FY 2027 Urban Transportation Planning Unified Work Program

JACTS

JACKSON AREA COMPREHENSIVE TRANSPORTATION STUDY

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Region 2 PLANNING COMMISSION
Serving Hillsdale, Jackson & Lenawee Counties

October 1, 2026 – September 30, 2027

JACKSON AREA COMPREHENSIVE TRANSPORTATION STUDY

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PURPOSE

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 (LRTP), a short-range transportation plan [referred to as a Transportation Improvement Program (TIP)] and a Unified Work Program (UWP). The UWP includes other planning and project development activities to address transportation issues in the study area. Additionally, the Region 2 Planning Commission is required to adhere to a Continuing, Cooperative, and Comprehensive (3C) process to be eligible for Federal transportation funds.

The Fiscal Year (FY) 2027 UWP outlines all of the transportation planning activities and supporting activities that the Jackson Area Comprehensive Transportation Study (JACTS) anticipates to carry out between October 1, 2026 and September 30, 2027. In order for JACTS to receive federal funding for transportation planning activities, it must develop the UWP on an annual basis.

PERFORMANCE-BASED PLANNING AND PROGRAMMING (PBPP)

In 2012, the Federal government passed the Moving Ahead for Progress in the 21st Century (MAP-21) Act, which established a framework to link performance management with decision-making as it relates to federally-funded transportation improvements. MAP-21, which was supplemented by the FAST Act in 2015 and later by the IIJA in 2021, requires state Department of Transportations (DOTs) and Metropolitan Planning Organizations (MPOs) to conduct Performance-Based Planning and Programming (PBPP). The objective of PBPP is to invest resources in projects that help achieve the following seven national goals (23 CFR 490 or [23 USC 150(b)] :

1. Pavement Condition – on the Interstate and Non-Interstate National Highway System (NHS)
2. System Reliability – on the Interstate and Non-Interstate NHS
3. Bridge Condition – on the Interstate and Non-Interstate NHS
4. Fatalities and Serious Injury
    a. Number and Rate per vehicle mile traveled on public roads
    b. Bicycle and Pedestrian Fatalities and Serious Injuries
5. Traffic Congestion

6. On-Road Mobile Source Emissions
7. Freight Movement – on the Interstate System

The Federal Transit Administration was charged with developing a rule establishing a strategic and systematic process of operating, maintaining, and improving public capital assets effectively through their life cycle. The Transit Asset Management Final Rule 49 CFR part 626 became effective October 1, 2016, and established four performance measures. The performance management requirements outlined are a minimum standard for transit operators and involved measuring and monitoring the following:

1. Rolling Stock – vehicles used for providing public transportation, revenue and non-revenue
2. Equipment – articles on non-expendable, tangible property with a useful life of at least one year
3. Facilities – building or structure used in providing public transportation
4. Infrastructure – the underlying framework or structures that support a public transportation system

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 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.

As in previous JACTS UWPs, public participation remains a hallmark of the transportation planning process. Requirements for the JACTS Long Range Transportation Plan (LRTP) and the short-term transportation improvement program (TIP) continue. The JACTS 2050 Long Range Transportation Plan was adopted in December 2023, and addressed the performance measures and targets approved to date by the State of Michigan and JACTS. In FY 2025, JACTS developed and adopted the FY 2026-2029 TIP, developed to continue progress toward addressing established performance targets and include a description of the anticipated achievements.

As specified in the IIJA, JACTS staff shall provide for consideration of projects and tasks in the FY 2027 UWP that address the following planning factors:

- 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;
- Emphasize the preservation of the existing transportation system;
- 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;
- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- Promote efficient system management and operation;
- Encourage the public to become involved in the planning and development of transportation facilities and services;
- Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation; and
- Enhance travel and tourism.

Finally, in developing the FY 2027 UWP, staff will strive 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.

URBAN AREA REVIEW

After the U.S. Census Bureau approves the 2020 ACUB boundaries, MDOT staff will prepare informational materials and meet with each MPO in the state. Contact and meetings may be digital or in person. The NFC Review process will consist of jurisdictional agencies proposing and reviewing National Functional Classification (NFC) revisions to the Act 51 certified public roads within their MPO planning boundary. MDOT staff may request materials such as traffic counts, worksheets, maps, local letters of concurrence, signed resolutions, and Act 51 certifications to process the proposed NFC revisions. The proposed revisions will be reviewed by MDOT staff. If MDOT is in concurrence, the proposals would then be submitted to FHWA for final review.

