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**JACKSON AREA COMPREHENSIVE TRANSPORTATION STUDY (JACTS)  
TECHNICAL ADVISORY COMMITTEE**

**FOR FURTHER INFORMATION  
CONTACT:**

**DATE:** Tuesday, June 13, 2017

**TIME:** 9:30 A.M.

**Steven Duke, Executive Director  
Region 2 Planning Commission  
(517) 788-4426**

**PLACE:** Jackson City Hall  
161 W. Michigan Ave-10<sup>th</sup> Floor  
Jackson, MI 49201

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**A G E N D A**

Comments will be solicited on each item following discussion and prior to any final action.

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1. Call to Order / Introductions
2. Public Comment
3. Approve Minutes of the Technical Advisory Committee Meeting of May 9, 2017 and Receive the Minutes of the Policy Committee Meeting of May 18, 2017 (enclosed) – **ACTION**
4. Agency Status Reports (see enclosures) – **DISCUSSION**
  - City of Jackson
  - Jackson Area Transportation Authority
  - Jackson County Department of Transportation
  - Michigan Department of Transportation
  - Jackson County Airport-Reynolds Field
  - Enterprise Group (<http://www.enterprisegroup.org>)
5. Approval of Amendments to the JACTS FY 2017-2020 Transportation Improvement Program (TIP) (see enclosure) – **ACTION**
  - Michigan Department of Transportation
6. "Connecting Jackson County Transit Plan – Review of Recent Regional Studies and Plans" – Lane Masoud, JATA (attachment) - **DISCUSSION**
7. Approval of the JACTS FY 2018 Unified Work Program (UWP) (attachment) - **ACTION**
8. Other Business
  - MDOT Call for Projects – FY 2019 Federal Local Safety Program and FY 2019 Federal High Risk Rural Roads Program (see enclosures) - **DISCUSSION**
9. Public Comment
10. Adjournment

# MINUTES

## JACTS TECHNICAL ADVISORY COMMITTEE

Jackson County Airport, EAA Hangar  
3606 Wildwood Avenue  
Jackson, Michigan 49202

**Tuesday, May 9, 2017**

Members Present: Angela Kline, Vice-Chair, Jackson County Dept. of Transportation  
Jon Dowling, Chair, City of Jackson – Engineering  
Bob Griffis, JCDOT  
Susan Richardson (Alt.), Region 2 Planning Commission  
Lane Masoud (Alt.), Jackson Area Transportation Authority  
Mike Rand, Jackson County Dept. of Transportation  
Kent Maurer, Jackson County Airport – Reynolds Field  
Rick Fowler, MDOT- Lansing  
Amy Torres, The Enterprise Group  
Troy White, City of Jackson-Engineering

Members Absent: Andy Pickard, FHWA (Ex-officio)  
Corey Clevenger (Alt.), JCDOT  
Chris Gulock (Alt.), MDOT-University Region  
Todd Knepper, City of Jackson Public Works  
Jack Ripstra, Blackman Charter Township

Others Present: Tanya DeOliveira, R2PC  
Alexa Gozdoff, R2PC  
Tyler Kent, MDOT - Lansing  
Don Mayle, MDOT – Lansing  
Susan Richardson, R2PC  
Laura Schlecte, Citizen

### ITEM 1      **CALL TO ORDER**

Vice-Chair Kline called the meeting to order at 9:30 AM. Introductions were made.

### ITEM 2      **PUBLIC COMMENT**

Vice-Chair Kline asked if anyone from the public wished to address the Committee. No public comments were received.

### ITEM 3      **APPROVE MINUTES OF THE TECHNICAL ADVISORY COMMITTEE MEETING OF MARCH 14, 2017 AND RECEIVE THE POLICY COMMITTEE MINUTES OF MARCH, 2017**

A motion was made by Mr. Rand, supported by Mr. Fowler, to approve the Technical Advisory Committee meeting minutes of March 14, 2017 and receive the Policy Committee meeting minutes of March 16, 2017 as presented. The motion passed unanimously.

## JACTS TECHNICAL ADVISORY COMMITTEE

May 9, 2017

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At this point in the meeting, Chair Dowling arrived and assumed chair duties.

### ITEM 4      AGENCY STATUS REPORTS

Project status updates were presented by the City of Jackson, Jackson Area Transportation Authority, Jackson County Department of Transportation, Jackson County Airport-Reynolds Field, MDOT, and the Enterprise Group.

### ITEM 5      APPROVAL OF ADMINISTRATIVE MODIFICATIONS TO THE JACTS FY 2017-2020 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Mr. Fowler reported that the Michigan Department of Transportation was requesting administrative modifications to the JACTS FY 2017-2020 Transportation Improvement Program (TIP). The proposed administrative adjustments are as follows:

Fiscal Year	Project Name	Limits	Project Description	Funding
2017 MOVE To 2018 JN 120277	M-60	Chapel Rd to Emerson Rd	Resurface/Widening with CLTL	CON Federal: \$7,585,000 (ST) State: \$1,820,000 (M)
2018 MOVE PE Phase to 2017 JN 132577	M-99	I-94 to Willow St.	Resurface – single chip seat with fog seal	PE Federal: \$13,642 (ST) State: \$3,025 (M)
2018 MOVE PE Phase to 2017 JN132528	M-124	US-12 to M-50	Resurface – single course mill and resurface	PE Federal: \$16,015 (ST) State: \$3,551 (M)
2018 MOVE PE Phase to 2017 JN 132562	M-60	Spring Arbor Rd to I-94	Resurface – single course mill and resurface	PE Federal: \$18,979 (NH) State: \$4,209 (M)
2018 MOVE PE Phase to 2017 JN 132575	M-50/US-127BR	Washington Ave. to South St.	Concrete pavement repair	PE Federal: \$18,130 (NH) State: \$4,020 (M)

A motion was made by Ms. Torres, supported by Mr. Maurer, to approve the proposed MDOT administrative modifications as presented. The motion carried unanimously.

## **JACTS TECHNICAL ADVISORY COMMITTEE**

**May 9, 2017**

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### **ITEM 6                      2045 JACTS LONG RANGE TRANSPORTATION PLAN TRAVEL DEMAND MODEL DEVELOPMENT – FUTURE YEAR SOCIO-ECONOMIC DATA REVIEW AND APPROVAL**

Mr. Kent, MDOT, reported that the base year (2014) socio-economic data for the Jackson area had been updated based on input provided by the county's local jurisdictions. He stated that retail employment was projected to decrease, while service and manufacturing employment was increasing. He asked if the Committee had any questions or concerns regarding the 2045 socio-economic data that had been included in the agenda packet.

A motion was made by Ms. Torres, supported by Mr. Maurer, to accept the 2045 socio-economic data as presented. The motion carried unanimously.

### **ITEM 7                      OTHER BUSINESS**

Mr. Fowler stated that Ms. Dewey from FHWA was back to work on a limited basis. He further Explained that he would look into obligation authority delay and federal funds in regards to the additional appropriation that was recently approved.

### **ITEM 8                      PUBLIC COMMENT**

Chair Dowling asked if anyone from the public wished to address the Committee. No public comments were offered.

### **ITEM 9                      ADJOURNMENT**

There being no further business, Chair Dowling adjourned the meeting at 10:28 AM on a motion by Mr. White and supported by Ms. Torres.

*After adjournment of the meeting, Mr. Maurer escorted the Committee members over to the Jackson Air Traffic Tower to view the construction underway for the new runway.*

Susan Richardson, Senior Planner



# Region 2 Planning Commission



## Jackson Area Comprehensive Transportation Study

### MINUTES

#### JACTS POLICY COMMITTEE

Jackson County Tower Building  
120 W. Michigan Avenue – 5<sup>th</sup> Floor  
Jackson, Michigan

**Thursday, May 18, 2017**

**Members Present:** Phil Moilanen, Jackson Area Transportation Authority  
Mike Overton, Jackson County Department of Transportation  
Dave Herlein, Spring Arbor Township  
Pete Jancek, Vice-Chair, Blackman Charter Township  
Steve Shotwell, Chair, Jackson County Board of Commissioners  
John Feldvary, Jackson County Airport-Reynolds Field  
Jon Dowling, JACTS Technical Advisory Committee  
Keith Acker, Sandstone Charter Township  
Rick Fowler (Alt.), MDOT – Lansing  
Elwin Johnson, Region 2 Planning Commission

**Members Absent:** Bill Jors, Mayor, City of Jackson  
Kim Gamez, Napoleon Township  
Howard Linnabary, Leoni Township  
Patrick Burtch, City of Jackson  
Mike Trudell, Summit Township

**Others Present:** Steve Duke, Region 2 Planning Commission  
Tanya DeOliveira, Region 2 Planning Commission  
Lexie Gozdiff, Region 2 Planning Commission  
Angie Kline, Jackson County Department of Transportation  
Chris Gulock, MDOT-University region  
Tyler Kent, MDOT-Lansing  
Mike Brown, Jackson Area Transportation Authority

#### ITEM 1      CALL TO ORDER

Chair Shotwell called the meeting to order at 8:05 AM. A quorum was present.

#### ITEM 2      PUBLIC COMMENT

No public comments were received.

## JACTS POLICY COMMITTEE MINUTES

May 18, 2017

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**ITEM 3**      **APPROVE MINUTES OF THE POLICY COMMITTEE MEETING OF MARCH 16, 2017 AND RECEIVE THE TECHNICAL ADVISORY COMMITTEE MEETING MINUTES OF MARCH 14, 2017**

The motion was made by Mr. Jancek, supported by Mr. Feldvary, to approve the Policy Committee meeting minutes of March 16, 2017 and to receive the Technical Advisory Committee meeting minutes of March 14, 2017. The motion carried unanimously.

**ITEM 4**      **AGENCY STATUS REPORTS**

Project status updates were reviewed by the Jackson Area Transportation Authority, Jackson County Department of Transportation, City of Jackson, Michigan Department of Transportation, and Jackson County Airport – Reynolds Field.

**ITEM 5**      **APPROVAL OF ADMINISTRATIVE MODIFICATIONS TO THE JACTS FY 2017-2020 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

Mr. Fowler reported that MDOT was requesting the following administrative modifications to the JACTS FY 2017-2020 Transportation Improvement Program (TIP):

<b>Fiscal Year</b>	<b>Project Name</b>	<b>Limits</b>	<b>Project Description</b>	<b>Funding</b>
FY 2017 JN 120277 Move to FY 2018	M-60	Chapel Rd. to Emerson Rd	Resurfacing/Widening with CLTL	CON Federal: \$7,585,332 (ST) State: 1,682,025 (M) Local: 174,000
FY 2018 JN 132577 Move to FY 2017	M-99	I-94 to Willow St	Resurface-single chip seal with fog seal	PE Federal: \$13,642 (ST) State: 3,025 (M)
FY 2018 JN 132528 Move to FY 2017	M-124	US-12 to M-50	Resurface-single course mill and resurface	PE Federal: \$16,015 (ST) State: 3,551 (M)
FY 2018 JN 132562 Move to FY 2017	M-60	Spring Arbor Rd to I-94	Resurface-single course mill and resurface	PE Federal: \$18,979 (NH) State: 4,209 (M)
FY 2018 JN132575 Move to FY 2017	M-50/US- 127BR	Washington Ave to South St	Concrete pavement repair	PE Federal: \$18,130 (NH) State: 4,020 (M)

A motion was made by Mr. Jancek, supported by Mr. Feldvary, to approve the Administrative Modifications to the JACTS FY 2017-2020 as presented. The motion carried unanimously.

## **JACTS POLICY COMMITTEE MINUTES**

**May 18, 2017**

**Page 3**

### **ITEM 6      2045 JACTS LONG RANGE TRANSPORTATION PLAN UPDATE**

Mr. Kent, MDOT, reviewed the 2045 Travel Demand Model Future Year Socio-Economic Data that will be used for modeling purposes to identify capacity deficiencies in the Plan update. To prepare the projections, MDOT prepared packets of projected employment/socio-economic data, distributed them to local jurisdictions for their review and received feedback and input. There were some minor adjustments submitted and were incorporated into the model. Discussion followed on how the model is used to assist JACTS review, identify, preserve, and maintain the existing transportation system.

A motion was made by Mr. Jancek, supported by Mr. Feldvary, to approve the 2045 Socio-economic data prepared for the JACTS Long Range Transportation Plan. The motion carried unanimously.

### **ITEM 7      OTHER BUSINESS**

Mr. Jancek noted and thanked the citizens of Blackman Township for their support in passing the Recreation Millage. This will allow for recreation planning and projects.

Mr. Herlein noted and thanked the citizens of Spring Arbor Township for their support in passing the township's road millage. The Township will be working with JCDOT to execute the projects.

### **ITEM 8      PUBLIC COMMENT**

Chair Shotwell asked for any public comment. No comments were received.

### **ITEM 9      ADJOURNMENT**

There being no further business, Chair Shotwell adjourned the meeting at 8:45 AM.

Tanya DeOliveira  
Transportation Planner

**TO:** JACTS Technical Advisory and Policy Committees

**DATE:** June 05, 2017

**FROM:** Jon H. Dowling, P.E.

**SUBJECT:** TIP Project Status

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**2017**

Kibby Road: City Limits to West Ave (Urban) - Reconstruct pavement on south side of boulevard islands, roundabout at Denton and non-motorized path from City limits to Denton. MSG is the City's consultant. **Federal funds are now at MDOT and the City is waiting to have funds obligated to this project. The City has missed the July Letting and is hoping for the August Letting. The City plans to build the water main and non-motorized path still this fall and complete the project in the spring.**

**2018**

Fourth Street: Horton to Audubon (Urban) – Roadway resurfacing with a new roundabout at Hickory and Fourth. MSG is the City's consultant. Survey is complete. Design has commenced.

**2019**

Francis Street: Morrell to Mason (Urban) – Reconstruct roadway. No design work at this time.

**2020**

Greenwood/Wilkins Streets: Morrell to Jackson (Urban) – Reconstruct roadway. No design work at this time.



2350 EAST HIGH STREET

JACKSON, MICHIGAN 49203-3490

(517) 787-8363 FAX (517) 787-6833

**Projects**  
**2017-2020 TIP**  
**(June) 2017 Report)**

**FY2017**

**1. Bus & Bus Facilities**

- a. Replace radio system and bus radios – Pending MDOT
- b. Replace HVAC system at main office – A.E. Awarded
- c. Replacing Hard drives in Bus Camera Systems – Approved
- d. New Bus Stop Signs on bus routes - Approved

**FY2018**

**1. Facility Upgrades**

- a. Admin office rehab and update

**FY2019**

**1. Vehicle Procurements**

- a. Bus Replacement (2 full-size)



Christopher J. Bolt, MPA, PE  
*Managing Director*

Robert D. Griffis  
*Director of Operations*

Angela N. Kline, PE  
*Director of Engineering*

Shawn R. Surque  
*Project Manager*

Dawn Goodwine  
*Administrative Services Manager*

June 6, 2017

### **TIP Project Status**

#### **2017 Projects:**

- Robinson Road (Spring Arbor to Kibby Road)- Mill and resurface. May letting with Michigan Paving the low bidder. This should begin late June/ early July.
- Berry Road (Rives Eaton Road to Lansing Road) – Chip and fog seal. Waiting on letting date.
- Rives Eaton Road (Perrine Road to Lansing Road) – Chip and fog seal. MDOT has confirmed that the funding there now and they are beginning to submit the projects for obligation in the order they were received. Once the obligation is obtained they will submit this for a letting. We are waiting on the actual letting date.
- West Michigan Ave (Glasgow Road through Parma Village) – Chip and fog seal. MDOT has confirmed that the funding there now and they are beginning to submit the projects for obligation in the order they were received. Once the obligation is obtained they will submit this for a letting. We are waiting on the actual letting date.
- Rives Junction Road non-motorized Trail- from M-50 to the north township line- We had a neighborhood meeting to discuss the path with residents. We hope to have this submitted to MDOT for a GI soon.
- Pedestrian Signals @ Airport Road/ Springport Road/ County Far Road- pedestrian signals and ADA ramps- We are working with the design engineer to get this submitted ASAP.
- Coats Road reconstruct- from Moscow Road to the east 1000'- Consumers has relocated the utility poles. We are waiting for letting date from MDOT.
- Ann Arbor Road non-motorized Trail- WBK is working on the boardwalk design. We are working with the consultants to prepare and combine our plans. We are hoping to make the MDEQ and initial GI submittal within 2 weeks.
- Michigan Ave Bridge- Agreement at Amtrak. We submitted the final comments/corrections to Amtrak on May 4, 2017 and are still waiting for them to return the executable contract for board approval.
- West Michigan Ave from M-99 to N. Concord Road- Ready for submittal for obligation but MDOT is waiting for the job number to be updated in the e-file.



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
**DEPARTMENT OF TRANSPORTATION**  
LANSING

KIRK T. STEUDLE  
DIRECTOR

June 13, 2017

**FY 2016**

**M-60 (EB & WB OV I-94), (PE, SUB & ROW) – Bridge Replacement**

Plan development is just getting started.

**FY 2017**

**I-94 BL/W. Michigan Ave. (Brown St. to Washington / Louis Glick)** – Full concrete pavement roadway reconstruction with water main, lighting and sidewalk replacement. Water main replacement is almost complete, so services will start soon. Sanitary sewer is underway as well.

**M-50 (Rives Junction to M-99)** – Micro-surface of existing roadway pavement. Project was let last month. Work is scheduled to begin toward the end of June 2017, with completion in early September 2017.

**I-94 BL (Cooper Street to Dwight Street)** – Single course mill and resurfacing with ADA sidewalk ramp improvements. Paving and sidewalk work is complete. Minor work to complete the structure adjustment still remains.

**M-106 (Bunker Hill to East of Sayers Road)** – Single course mill and resurfacing. Work is scheduled to begin in mid-June 2017, with completion in mid-August 2017. Work is scheduled to begin the week of June 12<sup>th</sup>.

**M-50/US-127 BR (North Street to Boardman)** – Longitudinal joint repair with asphalt mastic and micro-surface materials. **Project was let March 3<sup>rd</sup>, 2017.** Still on schedule to start in August.

**I-94 (M-60 to Calhoun County Line)** – Concrete patching. Work is progressing.

**US-127 (Henry Rd. to M-36)** – Single course mill and resurfacing. Design by the Lansing TSC. Project will probably include pavement enhancement test section. Work is progressing.

**M-99 (Railroad St. to Jackson/Eaton County line)** – Fiber Reinforced Bit Membrane with Micro-Surface Project was let in February 3rd. Work is scheduled to begin in late July 2017, with completion in late September 2017.

**M-50 (US-127 to Napoleon Rd.)** – Two Course Mill and Resurface. Work is progressing.

**US-127 (N. of Henry Rd to JCL) - Consultant Road Scoping** – This is a new road scoping project for a major rehabilitation on US-127 (north) in Jackson County. The scope of work will be available for the 2023 Call For Projects.

**I-94BL / M-106 (M-106 (Cooper Street) and I-94BL (Michigan Ave.)** - RR crossing signal upgrades for 2-way conversion. – This is a new force account job number that has been added for the railroad work required for the 2-way conversion. It is part of the 113565/128046 package. This work is part of the West Michigan Ave project. The RR work will take place this fall.

**M-60 (Emerson Rd to Renfrew Rd)** - HMA cold milling and 2 course HMA resurfacing with minor drainage improvements, guardrail upgrade, intersection improvements, and signal modernization. No updates at this time.





# Jackson County Airport – Reynolds Field

## *Flying Jackson Forward!*

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Kent L. Maurer, Airport Manager

### JACTS Airport Report

**June 2017**

- Phase II (Final) construction in progress



JAXN Aerial Photo June 2017



Footing for a PAPI





RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
**DEPARTMENT OF TRANSPORTATION**  
LANSING

KIRK T. STEUDLE  
DIRECTOR

May 26, 2017

Mr. Steve Duke, Executive Director  
Region 2 Planning Commission  
Jackson County Tower Building  
120 W. Michigan Avenue, 9<sup>th</sup> Floor  
Jackson, Michigan 49201

Dear Mr. Duke:

This letter is sent by the Michigan Department of Transportation (MDOT) to request amendments to the FY 2017-20 Transportation Improvement Program (TIP). The MDOT TIP amendments are detailed below.

