Saginaw Area Transportation Agency – SATA

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Saginaw, MI 48604
Phone: (989) 395-8544 email dmanley@satampo.org

POLICY COMMITTEE MEETING
Thursday, May 26, 2022
10:00 a.m.

****

(Social Distancing and mask wearing required)
Meeting Location:
Saginaw County Road Commission
3020 Sheridan, MI 48601

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+1 989-577-5082,,207785085#
United States, Saginaw

Agenda

I. ROLL AND INTRODUCTION OF GUESTS

II. AGENDA APPROVAL **(Action)**

III. PUBLIC HEARING
A. Proposed Amendments of the SATA 2020-2023 Transportation Improvement Program action item New Business (A)

IV. APPROVAL OF MINUTES **(Action)**
A. Draft Minutes of April 28, 2022

V. PUBLIC COMMENT

VI. PROJECT UPDATES (Road &Transit Agencies)

VII. INFORMATION/CORRESPONDENCE
A. FY 2023-2026 TIP Development (Update)

VII. NEW BUSINESS
A. Approval of Proposed FY 2020-2023 TIP Amendments & Modifications MEMO **(Action)**
B. Draft FY 2023 Unified Work Program (Approval)
C. Other
D. Next Policy meeting Thursday, June 23, 2022, at 10:00 a.m.

VIII. ADJOURMENT

SAGINAW AREA TRANSPORTATION AGENCY -SATA
DRAFT
POLICY COMMITTEE
MINUTES
Thursday, April 28 2022
10:00 a.m.

Chair, Dan Armentrout opened the meeting at 10:05 a.m.

I. ROLL AND INTRODUTION OF GUESTS

Representing:	**Voting Members Present:**
SCRC	Dan Armentrout
City of Saginaw	Travis Hare
MDOT – Bay Region	Brian Stark
EMCOG	Cody Brodie
SCRC	Nick Hornak
City of Zilwaukee	Mary Bourbina
Rural Task Force 7-B	Tom Mayan (elec)

Staff Present:
Demetra Manley, Executor Director

Guest Present:
Jack Hofweber – MDOT Bay Region

II. PUBLIC HEARINGS

A. Proposed Amendments of the SATA 2020-2023 Transportation Improvement Program. The amendments are addressed under New Business Action Item (A).

Motion made by Reithel, seconded by Hornak, at 10:07 a.m. to open public hearing.

Ayes all. Opposed none. Motion carried.

III. AGENDA APPROVAL

Motion made by Hare, seconded, by Hornak, to approve the agenda as presented.

Ayes all. Opposed none. Motion carried.

IV. PUBLIC COMMENT

None brought before the committee.

V. Approval of the March 24, 2022, draft meeting minutes

Motion made by Hare, seconded by Hornak, to approve the draft March 24, 2022, minutes as presented.

Ayes all. Opposed none. Motion carried.

VI. **PROJECTS UPDATES**

Travis Hare City - Saginaw, Nick Hornak- SCRC, and Jack Hofweber – MDOT Bay region provided project updates.

VII. **UNFINISHED BUSINESS**

A. 2045 Long Range Plan (Update)

- Plan adopted and forwarded to MDOT and FHWA for final approval

B. FY 2026-2026 Revised Estimates Projects (updated)

- Fiscally constrained project adjustments are programmed in jobnet
- SATA will continue to approve TIP amendments at the MPO level, however, any changes to the 2023-2026 projects will not be programmed in jobnet until the TIP 2023-2026 activates in October 2022.

C. FY 2023-2026 TIP Development (Update)

- Revisions to the 2023-2026 TIP document is continuing and a draft version of the document will be brought back to the committee for approval in June.

D. SATA FY 2023 UWP (Update)

- Revision to the FY 2023 UWP document is continuing and a draft version of the document will be brought back to the committee for approval in May.

VIII. **NEW BUSINESS**

A. Approval of Proposed FY 2020-2023 TIP Amendments & Modifications MEMO **(Action)**

MDOT

1. FY2022 MDOT phase CON JN205858 regionwide traffic safety pavement marking retroreflectivity readings on trunklines $5,063 federal, $563 state, $5,626 total cost.

2. FY2023 MDOT **(GPA)** phase CON **JN211095** M-84 McCarty Road North to Kochville Milling and One course asphalt overlay $2,020,847 federal, $448,117 state, $2,468,964 total cost.

STARS

1. FY2022 STARS **JN205795** transit capital 5307 CTF SP1801 increase amount, based on amount of funds used in prior years, (bus rehabilitation) $600,000 federal $150,000 state $750,000 total costs.

2. FY2022 STARS **JN200185** transit capital *new project* 5307 CTF SP1203 Admin/maint. Facility improvements repair replacement of concrete in admin/maintenance facility $80,000 federal $20,000 state $100,000 total costs.

3. FY2022 STARS **JN200197** transit capital *new project* 5307 CTF SP1407 security equipment vehicles, cameras on rolling stock $200,000 federal $50,000 state $250,000 total costs.

4. FY2022 STARS **JN205727** transit capital 5307 CTF 3000 operating assistance decrease operating expense which will increase amount for capital projects, $582,000 federal, $582,000 local $1,164,000 total costs.

5. FY2022 STARS **JN200201**transit capital *new project* 5339 CTF SP1105 van replacement any size, purchase up to 4 wheelchair – accessible passenger vehicles for rides to wellness service, $112,000 federal $28,000 state, $140,000 total costs.

6. FY2022 STARS **JN201319** transit capital *new project* 5339 CTF SP1101 <30 foot replacement bus, purchase 2 cutaway buses (lift crabs in STARS terminology $165,000 federal $41,400 state $207,000 total cost.

7. FY2022 STARS **JN207752** transit capital 5339 CTF SP1103 35–39-foot replacement bus, clarify that this is a replacement bus and adjust costs estimates, $369,947 federal $92,487 state, $462,434 total cost.

8. FY2022 STARS **JN206033** transit capital 5307 CTF SP1203 administration maintenance facility improvements change 2022 facility *preventive maintenance* to reflect repair replacement of front doors in admin/maintenance facility, (facility improvements) $60,000 federal, $15,000 state $75,000 total cost.

9. FY2022 STARS **JN204007** transit capital 5307 CTF SP1104 – 40 foot and greater replacement bus, move bus replacement from sec. 5311 abandoned JN205807 (previously abandoned) project to section 5307 active project and reflect new cost estimates. $369,947 federal $92,487 state, $462,434 total cost.

CITY OF SAIGNAW

1. FY2023 JN216274 duplicate job abandonment.

Motion made by Hare, supported by Hornak to approve the 2020-2023 TIP amendments as presented.