PLANNING EMPHASIS AREAS (PEAs)

The Michigan Department of Transportation (MDOT) has established Planning Emphasis Areas (PEAs), which are outlined below. R2PC will work to implement the FHWA/FTA and MDOT PEAs to the best of its abilities:

Michigan Department of Transportation PEAs

1. Maintenance of the FY2026-2029 TIP
   - Incorporation of performance-based planning in project selection

- Hold TIP amendment coordination meetings including OPT, region planners, SPS planners, and MPO staff
- Ensure that the public notification for TIP amendments aligns with the MPO's Public Participation Plan

2. Continued involvement and feedback in JobNet application enhancements.

3. Continue to ensure transit projects are accurately shown in the TIP and fiscally constrained, through coordination with local transit agencies and MDOT Office of Passenger Transportation.

4. Clear identification in the UPWP of the utilization of a minimum of 2.5% of PL funds and any additional CPG funds to be utilized at 100% federal on any specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities.

5. Ensure compliance with Transportation Performance Measures (TPM) requirements, including working with MDOT on data needed to identify how the MPO is working to meet adopted targets within the MPO planning area.

6. Draft of next State Long Range Transportation Plan (SLRTP) to be completed by Summer 2026, with anticipated plan adoption in Fall 2026. Continuing coordination and collaboration between MTPs and the SLRTP.

7. MI Travel Counts 4 (MTC4) household Survey collection is wrapping up, reports will be available in Spring 2026. SUTA is coordinating Jackson, Holland, and Muskegon model development with the MTC4 household travel survey. This will require reviewing and approving base year socio-economic data in FY26.

SUMMARY OF PROGRAM ACTIVITIES

The FY 2027 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: Database Management, Long Range Planning, Short Range Planning, and Program Management.

In FY 2027, 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 database 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 program goals by incorporating performance measures and targets in the FY 2027 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.

In FY 2024, staff, in conjunction with local and state agencies, completed the Jackson area's 2050 Long Range Transportation Plan. In FY 2025, staff developed the JACTS FY 2026-2029 Transportation Improvement Program (TIP). In FY 2027, staff will monitor, incorporate, and include additional performance targets as they are adopted into the current TIP and LRTP.

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 2027 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 2027, 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.

The JACTS FY 2027 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 and IIJA legislation; review 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 2027 JACTS program will include one (1) full-time Planner dedicated to transportation services; the Executive Director performing transportation services on a part-time basis; and one (1) additional full-time Planner performing transportation services on an as-needed basis. 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, 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, traffic crash data and tabulation, transit ridership information and surveys, grant assistance, updates to the transportation network database and traffic counts. Traffic count data collected by the local agencies is also used for the Highway Performance Monitoring System (HPMS) program, a national information system that monitors data on the extent, condition, performance, use and operating characteristics of the nation's highways.

The projected funding for the JACTS FY 2027 Unified Work Program activities includes $257,366 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, and the Jackson Area Transportation Authority.

FY 2027 PROJECT DESCRIPTIONS

DATABASE MANAGEMENT:
ASSET MANAGEMENT — 311.01

Objectives:

- *The purpose of this task is to assist in meeting the requirements of Michigan Public Act (P.A.) No. 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 can be found on the TAMC website (http://www.michigan.gov/tamc). The MPO/RPO will emphasize these tasks to support the largest PA 51 agencies (agencies that certify under Public Act (PA) 51 a minimum of 100 centerline miles of road) within the planning area when resources are limited. Reimbursement for data collection is provided from the fiscal year of which data was collected only. The fiscal year starts on October 1 and ends on September 30.

The following are procedures and requirements in support of the TAMC:

Tasks:

I. Training Activities – 311.01

A. Attendance at TAMC sponsored training seminar(s) is a reimbursable expense for MPO/RPO and PA 51 agencies including:

1. Pavement Surface Evaluation and Rating (PASER)

2. Inventory-based Rating System for unpaved roadways and Culvert Asset Management

3. Investment Reporting Tool (IRT)

4. Asset Management Plan Development

5. TAMC Conferences

II. Inventory and Condition Data Collection Participation and Coordination

A. Federal Aid (FA) System (311.02):

1. FA data collection is a reimbursable expense for MPO/RPO and PA 51 agencies.

2. Organize schedules with PA 51 agencies within MPO/RPO's boundary for participating in FA data collection efforts; ensure all participants of data collection have access to State of Michigan travel reimbursement rates.

