide integrations.

1. Attendance at a one day training seminar on the systematic and organized approach to safety conscious planning, when available and staff time allows.
2. Work with member agencies to identify goals and performance measures.
3. Develop the process and timetable for integrating the goals and performance measures into the project identification and selection process.
4. Assist schools in the understanding and utilization of Safe Routes to School funding.

An intersection safety audit study was completed in 2005. The Office of Highway Safety Planning utilizing Wayne State University concluded a study in late calendar year 2004 which studied 36 intersections mostly along the M-13/Euclid Ave and the M-25/Center Ave corridors. AAA Michigan through its Road Improvement Demonstration Program was to have studied 7 intersections mostly along the Wilder Road corridor. The individual performing the study has left AAA, and the study of those 7 intersections was never completed. BCATS will pursue funding opportunities to implement the recommendations contained in completed study.

Safety Conscious Planning is an emerging concept in the transportation industry. It provides an additional basis for managing our infrastructure by focusing on the safety performance of the system in addition to other factors. It is a process predicated on stewardship or public resources, accountability to the users of the system, and continuous improvement.

PRODUCTS:

1. Safety Profile
2. Identification and mapping of high crash locations
3. Safety goal(s) and safety performance measure(s)
4. Increase coordination with the Saginaw Valley Traffic Safety Committee
5. Coordinate a safety forum during fiscal year 2010 if time allows
6. Coordinate and assist schools in the utilization of the Safe Routes to School program

103.02 FUNDING			
	FHWA	BCTPD	MDOT/SPR
Source	3,000		2,716
Expenditures		3,000	2,716
Staff Time		9	8

104.01 TRANSIT - 3C ADMINISTRATION/PUBLIC INVOLVEMENT

METHODOLOGY:

Preparation of the transit elements of the Unified Work Program and the Transportation Improvement Program.

Prepare material and reports for BCATS and make presentations at the Technical and Policy Committee meetings.

Attend local and state transportation meetings relative to items in the UWP and TIP.

Monitor operating and capital transit grants.

Meet with area citizen groups and agencies concerning disabled and elderly transportation needs, and other transit issues.

PRODUCTS:

1. Unified Work Program
2. Transportation Improvement Program
3. Capital and operating grant applications
4. Various administrative reports

FUNDING

	FTA	BMTA	MDOT/SPR
Source	3,500	875	0
Expenditures		4,375	0
Staff Time(days)		20	

104.02 TRANSIT - DATA DEVELOPMENT AND MANAGEMENT

METHODOLOGY:

Accumulation of daily ridership data on all routes which are compiled into monthly ridership and efficiency comparison reports.

Maintain updated inventory of bus stop signs and transit vehicles.

Compile operating data on route mileage and hours.

Collect and tally National Transit Database (NTD) sampling data.

Conduct transit user surveys.

PRODUCTS:

1. Monthly and yearly ridership and efficiency comparison reports
2. Section NTD Annual Report
3. Replacement of bus stop signs as necessary
4. Annual transit user survey summary

FUNDING

	FTA	BMTA	MDOT/SPR
Source	17,500	4,375	3666
Expenditures		21,875	3666
Staff Time(days)		197	8

104.04 TRANSIT - TRANSPORTATION SYSTEMS MANAGEMENT

METHODOLOGY:

Work to see that local transit needs are satisfied as efficiently as possible.

Monitor route performance to identify deficiencies.

Monitor community changes to determine where transit services should be expanded or reduced.

Continue to improve the flow of transit information to the community to make it aware of transit's contribution to a healthy economic and social environment.

Work to increase amenities which make transit usage more viable (shelters, signage, benches, etc.)

Continue working with willing and able local, private transportation providers to include them in the provision of transit services. Review and update local privatization plan. Continue involvement in Specialized Services Coordinating Committee, which serves elderly and disabled population, as well as other related committees and groups.