Ayes all. Opposed none. Motion carried.

IX. ADOURMENT

There being no further SATA Policy Committee business Chairman Dan Armentrout adjourned meeting at 10:21 a.m.

ALL PROJECT SEARCH - STANDARD REPORT

Fiscal Year(s) : 2022, 2023

Fiscal Year	Job Type	Job #	MPO	County	Responsible Agency	Project Name	Limits	Length	Primary Work Type	Project Description	AC/ ACC	ACC Year(s)	Phase	Phase Status	S/TIP Cycle	Fed Estimated Amount	State Estimated Amount	Local Estimated Amount	Total Estimated Amount	Fund Source	Total Job Cost Incl Non LAP	Action Type	Action Approval Date	Local Fed Approval Date	FHWA Approval Date	FTA Approval Date	Schedule Obligation Date	Actual Obligation Date	Schedule Let Date	Actual Let Date	Federal Amendment Type	S/TIP Exempt	Comments	S/TIP Status
S/TIP Line items																																	
2023	Trunkline	202649	Saginaw Area Transportation Agency (SATA)	Bay	MDOT	M-84 N	Signing Upgrade	29.048	Traffic Safety	Non-freeway Signing			CON	Programmed	23-26	$277,500	$0	$0	$277,500	STG	$577,000.00	Adjustment	05/23/2019			N/A	11/10/2022		01/06/2023		Phase Added			Pending
2022	Trunkline	205858	Saginaw Area Transportation Agency (SATA)	Saginaw	MDOT	Regionwide	All trunkline routes of SMATS MPO	2.634	Traffic Safety	Pavement marking retroreflectivity readings on trunklines in Bay Region			CON	Programmed	20-23	$5,063	$563	$0	$5,626	HSIP	$34,943.00	Admin Modification	04/04/2022			N/A	03/29/2022				Phase Budget equal or over 24%			Pending
2023	Trunkline	207356	Saginaw Area Transportation Agency (SATA)	Saginaw	MDOT	Regionwide	All trunkline routes of SMATS MPO	3.494	Traffic Safety	Longitudinal pavement marking application on trunklines in Bay Region			PE	Programmed	23-26	$2,898	$322	$0	$3,220	HSIP	$3,205,000.00	Admin Modification	06/26/2020			N/A	10/10/2022		02/03/2023		Phase Added			Pending
2023	Trunkline	207356	Saginaw Area Transportation Agency (SATA)	Saginaw	MDOT	Regionwide	All trunkline routes of SMATS MPO	3.494	Traffic Safety	Longitudinal pavement marking application on trunklines in Bay Region			CON	Programmed	23-26	$461,507	$51,279	$0	$512,785	HSIP	$3,205,000.00	Admin Modification	08/03/2021			N/A	01/06/2023		02/03/2023		Phase Added			Pending
2023	Trunkline	207357	Saginaw Area Transportation Agency (SATA)	Saginaw	MDOT	Regionwide	All trunkline routes of SMATS MPO	3.554	Traffic Safety	Special pavement marking application on trunklines in Bay Region			PE	Programmed	23-26	$1,449	$161	$0	$1,610	HSIP	$840,000.00	Admin Modification	06/26/2020			N/A	10/10/2022		03/03/2023		Phase Added			Pending
2023	Trunkline	207357	Saginaw Area Transportation Agency (SATA)	Saginaw	MDOT	Regionwide	All trunkline routes of SMATS MPO	3.554	Traffic Safety	Special pavement marking application on trunklines in Bay Region			CON	Programmed	23-26	$120,267	$13,363	$0	$133,630	HSIP	$840,000.00	Admin Modification	08/03/2021			N/A	02/03/2023		03/03/2023		Phase Added			Pending
2023	Trunkline	207374	Saginaw Area Transportation Agency (SATA)	Saginaw	MDOT	Regionwide	All trunkline routes of SMATS MPO	3.187	Traffic Safety	Pavement marking retroreflectivity readings on trunklines in Bay Region			CON	Programmed	23-26	$3,188	$354	$0	$3,542	HSIP	$22,000.00	Admin Modification	06/10/2020			N/A	12/01/2022				Phase Added			Pending
2022	Trunkline	209496	Saginaw Area Transportation Agency (SATA)	Saginaw	MDOT	Regionwide	M-46 at Cumberland St	0.000	Traffic Safety	Modernizing signalized intersection to current standards			ROW	Programmed	20-23	$10,000	$0	$0	$10,000	STG	$2,582,727.00	Admin Modification	05/05/2022			N/A	05/31/2022		05/05/2023		Phase Budget equal or over 24%			Pending
2022	Trunkline	214325	Saginaw Area Transportation Agency (SATA)	Midland	MDOT	US-10 W	M-84 from State St to McCarty Rd AND M-46 from Merrill to M-52. 32.313 Ln/Miles	42.863	Road Capital Preventive Maintenance	HMA Crack Treatment			PE	Abandoned	20-23	$7,791	$1,728	$0	$9,519	ST	$736,860.86	Admin Modification	03/17/2022			N/A	05/04/2022		06/03/2022					Pending
2023	Local	214413	Saginaw Area Transportation Agency (SATA)	Saginaw	Saginaw	Johnson St	Johnson Street, Str #9437, over the Saginaw River	0.000	Bridge CPM	Bridge Capital Preventative Maintenance			CON	Programmed	20-23	$328,000	$61,500	$20,500	$410,000	BHT	$512,500.00					N/A	01/06/2023		03/03/2023		Phase Added			Pending
2023	Local	216274	Saginaw Area Transportation Agency (SATA)	Saginaw	Saginaw	Mackinaw St	Congress to Alexander	0.629	Reconstruction	Reconstruction			CON	Abandoned	20-23	$1,116,500	$0	$1,408,500	$2,525,000	STUL	$0.00					N/A	10/07/2022		12/02/2022		Phase Abandoned			Pending

Fiscal Year	Job Type	Job #	MPO	County	Responsible Agency	Project Name	Limits	Length	Primary Work Type	Project Description	AC/ ACC	ACC Year(s)	Phase	Phase Status	S/TIP Cycle	Fed Estimated Amount	State Estimated Amount	Local Estimated Amount	Total Estimated Amount	Fund Source	Total Job Cost Incl Non LAP	Action Type	Action Approval Date	Local Fed Approval Date	FHWA Approval Date	FTA Approval Date	Schedule Obligation Date	Actual Obligation Date	Schedule Let Date	Actual Let Date	Federal Amendment Type	S/TIP Exempt	Comments	S/TIP Status
GPA Type Subtotals:			**S/TIP Line items**													**$2,334,163**	**$129,270**	**$1,429,000**	**$3,892,432**															
Trunkline Road																																	
2023	Trunkline	211095	Saginaw Area Transportation Agency (SATA)	Saginaw	MDOT	M-84	McCarty Rd North to Kochville	2.008	Road Capital Preventive Maintenance	Milling and One Course Asphalt Overlay			CON	Programmed	20-23	$2,020,847	$448,117	$0	$2,468,964	NH	$2,714,407.00	Admin Modification	11/04/2020			N/A	10/07/2022		12/02/2022		GPA over or over 25%			Pending
GPA Type Subtotals:			**Trunkline Road**													**$2,020,847**	**$448,117**	**$0**	**$2,468,964**															
Grand Total:																**$4,355,010**	**$577,387**	**$1,429,000**	**$6,361,396**															