Fiscal Year	Project Name	Limits	Project Description	Funding	Comments
2017 JN 120277	M-60	Chapel Road to Emerson Road	Resurfacing and Widening	UTL Federal: \$49,110 (ST) State: \$10,890 (M) Total: \$60,000	Add Utility Phase (Z phase)
2018 JN 115861	I-94	I-94 over Conrail and the Grand River	Realign and replace structure	Revised funding: CON Federal: \$24,476,715 (IM) State: \$2,719,635 (M) Total: 27,196,350	Previous funding: CON Federal: \$18,159,000 (IM) State: \$2,018,000 (M) Total: \$20,177,000
2018 JN 120273	I-94	M-60 to Sargent Road	Reconstruct	Revised funding: CON Federal: \$47,262,320 (IM) State: \$5,251,369 (M) Total: \$52,513,689	Previous funding: CON Federal: \$36,948,000 (IM) State: \$4,105,000 (M) Total: \$41,054,000

Thank you for your attention to this request. If you have any questions or need additional information, please contact me at 517-750-0405.

Sincerely,

Christopher Gulock, Transportation Planner  
University Region



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TRANSPORTATION  
LANSING

KIRK T. STEUDLE  
DIRECTOR

May 4, 2017

Ms. Denise Donohue, Director  
County Road Association of Michigan  
417 Seymour, Suite 1  
Lansing, Michigan 48933

Mr. John LaMacchia II, Legislative Associate  
Michigan Municipal League  
208 North Capitol Avenue, 1<sup>st</sup> Floor  
Lansing, Michigan 48933-1354

Dear Ms. Donohue and Mr. LaMacchia:

**Fiscal Year 2019 Federal Local Safety Program**

The Michigan Department of Transportation (MDOT) is pleased to announce the solicitation of new applications for the fiscal year (FY) 2019 general Local (HSIP) Safety Program. The FY 2019 federal budget for this program is estimated at \$9,000,000. This amount may be subject to revisions. Unselected FY 2019 High Risk Rural Road (HRRR) projects will automatically be included in this Call. We are asking the County Road Association of Michigan and the Michigan Municipal League to distribute this notice to their member agencies.

Local Agencies may submit more than one project application for consideration. Federal safety funds shall not exceed \$600,000 per project or a maximum amount of \$2,000,000 per Local Agency, HSIP and HRRR combined, for the fiscal year. Selected projects are to be obligated in FY 2019.

**Applications are to be electronically submitted or postmarked by Monday, August 7, 2017.**

Refer to the enclosed exhibits for information regarding eligibility and submitting candidate Safety Project Applications.

Our goal is to maintain a fiscally constrained program while maximizing the use of available federal funds. If you have any questions, please feel free to contact Pamela Blazo, Local Agency Programs Safety Engineer, at 517-335-2224 or at [blazop@michigan.gov](mailto:blazop@michigan.gov).

Sincerely,

Tracie J. Leix  
for Matthew W. DeLong, Administrator  
Development Services Division

Enclosures

Ms. Denise Donohue and Mr. John LaMacchia II

Page 2

May 4, 2017

cc: Dave Morena, FHWA  
Matt DeLong, MDOT  
Pam Boyd, MDOT  
Mark Harbison, MDOT  
Pamela R. Blazo, MDOT  
Steve Shaughnessy, MDOT  
MDOT Region Engineers  
MDOT Transportation Service Center Managers  
MDOT Local Agency Program Listserv Members  
Metropolitan Planning Organizations  
Rural Task Forces

### Exhibit 1 –Project Eligibility Requirements

1. Projects may be located in a rural or urban designated area.
2. All locally controlled public roadways, regardless of National Functional Classification, are eligible.
3. The applicant must be an Act 51 agency (County, City, Village). Townships will need to work with their County for submittal.
4. Project Examples
  - Corridor wide shoulder and center line rumble strips, improved permanent signing (such as chevrons on curves or intersection signing), pavement markings (such as the addition of edge line markings), clear vision corners or reflectorized backplates
  - High Friction Surface applications at spot locations
  - Elimination or installation of new guardrail
  - Slope flattening
  - Removal of fixed objects
  - Traffic and pedestrian signal optimization, installation, and upgrades
  - Access management
  - Intersection safety improvements (lighting, stopping sight distance, clear vision corners)
  - Horizontal and vertical curve modifications
  - Sight distance improvements
  - Bridge railing replacement or retrofit
  - Mid-block pedestrian crossings; improvements to school zones
  - Projects from a Local (Regional) Road Safety Plan priority emphasis area

This list is not all inclusive and other types of safety improvement projects can be submitted for consideration. The Safety Program Financial Goals allow for the submittal of systemic projects. Systemic safety projects involve the use of countermeasures that are widely implemented (corridor or area wide) based on similar roadway or intersection features that correlate with particular K/A crash types.

Exhibit 2 – Financial Goals

<b>Project Type<sup>1</sup></b>	<b>Total Program</b>
Projects with scopes that directly correct areas with a concentration of Types "A" and "K" crashes	\$6,000,000
Project locations corresponding to High Deficiency or LOSS Category IV on the Regional Traffic Safety Plan maps <sup>2</sup>	\$3,000,000
Systemic Lane Departure related projects	\$3,000,000
Centerline and Shoulder Rumble Strip	\$500,000
Safety Edge	\$500,000
Non-motorized facility/Pedestrian improvements	\$200,000
High Friction Surface	\$100,000
Road Safety Audits (RSA)	\$50,000
Guardrail Upgrades and Clear Zone Improvements	\$1,000,000
Safety Funds per MDOT Region	\$350,000

1. A selected project may count towards multiple financial goals.
2. Copies of the High Deficiency and LOSS maps for your county may be obtained by contacting MDOT at [blazop@michigan.gov](mailto:blazop@michigan.gov) or 517-335-2224.

### Exhibit 3 – Funding Participation

- Construction will be funded at 80 percent federal funds and 20 percent local funds unless it meets one of the categories below. See the following page regarding funding percentages for Preliminary Engineering (if eligible).
  - If the project scope addresses a roadway feature related to a fatality (K) and/or an incapacitating (A) injury within the limits of proposed work, it will be funded at 90 percent federal funds and 10 percent local funds.
  - If it is an approved systemic project (that supports the State Strategic Highway Safety Plan), it will be funded at 90 percent federal funds and 10 percent local funds.
- Portion eligible for federal aid:
  - Project's Construction Phase ('A' Phase.)
  - Preliminary Engineering, **ONLY** if criteria of Preliminary Engineering Section outlined below is met.
- Portion not eligible for federal aid:
  - Right-of-way costs.
  - Preliminary engineering, unless criteria of Preliminary Engineering Section outlined below is met.
  - Construction engineering.
  - Decorative items, not safety related in nature.
- Selected projects will be 'Lump Summed' at the lesser of the original estimate plus \$20,000, or the original estimate plus 20 percent. Projects may, at MDOT's discretion, be funded by a "Pro-Rata" method.
- Projects will be let by MDOT or performed by Local Force Account, as approved by MDOT's Local Agency Program (LAP) office: information found at [www.michigan.gov/mdot](http://www.michigan.gov/mdot) ~ Doing Business ~ Local Agency Program ~ Force Account and Local Agency Reimbursement System (LARS) Information.
- All social, economic and environmental impacts within the project limits impacts must be mitigated before federal funds can be appropriated and obligated. Project applications which are expected to have significant public controversy and/or require an environmental assessment will not be considered until these outstanding issues have been resolved.
- Local Agencies within Metropolitan Planning Organization (MPO) areas must coordinate with their MPO to ensure inclusion of their project in the area's Transportation Improvement Program for the fiscal year for which the project was selected. LAP will supply a list of selected projects to the MDOT Planning group, but it is the local agency's responsibility to ensure these projects are included in the State Transportation Improvement Program.

**Preliminary Engineering (up to 10% of the estimated eligible construction costs)**

Preliminary engineering for selected safety projects may be programmed for one or more of the following:

- Transparency (5 percent) location (funded at 90 percent federal funds/10 percent local funds)
  - Identified in the 2010 through 2015 Transparency (5%) Reports.
  - Proposed scope of work must address the noted location deficiencies.
  - Projects that are on the Transparency (5%) Report must be clearly identified and a copy of the 5% report included with the application.
- MDOT Local Safety Initiative (LSI) identified location (funded at 50 percent federal funds/50 percent local funds)
  - Proposed scope of work must address the noted location deficiencies reviewed and identified by the LSI Program.
  - A copy of the MDOT LSI written suggestion list must be included with application.
- Traffic Signal Optimization (funded at 80 percent federal funds/20 percent local funds)
  - Must complete a traffic signal optimization study to analyze the timing of signal controllers and implement the revised timings.
  - Signals should be studied to allow for a minimum of one second all red phase and the yellow change interval phase must be evaluated to meet current guidelines.
  - A maximum of \$5,000 total cost will be allowed per signal location for the analysis and adjustment of signal controllers.
  - Signal component upgrades are not permitted under this category.
  - The analysis/study portion of the project will be programmed under a 'C' Phase with the physical adjustments of timing being programmed under an 'A' Phase.
- Road Safety Audits (RSAs) (funded at 80 percent federal funds/20 percent local funds)
  - An RSA proposal may be submitted without an associated construction phase. It is anticipated that the construction phase would be submitted in the next call for projects.
  - A maximum of \$15,000 in total project costs will be set up for each RSA.
  - The RSA Final Report/findings must be submitted to the Safety Program Administrator for reimbursement.
  - It is anticipated that this work will be completed by a consultant or another agency other than the road owner.

#### Exhibit 4 – Design Requirements

- Proposed projects must meet current standards and warrants, current Americans with Disabilities Act and Buy America requirements.
- Designed in accordance, at a minimum, with MDOT's Local Agency Programs 3R Guidelines, or in accordance with 4R Guidelines, American Association of State Highway and Transportation Officials (AASHTO) Geometric Design of Highways and Streets, or the AASHTO Guidelines for Geometric Design of Very Low-Volume Local Roads Standards. Use of the Capital Preventative Maintenance guidelines and fixes will not be permitted.
- Traffic signal upgrade projects shall include the installation of signal back plates with reflectorized borders. These projects shall also include overhead mounted street name signs.
- High friction surface projects shall use or follow the intent/material requirements of the most current MDOT Special Provision.
- Corridor (or local agency-wide) permanent signing or pavement marking projects must be of a higher standard than the minimums required by the Michigan Manual of Uniform Traffic Control Devices (MMUTCD) and/or standards. These type projects shall include additional signing improvements beyond upgrading sign reflectivity requirements; i.e., adding reflective sheeting to sign posts, larger signs, etc. Permanent pavement markings shall include improvements such as edgelines where not required by MMUTCD, being recessed or high quality 'durable' markings.



### Exhibit 5 - Submitting Candidate Safety Project Applications

Applications submitted electronically must be received no later than midnight on **Monday, August 7, 2017**.

- The Local Safety Program Call for Applications Funding Year 2019 Electronic Submittal Form is located at [www.michigan.gov/mdot](http://www.michigan.gov/mdot) ~ Doing Business ~ Local Agency Program ~ Safety Program ~ FY 2019 HSIP - Electronic Submittal Form.
- Electronic submittals are limited to 15MB.

Applications sent hardcopy must be postmarked no later than **Monday, August 7, 2017**.

- Projects postmarked after Monday, August 7, 2017 may or may not be reviewed for selection, at MDOT's discretion.
- It is recommended that your application be submitted by certified mail or other traceable delivery service.

Applications are reviewed and selected by a committee. The six required submittal documents are listed below. All MDOT forms and spreadsheets mentioned can be found online at [http://www.michigan.gov/mdot/0,4616,7-151-9625\\_25885\\_40552---,00.html](http://www.michigan.gov/mdot/0,4616,7-151-9625_25885_40552---,00.html) in the Application Process section of the page.

1. Cover Letter
  - Provide a brief overview discussion as to the proposed project, crash pattern that has been experienced, and how the proposed scope of work will remedy the past crash history.
2. MDOT Form 1627
3. MDOT Time of Return (TOR) Analysis\*
  - Only the MDOT TOR spreadsheet will be accepted\*. A copy of the data input page and results page must be included in the application submittal.
  - Guardrail oriented projects and independent RSA submittals do not require a TOR analysis.
  - Common Crash Reduction Factors (CRF) are listed in the TOR Spreadsheet
    - ◆ Additional CRFs may be used. If submitting a TOR utilizing a CRF not listed on the TOR form, include a copy of the source used to obtain the CRF.
4. UD-10s
  - Include for all crashes that are used to compile the TOR or Highway Safety Manual analysis/computation. Note: The HSM requires all crashes to be input, including animal crashes. UD-10s for animal crashes are NOT to be sent in with the application.
  - Use the most current 3 to 5 year period of available data (only crashes occurring in 2012 to present can be counted).
  - Include only those UD-10 crash reports that relate to the proposed scope of work, except include all UD-10 reports relating to Fatal (K) or Incapacitating (A) injury crashes within the project limits.
5. Detailed cost estimate or Michigan Engineers Resource Library (MERL) estimate.

6. Map showing project location(s).

Applications, to provide additional support, may (not required) also include:

- A copy of the Local (Regional) Road Safety Plan priority emphasis areas or priority projects list. Current plans may be obtained from your area Planning Organization.
- Crash analysis used to determine the proposed project's scope.
- Crash concentration maps in the proposed project's limits.
- MDOT LSI written suggestion list (required if requesting participation for Preliminary Engineering)
- Photos of existing project site conditions.
- Preliminary proposed plan view, cross-sections, and/or profiles.
- Ability to deliver a construction package for obligation within this fiscal year.
- Project coordination with other construction projects.
- Highway Safety Manual Analysis\*

\*Highway Safety Manual Analysis

A Highway Safety Analysis may replace or supplement the TOR Analysis. Local Agencies are encouraged to utilize the HSM for locations where little to no crash history exists, proposed systemic improvements, and locations where additional support of the TOR is desired.

FY 2019, HSM Analysis Requirements:

- Use the MDOT HSM spreadsheet located at [http://www.michigan.gov/mdot/0,4616,7-151-9625\\_25885\\_40552---,00.html](http://www.michigan.gov/mdot/0,4616,7-151-9625_25885_40552---,00.html) in the Application Process section of the page.
- An electronic copy of the analysis must be included with the application submittal.
- Calibration factors for use as part of HSM analysis have been compiled by MDOT and are included in the spreadsheet. Local Agencies performing hand calculations will need to refer to the [www.michigan.gov/highwaysafety](http://www.michigan.gov/highwaysafety) website for calibration factors and distribution values.
- For any questions an agency might have regarding the HSM Calibration factors, please contact Dean Kanitz, MDOT Traffic and Safety Unit, at 517-335-2855.

Additional information available for application development:

- Visit [www.michigan.gov/highwaysafety](http://www.michigan.gov/highwaysafety) or link to it from the MDOT Local Agency Safety Program Website.
  - Traffic Crash Data maps per Region (Traffic Crash Data)
  - HSM Calibration Factors/Distribution Values (Safety Links, Traffic Standards and Typical, Safety Programs, Highway Safety Manual)
  - Safety Guides (Safety Links, Traffic Standards and Typical, Safety Programs, Safety Guides)
- Local (Regional) Road Safety Plan.

Please send all eligible projects and supporting information by **Monday, August 7, 2017** to the following:

Mrs. Pamela R. Blazo, P.E.  
Safety Engineer, Local Agency Programs  
Development Services Division  
425 W. Ottawa Street, P.O. Box 30050  
Lansing, Michigan 48909-7550



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TRANSPORTATION  
LANSING

KIRK T. STEUDLE  
DIRECTOR

May 4, 2017

Ms. Denise Donohue, Director  
County Road Association of Michigan  
417 Seymour Avenue, Suite 1  
Lansing, Michigan 48933-1143

Mr. John LaMacchia II, Legislative Associate  
Michigan Municipal League  
208 North Capitol Avenue, 1<sup>st</sup> Floor  
Lansing, Michigan 48933-1354

Dear Ms. Donohue and Mr. LaMacchia:

**Fiscal Year 2019 Federal High Risk Rural Roads Program**

The Michigan Department of Transportation (MDOT) is pleased to announce the solicitation of applications for the fiscal year (FY) 2019 High Risk Rural Road (HRRR) program. Federal funds for the HRRR program are apportioned from the Highway Safety Improvement Program (HSIP) and derived from the HRRR Special Rule under 23 USC 148(g)(1). The FY 2019 federal budget apportioned for this program is estimated to be \$6,000,000. This amount may be subject to revisions. We are asking the County Road Association of Michigan and the Michigan Municipal League to distribute this notice to their member agencies.

Local agencies are allowed to submit more than one project for consideration. Federal safety funds shall not exceed \$600,000 per project or a maximum amount of \$2,000,000 per Local Agency for the fiscal year, including any selected FY 2019 HSIP projects. Any non-selected projects submitted under this HRRR call for projects will be automatically rolled over to the general FY 2019 HSIP safety call for projects. Selected HRRR projects are to be obligated in FY 2019; the Local Agency will not be allowed to delay a selected HRRR to a different fiscal year.

**Applications are to be electronically submitted or postmarked by Monday, August 7, 2017.**

Refer to the enclosed exhibits for information regarding eligibility and submitting candidate Safety Project Applications.

Our goal is to maintain a fiscally constrained program while maximizing the use of available federal funds. If you have any questions, please feel free to contact Pamela Blazo, Local Agency Programs Safety Engineer, at 517-335-2224 or at [blazop@michigan.gov](mailto:blazop@michigan.gov).

Sincerely,

Tracie Leix  
for Matthew W. DeLong, Administrator  
Development Services Division

Enclosures

Ms. Denise Donohue and Mr. John LaMacchia II

Page 2

May 4, 2017

cc: Dave Morena, FHWA  
Matt DeLong, MDOT  
Pam Boyd, MDOT  
Mark Harbison, MDOT  
Pamela R. Blazo, MDOT  
Steve Shaughnessy, MDOT  
MDOT Region Engineers  
MDOT Transportation Service Center Managers  
MDOT Local Agency Program Listserv Members  
Metropolitan Planning Organizations  
Rural Task Forces

### Exhibit 1 – High Risk Rural Road definition and Project Eligibility Requirements

A HRRR is defined as; 1) any roadway functionally classified as rural major or minor collector or a rural local road that the crash rate for fatalities and incapacitating injuries exceeds the statewide average for those functional classes of roadway, or 2) any roadway functionally classified as rural major or minor collector or a rural local road that will likely have increases in traffic volumes that are likely to create a crash rate for fatalities and incapacitating injuries that exceeds the statewide average for those functional classes of roadway.

MDOT has used the following data to determine the required statewide average crash rate:

74,455	Total centerline miles of roadway functionally classified as rural major or minor collector or rural local road.
6,316	Total number of fatalities or incapacitating injuries, located on roadways classified as described above, for the time period 2011 – 2015.
0.08	Statewide average frequency of such crashes per mile of such roadway over a 5 year time period.

#### **Project Eligibility Requirements:**

1. The roadway is functionally classified as **rural** major collector, rural minor collector or rural local road.
2. Within the most recent five year time period of available crash data, **at least one crash, resulting in fatalities (K) or incapacitating (A) injuries, has occurred within the proposed project limits. For projects longer than 12 miles in length, multiple such serious crashes have occurred such that there is at least one such crash for every 12 miles of roadway segment.** Proposed projects with higher crash concentrations of 'K' and/or 'A' crashes may receive a higher priority than other projects.
  - a. Systemic pavement marking projects and horizontal curve delineation projects are exempt from the fatality (K) / incapacitating (A) injury requirements. See Exhibit 2 for more information.
3. The proposed project must demonstrate a direct correlation to correct an area related to the fatal or incapacitating injury crashes. The proposed project limits must be relevant to the roadway features attributable to the crashes, and are subject to approval by MDOT.
4. Financial Goals

<b>Project Type</b>	<b>Total Program</b>
Lane Departure related	\$3,000,000
-Systemic edgeline striping	\$1,000,000
-Horizontal curve delineation	\$400,000

## Exhibit 2 – Systemic pavement markings and horizontal curve delineation projects

- Pavement Marking projects
  - The intent of the systemic pavement marking financial goal is to stripe white edgeline markings on roadways that do not currently have edgeline markings.
  - Eligible roadways are those that are classified as rural major collector, rural minor collector, and rural local.
  - Eligible roadways are those that are paved and uncurbed.
- Horizontal curve delineation projects
  - All horizontal curves signed shall meet the ‘recommended’ category per Table 2C-5 of the Michigan Manual of Uniform Traffic Control Devices (MMUTCD). Local agencies are encouraged to meet the ‘optional’ category.

