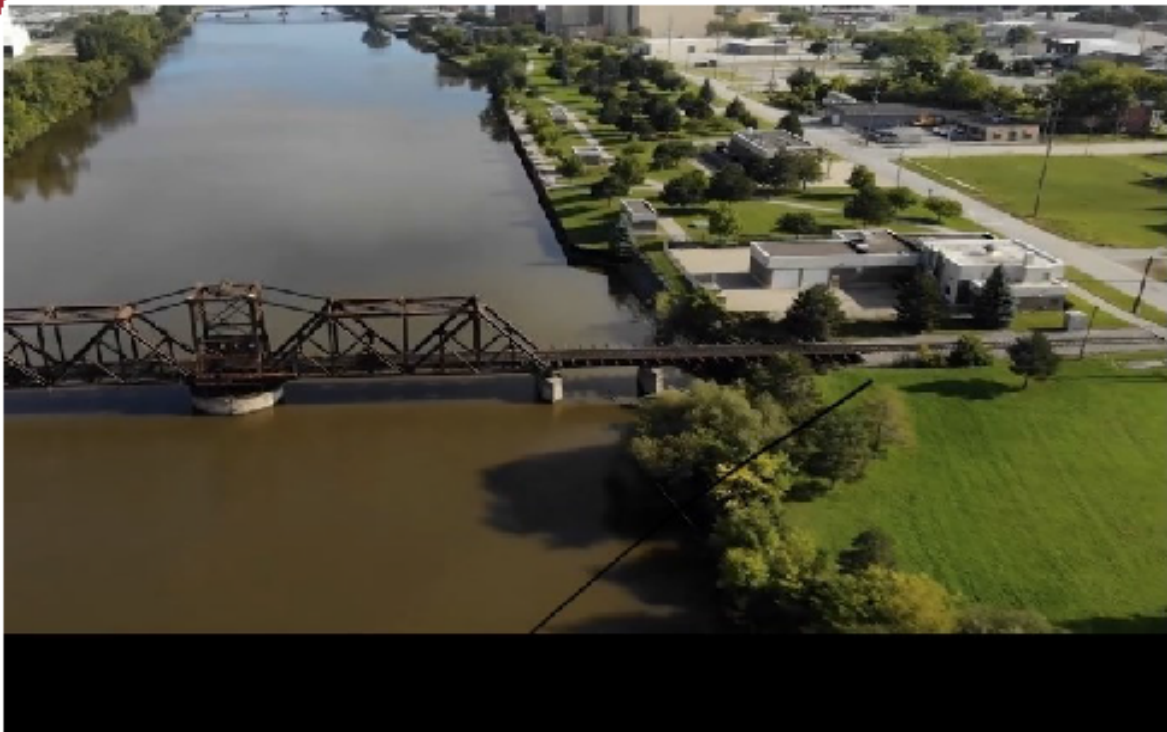


FY –2021

**SMATS Unified
Planning
Work Program**



**Saginaw Metropolitan Area
Transportation Study (SMATS) (UWPW)**



Adopted by:

SMATS

Policy Committee

May, 2020



111 S. Michigan Saginaw, MI 48602

Questions concerning this document email: [Demetra Manley dmanley@saginawcounty.com](mailto:Demetra.Manley@saginawcounty.com)

Approvals

The Unified Work Program for Fiscal Year 2021 that is presented in this document was approved as follows:

Approved by the Transportation Planning Committee of the Saginaw Metropolitan Area Transportation Study meeting of May 21, 2020.

Approved by the Saginaw County Metropolitan Planning Commission, the Policy Body of the Saginaw Metropolitan Area Transportation Study, of May 28, 2020.

**Approved by Federal Highway Administration, Michigan Division
_____, 2020.**

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DISCLAIMER

The Metropolitan Planning Organization (MPO) for Saginaw County local units of government has begun the re-designation process effective October 1, 2020 fiscal year 2021. Re-designation is a lengthy process which requires various levels of committee approvals, resolutions, agreements etc. and also the approval from the Governor of State of Michigan.

The work tasks content of this document resembles much of the language from previous year's Unified Planning Work Programs (UPWP). UPWP and UWP is used interchangeably throughout this document. What's new in FY 2021 UPWP from a financial and staffing perspective is the use of local (flexible) match is eliminated and replaced with *cash match* contribution from the City of Saginaw and the Saginaw County Road Commission to satisfy local match requirements.

The financial section of this document identifies estimated financial expenses of the organization as independent entity and the appointment of the current Office Coordinator employee to the Executive Director. It is anticipated that the FY21 UPWP will be amended identifying available actual costs of expenses, organizational structure, and the launching of the MPO's new name "Saginaw Area Transportation Agency" (SATA), fall of 2020.

INTRODUCTION

The Fiscal Year 2021 Unified Planning Work Program for the Saginaw metropolitan area outlines the transportation planning program of the Saginaw Metropolitan Area Transportation Study SMATS. The UPWP identifies how the available planning funds (federal, state and local) will be used to adhere to federal and state transportation planning requirements and addressing local transportation policies, programs, issues, and priorities. The SMATS Fiscal Year 2021 describes the transportation planning work and associated funding for the period of October 1, 2020 to September 30, 2021. The UPWP is developed by SMATS in partnership with the City of Saginaw Engineering, Saginaw County Road Commission, Saginaw Transit Authority Regional Services, Federal Highway Association, Federal Transit Administration, Michigan Department of Transportation, and other local agencies. These partners continue to play an effective role in SMATS transportation planning activities by providing requested technical assistance and encouraging intergovernmental cooperation.

Each task in the UPWP includes information on who will perform the work, resulting end products, and proposed funding allocations. The UPWP is required by the United States Department of Transportation (USDOT) to function as a basis and condition for all federal funding assistance for transportation planning to state, local, and regional agencies. These planning activities are supported by federal, state, and local funds. Detailed information on these contributed services is provided in the financial section of this document.

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 also known as the (3C)", 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 in the MPO's Transportation Improvement Plan (TIP). 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. Funding for highways, highway safety, and public transportation is provided by the current federal transportation enabling act *Fixing America's Surface Transportation (FAST) Act*. *FAST Act* is the current enabling legislation and is due to expire at the end of the fiscal year, September 30th. This legislation, like its predecessors, 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 unless deemed regionally significant by 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 will 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.

These planning activities are supported by federal, state, and local funds. In FY 2021, SMATS intends to use cash contributions provided by the Saginaw County Road Commission and the City of Saginaw Traffic Engineering to meet the local matching funds required for the FHWA grant funds. Detailed information on these contributed services is provided in the financial section of this document.

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 on the last page of this document.

SMATS FY 2021 Staffing

SMATS has two vacant positions. The Executive Director as of November 1, 2019 and a Transportation Planner as of April 2019. The transportation planning program is currently being managed by the Office Coordinator. The staffing in this document reflects 2 full time employees (FTE), the promotion of the current Office Coordinator to the Executive Director position. SMATS will also remove the position of Office Coordinator/Planning Service Assistant and combine the works task of the existing vacant Transportation Planner position together to be filled in October 2020.

Interns will be hired from local universities, such as Saginaw Valley State University and Delta College through there urban geography, graphic design programs with power point presentation skills so they can assist with the modernization of all documents including a new agency brochure describing the Saginaw MPO and the work we do.

SMATS MPO Current Committee Structure

The *Saginaw County Metropolitan Planning Commission* is the *policy body* for the SMATS organization until the restructuring process is complete. 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 STARS.

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. 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 Michigan Council of Governments, 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.
7. One member representing MDOT Lansing Statewide Planning Section

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.

SMATS Committee Structure Proposal

Currently, the Saginaw County Metropolitan Planning Commission is designated as the Metropolitan Planning Organization (MPO) for Saginaw County. The SMATS MPO has an existing structure that is comprised of the Technical Committee which reports to the Policy Committee, which in turn, forwards their recommendations to the Saginaw County Metropolitan Planning Commission for final approval of all transportation related actions.

Redesignation of an MPO can occur by agreement of the Governor and affected local units of government representing 75 percent of the population in the entire metropolitan area. The central cities must be among the units of local government agreeing to the re-designation. Through the re-designation process the Saginaw MPO would be created as a membership-based Intermunicipality Committee under Michigan Public Act 200 of 1957.