3. Coordinate, participate and facilitate road surface data collection of the FA, per Act 51 agency, in accordance with the TAMC Policy for the Collection of Roadway Condition Data.

4. The RPO/MPO will reimburse local agencies for FA data collection to PA 51 agencies.

5. Collect unpaved roadway condition data on approximately half of any unpaved FA eligible roadways using the Inventory Based Rating (IBR) System developed by the Michigan Technological University's (MTU) Center for Technology and Training (CTT).

6. Consider FA and Non-federal Aid (NFA) data collection on approximately half of the road network together for efficiency in data collection. A best practice is to also collect data on both networks at the same time, reducing travel time and optimizing data collection.

B. Non-Federal Aid (NFA) System (311.03):

1. NFA data collection is a reimbursable expense for MPO/RPO and PA 51 agencies.

2. It is required that the RPO/MPO make a formal call for interest for NFA data collection reimbursements to their respective PA 51 agencies annually, and that requests by PA 51 agencies are submitted to their respective RPO/MPO by October 1 each year to assist in the coordination

of data collection priorities of the following data collection season. The RPO/MPO will notify the PA 51 agencies of funding available and allocate reimbursements for NFA data collection to PA 51 agencies according to the resources and funding available in the manner that best reflects the priorities of their area and supports the TAMC work.

3. Coordinate NFA data collection cycles with PA 51 agencies with an emphasis on the top 123 agencies.

4. Collect unpaved NFA roadway condition data using the Inventory Based Rating (IBR) System developed by the MTU CTT.

5. Ensure all participants of data collection understand procedures for data sharing with TAMC as well as TAMC Policy for the Collection of Roadway Condition Data.

6. Consider FA and NFA data collection on approximately half of the region road network together for efficiency in data collection. A best practice is to also collect data on both networks at the same time, reducing travel time and optimizing data collection.

C. Culvert Inventory and Condition Data Collection

1. Culvert inventory and condition data collection is a reimbursable expense for MPO/RPO and PA 51 agencies.

2. It is required that the RPO/MPO make a formal call for interest for culvert inventory and data collection reimbursements to their respective PA 51 agencies annually, and that requests by PA 51 agencies are submitted to their respective RPO/MPO by October 1 of each year to assist in the coordination of data collection priorities of the following data collection season. The RPO/MPO will notify the PA 51 agencies of funding available and allocate reimbursements for culvert inventory and data collection to PA 51 agencies according to the resources and funding available in the manner that best reflects the priorities of their area and supports the TAMC work.

3. Coordinate culvert inventory and condition data collection cycles with PA 51 agencies with an emphasis on the top 123 agencies.

4. Ensure all participants of data collection understand procedures for data sharing with TAMC as well as TAMC Policy for Collection of Culvert Inventory and Data Condition.

III. Equipment

A. Ensure rating teams have the necessary tools to complete the FA data collection activity by maintaining a laptop compatible with the Laptop Data Collector (LDC) and Roadsoft programs, a functioning Global Positioning System (GPS) unit, and other required hardware in good working order. For system requirements please visit System Requirements | Roadsoft.

B. Communicate any equipment needs and purchases with the MDOT Asset Management Section Manager; laptops are eligible for replacement on a three-year cycle only. Requests and invoices should include the year of last purchase.

C. Coordinate with your MDOT Transportation Service Center (TSC) Regional Pavement Engineer to secure an MDOT vehicle and/or request MDOT staff participation in the collection of FA road data.

D. Ensure the vehicle includes reflective markings and flashing beacon. It is recommended that all rating crew members wear reflective safety vests.

IV. Data Submission (311.04)

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 NFA Roads.

C. Monitor and report status of data collection efforts to TAMC Coordinator through coordinator calls and/or 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. Technical Assistance (311.04)

A. Provide technical assistance to PA 51 agencies in using the TAMC reporting tools for planned and completed infrastructure investments or any other TAMC Work Program Activity.