Type of Horizontal Alignment Sign	Difference Between Speed Limit and Advisory Speed				
	5 mph	10 mph	15 mph	20 mph	25 mph or more
Turn (W1-1), Curve (W1-2), Reverse Turn (W1-3), Reverse Curve (W1-4), Winding Road (W1-5), and Combination Horizontal Alignment/Intersection (W1-10 series) (see Section 2C.07 to determine which sign to use)	Recommended	Required	Required	Required	Required
Advisory Speed Plaque (W13-1P)	Recommended	Required	Required	Required	Required
Chevrons (W1-8) and/or One Direction Large Arrow (W1-6)	Optional	Recommended	Required	Required	Required
Exit Speed (W13-2) and Ramp Speed (W13-3) on exit ramp	Optional	Optional	Recommended	Required	Required

- All curves shall also include Chevron (W1-8) signs when installing a One Direction Large Arrow (W1-6) sign. Spacing of these signs shall conform to the Table 2C-6 of the MMUTCD.
- All Chevron (W1-8) and One Direction Large Arrow (W1-6) signs must include reflective sheeting on the sign posts.
- The advisory speed shall be determined utilizing one of the methods listed in Section 2C.08 of the MMUTCD.

**Table 2C-6. Typical Spacing of Chevron Alignment Signs on Horizontal Curves**

Advisory Speed	Curve Radius	Sign Spacing
15 mph or less	Less than 200 feet	40 feet
20 to 30 mph	200 to 400 feet	60 feet
35 to 45 mph	401 to 700 feet	120 feet
50 to 60 mph	701 to 1,250 feet	160 feet
More than 60 mph	More than 1,250 feet	200 feet

Note: The relationship between the curve radius and the advisory speed shown in this table should not be used to determine the advisory speed.

### Exhibit 3 – Funding Participation

- Construction will be funded at 90 percent federal funds and 10 percent local funds. See the next page regarding funding percentages for Preliminary Engineering (if eligible).
- Portion eligible for federal aid:
  - Project's Construction Phase ('A' Phase.)
  - Preliminary Engineering, **ONLY** if criteria in Preliminary Engineering Section outlined below is met.
- Portion not eligible for federal aid:
  - Right-of-way costs.
  - Preliminary engineering, unless criteria in Preliminary Engineering Section outlined below is met.
  - Construction engineering.
  - Decorative items, not safety related in nature.
- Selected projects will be 'Lump Summed' at the lesser of the original estimate plus \$20,000, or the original estimate plus 20 percent. Projects may, at MDOT's discretion, be funded by a "Pro-Rata" method.
- Projects will be let by MDOT or performed by Local Force Account, as approved by MDOT's Local Agency Program (LAP) office: information can be found at [www.michigan.gov/mdot](http://www.michigan.gov/mdot) ~ Doing Business ~ Local Agency Program ~ Force Account and Local Agency Reimbursement System (LARS) Information.
- All social, economic and environmental impacts within the project limits must be mitigated before federal funds can be appropriated and obligated. Project applications which are expected to have significant public controversy and/or require an environmental assessment will not be considered until these outstanding issues have been resolved.
- Local Agencies within Metropolitan Planning Organization (MPO) areas must coordinate with their MPO to ensure inclusion of their project in the area's Transportation Improvement Program for the fiscal year for which the project was selected. LAP will supply a list of selected projects to the MDOT Planning group, but it is the local agency's responsibility to ensure these projects are included in the State Transportation Improvement Program.



**Preliminary Engineering (up to 10% of the estimated eligible construction costs)**

Preliminary engineering for selected safety projects may be programmed for one or more of the following:

- Transparency (5 percent) location (funded at 90 percent federal funds/10 percent local funds)
  - Identified in the 2009 through 2015 Transparency (5%) Reports.
  - Proposed scope of work must address the noted location deficiencies.
  - Projects that are on the Transparency (5%) Report must be clearly identified and a copy of the 5% report included with the application
- MDOT Local Safety Initiative (LSI) identified location (funded at 50 percent federal funds/50 percent local funds)
  - Proposed scope of work must address the noted location deficiencies reviewed and identified by the LSI Program.
  - Copy of MDOT LSI written suggestion list must be included with application.
- Traffic Signal Optimization
  - Funded at 80 percent federal funds/20 percent local funds.
  - Must complete and implement traffic signal optimization study to analyze and adjust timing of signal controllers.
  - Signals should be studied to allow for a minimum of one second all red phase, and the yellow change interval phase evaluated to meet current guidelines.
  - Maximum of \$5,000 total cost will be allowed per signal location for the analysis and adjustment of signal controllers.
  - Signal component upgrades are not permitted under this category.
  - It is anticipated that this work would be done via force account work by the local agency. Physical adjustments of timing will be programmed under an 'A' Phase.

#### Exhibit 4 – Design Requirements

- The proposed projects must demonstrate a direct correlation to correct an area related to the fatal or incapacitating injury crashes. The proposed project limits must be relevant to the roadway features attributable to the crashes, and are subject to approval by MDOT.
- Meet current standards and warrants, current Americans with Disabilities Act and Buy America requirements.
- Designed in accordance with 3R, 4R, American Association of State Highway and Transportation Officials (AASHTO) Geometric Design of Highways and Streets, or the AASHTO Guidelines for Geometric Design of Very Low-Volume Local Roads Standards. Use of the Capital Preventative Maintenance guidelines and fixes will not be permitted.
- Traffic signal upgrade projects shall include the installation of signal back plates with reflectorized strips. These projects shall also include overhead mounted street name signs.
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### Exhibit 5 - Submitting Candidate Safety Project Applications

Applications submitted electronically must be received no later than **Monday, August 7, 2017** at midnight.

- The Local Safety Program Call for Applications Funding Year 2019 Electronic Submittal Form is located at [www.michigan.gov/mdot](http://www.michigan.gov/mdot) ~ Doing Business ~ Local Agency Program ~ Safety Program ~ FY 2019 HRRR Call for Safety Electronic Submittal.
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1. Cover Letter
  - Provide a brief overview discussion as to the proposed project, crash pattern that has been experienced and how the proposed scope of work will remedy the past crash history.
2. MDOT Form 1627
3. MDOT Time of Return (TOR) Analysis\*
  - Only the MDOT TOR spreadsheet will be accepted\*. A copy of the data input page and results page must be included in the application submittal.
  - **ALL** projects submitted for the HRRR program require a TOR analysis.
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6. Map showing project location(s).

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- Crash analysis used to determine the proposed project's scope.
- Crash concentration maps in the proposed project's limits.
- MDOT LSI written suggestion list (required if requesting participation for Preliminary Engineering)
- Photos of existing project site conditions.
- Preliminary proposed plan view, cross-sections, and/or profiles.
- Ability to deliver a construction package for obligation within this fiscal year.
- Project coordination with other construction projects.
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\*Highway Safety Manual Analysis

A Highway Safety Analysis may replace or supplement the TOR Analysis.

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Additional information available for application development:

- Visit [www.michigan.gov/highwaysafety](http://www.michigan.gov/highwaysafety) or link to it from the MDOT Local Agency Safety Program Website.
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  - Safety Guides (Safety Links, Traffic Standards and Typical, Safety Programs, Safety Guides)
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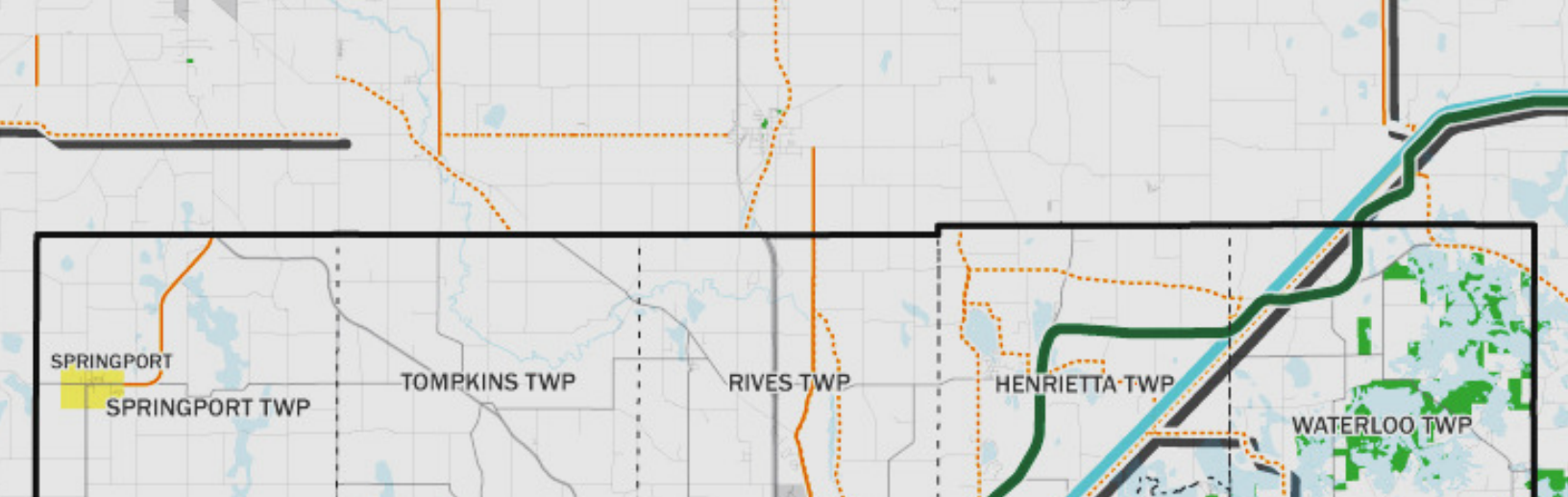
Please send all eligible projects and supporting information by **Monday, August 7, 2017**, to the following:

Mrs. Pamela R. Blazo, P.E.  
Safety Engineer, Local Agency Programs  
Development Services Division, B215  
425 W. Ottawa Street, P.O. Box 30050  
Lansing, Michigan 48909-7550

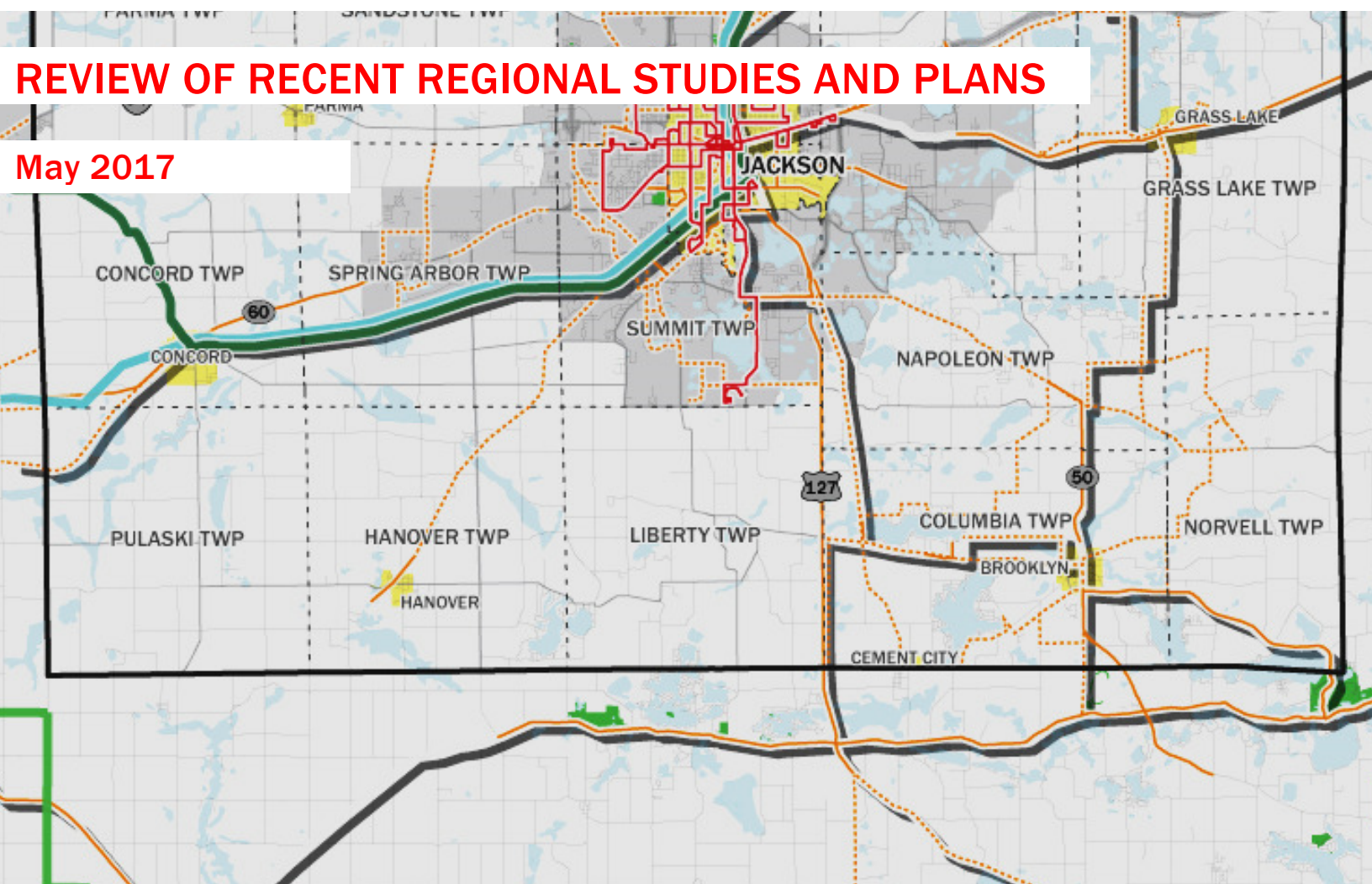
Project Application Examples

- Corridor wide shoulder and center line rumble strips, improved permanent signing (such as chevrons on curves or intersection signing), pavement markings (such as the addition of edge line markings), clear vision corners or reflectorized backplates
- High Friction Surface applications at spot locations
- Elimination, replacement or installation of guardrail/Removal of fixed objects
- Traffic and pedestrian signal optimization, installation, and upgrades
- Access management
- Intersection safety improvements (Lighting, Stopping Sight Distance, Clear Vision Corners)
- Horizontal and vertical curve modifications
- Sight distance and drainage improvements
- Bridge railing replacement or retrofit
- Mid-block pedestrian crossings; improvements to school zones

This list is not all inclusive and other types of safety improvement projects can be submitted for consideration.



# Connecting Jackson County



**REGION2**  
PLANNING COMMISSION

# Table of Contents

1.	Introduction	1
2.	Project Purpose and Need Summary	1
3.	Review of Existing Plans	3
	Transportation Plans	3
	City, Township and Village Plans	8
4.	Conclusion	21



## Memorandum 1: Review of Recent Regional Studies and Plans

### 1. Introduction

Great transportation is an essential part of a vibrant community. The Jackson Area Transportation Authority (JATA) desires to ensure easy access to transportation options for the community. With a service area of 58 square miles and a service market of just over 90,000 people, this endeavor is no small task. JATA has been serving the Jackson area for more than 50 years. It was initially formed through a partnership between the Chamber of Commerce and local merchants after a private transportation provider discontinued service in the area. From there it grew, gained new funding sources, and became an authority under Michigan's Public Act 196 in 1986.



### 2. Project Purpose and Need Summary

In an effort to identify opportunities to better serve the Jackson Area community, JATA recently worked with its Metropolitan Planning Organization, Region 2 Planning Commission, to complete a market research study. The study, which was completed in 2015 by a third party, sought to gather business, community, and rider input regarding regional service priorities through various surveys. Based on the results of this study JATA has determined that the following project objectives and needs should be accomplished in this project to best serve its users for the future.

The primary objectives of this study are:

- Evaluate the existing public transportation system's ability to provide effective transport for Jackson area residents to get to basic services such as employment, school, medical facilities, retail, etc.
- Develop implementable solutions to overcome barriers and eliminate inefficiencies.

To best accomplish these objectives the project needs are:

- Review existing planning documents
- Inventory existing services provided by JATA
- Quantify demand to assess future needs
- Identify gaps in both service and infrastructure
- Create an implementable plan to address unmet needs

- Development of a final report
- Education of JATA staff and JATA users about potential changes

#### JACKSON AREA TRANSIT AUTHORITY COMMUNITY EVENT SURVEY RESULTS

##### JATA PASSENGER SURVEY

FREQUENT RIDERS	39%	66%	NO VEHICLE AVAILABLE
66%	OF RESPONDENTS HAD 30 MINUTE COMMUTE	OF RESPONDENTS LIVE TWO BLOCKS FROM A STOP	70%
OF RESPONDENTS			OF RESPONDENTS

##### COUNTY AND PASSENGER SURVEY

69%	CONSIDER TRANSIT IMPORTANT TO THE COMMUNITY
9%	UNAWARE OF RESERVE-A-RIDE PROGRAM
49%	WITH A VEHICLE USE JATA 1 - 5 TIMES PER MONTH
80%	FIXED ROUTE RIDERS SATISFIED WITH JATA SERVICE

##### TOP PRIORITIES FOR NEXT 3 YEARS

			
EXTEND HOURS	IMPROVE SERVICE EFFICIENCY	IMPROVE PUBLIC AWARENESS	EXPAND CITY AND COUNTY SERVICE



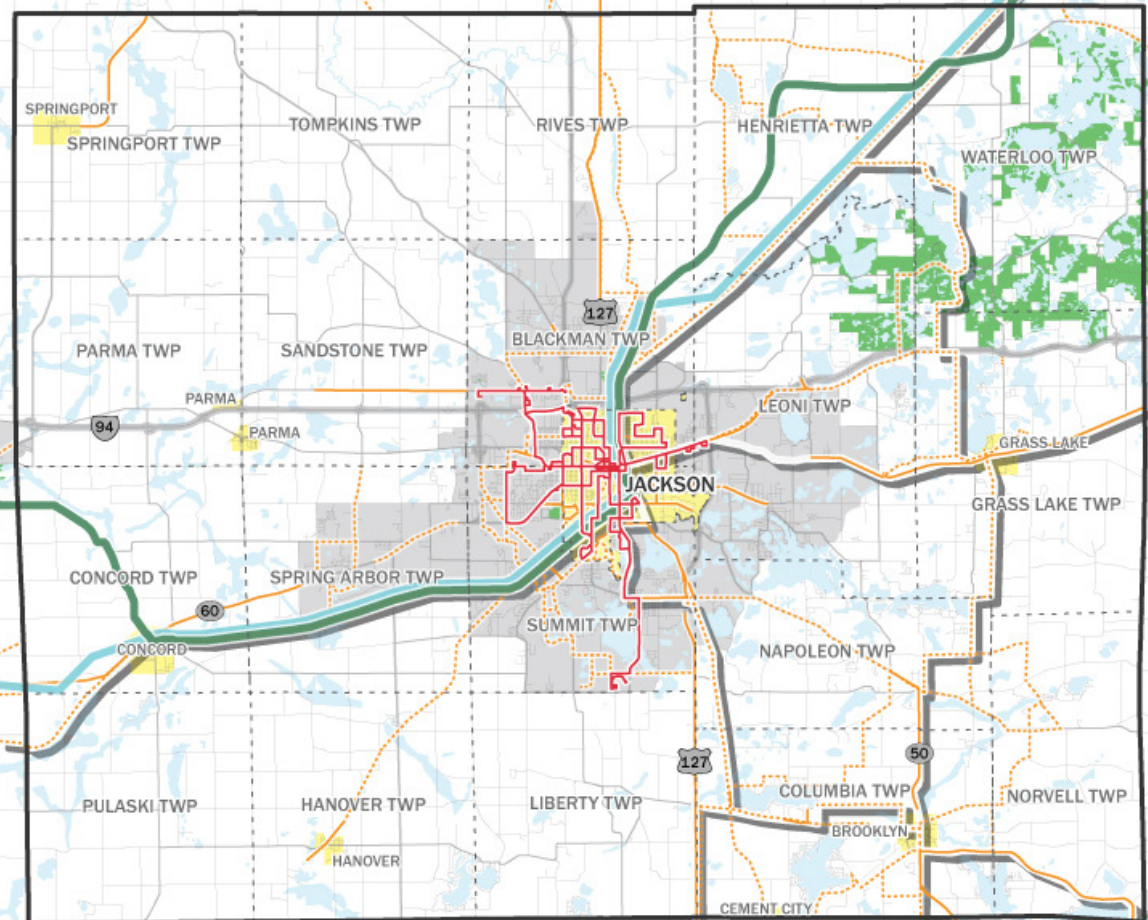
## LEGEND

- JATA BUS ROUTES
- REGIONAL NONMOTORIZED CORRIDORS
- NORTH COUNTRY TRAIL
- IRON BELLE HIKING TRAIL
- GREAT LAKE TO LAKE TRAIL
- EXISTING NONMOTORIZED FACILITY
- - - PROPOSED NONMOTORIZED FACILITY
- JACKSON COUNTY BOUNDARY
- MUNICIPAL BOUNDARIES
- CITIES / VILLAGES
- URBANIZED AREA
- PARKS / OPEN SPACE
- LAKES / WATER

SOURCES: JATA, MDOT UNIVERSITY REGION,  
MICHIGAN OPEN DATA PORTAL, OPENSTREETMAP,  
GEOFRABRIK.DE

PREPARED 5/26/17 BY HK  
P:\PROJECTS\TRN\60537410 JATA\900-GIS-DATA-GRAPHICS-PHOTOS\920-GIS OR GRAPHICS\ILLUSTRATOR

0 2.5 5 10 Miles



### 3. Review of Existing Plans

A thorough review of previous planning work from the Jackson area was completed in an attempt to understand the makeup of Jackson County and how the transit system fits in with communities, employers, and other stakeholders.