Policy Committee shall become the governing body for the Saginaw MPO, the Technical Committee will report to the Policy Committee, and staff will become employees of the Saginaw MPO.

FUNDING SOURCES FY2020-2021

FHWA Planning grant funds (also known as “PL” or metropolitan planning funds)

Federal Planning funds can be used for up to 81.85 percent of a project, with a required 18.15 percent match typically provided by local governments.

FHWA State Planning and Research (SPR) grant funds

SPR funds are federal dollar from the State Planning & Research Program administered by the Michigan Department of Transportation. Some SPR funds may be allocated to the MPO to help with planning studies. A 20 percent match is required that is provided by MDOT.

FTA Section 5303 and 5307 grant funds

Section 5303 funds are federal funds designated for transit planning, and research activities and are flexed to PL dollars as a part of the Consolidated Planning Grant. Up to 80 percent of federal funds can be used for a project. The remaining 20 percent match is typically provided by local governments.

FHWA Surface Transportation Program (STP) funds

Federal STP funds can be used for up to 81.85 percent of a project, with a required 18.15 percent match typically provided by local governments.

Local matching funds

All federal grants funds require at least an 18.15 percent non-federal match. The MPO receives funding from member jurisdictions.

The projected funding for FY2021

FHWA PL 112 (Metro Planning Grant)	\$ 325,211
Local Match of 18.15%	\$ 56,121
Local Match 18.15%	\$ 15,993
State Asset Management	<u>\$ 21,000</u>
Total	\$ 418,325

*chart excludes mandatory SMATS audit cost of \$4,200

\$422,525 total

Use of Cash Match

The SMATS program will utilize the cash match assistance of local agency staffs, including the City of Saginaw, 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. SMATS will reimburse these agencies for transportation planning activities and more detail 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 study area to develop strategic transportation programs that meets the diverse needs of the citizens of Saginaw.

Priorities for the SMATS Planning Area in FY 2021

The transportation planning program conducted by the Saginaw Metropolitan Area Transportation Study is designed to be responsive to federal and state requirements while also addressing local transportation issues. The Unified Work Program (UWP) is intended to carry out the specific requirements in the most recent transportation bill, the FAST Act. On December 4, 2015, President Obama signed the Fixing America's Surface Transportation (FAST) Act into law—the first federal law in over a decade to provide long-term funding certainty for surface transportation infrastructure planning and investment, while continuing to build upon the “continuing, comprehensive, and cooperative” planning process that is well-established in the SMATS area.

The FAST Act, identified planning factors included under the section Metropolitan Transportation Planning Title 23 USC 134(h)(1) that the metropolitan planning process shall provide for consideration and implementation of projects and strategies that will address the following *planning factors*:

- Support the economic vitality of the metropolitan area; especially enabling global competitiveness, productivity, and efficiency.
- Increase the safety of the transportation system for motorized and non-motorized users
- Increase accessibility and mobility of people and freight
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvement and State and local planned growth and economic development patterns
- Enhance the integration and connectivity of transportation system, across and between modes, for people and freight
- Promote efficient system management and operation
- Emphasize the preservation of the existing transportation system
- Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impact of surface transportation, and
- Enhance travel and tourism

SMATS is committed to implementing these planning factors, as applicable, in work items described in this document while promoting the (3C) approach in the transportation planning process.

SMATS completed the preparation and adoption of a new 2045 Metropolitan Transportation Plan (MTP) in 2017 and amended the document to meet FHWA requirements in April 2018. The MTP identifies the major transportation needs in the SMATS area and provides an extensive list of projects that have been proposed to address those needs. Minimal work will be needed on the SMATS MTP, except for additional performance measure inclusion in the plan, and preparation for the 2050 MTP. The projects that are identified in the MTP are next prioritized in the SMATS Transportation Improvement Program (TIP) for the metropolitan planning area. In the TIP development process, SMATS evaluates proposed projects based on safety, condition, potential for improved intermodal connections and access, coordination with local land use plans, and other factors.

UWP Major Work Items

The Unified Work Program identifies a broad range of activities by the SMATS organization that supports the implementation of the Metropolitan Transportation Plan and the Transportation Improvement Program. The following is a brief listing of priorities for the SMATS metropolitan area in FY 2020 as described in the UWP:

Preservation and maintenance of the existing transportation and transit system

- Work on this task will include providing assistance and review of local agencies asset management plans and the development of the annual report for asset management.
- Working with local agencies on Asset Management plans and incorporating Road Soft analytical tools to determine remaining service life of their system.
- Performance measure reporting on the progress achieved in the system performance Data tracking and analysis past and future projections
- Reviewing and assisting STARS in reporting and tracking performance measures for Transit operations.

Capacity improvements in the existing system

- Emphasis on safety in the transportation planning process, and implementation of safety improvements in the system.
- Continue to collect data and improve documentation for safety targets in both the MTP and TIP documents.
- Implement a process to track safety projects effect on the road way.

Transportation funding issues and financial constraint.

- Work with local agencies on acquiring additional grant funding for road projects.

Expanded public involvement and consultation

- Public Participation plan will be a continuous task.

Monitoring of Title VI and environmental justice considerations

- Improve the Environmental Justice (EJ) and consolation chapter and work on developing a standalone documents for EJ.

Data collection Efforts

- To support the Great Lakes Bay Region Travel Demand Model, the Highway Performance Monitoring System (HPMS), the PASER rating program, and other areas as needed.

- Work with the city of Saginaw and Road Commission on road count data collections and SMATS being the data repository for both road counts and PASER data.

Development of Non-motorized facilities/Saginaw County Non-motorized plan

- Development of the plan and have the interns work on collecting current trail and infrastructure data.

Freight Consideration Transportation Planning Process

- Work with Midland and Bay City MPO's to develop a regional Freight Plan along with the East Michigan Council of Governments (EMCOG)

Public transportation service levels and delivery alternatives

- Research best practices in public transportation in collaboration with partners at STARS

Incorporation of livability concepts in the transportation planning process

Intergovernmental cooperation, including participation in efforts to address regional (multi-county) transportation issues for major corridors and facilities.

- Work with the other regional MPO's to set up an annual meeting between the agencies

Coordination of transportation planning with county and regional economic development efforts

- Develop a better relationship with Saginaw Future, Chamber of Commerce, and EMCOG

Identification and implementation of performance measures in cooperation with MDOT, FHWA, and the other Michigan MPO's

- Work with local agencies on performance measures planning and project selection.
- Work on collaborating with local agencies on collecting data for performance measures.
- Develop a plan of action on reporting and analyzing performance measures.

Transportation Issues

There is a direct coloration between mobility and economic growth, and improving the quality of life for people. Supporting quality of life and a robust economy in Saginaw and in Michigan as a whole requires that there be safe, efficient, and well-maintained transportation system. Investment in roads, bridges, and public transportation is funded by local, state and federal governments. A lack of sufficient funding at any and all levels makes it difficult to adequately maintain and improve current transportation systems. Reducing the number of fatal vehicle crashes related to roadway features is of concern of the in Saginaw Metropolitan area and the throughout the State of Michigan. Investing in a safe and well maintained transportation network is vital in reducing vehicle related fatalities.

This awareness clearly identifies transportation issues in the SMATS urbanized planning area that directs the decision making process and are further outlined below:

Issue No. 1. Preservation of the Transportation System

Issue No. 2. Performance Based Planning and Programming

Issue No. 3. Reduction in traffic fatalities and serious injuries on all public roads

*This list is not prioritized as all issues are of extreme importance and are considered in the transportation planning programming in the Saginaw County urbanized planning area.

Transit planning is also vital to economic growth and improving quality of life for citizens in Saginaw County. Saginaw Transit Authority Regional Services (STARS) is the major public transportation system for the Urbanized Saginaw Area that provides safe, efficient, dependable, and affordable public transportation to all citizens of Saginaw. Funding for STARS is generated from a combination of

revenue sources, including passenger fares, local transportation millages, state resources and federal grants. Over the last year, Saginaw Transit Authority Regional Service (STARS) is continually moving forward on its bus replacement program, enhancing and expanding services for citizens in Saginaw County. STARS travels about 1.5 million miles per year and over 3,300 people ride STARS buses each day to work, doctor visits, shopping and school. SMATS staff will continue to work with STARS to process TIP amendments and assist with developing their transit asset management plan along with technical assistance from MDOT, FTA, and FHWA.