PRODUCTS:

1. Updated route guides and schedules
2. Various TSM reports as needed
3. Annual specialized services plan and grant application
4. Coordination of local privatization efforts
5. Updated routing when necessary

FUNDING

	FTA	BMTA	MDOT/SPR
Source	21,266	5,317	3158
Expenditures		26,583	3158
Staff Time(days)		124	7

Unified Work Program Funding Table

	FHWA	FTA	MDOT/SPR	BCTPD	BMTA	AMC	Flexible Match		
							CBC	BCRC	BMTA
100.01 ADMIN	56000	0	10563	0	0	0	0	0	0
100.02 UWP	3000	0	1697	0	0	0	0	0	0
100.05 TIP	7750	0	4526	0	0	0	0	639	1043
101.01 DATA	69481	0	3735	0	0	0	7140	18331	1340
101.02 ASSET MG	0	0	1698	0	0	20000	0	0	0
102.01 LR PLAN	3000	0	5461	0	0	0	0	0	0
103.01 TSM	7000	0	1820	0	0	0	0	2395	4450
103.02 SCP	3000	0	2716	0	0	0	0	0	0
104.01 T-ADM	0	3500	0	0	875	0	0	0	0
104.02 T-DATA	0	17500	3666	0	4375	0	0	0	0
104.04 T-TSM	0	21266	3158	0	5317	0	0	0	0
MDOT Travel	0	0	1893	0	0	0	0	0	0
TOTAL	149231	42266	40933	0	10567	20000	7140	21365	6833

UWP FEDERAL FUNDING ALLOCATIONS

	FHWA	BCTPD	FTA	BMTA
100.01 ADMIN	56000	0	0	0
100.02 UWP	3000	0	0	0
100.05 TIP	7750	0	0	
101.01 DATA	69481	0	0	0
101.02 ASSET MG	0	0	0	0
102.01 LR PLAN	3000	0	0	0
103.01 TSM	7000	0	0	0
103.02 SCP	3000	0		
104.01 T-ADM	0	0	4363	1091
104.02 T-DATA	0	0	14260	3565
104.04 T-TSM	0	0	13531	3383
TOTAL	149231	0	32154	8039

UWP STAFF TIME REQUIREMENTS (days)

	FHWA BCTPD	FTA BMTA	MDOT	CBC	BCRC	BMTA
100.01 ADMIN	122	0	30			
100.02 UWP	7	0	5			
100.05 TIP	11	0	21		2	5
101.01 DATA	158	0	11	38	80	6
101.02 ASSET MG	16	0	5	10	15	
102.01 PLAN	7	0	10			
103.01 TSM	16	0	8		10	20
103.02 SCP	9	0	8			
104.01 T-ADM	0	20	0			
104.02 T-DATA	0	197	8			
104.04 T-TSM	0	124	7			
TOTAL	346	341	113	48	107	31

FHWA: Federal Highway Administration, FTA: Federal Transit Administration
 BCTPD: Bay County Transportation Planning Division, BMTA: Bay Metro Transit Authority
 MDOT/SPR: Michigan Dept of Transportation; State Planning and Research
 AMC: Asset Management Council
 CBC: City of Bay City
 BCRC: Bay County Road Commission
 BMTA: Bay Metro Transit Authority

Indirect Cost Allocation Table

Appendix E

PROJECTED COSTS, BAY COUNTY TRANS/PLANNING DEPT.
FOR FY 2010 (Based on actual indirect and direct
costs in 2008 and projected 0% wage increase in 2009/10)

NON-WAGE COSTS

			INDIRECT	DIRECT	
DIRECT WAGES	65575.00		COUNTY INDIRECT	21810.00	0.00
DIRECT OTHER	7400.00		OFFICE SUPPLIES	350.00	0.00
DIRECT FRINGE	<u>41222.16</u>		PRINTING	25.00	0.00
TOTAL	114197.16		POSTAGE	100.00	0.00
			PERIODICALS	300.00	0.00
INDIRECT WAGES	2887.00		COPIES	50.00	0.00
INDIRECT OTHER	29810.00		EQUIP RENT (copy)	500.00	0.00
INDIRECT FRINGES	<u>1814.84</u>		SOFTWARE	350.00	0.00
TOTAL	34511.84		TELEPHONE	50.00	0.00
			MILEAGE	2700.00	0.00
Provisional FY-2010	34511.84 =		CONFERENCE	1700.00	0.00
INDIRECT COST RATE	114197.16	0.3022128	OFFICE EQUIP	50.00	0.00
			AUDIT FEES	0.00	0.00
Provisional FY-2010	43037.00 =		DUES	150.00	0.00
FRINGE RATE	68462.00	0.6286261	GAS,OIL	0.00	0.00
			AERIAL PHOTOGRAPHY	0.00	5000.00
			COMPUTER SUP	200.00	0.00
			ADVERTISING	1200.00	2400.00
			COMPUTER HARD	200.00	0.00
			FOOD SUP	75.00	0.00
			SUB-TOTAL	29810.00	7400.00
			FRINGE INDIRECT	1814.84	0.00
			FRINGE DIRECT	0.00	41222.16
			TOTAL	31624.84	48622.16