Plans and studies were collected from a variety of sources, including: the Region 2 Planning Commission, MDOT, Cities, Villages, and Townships within the County. Documents were reviewed to determine their relationship to the transit and non-motorized environment. Each document reviewed is summarized below.

#### Transportation Plans

##### *Jackson Area Transportation Authority (JATA) Countywide Survey (2015)*

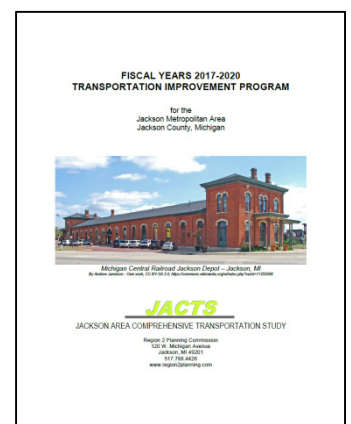
This 2015 countywide survey conducted customer and community market research in Jackson County. The purpose was to gather household and business input on the needs and prioritization of needs of past, current and future JATA users and county residents. The horizon for the needs prioritization was 10 years – to 2025. The survey findings, drawing from 911 completed interviews, showed that many people in the county were unaware of JATA services and how to access information about them. From the survey report:

“...one-half of the sample did not know if the hours of service are convenient, if the days of service are convenient, if the bus schedules are easy to read, or if bus fares are reasonable. This indicates that one-half of the county has probably not even considered public transportation using JATA services.”

The survey process revealed that priorities for the next three years should include expanding JATA's service offerings throughout Jackson County and improving public awareness of and support for current services.

##### *Jackson Area Comprehensive Transportation Study (JACTS) Transportation Improvement Program (TIP) for Fiscal Years 2017-2020 (2017)*

The JACTS FY 2017-2020 TIP was prepared by the Region 2 Planning Commission (R2PC) in coordination with MDOT, Jackson County Department of Transportation, JATA, and local jurisdictions. R2PC is the state-designated Metropolitan Planning Organization (MPO) for the Jackson urbanized area and adopted the TIP in July 2016. The TIP is consistent with the JACTS Long-Range Transportation Plan (LRTP) and identifies programming during a four-year period. The TIP identifies \$23.5 million for transit service during the four-year period, the vast majority of which is for operations (\$22.2 million). Total TIP programming is roughly \$152 million. The TIP's environmental justice analysis concluded that that the proposed projects do not result in violations of Executive Order 12898.



## JACTS FY 2017 Urban Transportation Planning Unified Work Program (2016)

The Unified Work Program realizes an unfunded element of the Long Range Transportation Plan. It describes all budgeted transportation and associated planning activities to be performed by JACTS in the 2017 Fiscal Year, which are selected according to performance-based planning and programming. Elements supporting transit service operation include:

- Implementing a Transportation Data Management System for JATA operations, ridership and financial data; some resulting products include status and data monitoring reports, transit GIS layers and a safety profile
- Assisting JATA in analyzing expansion of existing routes / fleet to address growth-driven transit needs, as well as evaluating route performance, unmet transit needs, and demand for service. Products would include LRTP elements, transit studies and ridership surveys
- Performing travel demand modeling
- Coordinating transit infrastructure investments with non-motorized improvements
- Developing strategies for “livability, sustainability, climate change, and greenhouse gas reduction,” which could include prioritizing efficient public transit service delivery
- Working with service providers to identify gaps in cross-county, cross-system trip making
- Identifying underrepresented populations and their transportation needs
- Prioritizing transportation enhancements within the TIP

## JACTS 2040 Long Range Transportation Plan (2013)

The current LRTP was completed in June 2013. Chapter 8 addresses Transit, Intercity Bus and Taxi and describes JATA's existing fixed route, ADA and demand response operation. It also provides proposed capital and operating expenditures through 2014, valued at over \$246 million. Unfunded LRTP items include:

- Continuation of medical, educational, and human service transportation at or above 2013 levels
- Maintenance of non-profit, agency-owned vehicles
- Expansion of fixed-route and countywide demand response service
- Introduction of new intercity corridor service to Lansing, Ann Arbor and Battle Creek (Greyhound served the east-west market in 2013 but no north-south service between Jackson and Lansing was available)
- Coordination of public transit and passenger transportation operators in the JACTS region through a Unified Work Program
- Implementation of multi-modal transportation center at the existing Amtrak station
- Implementation of a training facility for JATA, school bus operators and other transportation service providers

The LRTP identified two taxi service companies registered in Jackson and several limousine, shuttle and car rental providers in the region. The plan makes no mention of existing rideshare providers, such as Uber and Lyft.





### *Moving Michigan Forward: 2040 State Long-Range Transportation Plan (LRTP)(2016)*

The four goals of the 2040 Michigan Department of Transportation (MDOT) LRTP are as follows:

- System Improvements
- Efficient and Effective Operations
- Safety and Security
- Stewardship

The State's long-range transportation plan included input received from stakeholders and the public. The highest priority response given by stakeholders was "maintain/preserve the existing transportation system," followed by "better integration of transit services into the transportation system." A number of the State's transportation goals relate directly to transit:

#### Public Transit

Transit is recognized in the SLRP as an integral part of the state's transportation system and economy. The Plan suggests that although hours of service are increasing overall for public transit agencies, without additional revenue funding ridership may continue to drop. This is in part because state funding is not planned to increase alongside rising costs to agencies. The Plan notes that vanpooling is increasing both in number of riders and vans. A demonstration project providing vanpools to Department of Health and Human Services clients was started in 2014 and continues to date.

Trends in the state point to increased momentum for rapid transit projects, and increases in the use of intelligent transportation systems to enhance public transit. Notable too is the evolution of transit agencies from service providers to mobility managers. The Plan notes that mobility managers are particularly helpful in filling gaps for cross-county trips and between neighboring transit systems.

#### Intercity Bus Service

Greyhound Lines, Inc. and Indian Trails, Inc. are the state's two principal intercity bus carriers. In response to carrier service reductions, some subsidized bus service has emerged. The above-mentioned carriers provide service on five contracted routes that the marketplace had abandoned. The state's objective in

subsidizing these routes is to maintain community access to the national intercity bus network. These two carriers, through a combination of contracted services and subsidized capital, provide the majority of intercity bus service in Michigan.

The contracted services and subsidized capital work together to form the intercity bus network in Michigan. Several of the intercity bus routes also serve as thruway connections to the nation's intercity passenger rail system. Ridership along contracted routes has decreased by about 10 percent from 2012 to 2015. Decreased ridership increases the subsidy required to operate the routes. Funding requirements increased from \$1.7 million in 2012 to \$2 million in 2015.

#### Passenger Rail

Michigan is served by one principal intercity passenger rail service provided by Amtrak (National Railroad Passenger Corp.), established by Congress with the passage of the National Railway Passenger Service Act of 1970. Amtrak operates a nationwide rail network that serves more than 500 destinations in 46 states, on about 21,000 miles of routes. It is both a business and a public enterprise that relies on funding from Congress. Amtrak initiated service in Michigan in 1971 as part of its nationwide system. The Amtrak Wolverine line passes through Jackson.

#### Connected and Automated Vehicles:

MDOT is currently testing Vehicle-to-Infrastructure communication technology. This and other emerging connected vehicle technology has the potential to improve signal phase and timing for transit services throughout the state. Tests are limited to certain geographic areas but are expected to expand in the future.

#### Iron Belle Trail

The longest designated state trail in the nation, the Iron Belle Trail offers hiking and biking trails between Ironwood in Michigan's Upper Peninsula and Belle Isle Park in Detroit. The hiking route is 1,273 miles and 69% complete, and the bicycle route is 791 miles and 64% complete according to the Michigan Department of Natural Resources. The trail travels northeast to southwest through Jackson, following the Lakeland, Inter-City and Falling Waters trails. The section connecting the Jackson Inter-City Trail to the Lakeland Trail is yet to be constructed.



*MDOT University Region Non-Motorized Plan, 2015*  
<http://www.uregionnomoplan.com/>

The MDOT University Region is comprised of 10 counties in south central Lower Michigan: Clinton, Shiawassee, Eaton, Ingham, Livingston, Jackson, Washtenaw, Hillsdale, Lenawee and Monroe.

The Non-Motorized Plan, developed between July 2014 and July 2015, centered on the following goals:

- Document the existing and proposed network
- Identify opportunities to enhance non-motorized transportation
- Help prioritize non-motorized investment
- Foster cooperative planning across municipal/county boundaries and continue to coordinate these efforts

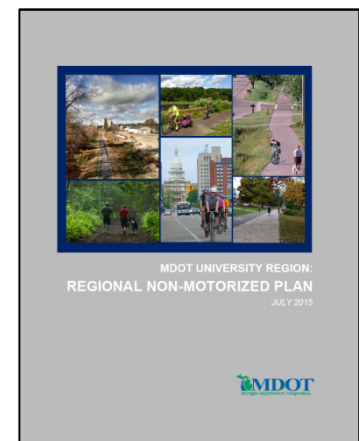
The plan explains that there are 104 miles of existing facilities in Jackson County, with another 224 miles of proposed shared use paths, including the Jackson to Lakeland Connector, mileage in and around Jackson, and a north-south connector between Henrietta Township and Brooklyn. The majority of existing facilities are paved shoulders 4' wide or greater (56 miles), followed by shared use paths (21 miles) and bike lanes (20 miles). Important paths in the County include the Falling Waters Trail, Jackson Inter-City Trail and Jackson to Lakeland Connector Trail.

Priorities in Jackson County identified in the plan are as follows:

1. Design and construct the MDNR owned Jackson to Lakeland Connector and ensure a connection into the Inter-City Jackson Trail. This is also part of the Great Lake-to-Lake Trail and the Iron Belle hiking Trail.
2. The Heart of the Lakes Recreation Commission Plan focuses on connecting communities to Brooklyn, Clark Lake, the Wamplers Lake area and north to Waterloo Recreation Area and the Jackson Lakeland Connector Trail.
3. Determine route to extend the Falling Waters Trail west through Concord and into Calhoun County.

4. There is interest in establishing a north/south route from the Lakeland Connector south to Brooklyn and the Irish Hills Area.
5. Facilities within and around the City of Jackson are a priority in order to improve the walkability and bikeability of the urban community. The City of Jackson and Jackson County recently completed plans detailing specific priorities within the community.
6. It is an on-going priority within the County to provide connections to and from the Falling Waters Trail and Lakeland Connector Trail Regional Corridors.
7. There is an extensive Grand River Water Trail led by the Grand River Environmental Action Team (GREAT). Coordinating and complementing the water trail and the emerging non-motorized network is a priority.
8. Additional planning efforts are needed to coordinate with various agencies and stakeholders to determine routes and connections toward Leslie, Springport and Eaton County.

A map of the above priorities is shown below in **Figure X:**



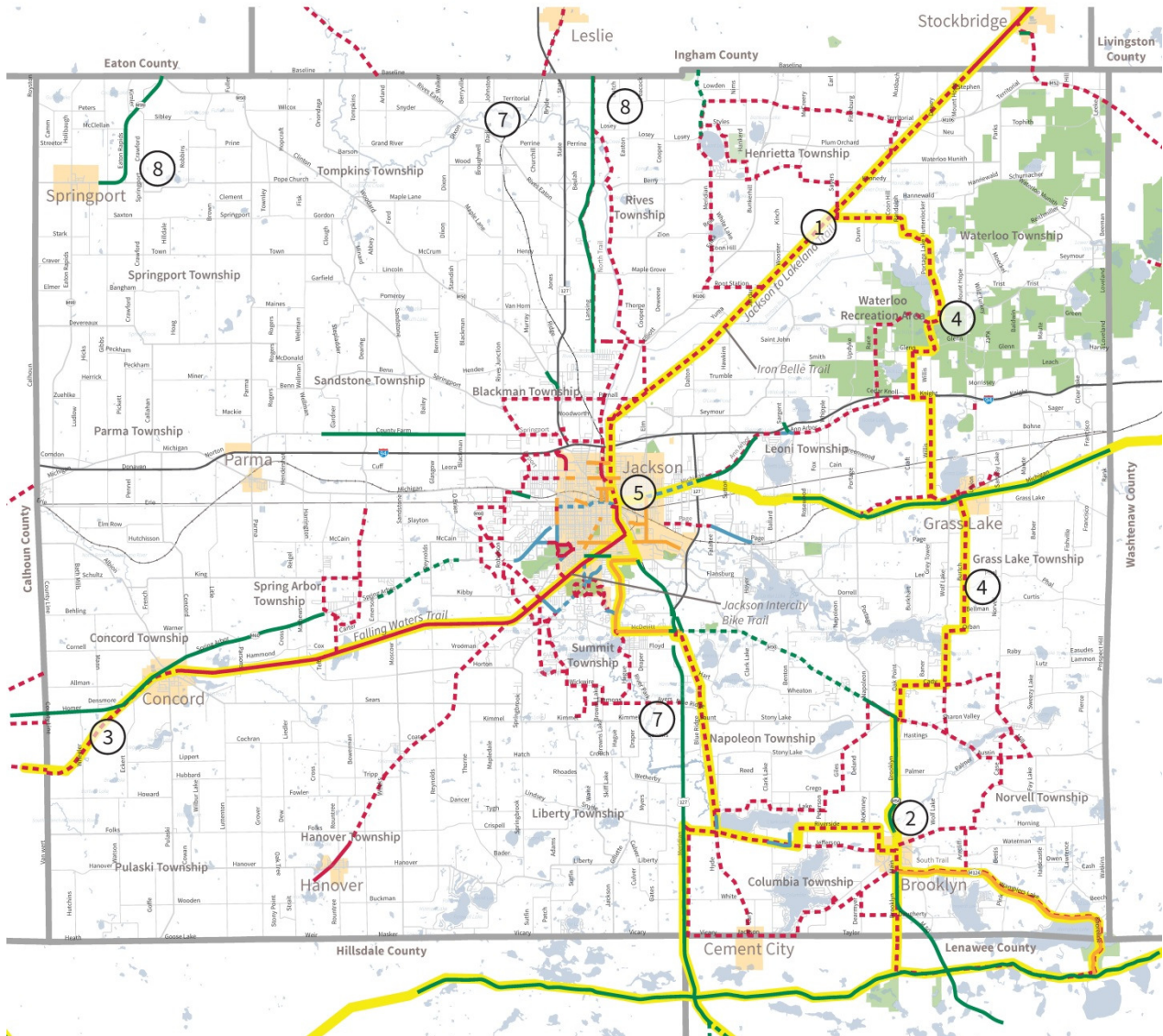


# Jackson County

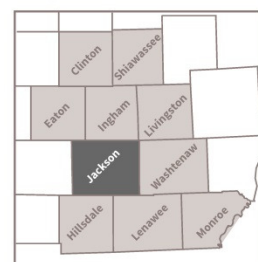
## LEGEND

SHARED USE PATH  
PAVED SHOULDER - GREATER THAN 4 FT. WIDE  
SIDE PATH  
BIKE LANE  
PROPOSED REGIONAL CORRIDOR  
KEYS TO TEXT DESCRIPTION OF PRIORITIES  
IN MASTER PLAN

EXISTING PROPOSED



**MDOT University Region  
Non-Motorized Plan**  
Proposed Regional Corridors  
June 2015



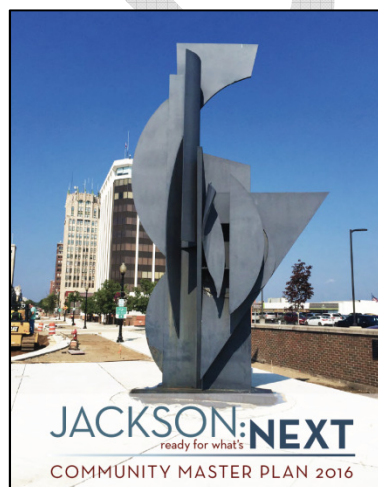
## City, Township and Village Plans

### *City of Jackson "Jackson: Ready for What's Next" Community Master Plan (2016)*

The Jackson Community Master Plan is meant to provide a framework for redevelopment, community vitality, neighborhood stability, and preservation of core community assets. The plan is comprehensive, covering city-wide issues related to demographics, land use, economics, assets and other topics. Section 3 of the Plan discusses the City's transportation network and aspirations. Although the current transportation network is described as biased toward automobiles, in 2006 the City of Jackson, Jackson County Planning Commission / Metropolitan Planning Organization, Jackson County Road Commission, and Region 2 Planning Commission adopted nearly identical Complete Streets resolutions. The resolutions called for including bicycling and walking in routine transportation planning, design, construction, maintenance, and operation.

Regarding transportation, the Plan proposes:

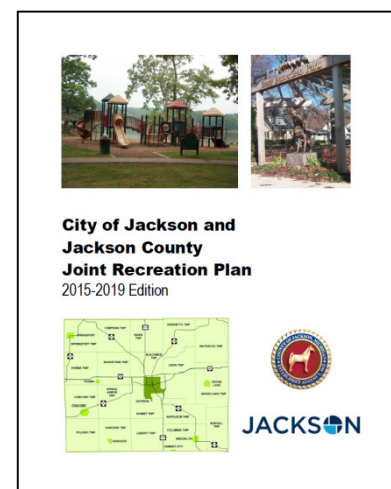
- Creating complete streets within the City to encourage non-motorized transportation. The plan offers a "Kit of Parts" with various street enhancement options to accomplish roadway improvements.
- Bridging network gaps, especially for pedestrians, bicyclists and transit users.



### *City of Jackson and Jackson County Joint Recreation Plan, 2015-2019 Edition*

The Joint Recreation Plan includes "Nontraditional recreation opportunities such as historic districts/structures and shopping opportunities are catalogued, as well as traditional parks and recreation facilities." The plan notes that, according to the Michigan Transportation Fund Act (Act 51), "a reasonable amount, but not less than 1% of" funds allocated to the state or a local jurisdiction "shall be expended for construction or improvement of non-motorized transportation services and facilities." Identified traditional and non-traditional recreational opportunities can be accessed using JATA transit services. Identified non-motorized transportation services facilitate access and egress from the JATA system. The plan notes that most Jackson streets have sidewalks and identifies the downtown areas of Brooklyn, Concord, Grass Lake, Hanover, Jackson, Michigan Center, Napoleon, Parma, and Spring Arbor and non-traditional recreation areas for shopping and cultural activities.