B. Provide technical assistance to PA 51 agencies during the development of their Asset Management Plans.

C. Integrate PASER ratings and asset management into project prioritization criteria:

1. Analyze data and develop road preservation scenarios with an emphasis on a mix of fixes vs. worst first.

Invoicing:

TAMC will require RPO/MPO to clarify and document invoices by each of the TAMC tasks listed below. The MDOT invoice form includes directions on how to fill out the invoice and what specific information is required on the invoice for it to be processed. The outline below includes the general activities that fit within each work task. Invoices which are insufficient will be returned to the RPO/MPO for correction prior to payment authorization. Invoices shall be submitted by the end of the MDOT fiscal year.

I. Training Activities: Please identify the training session(s) attended during the reporting period. Include travel/wages to and from sessions.

II. Data Collection

1. Data collected on FA Roads: Attach daily work logs, include any applicable travel/wages, and include geographic area covered in the collection. Ensure data submitted to the TAMC.

2. Data collected on NFA Roads: Attach daily work logs, include total miles rated at applicable rate as well as geographic area covered in the collection. Ensure data submitted to the TAMC.

3. Data collection for Culverts: Attach daily work logs, include total number of culverts inventoried and rated at applicable rate as well as geographic area covered in the collection. Ensure data submitted to the TAMC.

III. Equipment & Vehicle Rental: Provide a list of equipment purchased and date of last purchase. Provide date of MDOT vehicle(s) rented and the reason for the rental.

IV. Data Submission Activities: Include a detailed summary of activities related to managing regional Roadsoft databases and the Laptop Data Collector program, QA/QC of data from collection efforts, and activities related to submitting data files to TAMC via the Investment Reporting Tool application. Ensure all data collected with or without for the TAMC is submitted to the TAMC in a timely manner.

VI. Technical Assistance: Include a summary of activities related to assistance provided to PA 51 agencies in using the TAMC reporting tools for planned and completed infrastructure investments or any other TAMC Work Program Activity.

Products:

I. PASER data for Federal Aid/Non-Federal Aid System submitted to TAMC via the IRT.

II. Quarterly or monthly activities reports submitted with invoices to TAMC.

III. 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 PA 51 Legal System; provide links to the Regional Annual Report on agency website and submit copies to TAMC Coordinator by April 1st.

Asset Management Funding *

	Work Hours	311.01 MDOT		Total
		MTF	Local	
R2PC	563	$50,650	—	$50,650
Total	**563**	**$50,650**	**—**	**$50,650**

* **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.**

DATABASE MANAGEMENT:
DATA MONITORING AND REPORTING — 313.31

Objectives:

- *Assemble and maintain database 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 and IIJA 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	313.31 FHWA		Total
		Federal	Local	
R2PC	63	$4,647	$1,031	$5,678
Total	63	**$4,647**	**$1,031**	**$5,678**

DATABASE MANAGEMENT:
TRANSPORTATION DATA MANAGEMENT SYSTEM — 313.32

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 database.*
- *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 a 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 database 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 Jackson Area Transportation Authority (JATA) fixed route, Reserve-a-Ride, and Rides to Wellness demand response service, including, but not limited to, vehicle operations, ridership, and financial information.

- Model Inventory Roadway Elements (MIRE) Fundamental Data Elements (FDE) is a federal reporting requirement for safety roadway data under statute § 924.17. MPO and local agency participation in the MIRE data collection process is considered part of the requirements in fulfilling Data Collection responsibilities to MDOT. MPO's are asked to coordinate with their local agencies and MDOT staff to perform annual maintenance and validating (6) data items. The six (6) data items that MPO staff will be requested to review will be: 1) Surface type, 2) number of through lanes, 3) access control, 4) median type, 5) facility type, and, 6) traffic control. The annual review of these data items will be done within Roadsoft. Deliverables to MDOT will be exported from Roadsoft by November 1st. MPOs and Local Agencies that require additional training with Roadsoft MIRE tools can follow this hyperlink: MIRE Roadsoft Training Recording or contact MDOT at MDOT-MIRE-FDE@michigan.gov. Further information regarding statewide MIRE data collection can be found using this hyperlink: MIRE FDE Experience Builder.