FRINGE COSTS

VACATION	6167.00	HEALTH	17085.00
SICK	3799.00	LIFE	199.00
HOLIDAY	3799.00	RETIRE HC	3289.00
OTHER	0.00	FICA	6290.00
TOTAL	13765.00	W. COMP	1513.00
		S&A	551.00
		UNEMPL	345.00
		DEF COMP	0.00
TOTAL FRINGES	43037.00	TOTAL	29272.00

DIRECT FRINGE 41222.16
INDIRECT FRINGE 1814.84

Estimated FY 2010 Unified Work Program includes Planning Dollars (PL) in the following amounts:

FHWA: 81.85% in the amount of \$149,231

Local: 18.15% in the amount of \$33,092

BCATS utilizes soft match of the cost of traffic counts, various other planning activities from the city of Bay City, the Bay County Road Commission and the Bay Metro Transit Authority (see Pages 28-36). BCATS estimates approximately \$35,000 of soft match which will be applied to the entire program. Any additional match requirements are covered by money budgeted by Bay County.

Soft Match amounts vary annually depending on available staff and budgets of each implementing agency.

Additional FY 2010 funding in the amount of \$20,000 is approved through the Michigan Transportation Funds (MTF) via the Transportation Asset Management Council. The \$20,000 Authorized amount covers efforts by BCATS, the city of Bay City and the Bay County Road Commission. BCATS utilization of this funding is approximately \$8,000 in total billings inclusive of indirect and fringe charges.

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 dated June 24, 2009 to establish billing or final indirect costs rates for fiscal year 2010 October 1, 2009 through September 30, 2010 are allowable in accordance with the requirements of the Federal award(s) to which they apply and OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments." Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Governmental Unit: Bay County

Signature: David L. Engelhardt

Name of Official: David L. Engelhardt

Title: Director, Bay City Area Transportation Study (BCATS)

Date of Execution: 07/27/2009

Table 1

BCATS FY 2010 Unified Work Program - Summary Budget by Program Activity
 [non-FTA and non-SPR only]

Work Item	"A" Program and Program Activities	"B" MPO Budget	"C" "Flexible Match" *	"D" Total Cost
100.01	Administration	\$56,000		\$56,000
100.02	Unified Work Program	\$3,000		\$3,000
100.05	Transportation Improvement Program (TIP)	\$7,750	\$1,682	\$9,432
101.01	Data Base Management (Data)	\$69,481	\$26,811	\$96,292
101.02	Asset Management**	\$20,000		\$20,000
102.01	Metropolitan Transportation Plan	\$3,000		\$3,000
103.01	Transportation System Management (TSM)	\$7,000	\$6,845	\$13,845
103.02	Safety Conscious Planning	\$3,000		\$3,000
	Total MPO Budget	\$169,231	\$35,338	\$204,569
	Difference: MPO Budget minus non-participating items	-\$20,000		
		\$149,231	\$35,338	\$184,569
	Federal Share (.8185 of Total "D")			\$151,070
	Local Share (.1815 of Total "D")			\$33,499
	"Flexible Match"			\$35,338
	Overmatch: \$35,280 - \$33,489			\$1,839

NOTES:

* The total flexible match value of \$35,338 has been distributed among the work items where the hours are estimated to be earned, but are to be applied to the UWP as a total program.

** Non-participating item

Federal reimbursement is limited to \$149,231

City of Bay City

Flexible Match Methodology

Methodology for arriving at total estimated value of services contributed in lieu of cash, that is, soft match.

For Fiscal Year 2010
City of Bay City in Michigan
Engineering Department Staff

Hourly Rates and fringes based on past wage history - Prior Year

Employee	Hourly Rate	Fringe N/A	Hourly Rate w/Fringes
Engineering Tech 1	\$24.18	\$0.00	\$24.18
Engineering Tech 2	\$23.42	\$0.00	\$23.42

Hours estimated based on comparable activities in prior years				TOTAL ESTIMATED VALUE
Planning Activities	Eng. Tech 1	Eng. Tech 2		
Traffic Counts (Data)	150	150		\$7,140.00
	Total Hours	150	150	
	Cost per person	\$3,627.00	\$3,513.00	\$7,140.00

Bay County Road Commission

Flexible Match Methodology

Methodology for arriving at total estimated value of services contributed in lieu of cash, that is, soft match.