The plan identifies destination-based bike routes in the city and county, as well as shared-use trails (existing and planned). These include existing trails noted in the 2002 Jackson County Regional Trailway Study:





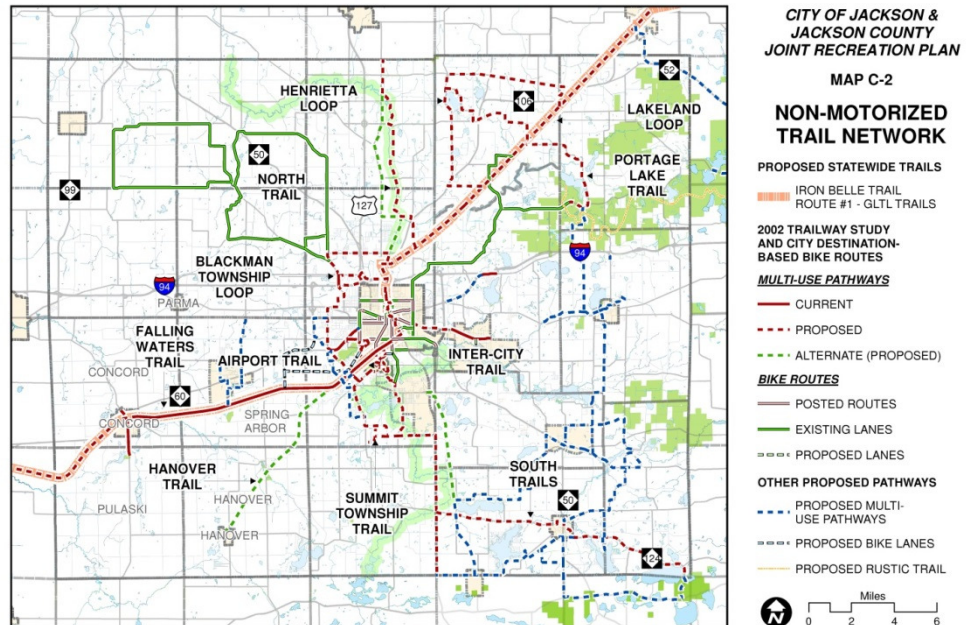
- Lakelands Trail – 15.4 miles
- Henrietta Loop – 19.9 miles
- Portage Lake Trail – 6.5 miles
- North Trail – 7.6 miles
- Blackman Township Loop – 8.0 miles
- Inter-City Trail – 7.5 miles
- Airport Trail – 5.5 miles
- Falling Waters Trail – 11.5 miles (subsequently extended to meet the Inter-City Trail)
- Hanover Trail – 8.9 miles
- Summit Township Loop – 7.2 miles
- Ella Sharp Park Trail and Cascades Park – 4.4 miles
- South Trail – 19.5 miles, connection to existing trail on Page Avenue (0.3 miles)

Proposed trails identified include:

- Heart of the Lakes Area: non-motorized pathways designed to supplement the South Trail in the Village of Brooklyn and the townships of Columbia, Napoleon, and Norvell.
- Grass Lake Area: non-motorized pathways within Grass Lake Township and the Village of Grass Lake, with planned connections to Leoni Township, the Heart of the Lakes Area, and the other trails;
- Leoni Township: boardwalk/shared use path along Michigan Avenue extending to the Grass Lake Area and a shared-use path along Ann Arbor Road;
- Village of Concord: extension of the Falling Waters Trail westward to Norman Gottschalk Park and southward to Swains Lake County Park;
- Summit Township: connections between the existing trail network and the proposed the Falling Waters Trail; and

- Inter-City Trail/Falling Waters Trail corridor and proposed extension of the Lakeland Trail: segments of the proposed Great Lake-to-Lake Trails.

The Joint Recreation Plan vision includes extending the Lakelands Trail 10-12 miles to the Falling Waters/Inter-City Trail Corridor. It also proposes a “trail loop” in

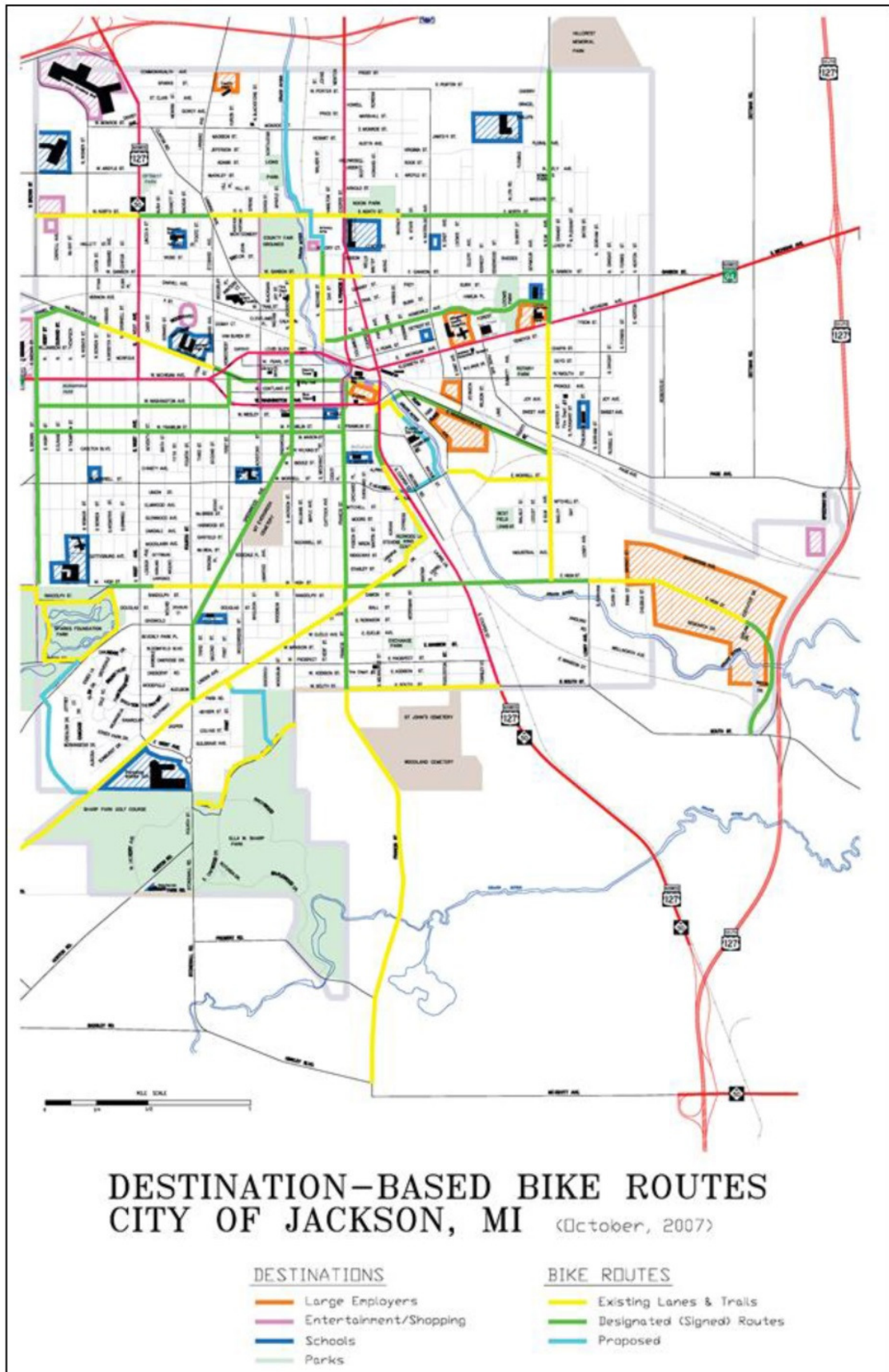


partnership with Summit Township, which would connect the Inter-City Trail with the Falling Waters Trail by way of the Weatherwax Trail.

Figures X and Y show the existing and proposed trail and bikeway networks in the county and city, respectively.

Figure Y: City of Jackson Destination-Based Bike Routes (as of October 2007)

Figure X: Jackson City and County Existing and Proposed Non-Motorized Network

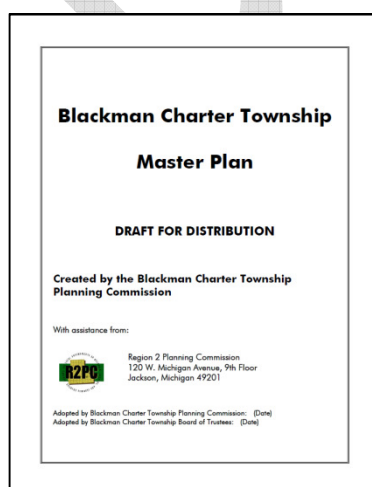


### Blackman Township Draft Master Plan

Blackman Charter Township is located in the north-central portion of Jackson County. The Township is surrounded by Rives Township to the north, Sandstone Township to the west, Leoni and Henrietta townships to the east, and the City of Jackson and Summit Township to the south. Part of JATA Route #7 is subsidized by and runs through part of the Township.

The Township last updated their Master Plan in 2012. The existing master plan touches on non-motorized transportation and access considerations for pedestrians and older adults. The only reference to public transit is in the section discussing the growing age of the Township's population, and recognizing that transit and safe streets allow for aging in place, and the benefits of co-locating senior housing with transportation facilities.

The Plan's "Transportation Goals, Objectives, and Strategies," section references goals to "Ensure an efficient and safe transportation system" as well as partnering "with neighboring jurisdictions, the Jackson County Road Commission, and the Michigan Department of Transportation to work toward regional traffic management solutions." Emphasis is placed on comprehensive pedestrian access in new developments. A separate "Parks and Recreation" section discusses trail development for recreation as well as for transportation. Extension of the Lakelands Trail system and connections to trails from population centers in Blackman Township is discussed.



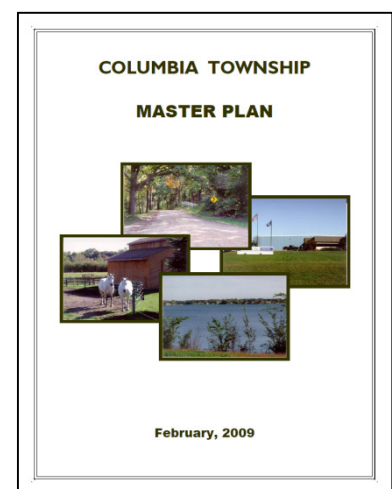
### Columbia Township Master Plan (2009)

Columbia Township is located in the southeastern quarter of Jackson County. The Township is surrounded by the Napoleon Township to the north, Woodstock and Cambridge townships (Lenawee County) to the south, Liberty Township to the west, and Norvell Township to the east.

The Columbia Township Master Plan consists of policies that address future land use and development. The Plan is a flexible document that has been designed and intended to change as the community changes. The Township adopted its current Master Plan in early 2009. The existing plan references the transit and non-motorized network in the following ways:

In February, 2004 Columbia Township distributed an opinion survey to over 1,100 homes in the township. The primary purpose of the survey was to provide the Columbia Township Planning Commission with an understanding of public sentiment regarding quality of life and land use issues. However, the survey also served other purposes.

A question regarding the quality of roadways received the highest response rate - roads are a public feature that nearly all residents use. The lowest response rate went to public transportation facilities, which have seeming low utilization by township residents.





### Concord Area Master Plan (2014)

Concord Township is located in the southwestern Jackson County, approximately nine miles southwest of the City of Jackson. The City of Albion is also situated nearby to the west. The Village of Concord is located in the south-central portion of the Township along Michigan Highway 60 (M-60). The Township is bordered on the north by Parma Township, on the east by Spring Arbor Township, on the south by Pulaski Township, and on the west by Albion Township. The population of Concord Township was 2,723 in 2010, according to the U.S. Census. Roughly one-third of this population lived within the Village of Concord (1,050) according to the same census. The Township adopted its current Master Plan in the spring of 2014.

The Plan dedicates a goal to “Create and Maintain an Integrated Transportation System,” and references improving facilities for vehicles, pedestrians and bicyclists; the Plan does not mention public transit. The document particularly mentions extending the Falling Waters Trail and the sidewalk and on-street non-motorized networks as ways to achieve further transportation integration. In a community planning survey associated with the Master Plan, 70% of Township residents responded positively to developing and improving non-motorized pathways.

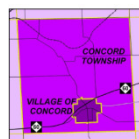
Approximately seven (7) miles of the Norfolk Southern Railway dips into the northern third of Concord Township. The facility is utilized to transport freight. The railroad is also utilized as part of AMTRAK’s Wolverine Line, connecting the metropolitan areas of Detroit and Chicago as well as Jackson and other select communities along the way.

### Grass Lake Charter Township Master Plan (2016)

Grass Lake Charter Township is located in eastern Jackson County. It is surrounded by Leoni Township to the west, Waterloo Township to the north, Norvell Township to the south, Napoleon Township to the southwest, and Washtenaw County to the east. The current Township Master Plan was adopted in December of 2016. Although the Plan does not discuss public transit, there is ample support for non-motorized transportation.

Grass Lake Township is working with Chelsea, Dexter, Manchester and Stockbridge, in partnership with the 5 Healthy Towns Foundation to create a wellness plan. The initiative is described as “A ground breaking, innovative project that involves planning and funding of a communitywide wellness plan. The goal of 5H is to create the healthiest five communities in the Midwest.” The planning and construction of the proposed Knight Wellness Fitness Center and a non-motorized trail to Chelsea are a result of this initiative.

An active railroad also traverses Grass Lake Township. The right-of-way is owned and maintained by the Michigan Department of Transportation (MDOT). Amtrak utilizes the railroad for passenger service between Detroit and Chicago. Norfolk Southern transports freight on the railroad.



Concord Area  
Master Plan  
2014 Edition



Grass Lake Charter  
Township Master Plan  
2016 Edition  
Adopted December 13, 2016

The Grass Lake Charter Township Planning Commission sought input from the general public regarding the 2016 edition of the *Grass Lake Charter Township Master Plan* during the fall of 2015 and the winter of 2016. In asking about the best locations for non-motorized facilities, facilities to/from schools were identified by 83.2% of respondents. There was also support for non-motorized facilities in residential/commercial areas and along major roads. A non-motorized link between Grass Lake and Chelsea was identified by 46.4% of respondents. Additionally, a majority of respondents reported they would be willing to support a millage to further develop and maintain parks and trails.

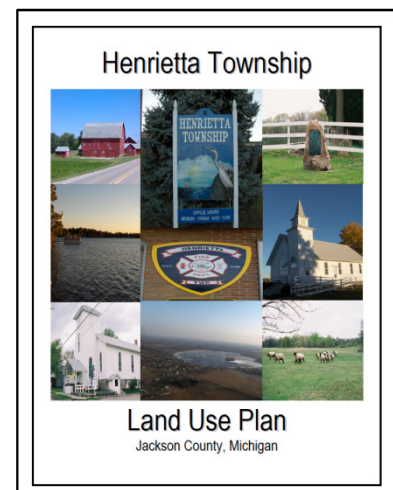
When prompted for additional issues the Township should address, some respondents mentioned aging in place and availability of public transit, as evidenced in the following survey comments:

- “I would like to have public transportation available in Grass Lake, in particular that would connect with locations in Washtenaw County.”
- “Can't emphasize enough the need for senior housing. Currently (I for one) am contemplating moving out of area because of no senior housing facilities with access to transportation within township when I will no longer be driving a vehicle.”

### *Henrietta Township Master Plan*

Henrietta Township is located in the very northern and central portion of Jackson County. It is surrounded by Waterloo Township to the east, Leoni Township to the south, Blackman Township to the southwest, Rives Township to the west, and Ingham County to the north. The current Township Master Plan was adopted in 2014.

While the Plan references a goal to “Create a transportation network which facilitates safe, efficient movement of vehicles and pedestrians while protecting and preserving sensitive environmental areas throughout the Township,” it does not specifically mention public transportation. Support for this and other Plan goals suggest promoting non-motorized transportation through “rural bikeway routes” and “along public right-of-ways.” A section on “Community Recreation” recognizes the need for strengthening neighborhoods through walkable commercial areas and parks.



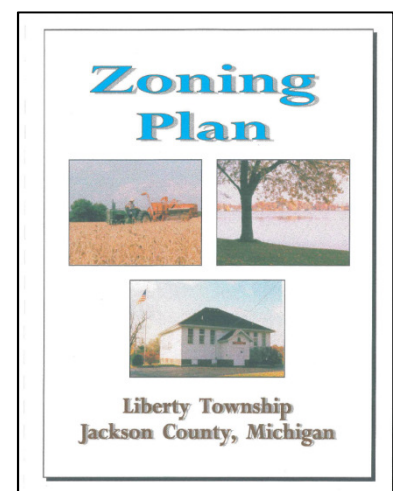
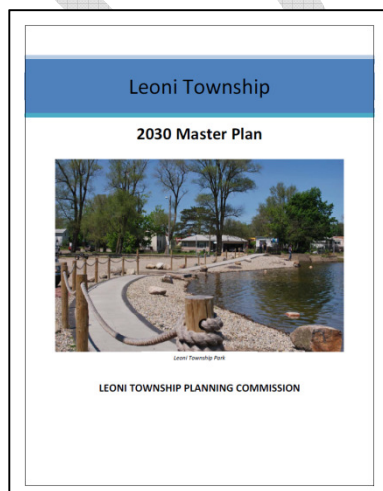
### *Leoni Township Master Plan (2012)*

Leoni Township is located in east-central Jackson County in south central Lower Michigan. The township abuts Henrietta Township which is located to the north, Napoleon Township to the south, Grass Lake and Waterloo townships to the east, and the City of Jackson, Summit and Blackman townships to the west. At 49.1 square miles, or approximately 31,400 acres, Leoni Township is the largest local unit of government in Jackson County. The existing Township Master Plan was adopted by the Township Board in December of 2012.

The Plan emphasizes safe street conditions and improvements to pedestrian and bicycle infrastructure without specifically mentioning public transit. In a community survey distributed as part of the planning process, 86% of respondents felt that sidewalks should be mandatory in new developments. The Plan does mention the importance and growth of Amtrak services, as well as the proximity and increasing relevance of the Jackson Amtrak Station.

### *Liberty Zoning Plan (1996)*

Liberty Township is located in south central Jackson County. It is bordered on the east by Columbia Township, Napoleon Township on the northeast, Summit Township to the North, and Hanover Township to the west and is bordered by Hillsdale County on the south. The original plan for Liberty Township was developed in 1975 and was last updated in 1996. The existing plan does not reference the transit and non-motorized network in any significant way.



### *Napoleon Township Master Plan (2012)*

Napoleon Township is located in southeastern Jackson County. It is bordered on the east by Norvell Township, to the northeast is Grass Lake Township, Leoni Township to the north, Summit Township to the west, Liberty Township to the Southwest, and Columbia Township is situated just south of Napoleon Township. The Jackson Urbanized Area (as defined by the 2010 US Census) extends into the northwestern portion of the township. The “village” of Napoleon, although unincorporated, was and is the core of Napoleon Township. The existing Master Plan was adopted in 2012 by both the Township Board and the Planning Commission.

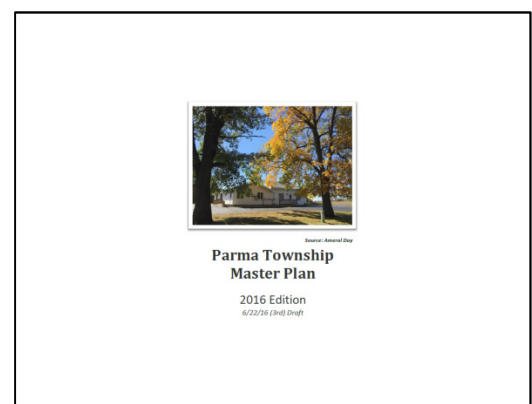
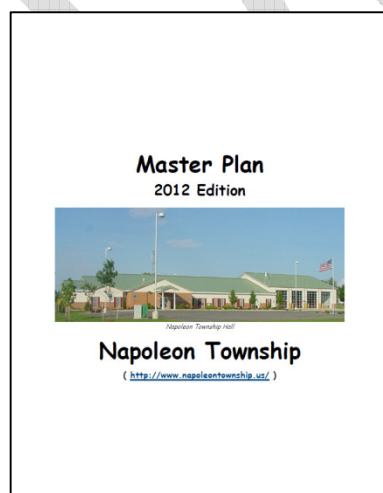
The Plan supports non-motorized transportation and the addition of new non-motorized trails and sidewalks, as well as complete streets. Other than supporting a complete streets goal, the Plan does not specifically mention public transit.