- R2PC will support MDOT in its federal reporting obligations for the Highway Performance Monitoring System (HPMS) data collection program. R2PC will work with the HPMS Team to update the sample file (spreadsheet or Geographic Information Systems file) provided by MDOT every September, to be completed and submitted by April 1st of the reporting year. R2PC is asked to review sample sections along the non-trunkline roadway system only for data items that need updating. Agency will attend training as needed. R2PC may elect to work with local road agencies as needed to update sample data.

    - Purpose: MDOT is required to submit HPMS data to fulfill federal reporting requirements under Title 23 U.S.C §315. HPMS has a variety of uses by FHWA, including reports to Congress, Transportation Performance Measures, apportionment of federal highway funds, highway statistics, and economic models, among others. MDOT requests MPO assistance with HPMS due to relationships with local road agencies and familiarity with the non-trunkline roadway system.

        1. MPO will aggregate, compile and store Non-Trunkline (Federal Aid/Non-Federal Aid) and Local Roads traffic count data collected throughout the year by Local Agencies (CRC's, Cities, Villages, etc.) under the MPO's jurisdiction in preparation for said data to be submitted to MDOT on an annual basis for HPMS Reporting to FHWA & the 2026 MIRE FDE Requirement of count-based AADTs on all public roads. (Data Collection/Management)

a. Purpose of this item is for MDOT to lean on the MPOs as the primary contact for requesting non-trunkline and local roads traffic count data. With all the Local Agency data in the hands of the MPO, instead of being disseminated amongst their Locals, it makes the process of requesting data more streamlined for MDOT

2. MPO will be prepared for MDOT's annual Non-Trunkline and Local Roads Traffic Count Data Submittal Request and respond to the request in a timely manner for HPMS Reporting to FHWA & the 2026 MIRE FDE Requirement of count-based AADTs on all public roads. (Data Management)

b. Purpose of this item is to ensure that MPOs are made aware of, and are prepared for, the impending data submittal to MDOT that occurs at the end of each calendar year.

3. If the MPO plans to conduct traffic counts, the MPO will notify MDOT where they plan to collect them. If the MPO has capacity for additional count locations, they can coordinate with MDOT to generate a supplemental list of count locations on Non-Trunkline and Local Roads for HPMS Reporting to FHWA & the 2026 MIRE FDE Requirement of count-based AADTs on all public roads. (Data Collection)

c. Purpose of this item is to ensure MDOT is notified of where MPOs are collecting traffic counts to minimize overlap and encourage coordination between MPOs and MDOT for the selection of supplemental traffic counts on non-trunkline and local roads.

4. If the MPO conducts Non-Motorized/Micro-Mobility traffic counts or plans to do so, the MPO will join MDOT's Non-Motorized Count Data Sharing Program. In this program, the MPO will notify MDOT of the locations where NM data is being collected and upload their data files to MDOT's Non-Motorized Database System (NMDS).

d. Purpose of this item is to ensure a comprehensive NM count database for MDOT, MDOT partners, and public users, to minimize overlap, and to encourage coordination between MPOs and MDOT in active transportation.

5. If the MPO already participates in the NM Count Data Sharing Program, they should aim to reach out to MDOT with any newly collected locations and data throughout the collection season; ideally once during the collection season (Summer), and once after all NM counts are collected for the season.

e. Purpose of this item is to provide MDOT with ample time to create traffic count stations in NMDS and upload data during the collection season.

Products:

- Transportation Database 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 a 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 NTFA 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	313.32 FHWA		Total
		Federal	Local	
R2PC	968	$71,286	$15,808	$87,094
Total	**968**	**$71,286**	**$15,808**	**$87,094**

LONG RANGE PLANNING:
LONG RANGE TRANSPORTATION PLAN — 313.33

Objectives:

- *To monitor and maintain the JACTS 2050 Long Range Transportation Plan LRTP. Additional modifications, amendments, and additions to the Plan will be processed as necessary, including the incorporation of performance measures and targets.*

- *Staff will continue to monitor, identify, and evaluate the transportation needs of the JACTS metropolitan area in order to guide local transportation decisions as programmed in the 2050 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 2050 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 JATA in analyzing the expansion of existing routes and fleet in order to address future transit needs resulting from area growth and development.*

- *Assist JATA in the development of a strategic and systematic process of operating, maintaining, and improving public capital assets effectively through their life cycle.*