This year, staff must continue to assist STARS with the development of their Transit Asset Management Plan, coordinate and facilitate services and activities. collecting Model Inventory of Roadway Elements (MIRE) Data, and other activities related to generating data useful in all of the current and future performance based measures. In addition, SMATS must enhance our relationship with Midland Bay and Saginaw Airport (MBS), economic development within the Great Lakes Bay Area.

Finally, SMATS is unique statewide in that we have a joint relationship with our border MPO partners in Midland and Bay Counties. During FY 2021, SMATS must continue to communicate and collaborate with those policies and our colleagues in regional planning on issues and topics of regional concern. A major change that occurred in FY 2018 was that Midland’s MPO (MATS) planning area now includes Tittabawassee Township, which was previously in SMATS planning area.

AIR QUALITY

The Clean Air Act Amendments of 1990 (CAAA) established the mandate for better coordination between air quality and transportation planning. The CAAA requires that all transportation plans and transportation investments in non-attainment and maintenance areas be subject to an air quality conformity determination. The purpose of such determination is to demonstrate that the Long Range Transportation Plan (LRTP) and Transportation Improvement Program (TIP) conform to the intent and purpose of the State Implementation Plan (SIP). The intent of the SIP is to achieve and maintain clean air and meet National Ambient Air Quality Standards (NAAQS). Therefore, for non-attainment and maintenance areas, the LRTP and the TIP must demonstrate that the implementation of projects does not result in greater mobile source emissions than the emissions budget.

On October 1, 2015 the United States Environmental Protection Agency (EPA) set the primary and secondary national ambient air quality standard (NAAQS) for ground-level ozone at 70 parts per billion (or 0.070 parts per million). Since SMATS area is designated in attainment for Ozone under USEPA’s 8 hour 0.070 Ozone Standard, there is no requirement to conduct a regional transportation conformity analysis for the SMATS’ Long-Range Plan or Transportation Improvement Program. This state of affairs is reflected in the current UWP by Air Quality not being one of the work tasks needed to be conducted within FY 2021, with time and funding assigned to it. If ever EPA publishes a notice designating the SMATS area as nonattainment area, then above mentioned regional transportation conformity analysis would need to be conducted, and the future UWP would reflect work tasks necessary.

Work Task for FY 21 UWP

Transportation Issues

<u><i>FY 2021 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

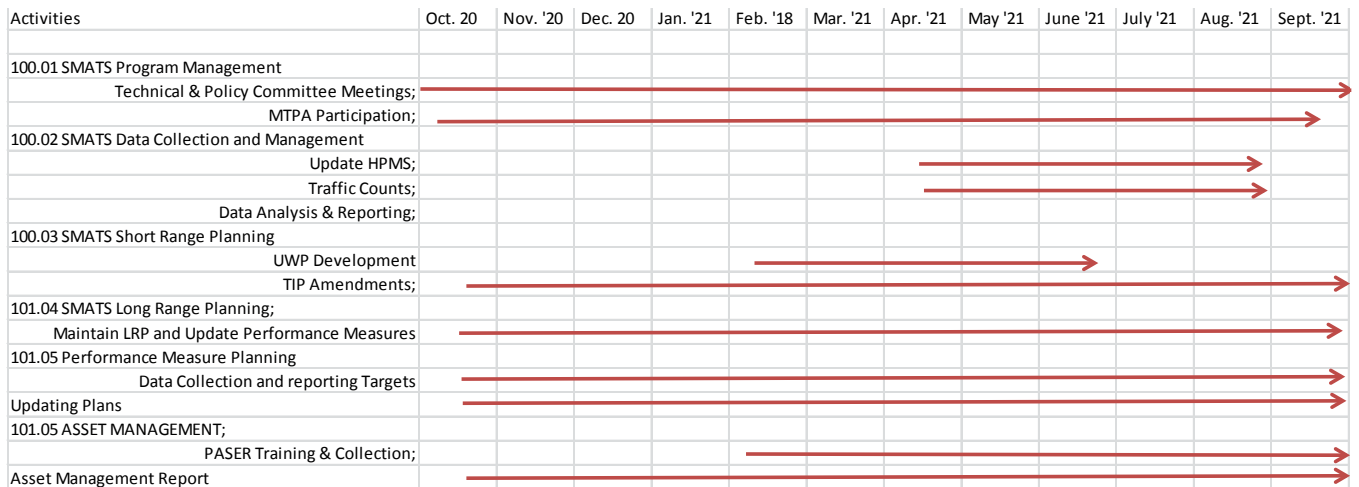
Land Use Analysis and Consideration	2.00, 4.00
In Transportation Planning	
Title VI/ Environmental Justice	1.00, 2.00, 4.00
Long Range Transportation Plan	4.00
County-wide Traffic Counts	2.00
Socio-Economic Database	2.00
Intelligent Transportation Systems	3.00
Highway Performance Monitoring System (HPMS)	2.00
Public Transit	1.00, 2.00, 4.00, 7.00
Non-Motorized Planning	4.00
Performance Measures	5.00

Saginaw Metropolitan Area Transportation Study (SMATS)

Outline of Work Items

SMATS Program Management	1.00
SMATS Re-structuring/Work Efforts/Consultant Hiring	1.03
SMATS Data Collection and Management	2.00
SMATS Short Range Planning	3.00
SMATS Long Range Planning	4.00
Performance Measure Planning	5.00
Asset Management	6.00
Public Transit Planning	7.00

**Work Flow Chart
FY 21**



Work Item 1.00 – SMATS Program Management

Responsible Agency: SCMPC (MPO staff)

SMATS Program Management

	FHWA PL112	SMATS	LOCAL	MDOT
Funding Source	\$105,690		\$23,436	\$0
Expenditures		\$129,127		
Staff Time (hours)		1801		

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 2020 UWP.
- FY 2022 Unified Work Program.
- 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.
- Applications for transportation funding programs by member communities.
- Public official’s 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 2020 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.
- 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 and revised 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 continued and refined as opportunities arise. 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.
- 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.
- Provide information and assistance where needed to member communities concerning Transportation Enhancement grants and other programs.

- Continued monitoring of federal and state legislation that may affect transportation programs and funding.
- Participate in MTPA sub-committees as assigned.

Work Item 2.00 – SMATS Data Collection and Management

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

	FHWA	SMATS	LOCAL	MDOT
Funding Source	\$94,553		\$20,967	\$0
Expenditures		\$115,519		
Staff Time (hours)		828.46		

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. MPO staff will continue to monitor population and employment changes that may impact the current Travel Demand Model for the Great Lakes Bay Region that has been developed in cooperation with MDOT Statewide and Urban Travel Analysis staff.

Products -

- Saginaw County demographic database, including socio-economic (SE) data pertinent to maintenance of the current and development of the new Travel Demand Model.
- Possible acquisition of software that would significantly benefit transportation analysis and decision-making.
 - Utilizing ArcGIS and ArcGIS online to provide a data repository for all information and provide information to the public via online maps.
- Network attributes updated as necessary.
- Traffic count database.
- Turning movements database.
- Maintain files on MBS Airport passenger and freight counts.
- 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.
- Non-motorized counts
- Data tracking for high target safety areas

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. SMATS will be purchasing an ArcGIS license for use.
- Maps will be produced as needed 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 facilitate the acquisition of data on eligible road segments within Saginaw County as determined by the Highway Performance Monitoring System (HPMS) and the travel demand model. For HPMS specifically, SMATS will:
 - Collect and submit data items in conjunction with MDOT's HPMS coordinator. Staff will review and update the HPMS database sample segments using the MDOT supplied spreadsheet that contains only the data items needing to be updated for each sample in the format provided.
 - Staff will provide support to the Non Trunkline Federal Aid Program (NTFA) in the cross-agency coordination effort of gathering existing traffic count data on the non trunkline federal aid roads.