### *Parma Township Master Plan (2016)*

Parma Township is located in northwestern Jackson County, west of the City of Jackson. Parma Township is just south of Springport Township, just east of Calhoun County, directly north of Concord Township, and west of Sandstone Township. Parma Township formerly known as Groveland, includes the Village of Parma. The current Master Plan is in draft form as of 2016.

While the Plan’s “Transportation and Roads” goal mentions efficient and safe vehicular travel and opportunities for walking and bicycling, it does not specifically mention public transportation.

A railroad traverses the southeast corner of the Township, including the Village of Parma. The right-of-way is owned by the Michigan Department of Transportation. Norfolk Southern runs freight on the railroad and AMTRAK provides passenger service.



### *Spring Arbor Township Master Plan (2012)*

Spring Arbor Township is located in the southwestern Jackson County, approximately seven miles southwest of the City of Jackson. The unincorporated village of Spring Arbor is located west of the center of the Township along Michigan Highway 60 (M-60). The Township is bordered on the north by Sandstone Township, on the east by Summit Township, on the south by Hanover Township, and on the west by Concord Township. The population of Spring Arbor Township was 8,267 in 2010, according to the U.S. Census. It is estimated that approximately 32% of township residents were enrolled in school in between 2006 and 2010. Of the 2,616 students, 39% were enrolled in college or graduate school. Many of them were undoubtedly Spring Arbor University students. The Township's existing Master Plan was adopted in September of 2012. The existing plan references to the Falling Waters Trail as well as non-motorized pathways and sidewalks:

#### Falling Waters Trail

Located on the old Michigan Central Railroad bed, the 10.5 mile non-motorized linear park runs eastward from the Village of Concord and connects with Jackson's Inter-City Trail. In time, the Falling Waters Trail will be a segment of Route 1 of the Great Lake-to-Lake Trails. Trailhead parking and a restroom are adjacent to the Lime Lake County Park.

#### Non-motorized pathways and sidewalks

Many college students and other residents also walk, run and/or bicycle along Township roadways. Currently the number of streets with sidewalks is inadequate. Accordingly, improved pedestrian and bicycle access to local schools and parks is needed, as promoted in the current editions of the Jackson County Regional Trailway Study and the City of Jackson and Jackson County Joint Recreation Plan. The Township shall encourage sidewalks, bike lanes, and off-road non-motorized pathways in all appropriate areas of the municipality, including the development of a pathway to link the Falling Waters Trail with M-60. These projects will require that the Township collaborate with Spring Arbor University, the Western School District, and Jackson County. Safe pedestrian crossings across M-60 should also be considered.

Livability and natural resource protection oriented goals are supported by Plan objectives that include

development of pedestrian and bike paths, creation of sidewalks for safe walking, and compact/clustered residential housing to preserve the natural environment. Another goal to encourage improved commercial uses states an objective to adequately buffer conflicting uses, such as road right-of-way and sidewalks or bike paths.



**Spring Arbor Township  
Master Plan**  
2012 Edition  
*Adopted September, 2012*



### Summit Township Master Plan (2016)

Summit Township is located in central Jackson County. The Jackson Urbanized Area extends into the Township as do the Jackson City limits. Summit Township is surrounded by Blackman Township to the north, Spring Arbor Township to the west, Liberty Township to the south and both Napoleon and Leoni Townships to the east. The current Master Plan was in draft form as of 2016. The Plan references bus service, the airport as well as non-motorized travel:

#### Bus Service

Route #8 of the Jackson Area Transportation Authority extends into Summit Township. The route extends along Francis Street, taking a jog to the east along McDevitt Street and the extending southward along Hague Avenue. The route terminates on the main campus of Jackson College, providing a needed link between the College and the City of Jackson. This bus service provides essential transportation primarily to lower income people such as the elderly, the underemployed, students, and the handicapped.

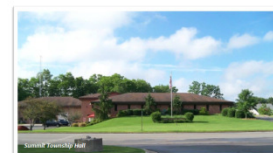
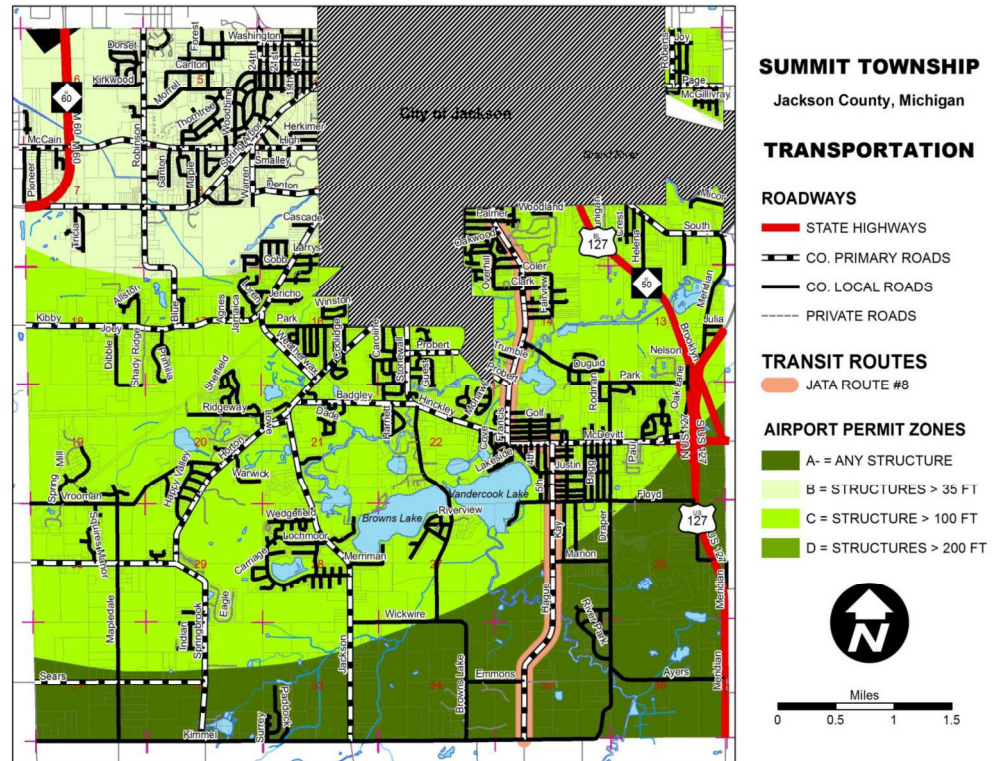
#### Airport

Jackson County Airport (Reynold's Field) extends into the northwest corner of Summit Township, limiting the height of buildings and other structures throughout the Township. Any building or other structure within the airport must receive a permit. Any building or other structure higher than 35 feet in Zone B requires a permit. Any building or other structure higher than 100 feet in Zone C requires a permit. Finally, any building or structure higher than 200 feet in Zone D requires a permit.

#### Non-Motorized Travel

The Falling Waters Trail and the Dr. Martin Luther King, JR., Equity Trail provides a non-motorized connection to

the Village of Concord, the City of Jackson, and other destinations.

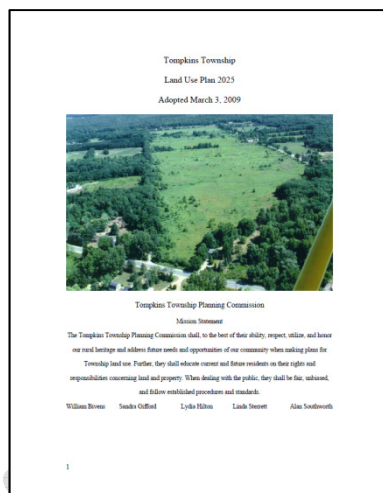


Summit Township  
Master Plan

2016 Edition  
JATA/2016/10/10 Draft

### Tompkins Township Land Use Plan

Tompkins Township is located in the northwestern portion of Jackson County. The Township is bordered on the west by Springport Township, on the north by Onondaga Township in Ingham County, on the east by Rives Township, and on the south by Sandstone Township. The current Land Use Plan was adopted in March of 2009. The Township's Land Use Plan references a goal to preserve "lands which have significant impact on ground water recharge, rare and endangered species, or rural character and aesthetics" in order to provide "a safe and adequate water supply, natural appreciation, and a pleasant and uncongested environment for future generations." The strategy for accomplishing the goal is investigating "intergovernmental cooperation to create linkages among recreation sites."



### Village of Brooklyn 2006-2025 Comprehensive Plan (2006)

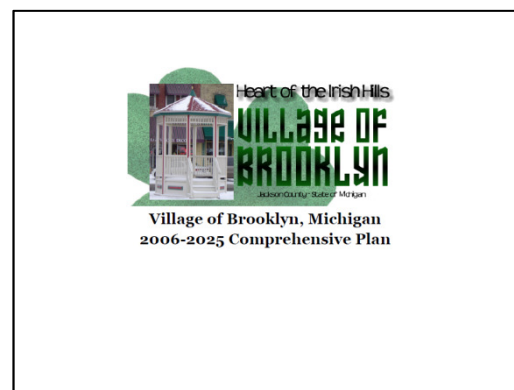
The Village of Brooklyn is part of Columbia Township which is located within Jackson County. This part of Jackson County, along with northwestern Lenawee County and northeastern Hillsdale County, is commonly known as the Irish Hills. Brooklyn has a historic downtown that embraces its founding as a village in 1836. Since that time, the Village has developed and redeveloped as the population has grown. A few structures date back to these early decades and many still remain from the late 1800's and early 1900's. The Village adopted its current Comprehensive Plan in August of 2006.

The Village's Comprehensive Plan references a "Quality of Life Goal" to "Maintain and enhance the quality of life found in the Village of Brooklyn and its relationship to the Heart of the Lakes Area." The plan specifically points out Transportation as an objective of this goal, making mention of facilitating "intergovernmental cooperation in the provision of a multimodal transportation system." Actions related to this objective include:

- Action 9: Actively participate on the Jackson Area Comprehensive Transportation Study (JACTS), the Metropolitan Planning Organization for Greater Jackson and Jackson County.
- Action 12: Explore the establishment of a carpool matching service or other community service by the 3rd quarter of fiscal year 2008-2009.
- Action 13: Develop a Non-motorized plan by the end of the 2nd quarter of fiscal year 2008-2009. The Plan will:
  - Upgrade the sidewalk system by making repairs, filling in gaps, providing new facilities, making it ADA accessible, and reviewing village policy.
  - Explore the establishment of a regional trail network that augments the Village's sidewalk system (i.e., MIS trail and other possible trails.)

The Plan additionally notes that the Village is served by an incomplete sidewalk network. Many destinations within the Village can only be accessed by foot if the pedestrian is very determined and does not mind walking cross-country or in the street.

When asked what kind of recreational facilities residents wanted as part of the Plan process, the largest number of respondents wanted hiking and biking trails (Figure X).



### *Village of Grass Lake Master Plan (2003)*

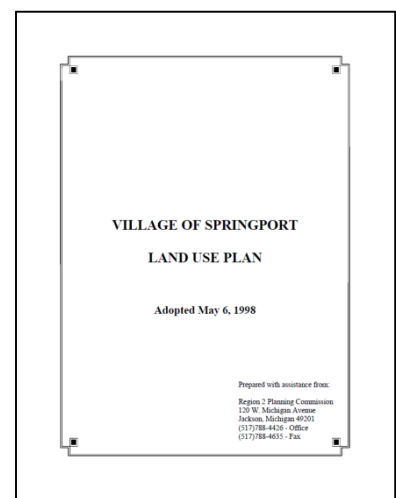
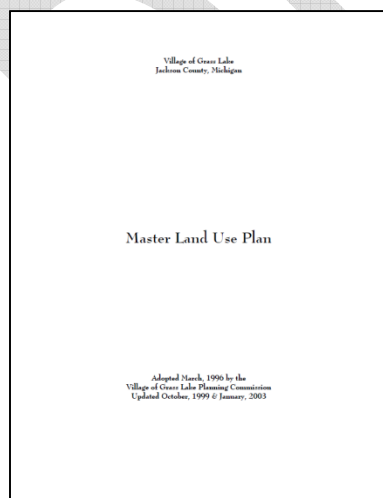
Located in eastern Jackson County within Grass Lake Township, the Village of Grass Lake is surrounded by Leoni Township to the west, Waterloo Township to the north, Norvell Township to the south, Napoleon Township to the southwest, and Washtenaw County to the east.

The existing Village Master Plan was originally adopted in 1996 and was updated most recently in 2003. Although there are limited references to public transportation, Amtrak service and train travel is referenced briefly in the plan, saying “Amtrak provides access to its trains at its Jackson and Ann Arbor stations. This railway gives access to cities along the line to Detroit and Chicago, with connections to other destinations from these stations.”

### *Village of Springport Land Use Plan (1998)*

The Village of Springport is located in Springport Township which is in the northwest corner of Jackson County. It borders Ingham County to the north, Calhoun County to the west, Parma Township to the south and Tompkins Township to the east.

The current plan was adopted in May of 1998. The existing plan references a goal of “Cooperative sharing of municipal facilities and services,” with the objective of identifying services, facilities or programs where “joint administration and expenditures are feasible and desirable.” The plan also references a “Circulation” goal, with the objective of accommodating “alternative means of transportation (public, bicycle, pedestrian).”

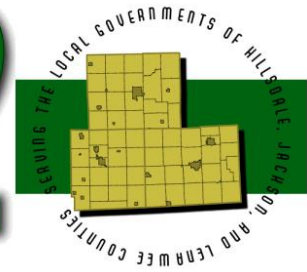


#### 4. Conclusion

Although the Jackson Area plans reviewed in this report almost universally support non-motorized trails, aging in place, and safe transportation infrastructure, they largely leave out issues of public transportation. For some reason community planning in the area is not incorporating this important piece of sustainable growth and helpful amenity for residents who are older or transit-dependent.

In determining the best ways to meet unmet transit needs throughout the County, it will be helpful to work with area municipalities on shared goals identified in many of these plans - such as connecting area destinations or assisting with aging in place.

# Region 2 Planning Commission



## JACTS MEMORANDUM

TO: JACTS Technical Advisory and Policy Committees

FROM: Steven Duke  
Executive Director

DATE: June 2, 2017

SUBJECT: Approval of JACTS FY 2018 Urban Transportation Unified Work Program (UWP)

Staff has prepared the Jackson Area Comprehensive Transportation Study (JACTS) FY 2018 Unified Work Program (UWP) and budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018. The primary focus areas that staff will be working on during FY 2018 include the preparation and approval of the 2045 Long Range Transportation Plan and the development of performance measures and targets to gauge project effectiveness. We will also be working with consultants to complete a transit service analysis study for the Jackson Area Transit Authority and the completion of an updated Non-Motorized Transportation Plan for Jackson County.

Staff has programmed \$268,565 in Federal Highway Administration (FHWA) funds to complete the tasks outlined in the work program. The required local matching funds will be provided by the City of Jackson Engineering Department, the Jackson County Department of Transportation, and the Jackson Area Transportation Authority.

**APPROVAL** is hereby requested for the proposed JACTS FY 2018 UWP and authorization is requested for the R2PC Chair and Executive Director to sign the MDOT project agreement for receipt of the FHWA/FTA funds as described above.



# FY 2018 Urban Transportation Planning Unified Work Program

## *JACTS*

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### Jackson Area Comprehensive Transportation Study

The preparation of this report was financed jointly through funds provided by the Federal Highway Administration and Member Units of Government of the Region 2 Planning Commission. The opinions, findings, and conclusions included in this document are those of the Region 2 Planning Commission, who is responsible for the facts and accuracy of the data presented herein. The contents do not necessarily reflect the official view or policies of the aforementioned governments, departments or entities. This document does not constitute a standard, specification, or regulation.

Prepared under the direction of:

Steven M. Duke, Executive Director  
Region 2 Planning Commission  
Jackson County Tower Building  
120 W. Michigan Avenue, 9th Floor  
Jackson, MI 49201



October 1, 2017 – September 30, 2018

## JACKSON AREA COMPREHENSIVE TRANSPORTATION STUDY

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 City of Jackson  
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 Blackman Charter Township  
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 Michigan Department of Transportation  
 Leoni Township  
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#### ***Representing***

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 Jackson Area Transportation Authority  
 City of Jackson - Engineering Department  
 Region 2 Planning Commission  
 Michigan Department of Transportation  
 Jackson County Department of Transportation  
 Jackson Department of Public Works  
 MDOT - University Region  
 Jackson County Airport  
 Federal Highway Administration  
 Jackson County Department of Transportation  
 Blackman Charter Township  
 The Enterprise Group  
 City of Jackson – Engineering Department

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### REGION 2 PLANNING COMMISSION STAFF

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 LaTasha Thompson

Executive Director  
 Principal Planner  
 Principal Planner  
 Associate Planner  
 Executive Secretary  
 Senior Planner  
 Accountant

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## INTRODUCTION

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Every metropolitan area with a population greater than 50,000, as a condition of the receipt of federal highway and transit funding, is required to have a transportation planning process. Required by this process is the development of a long-range transportation plan, a short-range Transportation Improvement Program (TIP), outreach and notification to low-income and minority populations, and a Unified Work Program (UWP) which includes other planning and project development activities to address transportation issues in the study area.

The purpose of the UWP is to describe, in one document, all of the transportation and supporting planning activities anticipated to be carried out by the Jackson Area Comprehensive Transportation Study (JACTS) during the program period October 1, 2017 - September 30, 2018. The UWP is developed annually and is required by the U. S. Department of Transportation as the basis for federal funding assistance for transportation planning to the state-designated metropolitan planning organizations (MPOs).

The FY 2018 UWP was developed in accordance with the Federal Transportation bill *Fixing America's Surface Transportation (FAST) Act*. This UWP for the Jackson County metropolitan planning area documents the transportation planning and related activities for fiscal year 2018. The objective of the work program is to ensure that a continuing, cooperative and comprehensive approach to planning for transportation needs is maintained and properly coordinated.

As specified in the FAST Act, the JACTS staff shall provide for consideration of projects and tasks in the FY 2018 UWP that address the following planning factors:

- *Support the economic vitality of the metropolitan area, especially by enabling global 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, for people and freight;*
- *Promote efficient system management and operation; and*
- *Emphasize the preservation of the existing transportation system.*

Emphasis areas jointly developed by FHWA-Michigan Division and the Michigan Department of Transportation include having long range transportation plans and short-term programs in place that are transparent to the public, multi-modal in scope, beneficial to the user when implemented and are efficiently managed by staff. Specific goals to support this effort include:

- Implementing performance-based planning for both the state and MPO;
- Promoting the use of technology to facilitate program development and management;
- Strengthening the relationship between land use and transportation in plans.

As the nation develops performance measures and targets, MDOT and the MPOs will work cooperatively to set the targets and implement performance-based planning (PBPP) prior to federally-designated deadlines. Examples of implementation may include:

- Staying engaged in national and Michigan initiatives discussions and providing comments during comment periods
- Participate in national and Michigan PBPP training opportunities
- Incorporate PBPP measures and targets into goals and objectives
- Incorporate expected benefit of projects in TIPs and LRTPs and identify how they will contribute to accomplishing performance measures
- Inventorying data and identifying data needs
- Complete and/or revisit PBPP Self-Assessment
- Implement the PBPP Peer Exchange Action Plan:
  - MPOs will work cooperatively and collaboratively with MDOT and the Statewide Congestion Management Group (SCMG) to provide information that they currently perform for congestion analysis; provide timely feedback on products and processes developed as part of the SCMG; work with MDOT in the review of draft proposed rules for System Performance when they become available to provide comments and feedback on the processes; and, to work with MDOT in the development of a pavement condition performance measure target for the NHS

In developing the FY 2018 UWP, staff has strived to accomplish the following:

- Prevent a duplication of efforts;
- Incorporate public involvement;
- Maintain and encourage intergovernmental coordination;
- Improve and maintain the MPO/MDOT relationship;
- Encourage intermodal planning and coordination; and
- Incorporate these activities into long-range comprehensive planning.

## SUMMARY OF PROGRAM ACTIVITIES

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The FY 2018 UWP for the Jackson County metropolitan area outlines the transportation planning program activities of JACTS and identifies how the federal, state, and local planning funds will be used to address mandated planning requirements and local issues and priorities. The JACTS UWP contains four (4) major work categories: Data Base Management, Long Range Planning, Short Range Planning, and Program Management.