- *Assist local jurisdictions, as necessary, examine potential traffic impacts resulting from proposed development utilizing the travel demand model.*

- *Consideration of advancing Environmental Justice analysis such as inclusion of accessibility measures.*

- *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.*

- *Assist MDOT with updating the state plan as needed.*

- *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 livability, sustainability, climate change, and greenhouse gas reduction; and, develop strategies for integrating the focus areas into the long range planning process.*

- *Continue working with JATA 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, livability and climate change.*

- *Continue working with MDOT to update the travel demand model as necessary.*

- *Meet the requirements of new performance measures 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.*

- *Improve documentation and consideration of environmental consultation with outside agencies including federal, state, and local officials.*

Methodology:

- Continue to process amendments to the JACTS 2050 Long Range Transportation Plan as necessary.

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

- Review, evaluate, and update the Public Participation Plan (PPP):

    - Clear project map/data listing

    - Consideration of virtual options for public participation

    - Environmental justice and Title VI processes and connection to public involvement

    - Ensuring transparency and providing open access to the planning, decision making, and project evaluation and selection processes. These processes should be available to the public and easy to understand (digestible format) on the MPO website.

- 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.

- Improve documentation and consideration of environmental consultation with outside environmental agencies including federal, state and local partners.

- Advance Environmental Justice analysis as needed, such as the inclusion of accessibility measures.

- 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 work with MDOT on the development of the Michigan Mobility 2045 State Long Range Transportation Plan.

- 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.

- Incorporate performance measures and targets to ensure that LRTP goals and objectives are being met.

- Document expected benefits/performance of LRTP projects and how they will contribute to accomplishing performance measures.

- Work cooperatively with MDOT to more accurately describe investments for the full life of the LRTP.

- 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 2050 Long Range Transportation Plan amendments (as necessary).

- 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.

- 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	313.33 FHWA		Total
		Federal	Local	
R2PC	139	$10,229	$2,268	$12,497
Total	**139**	**$10,229**	**$2,268**	**$12,497**

LONG-RANGE PLANNING:
COMPLETE STREETS PLANNING — 313.331

Objectives:

- *Work to integrate safe and accessible options for multiple travel modes within the planning process*
- *Review and update the Non-motorized component of the Long Range Transportation Plan as needed*

Methodology:

- *Integrate non-motorized transportation into scenario planning to address livability in the Metropolitan Planning Area*
- *Review and revise the Complete Streets Resolution as needed*
- *Planning Activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities*

Complete Streets Planning and Non-Motorized

	Work Hours	313.331 FHWA		Total
		Federal	Local	
R2PC	71	$6,434	$0	$6,434
Total	**71**	**$6,434**	**$0**	**$6,434**

SHORT-RANGE PLANNING: **TSM TECHNICAL ASSISTANCE — 313.34**

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 that are safe and convenient.*
- *Work with the City of Jackson, Jackson County Department of Transportation, and the Active Jackson Coalition, MDOT, and consultant as necessary to implement recommendations of the Jackson City + County Nonmotorized Plan completed in FY 2020.*
- *Assist Active Jackson Coalition by coordinating the administration of the program.*
- *Ensure 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.)*

- *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 adopt and implement the Jackson City + County Nonmotorized Plan. 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 to develop and upgrade the non-motorized transportation system by encouraging improvements based on the recommendations of the Jackson City + County Nonmotorized Plan in existing thoroughfares.

- Coordinate transit improvements (i.e. bus shelters, vehicle bike racks) to integrate with the city's non-motorized facilities.

- Continue participation on the Active Jackson 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 Active Jackson 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/nonmotorized pathways, aviation, and rail as appropriate.

- 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 affect the transportation network.
- MDOT Regional ITS Architecture and Deployment Plan in Jackson County.
- Assist the Jackson Area Transportation Authority by updating the Section 5310 Coordinated Human Services Public Transportation Plan.

