

BATTLE CREEK AREA TRANSPORTATION STUDY (BCATS)

**UNIFIED WORK
PROGRAM
FY 2023**

DRAFT

ITEM
7, B.

BCATS

MAY

2022

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INTRODUCTION

The Unified Work Program (UWP) is an outline of the activities and budgets for the Battle Creek Area Transportation Study (BCATS) for the appropriate fiscal year. It identifies the planning work to be undertaken in the Battle Creek metropolitan area to carry out the urban transportation planning process specified in the federal Bipartisan Infrastructure Bill (BIL)/Infrastructure Investment and Jobs Act (IIJA) of 2021, its referenced predecessors, extensions, successors and any associated DOT regulations. This document includes budgets, schedules, responsible agencies, and distribution of funding and expenditures among agencies. Additional information and/or detail about the BCATS' structure, organization or work activities is available from the BCATS office.

This report partially fulfills work item 4.0100 (Program Development and Management) of BCATS' UWP for FY 2022. The document was funded, in part, through grants from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) of the U.S. Department of Transportation under one consolidated planning grant through the FHWA. The views and opinions of the authors expressed herein do not necessarily state or reflect those of the Michigan Department of Transportation or the U. S. Department of Transportation. Additional funds for the preparation of this document were provided by the Cities of Battle Creek and Springfield and Calhoun County on behalf of the Calhoun County Road Department. The document was prepared by Patricia Karr, Executive Director at BCATS.

The FY 2023 Unified Work Program was approved by the Battle Creek Area Transportation Study Policy Committee on May 25, 2022.

BATTLE CREEK AREA TRANSPORTATION STUDY
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**BATTLE CREEK AREA TRANSPORTATION STUDY
TRANSPORTATION PRIORITIES**

Each year, the anticipated work activities for the upcoming year are matched with the items, or focus areas, that are important to the BCATS area. This is done with the “systemwide” items to ensure that the planned work items will be adequate. The systemwide focus areas recognize pending regulation, projects, and federal/state emphasis areas. In addition, a listing of “specific” focus areas is developed which relates to the monitoring of conditions on major corridors in the BCATS area, as well as consideration of possible developments that are seen as potentially impacting transportation in a significant way on the BCATS system. In identifying these specific areas, BCATS can tailor its activities to make sure that the appropriate level of data collection and other study is accomplished each year related to these issues, as necessary.

FOCUS AREAS

**WORK ITEMS
ADDRESSING ISSUE**

Systemwide

2045 Metropolitan Transportation Plan maintenance	1.0000, 2.0428, 2.0618
Performance-Based Planning and Programming	1.0000, 2.0428, 2.0501, 2.0618
Implementing and Monitoring the 2023-2026 TIP	1.0000, 2.0501, 3.0000
Safe & Accessible Transportation Options	1.0000, 2.0501, 2.0641
Safety Conscious Planning/Safety Education	1.0000, 2.0618, 2.0641, 3.0000
Asset Management	1.0000, 10040M, 2.0618
I-94 Corridor	1.0000, 2.0428, 2.0618, 2.0643
Traffic Count Program	1.0000
Public Participation	2.0501, 2.0618, 3.0000
Freight Planning	1.0000, 2.0643
Air Quality	2.0428, 2.0618, 2.0619, 2.0645
MIRE Program with MDOT	1.0000

Specific

Corridor Monitoring of Major Facilities

I-94/I-194	I-94 BL east and M-96 (E. Michigan Avenue)
M-96 (Columbia Avenue)	I-94 BL west and Skyline Dr./Hill Brady Road (NHS)
Beckley Road/B Drive North	Glenn Cross Road extension possibility
M-66 north (Capital Avenue NE)	M-96 (Dickman Road) Non-Motorized Corridor
M-96 (Columbia Ave.)	I-94/Capital Avenue Interchange

Developments and Other Areas to Consider

- Downtown Battle Creek Continuing Redevelopment
- Lakeview Square Mall Redevelopment (Horrocks relocation)
- Tribal Casino/Hotel – additional hotel tower open and other ancillary development
- Fort Custer Industrial Park Plans/Military Plans along Skyline Drive
- Airport industrial development

**BATTLE CREEK AREA TRANSPORTATION STUDY
FY 2023 UNIFIED WORK PROGRAM
OUTLINE OF WORK ACTIVITIES**

- 1.00 DATA COLLECTION AND ANALYSIS**
 - 1.0000 Data Collection and Analysis
 - 1.0040M Asset Management (MDOT funded Project)

- 2.04 LONG RANGE TRANSPORTATION PLANNING**
 - 2.0428 Long Range Transportation Planning

- 2.05 SHORT RANGE TRANSPORTATION PLANNING**
 - 2.0501 Transportation Improvement Program
 - 2.0520 Short Range Transit Planning

- 2.06 OTHER PROJECTS, STUDIES, AND PLANNING EFFORTS**
 - 2.0618 Coordination with Statewide Planning
 - 2.0619 Special Studies
 - 2.0641* Safety Conscious Planning
 - 2.0643 Freight Planning
 - 2.0645 Air Quality Planning

- 3.00 PUBLIC INVOLVEMENT AND EDUCATION**
 - 3.0000 Public Involvement and Education

- 4.01 PROGRAM DEVELOPMENT AND MANAGEMENT**
 - 4.0100 Program Development and Management

*safe and accessible transportation options set-aside to be spent within this work activity

THE TRANSPORTATION PLANNING PROCESS

Background

In April, 2018, an updated “Memorandum of Understanding” (MOU) was executed between the Battle Creek Area Transportation Study (BCATS), Battle Creek Transit (BCT), and the Michigan Department of Transportation (MDOT), specifically to add references to the performance based planning process. This MOU updated the previous MOU from 2011 between the parties. The MOU frames the context of future planning activities involving the three agencies and promotes the 3-C (continuing, comprehensive and cooperative) nature of the ongoing planning process. The MOU commits BCATS, BCT, and MDOT to a common understanding of the scope and conduct of the process, as outlined in the MOU and summarized below:

- Jointly consider federal planning factors, performance measures, and targets, as outlined in the most current federal legislation and rulemaking
- Establish the MPO, with bylaws, boundaries, policies, and procedures for carrying out the planning process
- Development of the Unified Work Program, Participation Plan, consultation efforts, air quality planning (if applicable), long range Metropolitan Transportation Plan, Transportation Improvement Program, performance targets/reporting, and annual listing of obligated projects, consistent with federal regulations
- Development of transportation planning studies and project development
- MDOT calibration and joint maintenance and operation of the travel demand forecasting model for the BCATS’ area that is used for various activities

The MOU is distinct and different from the “Master Agreement” executed between MDOT and BCATS (which is re-executed every three years) that details the rights and responsibilities of the two agencies in areas such as billing, auditing, recordkeeping, etc. For the FY 2023 UWP, BCATS will be operating under a Master Agreement covering the FY 2021-2023 time period.

BCATS has a separate additional MOU with the City of Battle Creek/Battle Creek Transit regarding the conduct of the planning process specific to public transportation, per the requirements of the Federal Transit Administration. That MOU was most recently updated in July, 2017.

On-going Process

The following activities will support the on-going planning process into the year 2023.

Planning Process Working Groups – BCATS, MDOT and the local agencies will participate in working group sessions for selected topics, as needed, related to the implementation of the various components of the planning process. An example of this activity were the working groups established by MDOT, with the MPOs, for addressing the requirements of performance-based planning target setting by the state, and in turn, the MPOs. Statewide groups are also working on aspects such as financial planning for long range plans and TIPs, as well as groups addressing the on-going use of the project database program termed JobNet maintained by MDOT. The statewide association of metropolitan planning agencies, the Michigan Transportation Planning Association (MTPA), also has subcommittees termed Technical Committee and Policy Committee to address issues impacting all MPOs.

Development of Tools and Data for Analysis and Evaluation –

- BCATS' GIS program has the potential to be enhanced to incorporate additional information for use in future plan development and project evaluation
- BCATS will further utilize software in the areas of pavement evaluation (PASER) and vehicle crash data (RoadSoft, Michigan Crash Facts, TCAT program, or other) in the safety analysis process.
- Staff participation in conferences, seminars and webinars featuring work program topics
- BCATS will continue to support the Asset Management Council and its work
- MDOT will continue to provide early input opportunities for BCATS in the department's longer range planning and programming activities (ie; projects associated with the Rebuilding Michigan bond program)
- BCATS staff will participate in training and other opportunities related to performance-based planning and programming as related to federal requirements for performance measures.
- BCATS staff will collect and submit data items for HPMS in conjunction with MDOT's HPMS coordinator, when requested. BCATS staff will participate in any HPMS training workshops held by MDOT.

BCATS' TIP Subcommittee Group – The primary function of BCATS' TIP Subcommittee group is to establish priorities for the development and amendment of the Transportation Improvement Program. The TIP Subcommittee Group also facilitates multi-jurisdictional projects such as joint roadway projects and areawide safety applications. In addition, the Subcommittee is a resource in the development and update of the BCATS' long range transportation plan.

Public Participation – Public participation activities are updated and evaluated in order to develop the best process. The BCATS Participation Plan (PP) was updated in FY 2021, approved by the BCATS Policy Committee on January 27, 2021..

Performance-Based Planning and Programming (PBPP) – FHWA and MDOT continue to sponsor trainings/programs that promote the further development of policies and practices that implement the federally mandated performance-based planning contained in the MAP-21/FAST Act legislation.

Planning Program Emphasis Areas – the FY 2020-2023 TIP, approved in 2019, reflected the requirements of performance based planning and programming and performance targets, as does this FY 2023-2026 TIP. BCATS acted to “support” several state target areas and local transit targets in October, 2018. BCATS has acted to support annual state safety targets, adjusted state bridge targets and annual local transit targets since that time. To the extent feasible, the federal and state emphasis areas presented to BCATS at the annual pre-Unified Work Program meeting were taken into consideration in the development of the program. For FY 2023, the federal emphasis areas are: tackling the climate crisis-transition to a clean energy, resilient future; equity and Justice40 in transportation planning; complete streets; public involvement; Strategic Highway Network/U.S. Dept. of Defense coordination; Federal Land Management Agency coordination; planning and environmental linkages; and data in transportation planning.

The state emphasis areas for FY 2023 are: maintenance of the FY 2023-2026 TIP; involvement in JobNet application enhancements; transit project accuracy in the TIP; review and update of Public Participation Plans; compliance with Transportation Performance Measures requirements; and focus on partnerships in the transportation planning process. Several MDOT program areas also provided the MPOs with focus area language for the FY 2023 UWP. This included the MIRE

program, HPMS program, travel information unit, and transportation alternatives program. The information provided by those program areas is summarized below.

MIRE

Under federal reporting requirements: 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 and Highways should be completed in FY 2022. Beginning in FY 2022, MPO and local agency participation in the MIRE data collection process was considered part of the requirements in fulfilling Data Collection responsibilities to MDOT. This will continue for FY 2023 and beyond.

Agencies will be asked to review the MIRE data using the tools in Roadsoft and may export outputs to CSS. 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 may meet to discuss the process of annual maintenance and population of the five (5) data items moving forward. The end goal will be to draft a plan to fill 100% of the five (5) MIRE data items and submit to MDOT by August of 2025.

HPMS

MDOT is required to submit Highway Performance Monitoring System (HPMS) data to fulfill federal reporting requirements under Title 23 U.S.C. S.315. HPMS has a variety of uses by FHWA, including: reports to Congress; transportation performance measures; apportionment of federal highway funds; highway statistics; research; and economic models, among others. MDOT requests MPO assistance with the HPMS process due to relationships with local road agencies and familiarity with the non-trunkline roadway system. Relative to the state's HPMS responsibilities, MPOs will support MDOT in its federal reporting obligations for the HPMS data collection program. MPOs will work with the HPMS team to update the sample file provided by MDOT in September of the year and will be asked to return the updated information by April 1st of the reporting year. The MPO will review sample sections along the non-trunkline roadway system only for data items that need updating. MPOs will attend training, as needed. The MPO may work with local road agencies in the effort to update the sample data.

TRAVEL INFORMATION UNIT

MPOs will support MDOT by aggregating, compiling, and storing non-trunkline traffic count data which is collected for ease of access by MDOT to that data. MPOs will be made aware of the timetable for the annual HPMS update request in order to facilitate timely submission of the data. MPOs are asked to provide MDOT each year with a listing of where traffic counts are anticipated to be collected for the MPO program so that MDOT will not duplicate counts at the same locations and the greatest number of traffic counts on non-trunkline and local roads can be accomplished.

TRANSPORTATION ALTERNATIVES PROGRAM

The Transportation Alternatives Program (TAP) is a federal funding program for alternative types of transportation projects such as sidewalks, non-motorized trails, etc. in each state. The larger MPOs, those over 200,000 population that are called Transportation Management Areas (TMAs), receive a direct allocation of TAP funds and are allowed to program those funds within the TMA. For the under 200,000 population MPOs, access to TAP funding is through a statewide competitive program administered by a division of MDOT. TAP program staff have requested that MPOs offer education opportunities for their members about the TAP program and other programs administered by the group to increase the number of applications submitted by local governments. The TAP staff can provide assistance to applicants regarding viability of potential projects, funding sources, and guidance through the application process.

FY 2023 UNIFIED WORK PROGRAM ACTIVITIES

1.0 SERIES – DATA

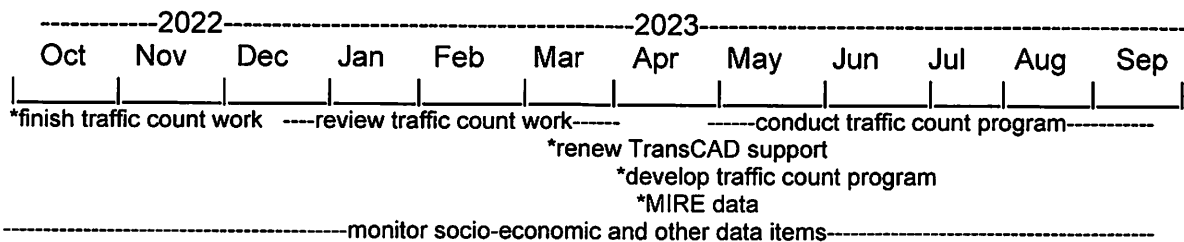
1.0000 Data Collection and Analysis

Lead Agency: BCATS
 (with participation by the Calhoun County Road Department and the City of Battle Creek Public Works Department)

Purpose: Maintain files of current raw, processed and analyzed data for such as: socio-economic data, environmental justice data, traffic count data, road data elements, land use, housing data, transit data, natural resources environmental data, and freight data (as available). Collect and submit data in conjunction with MDOT’s HPMS coordinator, as requested. Provide support to the Non-Trunkline federal-aid data collection program, as needed. Keep TransCAD software up-to-date and licensed. Continue evaluation of additional data needs for implementing performance-based planning and programming (PBPP) efforts. As data collection direction is provided, conduct MIRE FDE data collection. In coordination with MDOT, conduct census activities related to results of the 2020 U.S. Census in the areas of urban area boundaries, adjusted census urbanized boundary and updated National Functional Classification (NFC) system.

- Products:**
- 2023 Traffic Counting Program (development and implementation)
 - raw data for traffic counts, crash statistics, transit and other data
 - safety and freight data, as available
 - work with MDOT on area of local traffic counts/traffic count needs
 - 2020 Census urbanized area boundary review/NFC impacts
 - natural resources environmental related data, as needed
 - annual TransCAD support for 2023
 - HPMS data collection and training
 - support of MDOT’s planning efforts for collection/confirmation of MIRE FDE data

Timeline: This is a work activity that is ongoing during the course of the fiscal year, with some components occurring at the same time each year (for example: traffic count field work is generally conducted between May and September). A generalized timeline for activities within this item is shown below:



(*item generally conducted/concluded within the specific month where the asterisk * is shown)

2.04 SERIES – LONG RANGE TRANSPORTATION PLANNING

2.0428 Long Range Transportation Planning

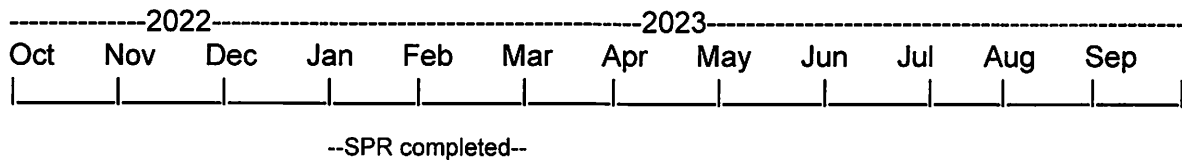
Lead Agency: BCATS

Purpose: Maintenance of the 2045 Metropolitan Transportation Plan (MTP) completed in February 2022. Update of System Performance Report for 2023. Conduct any public participation efforts necessary for the 2045 MTP.

Products:

- Maintain and monitor the 2045 Metropolitan Transportation Plan
- On-going review of any new long range planning requirements under federal regulations
- Complete 2023 System Performance Report (SPR)
- Work with MDOT SUTA, if needed

Timeline: BCATS' update of the System Performance Report will be completed in the second quarter of the fiscal year.



(*item generally conducted/concluded within the specific month where the asterisk * is shown)

2.05 SERIES – SHORT RANGE TRANSPORTATION PLANNING

2.0501 Transportation Improvement Program (TIP)

Lead Agency: BCATS

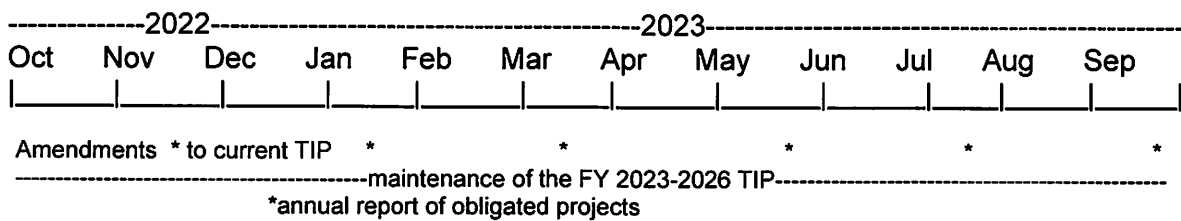
Purpose: Monitor and implement the FY 2023-2026 Transportation Improvement Program (TIP), including amendments and administrative adjustments, including all associated materials, public notices and meetings.

Work with MDOT on the ongoing use of the automated database and S(TIP) process known as JobNet, monitor and process JobNet changes as they occur, and monitor JobNet enhancements.

Prepare an annual listing of obligated projects for 2022, per federal requirements

- Products:
- Amendments, as necessary (usually 5-6), for the FY 2023-2026 TIP
 - Maintenance of the FY 2023-2026 TIP, through JobNet
 - Status reports on TIP projects during the year
 - Public participation activities, as needed
 - Annual listing of obligated projects for 2022, as required by regulations
 - Work with, and participate in, the MDOT JobNet process

Timeline: Amendments to the FY 2023-2026 TIP will be scheduled for November 2022, January 2023, March 2023, May 2023, July 2023 and September 2023. The annual report of projects from the prior year is completed in November or December 2022.



(*item generally conducted/concluded within the specific month where the asterisk * is shown)

2.0520 Short Range Transit Planning

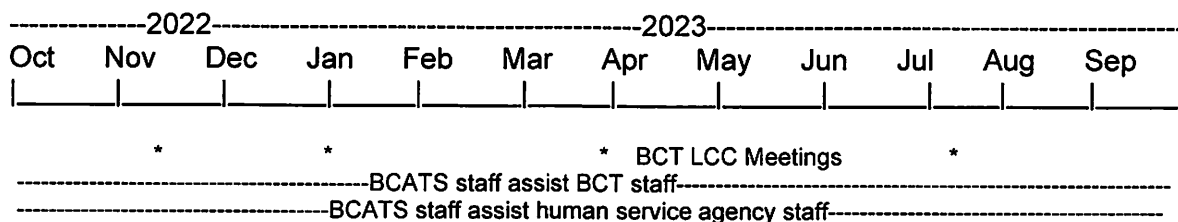
Lead Agencies: BCATS, with support from Battle Creek Transit (BCT)
 BCT, with support from BCATS for transit facility study (5304 funds not included in this UWP)

Purpose: Review of any transit studies as identified by staff and/or requested by BCT. BCATS staff participation on BCT's Local Coordinating Council. Monitor progress of BCT in completing required plans, studies, and transit specific federal requirements. Work with BCT and the human service agencies to maintain transit projects in the TIP. Assist BCT with implementing the recommendations of the 2018 Transit Master Plan, if requested. Support BCT with adoption of annual State of Good Repair targets and support of BCT's Transit Safety Targets. Support BCT in its work on a facility needs assessment and design project funded with state 5304 funding. Support BCT with its continued operations and coordination of the Calhoun County Mobility Pilot (operating as BCGo) with the goal of a countywide transit authority (estimated current costs \$250,000/yr. and expended operations adding an additional \$150,000/yr. in cost)

- Products:**
- Results of any significant transit studies
 - Assistance to BCT and human service agencies with projects in the TIP, ie; JobNet changes
 - Staff involvement with BCT committees
 - Assistance to BCT in efforts to meet the transit performance-based planning requirements of the federal regulations, specifically safety and State of Good Repair targets
 - Support of BCT facility needs assessment and design project
 - Support of BCT efforts to implement a countywide transit authority

Timeline: This work involves on-going interaction between BCATS and BCT staff. BCATS staff attends periodic meetings of the BCT Local Coordinating Council (LCC) meetings as a member of that Council.

Ongoing work is required to support BCT in meeting the requirements of the federal regulations.



(*item generally conducted/concluded within the specific month where the asterisk * is shown)

2.06 SERIES – OTHER PROJECTS, STUDIES, AND PLANNING EFFORTS

2.0618 Coordination with Statewide Planning

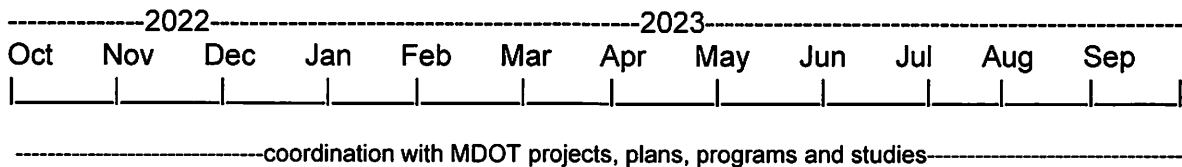
Lead Agency: BCATS

Purpose: Provide MPO input in the development of the State's plans and programs and work with the state to incorporate the Department's program development process with the BCATS' process. Coordination with state activities in the areas of: performance measures, air quality, asset management, and access management, as applicable. Also, work with MDOT on any studies of a long or short range nature undertaken by MDOT for any of the various transportation modes or for specific facilities within the BCATS area. Respond to any MDOT call for input on future state project development.

Products:

- Documentation of activities conducted under this activity
- Input to MDOT annual calls for projects, various funding programs
- Input to MDOT's Long Range Plan maintenance

Timeline: This activity responds to various MDOT activities during the year



(*item generally conducted/concluded within the specific month where the asterisk * is shown)

2.0619 Special Studies

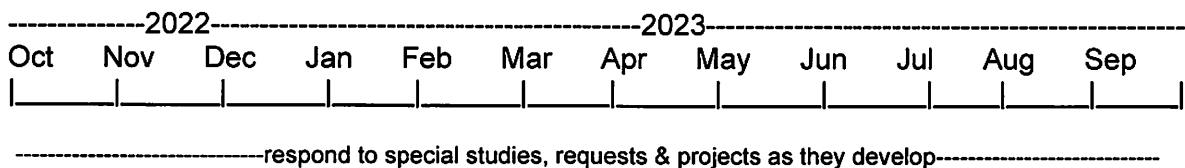
Lead Agency: BCATS

Purpose: Respond to unforeseen or special requests for data, information, or analysis related to transportation activities. Participate in or conduct studies related to any aspect of transportation/transportation planning not included in other work items. Respond to federal efforts in emphasis areas as issues arise.

Products:

- Documentation of activities conducted under this activity

Timeline: The entire year is the timeline due to the unknown nature of this item



(*item generally conducted/concluded within the specific month where the asterisk * is shown)

2.0641 Safety Conscious Planning

Lead Agency: BCATS

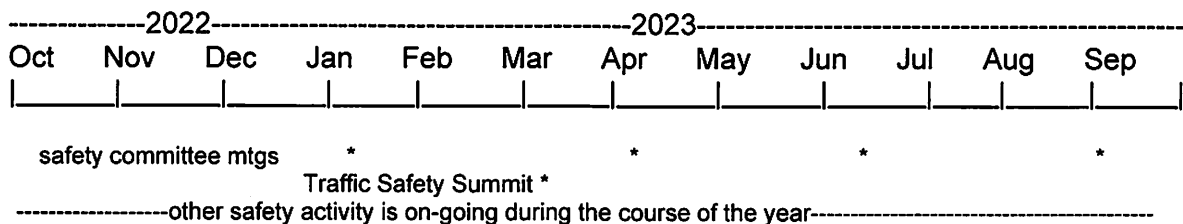
Purpose:

Respond to requirements of federal transportation legislation for consideration of safety projects and strategies. Incorporation of safety issues, analysis and projects into the core activities of the planning process. This activity may involve training sessions and outreach meetings across multiple disciplines. It will involve utilizing available resources related to safety issues. Continue TIA/TCAT membership. Assist local agencies with project development for local safety projects and funding applications. Conduct activities that will support the federal requirement for utilizing 2.5% of planning funds to address safe and accessible transportation options for all users.

Products:

- Documentation of trainings and meetings attended or forums held
- Documentation of any other safety activities
- Renewal of TIA/TCAT membership with City of Battle Creek
- Letters of support for local agency local safety project applications
- Documentation of activities to meet the 2.5% funding requirement for planning for safe and accessible transportation options for all users

Timeline: Regional Traffic Safety Network meetings may again occur several times each year post pandemic
The Office of Highway Safety Planning safety summit occurs in March



(*item generally conducted/concluded within the specific month where the asterisk * is shown)

2.0643 Freight Planning

Lead Agency: BCATS

Purpose:

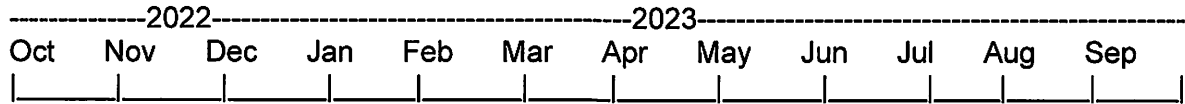
Continue to monitor developments and issues related to freight planning and evaluate applicability to small urban areas. Coordinate with MDOT's work on Statewide Freight Planning. Respond to requests from FHWA or MDOT for freight data or surveys.

Products:

- Freight planning materials reviewed and/or sessions attended
- Results of any other freight related planning projects or data collection

2.0643 Freight Planning (continued)

Timeline: The timeline for this item is the entire year.



-----freight planning as it develops-----
 (*item generally conducted/concluded within the specific month where the asterisk * is shown)

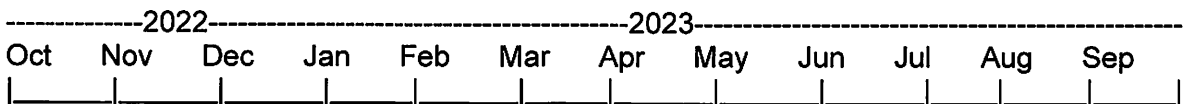
2.0645 Air Quality Planning

Lead Agency: BCATS

Purpose: Work with MDOT, EGLE, FHWA, and EPA during FY 2023 relative to implementing any necessary air quality planning efforts to address Calhoun County’s air quality designation as part of the Kalamazoo-Battle Creek Limited Orphan Maintenance Area (LOMA). A new conformity document should not be required in FY 2023. Respond to MDOT calls for development of projects to reduce air quality emissions under the Congestion Mitigation Air Quality (CMAQ) program, if applicable. Determine the requirements for the new Carbon Reduction Program and the impacts for MPO planning.

- Products:
- Participate and coordinate with KATS on IAWG efforts for FY 2023-2026 TIP amendments for both agencies. Monitor any need for updates to the conformity information for any TIP updates.
 - Documentation of any materials developed related to air quality planning
 - Response to MDOT calls for CMAQ projects, if applicable

Timeline: Respond when called upon to address air quality conformity issues and when MDOT issues a call for CMAQ projects.



*MDOT call for projects and local CMAQ meeting * IAWG for TIP * amendments *
 * --develop applications-- *submit apps * include approved projects in TIP

-----monitor the CMAQ program-----

(*item generally conducted/concluded within the specific month where the asterisk * is shown)

3.00 SERIES – PUBLIC INVOLVEMENT

3.0000 Public Involvement and Safety Education

Lead Agency: BCATS

Purpose:

Provide for the involvement of groups and individuals from various sectors in the activities of the Battle Creek Area Transportation Study. Disseminate information about BCATS and its activities to the general public. Further develop and maintain the BCATS website.

When possible, promote and conduct relatively low cost transportation and safety education efforts within the BCATS area in an effort to affect improvement in the operation and safety of the area's transportation system. Participate in traffic safety organizations, meetings, and conferences.

Seek out contact individuals from the Strategic Highway Network (STRAHNET)/U.S. D.O.D. and the Federal Lands Management Agency (FLMA) to include on BCATS' consultation list for future notices and involvement.

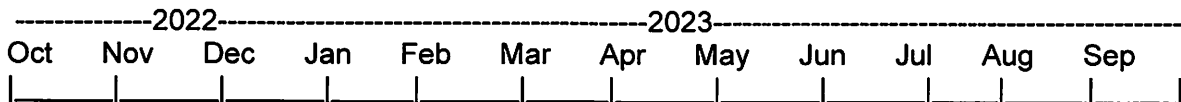
Note: BCATS' Participation Plan was updated January 27, 2021.

Products:

- BCATS' newsletter, published periodically
- Information to the public in general, groups, individuals, the media
- Citizen input
- Documentation of safety education activities and designated promotions conducted during the year
- Documentation of meetings and conferences attended
- Continued improvements to, along with maintenance of, the BCATS website
- STRAHNET/DOD and FLMA contact persons for consultation list

Timeline:

Public involvement is an activity conducted all year



..... National Drunk and Drugged Driving Prevention promotion

-----website maintenance and improvement-----

(*item generally conducted/concluded within the specific month where the asterisk * is shown)

4.01 SERIES – PROGRAM DEVELOPMENT AND MANAGEMENT

4.0100 Program Development and Management

Lead Agency: BCATS

Purpose:

To provide structure and an outline of the BCATS program through the Unified Work Program (UWP) document and on-going maintenance of that document

To provide efficient and effective management of the BCATS program and Committee operations (Technical and Policy Committees and subcommittees of these two groups)

Carry out all administrative functions necessary for the operation of the BCATS program

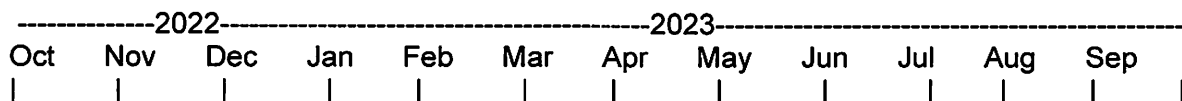
Complete all MDOT reporting requirements and documentation, including Title VI, DBE, and Final Acceptance Report

Products:

- FY 2023 UWP maintenance and amendment, as necessary
- FY 2024 UWP
- Annual certificate of indirect costs (included in the UWP)
- Documentation of Technical and Policy Committee meetings
- Progress and financial reports and billings
- Title VI and DBE submittals
- Review of 2022 financial records, including work on FY 2022 audit, and maintenance of FY 2023 financial records
- Final Acceptance Report to MDOT for 2022
- Additional materials and meetings as necessary

Timeline:

Program development and management is conducted throughout the year as it includes all overall administration of the program, billings, Committee meetings and required submittals to MDOT.



*Final Acceptance Report for FY 2022 completed and submitted end of Dec.

----2022 audit work----- development of 2024 UWP----- Title VI annual submittal *

*DBE submittal *DBE submittal

-----monthly billing and progress reports to MDOT-----

-----Technical and Policy Committee meetings each month (unless cancelled)-----

-----maintenance of the 2023 Unified Work Program-----

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**BATTLE CREEK AREA TRANSPORTATION STUDY
FY 2023 PROVISIONAL INDIRECT RATE**

<u>Direct Expenses</u>	<u>\$</u>
Staff Salaries	\$90,910
Fringe Benefits	\$75,933
Printing and Other direct	<u>\$10,000</u>
Subtotal	\$176,843
<u>Indirect Expenses</u>	<u>\$</u>
Administrative Overhead*	\$83,553
Supplies	\$4,000
Postage	\$400
Professional Services	\$200
Training	\$1,000
Attorney Fees	\$1,000
Telephone - 2 accounts	\$2,200
Travel	\$4,000
Copy Services	\$200
Liability Insurance	\$2,600
Office Equip. Maintenance	\$800
Building Rental	\$4,000
Publications	\$200
Memberships/dues	\$100
Depreciation	\$500
Financial Services**	\$3,300
Audit	\$3,700
Subtotal	<u>\$111,753</u>
TOTAL	\$288,596

*includes \$44,545 in salary and \$35,298 in fringe benefits

**includes accounting, expense disbursements, payroll preparation & recordkeeping services provided by the finance dept.

<u>Fringe Benefit Rate</u>	<u>\$</u>	<u>% Fringe</u>	
Direct and Indir. Fringe Benefits	\$113,959		
Direct and Indirect Salaries	\$136,437	0.83525	
	<u>Direct</u>	<u>Indirect</u>	
<u>Indirect Cost Rates***</u>	<u>Cost</u>	<u>Cost</u>	<u>% Indirect</u>
Dir. Sal., FB	\$166,843	\$111,753	66.980978332

This indirect Cost Rate proposal has been developed in accordance with the standards in 2 CFR 225 and in accordance with the BCATS Indirect Cost Allocation Plan – April, 2015

Attachment A

Certificate of Indirect Costs and Certification Regarding Lobbying

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 of May 25, 2022 to establish billing or final indirect costs rates for Fiscal Year 2023 (October 1, 2022 - September 30, 2023) 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 (2 CFR 225). 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: Battle Creek Area Transportation Study

Signature: _____

Name of Official: Patricia Karr

Title: Executive Director

Date of Execution: _____

Appendix A to Part 20 - Certification Regarding Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his, or her, knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his, or her, knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signed _____ Date _____

Patricia Karr, Executive Director
Battle Creek Area Transportation Study

Attachment B

MDOT Asset Management

Guidelines

(March 2, 2022)

ASSET MANAGEMENT

The resources allocated to the Metropolitan/Regional Planning Organization (MPO/RPO) from the Transportation Asset Management Council (TAMC) annual budget shall be utilized to assist in the completion of the TAMC Work Program. All work shall be consistent with the policies and priorities established by the TAMC. All invoices submitted for reimbursement of Asset Management activities shall utilize Michigan Department of Transportation (MDOT) standard invoice forms and include the required information for processing. The MPO/RPO shall complete the required products and perform tasks according to the timeframes and directives established within TAMC's data collection policies, which are located on the TAMC website (<http://www.michigan.gov/tamc>). The MPO/RPO will emphasize these tasks to support the largest Public Act 51 agencies (agencies that certify under Public Act 51 a minimum of 100 centerline miles of road) within the planning area when resources are limited. The activities eligible for TAMC reimbursement include the following:

TASKS

I. Training Activities

- A. Attendance at training seminar(s) on the use of Pavement Surface Evaluation and Rating (PASER) and Inventory-based Rating System for unpaved roadways.
- B. Represent MPO/RPO at TAMC-sponsored conferences and seminars, including attending either the Spring or Fall TAMC Conference.
- C. Attend TAMC-sponsored Investment Reporting Tool (IRT) training seminars.
- D. Attend TAMC-sponsored Asset Management Plan Development training seminars.

II. Roadway Inventory and Condition Data Collection Participation and Coordination

A. Federal Aid System:

1. Organize schedules with Public Act 51 agencies within MPO/RPO's boundary for participating in Federal Aid data collection efforts; ensure all participants of data collection have access to State of Michigan travel reimbursement rates.
2. Coordinate, participate and facilitate road surface data collection on approximately one-half of the Federal Aid System in accordance with the TAMC Policy for the Collection of Roadway Condition Data on Federal Aid Eligible Roads and Streets.
3. Collect unpaved roadway condition data on approximately half of any unpaved Federal Aid eligible roadways using the Inventory-based Rating System developed by the Michigan Technological University's Center for Technology and Training.

B. Non-Federal Aid System:

1. It is required that the RPO/MPO make a formal call for interest for NFA data collection reimbursements to their respective Act 51 agencies annually, and that requests by Act 51 agencies are submitted to their respective RPO/MPO by October 1 each year to assist in the coordination of data collection priorities of the following data collection season. The RPO/MPO may allocate reimbursements for Non-Federal Aid data collection to Public Act 51 agencies according to the resources

available to them in the manner that best reflects the priorities of their area and supports the TAMC work.

2. Coordinate Non-Federal Aid data collection cycles with Public Act 51 agencies with an emphasis on the top 125 agencies.
3. Ensure all participants of data collection understand procedures for data sharing with TAMC as well as TAMC policy and procedures for collecting Non-Federal Aid data.
4. Participate and perform data collection with Public Act 51 agencies on an as-needed basis for the data collection of Non-Federal Aid roads when requested.

III. Equipment

- A. Ensure rating teams have the necessary tools to complete the federal aid data collection activity by maintaining a laptop compatible with the Laptop Data Collector and Roadsoft programs, a functioning Global Positioning System (GPS) unit, and other required hardware in good working order.
- B. Communicate any equipment needs and purchases with the TAMC Coordinator; laptops are eligible for replacement on a three-year cycle.

IV. Data Submission

- A. Develop and maintain technical capability to manage regional Roadsoft databases and the Laptop Data Collector program; maintain a regional Roadsoft database that is accurate and consistent with local agency data sets.
- B. Coordinate Quality Assurance/Quality Control activities and data submission tasks according to protocols established in TAMC Data Collection Policies for Federal Aid and Non-Federal Aid Roads.
- C. Monitor and report status of data collection efforts to TAMC Asset Management Coordinator through monthly coordinator calls and/or monthly or quarterly program updates that are mailed with invoices.
- D. Provide links on agency websites and reports to the TAMC website, interactive maps and dashboards for the dissemination of roadway data.

V. Asset Management Planning

- A. Participate and attend TAMC-sponsored training and workshops in order to provide technical support for Asset Management Plan development activities.
- B. Provide an annual reporting of the status of Public Act 51 agency Asset Management Plans and keep abreast of the status of these plans for updates and revision.
- C. Provide technical assistance and training funds to Public Act 51 agencies during the development of local Asset Management Plans using TAMC templates when applicable; coordinate these tasks with an emphasis on the Top 125 agencies.

VI. Technical Assistance

- A. Provide technical assistance to local agencies in using the TAMC reporting tools for planned and completed infrastructure investments or any other TAMC Work Program Activity.
- B. Integrate PASER ratings and asset management into project selection criteria:
 1. Analyze data and develop road preservation scenarios.
 2. Analyze performance of implemented projects

VII. Bridge and Culvert Inventory and Condition Data Collection

- A. Provide administrative and technical assistance to Public Act 51 agencies and MDOT for reimbursement of TAMC funds for participation in data collection efforts for culvert inventory, condition assessment and data submission.
- B. Utilize TAMC reporting forms to communicate progress and expenditures of Public Act 51 agencies to assist TAMC in the Culvert Mapping Pilot Report.
- C. Act 51 agencies must submit a written request for reimbursement; the request should include a total estimate of costs (actual costs claimed must not exceed the estimated costs) for the data gathering, trained/certified team members' time, and vehicle use. This request must also clarify which fiscal year the data collection and reimbursement will take place. Requests for bridge data collection reimbursement authorization are required to be received by the RPO/MPO by October 1 of each year. The RPO/MPO decision on what requests for reimbursement are approved may consider available budget, absence or age of bridge data to be collected and the last year of reimbursement to the road agency for that bridge data set.

Required Products

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

Attachment C
FY 2023 Unified Work Program
Financial Worksheets A - E

**BATTLE CREEK AREA TRANSPORTATION STUDY
FY 2023 UNIFIED PLANNING WORK PROGRAM**

Schedule A--Work Item Budget by Agency (\$)

<u>ITEM #</u>	<u>ITEM DESCRIPTION</u>	<u>BCATS</u>	<u>BC PUBWKS</u>	<u>BC TRANSIT</u>	<u>CCRD</u>	<u>CITY SPR</u>	<u>TOTAL LOCAL</u>	<u>MDOT</u>	<u>GRAND TOTAL</u>
1.0000	Data Collection and Analysis	59,839	13,000	0	13,000	0	85,839	4,191	90,030
1.0040M	Asset Management MDOT Project	14,062	3,219	0	3,219	0	20,500	0	20,500
	1.00 Subtotal	73,901	16,219	0	16,219	0	106,339	4,191	110,530
2.0428	Long Range Transportation Planning	14,586	0	0	0	0	14,586	11,092	25,678
	2.04 Subtotal	14,586	0	0	0	0	14,586	11,092	25,678
2.0501	Transportation Improvement Program	50,349	0	0	0	0	50,349	20,209	70,558
2.0520	Short Range Transit Planning	10,789	0	0	0	0	10,789	4,067	14,856
	2.05 Subtotal	61,138	0	0	0	0	61,138	24,276	85,414
2.0618	Coordination with Statewide Planning	5,445	0	0	0	0	5,445	5,423	10,868
2.0619	Special Studies	5,445	0	0	0	0	5,445	1,233	6,678
2.0641	Safety Conscious Planning	17,210	0	0	0	0	17,210	3,950	21,160
2.0643	Freight Planning	3,222	0	0	0	0	3,222	865	4,087
2.0645	Air Quality Planning	7,443	0	0	0	0	7,443	8,628	16,071
	2.06 Subtotal	38,765	0	0	0	0	38,765	20,099	58,864
3.0000	Public Involvement and Education	22,455	0	0	0	0	22,455	9,614	32,069
	3.00 Subtotal	22,455	0	0	0	0	22,455	9,614	32,069
4.0100	Program Development and Management	77,750	0	0	0	0	77,750	10,353	88,103
	4.01 Subtotal	77,750	0	0	0	0	77,750	10,353	88,103
	TOTAL	288,595	16,219	0	16,219	0	321,033	79,625	400,658

**BATTLE CREEK AREA TRANSPORTATION STUDY
FY 2023 UNIFIED WORK PROGRAM**

Schedule B--Major Category Budget by Agency (person-days)

<u>ITEM #</u>	<u>WORK ITEM DESCRIPTION</u>	<u>MDOT</u>	<u>BCATS</u>	<u>B.C. PUBWKS/BCT</u>	<u>CAL. CO. RD. DEPT.</u>	<u>SPR</u>	<u>TOTAL</u>
1.0000	Data Collection and Analysis	7.0	60.0	35.0	38.0	0.0	140.0
10040M	Asset Management MDOT Project	0.0	13.0	8.0	8.0	0.0	29.0
	1.00 Subtotal	7.0	73.0	43.0	46.0	0.0	169.0
2.0428	Long Range Transportation Planning	18.0	14.0	0.0	0.0	0.0	32.0
	2.04 Subtotal	18.0	14.0	0.0	0.0	0.0	32.0
2.0501	Transportation Improvement Program	33.0	50.0	0.0	0.0	0.0	83.0
2.0520	Short Range Transit Planning	7.0	10.0	0.0	0.0	0.0	17.0
	2.05 Subtotal	40.0	60.0	0.0	0.0	0.0	100.0
2.0618	Coordination with Statewide Planning	9.0	5.0	0.0	0.0	0.0	14.0
2.0619	Special Studies	2.0	5.0	0.0	0.0	0.0	7.0
2.0641	Safety Conscious Planning	6.0	14.0	0.0	0.0	0.0	20.0
2.0643	Freight Planning	1.0	3.0	0.0	0.0	0.0	4.0
2.0645	Air Quality Planning	14.0	7.0	0.0	0.0	0.0	21.0
	2.06 Subtotal	32.0	34.0	0.0	0.0	0.0	66.0
3.0000	Public Involvement	16.0	19.0	0.0	0.0	0.0	35.0
	3.00 Subtotal	16.0	19.0	0.0	0.0	0.0	35.0
4.0100	Program Development and Management	17.0	62.75	0.0	0.0	0.0	79.8
	4.01 Subtotal	17.0	62.75	0.0	0.0	0.0	79.8
	TOTAL	130.0	262.75	43.0	46.0	0.0	481.8
	Staff Currently Available	130.0	262.75	41.0	46.0	0.0	479.8

**BATTLE CREEK AREA TRANSPORTATION STUDY
FY 2023 UNIFIED WORK PROGRAM**

Schedule C--Work Item Funding (\$)

<u>ITEM #</u>	<u>WORK ITEM DESCRIPTION</u>	<u>FHWA SPR (MDOT)</u>	<u>FHWA CONSOLIDATED</u>	<u>STATE (MDOT)</u>	<u>LOCAL</u>	<u>TOTAL</u>
1.0000	Data Collection & Analysis	3,430	70,260	761	15,579	90,030
1.0040M	Asset Management (MDOT funded project*)	0	0	20,500 *	0	20,500
	SUBTOTAL	3,430	70,260	21,261	15,579	110,530
2.0428	Long Range Transportation Planning	9,079	11,939	2,013	2,647	25,678
	SUBTOTAL	9,079	11,939	2,013	2,647	25,678
2.0501	Transportation Improvement Program	16,541	41,211	3,668	9,138	70,558
2.0520	Short Range Transit Planning	3,329	8,831	738	1,958	14,856
	SUBTOTAL	19,870	50,042	4,406	11,096	85,414
2.0618	Coordination with Statewide Planning	4,439	4,457	984	988	10,868
2.0619	Special Studies	1,009	4,457	224	988	6,678
2.0641	Safety Conscious Planning**	3,233	14,086	717	3,124	21,160
2.0643	Freight Planning	708	2,637	157	585	4,087
2.0645	Air Quality Planning	7,062	6,092	1,566	1,351	16,071
	SUBTOTAL	16,451	31,729	3,648	7,036	58,864
3.0000	Public Involvement and Education	7,869	18,379	1,745	4,076	32,069
	SUBTOTAL	7,869	18,379	1,745	4,076	32,069
4.0100	Program Development and Management	8,474	63,638	1,879	14,112	88,103
	SUBTOTAL	8,474	63,638	1,879	14,112	88,103
	TOTAL	65,173	245,987	34,952	54,546	400,658

* MDOT providing the BCATS program with \$20,500 in "M" funds to support this activity - no local share is required.

** 2.5% of PL for Safe and Accessible Transportation Options included in this work item budget

**SCHEDULE D
BATTLE CREEK AREA TRANSPORTATION STUDY**

**LOCAL SHARE FUNDING TABLE
FY 2023**

UNIT	Federally Required Cash Contribution	Total Cash Contribution
City of Battle Creek (55.7%* of \$49,828 for cash, plus \$2,359 for CBC Public Works activity)	30,113	30,113
Calhoun County/Calhoun County Road Department (38.7%* of \$49,828 for cash plus, \$2,359 for CCRD specific activity)	21,643	21,643
City of Springfield (5.6%* of \$49,828 for cash)	2,790	2,790
TOTAL	54,546	54,546

NOTES:

- *Shares based on U.S. Census 2010 population figures

**BATTLE CREEK AREA TRANSPORTATION STUDY - FY 2023 UNIFIED WORK PROGRAM
SCHEDULE E - DISTRIBUTION OF FUNDING TO LOCAL AGENCIES (page 1)**

WORK ITEM #	WORK ITEM	BCATS			B.C. PUBLIC WORKS/BCT			SPRINGFIELD
		FHWA CON.	LOC.	MDOT*	FHWA CON.	LOC.	MDOT*	MDOT*
1.0000	Data Collection and Analysis	48,978	10,861	0	10,641	2,359	0	0
1.0040M	Asset Management MDOT Project*	0	0	14,062	0	0	3,219	0
	SUBTOTAL	48,978	10,861	14,062	10,641	2,359	3,219	0
2.0428	Long Range Transportation Planning	11,939	2,647	0	0	0	0	0
	SUBTOTAL	11,939	2,647	0	0	0	0	0
2.0501	Transportation Improvement Program	41,211	9,138	0	0	0	0	0
2.0520	Short Range Transit Planning	8,831	1,958	0	0	0	0	0
	SUBTOTAL	50,042	11,096	0	0	0	0	0
2.0618	Coordination with Statewide Planning	4,457	988	0	0	0	0	0
2.0619	Special Studies	4,457	988	0	0	0	0	0
2.0641	Safety Conscious Planning**	14,086	3,124	0	0	0	0	0
2.0643	Freight Planning	2,637	585	0	0	0	0	0
2.0645	Air Quality Planning	6,092	1,351	0	0	0	0	0
	SUBTOTAL	31,729	7,036	0	0	0	0	0
3.0000	Public Involvement and Education	18,379	4,076	0	0	0	0	0
	SUBTOTAL	18,379	4,076	0	0	0	0	0
4.0100	Program Development and Management	63,638	14,112	0	0	0	0	0
	SUBTOTAL	63,638	14,112	0	0	0	0	0
	TOTAL	224,705	49,828	14,062	10,641	2,359	3,219	0

* MDOT providing BCATS with M funds to support this activity - no local share is required ** 2.5% of PL for Safe & Accessible Transportation Options included in this work item budget

**BATTLE CREEK AREA TRANSPORTATION STUDY - FY 2023 UNIFIED WORK PROGRAM
SCHEDULE E - DISTRIBUTION OF FUNDING TO LOCAL AGENCIES (page 2)**

WORK ITEM #	WORK ITEM	CALHOUN CO ROAD DEPARTMENT			TOTAL BY FUNDING SOURCE			GRAND TOTAL
		FHWA CON	LOC.	MDOT*	FHWA CON.	LOC.	MDOT*	
1.0000	Data Collection and Analysis	10,641	2,359	0	70,260	15,579	0	85,839
1.0040M	Asset Management MDOT Project*	0	0	3,219	0	0	20,500	20,500
	SUBTOTAL	10,641	2,359	3,219	70,260	15,579	20,500	106,339
2.0428	Long Range Transportation Planning	0	0	0	11,939	2,647	0	14,586
	SUBTOTAL	0	0	0	11,939	2,647	0	14,586
2.0501	Transportation Improvement Program	0	0	0	41,211	9,138	0	50,349
2.0520	Short Range Transit Planning	0	0	0	8,831	1,958	0	10,789
	SUBTOTAL	0	0	0	50,042	11,096	0	61,138
2.0618	Coordination with Statewide Planning	0	0	0	4,457	988	0	5,445
2.0619	Special Studies	0	0	0	4,457	988	0	5,445
2.0641	Safety Conscious Planning**	0	0	0	14,086	3,124	0	17,210
2.0643	Freight Planning	0	0	0	2,637	585	0	3,222
2.0645	Air Quality Planning	0	0	0	6,092	1,351	0	7,443
	SUBTOTAL	0	0	0	31,729	7,036	0	38,765
3.0000	Public Involvement and Education	0	0	0	18,379	4,076	0	22,455
	SUBTOTAL	0	0	0	18,379	4,076	0	22,455
4.0100	Program Development and Management	0	0	0	63,638	14,112	0	77,750
	SUBTOTAL	0	0	0	63,638	14,112	0	77,750
	TOTAL	10,641	2,359	3,219	246,987	64,546	20,500	321,033

* MDOT providing BCATS with M funds to support this activity - no local share is required ** 2.5% of PL for Safe & Accessible Transportation Options included in this work item budget