In FY 2018, the Region 2 Planning Commission (R2PC), as the state-designated Metropolitan Planning Organization (MPO) for the Jackson urbanized area, will continue to maintain the transportation data base and develop improved analytical capabilities for the preparation of transportation planning documents, including the examination of the impact of land use changes on those agencies responsible for transportation.

As with the prior JACTS UWPs, public participation and emphasizing the requirements of Environmental Justice continue to be major components in this year's work program in order to address any concerns about inequities in the distribution of adverse impacts of road and transit projects and the planning process used to develop the projects. Staff will also focus on improving agency consultation efforts and public participation activities. The R2PC website allows JACTS to increase the visibility and availability of committee activities as well as offering the public an opportunity to review and comment on program and planning documents.

In addition, efforts will be made to determine if staff and the MPO are addressing our program goals by incorporating performance measures and targets in the FY 2018 UWP. Initially, performance measures will be identified through the long range planning process. As these performance measures are refined, other products will begin utilizing similar measures. The implementation of performance measures will allow staff to gauge our efforts and successes. The National Performance goals are as follows:

1. Safety – To achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
2. Infrastructure Condition – To maintain the highway infrastructure asset system in a state of good repair.
3. Congestion Reduction – To achieve a significant reduction in congestion on the National Highway System.
4. System Reliability – To improve the efficiency of the surface transportation system.
5. Freight Movement and Economic Vitality – To improve the national freight network, strengthen the ability of rural communities to access the national and international trade markets, and support regional economic development.
6. Environmental Sustainability – To enhance the performance of the transportation system while protecting and enhancing the natural environment.
7. Reduce Project Delivery Delays – to reduce project costs, promote jobs and the economy, and expedite the movement of people and goods, by accelerating project completion

through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices.

In FY 2013, staff, in conjunction with local and state agencies, completed the Jackson area's 2040 Long Range Transportation Plan; and, in FY 2016 staff developed the JACTS FY 2017-2020 Transportation Improvement Program (TIP). In FY 2018 staff will continue to monitor and amend the current TIP as necessary and complete the update of the JACTS LRTP to the horizon year of 2045, which is due in April, 2018. The JACTS committees recognize the need to coordinate transportation planning activities and to identify the impact of improvements on the transportation system as well as other improvements that are proposed, both immediate and long term, which might be affected by the projects selected for implementation in the TIP. The TIP approval process coordinates transportation planning activities and is used to avoid an incremental approach to transportation system improvements.

Other transportation issues to be addressed in the FY 2018 UWP include freight and rail planning and the coordination of intermodal transportation activities and access; environmental stewardship and streamlining; asset management; integration of safety into the planning process; congestion management and the development of traffic congestion relief and prevention activities; non-motorized planning, and the consideration of both livability and sustainability, including climate change issues, in the transportation planning process. For FY 2018, system operational issues must be addressed by working cooperatively with all transportation providers in improving the efficiency of the system. By continuing to improve the coordination and programming of federal, state, and local transportation funds, the result will lead to a more efficient project selection process and thereby an improved transportation network.

The JACTS committees have identified and reviewed a number of important issues in the Jackson metropolitan area. Corridors in the JACTS area have been identified through the long range planning process as operating at, or above, their designed capacity. Staff will continue to monitor these corridors and review alternatives for relieving traffic congestion and/or conflict problems. MDOT, in association with JACTS, will continue working towards implementing the findings of the I-94 Freeway Modernization Study in order to eventually provide additional capacity along a nine-mile segment between M-60 and Sargent Road as well as the reconstruction of seven interchanges.

The JACTS FY 2018 UWP will continue to focus on the collection and refinement of the data necessary to provide the coordination to meet the planning requirements of the FAST Act legislation; the review of corridor deficiencies; identification of general transportation problems and possible solutions, and reduce congestion in order to provide a safe and efficient transportation network.

## **PROGRAM STAFFING AND FUNDING**

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Staffing for the FY 2018 JACTS program will include one (1) full-time Principal Transportation Planner; two (2) full-time staffers performing part-time transportation services; and (1) part-time planner working exclusively on transportation-related activities. The JACTS program will continue to utilize the assistance and efforts of local agency staffs, including the City of Jackson Engineering Department, Jackson County Department of Transportation (JCDOT), and the Jackson Area Transportation Authority (JATA), in order to effectively and efficiently address the federal planning requirements as well as local issues and programs. During the course of the fiscal year, the R2PC reimburses these agencies for services and activities they perform as part of the UWP, including, but not limited to: the collection of asset management data, average annual traffic counts (including HPMS), traffic crash data and tabulation, transit ridership information and surveys, grant assistance, and updates to the transportation network database.

The projected funding for the JACTS FY 2018 Unified Work Program activities includes \$265,565 in Federal Highway Administration (FHWA) Planning (PL) funds. The Asset Management work item is funded entirely with MDOT funds.

The required local matching funds for the UWP are provided by cash contributions provided by the City of Jackson Engineering Department, the Jackson County Department of Transportation (JCDOT) and the Jackson Area Transportation Authority.

## FY 2018 PROJECT DESCRIPTIONS

### DATA BASE MANAGEMENT

### ASSET MANAGEMENT — 3111

#### Objectives:

- *The purpose of this task is to assist in meeting the requirements of P.A. 499 of 2002 which established an Asset Management Council and charges it to develop an asset management process for the State of Michigan.*

#### Methodology:

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 emphasize these tasks to 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 when resources are limited. The activities eligible for TAMC reimbursement include the following:

#### Tasks:

- I. Training Activities
  - A. Attendance at training seminar(s) on the use of Pavement Surface Evaluation and Rating (PASER) and Inventory-based Rating System for unpaved roadways.
  - B. Represent MPO/RPO 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 schedules with Public Act 51 agencies within MPO/RPO'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 approximately one-half of 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 approximately half of any unpaved Federal Aid eligible roadways using the Inventory-based Rating System developed by the Michigan Technological University's Center for Technology and Training.

B. Non-Federal Aid System:

1. The RPO/MPO may allocate reimbursements for Non-Federal Aid data collection to Public Act 51 agencies according to the resources available to them in the manner that best reflects the priorities of their area and supports the TAMC work.
2. Coordinate Non-Federal Aid data collection cycles with Public 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 as well as TAMC policy and procedures for collecting Non-Federal Aid data.
4. Participate and perform data collection with Public Act 51 agencies on an as-needed basis for the data collection of Non-Federal Aid roads when requested.

III. Equipment

- A. Ensure rating teams have the necessary tools to complete the federal aid data collection activity by maintaining a laptop compatible with the Laptop Data Collector and Roadsoft programs, a functioning Global Positioning System (GPS) unit, and 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 and Non-Federal Aid Roads.

- C. Monitor and report status of data collection efforts to TAMC Asset Management Coordinator through monthly coordinator calls and/or monthly or 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 Public 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 Public 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:**

- I. PASER data for Federal Aid System submitted to TAMC via the IRT.
- II. PASER data for Non-Federal Aid System submitted to TAMC via the IRT.
- III. Quarterly or monthly activities reports submitted with invoices to TAMC Coordinator.
- IV. Create an Annual Report of Asset Management program activities as well as a summary of annual PASER condition data by local agency, functional classification, and Public Act 51 Legal System; provide links to the Regional Annual Report on agency website and submit copies to TAMC Coordinator by April 1 of each year.



- V. Prepare a draft status report of Public Act 51 agency Asset Management activities and plans within MPO/RPO boundary by September 30 of each year.

### Asset Management Funding \*

	Work Hours	3111 MDOT		SPR	MDOT	Total
		MTF	Local			
<b>R2PC</b>	636	\$42,000	—	—	—	\$42,000
<b>Total</b>	<b>636</b>	<b>\$42,000</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>\$42,000</b>

- \* MPO and RPO asset management activities are funded through the MDOT Asset Management Council with state MTF funds and are therefore not included in the tables at the end of this document.

**DATA BASE MANAGEMENT****DATA MONITORING AND REPORTING — 3131****Objectives:**

- *Assemble and maintain data base sufficient for evaluating and monitoring the efficiency and effectiveness of the transportation system as a whole.*
- *Maintain and monitor the existing data reporting system for the JACTS planning area.*
- *Continue safety planning activities including, but not limited to, monitoring traffic volumes, crash locations and frequency.*
- *Gather any other information required by the FAST Act legislation.*
- *Develop a database for addressing freight issues.*
- *Provide data and measure use of alternative modes of transportation, including but not limited to, public transportation and non-motorized systems.*

**Methodology:**

- Continue to collect, compile, analyze and disseminate socio-economic, land use, transportation/transit information and crash data collected by local jurisdictions or prepared by governmental agencies and forwarded to the MPO for analysis, tabulation, and/or reproduction.
- Review and update system data regarding the development of the area's non-motorized trail system.
- Collect and tabulate data necessary to maintain and update the transportation model.
- Work with local officials and interests to inventory and monitor freight routes and intermodal facilities.
- Enhance and promote face-to-face, telephone, and written contact with other agencies, units of government, and the public.
- Inventory what data is currently being collected and determine what data may be needed to address performance-based planning and target setting.

**Products:**

- Updated traffic volume and crash data.
- Updated HPMS road segment data as needed and requested by MDOT.
- Collection, evaluation, organization, and distribution of transportation-related data.
- Up-to-date files of transportation-related data and information.
- Management system database for pavement, bridges, safety, transit, congestion management, and intermodal as required by federal legislation.

## Data Monitoring and Reporting Funding

	Work Hours	3131 FHWA		SPR	MDOT	Total
		Federal	Local			
<b>R2PC</b>	76	\$5,971	\$1,324	—	—	\$7,295
<b>MDOT</b>	23	—	—	\$1,463	\$366	\$1,829
<b>Total</b>	99	<b>\$5,971</b>	<b>\$1,324</b>	<b>\$1,463</b>	<b>\$366</b>	<b>\$9,124</b>

**DATA BASE MANAGEMENT****TRANSPORTATION DATA MANAGEMENT SYSTEM — 3132****Objectives:**

- *Continue to develop and maintain an extensive database for use in decision-making relative to local and area wide transportation issues.*
- *Improve analytical capabilities and analyze statistical trends in developing projections.*
- *Continue to update the transportation data base.*
- *Collect and submit data items for HPMS in conjunction with MDOT's HPMS coordinator. Staff will review and update the HPMS database sample segments using MDOT supplied spreadsheet that contain only the data items needing to be updated for each sample in the format provided.*

**Methodology:**

- Continue to work with the Jackson County Department of Transportation and the City of Jackson to collect Average Annual Daily Traffic (AADT) volumes on federal-aid eligible roadways within the metropolitan area on an annual basis.
- Enter pertinent transportation data into computer system for efficient storage and easy retrieval. The data base includes traffic volumes, crash data, zonal projections, traffic projections, and transit ridership.
- Provide feedback on REMI social and economic forecasting outputs and assist MDOT in reviewing and allocating data to the statewide traffic analysis zones.
- Continue working with the TransCAD modeling program and allocate time for program education, operation, and maintenance of the transportation model.
- Collect and review public transportation system monitoring data for the JATA fixed route and Reserve-a-Ride demand response service, including, but not limited to, vehicle operations, ridership, and financial information.
- Provide support to MDOT in the cross 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 Highway Performance Monitoring System (HPMS), Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP21), and Fixing America's Surface Transportation (FAST) Act.

Support is defined as (but not limited to):

Outreach

Training and education

Data coordination with Local agencies

Data compilation

Data load, transfer, and/or reporting (Conduit between local agencies and MDOT/FHWA)

MAP-21 and the 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 a required inventory of extensive roadway features and traffic data elements important to safety management, analysis, and decision making.

**Products:**

- Transportation Data Base Management System.
- A safety profile that is continuously updated and maintained.
- A geographic information system that contains necessary data layers (i.e. traffic counts, traffic analysis zones, roadway capacities, transit routes, pavement conditions, functional classifications) that is continuously monitored and updated to conduct necessary analyses.
- Collect and submit data items for HPMS in conjunction with MDOT's HPMS coordinator. Staff will review and update the HPMS database sample segments using MDOT supplied spreadsheet that contains only the data items needing to be updated for each sample in the format provided.
- Non-Trunkline Federal-Aid Program – staff will provide support to the NFTA in the cross-agency coordination effort of gathering existing traffic count data on the non-trunkline federal aid roads.
- Public transportation status reports.
- Various data monitoring and analysis reports.

**Transportation Data Management System Funding**

	Work Hours	3132 FHWA		SPR	MDOT	Total
		Federal	Local			
<b>R2PC</b>	666	\$59,981	\$13,301	—	—	\$73,282
<b>MDOT</b>	107	—	—	\$8,781	\$2,195	\$10,976
<b>Total</b>	<b>773</b>	<b>\$59,981</b>	<b>\$13,301</b>	<b>\$8,781</b>	<b>\$2,195</b>	<b>\$84,258</b>

**LONG RANGE PLANNING****LONG RANGE TRANSPORTATION PLAN — 3133****Objectives:**

- *To monitor and maintain the JACTS 2040 Long Range Transportation Plan (LRP). Additional modifications, amendments, and additions to the Plan will be processed as necessary.*
- *To complete an update to the JACTS 2040 Long Range Transportation Plan updating the Plan's 20-year horizon to 2045.*
- *Staff will continue to monitor, identify, and evaluate the transportation needs of the JACTS metropolitan area in order to guide local transportation decisions as currently programmed in the 2040 Long Range Transportation Plan.*
- *To review and/or be a part of ongoing intermodal planning and projects being undertaken by other public or private agencies in order to provide an area-wide perspective in decision-making on choices that effect the metropolitan area's modal development and quality of life.*
- *To continue to address issues of congestion management, job access, safety, operational efficiency (through ITS deployment), and pedestrian and bicycle mobility as they relate to the 2045 Long Range Transportation Plan Update.*
- *To work closely with state and federal transportation partners to further integrate freight and rail planning into the transportation planning process.*
- *Assist the Jackson Area Transportation Authority in analyzing the expansion of existing routes and fleet in order to address future transit needs resulting from area growth and development.*
- *Assist local jurisdictions, as necessary, examine potential traffic impacts resulting from proposed development utilizing the travel demand model.*
- *Continue planning efforts to seek options that support the needs of coordination between future passenger rail initiatives and freight rail operations.*
- *Solicit input from freight stakeholders regarding the process to successfully integrate freight planning into existing transportation planning processes.*
- *Continue to analyze the major issues including the connectivity between transportation modes, safety of non-vehicular transportation alternatives, and the accessibility of existing and future land uses by both vehicular and non-motorized means.*
- *Integrate non-motorized transportation into scenario planning to address livability issues.*
- *Research the federal focus areas of liveability, sustainability, climate change, and greenhouse gas reduction; and, develop strategies for integrating the focus areas into the long range planning process.*
- *Continue working with the Jackson Area Transportation Authority to determine public transit route performance and operation (fixed-route and on-demand service);*

*continue working to identify unmet transit needs; and evaluate future demand for services.*

- *Solicit and document unfunded needs as part of the long range planning effort.*
- *Create a better linkage between land use and transportation including planning and environmental linkages; freight, liveability and climate change.*
- *Continue working with MDOT to update the travel demand forecast model for the 2045 update to the JACTS Long Range Transportation Plan.*
- *Meet the requirements of new performance measure and planning regulations.*
- *Improve documentation and consideration of environmental consultation with outside environmental agencies including federal, state, and local partners.*
- *Consideration of advancing Environmental Justice analysis such as inclusion of accessibility measures.*

### **Methodology:**

- Continue to process amendments to the JACTS 2040 Long Range Transportation Plan.
- In conjunction with MDOT, evaluate, analyze, and update socio-economic, land use, and transportation network data for modeling and planning purposes related to the 2045 update of the JACTS Long Range transportation Plan.
- Complete the update of the LRTP to the horizon year 2045.
- Review and update the Public Participation Plan and ensure compliance with federal and state requirements.
- Address environmental justice concerns by identifying and engaging target populations, including the poor and minorities, in the planning process. Projects programmed to address identified capacity deficiencies will be reviewed to determine if they negatively impact or neglect these populations.
- Review and consider Intelligent Transportation System (ITS) applications for implementation, whenever feasible, to assist in addressing identified capacity deficiencies, traffic flow operations, and safety concerns.
- Coordinate with MDOT and other state and local agencies on current and proposed intermodal initiatives.
- Continue to identify and review potential conflicts between rail and vehicular traffic to increase safe travel through the community.
- The MDOT travel demand model will be used, as needed, to assist local agencies and JACTS staff evaluate potential impacts on the area transportation system resulting from development proposals.
- Develop performance measures and targets to insure that LRTP goals and objectives are being met.
- Work cooperatively with MDOT to more accurately describe investments for the full life of the LRP.

- Create a better linkage between land use and transportation: planning and environmental linkages; livability and climate change.
- Coordinate with MDOT's Statewide Freight Plan and prioritization process.
- Engage in dialogue to program and prioritize freight projects as federal guidance is released.

**Products:**

- JACTS 2040 Long Range Transportation Plan amendments (as necessary).
- Complete and adopt the 2045 Long Range Transportation Plan.
- Continue to update socio-economic and network data for the travel demand model as necessary.
- Work with local planning partners to identify methods for implementing performance based planning provisions such as collecting performance data, selecting and reporting performance targets for the JACTS area, and reporting actual system performance related to the targets.
- Implement the use of scenario planning to develop LRTP update.
- Address any environmental justice-related concerns or projects identified or proposed through the long range transportation planning process.
- Development and adoption of an illustrative list of unfunded projects.
- Transit ridership surveys and related studies.
- Traffic impact report assistance.

**Long Range Transportation Plan Funding**

	<b>Work Hours</b>	<b>3133 FHWA Federal</b>	<b>Local</b>	<b>SPR</b>	<b>MDOT</b>	<b>Total</b>
<b>R2PC</b>	604	\$43,116	\$9,561	—	—	\$52,677
<b>MDOT</b>	28	—	—	\$2,570	\$570	\$3,140
<b>Total</b>	<b>632</b>	<b>\$43,116</b>	<b>\$9,561</b>	<b>\$2,570</b>	<b>\$570</b>	<b>\$55,817</b>



**SHORT-RANGE PLANNING****TSM TECHNICAL ASSISTANCE — 3134****Objectives:**

- *Provide transportation information and short-term planning services to local units of governments for projects not anticipated in the formal work program process.*
- *Maintain a file of current transportation issues.*
- *Maintain staff capability to react to issues and projects which were not anticipated when the work program was formulated.*
- *Review cost-effective asset management procedures for the operation and maintenance of the area's physical inventory and condition assessment.*
- *Assist the City of Jackson, Jackson County Department of Transportation, and the Jackson Area Transportation Authority, and assigned consultants, in reviewing and coordinating any transportation/transit and land use issues and impacts.*
- *Review current needs and plan for the future mobility of bicyclists, pedestrians, and other non-motorized travelers to provide a balanced transportation system that ensures non-motorized travel options which are safe and convenient.*
- *Continue working with MDOT, City of Jackson, Amtrak, and the Jackson Area Transportation Authority to implement the findings of the Jackson Amtrak Intermodal Facility Feasibility Study.*
- *Work with the City of Jackson, JCDOT, the Walkable Communities Coalition, MDOT, and consultants as necessary, with the preparation and implementation of a County-wide Non-motorized Transportation Plan.*
- *Assist Walkable Communities Coalition in meeting their objectives by coordinating the administration of the program.*
- *Insure a regional approach to transportation planning by promoting cooperation and coordination across transit agency, MPO, and state boundaries. To improve the effectiveness of transportation decision making by encouraging MPOs and public transit providers to think beyond traditional borders and adopt a coordinated approach to transportation planning.*
- *Provide access to essential services, as part of the transportation planning process, by identifying transportation connectivity gaps in reviewing essential services (including employment, health care, schools/education, and recreation.)*
- *To assist MDOT in implementing Governor Snyder's "Making Michigan a Great Place to Live Well and Age Well" initiative by addressing any issues associated with improving regional transit mobility.*
- *Ladders of Opportunity (access to essential services) – as part of the transportation planning process, identify transportation connectivity gaps in access to essential services such as housing, employment, health care, schools/education, and recreation).*
- *Promote cooperation and coordination across MPO and State boundaries (where appropriate) to ensure a regional approach to transportation planning.*

**Methodology:**

- Respond to requests for technical assistance and information regarding the transportation planning program.
- Assist local jurisdictions and transportation agencies in identifying and assessing local transportation needs, including assessing the impacts of land use decisions on the area's transportation system.
- Assist local units of government in obtaining grant funds to maintain existing transportation facilities or to build new systems.
- Provide mapping services and other assistance to JATA, as requested.
- Work with local agencies to develop and implement an updated Jackson County Non-motorized Plan identifying The intent of the plan is to continue to improve bicycling and walking conditions and developing a prioritized project list and possible funding sources; therefore, hopefully increasing the number of trips made by non-motorized transportation.
- Develop a coordinated regional transportation planning approach supporting common goals and capitalizes on opportunities related to project delivery, congestion management, safety, freight, livability, and commerce across boundaries.
- Work with FHWA, MDOT, and local agencies to continue implementation of the Regional Intelligent Transportation System (ITS) Architecture.
- Continue working with MDOT, City of Jackson, and JATA, to review plans and secure funding to assist in preserving the historic Jackson Amtrak Station and work towards converting the station into an intermodal transportation facility.
- Continue to develop and upgrade the non-motorized transportation system by encouraging improvements to existing thoroughfares such as pavement marking, shoulder upgrades, and signage.
- Coordinate transit improvements (i.e. bus shelters, vehicle bike racks) to integrate with the city's non-motorized facilities.
- Continue participation on the Jackson Walkable Communities Coalition.
- Continue participation and involvement with the Jackson County Planning Commission to review and discuss land use, planning, and development issues as they relate to the countywide transportation network.
- Act as coordinator and secretary for the Walkable Communities Coalition by preparing and distributing meeting agendas, minutes, and other appropriate information or materials on matters to be addressed during meeting sessions. Appropriate correspondence and meeting record files will be maintained.
- Develop and implement analytical methods to identify gaps in connectivity of the transportation system and develop infrastructure and operational solutions that provide the public, especially the traditionally underserved populations, with adequate access to essential services.
- Work with area transit agencies to document current gaps in addressing regional transit mobility for transit users seeking cross-county/cross-system trips.