Total Job Phases Reported: 12

Job Phase(s) highlighted in yellow are delayed to future S/TIP cycle

Preferences:

Report Format: Standard
FISCAL Year(s): 2022, 2023
MPO/Non-MPO: Saginaw Area Transportation Agency (Saginaw)
County: ALL
Prosperity Region: ALL
MDOT Region: ALL
STIP Cycle: Fiscal Year 2020 - Fiscal Year 2023
STIP Status: Pending
(A - Approved, P - Pending)
Job Type: Trunkline, Local, Multi-Modal
Phase Type: ALL
Phase Status: ALL
(AP - Programmed, AC - Active, CP - Completed)
(Active - Obligated)
Amendment Type: ALL
Template: Trunkline - ALL, Local - ALL, Multi-Modal - ALL
Finance System: Trunkline - ALL, Local - ALL, Multi-Modal - ALL
RTF: ALL
Include S/TIP Exempt: No
Include Delayed to Future S/TIP Cycle: No

Saginaw Area Transportation Agency (SATA)

FY-2023 Draft Unified Planning Work Program (UWPW)

Adopted by SATA Policy Committee
May 26, 2023
4805 Towne Centre Road Suite 104
Saginaw, MI 48604
989-395-8544

Questions concerning this document contact
Demetra Manley email: dmanley@satampo.org

Approvals

The Unified Work Program for Fiscal Year 2023 that is presented in this document was approved as follows:

Approved by the Saginaw Area Transportation Agency Technical Committee meeting of May 19, 2022.

Approved by the Saginaw Area Transportation Agency Policy Body meeting of May 26, 2022.

Approved by Federal Highway Administration, Michigan Division on ,2022.

The preparation of this report has been financed in part through a grant from the Federal Highway Administration, U.S. Department of Transportation, under the Metropolitan Planning Program, Section 104(f)] of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

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DISCLAIMER

As of October 1, 2021 the Metropolitan Planning Organization (MPO) for Saginaw County has been successfully redesignated and a new name was established for the MPO which is now called the Saginaw Area Transportation Agency SATA. With the support of the local units of governments, various levels of committee approvals, resolutions, agreements, and the approval from the Governor of State of Michigan the Saginaw MPO is an independent entity.

With the anticipation of the Saginaw MPO becoming a separate entity 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.

The financial section of this document identifies estimated financial expenses and the use of cash match contributions from the City of Saginaw, Saginaw County Road Commission, and the Saginaw Transit Authority Regional Services STARS to satisfy local match requirements.

INTRODUCTION

The Fiscal Year 2023 Unified Planning Work Program for the Saginaw metropolitan area outlines the transportation planning program of the Saginaw MPO. 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 SATA Fiscal Year 2023 describes the transportation planning work and associated funding for the period of October 1, 2022 to September 30, 2023. The UPWP is developed by SATA 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 SATA 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) as a condition to function and to receive federal funding assistance and to receive federal funding assistance for transportation related projects for state, regional and local projects. The agencies 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 census designated metropolitan area with a population of more than 50,000 persons must have a designated Metropolitan Planning Organization (MPO) as defined by 23 CFR § 450.310 to qualify for federal highway or transit funding assistance. The Saginaw Area Transportation Agency (SATA) is the designated 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-) process", that results in plans and programs that consider all transportation modes and supports community development and social goals.

It is important that the membership of the MPO include the involvement of policy makers, technical staff, and the citizens interests of Saginaw Urban Area to address various facets and impacts 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 best meet local priorities and the citizens best interests. The USDOT will not approve federal funding for urban highway and transit projects unless they are an approved item 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, 2021 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 SATA area that will receive Federal funding, including highway, pedestrian and bicycling 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.
- The development and maintenance of ***Public Participation Plan (PPP)*** process which results in a Public Involvement Plan.
- The establishment of a performance-based planning and programming process.

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

These planning activities are supported by federal, state, and local funds. In FY 2023, SATA intends to use cash contributions provided by the Saginaw County Road Commission, the City of Saginaw Traffic Engineering and STARS to meet the local matching funds required for the FHWA/FTA 5303 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 SATA staff's activities. The membership of the Saginaw MPO is detailed on pages 36-37 in this document.

SATA FY 2023 Staffing

SATA has two full time employees a Director and vacant Transportation Planner position. The staffing in this document reflects 2 full time employees (FTE), the Transportation Planner position will be filled as soon as possible.

Interns will be hired from local post-secondary education institution, 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.

SATA MPO Current Committee Structure

The Saginaw Area Transportation Agency is comprised of two committees the Policy and Technical. The Policy Committee is the governing and decision-making body and the Technical serves as an advisory body which consists of experts in transportation related matters in the region. The membership of these committees consists 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.

The Policy Committee membership includes Elected Officials (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, and STARS. Non-voting members include representatives of the Federal Highway Administration (FHWA) Michigan Division 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 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.

The committees meet every other month and 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 amendments to TIP and UWP, revision to these documents or the Metropolitan Transportation Plan, and adoption of resolutions related to current transportation issues.

The Director is responsible for the development, supervision, and management of MPO activities. In fulfilling the above role, the Director's time is divided between indirect (management and administrative activity) and direct (technical work). The Director performs various work elements/activities listed in the annual Unified Work Program (UWP) oversees projects and participates in other community wide efforts.

The Planner is responsible for technical activities with time allocated among the various work elements identified in the Unified Work Program (UWP). In addition to this technical role, the Planner has select administrative duties and is assigned other transportation related tasks as needed.

FUNDING SOURCES

The Infrastructure Investment and Jobs Act (IIJA), also known as the Bipartisan Infrastructure Law (BIL), is the new federal surface transportation authorization, was signed into law on November 15, 2021. In response to IIJA/BIL SATA will identify under it's short-range planning activities on a separate line item or the amount invoiced for "complete streets planning".

