

# **Unified Work Program For Fiscal Year 2010**



## ***Final Report***

**Saginaw Metropolitan Area Transportation Study  
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## ***Approvals***

The ***Unified Work Program for Fiscal Year 2010*** that is presented in this document was approved as follows:

***Approved by the Transportation Planning Committee of the Saginaw Metropolitan Area Transportation Study at a regular meeting on July 9, 2009.***

***Approved by the Saginaw County Metropolitan Planning Commission, the Policy Body of the Saginaw Metropolitan Area Transportation Study, at a regular meeting on July 21, 2009.***

***Approved by FHWA September 16, 2009.***

**SAGINAW METROPOLITAN AREA TRANSPORTATION STUDY  
UNIFIED WORK PROGRAM – FISCAL YEAR 2010**

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## INTRODUCTION

Every metropolitan area with a population of more than 50,000 persons must have a designated Metropolitan Planning Organization (MPO) for transportation to qualify for federal highway or transit assistance. The Saginaw County Metropolitan Planning Commission is the MPO for the Saginaw Urbanized area. Federal regulations require that the metropolitan area has a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs that consider all transportation modes and supports community development and social goals.

It is important that the membership of the MPO include the involvement of policy makers, technical staff, and the citizens of Saginaw County to address various facets of the transportation planning process.

The United States Department of Transportation (USDOT) relies on the MPO to ensure that highway and transit projects that use federal funds are products of a credible planning process and meet local priorities. USDOT will not approve federal funding for urban highway and transit projects unless they are on the MPO's program. Thus, the MPO's role is to develop and maintain the necessary transportation plan for the area to assure that federal funds support these locally developed plans. On August 10, 2005, the **Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users** (SAFETEA-LU) was signed into law. With guaranteed funding for highways, highway safety, and public transportation totaling \$244.1 billion, SAFETEA-LU represents the largest surface transportation investment in our Nation's history. This legislation, like its predecessors, also places the MPO in a primary role for the programming of transportation projects to be carried out in any given year. The MPO has also been given the responsibility to involve the public and other stakeholders in this process through expanded community involvement efforts.

Since the MPO is made up of those agencies responsible for carrying out transportation programs in the region, the process puts all units into partnership with one another to carry out the programs. Any agency can, however, carry out its own transportation projects with its own funds independent of the MPO.

The MPO carries out three major work activities to meet specific federal requirements. These are:

- The development and maintenance of the **Metropolitan Transportation Plan (MTP)** through a "continuing, comprehensive, and cooperative (3C)" planning process.
- The development and maintenance of a four-year **Transportation Improvement Program (TIP)** that identifies all transportation system improvements in the SMATS area that receive Federal funding, including highway, transit, and non-motorized projects.
- The annual adoption of a **Unified Planning Work Program (UPWP)** or, more simply, **Unified Work Program (UWP)**. This document presents a comprehensive one-year planning program that describes and coordinates the individual transportation planning activities of all agencies in the area.

These products are required for the SMATS Metropolitan Planning Organization to maintain its eligibility for federal transportation funds.

The Saginaw Metropolitan Area Transportation Study's FY 2010 Unified Work Program (UWP) is the document that identifies major transportation planning and related activities that will be undertaken within Saginaw County during the project year October 1, 2009 through September 30, 2010. This Unified Work Program is prepared to meet requirements of transportation planning funding programs, and it includes descriptions of all facets of the Saginaw County Metropolitan Planning Commission staff's activities. The membership of the Planning Commission and the Transportation Planning Committee is included in Appendix A.

### **SMATS MPO Committees and Staffing**

The **Saginaw County Metropolitan Planning Commission** is the **policy body** for the SMATS organization. The Saginaw County Metropolitan Planning Commission (SCMPC) consists of eleven (11) members who are appointed by the County Board of Commissioners and, in addition, representatives of the following entities who serve as non-voting *ex officio* members: MDOT Bay Region, Saginaw County Road Commission, City of Saginaw, and the Saginaw Transit Authority Regional Services (STARS). The Saginaw County Metropolitan Planning Commission meets on the third Tuesday of each month at 5:30 p.m. in the Saginaw County Courthouse. At these meetings current transportation issues are discussed and status reports on transportation studies and projects are given. After these discussions are completed, policy actions are taken that include adoption of the TIP and UWP, revision to these documents or the Metropolitan Transportation Plan, and adoption of resolutions related to current transportation issues.

The **Transportation Planning Committee** serves as the MPO's advisory body on all transportation-related matters. Transportation Planning Committee meetings are held on the second Thursday of each month at 10:00 a.m. at the Saginaw County Metropolitan Planning Commission, Lower Level, 111 S. Michigan Avenue, Saginaw, MI 48602. The voting membership of the Transportation Planning Committee includes the Chief Elected Official (or their alternate) from each unit of local government in the Saginaw Urbanized Area, and representatives of MDOT, the County Road Commission, the East Central Michigan Planning and Development Regional Commission, the 7-B Rural Task Force, STARS, and the Saginaw County Metropolitan Planning Commission. Non-voting members include representatives of the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). Non-voting membership is also open to rural municipalities, and all other public and private entities with an interest in the transportation planning process.

The Transportation Planning Committee also maintains a Technical Committee composed of individuals with expertise in transportation planning. The Technical Committee serves to provide advice and recommendations to the Transportation Planning Committee on all technical aspects of the transportation planning process. The membership of the Technical Committee consists of the following:

1. One member representing the County Road Commission.
2. One member representing the City of Saginaw.
3. One member representing STARS.
4. One member representing MDOT Bay Region
5. Representatives of the municipalities within the urbanized area based on population at the last official Census, as follows:
  - (a) One representative of municipalities with a population less than 5,000.
  - (b) One representative of municipalities with a population of 5,001 to 15,000.
  - (c) One representative of municipalities with a population over 15,000.
6. The Chairperson of the Transportation Planning Committee.

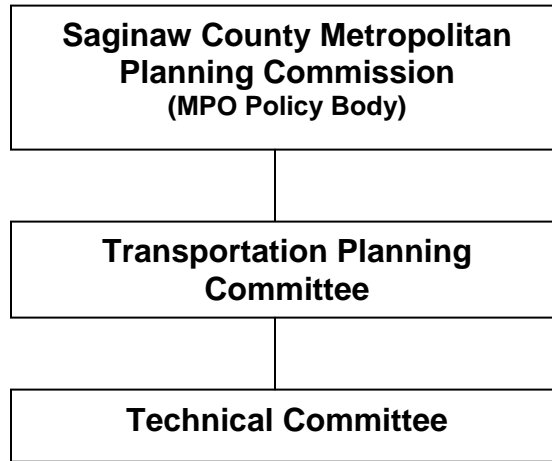
The Technical Committee meets as needed, but at least quarterly, at the Saginaw County Metropolitan Planning Department, Lower Level, 111 S. Michigan Avenue, Saginaw, MI 48602. Meetings are normally scheduled to be held prior to Transportation Planning Committee meetings.

The MPO Staff is comprised of staff from the Saginaw County Metropolitan Planning Commission. The Staff conducts studies and oversees projects as directed by the Saginaw County Metropolitan Planning Commission. The Staff reports findings to the MPO Committees and participates in other community wide efforts.

**Use of Flexible Match:** The SMATS program also utilizes the assistance and efforts of local agency staffs, including the City of Saginaw Engineering Department, the Saginaw County Road Commission and the Saginaw Transit Authority Regional Services, in order to effectively and efficiently address the federal planning requirements as well as local issues and programs. The value of the services provided by the City of Saginaw and the Road Commission is also utilized to meet a portion of the local matching funds required for the FHWA grant funds. More detailed information on these services and their inclusion as local match in the UWP (flexible match) is provided in the financial section of this document.

The combined work of the MPO Staff and the participating staff of other member organizations provides the information needed to make program and policy decisions. During the course of its work, the Staff identifies transportation needs in the community. Normally these needs are addressed by member organizations. The staff works with other public, private, and academic organizations in the metropolitan area.

# Organizational Structure For the SMATS Transportation Planning Process



## Transportation Issues

<u><i>FY 2010 Key Issues</i></u>	<u><i>Related Work Item(s)</i></u>
Asset Management	6.00
Freight Planning	2.00, 4.00
Safety Conscious Planning	5.00
Land Use Analysis and Consideration In Transportation Planning	2.00, 4.00
Title VI/ Environmental Justice	1.00, 2.00, 4.00
Long Range Transportation Plan	4.00
County-wide Traffic Counts	2.00
Socio-Economic Database	2.00
Intelligent Transportation Systems	3.00
Highway Performance Monitoring System (HPMS)	2.00
Public Transit	1.00, 2.00, 4.00, 7.00
Non-Motorized Planning	4.00

### **Saginaw Metropolitan Area Transportation Study (SMATS) Outline of Work Items**

- 1.00 SMATS Program Management
- 2.00 SMATS Data Collection and Management
- 3.00 SMATS Short Range Planning
- 4.00 SMATS Long Range Planning
- 5.00 Safety Conscious Planning
- 6.00 Asset Management
- 7.00 Public Transit Planning

## **Work Item 1.00 – SMATS Program Management**

### **Purpose –**

To ensure the coordination of the transportation planning process throughout the planning area; to maintain a proactive public involvement process with an emphasis on Title VI and Environmental Justice issues; to assure a cooperative, comprehensive and continuing planning activity; to provide consideration of all modes of transportation as viable elements of a transportation system; to monitor usage of planning funds for the implementation of the transportation planning process; and to incorporate factors from federal law into the planning process.

### **Products -**

- Annual listing of obligated projects
- Program development and coordination
- Final Acceptance Report for FY 2009 UWP
- FY 2011 Unified Work Program
- Self-Certification Statement (as part of new TIP submittal)
- Interagency planning agreements (as needed)
- By-law modifications (as needed)
- Participation Plan review, monitoring and outreach
- Staff education and training
- Web site updating and maintenance
- Transportation application development
- Public officials education and contact
- Transportation Planning Committee agendas, minutes, and contact database management
- Saginaw County Metropolitan Planning Commission (SMATS Policy Committee) agendas, minutes, and contact database management
- Other SMATS committee and subcommittees agendas, notes, and contact database management
- Title VI plan monitoring and reporting
- SMATS TIP funding and programming policies
- SMATS billing statements and activity reports

### **Activities –**

- UWP work item activities will be monitored and progress will be evaluated as outlined in this UWP. Day-to-day management of the UWP will include, but not limited to: MPO administration, records maintenance, attending and organizing Transportation Planning Committee, Policy Committee, and Public Involvement meetings, preparation and handling of correspondence, review and processing of agreements and contracts, budget, and administration of Federal Transit Administration (FTA, Sect. 5303), Federal Highway Administration (FHWA, 23 U.S.C. Section 104) and local funding sources.
- MPO staff will travel to meetings regarding transportation improvements, professional training, and planning that will affect the transportation system of the SMATS planning area.

- The MPO staff will review and evaluate the work accomplished during the previous fiscal year under this work program. One yearly Final Acceptance Report, summarizing accomplished tasks and funds utilized, will be submitted to the Michigan Department of Transportation.
- As required by sponsoring agencies, financial and records management systems will be maintained.
- The FY 2011 Unified Work Program will be developed and will contain detailed descriptions of work activities, including budget allocations. The MPO will ensure that the urban planning process is conducted in accordance with federal law, MDOT, and U.S. DOT policies and procedures.
- A Self-Certification Statement will be prepared in conjunction with the development and submission of the FY 2011 – 2014 TIP. Development of the statement will ensure the MPO's effectiveness in fulfilling federal requirements for the multimodal urban transportation planning process.
- Staff will attend seminars, workshops, conferences, and courses appropriate for the purpose of increasing staff familiarity and expertise with urban transportation and transit planning techniques, methodologies, and innovative developments.
- The adopted Participation Plan will be implemented and monitored to ensure its effectiveness. Adjustments and changes will be made to the procedures as needed to ensure compliance with Environmental Justice directives. Community involvement and outreach activities will be conducted to continue the efforts initiated during preparation of the 2035 MTP. Efforts and strategies will be made to identify minority and low-income population's access to transportation decision making and their mobility needs. Notification of Metropolitan Planning Commission and Transportation Planning Committee meetings, and correspondence with local media will be maintained.
- A static display will be regularly updated with information regarding current transportation planning issues and placed in public areas for general viewing.
- The SMATS website will be maintained with current documents and general transportation network information.
- Additional maps, photo galleries, and other visualization materials will be developed and made available.
- SMATS staff will attend STARS Transit Advisory Committee meetings.
- Staff will regularly attend Michigan Transportation Planning Association meetings and annual conference.

**Responsible Agency:** SCMPC (MPO staff)

## **Work Item 2.00 – SMATS Data Collection and Management**

### **Purpose –**

To develop and maintain an accurate and reliable database essential to determining existing as well as future transportation demand. This work item is intended to improve that database, including population, income and housing information; accident records; traffic counts; land use and development data; information about special generators; all based upon traffic analysis zones and census block group areas. Also, MDOT Statewide Urban Travel Analysis (SUTA) staff will be conducting a Model Improvement Program that will initially focus on the Bay-Saginaw-Midland area. Initial efforts to update SE data for the travel demand modeling component of the Metropolitan Transportation Plan (next update due in 2012) should begin in late FY 2010.

### **Products -**

- Saginaw County demographic database, including socio-economic (SE) data pertinent to maintenance of the Travel Demand Model, including coordination with MDOT SUTA staff for their Model Improvement Program.
- Possible acquisition of software that would significantly benefit transportation analysis and decision-making.
- Network attributes and revisions in the SMATS GIS database.
- Traffic count database.
- Turning movements database.
- Maintain files on MBS Airport passenger and freight counts
- Saginaw County building permit database
- Areas of congestion on the Saginaw network will be mapped as appropriate.
- Transit facilities inventory
- Highway Performance Monitoring System database update
- Data for freight planning and modeling purposes.

### **Activities –**

- Continue to update the roadway network, land use, and socioeconomic data including, but not limited to, data on minority and low-income groups within Saginaw County for environmental justice analysis.
- Review proposed land use changes that impact the transportation system.
- Review population and employment estimates and projections that become available through various sources such as Census Bureau, REMI, Claritas, and others.
- Staff will assess software applications that will assist in the efficient analysis of transportation decision making.

- Maps will be produced for staff projects, planning, Policy and Transportation Planning Committee meetings, and public information, showing various population and transportation related characteristics within Saginaw County based on a variety of factors such as, but not limited to, traffic analysis zones, various levels of census designations, and other geographic levels. Base mapping capabilities and presentation graphics will be improved so that Saginaw County's road network, land use, environmental constraints, etc. can be displayed utilizing GIS. This information will be used to improve the MPO's ability to link future land use plans to an adequate future transportation network. Maps will be made available to the public according to the MPO's approved policies.
- Section 5303 planning funds will be used by STARS to conduct planning and data collection activities. Such activities may include, but not limited to, route planning, rider sampling assistance, and infrastructure development. Public transit planning activities are described separately and in greater detail under **Work Item 7.00**. Data collected by STARS will be shared with SMATS, and the two agencies will continue to coordinate transportation planning activities. STARS and SMATS have a Memorandum of Understanding that defines the relationship between the agencies concerning transportation planning activities. The established billing procedures that provide for the pass-through of the 5303 funds to STARS will be maintained.
- SMATS staff will maintain a data base of local building permit activity to help establish a snapshot of growth within Saginaw County. The data will also be provided to the Michigan Department of Transportation in an effort to maintain the transportation demand model. This may require the use of the staff capabilities of the Saginaw Area GIS Authority (SAGA) from time to time to assist with certain database development activities, such as geo-coding of building permits. If assistance from SAGA is necessary, SMATS will develop an agreement with SAGA in a format that is acceptable to MDOT.
- SMATS staff will facilitate the acquisition of traffic count data on federal aid eligible segments within Saginaw County as determined by the Highway Performance Monitoring System and the travel demand model.
- Ongoing traffic count collection by the Saginaw County Road Commission, the City of Saginaw Engineering Department, and the Michigan Department of Transportation (MDOT) (**flexible match activities by Road Commission and City of Saginaw**).
- Collection of turning movement data by City of Saginaw and Road Commission at major intersections. Data is used for signal optimization and to verify where new signals are required (**flexible match activities by City of Saginaw and Road Commission**).

- Other data collection and analysis activities that will assist MDOT in maintaining and improving the Travel Demand Model.
- Work with MDOT on collecting and/or reviewing data for freight planning and modeling purposes, including air, rail, and trucking.
- SMATS staff will work with road agencies to compile information on critical infrastructure needs in the area, including roads and bridges.

**Responsible Agency:** SCMPC (MPO staff); City of Saginaw and Saginaw County Road Commission (for traffic counts & turning movement data).

### **Work Item 3.00 – SMATS Short Range Planning**

#### **Purpose –**

To undertake activities associated with short-term planning and implementation relating to projects to be undertaken within a five-year period.

#### **Products -**

- Current (FY 2008-2011) Transportation Improvement Program (TIP) maintained with up-to-date project listings.
- New TIP for 2011 – 2014 that is compliant with SAFETEA-LU.
- Annual application for bridge funding by Road Commission.
- Illustrative Projects list maintained to serve as a source of projects that may be added to the TIP if additional funding becomes available through the American Recovery and Reinvestment Act (ARRA) or any other sources.
- Further implementation of MDOT's Intelligent Transportation Systems (ITS) Architecture and Deployment Plans for the Bay Region in cooperation with MDOT staff.
- Further integration of freight planning into short range (current) transportation planning activities.

#### **Activities –**

- The accuracy of the current TIP will be maintained by monitoring the status of projects in cooperation with the appropriate road agencies.
- Processing of TIP amendments as required.
- Review and prioritization of major bridges by Road Commission (**flexible match activity by Road Commission**).
- Coordination with the 7B Rural Task Force and incorporation of Task Force projects in the TIP.

- Development of a new 2011 – 2014 TIP in coordination with MDOT's development of a new STIP.
- Road Commission participation in project planning and evaluation for the development of the 2011 – 2014 TIP (**flexible match activity by Road Commission**).
- Road Commission review of roadways within the SMATS study area to determine needs and plan for appropriate repairs (**flexible match activity**). *Note: This item refers to activities that are separate from the annual PASER rating program identified in Work Element 6.00.*
- Recommend changes to Transportation Improvement Program as needed.
- Analyze the effectiveness of previous TIP projects and objectives.
- Utilize the adopted TIP Project Ranking Method to evaluate preservation and capacity projects that are considered for inclusion in the 2011 – 2014 TIP.
- Federal Aid revenue estimates and forecasts by the Road Commission in cooperation with SMATS to achieve the most effective utilization of available funding for priority projects (**flexible match activity by Road Commission**).
- Evaluate the effectiveness of the TIP Project Ranking Method and recommend revisions as needed.
- Annual evaluation of established All Season route by Road Commission to identify needed upgrades and pursue TEDF funding for projects (**flexible match activity by Road Commission**).
- Community involvement and outreach activities for the TIP conducted according to adopted Participation Plan.
- Other issues will be investigated as needed including, but not limited to, signal synchronization, improved intersection flow, and mode changing techniques as required.
- Work will be conducted that identifies opportunities for short-range changes to the existing transit system through an analysis of current and forecasted socioeconomic and demographic data.
- SMATS staff will assist MDOT as needed to help implement ITS in Saginaw County
- SMATS staff will work closely with state and federal transportation partners to further integrate freight planning into the transportation planning process.

- SMATS staff will work closely with local officials and interests to inventory and monitor freight routes and intermodal facilities within the metropolitan area.
- SMATS staff will work closely with local officials and stakeholders to monitor freight related issues within the metropolitan area.
- Obtain Input from freight stakeholders as part of efforts to further integrate freight planning into existing transportation planning processes.

**Responsible Agency:** SCMPC (MPO staff); Road Commission for certain flexible match activities as identified above.

#### **Work Item 4.00 – SMATS Long Range Planning**

##### **Purpose –**

A new Metropolitan Transportation Plan (MTP) that complies with the SAFETEA-LU planning requirements was completed and adopted in FY 2007. Efforts in FY 2010 will continue to focus on maintaining the new plan by processing any necessary amendments or minor updating, assisting MDOT in maintaining and improving the Travel Demand Model, and assisting in the development of a Regional Non-Motorized Plan. The next MTP update will be due in June 2012. Therefore, some initial evaluation and update efforts should begin in late FY 2010.

##### **Products -**

- Maintenance of the 2035 Metropolitan Transportation Plan.
- Maintenance and improvement of the Travel Demand Model (data collection conducted as part of Work Item 2.00).
- Expanded Non-Motorized Planning elements.
- Further integration of freight planning into long range transportation planning activities.

##### **Activities –**

- **Non-Motorized Element.** MDOT Bay Region Office is developing a non-motorized plan for the Region. SMATS staff will participate and assist in this effort. There is presently a strong interest in the development of a county-wide non-motorized plan. As envisioned, this plan would have several functions:
  - (1) Provide an inventory of existing non-motorized facilities in the county.
  - (2) Identify opportunities to link existing facilities to develop a non-motorized network within the county.

- (3) Identify opportunities to link existing facilities with those in adjacent counties.
- (4) Identify priority projects and estimated costs for implementation.

SMATS will continue to identify and summarize existing data and plans for non-motorized facilities within Saginaw County. This assembled information will be used to assess current conditions and to determine what additional data is required. Planning considerations should include accessibility to major destinations and pedestrian accessibility to public transit.

Another non-motorized planning effort that is occurring in the area is a Tri-County Plan involving Saginaw, Bay, and Midland Counties and focusing largely on recreational trail development. Saginaw County Parks and Recreation has a major role in this project. SMATS will participate with Saginaw County Parks and Recreation on planning for the Saginaw County portion of a coordinated regional trail vision.

The primary role of SMATS staff will be to compile and summarize available information, and to provide coordination with other agencies that have a major role in non-motorized facility development. The resulting Non-Motorized Plan will be incorporated as part of the Metropolitan Transportation Plan. This will expand the scope and depth of the MTP.

The County Road Commission also participates in non-motorized facility planning and development activities because proposed pathways almost always involve crossings of county roads or are located within county road rights-of-way (**flexible match activity by Road Commission**).

- **Freight Planning Considerations**
  - SMATS staff will work closely with state and federal transportation partners to further integrate freight planning into the transportation planning process.
  - SMATS staff will work closely with local officials and interests to inventory and monitor freight routes and intermodal facilities within the metropolitan area.
  - SMATS staff will work closely with local officials and stakeholders to monitor freight related issues within the metropolitan area.
  - Input from freight stakeholders will be sought by SMATS staff and considered to successfully integrate freight planning into existing transportation planning processes.

**Responsible Agencies:** SCMPC (MPO staff); Road Commission (non-motorized planning activities).

## Work Item 5.00 – Safety Conscious Planning

### Purpose –

To provide for consideration of projects and strategies that will increase the safety and security of the transportation system for motorized and non-motorized users.

### Products -

- Identification and mapping of high crash locations
- Development of safety project criteria and applications
- Safety goals and performance measures
- Updated Safety Profile
- Safe Routes to School Safety Event(s)

### Activities –

- A study of 40 key intersections selected by SMATS was conducted in 2007 by the Wayne State University Transportation Research Group in cooperation with the Office of Highway Safety Planning. SMATS will continue to make the results of the Intersection Study available to area road agencies and local governments, and encourage implementation of the study recommendations where feasible.
- Analysis of crash data by the City of Saginaw and the Road Commission to determine the need for improvements such as additional or upgraded traffic controls, changes in markings, and the addition of turn lanes or deceleration lanes (**flexible match activities by City of Saginaw and Road Commission**).
- Assemble crash data into a format that is understandable and make the compiled data available to the public via the internet, reports, or other mechanisms.
- Incorporate safety criteria into the development of all Transportation Improvement Program project listings.
- Participate in the Saginaw Valley Traffic Safety Committee.
- Update Safety Profile.
- Promote, sponsor, and participate in safety planning activities such as workshops and webinars that are made available through LTAP, MDOT, FHWA, and other organizations.

- Participation by the City of Saginaw and the Road Commission in SR2S project planning activities, including route and map changes, in conjunction with schools that are seeking SR2S funding (**flexible match activities by City of Saginaw and Road Commission**).
- Participate in Planning Committee for Safe Routes to School safety events aimed at schools in Saginaw County that have either received SR2S funding or that are in the process of applying for funds.

**Responsible Agencies:** SCMPC staff; City of Saginaw and Road Commission (crash data analysis & SR2S activities); MDOT Bay Region (lead agency for SR2S activities).

## **Work Item 6.00 – Asset Management**

### **Purpose –**

To help satisfy the requirements of P.A. 499 of 2002, which establishes a Asset Management Council and charges it to develop an Asset Management Process. There are 792 miles of federal-aid eligible roads in Saginaw County. These will be rated using the PASER system as directed by the Asset Management Council.

### **Products -**

- Web based display of PASER road ratings for Saginaw County
- PASER data collected on federal-aid eligible roads in county.
- Road network data loaded into RoadSoft.
- Report on PASER and other roadway data and transportation project completion information.
- Reports submitted to MDOT Asset Management Coordinator as required.

### **Activities –**

- MPO staff will assist with the acquisition of road rating data in cooperation with the Saginaw County Road Commission, the City of Saginaw, and MDOT.
- MPO staff will compile data into viewable format for the public and local agencies
- Attend a one day training seminar on the use of PASER
- Assist AMC in local arrangements and coordination for training opportunities for Act 51 agencies, such as programs for PASER, RoadSoft, and Internet Reporting Tools (IRT).
- Transmit PASER ratings and roadway data on forms supplied by the MDOT Asset Management Coordinator
- Contract with Counties and Cities for participation in data collection efforts

**Responsible Agencies:** SCMPC (MPO staff), City of Saginaw, Saginaw County Road Commission, Michigan Department of Transportation

## **Work Item 7.00 – Public Transit Planning**

### **Purpose –**

To conduct planning for public transportation in conjunction with 3C (continuing, cooperative and comprehensive) transportation planning for the Saginaw metropolitan area; to develop strategies, policies and procedures that will maximize mobility for Saginaw County's transit-dependent population; to monitor performance of the Saginaw area's transit system and assess options for the continuing improvement of the system; to provide opportunities for citizen input to the decision making processes that impact public transportation and follow up on that input; and to inform the public about how to use Saginaw's transit system and about this system's value to the community.

### **Products -**

- Long, short and intermediate range transit plans
- Transit components of SMATS Transportation Improvements Program
- Documentation of fixed route operations (lefts and rights)
- Suggestions for service improvements
- Twice yearly passenger surveys of service quality
- Triennial monitoring of ridership and trip characteristics
- Brochures and web pages of route and LIFT information
- Bus stop signs, timepoint information and passenger amenities at bus stops
- Reports to STARS Board, MDOT and FTA
- Transit Advisory Committee activities and records

### **Activities -**

- Participation in Strategic Planning Committee, Transit Advisory Committee, Right To Transit Committee, SMATS Committees and other organizations interested in Saginaw area transit service
- Coordination of STARS activities with MDOT, City of Saginaw, Saginaw County Road Commission and other local government transportation planning, construction and operations
- Internal coordination and service monitoring at STARS
- Community contacts regarding bus service/stops
- Service monitoring and reporting per specifications of STARS Board, SMATS, MDOT and FTA

**Responsible Agency:** STARS

**Funding Sources and Financial Information**

A series of tables are shown on the next pages that present the following information:

- Table 1 Calculation of the SMATS fringe benefit rate.
- Table 2 Calculation of the SMATS indirect cost rate.
- Table 3 Funding sources for the FY 2009 UWP.
- Table 4 Allocation of staff time for the UWP work items.

It should be noted that the SMATS indirect cost rate (Table 2) is also documented in a separate Indirect Cost Allocation Plan in accordance with OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments."

Table 3 shows the sources of funding for the UWP work elements that are provided by each of the major participating agencies: Federal Highway Administration (FHWA), Federal Transit Administration (FTA), the Transportation Asset Management Council (AMC), the Saginaw Transit Authority Regional Services (STARS), and Saginaw County Government.

**Table 1. SMATS Fringe Costs**

			FRINGE COSTS		
			ITEM	AMOUNT	
			HOLIDAY SALARY	\$6,813	
			VACATION SALARY	\$11,312	
			LONGEVITY	\$1,890	
			HEALTH INSURANCE	\$41,944	
			RHS PLAN	\$1,437	
			RETIREE HEALTH CARE	\$0	
			LIFE INSURANCE	\$378	
			DENTAL INSURANCE	\$3,659	
			RETIREMENT-MERS	\$0	
			RETIREMENT-ICMA	\$11,617	
			SOCIAL SECURITY	\$10,988	
			WORKERS' COMP.	\$274	
			VISION INSURANCE	\$431	
			<u>DISABILITY INS.</u>	<u>\$188</u>	
			<b>TOTAL FRINGE</b>	<b>\$90,931</b>	
	AMOUNT	PERCENTAGE	<b>DIRECT FRINGE</b>	<b>\$90,931</b>	(TOTAL FRINGE X DIRECT SALARY %)
AVAIL. SALARY	123,616	100.00%	<b>INDIRECT FRINGE</b>	<b>\$0</b>	(TOTAL FRINGE X INDIRECT SALARY %)
DIRECT SAL.	123,615	100.0%			
INDIRECT SAL.	0	0.0%			
FRINGE RATE	73.6%	(TOTAL FRINGE/AVAIL. SALARY)			

**Table 2. SMATS Indirect Rate**

<i><b>COST ITEM</b></i>	<i><b>TOTAL</b></i>	<i><b>DIRECT</b></i>	<i><b>INDIRECT</b></i>	<i><b>PASS- THRU</b></i>
AVAILABLE SALARY	\$123,616	\$123,615	\$0	\$0
FRINGES	\$90,931	\$90,931	\$0	\$0
PER DIEMS	\$5,600	\$0	\$0	\$5,600
OFFICE SUPPLIES	\$2,000	\$0	\$2,000	\$0
ENGINEERING & DRFTNG SUP.	\$740	\$0	\$740	\$0
DATA PROC. SUPPLIES	\$500	\$0	\$500	\$0
POSTAGE	\$1,500	\$0	\$1,500	\$0
CONSULTANT SERVICES	\$0	\$0	\$0	\$0
BOOKS & PUBLICATIONS	\$600	\$0	\$600	\$0
COMPUTER SERVICES	\$16,267	\$0	\$16,267	\$0
MEMBERSHIPS & DUES	\$700	\$0	\$700	\$0
TRAVEL - MILEAGE	\$1,500	\$0	\$1,500	\$0
TRAVEL - WORKSHOPS	\$500	\$0	\$500	\$0
PRINTING & BINDING	\$500	\$0	\$500	\$0
INSURANCE - PUBLIC LIA.	\$2,625	\$0	\$2,625	\$0
COMPUTER EQUIP. MTCE.	\$1,160	\$0	\$1,160	\$0
OFC. EQUIP. R & M	\$1,000	\$0	\$1,000	\$0
VEHICLE RENTAL	\$0	\$0	\$0	\$0
ADVERTISING	\$1,000	\$0	\$1,000	\$0
COUNTY INDIRECT	\$15,219	\$0	\$15,219	\$0
SCRC/CITY ASSET MNGMT	\$5,100	\$0	\$0	\$5,100
<b>TOTAL COSTS</b>	<b>\$271,058</b>			<b>\$10,700</b>
<b>TOTAL DIRECT COSTS</b>		<b>\$214,546</b>		
<b>TOTAL INDIRECT COSTS</b>			<b>\$45,811</b>	
<b>PROVISIONAL FY2010 INDIRECT RATE:</b>		<b>21%</b>	<b>(TOTAL INDIRECT/TOTAL DIRECT)</b>	

**Table 3. SMATS UWP Funding Sources**

<b>Work Item</b>	<b>FHWA PL Funds</b>	<b>FTA 5303 Funds</b>	<b>Asset Management Council</b>	<b>Saginaw County Gen. Fund</b>	<b>STARS</b>	<b>Flexible Match: City and SCRC*</b>
1.00 SMATS Program Management	\$38,096	0	0	\$8,448	0	0
2.00 Data Collection & Management	\$49,268	0	0	\$211	0	\$13,933
3.00 Short Range Planning	\$40,180	0	0	\$4,214	0	\$3,325
4.00 Long Range Planning	\$33,860	0	0	\$3,163	0	\$1,395
5.00 Safety Conscious Planning	\$25,857	0	0	\$1,272	0	\$5,564
6.00 Asset Management	0	0	\$20,000	0	0	0
7.00 Public Transit Planning	0	\$69,702	0	0	\$17,426	0
<b>TOTAL</b>	<b>\$187,261.00</b>	<b>\$69,702.00</b>	<b>\$20,000.00</b>	<b>\$17,308.00</b>	<b>\$17,426.00</b>	<b>\$24,217.00</b>

\* A detailed explanation of the services to be counted as flexible match (third party in-kind services) is presented in the section of this document on “Local Matching Funds and Use of Flexible Match,” beginning on page 22. A summary budget by program activity is also provided in Table 5 on page 28.

**Table 4. SMATS UWP Staff Time Requirements (Hours)**

<b>Work Item</b>	<b>SMATS Staff Time</b>	<b>% of Available SMATS Hours</b>	<b>STARS Staff Time</b>	<b>% of Available STARS Hours</b>
1.00 SMATS Admin	1,022	18.8%	0	0
2.00 Data	991	18.2%	0	0
3.00 Short Range Plan	997	18.3%	0	0
4.00 Long Range Plan	886	16.3%	0	0
5.00 Safety	627	11.5%	0	0
6.00 Asset Mgmt	311	5.7%	0	0
7.00 Transit Planning	0	0	1,690	81.0%
Totals	4,834	89%	1,690	81.0%

**Local Matching Funds and Use of Flexible Match**

The required local matching funds for the FHWA grant programs consists of cash match provided by Saginaw County **and** the value of local agency work efforts and services (flexible match) contributed to the Unified Work Program activities by the City of Saginaw Engineering Department and the Saginaw County Road Commission. The flexible match contributed to the SMATS FY 2010 UWP is projected to be **\$ 9,527** from the City of Saginaw Engineering Department and **\$ 14,690** from the Saginaw County Road Commission. The flexible match provided by the City of Saginaw Engineering Department and the Saginaw County Road Commission is applied to the UWP as a whole and is not assigned to specific line items.

The work items and services to be contributed by the City and Road Commission are described on the following pages.

**City of Saginaw Support Services Description**  
**(Third Party In-Kind Contributions)**

Traffic Count Data

Traffic volume counts are taken annually throughout the City of Saginaw. All the data is collected and compiled for use in determining changes in traffic patterns, identifying problem areas and to plan and design for possible road and/or traffic control upgrades to accommodate these changes. The data is collected by the Temporary Technician (TT), downloaded, checked, entered and submitted by the Traffic Engineer Assistant (TEA) annually. **(Included in Work Item 2.00, Data Collection & Management)**

Crash Data

The accident reports are reviewed and documented for a 5-year period to determine if possible upgrades are needed such as designated turn lanes, increased traffic controls and/or other safety improvements. Because some high accident locations involve intersections shared with the state, county and township, the information is provided and plans are made to address these concerns. The field data is collected by TT, all other data is collected, reviewed, drafted and submitted by TEA as needed. **(Included in Work Item 5.00, Safety Conscious Planning)**

Turning Movement Data

Turning movements are taken annually throughout the City of Saginaw. All the data is collected and compiled for use in determining changes in traffic patterns, identifying problem areas, and to plan and design possible traffic control changes such as progression, signal timing upgrade or removal. The data is collected by TT, then downloaded, checked, entered and submitted by TEA annually. **(Included in Work Item 2.00, Data Collection & Management)**

Safe Routes 2 School

TEA attendance at meetings and audits, plus the implementation of route, map and school changes. **(Included in Work Item 5.00, Safety Conscious Planning)**

<b>City of Saginaw FY 2010 Wage Rates</b>			
<b>Employee</b>	<b>Hourly Rates</b>		
Traffic Engineer Asst.	21.35		
Temporary Tech.	10.00		

(Hourly rates based on past wage history - prior year.)

<b>Activity Hours</b>			
<b>Activity</b>	<b>Traffic Engineer Asst.</b>	<b>Temporary Tech.</b>	<b>Total</b>
Traffic Count Data	150	85	235
Crash Data	100	15	115
Turning Movements	100	20	120
SR2S	<u>40</u>	<u>0</u>	<u>40</u>
<b>Total Hours</b>	390	120	510
<b>Cost Per Person</b>	<b>\$8,326.50</b>	<b>\$1,200.00</b>	<b>\$9,526.50</b>

Please Note: Average hours estimated are based on comparable activities in prior years.

## Saginaw County Road Commission Support Services Description (Third Party In-Kind Contributions)

### Traffic Count Data:

During the weather permitting months our staff is collecting traffic counts for many roads throughout Saginaw County. All the data is collected and compiled for use in determining changes in traffic patterns, identifying problem areas and to plan and design for possible road and/or traffic control upgrades to accommodate these changes. The counts are also vital to the overall Saginaw County Traffic Demand Model which is used to identify problem areas and help with the HPMS reporting process. This allows our agency to plan/budget for improvements. This task is completed by our Electrician who collects the data, Director of Engineering and/or Assistant Director of Engineering who verify the data and direct the overall collection program. **(Included in Work Item 2.00, Data Collection & Management)**

### Non-Motorized:

Yearly planning efforts include attendance at planning sessions for those agencies/organizations that are pursuing construction of a non-motorized trailway. We are invited and attend as invariably the non-motorized trailway will cross our roadways or be located within our right-of-way. Those involved are the Manager, Director of Engineering, and Assistant Director of Engineering. **(Included in Work Item 4.00, Long Range Planning)**

### Category F Grants:

The Saginaw County Road Commission has an established All-Seasons route throughout the county that allows industry to function, even during the spring months affected by frost laws. In an effort to maintain that All-Seasons network, the Saginaw County Road Commission makes an annual attempt to secure grant monies for network upgrades. Grant preparation and planning is completed internally by the Director of Engineering and Assistant Director of Engineering. **(Included in Work Item 3.00, Short Range Planning)**

### Asset Management:

Asset Management involves the collection and compilation of data related to the condition of roadways and other assets throughout the county. Roadway condition data is primarily limited to the federal aid system, but occasionally local road information is also collected for planning purposes. Those involved are the Director of Engineering and Assistant Director of Engineering. **(Included in Work Item 3.00, Short Range Planning)**

### TIP Planning & Development:

The Manager, Director of Engineering, and Assistant Director of Engineering, in concert with the foremen and Maintenance Director identify and prioritize roadways in order of need throughout the year. Since most of the traffic is within the SMATS area, our planning hours/efforts are also directed primarily toward roads contained within the SMATS boundary. Improving these roads tend to give us more return on the dollar. Assembly of the information gathered helps determine which roads to add to the TIP. A substantial amount of work goes into "balancing" and best utilizing the funds available from our different funding sources. What finally goes into the TIP is a direct result of these efforts. **(Included in Work Item 3.00, Short Range Planning)**

Critical Bridge Planning:

Throughout Saginaw County there are 213 bridges that help provide vital links in the road network. Managing the needs for these structures is extremely important to maintain the continuity of the system. On an annual basis, the Saginaw County Road Commission prioritizes bridges in need of repair and produces an application package to the Michigan Department of Transportation for review and/or approval. The Manager, Director of Engineering, and Assistant Director of Engineering are involved in this process. **(Included in Work Item 3.00, Short Range Planning)**

Federal Aid Budgeting Forecasting:

Like most agencies, the Saginaw County Road Commission establishes an annual budget which lays out the revenues and expenses forecasted for the coming year. One key component of the budget is the SMATS related work and how those dollars will be incorporated into the road commission's plan. Federal Aid projects require design, construction oversight, and typically a 20% match, all of which need to show up on the budget worksheets. The Manager, Director of Engineering, and Assistant Director of Engineering are involved in this process. **(Included in Work Item 3.00, Short Range Planning)**

Crash Data / Safety Grants

Every year, the Saginaw County Road Commission reviews accident history in an attempt to determine if there is a need to install or change traffic control on a roadway. Each accident is reflected in the GIS/RoadSoft inventory, which allows us to plan and apply for Safety Grants and High Risk Rural Road funding. Past reviews have led to upgrades at intersections in the way of right/left turn lanes, traffic signals and other safety improvements. Identifying potentially problematic areas through review of the accident reports allows us to identify future projects and include them in a long range plan. Since the majority of the traffic, and thus accidents, are within the SMATS area, the hours included reflect reviewing those accidents and whether additional traffic control items are necessary. The data is reviewed by the Director of Engineering and Assistant Director of Engineering. **(Included in Work Item 5.00, Safety Conscious Planning)**

Turning Movement Data:

The efficiency of traffic flow throughout urbanized areas depends greatly on the timing of traffic signals at major intersections. Proper timing is directly related to an accurate computer model which requires turning movement counts at the signalized intersection locations. Turning movement data is also collected to verify if an intersection warrants a traffic signal. Turning movement counts are taken periodically throughout the course of the year as time permits and as conditions at intersections change. The data is collected by the Electrician or Assistant Director of Engineering. **(Included in Work Item 2.00, Data Collection & Management)**

Safe Routes to School (SR2S):

One of the newer priorities of the most recent highway funding legislation is a program called Safe Routes to Schools. The road commission's participation in this program to date has been attendance at meetings and audits, plus the implementation of route, map and school changes. Meetings are typically attended by the Director of Engineering or Assistant Direct of Engineering. **(Included in Work Item 5.00, Safety Conscious Planning)**

<b>SCRC FY 2010 Hourly Wage Rates</b>			
<b>Employee</b>	<b>Hourly Rate</b>		
Manager	\$ 40.00		
Dir. Of Eng	\$ 33.00		
Asst. Dir. Of Eng	\$ 30.00		
Electrician	\$ 21.00		

<b>Road Commission Anticipated Activity Hours</b>				
<b>Activity</b>	<b>Manager</b>	<b>Dir. Of Eng</b>	<b>Asst. Dir. Of Eng</b>	<b>Electrician</b>
Traffic Count Data		5	10	275
Non-Motorized	15	15	10	
Category F Grants		5	15	
Asset Management		5	20	
TIP Planning and Development	5	5	5	
Critical Bridge Planning	5	5	5	
Federal Aid Budget Forecasting	15	5	5	
Crash Data / Safety Grants	5	10	50	
Turning Movements			40	5
SR2S	2	5	5	
<b>Total Hours</b>	47	60	165	280
<b>Cost Per Person, Direct Wages</b>	<b>\$1,880.00</b>	<b>\$1,980.00</b>	<b>\$4,950.00</b>	<b>\$5,880.00</b>

**Total Cost of Services: \$14,690**

**Table 5**  
**FY 2010 SMATS Unified Work Program - FHWA (PL) Budget**  
**Summary Budget Table by Program Activity**

Includes the use of both flexible match and cash match.

"A"	"B"	"C"	"D"	"E"	"F"	"G"
Program and Program Activity	MPO Budget <sup>1</sup>	Estimated Flexible Match Contributions <sup>2</sup>	Total Cost ("B" plus "C")	Federal Share (81.85% of "D") <sup>3</sup>	Local Share (18.15% of "D")	Overmatch / (Shortfall) of Flexible Match Contributions <sup>4</sup> ("C" minus "F")
Asset Management <sup>5</sup>	\$20,000	\$0	\$20,000	\$0	\$0	\$0
Program Management	\$46,544	\$0	\$46,544	\$38,096	\$8,448	(\$8,448)
Data Collection & Management	\$46,260	\$13,933	\$60,193	\$49,268	\$10,925	\$3,008
Short Range Planning	\$45,765	\$3,325	\$49,090	\$40,180	\$8,910	(\$5,585)
Long Range Planning	\$39,973	\$1,395	\$41,368	\$33,860	\$7,508	(\$6,113)
Safety Conscious Planning	\$26,027	\$5,564	\$31,591	\$25,857	\$5,734	(\$170)
Total	\$224,569	\$24,217	\$248,786	\$187,261	\$41,525	(\$17,308)
Total of non-participating items <sup>5</sup>	\$20,000	\$0	\$20,000	\$0	\$0	\$0
<b>MPO Budget for FHWA Participating Items</b>	<b>\$204,569</b>	<b>\$24,217</b>	<b>\$228,786</b>	<b>\$187,261</b>	<b>\$41,525</b>	<b>(\$17,308)</b>

**NOTES:**

<sup>1</sup> MPO Budget is the TOTAL cost for the MPO staff to perform each program activity (not just the Federal share)

<sup>2</sup> The total flexible match contributions are shown in the program activity where the hours are estimated to be earned. The flexible match earned will be applied *programmatically* (across all program activities which are FHWA participating items).

<sup>3</sup> Both flexible match and cash match are used, so federal reimbursement is limited to:

\$187,261

This is the same as the federal share. This project will be authorized as a lump sum, in this amount.

<sup>4</sup> **Overmatch** - If the total amount of actual flexible match at the end of the program period is more than sufficient to cover the local share (if "C" is > "F"), any excess amount can not be reimbursed in cash nor used as flexible match on another grant (overmatch is not the intended outcome for this summary budget). **(Shortfall)** - If the total amount of actual flexible match at the end of the program period is not sufficient to cover the local share (if "F" is > "C"), the MPO will need to make up any shortfall with its own funds (cash match).

<sup>5</sup> Non-FHWA participating item (i.e. 100% State Funded)

## **Appendix A**

### **SAGINAW COUNTY METROPOLITAN PLANNING COMMISSION STAFF**

Douglas Bell, Director

Philip Grimaldi, Associate Planner

Demetra Manley, Planning Services Assistant

### **SAGINAW COUNTY METROPOLITAN PLANNING COMMISSION MEMBERS**

#### **Members**

#### **Residence / Agency**

Tim Courtney, Chair	Birch Run Township
Seymour Geiersbach, Vice-Chair	Saginaw Township
John Leachman, Secretary	Thomas Township
Delena Spates-Allen	City of Saginaw
Ken Hornak	Chesaning Township
Doug Bishop	Maple Grove Township
Calvin Williams	Bridgeport Township
Tom Koski	Saginaw Township
G. Thomas Kerr	Frankenmuth Township
Thomas Houlihan	Thomas Township
Peter Shaheen	Saginaw Township
Susan Richardson, ex-officio	MDOT- Lansing
Phil Karwat, ex-officio	City of Saginaw
Brian Wendling, ex-officio	Saginaw County Road Commission
Sylvester Payne, ex-officio	STARS

**Saginaw Metropolitan Area Transportation Study  
Transportation Planning Committee**

***Voting Members***

Rob Grose, Chair  
 Russ Taylor, Vice-Chair  
 Phil Karwat, Secretary  
 Bruce Palmer  
 James Loiacano  
 Delegate  
 Susan Richardson  
 Acting Supervisor  
 Brian Kischnick  
 Ron Sholtz  
 Sylvester Payne  
 Marvin Kozara  
 Brian Wendling  
 John Tagget  
 Sue Fortune  
 Dave Geiger  
 Len Ballosh  
 Seymour Geiersbach  
 Thomas Mayan

***Representing***

Saginaw Township  
 Thomas Township  
 City of Saginaw  
 Bridgeport Township  
 Kochville Township  
 City of Zilwaukee  
 MDOT (Lansing)  
 Buena Vista Township  
 Tittabawassee Township  
 Saginaw County BOC  
 STARS  
 Carrollton Township  
 Saginaw Co Road Commission  
 Spaulding Township  
 East Michigan COG  
 MDOT (Bay Region)  
 James Township  
 Saginaw County Planning  
 7-B Rural Task Force Small Cities & Villages

***Alternate(s)***

Bridget Smith  
 Robert Weise  
  
 Brandon Wilcox  
 Vic Killingbeck  
  
 Paul Kekel  
 Adam Ball  
 Anamika Laad  
 Jay Reithel  
 Ken Hornak

***Non-Voting Members***

Rachael Tupica  
 Stewart McKenzie  
 Delegate  
 Delegate

***Representing***

Federal Highway Administration  
 Federal Transit Administration  
 Rural Townships, Villages and Cities  
 Any representative members from private businesses, trade associations or citizen interest groups and other government or public agencies.

## **Appendix B**

### **Certificate of Indirect Costs**



## **Saginaw County Metropolitan Planning Commission**

County Governmental Center  
111 South Michigan Avenue

Saginaw, Michigan 48602

Phone: (989) 797-6800 Fax: (989) 797-6809

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

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

I declare that the foregoing is true and correct.

Governmental Unit: Saginaw Metropolitan Area Transportation Study (SMATS)

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

Name of Official: Douglas A. Bell

Title: Planning Director / SMATS Study Director

Date of Execution: August 12, 2009

## **Appendix C**

### **Third Party In-Kind Contributions Statements of Notification and Assurances**

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

1. **Notification** – In executing the subject unified work program (UWP), the Saginaw Metropolitan Area Transportation Study (SMATS), the MPO for the Saginaw urbanized area, proposes to use third party in-kind contributions provided by the City of Saginaw to cover a portion of the non-federal match on a total UWP basis.
2. **Identification and Inclusion** - The third party in-kind contributions are identified in the UWP tasks descriptions and budget tables. The value of these in-kind contributions is included in the total UWP budget. (see Table 5 for a summary)
3. **Third Party Consent** – The City of Saginaw Engineering Department has agreed that the value of the eligible work performed by their staff may be used as an in-kind contribution.
4. **Not Paid by Other Federal Funds** – The cost of the third party work will be paid for with funds available to the third party. The cost for such work will not be paid for by Federal funds or used as a match for other federally funded grants or sub-grants.
5. **Eligible and Allowable** – The third party in-kind contributions are for Traffic Counts, Turning Movements Data, Crash Data, and Safe Routes to School program activities. These activities are essential to fulfilling Federal transportation planning requirements, are eligible for funding under Title 23, and are allowable under applicable OMB Circulars.
6. **Time Period** – The third party work will be performed during the FY 2010 UWP time period.
7. **Verifiable** – The derivation of the estimated value placed on the third party in-kind contributions is documented and verifiable from the records of the City of Saginaw Engineering Department and the MPO. Actual contributions will be recorded and maintained by the MPO and the third party. Such records shall account for all time and costs, not just the portion used to cover the non-Federal match (Page 23 in the UWP describes the basis for the value and the record system for verifying costs).
8. **Amount** – The total amount of estimated third party in-kind contributions for the FY 2010 UWP is \$9,527. If this total exceeds the amount needed to provide the non-Federal match for available PL funds, only that portion needed to cover the match will be used. If the third party in-kind contributions are not sufficient to cover the match requirement, the additional match will be paid from non Federal cash resources (see Table 5 in the UWP for a summary).

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

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

Date: \_\_\_\_\_

Title: \_\_\_\_\_

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

9. **Notification** – In executing the subject unified work program (UWP), the Saginaw Metropolitan Area Transportation Study (SMATS), the MPO for the Saginaw urbanized area, proposes to use third party in-kind contributions provided by the Saginaw County Road Commission to cover a portion of the non-federal match on a total UWP basis.
10. **Identification and Inclusion** - The third party in-kind contributions are identified in the UWP tasks descriptions and budget tables. The value of these in-kind contributions is included in the total UWP budget. (see Table 5 for a summary)
11. **Third Party Consent** – The Saginaw County Road Commission has agreed that the value of the eligible work performed by their staff may be used as an in-kind contribution.
12. **Not Paid by Other Federal Funds** – The cost of the third party work will be paid for with funds available to the third party. The cost for such work will not be paid for by Federal funds or used as a match for other federally funded grants or sub-grants.
13. **Eligible and Allowable** – The third party in-kind contributions are for Traffic Counts, Turning Movements Data, Crash Data, Safe Routes to School program activities, TIP Development, planning for major bridge improvements, all season route planning for economic activities, non-motorized facility planning, Federal Aid and other revenue forecasts, and other short-range planning activities as described in the UWP. These activities are essential to fulfilling Federal transportation planning requirements, are eligible for funding under Title 23, and are allowable under applicable OMB Circulars.
14. **Time Period** – The third party work will be performed during the FY 2010 UWP time period.
15. **Verifiable** – The derivation of the estimated value placed on the third party in-kind contributions is documented and verifiable from the records of the Saginaw County Road Commission and the MPO. Actual contributions will be recorded and maintained by the MPO and the third party. Such records shall account for all time and costs, not just the portion used to cover the non-Federal match (Page 27 in the UWP describes the basis for the value and the record system for verifying costs).
16. **Amount** – The total amount of estimated third party in-kind contributions for the FY 2010 UWP is \$14,690. If this total exceeds the amount needed to provide the non-Federal match for available PL funds, only that portion needed to cover the match will be used. If the third party in-kind contributions are not sufficient to cover the match requirement, the additional match will be paid from non Federal cash resources. (see Table 5 in the UWP for a summary).

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

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

Date: \_\_\_\_\_

Title: \_\_\_\_\_