- MDOT and MPOs will develop action plans for addressing the highest priority transit needs within each prosperity region and work with transit agencies to narrow the gaps that can be addressed through better coordination.

#### Products:

- Marketing, graphic services, and routing/capital needs analysis to assist JATA with the implementation of public transit activities and programs.
- Action plan detailing how identified safety issues will be addressed in the planning process.
- Grant applications for local communities applying for Transportation Economic Development Funds (TEDF), Transportation Alternatives Program (TAP) Funds, and/or other grant applications as requested.
- Responses to inquiries regarding transit, bicycle/non-motorized pathways, aviation, and rail as appropriate.
- Updated City and County non-motorized route inventory as input for the development of a countywide non-motorized transportation plan.
- Plans for development of an intermodal facility and grant applications to obtain funds for implementation.
- Through regional coordination, MPOs, State DOTs, and RPOs can reduce project delivery times and enhance the efficient use of resources.
- Continue to review and evaluate transit route configurations and address unmet transit needs.
- Continued involvement in the development of plans and programs that impact the transportation network.
- MDOT Regional ITS Architecture and Deployment Plan in Jackson County.
- Easily accessible information for the Fitness Council.
- Assist the Jackson Area Transportation Authority by updating the Section 5310 Coordinated Human Services Public Transportation Plan.
- Creation of a regional Local-Human Service Coordinated Transportation Plan.
- Creation of a statewide action plan to address statewide regional transit issues.
- Creation of an update to the Jackson County Non-motorized Plan (original Plan was completed in 2003).

#### TSM Technical Assistance Funding

	Work Hours	3134 FHWA		SPR	MDOT	Total
		Federal	Local			
<b>R2PC</b>	1,123	\$80,200	\$17,784	—	—	\$97,984
<b>MDOT</b>	54	—	—	\$5,109	\$1,133	\$6,242
<b>Total</b>	<b>1,177</b>	<b>\$80,200</b>	<b>\$17,784</b>	<b>\$5,109</b>	<b>\$1,133</b>	<b>\$104,226</b>

**SHORT-RANGE PLANNING****TSM CORRIDOR STUDIES — 3135****Objectives:**

- *Implement strategies for alleviating traffic congestion within the area's major transportation corridors.*
- *Review and monitor capacity-deficient corridors utilizing an organized, systematic methodology emphasizing a multi-modal TSM approach toward alleviating existing and potential transportation flow problems.*
- *Continue to assist MDOT in the planning and development of the proposed improvements by conducting public/property owner informational meetings, access control meetings, and other outreach activities.*

**Methodology:**

- Study identified deficient corridors to determine short-range, low-cost TSM improvements to promote efficiency and safety. The involvement of property owners along the corridors will be incorporated into the studies.
- Continue work with MDOT and local agencies to develop congestion management goals and TSM strategies to address traffic congestion problems.

**Products:**

- Corridor studies that recommend possible solutions to identified problems.
- Prioritized list of projects for funding from federal, state, or local sources.

**TSM Corridor Studies Funding**

	<b>Work Hours</b>	<b>3135 FHWA</b>		<b>SPR</b>	<b>MDOT</b>	<b>Total</b>
		<b>Federal</b>	<b>Local</b>			
<b>R2PC</b>	22	\$2,357	\$523	—	—	\$2,880
<b>MDOT</b>	—	—	—	—	—	\$0
<b>Total</b>	<b>22</b>	<b>\$2,357</b>	<b>\$523</b>	<b>—</b>	<b>—</b>	<b>\$2,880</b>

**PROGRAM MANAGEMENT****TRANSPORTATION PLANNING COORDINATION — 3136****Objective:**

- *Effectively administer and implement the JACTS urban transportation planning process.*
- *Ensure the coordination of the transportation planning process throughout the metropolitan planning area.*
- *Maintain a proactive public involvement process, emphasizing Title VI and Environmental Justice issues.*
- *Maximize participation in the transportation planning process by policy-makers, local technical staff, general public, and interest groups.*

**Methodology:**

- Review the 3-C (continuing, comprehensive, and cooperative) planning process to assure that the purpose and process of the program is understood.
- Act as coordinator and secretary for the Technical Advisory and Policy Committees by preparing and distributing meeting agendas, minutes, and other appropriate information or materials on matters to be addressed during meeting sessions. Appropriate correspondence and meeting record files will be maintained.
- Follow the guidelines of the Public Participation Plan (PPP), including providing information and data through meeting attendance, contact with news media, agency newsletter and annual report, public contacts, maintenance of mailing list, and other outreach activities as described in the PPP.
- Maintain agency website for the dissemination of transportation information including meeting agendas and minutes; special community outreach meetings; planning documents and reports; and other documents as appropriate.
- Encouraging public participation in the planning process by notifying the general public and local interest groups of proposed activities. Following federal environmental justice guidelines, staff will have an identified strategy for enlisting the targeted (minority and low income) populations in the transportation decision making process. Efforts shall be made to engage organizations representing these target groups through the use of local print and other media. Staff will review procedures to document the concerns raised by these populations as a part of the overall public involvement program and federal Title VI requirements.
- Prepare information and attend all meetings of Region 2 Planning Commission involving transportation matters.
- Attending monthly meetings and annual conference of the Michigan Transportation Planning Association.
- Attend training courses and conferences relevant to UWP tasks.

- Establish a committee of transportation providers and users to begin determining how to make the transportation system more efficient by better understanding how the system is used by all.

**Products:**

- Documented transportation planning coordination efforts resulting in a maximization of participation in the transportation planning process by the JACTS Committees, transportation service and facility providers, general public and the targeted populations.
- Update consultation contact list, as necessary.
- Title VI and DBE Report Submissions.
- Updated documents and procedures, i.e., MOU with MDOT for traffic modeling needs, and other procedures as required by MDOT and/or FHWA.
- Disadvantaged Business Enterprise report bi-annually.
- Stay engaged in National discussions regarding the development of performance-based planning and programming activities.
- Continue discussions and education with committee members and other stakeholders.

**Transportation Planning Coordination Funding**

	<b>Work Hours</b>	<b>3136 FHWA</b>		<b>SPR</b>	<b>MDOT</b>	<b>Total</b>
		<b>Federal</b>	<b>Local</b>			
<b>R2PC</b>	299	\$25,720	\$5,703	—	—	\$31,423
<b>MDOT</b>	154	—	—	\$14,853	\$3,714	\$18,567
<b>Total</b>	<b>4453</b>	<b>\$25,720</b>	<b>\$5,703</b>	<b>\$14,853</b>	<b>\$3,714</b>	<b>\$49,990</b>

**PROGRAM MANAGEMENT****TRANSPORTATION IMPROVEMENT PROGRAM — 3137****Objectives:**

- *To review, prepare, and process amendments and administrative modifications to the JACTS FY 2017-2020 Transportation Improvement Program (TIP) as necessary.*
- *To develop methods to streamline the TIP/STIP development and project prioritization, amendment processes, and ways to reduce the number of amendments.*
- *To implement the web-based e-STIP during the FY 2017-2020 STIP cycle (transition to the new JobNet program).*
- *Continue to streamline the STIP development, project prioritization, and amendment processes to more efficiently deliver the program.*
- *Meet requirements of new performance measure and planning regulations.*

**Methodology:**

- Project priorities and funding amounts in the FY 2017-2020 TIP will be re-evaluated and amended as requested by participating agencies.
- Staff will continue to refine and update the criteria used for project selection and prioritization in order to insure that the proposed transportation improvements are the most efficient and cost effective solution to the identified problems.
- Following federal environmental justice guidelines, staff will identify and actively engage the target population (low income and minorities) in the TIP process.
- Intelligent Transportation System (ITS) applications will be reviewed and considered for implementation whenever feasible to assist in addressing identified capacity deficiencies, traffic flow operations, and safety concerns.
- To seek input and participation by freight stakeholders during the TIP process.
- Review and update the National Functional Classification System as necessary.

**Products:**

- Preparation of amendments and administrative modifications to the FY 2017-2020 Transportation Improvement Program for the JACTS planning area.
- Monitor progress and development of programmed TIP projects; present monthly progress reports at MPO meetings; conduct public project hearings and informational meetings as required; request amendments/administrative adjustments as required for project implementation.
- Staff will update, as necessary, maps that illustrate the concentrated locations of under-represented populations in relation to programmed road and transit projects that may have a negative affect or somehow neglect these populations. Staff will also review the impact of existing and future programmed road projects on transit routes.

- Staff will prepare and make available for public review an annual listing of the projects in which Federal funds have been obligated in the preceding year of the TIP. The listing will be published in the R2PC annual report and be available on-line at the R2PC website.
- National Functional Classification System changes (as necessary)

### Transportation Improvement Program Funding

	Work Hours	3137 FHWA		SPR	MDOT	Total
		Federal	Local			
<b>R2PC</b>	198	\$16,241	\$3,601	—	—	\$19,842
<b>MDOT</b>	168	—	—	\$15,284	\$3,389	\$18,673
<b>Total</b>	<b>366</b>	<b>\$16,241</b>	<b>\$3,601</b>	<b>\$15,284</b>	<b>\$3,389</b>	<b>\$38,515</b>



**PROGRAM MANAGEMENT****PROGRAM MANAGEMENT — 3138****Objectives:**

- *Effectuate a sound, responsive approach to the management of the planning program.*
- *Provide for the administration of the area-wide transportation planning process in accordance with federal and state requirements, and for the technical management over each project included in the UWP.*

**Methodology:**

- Provide quarterly invoices and status reports of transportation planning activities.
- Prepare close-out reports in accordance with requirements in a timely manner.
- Maintain staff professional competence through attendance at training and transportation planning-related conferences.
- Provide local liaison to MDOT, Region 2 Planning Commission, and other transportation groups to ensure coordination.
- Represent the MPO at local, regional, and federal meetings.

**Products:**

- Quarterly financial status and progress reports, agreements, and Final Acceptance Report.
- Program correspondence, strategy, general staff meetings, and coordination with other programs.
- Program-related seminars, workshops, or meetings.
- Participate in any training activities regarding the implementation of performance-based measures.

**Program Management Funding**

	<b>Work Hours</b>	<b>3138 FHWA</b>		<b>SPR</b>	<b>MDOT</b>	<b>Total</b>
		<b>Federal</b>	<b>Local</b>			
<b>R2PC</b>	368	\$30,120	\$6,679	—	—	\$36,799
<b>MDOT</b>	220	—	—	\$14,962	\$3,258	\$18,220
<b>Total</b>	<b>588</b>	<b>\$30,120</b>	<b>\$6,679</b>	<b>\$14,962</b>	<b>\$3,258</b>	<b>\$55,019</b>

**PROGRAM MANAGEMENT****UNIFIED WORK PROGRAM — 3139****Objectives:**

- *Formulate an annual Unified Work Program (UWP) and budget that is responsive to the planning priorities of the metropolitan area as expressed by the Technical Advisory and Policy Committees involved in the planning process; and ensure that work is carried out in a coordinated and technically sound manner.*

**Methodology:**

- Prepare the annual UWP including costs, agency funding responsibilities, estimated staff requirements, and products expected to result from work efforts. When the UWP is completed, it will be submitted for review and approval to the JACTS committees and the R2PC (MPO). Progress in the completion of activities will be periodically monitored to assure successful and timely completion of activities.

**Products:**

- FY 2019 Urban Transportation Planning Unified Work Program.
- Updated Indirect Cost Allocation Plan if necessary.

**Unified Work Program Funding**

	<b>Work Hours</b>	<b>3139 FHWA</b>		<b>SPR</b>	<b>MDOT</b>	<b>Total</b>
		<b>Federal</b>	<b>Local</b>			
<b>R2PC</b>	46	\$4,859	\$1,078	—	—	\$5,937
<b>MDOT</b>	81	—	—	\$6,985	\$1,746	\$8,731
<b>Total</b>	<b>127</b>	<b>\$4,859</b>	<b>\$1,078</b>	<b>\$6,985</b>	<b>\$1,746</b>	<b>\$14,668</b>

**Table 1**  
**FY 2018 Unified Work Program — Summary Budget by Program Activity**

	FHWA – PL			SPR/MDOT	
<b>Program and Program Activities</b>	<b>R2PC</b>	<b>Local Match</b>	<b>Total Cost</b>	<b>Federal</b>	<b>State</b>
<b>Database Management</b>					
Data Monitoring and Reporting	\$5,971	\$1,324	\$7,295	\$1,463	\$366
Transp. Data Management System	\$59,981	\$13,301	\$73,282	\$8,781	\$2,195
Subtotal	\$65,952	\$14,625	\$80,577	\$10,244	\$2,561
<b>Long Range Planning</b>					
Long Range Transportation Plan	\$43,116	\$9,561	\$52,677	\$4,009	\$889
Subtotal	\$43,116	\$9,561	\$52,677	\$4,009	\$889
<b>Short Range Planning</b>					
TSM Technical Assistance	\$80,200	\$17,784	\$97,984	\$9,630	\$2,136
TSM Corridor Studies	\$2,357	\$523	\$2,880	0	0
Subtotal	\$82,557	\$18,307	\$100,864	\$9,630	\$2,136
<b>Program Management</b>					
Transportation Plan. Coordination	\$25,720	\$5,703	\$31,423	\$14,853	\$3,714
Transp. Improvement Program (TIP)	\$16,241	\$3,601	\$19,842	\$15,284	\$3,389
Program Management	\$30,120	\$6,679	\$36,799	\$14,692	\$3,258
Unified Work Program	\$4,859	\$1,078	\$5,937	\$6,985	\$1,746
Subtotal	\$76,940	\$19,058	\$94,001	\$51,814	\$12,107
<b>Total</b>	<b>\$268,565</b>	<b>\$59,554</b>	<b>\$328,119</b>	<b>\$75,698</b>	<b>\$17,693</b>

**Table 2**  
**FY 2018 Transportation Work Program**  
**Staff Requirements and Fund Use**

Program and Program Activities	R2PC		MDOT	
	Total Costs	Hours	Cost	Hours
<b>Data Base Management</b>				
Data Monitoring and Reporting.	\$7,295	76	\$ 1,829	23
Transportation Data Management System	\$73,282	666	\$10,976	107
Subtotal	\$80,577	742	\$12,805	130
<b>Long Range Planning</b>				
Long Range Transportation Plan	\$52,677	632	\$4,898	35
Subtotal	\$52,677	632	\$4,898	35
<b>Short Range Planning</b>				
TSM Technical Assistance	\$97,984	1,123	\$11,766	102
TSM Corridor Studies	\$2,880	22	—	—
Subtotal	\$100,864	1,145	\$11,766	102
<b>Program Management</b>				
Transportation Planning Coordination	\$31,423	299	\$18,567	154
Transportation Improvement Program (TIP)	\$19,842	198	\$18,673	168
Program Management	\$36,799	368	\$17,950	161
Unified Work Program	\$5,937	46	\$ 8,731	81
Subtotal	\$94,001	911	\$63,921	564
<b>Total</b>	<b>\$328,119</b>	<b>3,430</b>	<b>\$93,390</b>	<b>831</b>

**Table 3**  
**Direct and Indirect Costs FY 2018**  
**Region 2 Planning Commission**

	<b>COSTS</b>			
	<b>Total</b>	<b>Less: Direct Unallowable</b>	<b>Indirect</b>	<b>Modified Total Direct</b>
Total Chargeable Salary	\$ 316,047		\$ 91,399	\$ 224,647
Total Benefits	\$ 101,893		\$ 29,467	\$ 72,426
<b>Total Personnel Costs</b>	<b>\$ 417,940</b>		<b>\$ 120,866</b>	<b>\$ 297,073</b>
Supplies	\$ 15,873	-	\$ 6,000	\$ 9,873
CPA Services	\$ 6,500	-	\$ 6,500	-
Legal Services	\$ 4,500	-	\$ 2,500	\$ 2,000
Computer Services	\$ 4,000	-	\$ 1,000	\$ 3,000
Training	\$ 14,000	-	\$ 2,000	\$ 12,000
Telephone	\$ 5,000	-	\$ 4,500	\$ 500
Postage/Shipping	\$ 11,886	-	\$ 1,500	\$ 10,386
Travel	\$ 28,441	-	\$ 6,000	\$ 22,441
Advertising	\$ 5,445	-	\$ 1,000	\$ 4,445
Printing/Copying	\$ 19,084	-	\$ 8,500	\$ 10,584
Insurance	\$ 7,000	-	\$ 7,000	-
Equipment Repair & Maintenance	\$ 3,236	-	\$ 1,000	\$ 2,236
Software licenses/fees	\$ 5,000	-	\$ 4,000	\$ 1,000
Consulting/Contractual	\$ 449,789	\$ 419,789	\$ 30,000	-
Rent	\$ 37,000	-	\$ 37,000	-
Dues, Subscription, Publications	\$ 9,138	-	\$ 3,500	\$ 5,638
Post-Retirement Expense	\$ 5,000	-	\$ 5,000	-
Miscellaneous	\$ 9,015	-	\$ 1,100	\$ 7,915
<b>Total Operating Costs</b>	<b>\$ 639,907</b>	<b>\$ 419,789</b>	<b>\$ 128,100</b>	<b>\$ 92,018</b>
<b>Total</b>	<b>\$ 1,057,847</b>	<b>\$ 419,789</b>	<b>\$ 248,966</b>	<b>\$ 389,091</b>

**Indirect Cost Rate****83.81 %**

$$\text{Indirect Cost Rate} = \frac{\text{Total Indirect Costs } (\$248,966)}{\text{Total Direct Personnel Costs } (\$297,073)}$$

## APPENDIX A

### 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 for Fiscal Year 2018 to establish billing or final indirect costs rates for October 1, 2017 to September 30, 2018 are allowable in accordance with the requirements of the Federal award(s) to which they apply and 2 CFR part 225, Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A 87). 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: Region 2 Planning Commission

Signature: \_\_\_\_\_

Name of Official: Steven M. Duke

Title: Executive Director

Date of Execution: May 11, 2017

## **APPENDIX B**

### **Certification Regarding Lobbying**

#### *Certification for Contracts, Grants, Loans, and Cooperative Agreements*

The undersigned certifies, to the best of his, or her, knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### *Statement for Loan Guarantees and Loan Insurance*

The undersigned states, to the best of his, or her, knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.



Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Steven M. Duke, Executive Director