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 FY2023

FHWA PL 112 (Metro Planning Grant)	$ 301,055
Local Match Road Agencies 18.15%	$ 66,758
FTA Transit Funding	$ 87,776
Local Match 18.15%	$ 19,465
State Asset Management	$ 21,000
*chart excludes mandatory SATA Audit Cost of $4,200	$500,253 TOTAL

Use of Cash Match

The SATA 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. SATA 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 SATA Planning Area in FY 2023

The transportation planning program conducted by the Saginaw MPO 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, former 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 SATA 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 pedestrian and bicycle 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

- Increase security of the transportation system for motorized, pedestrian and bicycle users.

SATA 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.

SATA completed the preparation and adoption of a new 2045 Metropolitan Transportation Plan (MTP) in 2022. The New MTP plan can be found on SATA's newly launched website. The MTP identifies the major transportation needs in the SATA area and provides an extensive list of projects that have been proposed to address those needs. The projects that are identified in the MTP are prioritized in the 2023-2026 SATA Transportation Improvement Program (TIP) for the metropolitan planning area. In the TIP development process, SATA evaluates proposed projects based on safety, condition, potential for improved intermodal connections and access, coordination with local land use plans, and in adherence with performances measures and targets.

UWP Major Work Items

The Unified Work Program identifies a broad range of activities by the SATA 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 SATA metropolitan area in FY 2023 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 SATA 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 SATA 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. SATA 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, SATA must enhance our relationship with Midland Bay and Saginaw Airport (MBS), economic development within the Great Lakes Bay Area.

Finally, SATA is unique statewide in that we have a joint relationship with our border MPO partners in Midland and Bay Counties. During FY 2023, SATA 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 SATA 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 SATA 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 SATA' Long-Range Plan or Transportation Improvement Program. This status reflected in the current UWP by Air Quality not being one of the work items needed to be conducted within FY 2023, with time and funding assigned to it. If ever EPA publishes a notice designating the SATA area as non-attainment 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 23 UWP

Transportation Issues

FY 2023 Key Issues	***Related Work Item(s)***
Asset Management	5.00
Freight Planning	3.00, 4.00
Performance Measure Planning	4.00

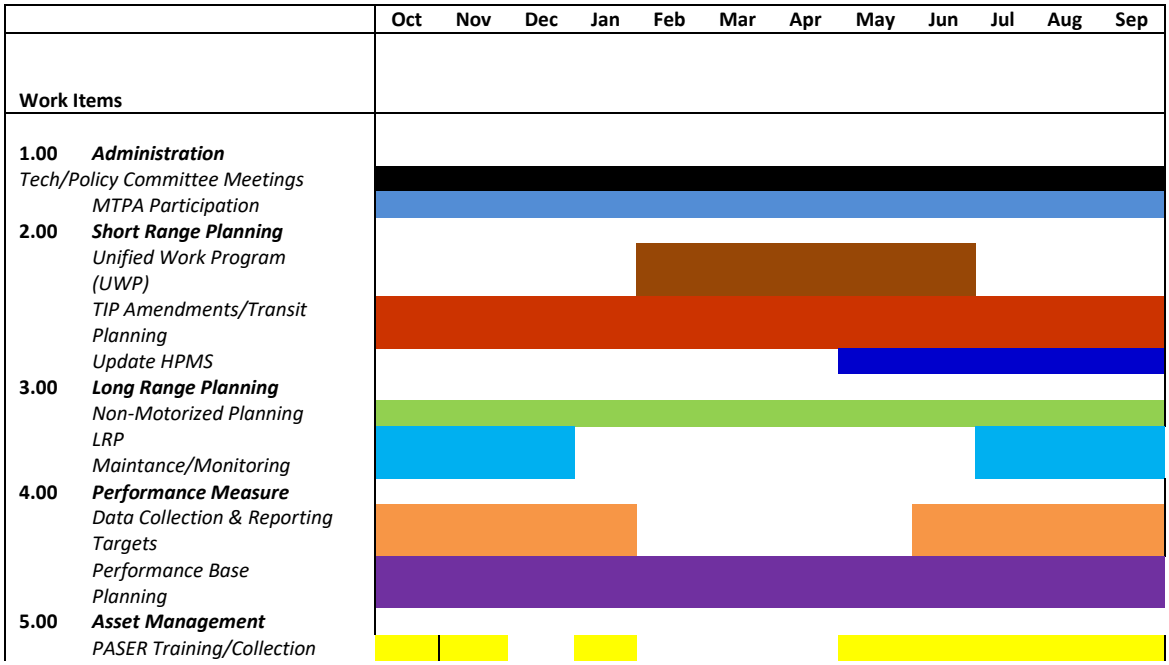
Land Use Analysis and Consideration In Transportation Planning	2.00, 4.00
Title VI/ Environmental Justice	1.00, 4.00
Long Range Transportation Plan	3.00
County-wide Traffic Counts	4.00
Socio-Economic Database	4.00
Intelligent Transportation Systems	2.00
Highway Performance Monitoring System (HPMS)	4.00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

Saginaw MPO (SATA)
Outline of Work Items

SATA Administration	1.00
SATA Short Range Planning	2.00
PL/5303 Block Grant	
SATA Long Range Planning	3.00
Performance Measure Planning	4.00
Asset Management	5.00

Workflow Chart
FY 23

SATA FY 2023 UWP Timeline



Work Item 1.00 - SATA Administration

Responsible Agency: SATA (MPO staff) City of Saginaw, and SCRC (data collection)

SATA Program Management

	FHWA PL	SATA	LOCAL	MDOT
Funding Source	$133,581		$29,621	$0
Expenditures		$163,202		
Staff Time (hours)		1751.04		

- **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 2022 UWP.
- FY 2023 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.
- Technical Committee agendas, minutes, and contact database management.
- Saginaw County Metropolitan Planning Commission (SATA Policy Committee) agendas, minutes, and contact database management.
- Other SATA committee and subcommittees agendas, notes, and contact database management.
- Title VI plan monitoring/reporting and revisions where needed.
- SATA TIP funding and programming policies.
- SATA 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 Technical 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 SATA 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 2023 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 Public 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 Technical Committee meetings and correspondence with local media will be maintained.

- SATA successful developed a New website which 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.

- SATA 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.

Task Data Collection:

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.
  - 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. SATA will be purchasing an ArcGIS license for use.

- Maps will be produced as needed for staff projects, planning, Policy and Technical 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. Data collected by STARS will be shared with SATA, and the two agencies will continue to coordinate transportation planning activities. STARS and SATA 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.

- SATA 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, SATA 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.

- Work with MDOT on collecting and/or reviewing data for freight planning and modeling purposes, including air, rail, and trucking.

