

FY 2018 Urban Transportation Planning Unified Work Program

JACTS

Jackson Area Comprehensive Transportation Study

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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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Susan Richardson	Senior Planner
LaTasha Thompson	Accountant

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INTRODUCTION

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

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

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			
R2PC	636	\$42,000	—	—	—	\$42,000
Total	636	\$42,000	—	—	—	\$42,000

* 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
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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			
R2PC	76	\$5,971	\$1,324	—	—	\$7,295
MDOT	23	—	—	\$1,463	\$366	\$1,829
Total	99	\$5,971	\$1,324	\$1,463	\$366	\$9,124

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. Facilitate the sharing of hourly traffic count data and coordination of collection locations by the Jackson County Department of Transportation and City of Jackson needed to validate the travel demand model 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 21st 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 HMPS 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			
R2PC	666	\$59,981	\$13,301	—	—	\$73,282
MDOT	107	—	—	\$8,781	\$2,195	\$10,976
Total	773	\$59,981	\$13,301	\$8,781	\$2,195	\$84,258

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.
- Continue to work with MDOT to test capacity project alternatives with the travel demand model and developing a capacity project list.
- 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

	Work Hours	3133 FHWA		SPR	MDOT	Total
		Federal	Local			
R2PC	604	\$43,116	\$9,561	—	—	\$52,677
MDOT	35	—	—	\$4,009	\$889	\$4,898
Total	639	\$43,116	\$9,561	\$4,009	\$889	\$57,575

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			
R2PC	1,123	\$80,200	\$17,784	—	—	\$97,984
MDOT	102	—	—	\$9,630	\$2,136	\$11,766
Total	1,225	\$80,200	\$17,784	\$9,630	\$2,136	\$109,750

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

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

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

	Work Hours	3136 FHWA			MDOT	Total
		Federal	Local	SPR		
R2PC	299	\$25,720	\$5,703	—	—	\$31,423
MDOT	154	—	—	\$14,853	\$3,714	\$18,567
Total	453	\$25,720	\$5,703	\$14,853	\$3,714	\$49,990

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			
R2PC	198	\$16,241	\$3,601	—	—	\$19,842
MDOT	168	—	—	\$15,284	\$3,389	\$18,673
Total	366	\$16,241	\$3,601	\$15,284	\$3,389	\$38,515

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

	Work Hours	3138 FHWA		SPR	MDOT	Total
		Federal	Local			
R2PC	368	\$30,120	\$6,679	—	—	\$36,799
MDOT	161	—	—	\$14,692	\$3,258	\$17,950
Total	529	\$30,120	\$6,679	\$14,692	\$3,258	\$54,749

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

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

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

Program and Program Activities	FHWA – PL		Total Cost	SPR/MDOT	
	R2PC	Local Match		Federal	State
Database Management					
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
Long Range Planning					
Long Range Transportation Plan	\$43,116	\$9,561	\$52,677	\$4,009	\$889
Subtotal	\$43,116	\$9,561	\$52,677	\$4,009	\$889
Short Range Planning					
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
Program Management					
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	\$17,061	\$94,001	\$51,814	\$12,107
Total	\$268,565	\$59,554	\$328,119	\$75,698	\$17,693

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

Program and Program Activities	R2PC		MDOT	
	Total Costs	Hours	Cost	Hours
Data Base Management				
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
Long Range Planning				
Long Range Transportation Plan	\$52,677	632	\$4,898	35
Subtotal	\$52,677	632	\$4,898	35
Short Range Planning				
TSM Technical Assistance	\$97,984	1,123	\$11,766	102
TSM Corridor Studies	\$2,880	22	—	—
Subtotal	\$100,864	1,145	\$11,766	102
Program Management				
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
Total	\$328,119	3,430	\$93,390	831

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

	COSTS			
	Total	Less: Direct Unallowable	Indirect	Modified Total Direct
Total Chargeable Salary	\$ 316,047		\$ 91,399	\$ 224,647
Total Benefits	\$ 101,893		\$ 29,467	\$ 72,426
Total Personnel Costs	\$ 417,940		\$ 120,866	\$ 297,073
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
Total Operating Costs	\$ 639,907	\$ 419,789	\$ 128,100	\$ 92,018
Total	\$ 1,057,847	\$ 419,789	\$ 248,966	\$ 389,091

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