TSM Technical Assistance Funding

	Work Hours	313.34 FHWA		Total
		Federal	Local	
R2PC	1,336	$98,405	$21,821	$120,226
Total	**1,336**	**$98,405**	**$21,821**	**$120,226**

SHORT-RANGE PLANNING:
TSM CORRIDOR STUDIES — 313.35

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	313.35 FHWA		Total
		Federal	Local	
R2PC	45	$3,331	$739	$4,069
Total	**45**	**$3,331**	**$739**	**$4,069**

PROGRAM MANAGEMENT:
TRANSPORTATION PLANNING COORDINATION — 313.36

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, 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.
- Continue to focus on partnerships utilizing a continuing, cooperative, and comprehensive (3C) approach to transportation planning.
- 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 environ-

mental 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.
- Review and update, as necessary, the Title VI and ADA (Americans with Disabilities Act) procedures.

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.
- 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 (DBE) report bi-annually.
- Title VI and DBE Report Submissions.
- 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	313.36 FHWA Federal	Local	Total
R2PC	420	$30,938	$6,860	$37,798
Total	**420**	**$30,938**	**$6,860**	**$37,798**

PROGRAM MANAGEMENT:
TRANSPORTATION IMPROVEMENT PROGRAM — 313.37

Objectives:

- *To review, prepare, and process amendments and administrative modifications to the JACTS FY 2026-2029 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.*
- *Continued growth and expertise in JobNet application improvements.*
- *To maintain the FY 2026-2029 TIP in JobNet, including four (4) years of projects listed in the TIP (for each MPO program area).*
- *Continue to streamline the STIP development, project prioritization, and amendment processes to more efficiently deliver the program.*
- *Continue to ensure transit projects are accurately shown in the TIP and fiscally constrained, through coordination with local agencies and the MDOT Office of Passenger Transportation.*
- *Ensure compliance with Transportation Performance Measures (TPM) requirements, including working with MDOT on data needed to identify how the MPO is working to meet the adopted targets.*

Methodology:

- Project priorities and funding amounts in the FY 2026-2029 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 ensure 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.
- Incorporate new performance measures and targets as developed and adopted.
- Incorporate transit into the TIP process by (1) coordinating with JATA and the MDOT Office of Passenger Transportation and (2) ensuring transit projects are accurately listed in the TIP and fiscally constrained.
- Document expected benefits/performance of the TIP projects to determine progress towards addressing performance targets.
- Better align project selection criteria with performance measure targets.
- Expand the use of JobNet features (e.g. mapping capabilities).
- Maintain the FY 2026-2029 TIP in JobNet including (1) four years of projects listed in the TIP (for specific program areas); (2) fiscal constraint for local and transit program areas; and (3) correct utilization of GPAs in alignment with the guidance document.

Products:

- Preparation of amendments and administrative modifications to the FY 2026-2029 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.

- Document the expected benefits of projects in the TIP (and LRTP) and how they will contribute to meeting performance targets.
- Evaluate the benefits/performance of the TIP (and LRTP) projects to determine progress towards meeting the performance measure targets.
- National Functional Classification System changes (as necessary).

Transportation Improvement Program Funding

	Work Hours	313.37 FHWA		Total
		Federal	Local	
R2PC	434	$31,966	$7,088	$39,054
Total	**434**	**$31,966**	**$7,088**	**$39,054**

PROGRAM MANAGEMENT:
PROGRAM MANAGEMENT — 313.38

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	313.38 FHWA		Total
		Federal	Local	
R2PC	675	$49,723	$11,026	$60,749
Total	**675**	**$49,723**	**$11,026**	**$60,749**

PROGRAM MANAGEMENT:
UNIFIED WORK PROGRAM — 313.39

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 2028 Urban Transportation Planning Unified Work Program.
- Update Indirect Cost Allocation Plan if necessary.

Unified Work Program Funding

	Work Hours	313.39 FHWA		Total
		Federal	Local	
R2PC	81	$5,963	$1,322	$7,285
Total	**81**	**$5,963**	**$1,322**	**$7,285**

Table 1
FY 2027 Unified Work Program — Summary Budget by Program Activity

	FHWA – PL		
Program and Program Activities	**CPG (PL+5303)**	**Local Match**	**Total Cost**
Data Monitoring and Reporting	$4,647	$1,031	$5,678
Transp. Data Management System	$71,286	$15,808	$87,094
Subtotal	**$75,933**	**$16,838**	**$92,772**
Long Range Transportation Plan	$10,229	$2,268	$12,497
Complete Streets Planning and Non-Motorized	$6,434	$0	$6,434
Subtotal	**$16,663**	**$2,268**	**$18,931**
TSM Technical Assistance	$98,405	$21,821	$120,226
TSM Corridor Studies	$3,331	$739	$4,069
Subtotal	**$101,735**	**$22,560**	**$124,295**
Transportation Plan. Coordination	$30,938	$6,860	$37,798
Transp. Improvement Program (TIP)	$31,965	$7,088	$39,054
Program Management	$49,723	$11,026	$60,749
Unified Work Program	$5,963	$1,322	$7,285
Subtotal	**$118,589**	**$26,297**	**$144,886**
Total	**$312,921**	**$67,962**	**$380,883**

Table 2
FY 2027 Transportation Work Program
Staff Requirements and Fund Use

	R2PC	
Program and Program Activities	**Total Costs**	**Hours**
Database Management		
Data Monitoring and Reporting.	$5,678	63
Transportation Data Management System	$87,094	968
Subtotal	**$92,772**	**1,031**
Long Range Planning		
Long Range Transportation Plan	$12,497	139
Complete Streets Planning and Non-Motorized	$6,434	71
Subtotal	**$18,931**	**210**
Short Range Planning		
TSM Technical Assistance	$120,226	1,336
TSM Corridor Studies	$4,069	45
Subtotal	**$124,295**	**1,381**
Program Management		
Transportation Planning Coordination	$37,798	420
Transportation Improvement Program (TIP)	$39,054	434
Program Management	$60,749	675
Unified Work Program	$7,285	81
Subtotal	**$144,886**	**1,610**
Total	**$380,883**	**4,232**

Table 3
Direct and Indirect Costs FY 2027
Region 2 Planning Commission

	COSTS			
	Total	**Less: Direct Unallowable**	**Indirect**	**Modified Total Direct**
Total Salaries	$ 360,152		$ 125,327	$ 234,825
Total Fringe Benefits (36.385%)	$ 131,040		$ 45,600	$ 85,440
Total Personnel Costs	**$ 491,191**		**$ 170,927**	**$ 320,264**
Supplies	$ 8,500	-	$ 4,000	$ 4,500
CPA Services	$ 7,900	-	$ 7,900	-
Legal Services	$ 2,000	-	$ 1,500	$ 500
Computer Services	$ 2,500	-	$ 1,000	$ 1,500
Training	$ 7,500	-	$ 2,000	$ 5,500
Contractual/Consulting	$ 89,505	$ 68,505	$ 21,000	$ 68,505
Telephone	$ 3,000	-	$ 3,000	-
Postage/Shipping	$ 2,000	-	$ 1,500	$ 500
Travel	$ 10,200	-	$ 5,500	$ 4,700
Advertising	$ 1,000	-	$ 500	$ 500
Printing/Copying	$ 4,900	-	$ 4,000	$ 900
Insurance	$ 5,000	-	$ 5,000	-
Equipment Repair & Maintenance	$ 2,000	-	$ 1,200	$ 800
Rent	$ 40,975		$ 40,975	-
Dues/Subscriptions/Publications	$ 11,500		$ 6,500	$ 5,000
Postemployment Benefit Expense	$ 30,000		$ 30,000	
Software Licenses/Fees	$ 3,000	-	$ 2,000	$ 1,000
Miscellaneous Expense	$ 2,829	-	$ 2,829	$
Total Non-Personnel Costs	**$ 234,309**	**$ 68,505**	**$ 140,404**	**$ 93,905**
Total	**$ 725,500**	**$ 68,505**	**$ 311,331**	**$ 414,169**

Rate Calculation

Indirect	Cost	Rate
Total Indirect Costs	$311,331	
Total Direct Salaries & Benefits	$320,264	
Indirect Rate	97.21%	

APPENDIX A

Certificate of Indirect Costs

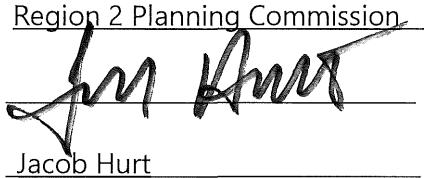
This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal for Fiscal Year 2027 to establish billing or final indirect costs rates for October 1, 2026 to September 30, 2027 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: Jacob Hurt

Title: Executive Director

Date of Execution: 5/21/2026

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 accord-ance 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 state-ment 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 5/21/2026

Jacob Hurt, Executive Director