- SATA 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. Work on implementation by MDOT and its vendors (CSS, Roadsoft, and ESRI) of the MIRE FDE data repository schema in MDOT Roads & Highways should be completed. Beginning in FY22, MPO and local agency participation in the MIRE data collection process will be considered part of the requirements in fulfilling Data Collection responsibilities to MDOT.

- The first set of MDOT MIRE FDE data and tools should be available in Roadsoft in the April 2023 release. Agencies should receive MIRE data in Roadsoft in V22 and may export changes to MDOT for FY 22 and beyond. The five (5) data items that MPO staff will be requested to review will be: Surface type, number of through lanes, access control, median type, and junction traffic control. MPO and MDOT staff will begin the process of meeting to discuss and plan for annual maintenance and validating (5) going forward. The end goal will be to draft a plan to fill 100% of the (5) MIRE data items and submit to MDOT by August of 2025.

Public Transit Planning
Responsible Agencies: SATA & STARS staff.

	FHWA PL112	**SATA**	**LOCAL**	**MDOT**
Funding Source	$87,776		19,465	$0
Expenditures		$107,241		
Staff Time (hours)		1100		

STARS will coordinate with SATA in its transit planning activities. SATA will review and process invoices from STARS and forward appropriate paperwork to MDOT with respect to billing for transit planning, **$75,068.00** of MPO funding will be passed through to STARS for transit related activities.

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. UWP work items for Public Transit Planning are generally performed by the STARS Manager of Planning and activities are listed below.

Activities –

- Transit components of SATA 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 SATA.
- Transit Advisory Committee activities and records.
- STARS will coordinate with SATA regarding the transit asset management and transit safety performance targets.

Activities –

Program Management & Administration

- Participation in Strategic Planning Committee, Transit Advisory Committee, Right to Transit Committee, SATA 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, SATA, MDOT and FTA.

- Create dialog with key persons and stakeholders to implement 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 SATA 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.

AUDIT LOCAL FUNDING

Responsible Agencies: Auditing staff to be determined.

	FHWA PL112	SATA	AUDITING AGENCY	LOCAL
Funding Source	$0			$4,200
Expenditures		$0	$4,200	
Staff Time (hours)		NA		

Under Michigan Public Act 200 of 1957, SATA is scheduled to have a biennial audit of its accounting in fulfillment of state regulations. The audit must be conducted by an independent agency. Since SATA falls under the federal audit exemption due to expanding less than $500,000 in federal funding, federal dollars cannot be utilized as reimbursement for the cost of the audit. Consequently, separate local funding will be provided for that purpose, consisting of cash contribution to be shared by the City of Saginaw, the Saginaw County Road Commission, and the Saginaw Transit Authority Regional Services (STARS), each in the amount of $1,400.

Work Item 2.00 – SATA Short Range Planning

Responsible Agencies: SATA (MPO staff); Road Commission for certain cash match activities as identified above; Saginaw County Road Commission (SCRC) for GIS mapping services.

	FHWA	SATA	LOCAL	MDOT
Funding Source	$111,317		$24,685	$0
Expenditures		$136,002		
Staff Time (hours)		1459.2		

Infrastructure Investment and Jobs Act (IIJA), also known as the Bipartisan Infrastructure Law (BIL), is the new federal surface transportation authorization, was signed into law on November 15, 2021. In response to IIJA/BIL SATA will identify under it's short range planning activities on a separate line item or the amount invoiced for "complete streets planning" per federal law.

Transportation Improvement Plan

Purpose –

Staff will monitor and coordinate the prioritization process for project selection, funding,

and development of area federal aid eligible transportation projects. Staff will work to ensure that federal, state, and local transportation funds are used fully and efficiently and that funded projects meet the needs of area communities and fulfill the goals set in the Metropolitan Transportation Plan.

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 23 UWP along with continuing the update of the public participation plan. Also, SATA will start the data gathering and preparation for developing a Saginaw County pedestrian and bicycle plan.

Products -

- Maintenance of the FY 2023-2026 Transportation Improvement Program
- Program TIP projects and manage changes in jobnet
- Amendments and other administrative changes in jobnet
- Review and update the goals and vision in the current plan as needed.
- Work on updating plan and condensing the material
- Create online public interfacing map to allow comments
- Annual application for bridge funding by Road Commission.
- 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.
- SATA 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.
- Develop interactive map(s) showing the locations of the projects selected for the upcoming 2023– 2026 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.
- Coordinating with the road and transit agencies in project planning and evaluation for maintenance and updating of the 2023 – 2026 TIP
- Road Commission review of roadways within the SATA 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.
- Analysis by the Road Commission of the Federal Aid revenue estimates and forecasts provided by SATA 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.
- SATA staff will work closely with state and federal transportation partners to further integrate freight planning into the transportation planning process.
- SATA staff will work closely with local officials and interests to inventory and monitor freight routes and intermodal facilities within the metropolitan area.
- SATA 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 3.00 – SATA Long Range Planning

Responsible Agencies: SATA (MPO staff); City of Saginaw and Road Commission planning activities

	FHWA	SATA	LOCAL	MDOT
Funding Source	$13,914		$5,086	$0
Expenditures		$17,000		
Staff Time (hours)		182.4		

Purpose – A new Metropolitan Transportation Plan (MTP) has been created and is available on the New SATA website at satampo.org. that complies with the MAP-21 planning requirements will be reviewed and updated where necessary.

Products -

- Review and updated SATA 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 –

- Within FY 23 specific activities will include:
- Staff will continue to work non-motorized issues in SATA planning area.
- SATA staff will work with consultants and other local agencies, on developing a safe and convenient non-motorized plan.
- Review and update the goals and vision in the current plan as needed.
- Identify system deficiencies using the updated Travel Demand model.
- Develop an appropriate discussion of performance measures in coordination with efforts in the area by MDOT, FHWA, and other MPO'S.
- Identify and document unfunded transportation needs.
- Conduct stakeholder involvement activities according to adopted Public Participation Plan.
- GIS Mapping Services. The Saginaw County Road Commission (SCRC) will furnish services to provide the various maps and related graphic displays that are necessary.
- 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. SATA 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.
- 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 SATA 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 4.00 – SATA Performance Measure Base Planning/Data

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

	FHWA	SATA	LOCAL	MDOT
Source	$13,914		$3,086	$0
Expenditures		$17,000		
Staff Time (hours)		182.4		

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. SATA will continue developing performance-based processes and measures for its metropolitan planning area. SATA 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, SATA 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 SATA planning area, to gauge performance of program and to compare to targets set**.** To provide performance-based planning and programming in 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-
- Identification and mapping of high crash location
- Create a documented process with Local agencies to submit projects with description of project in relation to performance measure
- Update Project Selection method according to transportation needs when needed
- Evaluate the benefits/performance of TIP and LRTP projects to determine progress towards performance targets

Activities –

- A study of 40 key intersections selected by SATA was conducted in 2007 by the Wayne State University Transportation Research Group in cooperation with the Office of Highway Safety Planning. SATA 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 SATA' 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.
- Monitoring area performance measure related data with the intent to develop/update the system Performance Report component of the MTP.