- Ongoing traffic count collection by the Saginaw County Road Commission, the City of Saginaw Engineering Department, and the Michigan Department of Transportation (MDOT)
- 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.
- Other data collection and analysis activities that will assist MDOT in maintaining and improving the Travel Demand Model. In FY 2020, SUTA staff in cooperation with SMATS staff will complete the process of updating socioeconomic data (population and employment) projections for input to the Travel Demand Model for the next Metropolitan Transportation Plan update (due in 2020).
- 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.
- Model Inventory Roadway Elements (MIRE) Fundamental Data Elements (FDE) is a federal reporting requirement for safety roadway data. MDOT will ask for MPO volunteers to participate and supply input during design specification meetings or interviews. These discussions will look at user needs using technology to collect, access, transfer, and store MIRE FDE data. Some learning, material preparation, optional travel, and meeting time would be potential resources required for planning discussions. As data collection elements are known, some MIRE FDE data collection may begin at the MPO's discretion.

Work Item 3.00 – SMATS Short Range Planning

Responsible Agencies: SCMPC (MPO staff); Road Commission for certain cash match activities as identified above; SAGA for GIS mapping services.

	FHWA	SMATS	LOCAL	MDOT
Funding Source	\$21,138		\$4,687	\$0
Expenditures		\$25,825		
Staff Time (hours)		360.2		

Purpose – To undertake activities associated with short-term planning and implementation relating to projects to be undertaken within a five-year period. This will be a major work item for

the FY 20 UWP with the new TIP being developed along with continuing the update of the public participation plan. Also, SMATS will start the data gathering and preparation for developing a Saginaw County Non-motorized plan.

Products -

- Maintenance of the TIP for 2020– 2023 that was developed in FY 2016.
- Review and update the goals and vision in the current plan as needed.
- Work on updating plan and condensing the material
- Updated project location maps will be prepared as needed for the projects selected for the 2020 – 2023 TIP.
- Create online public interfacing map to allow comments
- Annual application for bridge funding by Road Commission.
- Create Illustrative Projects list maintained to serve as a source of projects that may be added to the TIP is additional funding becomes available through new legislation 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.
- Implement language and project selection criteria for performance measures and state targets into plans.
- SMATS will utilize the SVSU interns from the graphic design department to develop and prepare new updated plans that a visually appealing and easier to read.

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
- Coordination with the 7B Rural Task Force and incorporation of Task Force projects in the TIP.
- Preparation of updated map(s) showing the locations of the projects selected for the 2017 – 2020 TIP and upcoming 2020 – 2023 TIP.
- Participation in the use of MDOT’s new JobNet on-line as the project components become available. In general, work will continue with MDOT staff to implement the full use of JobNet.
- Road Commission participation in project planning and evaluation for maintenance and updating of the 2020 – 2023 TIP
- Road Commission review of roadways within the SMATS study area to determine needs and plan for appropriate repairs.

- Recommend changes to Transportation Improvement Program as needed.
- Analyze the effectiveness of previous TIP projects and objectives.
- Participate in a financial planning work group in cooperation with MDOT, FHWA and other MPO's to develop revenue estimates and a uniform financial plan for the TIP.
- Utilize the adopted TIP Project Ranking Method to evaluate preservation and capacity projects that are considered for inclusion in the new 2020 – 2023 TIP.
- Analysis by the Road Commission of the Federal Aid revenue estimates and forecasts provided by SMATS and MDOT to achieve the most effective utilization of available funding for priority projects
- Continue to evaluate the effectiveness of the TIP Project Ranking Method and recommend revisions as needed. Include Performance measures on ranking projects and provide detail on how the provide support for MDOT targets.
- Annually evaluate established All Season route by Road Commission to identify needed upgrades and pursue funding for projects through the Transportation Economic Development Fund (TEDF)
- Community involvement and outreach activities for the current 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.

Work Item 4.00 – SMATS Long Range Planning

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

	FHWA	SMATS	LOCAL	MDOT
Funding Source	\$21,138		\$4,687	\$0
Expenditures		\$25,825		
Staff Time (hours)		360.2		

Purpose – A new Metropolitan Transportation Plan (MTP) that complies with the MAP-21 planning requirements was adopted in March 2018. Therefore, the MTP will be reviewed and updated when necessary in FY 20. Additionally, Staff will begin preparing for SUTA to analysis projects for the next MTP and ways to condense the plan.

Products -

- Review and updated SMATS Metropolitan Transportation Plan with a horizon year of 2045. Continue development of the plan with increased focus on performance measure and Fast Act goal inclusion, and condensing the current plan and make it more user friendly.
- Update plan with current and proposed performance measures target and language.

Activities –

- Continued staff review of local community plans (master plans, land use plans) that may impact the transportation system.
- Staff will continue to work with local officials and stakeholders to identify and monitor freight related issues within the metropolitan area.
- Continued efforts to identify freight stakeholders and obtain their input as part of the current transportation planning process.
- Continued discussions to identify regional transportation issues and needs with area agencies such as EMCOG, BCATS (Bay City MPO), and MATS (Midland MPO).
- Participate in regional studies, plans, and initiatives as appropriate. SMATS staff currently serves on the Strategic Management Team for the Regional Prosperity Initiative and the Airport Advisory Committee for when development of the MBS Airport Master Plan begins again.
- Participate in discussions of performance measures with MDOT and other MPO’s as efforts to establish performance measures as required by MAP-21 continue.
- Identify transportation connectivity gaps in access to essential services (“ladders of opportunity”).

- Review MDOT’s Climate Change Vulnerability Study and explore ways to incorporate the recommendations in the SMATS planning process.
- Process amendments of the current MTP as needed.
- Review autonomous vehicle information and start to include information on how this can affect Saginaw network and be better prepared for the future.

Work Item 5.00 – Performance Measure Base Planning

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

	FHWA	SMATS	LOCAL	MDOT
Source	\$10,569		\$2,344	\$0
Expenditures		\$12,913		
Staff Time (hours)		180.1		

Purpose – MAP-21 and Fast Act require that performance management program and performance measures be developed in the areas of safety, infrastructure condition, congestion reduction, system reliability, freight movement and economic vitality, environmental sustainability, and project delivery delay reduction. SMATS will continue developing performance-based processes and measures for its metropolitan planning area. SMATS will participate in the Performance Management Program, assisting FHWA and MDOT in any way required in the process of developing state-wide performance targets and measures. Then, SMATS will either support resulting state-wide targets/measures or refine them for local conditions and needs. The adopted performance targets/measures will be implemented and used to monitor and assess the transportation system within SMATS planning area, to gauge performance of program and to compare to targets set. To provide for consideration of projects and strategies that will provide support in meeting Fast act required performance measures and goals.

Products -

- Stay engaged in Michigan initiatives and national training opportunities
- Incorporate performance measures and targets into goals and objectives
- Document expected benefit of projects in TIPs, and LRTPs and how they will contribute to accomplishing performance targets-
- Currently working on Safety Language in current LRP
- Create a documented process with Local agencies to submit projects with description of project in relation to performance measure
- Update Project Selection method
- Evaluate the benefits/performance of TIP and LRTP projects to determine progress towards performance targets

Activities –

- Using GIS to track progress of select projects on performance, such as tracking safety project and number of crashes and type.
- 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
- 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.
- Identification and development of goals, targets, and corresponding performance measures for six performance areas
- Development of action plan detailing how identified targets and measures will be gathered, assessed and reported.
- Development of criteria, applications, and a timetable for integrating performance measures into SMATS’ planning process.
- Collection and evaluation of performance-related data.
- Development of means of reporting system performance results to local stakeholders, public, MDOT, FTA and FHWA. 6. Coordination of transportation programs and projects with adjacent MPOs, as well collaboration with respect to data collection, analytical tools, and performance process planning.

Model Inventory Roadway Elements (MIRE) Data

- Model Inventory Roadway Elements (MIRE) Fundamental Data Elements (FDE) is a federal reporting requirement for safety roadway data.
- Implementation by MDOT and MIRE FDE data repository is expected to be underway.
- Continued volunteer MPO participation, planning input, and piloting may be asked for on volunteer bases.
- Education, material preparation, optional travel, and meeting time required for planning discussions. As data collection elements are known, some MIRE FDE data collection may begin at the MPO’s discretion.

Work Item 6.00 – Asset Management

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

	FHWA	SMATS	LOCAL	MDOT Asset Management
Funding Source				21,000
Expenditures		\$5,165	\$15,835	
Staff Time (hours)		72.04	20	

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.
- PASER data for Federal Aid System submitted to TAMC via the IRT.
- PASER data for Non-Federal Aid System submitted to TAMC via the IRT.
- Quarterly or monthly activities reports submitted with invoices to TAMC Coordinator.
- Create an Annual Report of Asset Management program activities as well as a summary of annual PASER condition data by local agency, functional classification, and Public Act 51 Legal System; provide links to the Regional Annual Report on agency website and submit copies to TAMC Coordinator by April 1 of each year.
- Prepare a draft status report of Public Act 51 agency Asset Management activities and plans within SMATS boundary by September 30 of each year.

Activities –

- Attendance at training seminar(s) on the use of Pavement Surface Evaluation and Rating (PASER) and Inventory-based Rating System for unpaved roadways.
- Represent SMATS at TAMC-sponsored conferences and seminars, including attending either the Spring or Fall TAMC Conference.
- Attend TAMC-sponsored Investment Reporting Tool (IRT) training seminars.
- Attend TAMC-sponsored Asset Management Plan Development training seminars.
- Organize schedules with Public Act 51 agencies within SMATS boundary for participating in Federal Aid data collection efforts; ensure all participants of data collection have access to State of Michigan travel reimbursement rates.
- Coordinate, participate and facilitate road surface data collection on approximately one-half of the Federal Aid System in accordance with the TAMC Policy for the Collection of Roadway Condition Data on Federal Aid Eligible Roads and Streets.
- Collect unpaved roadway condition data on approximately half of any unpaved Federal Aid eligible roadways using the Inventory-based Rating System developed by the Michigan Technological University's Center for Technology and Training.
- SMATS may allocate reimbursements for Non-Federal Aid data collection to Public Act 51 agencies according to the resources available to them in the manner that best reflects the priorities of their area and supports the TAMC work.
- Ensure all participants of data collection understand procedures for data sharing with TAMC as well as TAMC policy and procedures for collecting Non-Federal Aid data.
- Participate and perform data collection with Public Act 51 agencies on an as-needed basis for the data collection of Non-Federal Aid roads when requested.
- Ensure rating teams have the necessary tools to complete the federal aid data collection activity by maintaining a laptop compatible with the Laptop Data Collector and Roadsoft programs, a functioning Global Positioning System (GPS) unit, and other required hardware in good working order.

- Communicate any equipment needs and purchases with the TAMC Coordinator; laptops are eligible for replacement on a three-year cycle.
- 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.
- Coordinate Quality Assurance/Quality Control activities and data submission tasks according to protocols established in TAMC Data Collection Policies for Federal Aid and Non-Federal Aid Roads.
- Monitor and report status of data collection efforts to TAMC Asset Management Coordinator through monthly coordinator calls and/or monthly or quarterly program updates that are mailed with invoices.
- Provide links on agency websites and reports to the TAMC website, interactive maps and dashboards for the dissemination of roadway data.
- Participate and attend TAMC-sponsored training and workshops in order to provide technical support for Asset Management Plan development activities.
- Provide an annual reporting of the status of Public Act 51 agency Asset Management Plans and keep abreast of the status of these plans for updates and revision.
- Provide technical assistance and training funds to Public Act 51 agencies during the development of local Asset Management Plans using TAMC templates when applicable; coordinate these tasks with an emphasis on the Top 125 agencies.
- Provide technical assistance to local agencies in using the TAMC reporting tools for planned and completed infrastructure investments or any other TAMC Work Program Activity. Integrate PASER ratings and asset management into project selection criteria: a.) Analyze data and develop road preservation scenarios; b.) Analyze performance of implemented projects.

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.

The UWP work items for Public Transit Planning are generally performed by the STARS Manager of Planning. The available funding allocation for transit planning (FTA 5303 funds; shown in Table 3) may be further broken down into the following broad categories:

Program Management & Administration	20%	\$14,428
Data Collection & Management	25%	\$18,031
Short-Range Transit Planning	15%	\$10,818
Long-Range Transit Planning	15%	\$10,818
Public Outreach/ Education	25%	<u>\$18,031</u>
Total FTA Funds		\$72,124

The activities listed below are grouped according to these categories.

Products -

- Long and short-range transit plans.
- Transit components of SMATS Transportation Improvement Program.
- Transit component of Unified Work Program.
- Educate community on Public Transit.
- Documentation of fixed route operations (lefts and rights) as well as deviations due to construction or weather related issues.
- Suggestions for service improvements from bus operators and the public.
- 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, FTA, and SMATS.
- Transit Advisory Committee activities and records.

Activities –

Program Management & Administration

- 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 and improvements or safety concerns
- Service monitoring and reporting per specifications of STARS Board, SMATS, MDOT and FTA.
- Create dialog with key persons and stakeholders in order to try to make STARS a *county wide* transit system

Data Collection & Management

- Preparation of the transit elements of the Unified Work Program.
- Collect daily ridership data for compilation in various reports.
- Maintain updated inventory of bus stops, signs, and transit vehicles.
- Collect coordinates (latitude & longitude) for Internal Voice System
- Compile operating data on route mileage and hours
- Collect National Transit Database sampling data.
- Conduct transit user surveys.

Short-Range Planning

- Monitoring necessary changes in the community both economically and politically where funding can be affected

- Preparation of the transit elements of the Transportation Improvement Program.
- Support Community Social Service Needs
- Support Sustainability Initiatives (i.e. bike racks on various modes of public transportation.)
- Short-range planning for improvement of the transit system and services.

Long-Range Planning

- Maintenance of the updated Coordinated Public Transit-Human Services Transportation Plan in cooperation with the MDOT Office of Passenger Transportation.
- Long-range planning for improvement of the transit system and services.
- Transit Master Plan implementation strategies.
- Potential re-design of STARS' current mainline and LIFT services.
- Support economic development activities.
- Participation in updates and amendments for the SMATS MTP as needed.
- Participation in regional transit studies and initiatives as needed.

Public Outreach/ Education

- Brochures and web page content of routes, and information on the outside monitor for public. Social media has also been important to connect with the younger population.
- Organizing 'mock' bus runs for various groups/organizations.
- Presentations geared towards educating the community on public transit.

Responsible Agency: STARS

Appendix

Table A.

SMATS FY 2021 Unified Work Program Budget

SMATS MPO BUDGET			
FY 2021 (October 1, 2020 - September 30, 2021)			
SMATS FUNDING:			
PL 112 Planning Funds & Local Match	\$ 309,208	includes \$253,087 FHWA funds and \$56,121 local match	
FTA 5303 Transit Planning Funds & Local Match	\$ 88,117	includes \$72,124 FTA 5303 funds and \$15,993 local match	
MTF Funds (Asset Management)	\$ 21,000	State's MTF Funding for Paser Ratings only (@\$6,313 utilized by SMATS, @\$14,687 by local agencies within SMATS)	
Additional Local Funding	\$ 4,200	Required for mandatory SMATS Audit	
Total: \$	422,525		
SMATS FY 2021 PROJECTED COSTS:			
Staff Costs:			
Direct Wages: SMATS Director \$75,000	\$ 57,115	\$36.06 hr.	
SMATS Planner \$45,000	\$ 35,866	\$21.63 hr.	
		\$ 92,981	
Fringe Costs: SMATS Director	\$ 27,000	Holiday/paid time off/potential overtime	
	\$ 19,300	Retirement/7.65% for social security and medicare;	
Director Healthcare	26,185	Anticipated healthcare benefit package	
SMATSPanner	\$ 14,000	Holiday/paid time off	
	\$ 9,000	Retirement /7.65% for social security and medicare	
		\$ 95,485	\$ 188,466 all staff costs
Office Costs:			
Rent/Utilities heating/electrical	\$ 33,000	space/heating/electrical aprox. cost	
Accounting/Payroll/Tax Services/Attorney Fees	\$ 5,500	financial/legal fees approximate cost	
Office operations/presentation aids, logo paper, postage, bank fees, office sup	\$ 5,500	office operation approximate start-up costs	
Insurances liability/property/workermans comp/long-term disability	5,000	insurances approximate costs	
Equipment copier/maintenance/toner/ telephone/cell/ipad service/computers/m	8,000	equipment approximate costs	
Website development/maintenance/IT services	5,773	IT Services/web development approximate costs	
Professional development/travel/lodging MTPA conferences	2,500	Employee professional development/training approximate costs	
Advertisement/GIS services/printing services	4,514	GIS mapping/printing services approximate costs	
		\$ 69,787	all reimbursements for services
Other Costs:			
Pass-Thru/Reimbursement for Transit Planning Services	\$ 88,117	\$88,117 passed thru to STARS for transit planning	
Reimbursement for Asset Management Services (MTF Funds)	\$ 15,834	PASER Ratings and related activities by staff of local agencies within SMATS area	
Reimbursement for Planning Services to Local Agencies	\$ 56,121	Traffic Counts/HPMS/MIRE data/ Performance data/ Other Planning activities by City of Saginaw, Saginaw County Road Commission	
Audit of SMATS (Local Funds only)	\$ 4,200	Not eligible for federal reimbursement, to be paid out of local funding	
		164,272	all reimbursements for services
TOTAL:	\$ 422,525		

Table B. SMATS FY 2021 Unified Work Program Expenditure & Funding Sources

ITEM	RATES	"1.00"	"2.00"	"3.00"	"4.00"	"5.00"	"6.00"	"7.00"	TOTAL
		SMATS ADMIN	SMATS DATA	SMATS SRP	SMATS LRP	Performance Measures	ASSET MNGMT.		
DIRECT SALARY		\$46,491	\$21,386	\$9,298	\$9,298	\$4,649	\$1,860	\$0	\$92,981
FRINGE RATE =	102.69%	\$47,743	\$21,962	\$9,549	\$9,549	\$4,774	\$1,910		\$95,485
SUBTOTAL		\$94,233	\$43,347	\$18,847	\$18,847	\$9,423	\$3,769		\$188,466
OTHER DIRECT									\$0
TOTAL DIRECT		\$94,233	\$43,347	\$18,847	\$18,847	\$9,423	\$3,769		\$188,466
INDIRECT RATE =	37.03%	\$34,894	\$16,051	\$6,979	\$6,979	\$3,489	\$1,396		\$69,787
SUBTOTAL		\$129,127	\$59,398	\$25,825	\$25,825	\$12,913	\$5,165		\$258,253
PASS THRU			\$56,121						\$56,121
TOTAL EXPENDITURES		\$129,127	\$115,519	\$25,825	\$25,825	\$12,913	\$5,165	\$0	\$314,374
FHWA		\$105,690	\$94,553	\$21,138	\$21,138	\$10,569		\$0	\$253,088
FTA PASS THRU				\$0				\$72,124	\$72,124
ASSET MNGMT							\$5,165		\$5,165
LOCAL		\$23,436	\$20,967	\$4,687	\$4,687	\$2,344		\$15,993	\$72,114
TOTAL SOURCES		\$129,127	\$115,519	\$25,825	\$25,825	\$12,913	\$5,165	\$88,117	\$402,491
TABLE EXCLUDES REIMBURSEMENT TO AGENCIES									
FOR ASSET MANAGEMENT ACTIVITIES				\$15,834					
AND AUDIT COSTS OF				\$4,200					\$422,525
*REQUIRED FHWA MATCH		\$56,121							

Table C. SMATS UWP FY 2021 Funding Allocation

Employee	Available Hours	Available Salary	"1.00" SMATS Admin	"2.00" SMATS Data	"3.00" SMATS SRP	"4.00" SMATS LRP	"5.00" PM	"6.00" Asset Management	"7.00" Transit	TOTAL
			0.5	0.23	0.1	0.1	0.05	0.02		1
DIRECTOR	1760	\$57,115	\$28,557.69	\$13,136.54	\$5,711.54	\$5,711.54	\$2,855.77	\$1,142.31	\$0.00	\$57,115
Ass Pln	1842	\$35,866	\$17,932.93	\$8,249.15	\$3,586.59	\$3,586.59	\$1,793.29	\$717.32	\$0.00	\$35,866
		\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
TOTAL	3602	\$92,981	\$46,491	\$21,386	\$9,298	\$9,298	\$4,649	\$1,860	\$0	\$92,981
DIRECT SALARY		Direct Salaries	\$46,491	\$21,386	\$9,298	\$9,298	\$4,649	\$1,860	\$0	\$92,981
INDIRECT SALARY		FHWA Total					\$91,122			\$0
% of work items			0.5	0.23	0.1	0.1	0.05	0.02	0	1
total hours			1801	828.46	360.2	360.2	180.1	72.04	0	3602
# of weeks			22.5125	10.35575	4.5025	4.5025	2.25125	0.9005	0	45.025

Table D.

SMATS FY 2021 UWP Staff Time (Hours)

Work Item	SMATS STAFF TIME	% of Available SMATS Hours	STARS Staff Time	% of Available STARS Hours
1.00 SMATS Admin.	1801.1	50%	0	0
2.00 Data	828.46	23%	0	0
3.00 Short Range Planning	360.2	10%	0	0
4.00 Long Range Planning	360.2	10%	0	0
5.00 Performance Measure	180.1	5%	0	0
6.00 Asset Mgmt.	72.04	2%	0	0
7.00 Transit Planning	0	0%	0	0
Total SMATS Hours	3602	100.00%	1,690	81.00%

***All 100% of the Planning Department staff time is allocated to Transportation Planning Activities**

Table E.

SMATS FY 2021 UWP Program Activity

ITEM	RATES	"1.00"	"2.00"	"3.00"	"4.00"	"5.00"	"6.00"	"7.00"	TOTAL
		SMATS ADMIN	SMATS DATA	SMATS SRP	SMATS LRP	Performance Measures	ASSET MNGMT.		
DIRECT SALARY		\$46,491	\$21,386	\$9,298	\$9,298	\$4,649	\$1,860	\$0	\$92,981
FRINGE RATE =	102.69%	\$47,743	\$21,962	\$9,549	\$9,549	\$4,774	\$1,910		\$95,485
SUBTOTAL		\$94,233	\$43,347	\$18,847	\$18,847	\$9,423	\$3,769		\$188,466
OTHER DIRECT									\$0
TOTAL DIRECT		\$94,233	\$43,347	\$18,847	\$18,847	\$9,423	\$3,769		\$188,466
INDIRECT RATE =	37.03%	\$34,894	\$16,051	\$6,979	\$6,979	\$3,489	\$1,396		\$69,787
SUBTOTAL		\$129,127	\$59,398	\$25,825	\$25,825	\$12,913	\$5,165		\$258,253
PASS THRU			\$56,121						\$56,121
TOTAL EXPENDITURES		\$129,127	\$115,519	\$25,825	\$25,825	\$12,913	\$5,165	\$0	\$314,374
FHWA		\$105,690	\$94,553	\$21,138	\$21,138	\$10,569		\$0	\$253,088
FTA PASS THRU				\$0				\$72,124	\$72,124
ASSET MNGMT							\$5,165		\$5,165
LOCAL		\$23,436	\$20,967	\$4,687	\$4,687	\$2,344		\$15,993	\$72,114
TOTAL SOURCES		\$129,127	\$115,519	\$25,825	\$25,825	\$12,913	\$5,165	\$88,117	\$402,491
TABLE EXCLUDES REIMBURSEMENT TO AGENCIES									
FOR ASSET MANAGEMENT ACTIVITIES		\$15,834		\$15,834					
AND AUDIT COSTS OF				\$4,200					\$422,525
*REQUIRED FHWA MATCH		\$56,121							

Table F.

SMATS FY 2021 UWP Costs Indirect Rate & Fringe Rate

Projected Costs Indirect & Fringe Rate			
FY 2021 (October 1, 2020 - September 30, 2021)			
SMATS FY 2021 PROJECTED COSTS:			
		Direct	Indirect
Staff Costs:			
Direct Wages:	SMATS Director \$75,000	\$ 57,115	\$57,115 available after vacation and sick time reduction
	SMATS Planner \$45,000	\$ 35,866	\$35,866 available after vacation and sick time reduction
			\$ 92,981 total with \$92,981 available after vacation and sick time reduction
Fringe Costs:	SMATS Director	\$ 27,000	holiday/pto/potential overtime /rate of pay per \$36.06 hr.
		\$ 19,300	retirement/7.65% for social security and medicare;
Healthcare		\$ 26,185	anticipated healthcare package (Director)
		\$	
	SMATS Planner	\$ 14,000	holiday/pto/rate of pay \$16.83 hr.
		\$ 9,000	7.65% for social security and medicare;
			\$ 95,485 \$ 188,466 all staff costs
Office Costs:			
Rent/utilities/heating/electrical		\$ 33,000	space electrical/heating/approximate costs
Accounting/Payroll/Tax Services/Attorney/bank Fees		\$ 5,500	financial/legal fees/approximate costs
Office operations/presentation aids/logo paper/postage/office supplies		\$ 5,500	office operation approximate start-up costs
Insurances/liability/property/workersman comp/long-term disability		\$ 5,000	insurances approximate costs
Equipment copier/toner/maintenance		\$ 8,000	equipment approximate costs
Website development maintenance/IT services		\$ 5,773	IT/web development approximate costs
Professional development/travel/lodging /food/MTPA Conference		\$ 2,500	professional development/training approximate costs
Advertisement/GIS/printing services/		\$ 4,514	GIS/mapping/printing services approximate costs
			\$ 69,787 all office costs
Other Costs:			
Pass-Thru/Reimbursement for Transit Planning Services		\$ 88,117	\$88,117 passed through to STARS transit planning
Reimbursement for Asset Management Services (MTF Funds)		\$ 15,812	PASER Ratings and related activities by staff of local agencies within SMATS area
Reimbursement for Planning Services to Local Agencies		\$ 56,121	Traffic Counts/HPMS/MIRE data/ Performance data/ Other Planning activities by City of Saginaw Traffic Engineering/Saginaw County Road Commission
Audit of (Local Funds only)		\$ 4,200	Not eligible for federal reimbursement, to be paid out of local funding
			\$ 164,250 all reimbursements for services
TOTAL:		\$ 352,716	\$ 69,787
			Total: \$ 422,503
Provisional FY 2021 Indirect Cost Rate =			\$69,787/\$188,466 = 0.3702896 0 Available
Total \$ Indirect Costs/Total \$ Direct Wages			Reimbursement for services to other agencies not subject to indirect rate calculation
Provisional FY 2021 Fringe Cost Rate = Total \$ Direct Fringe/Total \$ Direct Wages			\$95,484/\$92,981= 1.0269

Table G.

SMATS FY 2021 UWP Local Match

FY 2021 LOCAL MATCH REQUIREMENTS:							
MPO Agencies	City of Saginaw	SCRC	STARS	SMATS			Total Local Match
Regarding PL 112 Planning Funds for FY 2021	\$28,061.00	\$28,061.00		\$0.00	\$0.00	\$0.00	\$56,121.00
Regarding FTA 5303 Transit Planning Funds for FY 2021			\$15,993.00	\$0.00	\$0.00	\$0.00	\$15,993.00
Regarding MTF Funds (Asset Management)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Regarding mandatory SMATS Audit	\$2,100.00	\$2,100.00		\$0.00	\$0.00	\$0.00	\$4,200.00
Total:	\$30,161.00	\$30,161.00	\$15,993.00	\$0.00	\$0.00	\$0.00	\$76,314.00

Local Matching Funds and Use of Cash Contribution

The required local matching funds for the FHWA grant programs consists of the value of local agency work efforts and services (cash contribution) contributed to the Unified Work Program activities by the City of Saginaw Engineering Department, STARS staff and the Saginaw County Road Commission. The cash contribution contributed to the SMATS FY 2021 UWP is projected to be **\$28,060.50** from the City of Saginaw Engineering Department, **\$28,060.50** from the Saginaw County Road Commission, y, and **\$15,993** cash match from STARS for a total of **\$72,114** in contributed to cash match services. The cash contribution 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.

Work Items Performed by Saginaw County Road Commission and the City of Saginaw Traffic Engineering are as follows:

Timetable for Completion of UWP Tasks

The tasks identified in the UWP will be generally carried out on a continuous, ongoing basis during the Fiscal Year, from October 1, 2020 through September 30, 2021. A general timeline for conducting the various UWP work elements is shown in Table 6.

2021 Eligible Expense Description Documentation City of Saginaw

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)**

City of Saginaw FY 2020 Wage Rates			
Employee	Hourly Rates		
Traffic Engineer Mang.	42.74		
Traffic Engineer Asst.	23.12		
Temporary Tech.	10.00		

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

Activity Hours

Activity	Traffic Engineer Asst./Manager	Temporary Tech.	Total
Traffic Count Data	200	0	150
Crash Data	150	100	100
Turning Movements	100	0	100
SR2S	<u>40</u>	<u>0</u>	<u>40</u>
Total Hours	490	0	390
Cost Per Person	\$10,016.80	\$4,084.20	\$15,000

Please Note: Average hours estimated are based on comparable activities in prior years. Also, the Temporary Tech. position will be utilized in 2021 if the City’s budget allows. Table above is estimated wage costs and doesn’t include any fringe cost.

2021 Eligible Expense Description Documentation Saginaw County Road Commission

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 and the Director of Engineering who verifies the data and directs 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 and the Director of Engineering. **(Included in Work Item 4.00, Long 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. This work is mainly performed by the Director of Engineering. **(Included in Work Item 3.00, Short Range Planning).**

TIP Planning & Development:

The Manager and 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. This program area also includes the ongoing evaluation of the Road Commission’s established All Seasons route and efforts to secure grants for network upgrades, such as through

the Transportation Economic Development Fund (TEDF). 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 and 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 and 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. **(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 Director of Engineering. **(Included in Work Item 2.00, Data Collection & Management)**

Safe Routes to School (SR2S):

One of the priorities in the current highway funding legislation is the Safe Routes to Schools program. 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. **(Included in Work Item 5.00, Safety Conscious Planning)**

SCRC FY 2021 Hourly Wage Rates			
Employee	Hourly Rate		
Manager	\$40.80		
Dir. Of Eng	\$34.56		
Electrician	\$22.33		
Activity	Manager	Dir. Of Eng	Electrician
Traffic Count Data		62	500
Non-Motorized	10	10	
Asset Management	30	30	
TIP Planning and Development	5	15	
Critical Bridge Planning	5	100	
Federal Aid Budget Forecasting	35	50	
Crash Data / Safety Grants	0	30	
Turning Movements	0	50	10
SR2S	0	30	0
Total Hours	35	277	155
Cost Per Person, Direct Wages	\$652.00	\$8,029.12	\$6,318.88

Total Cost of Services: \$15,000

*** table totals are estimated**

Please Note: Average hours estimated are based on comparable activities in prior years. Also, the Temporary Tech. position will be utilized in 2021 if the City's budget allows. Table above is estimated wage costs and doesn't include any fringe cost.

Saginaw County Metropolitan Planning Commission (Policy Committee) Membership

SCMPC, Chairperson

Timothy Courtney, Birch Run Township

SCMPC, Vice-Chairperson

Seymour Geiersbach, Saginaw Township

SCMPC, Secretary

Charles Sledge, City of Saginaw

Members

Delena Spates-Allen
Michael Cicalo
Hilary House
G. Thomas Kerr
Tom Koski
Rudy Paterson
Marvin Walker
Calvin Williams,
Dennis Borchard, ex-officio
Mitch Huber, ex-officio
Beth London, ex-officio
Jay Reithel, ex-officio
Glen Steffens, ex-officio

Residency/Agency

Saginaw Future
Chesaning Township
School Board Representative
Frankenmuth Township
Saginaw Township
City of Saginaw
City of Saginaw
Bridgeport Township
Saginaw County Road Commission
MDOT- Lansing
City of Saginaw
MDOT-Bay Region
STARS

Saginaw Metropolitan Area Transportation Study Transportation Planning Committee Membership

Transportation Planning Committee, Chairperson

Dan Armentrout, Saginaw County Road Commission

Transportation Planning Committee, Vice Chairperson

Louie Taylor, City of Saginaw

Voting Members

Mary Bourbina,
Edward Hak
Sue Fortune
Seymour Geiersbach
Mitch Huber
Marvin Kozara
Rose Licht
James Loiacano

Representing

City of Zilwaukee
James Township
East Michigan COG
Saginaw Co Planning Commission
MDOT-Lansing
Carrollton Township
Bridgeport Township
Kochville Township

Alternate(s)

Dave Engelhardt
Anita Boughner

Beth London,	City of Saginaw	
Tom Mayan	7-B Rural Task Force Small City & Villages	
Torrie McAfee	Buena Vista Township	
Brian Rombalski	Saginaw Township	
Jay Reithel	MDOT (Bay Region)	Jason Garza
Dan Silka	Thomas Township	
Chuck Stack	Saginaw County BOC	
Glenn Steffens	STARS	Lauren Pavlowski
James Tagget	Spaulding Township	

Non-Voting Members

Aaron Dawson
 Angelica Salgado
 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.

SMATS Staff Member

Demetra Manley, Office Coordinator
dmanley@saginawcounty.com

(One additional full time staff person to be determined)

Future Committees

The Saginaw MPO is seeking to re-designate the MPO from the Saginaw County Metropolitan Planning Commission to the Saginaw Metropolitan Area Transportation Study (SMATS) proposed name change Saginaw Area Transportation Agency (SATA), and establish an Inter-municipal Committee for the purpose of transportation planning in the Saginaw Area by FY 2021, under the authority of Michigan Public Act 200 of 1957.

The advantages of re-designating the Saginaw MPO would include reducing the increasing indirect costs, and reducing multi-layers of governance which would be beneficial to stream lining the approval process for transportation projects in addition, performing only transportation related work items. Once the re-designation is official the Saginaw MPO committee structure will include a Policy Committee (governing body), and Technical Committee that will report to the Policy Committee, and two full time staff members.

The membership of these committees shall consist of the municipalities which formed the Policy Committee, plus any additional agency, other organization or individuals. The Policy and Technical Committees are established to continue to provide coordinated leadership and direction for the development and conduct of the continuing, cooperative, and comprehensive (3C) transportation planning process.

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 [identify date] to establish billing or final indirect costs rates for [identify period covered by rate] 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: Saginaw Metropolitan Area Transportation Study (SMATS)

Signature: Demetra Manley

Name of Official: Demetra Manley

Title: Planning Department Office Coordinator

Date of Execution: May 28, 2020

Saginaw County Metropolitan Planning Commission

111 S. Michigan Avenue

Saginaw, MI 48602

Phone 989-797-6804 Fax 989-797-6809

dmanley@saginawcounty.com

May 5, 2020

Mitch Huber
MDOT – Statewide Planning
P.O. Box 30050
Lansing MI 48909

RE: Intent to Use Cash Match in FY 2021 UWP

Dear Mr. Huber

As we discussed at the SMATS committee meeting, it is our intent to continue the use of cash match to provide all of the required local funding share for FHWA PL and 5303 funds in the FY 2021 Unified Work Program.

The use of cash match in the development of the FY 2021 UWP has been recommended by the SMATS Transportation Planning Committee and approved by the Policy Committee at their respective March 26, 2020 meeting. The Policy Committee minutes are enclosed.

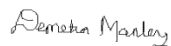
In accordance with the steps identified in the MDOT guidance document for use of cash match, please consider this our request for approval of the use of cash match in the SMATS FY 2020 UWP.

The signed Notification and Assurances forms from the appropriate agencies to verify cash contributions for FY 2021 are also enclosed in this document.

The required local matching funds for the FHWA grant programs consists of the value of local agency work efforts and services (cash match) contributed to the Unified Work Program activities by the City of Saginaw Engineering Department, STARS staff and the Saginaw County Road Commission. The cash match contributed to the SMATS FY 2021 UWP is projected to be **\$28,060.50** from the City of Saginaw Engineering Department, **\$28,060.50** from the Saginaw County Road Commission, and **\$15,993** from STARS for a total of **\$72,114** cash contribution reimbursable services. The cash 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. The work items for STARS are in the SMATS FY 21 UWP.

Thank you for your assistance. Please contact me if you have any questions.

Sincerely,

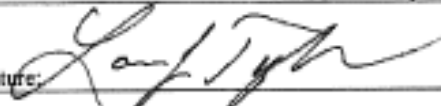


Demetra Manley
Office Coordinator

Cash Contributions Notification and Assurances
City of Saginaw
FY 2021 Unified Planning Work Program
Saginaw Urbanized Area

1. **Notification** – In executing the subject unified planning work program (UPWP), the Saginaw Metropolitan Area Transportation Study (SMATS), the MPO for the Saginaw urbanized area, proposes to use cash contributions provided by the City of Saginaw to a portion of the nonfederal match on a total UPWP basis.
2. **Identification and Inclusion** - The cash contributions are identified in the UPWP tasks descriptions and budget tables. The value of these cash contributions is included in the total UPWP budget.
3. **Cash Contribution Consent** - The City of Saginaw agrees to contribute in the amount of \$28,060.50 of local match will be a cash contribution.
4. **Not Paid by Other Federal Funds** – The cost of the work will be paid for with funds available to the City of Saginaw. The cost for such work will not be paid for by Federal funds or used as a match for other federally funded grants or subgrants.
5. **Eligible and Allowable** – The cash 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 development 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.
6. **Time Period** – The work will be performed during the FY 2021 UPWP time period.
7. **Verifiable** – The derivation of the estimated value placed on the cash contributions is documented and verifiable from the records of the City of Saginaw and the MPO. Actual contributions will be recorded and maintained by the MPO and the City of Saginaw.
8. **Amount** – The total amount of estimated cash contributions for the FY 2021 UPWP donated by the City of Saginaw is \$28,060.50. 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 cash contributions are not sufficient to cover the match requirement, the additional match will be paid from non Federal cash resources.

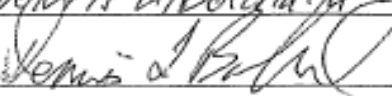
This assurance is provided in support of the SMATS request for prior approval to use cash contributions as match to FHWA PL funding and to convey recognition of the continuing responsibility for record keeping and billing procedures per 49 CFR Part 18.

Printed Name: <i>Louis J. TAYLOR</i>	Date: <i>05.29.2020</i>
Signature: 	Agency: <i>CITY OF SAGINAW</i>
Title: <i>CITY ENGINEER</i>	Department: <i>ENGINEERING/PUBLIC SERVICE</i>

**Cash Contributions Notification and Assurances
Saginaw County Road Commission
FY 2021 Unified Planning Work Program
Saginaw Urbanized Area**

1. **Notification** – In executing the subject unified planning work program (UPWP), the Saginaw Metropolitan Area Transportation Study (SMATS), the MPO for the Saginaw urbanized area, proposes to use cash contributions provided by the Saginaw County Road Commission to a portion of the nonfederal match on a total UPWP basis.
2. **Identification and Inclusion** - The cash contributions are identified in the UPWP tasks descriptions and budget tables. The value of these cash contributions is included in the total UPWP budget.
3. **Cash Contribution Consent** - The Saginaw County Road Commission agrees to contribute in the amount of \$28,060.50 local match will be a cash contribution.
4. **Not Paid by Other Federal Funds** – The cost of the work will be paid for with funds available to the Saginaw County Road Commission. The cost for such work will not be paid for by Federal funds or used as a match for other federally funded grants or subgrants.
5. **Eligible and Allowable** – The cash 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 development 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.
6. **Time Period** – The work will be performed during the FY 2021 UPWP time period.
7. **Verifiable** – The derivation of the estimated value placed on the cash 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 Saginaw County Road Commission.
8. **Amount** – The total amount of estimated cash contribution for the FY 2021 UPWP donated by the Saginaw County Road Mission is \$28,060.50. 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 cash contributions are not sufficient to cover the match requirement, the additional match will be paid from non-Federal cash resources.

This assurance is provided in support of the SMATS request for prior approval to use cash contributions as match to FHWA PL funding and to convey recognition of the continuing responsibility for record keeping and billing procedures per 49 CFR Part 18.

Printed Name: Dennis L. Borghard	Date: 5-26-20
Signature: 	Agency: Saginaw Co. Road Commission
Title: Manager	Department: Admin