For Fiscal Year 2010
Bay County Road Commission in Michigan
Engineering Department Staff

Hourly Rates and fringes based on past wage history - Prior Year

Employee	Hourly Rate	% Hourly Rate added as Fringe	Hourly Rate w/Fringes
Engineer - Manager	\$44.12	0%	\$44.12
Finance Director	\$29.81	0%	\$29.81
Assistant Engineer	\$34.00	0%	\$34.00
Survey (Traffic Count) Staff	\$22.66	0%	\$22.66
Computer Administrator	\$21.45	0%	\$21.45
Summer Temp.	\$9.50	0%	\$9.50



Hours estimated based on comparable activities in prior years								TOTAL ESTIMATED VALUE
Planning Activities	Engineer-Manager	Finance Director	Assistant Engineer	Survey Staff	Computer Admin	Summer Temp		
Non-Motorized (TSM)	16	8	16	40				\$2,394.80
Asset Management (Data)	12	0	16		52			\$2,188.84
Crash Data/Safety (Data)	40	0	40		200	80		\$8,174.80
Traffic Counts (Data)	8	0	52	360	36	80		\$11,810.76
TIP Planning & Development (TIP)	40	16	40					\$3,601.76
	Total Hours:	116	24	164	400	288	160	
	Cost per person:	\$5,117.92	\$715.44	\$5,576.00	\$9,064.00	\$6,177.60	\$1,520.00	\$28,170.96

Spreadsheet Check
\$28,170.96

Planning Activities	TOTAL ESTIMATED VALUE	APPROVED PERCENTAGE	EST. FLEXIBLE MATCH
Non-Motorized (TSM)	\$2,394.80	100.00%	\$2,395
Asset Management (Data) *	\$2,188.84	17.75%	\$389
Crash Data/Safety (Data) **	\$8,174.80	75.00%	\$6,131
Traffic Counts (Data)	\$11,810.76	100.00%	\$11,811
TIP Planning & Development (TIP) *	\$3,601.76	17.75%	\$639
Total Estimated Flex Match			\$21,364

*The estimated values in the Asset Management (Data) and TIP Planning & Development (TIP) program areas by the Bay County Road Commission include staff time spent on the complete road system owned by the Bay County Road Commission. Eligible flexible match expenditures would only apply to the Federal-Aid Eligible Road system within the BCATS study area (17.75%). Only 17.75% of reported expenses in these two program categories will be estimated and billed for flexible match in the BCATS FY 2010 UWP. ** Based on an analysis of several years worth of total crashes within the county relative to crashes occurring within the BCATS study area only 75% of expenses in the Crash Data/Safety Activity is deemed as eligible expense in this category.

Bay Metro Transit Authority

Flexible Match Methodology

Methodology for arriving at total estimated value of services contributed in lieu of cash, that is, soft match.

For Fiscal Year 2010

Bay Metro Transit Authority

General Manager & Transportation Service Manager

Hourly Rates and fringes based on past wage history - Prior Year

Employee	Hourly Rate	Fringe N/A	Hourly Rate w/Fringes
General Manager	\$31.10	\$0.00	\$31.10
Engineering Tech 2	\$24.74	\$0.00	\$24.74

Hours estimated based on comparable activities in prior years				TOTAL ESTIMATED VALUE
Planning Activities		Gen Manager	Transp Serv Mgr	
Work Item #1 (TSM) 103.01		100	24	3704
Work Item #2 (DATA) 101.01		24	24	1340
Work Item #3 (TIP) 100.05		24	12	1043
Work Item #4 (TSM) 103.01		12		373
Work Item #5 (TSM) 103.01		12		373
	Total Hours/Cost	172	60	6834
	Cost per person	\$5,349.20	\$1,484.40	6834

Third Party In-Kind Contributions Notification and Assurances
FY 2010 Unified Work Program
Bay City Urbanized Area

1. **Notification** – In executing the subject unified work program (UWP), the Bay City Area Transportation Study, the MPO for the Bay City urbanized area, proposes to use third party in-kind contributions provided by the City of Bay City to cover all or a portion of the nonfederal match on a total UWP basis.
2. **Identification and Inclusion** - The third party in-kind contributions are identified in the UWP tasks descriptions and budget tables. The value of these in-kind contributions is included in the total UWP budget.
3. **Third Party Consent** - The City of Bay City has agreed that the value of the eligible work performed by their staff may be used as an in-kind contribution.
4. **Not Paid by Other Federal Funds** – The cost of the third party work will be paid for with funds available to the third party. The cost for such work will not be paid for by Federal funds or used as a match for other federally funded grants or subgrants.
5. **Eligible and Allowable** – The third party in-kind contributions are for Traffic Counts. These activities are essential to fulfilling Federal transportation planning requirements, are eligible for funding under Title 23, and are allowable under applicable OMB Circulars.
6. **Time Period** – The third party work will be performed during the FY 2010 UWP time period.
7. **Verifiable** – The derivation of the estimated value placed on the third party in-kind contributions is documented and verifiable from the records of the the City of Bay City Engineering Dept and the MPO. Actual contributions will be recorded and maintained by the MPO and the third party. Such records shall account for all time and costs not just the portion used as an in-kind contribution.
8. **Amount** – The total amount of estimated third party in-kind contributions for the FY 2010 UWP is \$ 7,140. If this total exceeds the amount needed to provide the non Federal match for available PL funds, only that portion needed to cover the match will be used. If the third party in-kind contributions are not sufficient to cover the match requirement, the additional match will be paid from non Federal cash resources. (see Attachment 1 for a summary)

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

Signature: John M. Hayden

Date: 8/12/2009

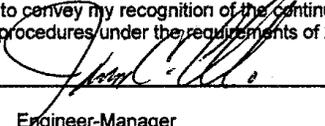
Title: ENGINEERING MGR.

95511

Third Party In-Kind Contributions Notification and Assurances
FY 2010 Unified Work Program
Bay City Urbanized Area

1. **Notification** – In executing the subject unified work program (UWP), the Bay City Area Transportation Study, the MPO for the Bay City urbanized area, proposes to use third party in-kind contributions provided by the Bay County Road Commission to cover all or a portion of the nonfederal match on a total UWP basis.
2. **Identification and Inclusion** - The third party in-kind contributions are identified in the UWP tasks descriptions and budget tables. The value of these in-kind contributions is included in the total UWP budget.
3. **Third Party Consent** - The Bay County Road Commission has agreed that the value of the eligible work performed by their staff may be used as an in-kind contribution.
4. **Not Paid by Other Federal Funds** – The cost of the third party work will be paid for with funds available to the third party. The cost for such work will not be paid for by Federal funds or used as a match for other federally funded grants or sub-grants.
5. **Eligible and Allowable** – The third party in-kind contributions are for Non-Motorized, Asset Management Activities, Crash/Safety Analysis, Traffic Counts, and TIP Planning & Development. These activities are essential to fulfilling Federal transportation planning requirements, are eligible for funding under Title 23, and are allowable under applicable OMB Circulars.
6. **Time Period** – The third party work will be performed during the FY 2010 UWP time period.
7. **Verifiable** – The derivation of the estimated value placed on the third party in-kind contributions is documented and verifiable from the records of the Bay County Road Commission and the MPO. Actual contributions will be recorded and maintained by the MPO and the third party. Such records shall account for all time and costs not just the portion used as an in-kind contribution.
8. **Amount** – The total amount of estimated third party in-kind contributions for the FY 2010UWP is \$ 28,171. If this total exceeds the amount needed to provide the non Federal match for available PL funds, only that portion needed to cover the match will be used. If the third party in-kind contributions are not sufficient to cover the match requirement, the additional match will be paid from non Federal cash resources. (see Attachment 1 for a summary)

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

Signature: 

Date: 05/26/09

Title: Engineer-Manager

96511

Third Party In-Kind Contributions Notification and Assurances
FY 2010 Unified Work Program
Bay City Urbanized Area

1. **Notification** – In executing the subject unified work program (UWP), the Bay City Area Transportation Study, the MPO for the Bay City urbanized area, proposes to use third party in-kind contributions provided by the Bay Metro Transit Authority to cover all or a portion of the nonfederal match on a total UWP basis.
2. **Identification and Inclusion** - The third party in-kind contributions are identified in the UWP tasks descriptions and budget tables. The value of these in-kind contributions is included in the total UWP budget.
3. **Third Party Consent** - The Bay Metro Transit Authority has agreed that the value of the eligible work performed by their staff may be used as an in-kind contribution.
4. **Not Paid by Other Federal Funds** – The cost of the third party work will be paid for with funds available to the third party. The cost for such work will not be paid for by Federal funds or used as a match for other federally funded grants or subgrants.
5. **Eligible and Allowable** – The third party in-kind contributions are for various planning activities. These activities are essential to fulfilling Federal transportation planning requirements, are eligible for funding under Title 23, and are allowable under applicable OMB Circulars.
6. **Time Period** – The third party work will be performed during the FY 2010 UWP time period.
7. **Verifiable** – The derivation of the estimated value placed on the third party in-kind contributions is documented and verifiable from the records of the the Bay Metro Transit Authority and the MPO. Actual contributions will be recorded and maintained by the MPO and the third party. Such records shall account for all time and costs not just the portion used as an in-kind contribution.
8. **Amount** – The total amount of estimated third party in-kind contributions for the FY 2010 UWP is \$ 6,834.00. If this total exceeds the amount needed to provide the non Federal match for available PL funds, only that portion needed to cover the match will be used. If the third party in-kind contributions are not sufficient to cover the match requirement, the additional match will be paid from non Federal cash resources. (see Attachment 1 for a summary)

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

Signature: Michael R. Stone

Date: August 4, 2009

Title: BMTA General Manager

96511

2010 “Flexible Match” Support Documentation

City of Bay City

1. Traffic Counts – Traffic counts requested by BCATS for maintenance of the travel demand model and for HPMS reporting requirements are taken during the fiscal year.

Bay County Road Commission

1. Non-Motorized – Yearly planning efforts include attendance at planning sessions for those agencies/organizations that are pursuing construction of a non-motorized trailway. Currently two such agencies have begun work planning new trailways within Bay County and the BCATS area. We are invited and attend as invariably the non-motorized trailway will cross our roadways or be located within our right-of-way. Every year the BCRC also assesses whether a road warrants a non-motorized path next to the roadway as part of our County-wide and Township paving program. Those involved are the Engineer-Manager and Civil Technician. (Reported in the 103.01 TSM work item category)
2. Asset Management * – In addition to rating the Federal-Aid roadways, we review other roadways within the BCATS study area to determine need and thus plan for appropriate repair. Our time is spent planning for future projects and recording those completed into our GIS/RoadSoft inventory. We use the information in this system to identify future projects, thus develop our 5-year road plan. Work completed also includes our Finance Director who keeps track of and invoices Asset Management reimbursements and Soft Match. Those involved are the Engineer-Manager, Finance Director, Civil Technician and Computer Administrator. (Reported in the 101.01 Data Base Management work item category)
3. Crash Data/Safety** – Each week the Engineer-Manager and Computer Administrator review Accident Reports to determine if there is a need to install or change traffic control on a roadway. Each accident is incorporated into the GIS/RoadSoft inventory, which allows us to plan and apply for Safety Grants and High Risk Rural Road funding. Past reviews have lead to upgrades at intersections in the way of right/left turn lanes, traffic signals and other safety improvements. By identifying problem areas through review of the Accident Reports allows us to identify future projects and include them in our 5-year road plan. Since the majority of the traffic, thus accidents are within the BCATS area, the hours included reflect reviewing those accidents and whether additional traffic control items are necessary.
4. Traffic Counts – Throughout the weather permitting months our staff is collecting traffic counts for all roads within the county. These counts allow us 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 the overall Bay County Traffic Demand Model, which is used to identify problem areas, the HPMS reporting, and allow our agency to plan/budget for improvements. This task is completed by our Survey crew who collects the data, Computer Administrator who oversees/checks the input, and Summer Temp’s who enter the data.
5. TIP Planning & Development* – The Engineer-Manager and Civil Technician, in concert with the foreman and Superintendent, identify and prioritize roadways in order of need throughout the year. We have instituted a Local Road rating program, which includes using the PASER rating method to rate all Local Roads and report the results to the Townships. Since most of the traffic is within the BCATS area and our limited amount of funding, our planning hours/efforts are primarily within the BCATS area. Improving these roads tend to give us more return on the dollar. Assembly of the information gathered leads to development of our 5-year road plan, the Township’s 5-year road plan, and determines which roads to add to the TIP. A substantial amount of work goes into “balancing” and best utilizing the funds available from our different funding sources. What finally goes into the TIP is a direct result of these efforts.

* Flexible Match costs for Asset Management and TIP Planning & Development will be prorated based on the number of Federal Aid Eligible Roads located in the BCATS study area(17.75%) relative the total number of Bay County Road Commission roads in the county. **Based on an analysis of several years worth of total crashes within the county relative to crashes occurring within the BCATS study area only 75% of expenses in the Crash Data/Safety Activity is deemed as eligible expense in this category.

2010 FLEXIBLE MATCH SUPPORT DOCUMENTATION

BAY METRO TRANSIT Work Elements

1. Regional transit service coordination: Ongoing effort involving four (4) public transit agencies in the tri-city area (Bay Metro Transit/Bay County, STARS/Saginaw County, Midland Dial-a-Ride and County Connection/Midland County). Other parties involved in the planning process include Delta College/Bay County, Saginaw Valley State University/Saginaw County, and Meijer, Inc./all three counties. Meetings held quarterly to discuss service coordination issues (fixed route schedules, transfers, fares) as well as service expansions. Future discussion could include MBS International Airport staff. One goal is to make travel between the three counties (total population 400,000) seamless. Another goal is to upgrade service significantly to major destinations (like the colleges) to reduce the number of trips taken in personal vehicles. Those involved include the General Manager and Transportation Services Manager. BCATS UWP work item 103.01 Transportation Systems Management.
2. Incorporation of transit elements into study area MDOT trip model: The current computerized trip generation model developed by MDOTR for BCATS is to be expanded to incorporate data regarding local public transit service. The impact of increased transit usage on roadway congestion is one issue to be analyzed. The individuals involved will include the General Manager and Transportation Services Manager. BCATS UWP work item 101.01 Data Base Monitoring and Management.
3. Preparation of annual TIP elements and update of the May 10, 2015 twenty year transit development plan. This plan projects operating costs, capital needs and employee needs based on projected adjustments in service levels over time. The individuals involved will include the General Manager and Transportation Services Manager. BCATS UWP work item 100.05 transportation Improvement Program.
4. Local/regional non-motorized transportation planning: BMTA staff will participate in planning activities related to the local RailTrail/Riverwalk Committee as well as the tri-county planning effort currently underway. Of particular importance will be the coordination of planning so that pedestrians and bicyclists using the non-motorized trail network can integrate the local transit system in trip routing. Much remains to be done to advance this effort. The staff involved will include the General Manager. BCATS UWP work item 103.01 Transportation Systems Management.
5. Communities for a Lifetime Planning: BMTA has been part of the successful local effort, coordinated by MSU Extension, to receive the designation for the Bay City area as a "community for a lifetime." One of the factors contributing to the designation is the long-term sustainability of local public transit service which will allow individuals to remain in their hometowns through all stages of life. Plans must anticipate modifications to the local transit system to ensure that all major facilities that individuals wish to access are accessible. Staff involved will include the General Manager. BCATS UWP work item 103.01 Transportation Systems Management.

Estimated Annual Hours and Hourly Pay Rates

Employee	Stoner [Gen Mgr]	Cardinali [Transp Serv Mgr]
Work Item #1	100	24
Work Item #2	24	24
Work Item #3	24	12
Work Item #4	12	-----
Work Item #5	<u>12</u>	<u>-----</u>
Total	172	60

Hourly Pay Rates [May 2009]

Michael Stoner, General Manager	\$31.10/hour
Glenn Cardinali, Transportation Services Manager	\$24.74/hour

Financial Background Information on Bay Metro Transit

2009 BMTA Budgeted **Federal** Operating Revenues

Federal Sect 5307 urban assistance	1,079,000 **
Federal Sect 5311 rural assistance	513,000
Federal Sect 5303 planning assistance	<u>32,000</u>
Federal Total	1,624,000 [22.3%]

** NOTE: Sect 5307 funds may be used for either capital or operating activities.

2009 BMTA Budgeted **State** Formula

Operating Assistance	2,477,000 [34.7%]
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2009 BMTA Budgeted Local Assistance

Local Property Tax [Millage]	2,275,000
Farebox/Service Agreements	652,000
Miscellaneous Revenues	<u>111,000</u>
Local Total	3,038,000 [42.5%]