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 MRE FDE data collection may begin at the MPO's discretion.

Travel Information Unit:

- MPO will aggregate, compile and store Non-Trunkline (Federal Aid/Non-Federal Aid) and Local Roads traffic count data collected throughout the year by Local Agencies (CRC's, Cities, Villages, etc.) under the MPO's jurisdiction in preparation for said data to be submitted to MDOT on an annual basis for HPMS Reporting to FHWA. (Data Collection/Management)
    - Purpose of this item is for MDOT to lean on the MPOs as the primary contact for requesting non-trunkline and local roads traffic count data. With all the Local Agency data in the hands of the MPO, instead of being disseminated amongst their Locals, it makes the process of requesting data more streamlined for MDOT.

- MPO will be prepared for MDOT's annual Non-Trunkline and Local Roads Traffic Count Data Submittal Request and respond to the request in a timely manner for HPMS Reporting to FHWA. (Data Management)
    - Purpose of this item is to ensure that MPOs are made aware of, and are prepared for, the impending data submittal to MDOT that occurs at the end of each calendar year.

- MPO will notify MDOT where the MPO plans to collect traffic counts, and if there is availability for additional count locations, can coordinate with MDOT to generate supplemental count locations on Non-Trunkline and Local Roads for HPMS Reporting to FHWA. (Data Collection)

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

Work Item 5.00 – Asset Management

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

	FHWA	SATA	LOCAL	MDOT Asset Management
Funding Source				21,000
Expenditures		$6,800	$14,200	
Staff Time (hours)		72.96	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 SATA 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 SATA 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 SATA 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.
- SATA 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.

Appendix

Table A. SATA FY 2023 Unified Work Program Budget

SATA MPO BUDGET

FY 2023 (October 1, 2022 - September 30, 2023)

SATA FUNDING:			
PL 112 Planning Funds & Local Match	**$**	**367,813**	includes $301,055 FHWA funds and $66,758 local match
FTA 5303 Transit Planning Funds & Local Match	**$**	**107,240**	includes $87,776 FTA 5303 funds and $19,464 local match, of the $107,240 SATA to receive $32,172 for transit activities
MTF Funds (Asset Management)	**$**	**21,000**	**State's MTF Funding for Paser Ratings $6,777 to SATA for PASER activities**
Additional Local Funding	**$**	**4,200**	**Required for mandatory SATA Audit to be paid by receiving agencies**
Total: $ **500,253**			
SATA FY 2023 PROJECTED COSTS:			
Staff Costs:			
Direct Wages:	$	114,346	
	$		
		$ 114,346	
Staff Costs:	$	79,967	Healthcare/retirement (estimated costs)
Fringe		40,673	Holiday/PTO/mileage/potential overtime (estimated costs)
		4,297	Wokermans Comp/unemployment (estimated costs)
		10,502	Social Security/medicare (estimated costs)
			$ 135,439 $ 249,785 all staff costs
Office Costs:			
Rent/Utilities heating/electrical	$	33,755	space/heating/electrical aprox. cost
Accounting/Payroll/Bank Fees/Tax Services/Attorney Fees	$	9,000	finanical/legal fees approximate cost
Office operations/presentation aids logo paper/postage/office supplies	$	7,000	office operation approxmiate start-up costs
Insurances liablity/property/workermans comp/long-term disability	$	5,000	insurances approximate costs
Equipment copier/maintenace/toner/ telephone/cell/ipad service/computers/	$	20,964	equipment aproximate costs
Website enchancements/maintenace/IT services	$	7,000	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	$	5,000	GIS mapping/prining services approximate costs
		$ 90,219	all reimbursements for services
Other Costs:			
Pass-Thru/Reimbursement for Transit Planning Services	$	75,068	$75,068 passed thru to STARS for transit planning
Reimbursement for Asset Management Services (MTF Funds)	$	14,223	PASER Ratings and related activities by staff of local agencies within SATA area
Reimbrusement traffice counts	$	66,758	Traffic Counts/HPMS/MIRE data/ Performance data/ Other Planning activities by City of Saginaw, Saginaw County Road Commission
Audit of SMATS (Local Funds only)	**$**	**4,200**	**Not eligible for federal reimbursement, to be paid by receiving agencies**
		160,249	all reimbursements for services
TOTAL:	**$**	**500,253**	
Available budget	$	0	

Table B. SATA UWP FY 2023 Funding Allocation

	Available Hours	Available Salary	*"1.00" SATA Admin*	*"2.00" SATA SRP*	*"3.00" SATA LRP*	*"4.00" PM*	*"5.00" Asset Management*	*"2.00" Safe/Access Tran.*	*TOTAL*
			0.48	0.4	0.05	0.05	0.02		1
Director	1760	**$70,028**	*$33,613.44*	*$28,011.20*	*$3,501.40*	*$3,501.40*	*$1,400.56*	*$0.00*	*$70,028*
Planner	1888	**$44,318**	*$21,272.64*	*$17,727.20*	*$2,215.90*	*$2,215.90*	*$886.36*	*$0.00*	*$44,318*
SRP Safe/Accessable			*$0.00*	*$0.00*	*$0.00*	*$0.00*		*$0.00*	*$0*
TOTAL	3648	***$114,346***	***$54,886***	***$45,738***	***$5,717***	***$5,717***	***$2,287***	***$0***	***$114,346***
DIRECT									
SALARY		Direct Salaries	***$54,886***	***$45,738***	***$5,717***	***$5,717***	***$2,287***	$0	***$114,346***
INDIRECT		FHWA Total				$112,059			
SALARY									***$0***

Table C. SATA FY 2023 Unified Work Program Expenses

		SATA Expenses							
ITEM	*RATES*	*"1.00" SATA ADMIN*	*"0.00" SATA DATA*	*"2.00" SATA SRP*	*"3.00" SATA LRP*	*"4.00" Performance Measures*	*"5.00" ASSET MNGMT.*	*"0.00"*	*TOTAL*
DIRECT SALARY		$54,886	$0	$45,738	$5,717	$5,717	$2,287	$0	$114,346
FRINGE RATE =	***118.45%***	$65,011	$0	$54,176	$6,772	$6,772	$2,709		$135,439
SUBTOTAL		$119,897	$0	$99,914	$12,489	$12,489	$4,996		$249,785
OTHER DIRECT									$0
TOTAL DIRECT		$119,897	$0	$99,914	$12,489	$12,489	$4,996		$249,785
INDIRECT RATE =	***36.12%***	$43,305	$0	$36,088	$4,511	$4,511	$1,804		$90,219
SUBTOTAL		$163,202	$0	$136,002	$17,000	$17,000	$6,800		$340,004
PASS THRU									$0
TOTAL EXPENDITURES		***$163,202***	***$0***	***$136,002***	***$17,000***	***$17,000***	***$6,800***	***$0***	***$340,004***
FHWA		$133,581		111,317	13,914	$13,914	6,800		
LOCAL		$29,621		24,685	$3,086.00	3,086	**0**		
PL112		$163,202	$0	$136,002	$17,000	$17,000	$6,800	$0	$340,004
Asset Management SATA Activities							$6,800		$6,800
TOTAL SOURCES		***$163,202***	***$0***	***$136,002***	***$17,000***	***$17,000***	***$13,600***	***$0***	***$346,804***
Asset Management Reimbursement to Agencies				$14,253					
Participating Agencies Local Match				$66,758					
STARS Local Match				$19,464					
Audit Cost paid by local agencies				$4,200					

Table D. SATA FY 2023 UWP Staff Time (Hours)

Work Item	**SATA STAFF TIME**	**% of Available SATA Hours**
1.00 SATA Admin.	1751.04	48%
2.00 Short Range Planning	1459.2	40%
3.00 Long Range Planning	182.4	5%
4.00 Performance Measure	182.4	5%
5.00 Asset Mgmt.	72.96	2%
Total SATA Hours	**3648**	**100.00%**
***All 100% of the Planning Department staff time is allocated to Transportation Planning Activites**		

Table E. SATA FY 2023 UWP Costs Indirect Rate & Fringe Rate

Projected Costs Indirect & Fringe Rate
FY 2023 (October 1, 2022- September 30, 2023)

SATA FY 2023 PROJECTED COSTS:

	Direct	Indirect	
Staff Costs:			
2 Full-Time Wages	$ 114,346		available after staff vacation and sick time reduction
	$		
			$ 114,346 total
Staff Fringe Costs	$ 79,967		Healthcare/Retirement (estimated costs)
	40,673		Holiday/PTO/mileage/potential overtime (estimated costs)
	4,297		workermans comp/unemployment (estimated costs)
	10,502		Social Security/Medicare (estimtated costs)
			$ 135,439 $ 249,785 all staff costs
Office Costs:			
Rent/utilities/heating/electrical		$ 33,755	space electrical/heating/approxmiate costs
Accounting/Payroll/Tax Services/Attorney/bank Fees		$ 9,000	financial/legal fees/approximate costs
presentation aids/logo paper/postage/office supplies/office subscriptions		$ 7,000	office operation approximate start-up costs
Insurances/liability/property/workersman comp/long-term disability		$ 5,000	insurances approximate costs
Equipment: computers/accessories/office furnishings		$ 20,964	equipment approximate costs
Website enhancements maintenance/IT services/consultants services		$ 7,000	IT/web enhancements approximate costs
Professional development/travel/lodging /food/MTPA Conference		$ 2,500	professional development/training approximate costs
Advertisement/GIS/printing services/		$ 5,000	GIS/mapping/printing services approximate costs
			$ 90,219 all office costs
Other Costs:			
Pass-Thru/Reimbursement for Transit Planning Services	$ 75,068		$58,865 passed through to STARS and $25,202 for SATA Transist Planning Activities
Reimbursement for Asset Management Services (MTF Funds)	$ 14,223		PASER Ratings and related activities by staff of local agencies within SMATS area
Reimbursement for Planning Services to Local Agencies	$ 66,758		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
			$ 160,249 all reimbursements for services
TOTAL:	**$ 410,034**	**$ 90,219**	**Total: $ 500,253**

Provisional FY 2023 Indirect Cost Rate =
Total $ Indirect Costs/Total $ Direct Wages **$135,439,/$122,310= 0.7890** 0 Available
Reimbursement for services to other agencies not subject to indirect rate calculation

Provisional FY 2023 Fringe Cost Rate = Total $ Direct Fringe/Total $ Direct Wages **$82,255/$122,310= 1.1845**

Table F. Local Cash Match Requirements

LOCAL MATCH REQUIREMENTS AND FUNDING SOURCES

FY 2023 (October 1, 2022 - September 30, 2023)

SATA FUNDING:			
PL 112 Planning Funds & Local Match	**$367,813**	**FHWA Funds**	includes $301,055 FHWA funds and $66,758 local match
FTA 5303 Transit Planning Funds & Local Match	**$107,241**	**FTA Funds**	includes $87,776 FTA 5303 funds and $19,464 local match
MTF Funds (Asset Management)	**$21,000**	**MTF Funds**	State's MTF Funding for PASER Ratings only
Additional Local Funding	**$4,200**	**SATA Audit**	Required for mandatory SATA Audit
Total Budget for FY 2022	**$500,253**		

MPO Agencies	**PL FHWA/5303**	**MATCH.8185**	**City of Saginaw**	**SCRC**	**STARS**	**MTF Funds**	**Total Local Match**
PL 112 Planning Funds local match	$301,055	$66,758	$33,379.00	$33,379.00		$0.00	**$367,813.00**
FTA 5303 Transit Planning Funds local match	$87,776	$19,465			$19,465.00	$0.00	**$107,241.00**
MTF Funds (Asset Management) no match required	$21,000				$0.00	$21,000.00	**$21,000.00**
Mandatory SATA Audit not billiable	$4,200		$1,400.00	$1,400.00	$1,400.00	$0.00	**$4,200.00**
Total:	**$345,705**	**$86,223**	**$34,779.00**	**$34,779.00**	**$20,865.00**	**$21,000.00**	**$500,254.00**

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 SATA FY 2023 UWP is projected to be **$33,379** from the City of Saginaw Engineering Department, **$33,379** from the Saginaw County Road Commission**,** and **$19,465** cash match from STARS for a total of **$86,223** 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, 2022 through September 30, 2023.

2023 Eligible Expense Description (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 1.00, 4.00 Data Collection/Reporting Targets**)

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 1.00, 4.00, Performance Measures**)

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 1.00, 4.00, Data Collection/Reporting Targets**)

Safe Routes 2 School

TEA attendance at meetings and audits, plus the implementation of route, map and school changes. (**Included in Work Item 1.00, 4.00, Performance Measures**)

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 1.00, 4.00, Data Collection/Reporting Targets**)

Pedestrian and Bicycle Trailways:

Yearly planning efforts include attendance at planning sessions for those agencies/organizations that are pursuing construction of pedestrian and bicycle trailways. 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 3.00, 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 5.00, Asset Management 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 SATA area, our planning hours/efforts are also directed primarily toward roads contained within the SATA 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 2.00, 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 2.00, 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 SATA 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 2.00, 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 SATA 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, Performance Measures 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 1.00, 4.00, Data Collection/Reporting Targets**)

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 4.00, Data Collection/Reporting Targets**)

Saginaw Area Transportation Agency – (SATA)
(Policy Committee Members)

Daniel Armentrout, Saginaw County Road Commission
Travis Hare, City of Saginaw Vice-Chairperson

Voting Members Present:	Representing:	Alternate:
Travis Hare	City of Saginaw*	Beth London
Dennis Borchard	Saginaw County Road Commission*	Daniel Armentrout
Glenn Steffens	STARS*	William Wright
Steve London	Kochville Township*	
Torrie Lee	Buena Vista Township*	Jeff Cain
Steven King	Saginaw Charter Township*	
Daniel Silka	Thomas Township*	
Adrianna Jordan	Bridgeport Township*	
Tom Mayan	Merrill 7-B Rural Task Force*	
Sue Fortune	East Michigan Council of Governments*	
Jay Reithel	MDOT-Bay Region*	
Anita Boughner	MDOT-Lansing Statewide Planning*	Brian Stark
Delegate	James Township*	
Delegate	Carrollton Township*	
Delegate	Spaulding Township*	
James Canders	MBS Airport**	
Maja Bolanowska	Midland Area Transportation Study (MATS)**	
Ryan Smith	Bay City Area Transportation Study (BCATS)**	
Tim Courtney	Public Member at Large**	

*Voting member
**Non-voting member

(Saginaw Area Transportation Agency – SATA)
(Technical Committee Members)

Travis Hare, City of Saginaw, Chairperson
Daniel Armentrout, Saginaw County Road Commission, Vice Chairperson

Voting Members Present:	Representing:	Alternate:
Travis Hare	City of Saginaw*	Beth London
Dennis Borchard	Saginaw County Road Commission*	Daniel Armentrout
Glenn Steffens	STARS*	William Wright
Tom Mayan	Merrill 7-B Rural Task Force*	
Sue Fortune	East Michigan Council of Governments*	Cody Bodrie
Jay Reithel	MDOT-Bay Region*	
Lindsey Dowswell	MDOT-Lansing Statewide Planning*	
Steve London	Kochville Township*	

Torrie Lee	Buena Vista Township*	Jeff Cain
Steven King	Saginaw Charter Township*	
Daniel Silka	Thomas Township*	
Adrianna Jordan	Bridgeport Township*	
Mary Bourbina	City of Zilwaukee*	

*Voting member
**Non-voting member

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.

SATA Staff Member
Demetra Manley, Executive MPO Director
dmanley@satampo.org

(One additional full time staff person to be determined)

NON-DISCRIMINATION POLICY STATEMENT

From the Title VI Non-Discrimination Plan for the Saginaw Area Transportation Agency Approved May 28, 2021.

Non-Discrimination Policy Statement

The Saginaw Area Transportation Agency SATA assures that no person shall, on the grounds of race, color, and national origin, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (P.L. 100.259). Specifically, 42 USC 2000d states that "No person in the United States shall, on the ground of Race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. SATA further assures that every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not, in addition to Title VI, there are other non-discrimination statutes that afford legal protection. These statutes include the following Section 162 (a) of the Federal-Aid Highway Act of 1973 (23 USC 324) (sex), Age Discrimination Act of 1975 (age) and Section 504 of the Rehabilitation Act of 1973/Americans With Disabilities Act of 1990 (disability).

More specifically, the Saginaw Area Transportation Agency assures that efforts will be made to prevent discrimination through the impacts of its programs, policies and activities on minority and low-income population. Additionally, the Saginaw Area Transportation Agency will take reasonable steps to provide meaningful access to services for personal with Limited English Proficiency.

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. 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 Area Transportation Agency (SATA)

Signature: Demetra M. Manley

Name of Official: Demetra M. Manley

Title: Executive MPO Director

Date of Execution: May 26, 2022

Cash Contributions Notification and Assurances
City of Saginaw
FY 2023 Unified Planning Work Program
Saginaw Urbanized Area

1. **Notification** – In executing the subject unified planning work program (UPWP), the Saginaw Area Transportation Agency (SATA), 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 $33,379 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 2023 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 2023 UPWP donated by the City of Saginaw is $33,379. 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 SATA 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:	Date:
Signature:	Agency:
Title:	Department:

Cash Contributions Notification and Assurances
Saginaw County Road Commission
FY 2023 Unified Planning Work Program
Saginaw Urbanized Area

1. **Notification** – In executing the subject unified planning work program (UPWP), the Saginaw Area Transportation Agency (SATA), 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 $33,379 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 2023 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 2023 UPWP donated by the Saginaw County Road Mission is $33,379. 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 SATA 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:	Date:
Signature:	Agency:
Title:	Department:

Cash Contributions Notification and Assurances
Saginaw Transit Authority Regional Services (STARS)
FY 2023 Unified Planning Work Program
Saginaw Urbanized Area

1. **Notification** – In executing the subject unified planning work program (UPWP), the Saginaw Area Transportation (SATA), the MPO for the Saginaw urbanized area, proposes to use third party cash contributions provided by the Saginaw Transit Authority Regional Services (STARS) to a portion of the nonfederal match on a total UPWP basis.

2. **Identification and Inclusion -** 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 page.

3. **Cash Contribution Consent** - The STARS has agreed that the value of the eligible work performed by their staff may be used as an cash contribution.

4. **Not Paid by Other Federal Funds** – The cost of the work will be paid for with funds available to STARS. 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:
   - Long and short-range transit plans.
   - Transit components of SATA 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 SATA.
   - Transit Advisory Committee activities and records.

   These Products and activates are described in the UWP. These activities are essential to fulfilling Federal transit 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 2023 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 STARS and the MPO. Actual contributions will be recorded and maintained by the MPO and STARS Such records shall account for all time and costs not just the portion used as an cash contribution.

8. **Amount** – The total amount of estimated cash contributions for the FY 2023 UPWP donated by the STARS is $19,465 for local match costs by October 1, 2022.

This assurance is provided in support of the SMATS request for prior approval to use cash contributions as match to FTA 5303 funding and to convey recognition of the continuing responsibility for record keeping and billing procedures per 49 CFR Part 18.

Printed Name:	Date:
Signature:	Agency:
Title:	Department: