

FY 2026

Unified Work Program

Bay City Area Transportation Study (BCATS)

Adopted by BCATS Policy Committee

May 21, 2025



**Bay County Transportation
Planning Division
515 Center Avenue, Suite 504
Bay City, MI 48708**

Phone: 989-895-4243
TDD: 989-895-4049
Fax: 989-895-4068

<http://www.baycountymi.gov/transportation>

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DISCLAIMER

This document was prepared by the Bay County Transportation Planning Division (BCTPD) in cooperation with the Michigan Department of Transportation, the Bay Metropolitan Transportation Authority, the Bay County Road Commission, the City of Bay City, Essexville and other local agencies. Preparation of this document was financed in part by funds from the United States Department of Transportation, the Michigan Department of Transportation (MDOT) and Bay County. The document describes the work to be performed by the Bay Area Metropolitan Planning Authority, also known as the Bay City Area Transportation Study (BCATS), which is comprised of members from each government entity. The description of work and proposed funding levels presented in this document are based on the best available information at the time of production and any errors or omissions are not necessarily those of participating agencies. Bay County is an Equal Opportunity/Affirmative Action Employer. Hiring and service to program recipients is done without discrimination as provided by law.

Arrangements are made for the required financial and compliance audit, and the audit will be made within the prescribed audit reporting cycle annually through Bay County. Failure to furnish an acceptable audit, as determined by the cognizant federal agency, may be a basis for denial and/or the refunding of federal funds.

INTRODUCTION

The transportation planning Unified Work Program (UWP) integrates work to be performed by the Bay County Transportation Planning Division (BCTPD) (representing BCATS, the Metropolitan Planning Organization (MPO), the Bay Metropolitan Transportation Authority (BMTA), and MDOT) in a single document. The FY 2026 UWP describes the transportation planning tasks programmed for the time-period of October 1, 2025, to September 30, 2026. These planning activities are supported by federal, state, and local funds. The objective of the work program is to ensure that a continuing, cooperative, and comprehensive approach to transportation issues, needs and projects is maintained and coordinated between all affected agencies.

The UWP identifies transportation issues and problems facing the Bay City metropolitan area. It then identifies specific work tasks to address these issues and a proposed associated budget. Also included in the UWP is information relevant to funding sources, budget summaries, completion schedules, and indirect costs.

The Bay City Area Transportation Study (BCATS), utilizes and reimburses for the cost of traffic counts, and various other planning activities performed by the City of Bay City, the Bay County Road Commission, and the City of Essexville as a local match fund (see pages 35-39).

The UWP covers transportation planning activities within the BCATS urbanized area based on the 2020 census which includes the following two cities and six townships: City of Bay City, City of Essexville, Bangor Township, Monitor Township, Hampton Township, Frankenlust Township, Portsmouth Township, and Kawkawlin Township.

TRANSPORTATION ISSUES FACING THE BAY CITY URBANIZED AREA

On August 17, 2022, BCATS adopted a new 2045 Metropolitan Transportation Plan (MTP) Update. BCATS will continue to work towards addressing the transportation issues identified in the MTP. In addition, BCATS will cooperatively work with MDOT to review, update and maintain a regional (Bay, Saginaw, Midland) traffic demand model. Accordingly, high volume capacity corridors that were identified in the 2045 Plan Update will be reviewed for further study as there have been recent local changes regarding bridges over the Saginaw River, (re-construction closings and tolling) that have significantly impacted traffic routes and circulation in the BCATS area.

The Saginaw River flows north through the downtown area of Bay City to Saginaw Bay, bisecting the urbanized area of Bay County. There are four (4) bascule bridges that cross the river providing critical physical access to residential, commercial, and industrial zones as well as to the only Interstate highway (I-75) in the region, located on the west side of the county. These bridges carry day to day traffic between the east and west sides of Bay City, but they also serve significant regional traffic from the eastern (Thumb) area of Michigan as M-15, M-25, and M-84. M-25 is a direct collector of large industrial heavy semi-truck trailer traffic from the agricultural areas in the Thumb and is a critical economic corridor for moving livestock, agricultural products, fuel, wind turbines and mineral resources to the I-75 interstate, a NAFTA route. In 2025 the state-owned M-84 bridge closed for re-construction, and the two (2) Bay City owned bridges, Liberty (local) and Independence (M-15) now under long term (75 year) lease to a private partner are closed intermittently for construction repair and installation of a new tolling system. The M-25 route is the only open, non-tolled East- West corridor over the Saginaw River north of M-46 south of Saginaw.

The bridge tolling has not been warmly received by roadway users throughout Bay County, the Thumb or the Great Lakes Bay Region. There are both informal boycotts of the toll bridges and formal Do Not Use policies by businesses and government entities whose budgets can't cover the costs of routine vehicle crossings. Other than allowing for Emergency Response vehicles, the long-term lease made no exceptions for tolls with cars registered outside Bay City, School Districts and bus routes, County, Township or municipal government vehicles, or public transit buses. Almost all local and regional traffic now collect and cross on M-25, Veterans Bridge, creating major traffic backups on both sides of the river. During high volume, rush-hour time periods, the long lines of backed up traffic and grid lock impact geographically distant intersections, far away from the bridge crossing. This is not an experience Bay Area drivers are familiar with nor have knowledge of high-volume driving rules, to maintain intersections open for crossings, or yielding to car-by-car lane approach, creating new safety issues. Addressing new routing patterns, heavy use on the M-25 infrastructure, public information on new routing, safety issues and promoting possible secondary North to South connections well outside the urbanized area will be priority transportation issues facing BCATS.

OVERALL TASKS FOR THIS UNIFIED WORK PROGRAM

As specified in the IJJA, MAP-21 and FAST Act, the BCATS staff will work towards addressing the following planning factors:

- Support the economic vitality of the metropolitan area (competitiveness, productivity and efficiency)
- Increase the safety and security of the transportation system for motorized and non-motorized users.
- Increase the accessibility and mobility options available to people and freight.
- Protect, enhance and improve quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
- Enhance the integration and connectivity of the transportation system.
- Promote efficient system management and operation.
- Emphasize the preservation of the existing transportation system.
- Promote system resiliency and reliability.
- Reduce or mitigate stormwater impacts on surface transportation.

In addition, according to MDOT directives, BCATS will work on the following emphasis areas:

Maintenance of the FY2026-2029 TIP

- Incorporate performance-based planning in project selection.
- Hold TIP amendment coordination meetings including OPT, region planners, SPS planners, and MPO staff.
- Ensure the public notification for TIP amendments align with the MPO's Public Participation Plan (PPP), researching and updating Points of Contact and maintaining outreach efforts.

Continued Involvement in JobNet

- Maintain and keep JobNet current and accurate.
- Conduct periodic evaluation and review of JobNet application offering enhancement recommendations or modifications as needed.

Transit Project Updates

- Ensure Transit projects are accurately shown in the TIP and fiscally constrained.
- Coordinate with local transit agencies and MDOT Office of Passenger Transportation.

Identification of Multiple Travels Modes

- Ensure clear identification of the utilization of the 2.5% of PL funds in the UPWP
- Clarify any additional funds to be utilized and any specified planning activity to increase safe and accessible options for multiple travel modes of people of all ages and abilities.

Implement and Improve the Public Participation Plan (PPP)

- Continue to review, evaluate, and update the PPP during implementation for accurate contact information, noting changes in organizational contacts and maintaining up-to-date Public Outreach lists.
- Explore methods, procedures and equipment for virtual engagement as options for public participation.
- Ensure transparency and provision of open access to planning, decision making, and project evaluation & selection processes. These processes should be available to the public and easy to understand on the MPO website.

Ensure Compliance with Title VI

- Review current Title VI documents and complaint reporting procedures for needed updates.

Ensure compliance with Transportation Performance measures (TPM)

- Review the current Transportation Performance Measures requirements.
- Work with MDOT on identifying the data needed to demonstrate how the MPO is working to meet the adopted targets within the MPO planning area.

Enhance Coordination of Long-Range Plan

- Coordinate with MDOT and MPO's on the state's long-range plan (SLRP).
- Assist and contribute to development of Draft of SLRP for adoption in Spring 2026.
- Target adoption of the SLRP in Summer 2026 with continuing coordination and collaboration with MDOT.
- SUTA is coordinating model development for the MPOs with MTP's to be adopted between November 2026 and June 2028 with MI Travel Counts 4 (MTC4) household travel survey. This will require reviewing and approving base year socio-economic data in FY25for TwinCATs, BayCATs, (BCATS) MATS, SATA and BattleCATs.

- MTC4 collection will continue in Spring 2025. Collection of households in SEMCOG region will begin. Collection of households for all remaining MPO area to be completed.

Federal Land Management Agency (FLMA) Coordination

- a. Explore opportunities to improve infrastructure and connectivity on Federal lands while leveraging transportation funding.
- b. Continue to make sure to involve FLMAs in the development of the MTP and TIP.

Data in Transportation Planning

1. Plan and facilitate outreach and implementation of the updated process into the BCATS transportation planning cycle and bolster interagency relationships.
2. Identify resources and data that can be shared between MDOT and other MPOs to enhance the transportation planning process.
3. Collaborate with MDOT and other MPOs to incorporate data sharing principles to reduce the cost of transportation planning resources and reduce duplication of effort.

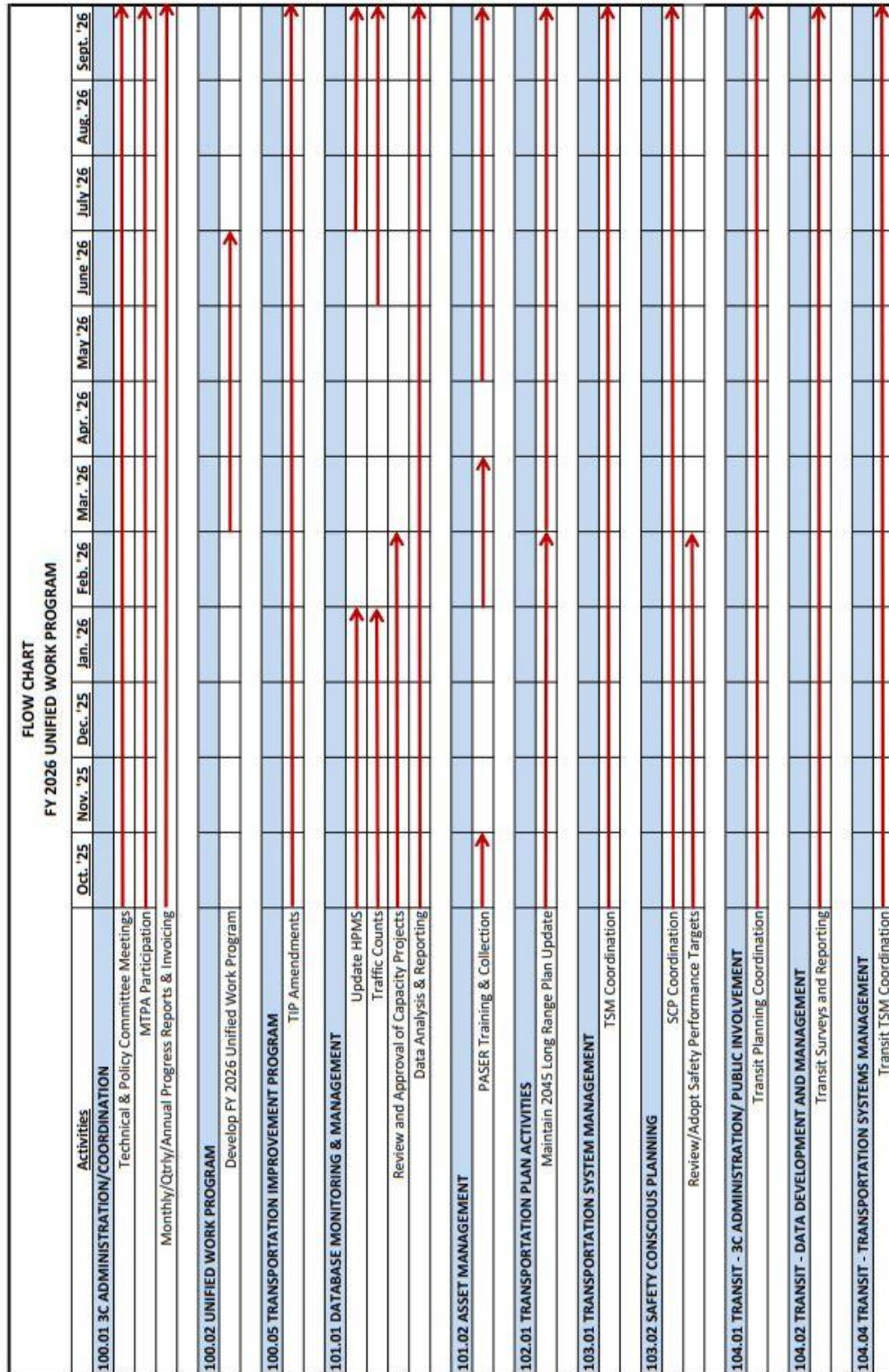
Continue to focus on partnerships utilizing a continuing, cooperative and comprehensive (3C) approach to transportation planning

PROGRAM STAFFING AND FUNDING

Staffing for the FY 2026 BCATS program is expected to include one (.7 FTE) staff member as the BCATS Director, one (.7 FTE) staff member as a transportation planner, and one (.3117 FTE) administrative staff. The BCATS program will continue to utilize the assistance and efforts of local agency staff, including the City of Bay City, the Bay County Road Commission, the City of Essexville and the BMTA, to effectively and efficiently address the federal planning requirements as well as local issues and programs.

The BCATS FY 2026 Unified Work Program is set to receive a total of \$264,658 in Federal Highway Administration (FHWA) Planning (PL) funds. Out of this, \$221,546 is allocated for highway planning and \$43,111 for transit planning. Additionally, \$1,000 is designated for the yearly upkeep of a GIS web viewer that showcases BCATS projects and facilitates public engagement, along with \$1,000 per year, allotted for an orthophotography project every five years. The funding from FHWA is divided between federal and local sources at 81.85% and 18.15%, respectively. The Asset Management work effort, which includes the rating of federal aid roads and the advocacy of asset management principles, is entirely financed by \$19,900 from the state of Michigan. The local matching funds required, totaling \$58,687, are sourced from direct cash contributions amounting to \$49,127 in combination with transit fare revenues and millage totaling \$9,560. The cash contribution of \$49,127 towards the BCATS FY 2026 UWP's annual allocation from FHWA funds is composed of contributions from local entities: \$12,638.10 from the City of Bay City, \$27,803.82 from the Bay County Road Commission, \$7,000 from the BMTA, and \$1,685.08 from the City of Essexville.

BCATS UNIFIED WORK PROGRAM FLOW CHART



PURPOSE and METHODOLOGY:

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

Preparation and distribution of BCATS Policy and Technical Committee meeting agendas, minutes, resolutions and other relevant reports for each meeting.

Through the Michigan Transportation Planners Association (MTPA), BCATS will stay engaged in Michigan initiatives and national training opportunities.

Perform all duties associated with the financial administration of the BCATS, including submission of progress reports, financial acceptance reports and monthly billings. Assist outside auditors to conduct an annual financial and compliance audit by providing accurate and timely information.

Maintain contact with local media, citizens district councils, business associations and various public interest groups to keep the public informed of transportation related issues. Distribute meeting announcements and news releases to all interested parties. Provide a forum for feedback to the planning program through open discussions and presentations to all interested groups in accordance with the BCATS public participation plan.

BCATS will incorporate Federal Transportation Performance Measures and targets (page 31) into goals and objectives. BCATS will continue meeting the requirements of performance measures and planning regulations, as outlined in the TIP and Metropolitan Transportation Plan. BCATS will review and update Title VI and ADA procedures as needed. BCATS will increase public involvement efforts to ensure the accuracy and deployment of the performance measures and targets.

BCATS will also promote Models of Regional Cooperation, by working with neighboring MPOs to ensure a regional approach to transportation planning. This will include collaboration on data collection, coordination of transportation plans and programs, corridor studies, and projects across adjacent MPOs.

Review federal and state legislation and perform clearinghouse review of projects. Retain professional contact with governmental agencies.

PRODUCTS:

1. Regular Technical and Policy Committee meetings.
2. Agendas, minutes, and necessary support for each BCATS meeting and other general staff meetings.
3. Participation in the Michigan Transportation Planning Association, local Railtrail Planning

- Committee, Road Commission, Regional Bay City Planning Commission, Chamber of Commerce, and other organizations where transportation issues are commonly discussed.
4. Review federal and state laws, policies, guidelines, and technical studies as required. Produce legislative and technical summaries. Brief other agencies on impacts of proposed changes in transportation laws.
 5. Prepare monthly progress reports (submitted quarterly) and invoices for payment to Bay County as per project agreements.
 6. Prepare final Acceptance Report on Work Program elements.
 7. Assist in carrying out general and specific audits of programs.
 8. Prepare program correspondence and maintain files and records.
 9. Publish the FY 2025 BCATS Annual Report in a local news publication of general circulation within the Bay City metropolitan area including a list of completed projects.
 10. Administer and coordinate activities regarding implementation of the MPO/MDOT transportation planning process. Update existing Memorandums of Understanding where necessary.
 11. Maintain and review metropolitan area boundaries.
 12. Maintain certified metropolitan transportation planning program.
 13. Review all planning activities for conformance with adopted Goals and Objectives.
 14. Review the IJA Act legislation and implement any new activities as needed. Continue working with MDOT on target setting and implementation of Performance-Based Planning and Programming.
 15. Evaluate and update the BCATS Public Participation Plan as needed

100.01 FUNDING and EXPENDITURES

	FHWA	LOCAL	BC Staff
Source	\$109,958	\$24,383	
Expenditures			\$134,341
Staff Time (days)			187

WORK ITEM: 100.02 UNIFIED WORK PROGRAM

PURPOSE and METHODOLOGY:

Meet with federal and state officials in pre-UWP meetings to determine any new directions in policy and program content, paying particular attention to the metropolitan planning regulations. Review FHWA and FTA Planning (PL) history and funding balance. Review master agreement and project agreement information. Develop and adopt program certification resolution.

Coordinate planning activities with BMTA staff to assure that transit related work program elements are responsive to federal, state, and local priorities.

Describe the major transportation issues facing the Bay City metropolitan area.

Prepare a draft FY 2027 UWP for submission to the BCATS Technical Committee. Review and revise the FY 2026 UWP based on Technical Committee comments. Federal and state agency comments are also considered, and any deficiencies are addressed to maintain certification of the planning process.

Finalize the draft Unified Work Program including costs, agency funding responsibilities, estimated staff requirements and products of work efforts. The completed draft UWP is submitted to the BCATS Policy Committee for approval. The final FY 2026 UWP is transmitted to the Michigan Department of Transportation. Periodic review of the work program ensures its timely completion.

PRODUCTS:

1. Various correspondence and meetings.
2. Draft Unified Work Program for FY 2027.
3. Adopt and monitor final Unified Work Program for FY 2026.

100.02 FUNDING and EXPENDITURES

	FHWA	LOCAL	BC Staff
Source	\$8,900	\$1,974	
Expenditures			\$10,874
Staff Time (days)			14

PURPOSE and METHODOLOGY:

BCATS staff will maintain the BCATS FY 2026-2029 Transportation Improvement Program in JobNet including: 1) four years of projects listed in the TIP; 2) fiscal constraint for local and transit program areas; 3) correct utilization of Group Project Accounts (GPAs) in alignment with guidance documentation.

The TIP shall include all transportation projects or identified phases of a project within the metropolitan planning area funded under Title 23 and the Federal Transit Act. It will only contain projects that are consistent with the 2045 BCATS Metropolitan Transportation Plan Update. For informational purposes, all regionally significant projects to be funded with non-federal funds will be included. The TIP shall cover a period of four years and shall be financially constrained. Only projects for which construction and operating funds can reasonably be expected to be available may be included in the TIP. BCATS will continue to incorporate BMTA into the TIP process by coordinating with BMTA and MDOT Office of Passenger Transportation and ensuring BMTA projects are accurately listed in JobNet and fiscally constrained. Older project selection criteria for the TIP calls for alignment with current adopted performance measure targets. This will still occur as BCATS will meet the requirements of new performance measures and planning regulations. Updated criteria will include increased public involvement efforts for the TIP.

All transportation projects or identified phases of a project (including pedestrian walkways, bicycle transportation facilities, transportation enhancement projects, para-transit plans, and those projects that implement the plans) shall include descriptive material to identify the project or phase. This includes estimated total cost, the amount of federal funds to be obligated during each program year, proposed source of federal and non-federal funds, identification of the recipient/sub-recipient and state and local agencies responsible for carrying out the project.

If needed, projects included shall be specified in sufficient detail to permit air quality analysis in accordance with the U.S. EPA conformity requirements.

BCATS will inform eligible governmental implementing agencies of the TIP process, including time schedules and review process.

Request updated project lists from all implementing agencies, including the MDOT, the Bay County Road Commission, the City of Bay City, the City of Essexville, and the BMTA.

Submit staff recommendations to BCATS Technical Committee for review and recommendation to the Policy Committee.

Analyze all project submittals using adopted BCATS guidelines and project priority criteria from the

Surface Transportation Program (STP) or other eligible network. Determine project relationships with locally adopted plans as well as goals and objectives. Maintain the TIP as a priority list of projects including a financial plan. BCATS has populated a comprehensive list, which includes projects that have been identified as priority projects.

BCATS staff will continue working cooperatively towards improving upon JobNet and streamline STIP/TIP processes. This includes taking advantage of new JobNet features for mapping capabilities that can be viewed on the BCATS website.

Continue efforts to improve public involvement by providing an opportunity for public comments on any changes to the TIP in accordance with the BCATS public participation plan. The Policy Committee of BCATS approves any necessary TIP amendments and transmits them to MDOT.

BCATS will document and evaluate the expected benefits and performance of projects in the TIP and LRTP and how they will contribute to the adopted performance targets.

PRODUCTS:

1. Amend or enact administrative changes to the BCATS Transportation Improvement Program for FY 2023-2026.
2. Amend or enact administrative changes to the BCATS Transportation Improvement Program for FY 2026-2029
3. Development of BCATS FY 2026-2029 TIP report and project lists, including programming in JobNet.
4. Continue Bay County Road Commission, City of Bay City, and City of Essexville prioritization of Federal-Aid Eligible Roads in the BCATS study area to assist in requests for STP funding.
5. Program TIP projects and manage changes in a timely manner utilizing JobNet.
6. Develop the required Annual Listing of Obligated Projects.
7. Attend available training on the new JobNet program, or any new features introduced.
8. Continue involvement in the MTPA JobNet Technical Committee as needed.

100.05 FUNDING and EXPENDITURES

	FHWA	LOCAL	BC Staff
Source	\$23,500	\$5,211	
Expenditures			\$28,711
Staff Time (days)			26

PURPOSE and METHODOLOGY:

Further develop a local traffic count program by requesting specific traffic counts and collecting all traffic counts from local jurisdictions and the MDOT. The existing traffic count program will be reviewed and enhanced by reviewing the current count program and adjusting the location and number of counts to fulfill HPMS efforts with the Non-Trunkline Federal Aid Program (NTFA) as well as maintain sufficient traffic counts for maintenance and ongoing calibration of the travel demand model. A traffic count report and map will be created and posted to the BCATS website. Staff will also explore avenues to begin the collection of bike and pedestrian counts on Bay County non-motorized routes.

Evaluate the effectiveness of the various management systems that were developed as part of the 2045 Metropolitan Transportation Plan Update. This would include coordination on management techniques in the following areas: pavements, congestion, safety, transit and intermodal. Coordinate with the MDOT and local implementing agencies and jurisdictions.

BCATS will track and maintain compliance with Federal Transportation Performance Measures (page 31). This will involve working with MDOT and MPOs across the state on data needed to track performance measures. 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. Since FY22, MPO and local agency participation in the MIRE data collection process have been considered part of the requirements in fulfilling Data Collection responsibilities to MDOT. This will continue for FY26 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 will begin the process of meeting to discuss and plan for annual maintenance and data validation 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 2026. In addition, BCATS will also strengthen efforts for Transportation Planning Data management to identify resources and data that can be shared between MDOT and other MPOs to enhance the transportation planning process.

Collect and submit data items for HPMS in conjunction with MDOT's HPMS coordinator. Staff will review and update the HPMS database sample segments using MDOT supplied spreadsheets that contain only the data items needing to be updated for each sample in the format provided.

Provide support to MDOT in the across agency coordination effort to plan for, gather, and report roadway characteristics on the non-MDOT road network (federal aid and non-federal aid) to meet federal reporting requirements of Highway Performance Monitoring System (HPMS), Moving Ahead for Progress in the 21st Century Act (MAP21), Fixing America's Surface Transportation (FAST) Act, and the Infrastructure Investment and Jobs Act (IIJA). MPO will aggregate, compile and store Non-Trunkline and Local Roads traffic count data collected throughout the year by Local Agencies under the MPO's jurisdiction in preparation for said data to be submitted to MDOT on an annual basis for HPMS Reporting to FHWA. MPO will notify MDOT where the MPO plans to collect traffic counts and will be prepared to submit them timely.

Support is defined as (but not limited to):

- Outreach

- Training and education

- Data coordination with Local agencies

- Data compilation

- Data load, transfer, and/or reporting (between local agencies and MDOT/FHWA)

MAP21, FAST, and IIJA have been transitioning transportation agencies to be more performance oriented which means additional requirements to collect data and to standardize data to support national performance measures. An element of the legislation is the Model Inventory Roadway Elements (MIRE), which is a required inventory of extensive roadway features and traffic data elements important to safety management, analysis, and decision making.

Continue to assist the MDOT in their efforts to maintain the MDOT Road and Trail Cycling Guide and the MDOT Bay Region Non-Motorized Plan. This assistance will include supplying relevant road data that is readily available through current data collection efforts for the maintenance of the map and guide. BCATS will continue updating and promotion of the BCATS Non-Motorized Transportation Plan through continued discussions with the local implementing agencies and regional MPOs.

The collection of information on rail, air, truck, port and non-motorized systems will be updated as necessary. The MPO staff will incorporate an increased emphasis on obtaining data related to freight issues to further integrate freight planning into the transportation planning process.

Collect current information and maintain historical files on economic development, demographics and land use and zoning.

Compare current master plans and zoning plans to the transportation plan and evaluate for conditions that will lead to sprawl. Encourage policies that recommend the principles of sustainable

development, including education on the Complete Streets Concept.

Continue technical assistance in the use of the 2020 and new 2025 digital orthophotography. Work cooperatively with other Bay County Departments and Bay County cities and townships towards full utilization of digital orthophotography.

Continue utilizing the Bay Area GIS web viewer (Fetch Viewer) as a means for public notification of BCATS road projects. Work cooperatively with the City of Bay City, Bay County Road Commission, City of Essexville, and BMTA to display their projects on the Bay Area GIS web viewer. This process will involve the newly expanded mapping capability features in JobNet. BCATS staff will also continue to take advantage of ArcGIS Online mapping capabilities to promote BCATS activities.

Update as needed, using Census 2010 & 2020, REMI, Claritas, or other data sources, SE data for all traffic analysis zones (TAZs). This includes Census Transportation Planning Package (CTPP) update efforts. BCATS will be involved in the Urban Area/NFC Post-2020 Census Statewide review process. Utilizing the U.S. Census Bureau release of 2020 Urban Area data, MDOT staff will prepare informational materials and meet with each MPO in the state. These meetings will consist of member agencies reviewing the urban area boundaries created by the U.S. Census Bureau. The boundaries will be smoothed and adjusted to identify urban roads for transportation planning purposes. The proposed adjustments to the U.S. Census Urban Areas will then be submitted to FHWA for approval. The result will be an Adjusted Census Urbanized Boundary or “ACUB.” The MPO will work with the State on collecting or reviewing data for freight planning or modeling purposes. BCATS staff plan on contacting the cities and townships to update the building and demolition permit data and coordinating an annual data exchange process if possible. These updates include locations of parks and other recreational areas that enhance livability for use in multi-modal planning efforts.

Update software such as spreadsheet, database, and GIS programs to enable BCATS to more efficiently maintain the database monitoring structure.

PRODUCTS:

1. Update Highway Performance Monitoring System (HPMS) data files.
2. Update/maintain future socio-economic and future changes to household, employment and population data by traffic analysis zone for base, future and interim years. This includes the use of Claritas, and other data sets obtained from the state or other sources.
3. City of Bay City, City of Essexville and Bay County Road Commission traffic counts.
4. Analysis of Crash/Safety data by the Bay County Road Commission.
5. Data input and maintenance regarding signs and road markings by Bay County Road Commission on Federal Aid Eligible Roads within the study area (Asset Management).

6. Compile the 2023/2024 BCATS traffic count report.
7. Other technical database files regarding the various management systems.
8. Participate with MDOT, Saginaw and Midland MPOs regarding MTP updates.
9. Update Bay Area GIS web viewer with BCATS project data.
10. Update the BCATS Non-Motorized Plan if necessary.

101.01 FUNDING and EXPENDITURES

	FHWA	LOCAL	BC Staff
Source	\$50,500	\$11,198	
Expenditures			\$61,698
Staff Time (days)			85

WORK ITEM: 101.02 ASSET MANAGEMENT

PURPOSE and METHODOLOGY:

The resources allocated to BCATS 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. BCATS 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 (<https://www.mcgi.state.mi.us/mitrp/tamcDashboards>). BCATS will emphasize these tasks to support the top 125 Public Act 51 agencies (agencies that certify under Public Act 51 a minimum of 100 centerline miles of road) within the planning area where resources are limited. The activities eligible for TAMC reimbursement include the following:

Activities to be undertaken as part of this task (time and resource permitting) include:

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. 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 PA 51 agencies annually, and that requests by PA 51 agencies are submitted to their respective RPO/MPO by October 1 each year to assist in the coordination of data collection priorities of the following data collection season. The RPO/MPO 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.

C. Bridge and Culvert Inventory and Condition Data Collection

1. Provide administrative and technical assistance to PA 51 agencies and MDOT for reimbursement of TAMC funds for participation in data collection efforts for culvert inventory, condition assessment, and data submission.
2. PA 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. It is required that BCATS make a formal call for interest for bridge and culvert collection reimbursements to the respective PA 51 agencies annually, and that requests by those PA 51 agencies are submitted to BCATS by October 1 each year to assist in the coordination of data collection priorities of the following data collection season. The BCATS decision on which requests for reimbursement are approved may consider the available budget, absence or age of bridge data to be collected, and the last year of reimbursement to the agency for that bridge data set.

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 to provide technical support for Asset Management Plan development activities.
- B. Provide an annual report 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.

PRODUCTS:

- 1. PASER data for Federal Aid System submitted to TAMC via the IRT.
- 2. PASER data for Non-Federal Aid System submitted to TAMC via the IRT.
- 3. Quarterly or monthly activities reports submitted with invoices to TAMC Coordinator.
- 4. 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.
- 5. Prepare a draft status report of Public Act 51 agency Asset Management activities and plans within BCATS boundary by September 30 of each year.

101.02 FUNDING and EXPENDITURES

	FHWA	MTF	CoBC	BCRC	Essexville	BC Staff
Source	\$0	\$19,900	0	0	0	0
Expenditures			\$4,900	\$6,000	\$1,000	\$8,000
Staff Time (Days)			10	15	2	17

PURPOSE and METHODOLOGY:

Identify transportation facilities (including but not limited to major roadways, transit, and multimodal and intermodal facilities) that should function as an integrated metropolitan transportation system, giving emphasis to those facilities that serve important national and regional transportation functions. In formulating the long-range plan, BCATS incorporated the planning items necessary to comply with SAFETEA-LU and MAP-21 and will continue to review any new requirements due to the passage of IIJA.

The Metropolitan Transportation Plan must have a 20-year planning horizon, contain both short- and long-range strategies, be updated periodically, and identify demand for travel and identify adopted congestion management strategies. The plan will reflect results from the various management systems to preserve the existing system. The 2045 MTP Update continues to use the Great Lakes Bay Region travel demand model which is synchronized with the same 2045 horizon year as the Saginaw Area Transportation Authority's (SATA) and Midland Area Transportation Study's (MATS) Transportation Plans.

The MTP includes a financial plan that demonstrates funds which are reasonably expected to be available to fully implement the plan by the forecast year. It compares estimated revenues from existing and proposed sources to proposed investments. If necessary, the plan shall also meet the air quality conformity requirements of the Clean Air Act Amendments.

BCATS finalized its 2045 Metropolitan Transportation Plan Update (otherwise known as the Long-Range Plan) in FY 2022 (August) and reaffirmed it as accurate to regional strategy in FY2025 (February). Within FY 2026, BCATS will continue work on maintaining the 2045 MTP Update.

BCATS will meet any requirements of new performance measures and planning regulations to keep the MTP compliant.

Evaluation of the current BCATS Public Participation Plan as needed, including accessibility measures and use of GIS data from JobNet. BCATS has finalized the development of a new Public Participation Plan and will evaluate the need for further updates in FY2026. BCATS will continue to ensure open access to decision making as well as project evaluation and selection information is accessible to the public. BCATS will review options to improve documentation and consideration of environmental consultation with outside environmental agencies including federal, state, and local partners.

BCATS will continue to work with MDOT on the development, maintenance, and use of the Great Lakes Bay Region travel demand model. Other activities may include specific traffic demand modeling for truck and commercial vehicles.

MPO staff will work closely with state and federal transportation partners to further improve the integration of freight planning into the transportation planning process. This includes inventorying and monitoring freight routes, intermodal facilities, and freight related issues within the BCATS area. Input from freight stakeholders will be sought by MPO staff in efforts to successfully integrate freight planning into the existing transportation planning processes.

BCATS staff will continue to support and work with MDOT on the development of the Michigan Mobility 2045 State Long Range Transportation Plan.

PRODUCTS:

1. Maintenance of the BCATS 2045 Metropolitan Transportation Plan (MTP) Update, which was completed in August 2022, and reaffirmed in February 2025.
2. Maintenance of the Great Lakes Bay Region travel demand model (data collection covered under 101.01).
3. Maintenance of the System Performance Report component of the BCATS 2045 MTP Update.
4. Ongoing review and maintenance of the 2045 Metropolitan Transportation Plan Update, including advancement of any immediate or important issue from the list of projects.
5. Incorporation of asset management practices into 2045 Metropolitan Transportation Plan (MTP) Update by using the financial estimates obtained from RoadSoft for maintenance of the Federal Aid Eligible Transportation System within the BCATS area.
6. Creation of a preliminary inventory of various factors related to rail freight planning and safety, such as hazardous materials moved via rail, plans for emergency response to accidents, rail speed limits, crossings, and signage.
7. Continue monitoring of the MTPA Financial Planning Working group to maintain the best estimate of available funding.

102.01 FUNDING and EXPENDITURES

	FHWA	LOCAL	BC Staff
Source	\$13,350	\$2,960	
Expenditures			\$16,310
Staff Time (days)			36

PURPOSE and METHODOLOGY:

Provide technical planning assistance to various BCATS agency members (the Bay County Road Commission, the City of Bay City, the City of Essexville and MDOT) regarding Transportation System Management issues at congested intersections and selected roadway segments or corridors identified in the Transportation Plan such as the Trumbull Avenue Corridor, M-13/M-84 Corridor, Wilder Road Corridor, and the Center Avenue Corridor. Also, assist local units in applying for TEDF Categories A and F funding, STP Safety and Enhancement funding.

BCATS will continue to work with MDOT on implementing their M-13/Euclid Ave & Wilder Rd Access Management Plan and ordinances.

Analyze TSM related problems identified in the BCATS 2045 MTP Update, the BCATS Non-Motorized Plan and the ongoing monitoring program, such as removal of various traffic signals, railroad crossing issues and moveable bridge signalization. Utilize computer assisted techniques to evaluate projects including highway capacity software, signal optimization, network simulation and other transportation packages. Staff will address non-motorized enhancement and inter-modal needs and assist local jurisdictions with any project requests. Connections in the *Complete Streets* planning area will assist in expanding transportation quality and diversification efforts. This will help create a safe transportation system for everyone.

BCATS will improve freight planning efforts by continuing to monitor freight related issues regarding impacts of Saginaw River port shipping as well as rail and highway inter-modal connections while seeking perspectives from the freight movement community. BCATS will continue coordination with MBS International Airport and James Clements Airport regarding transportation issues.

BCATS will promote the Ladders of Opportunity by working with BMTA, EMCOG, and MDOT on an updated Coordinated Transit Plan. Staff will also work with EMCOG, BMTA, and MDOT on implementing the Regional Transit Mobility Study that analyzed gaps in essential services in the region based on the current transit services available.

PRODUCTS:

1. Various TSM studies addressing specific problems.
2. BCATS staff will continue to focus on Non-Motorized planning integration.
3. Bay County Road Commission, Bay City, and Essexville Non-Motorized efforts.
4. Collaboration and development of Safe Streets for All/Complete Streets Plan with the City of Bay City.

103.01 FUNDING and EXPENDITURES

	FHWA	LOCAL	BC Staff
Source	\$9,800	\$2,173	
Expenditures			\$11,973
Staff Time (days)			15

WORK ITEM: 103.02 SAFETY CONSCIOUS PLANNING

PURPOSE and METHODOLOGY:

The IJJA requires the metropolitan planning process to provide for the consideration of projects and strategies that will increase the safety and security of the transportation system for motorized, pedestrian and bicyclist users alike.

Safety Conscious Planning is an emerging concept in the transportation industry. It provides an additional basis for managing our infrastructure by focusing on the safety performance of the system in addition to other factors. It is a process predicated on stewardship or public resources, accountability to the users of the system, and continuous improvement.

Safety Conscious Planning (SCP) implies a proactive approach to the prevention of accidents and unsafe transportation conditions by establishing inherently safe transportation networks. SCP achieves road safety improvements through small, but measurable changes, targeted at the whole network. The short-term objective is to integrate safety considerations into transportation planning processes at all levels, such as Transportation Improvement Programs (TIP) developed by the MPOs. There should also be consideration of safety objectives in the longer range, 20-year MTP that the MPO prepares. These two plans mention increasing bicyclist and pedestrian safety through project designs, intersection crossings, shoulders, and other treatments to be considered. The Complete Streets program will provide opportunities to expand safety protocol and procedures in the BCATS Urbanized Area. For FY 2026, BCATS must spend 2.5% of the planning funds, equaling \$5,539, on Complete Streets planning. Any Complete Streets planning completed will be identified as part of the invoices for both 103.01 and 103.02 work tasks to document the work requirement for FHWA.

BCATS will update its safety profile and hold a safety forum (time permitting) continuing the process of integrating safety conscious planning into the metropolitan planning process. The next phase is to identify the best method for area wide integrations.

- Attendance at a one-day training seminar on the systematic and organized approach to safety conscious planning, when available and staff time allows.
- Work with member agencies to identify goals and performance measures.

- Develop the process and timetable for integrating the goals and performance measures into the project identification and selection process.
- Assist schools in understanding and utilization of Safe Routes to School funding.

Bay Future, the Economic Development Corporation partner of Bay County, is beginning four corridor analyses in FY2025 and 2025. As the corridors selected for the study are regionally significant transportation routes, BCATS will pursue opportunities to collaborate and assist Bay Future in the corridor analysis and will consider implementation of recommendations contained in the completed studies.

PRODUCTS:

1. Identification and mapping of high crash locations.
2. Adoption of Safety goals and safety performance measure targets.
3. Increase coordination with the Saginaw Valley Traffic Safety Committee.
4. Coordinate a safety forum during FY 2025 if time allows.
5. Coordinate and assist schools in the utilization of the Safe Routes to School program.
6. Coordination and development of the Safe Streets for All/Complete Streets Plan with The City of Bay City.

103.02 FUNDING and EXPENDITURES

	FHWA	LOCAL	BC Staff
Source	\$5,539	\$1,228	
Expenditures			\$6,767
Staff Time (days)			11

WORK ITEM: 104.01 TRANSIT – 3C ADMINISTRATION/PUBLIC INVOLVEMENT

METHODOLOGY:

Administration of operating and capital grants.

Coordination of various committees to include a local advisory group and ADA advocacy group.

Meet with area citizen groups and agencies concerning disabled and elderly transportation needs and other transit issues.

Coordination of shared administrative responsibilities with Arenac Opportunities for Federal reporting requirements.

BAY METROPOLITAN TRANSPORTATION AUTHORITY PRODUCTS

1. Capital and operating grant applications.
2. Various administrative reports.
3. Committee agendas and minutes.
4. Visual aids and various informational products for citizen group meetings.

104.01 FUNDING

	FHWA	BMTA
Source	\$4,785	\$1,061
Expenditures		\$5,846
Staff Time (days)		29

WORK ITEM: 104.02 TRANSIT – DATA DEVELOPMENT AND MANAGEMENT

METHODOLOGY:

Accumulation of daily ridership data on all routes which are compiled into monthly ridership and efficiency comparison reports.

Maintain updated inventory of transit vehicles.

Compile operating data on route mileage and hours.

Conduct transit user surveys.

BAY METROPOLITAN TRANSPORTATION AUTHORITY PRODUCTS:

1. Monthly and yearly ridership and efficiency comparison reports.
2. Revenue vehicle roster.
3. Annual transit user survey summary.

104.02 FUNDING

	FHWA	BMTA
Source	\$17,805	\$3,948
Expenditures		\$21,753
Staff Time (days)		119

WORK ITEM: 104.04 TRANSIT – TRANSPORTATION SYSTEMS MANAGEMENT

METHODOLOGY:

Work to see that local transit needs are satisfied as efficiently as possible.

Monitor route performance to identify deficiencies.

Monitor community changes to determine where transit services should be expanded or reduced.

Continue to improve the flow of transit information to the community to make it aware of transit's contribution to a healthy economic and social environment.

Work to increase amenities which make transit usage more viable (shelters, signage, and benches).

Continue working with willing and able local, private transportation providers to include them in the provision of transit services. Review and update local privatization plan. Continue involvement in Specialized Services Coordinating Committee, which serves elderly and disabled population, as well as other related committees and groups.

BAY METROPOLITAN TRANSPORTATION AUTHORITY PRODUCTS:

1. Updated route guides and schedules.
2. Various TSM reports as needed.
3. Annual specialized services plan and grant application.
4. Coordination of local privatization efforts.
5. Updated routing when necessary.

104.04 FUNDING

	FHWA	BMTA
Source	\$20,521	\$4,550
Expenditures		\$25,071
Staff Time (days)		74

UNIFIED WORK PROGRAM FUNDING

UNIFIED WORK PROGRAM FUNDING SOURCES

<i>Funding Source</i>	<i>FHWA/FTA</i>	<i>BCTPD</i>	<i>BMTA</i>	<i>MTF/TAMC</i>	<i>Local Match</i>
WORK ITEM					
100.01 ADMIN	109,958				24,383
100.02 UWP	8,900				1,974
100.05 TIP	23,500				5,211
101.01 DATA	50,500				11,198
101.02 ASSET MG				19,900	
102.01 LR PLAN	13,350				2,960
103.01 TSM	9,800				2,173
103.02 SCP	5,539				1,228
104.01 T-ADM	4,785		1,061		0
104.02 T-DATA	17,805		3,948		0
104.04 T-TSM	20,521		4,550		0
TOTAL	264,658		9,560	19,900	49,127

Acronyms used in the BCATS FY2026 UWP:

FHWA: Federal Highway Administration,

FTA: Federal Transit Administration

BCTPD: Bay County Transportation Planning Division,

BMTA: Bay Metro Transit Authority

MDOT/SPR: Michigan Dept of Transportation; State Planning and Research

TAMC: Transportation Asset Management Council

CBC: City of Bay City

BCRC: Bay County Road Commission

BMTA: Bay Metro Transit Authority

ESSEX: City of Essexville

Federal Transportation Performance Measures:

Area	Measures	Target Setting Status
Safety Performance	<ul style="list-style-type: none">• Number of fatalities;• Rate of fatalities;• Number of serious injuries;• Rate of serious injuries;• Number of non-motorized fatalities and non-motorized serious injuries	Approved adoption of statewide targets (March 2025)
Pavement and Bridge Asset Management	<ul style="list-style-type: none">• Percent NHS Bridges in good and poor condition;• Percent Interstate pavement in good and poor condition;• Percent Non-Interstate NHS pavement in good and poor condition	Approved adoption of statewide targets (March 2025)
System Performance and Freight	<ul style="list-style-type: none">• Interstate travel time reliability;• Non-Interstate travel time reliability;• Truck travel time reliability	Approved adoption of statewide targets (October 2018)
Congestion Mitigation and Air Quality	<ul style="list-style-type: none">• Peak hour excessive delay per capita;• Percent of non-single occupancy vehicle travel;• Total emissions reduction	Not Applicable to BCATS
Public Transportation	Transit Asset Management (TAM) Plans; Public Transportation Agency Safety Plan <ul style="list-style-type: none">• Fatalities• Injuries• Safety events• System reliability• Rolling Stock• Equipment• Facilities	2025 BMTA TAM Plan and 2025 BMTA PTASP Safety Performance Measures received March 2025

SUMMARY BUDGET BY PROGRAM ACTIVITY

BCATS FY 2026 Unified Work Program - Summary Budget by Program Activity [non-FTA & non-SPR]

Work Item	Program and Program Activities	MPO Budget	Local Expense Prorated*	Total Cost
100.01	Administration	\$109,958	\$2,260.88	\$112,219
100.02	Unified Work Program	\$8,900	\$0	\$8,900
100.05	Transportation Improvement Program (TIP)	\$23,500	\$10,956.49	\$34,456
101.01	Data Base Management (Data)	\$50,500	\$18,341.72	\$68,841
101.02	Asset Management***	\$19,900	\$0	\$19,900
102.01	Metropolitan Transportation Plan	\$13,350	\$0	\$13,350
103.01	Transportation System Management (TSM)	\$9,800	\$17,567.93	\$27,368
103.02	Safety Conscious Planning	\$5,539	\$0	\$5,539
	Total MPO Budget	\$241,447	\$49,127	\$290,574
	Difference: MPO Budget minus non-participating items	-\$19,900		-\$19,900
		\$221,546	\$49,127	\$270,674
	Federal Share			\$221,546
	Local Share			\$49,127

NOTES:

* The estimated local expenses by the various agencies have been summed by work item, and the difference from the Local Match amount divided evenly within the given eligible work activities

*** Non-participating item

Federal reimbursement is limited to \$221,546

COMPUTATION OF INDIRECT COST

PROJECTED COSTS, BAY COUNTY TRANS/PLANNING DEPT. FOR FY 2026 (Based on actual indirect and direct costs in 2024)

DIRECT WAGES 81653.08
DIRECT OTHER 51877.00
DIRECT FRINGE 63306.46
TOTAL 196836.55

INDIRECT WAGES 16080.75
INDIRECT OTHER 35360.00
INDIRECT FRINGES 12467.57
TOTAL 63908.32

Provisional FY-2026 63908.32 =
INDIRECT COST RATE 196836.55 0.3246771

Provisional FY-2026 75774.03 =
FRINGE RATE 97733.83 0.7753102

FRINGE COSTS

VACATION 7355.25
SICK 4530.83
HOLIDAY 4530.83
OTHER 0.00
TOTAL 16416.91

TOTAL FRINGES 75774.03

DIRECT FRINGE 63306.46
INDIRECT FRINGE 12467.57

NON-WAGE COSTS

INDIRECT DIRECT

COUNTY INDIRECT 19900.00 0.00
OFFICE SUPPLIES 500.00 0.00
PRINTING 50.00 0.00
POSTAGE 50.00 0.00
PERIODICALS 100.00 0.00
COPIES 50.00 0.00
EQUIP RENT (copy) 150.00 0.00
SOFTWARE 150.00 0.00
TELEPHONE 25.00 0.00
MILEAGE 1500.00 0.00
CONFERENCE 1500.00 0.00
OFFICE EQUIP 50.00 0.00
AUDIT FEES 0.00 0.00
DUES 235.00 0.00
GIS SERVICES 9000.00 1000.00
AERIAL PHOTOGRAPHY (5,000 per 5yr) 0.00 1000.00
COMPUTER SUP 700.00 0.00
ADVERTISING 1000.00 750.00
REIMBURSEMENT FOR SERVICES 0.00 49127.00
COMPUTER HARD 300.00 0.00
FOOD SUP 100.00 0.00
SUB-TOTAL 35360.00 51877.00
FRINGE INDIRECT 12467.57 0.00
FRINGE DIRECT 0.00 63306.46
TOTAL 47827.57 115183.46

HEALTH 42776.25
LIFE 250.00
RETIRE HC 0.00
FICA 8732.53
W. COMP 2020.47
S&A 618.02
UNEMPL 74.20
DEF COMP 0.00
RETIREMENT 4566.03
SIF Administration 319.62
TOTAL 59357.12

Estimated FY 2026 Unified Work Program includes Planning Dollars (PL) in the following amounts:

FHWA: 81.85% in the amount of \$221,546

Local: 18.15% in the amount of \$49,127

Additional FY 2026 funding in the amount of \$19,900 is approved through the Michigan Transportation Funds (MTF) via the Transportation Asset Management Council. The \$19,900 Authorized amount covers efforts by BCATS, the city of Bay City and the Bay County Road Commission. BCATS utilization of this funding is approximately \$8,000 in total billings inclusive of indirect and fringe charges.

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 dated May 21, 2025 to establish billing or final indirect costs rates for fiscal year 2026 (October 1, 2025 through September 30, 2026) are allowable in accordance with the requirements of the Federal award(s) to which they apply and OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments." Unallowable costs have been adjusted for, in allocating costs as indicated in the cost allocation plan.

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

I declare that the foregoing is true and correct.

Governmental Unit: Bay County

Signature: 

Name of Official: Joshua VanderLaan

Title: Transportation Planner, Bay City Area Transportation Study (BCATS)

Date of Execution: 05/21/2025

COST TABLES AND WORK TASK DOCUMENTATION

CITY OF BAY CITY

Estimated Expenses for FY 2026

For Fiscal Year 2026

City of Bay City

Hourly Rates and fringes based on past wage history - Prior Year

Employee	Hourly Rate	Fringe	Hourly Rate w/Fringes	Prorated by Work Activity	
Engineering Manager	\$49.30	\$23.70	\$73.00	Data	\$4,361.95
Engineering Technician	\$28.92	\$9.08	\$38.00	TSM	\$929.92
DPW Senior Admin. Asst.	\$24.82	\$10.76	\$35.58	TIP	\$6,938.49
Asset Management Coordinator	\$31.21	\$12.34	\$43.55		
Planning Services Manager	\$40.37	\$46.69	\$87.06		
GIS Coordinator	\$31.21	\$16.76	\$47.97	Total	\$12,230

Hours estimated based on comparable activities in prior years

Planning Activities	Engineering Mngr	Engineering Technician	DPW Senior Admin. Asst.	Asset Management Coord.	Planning Services Mngr	GIS Coordinator	TOTAL ESTIMATED VALUE
Traffic Counts (Data)	25	20	12	20		10	\$4,361.95
Non Motorized (TSM)	5	5		2		6	\$929.92
TIP Planning & Development (TIP)	48	5		10	24	15	\$6,938.49
Total Hours	78	30	12	32	24	31	
Cost per person	\$5,694.00	\$1,140.00	\$426.25	\$1,393.60	\$2,089.44	\$1,487.07	\$12,230.36

CITY OF ESSEXVILLE

FY 2026 Expense Estimates

For Fiscal Year 2026

City of Essexville in Michigan

Public Works Department

Prorated by work activity

DATA	\$994
ADMIN	\$544
Total	\$1,538

Hourly Rates and fringes based on past wage history - Prior Year

Employee	Hourly Rate	Fringe N/A	Hourly Rate w/Fringes
Public Works Director	\$68.00	Incl	\$68.00

Hours estimated based on comparable activities in prior years

Planning Activities				P W Director	TOTAL ESTIMATED VALUE
Traffic Counts (Data)	3-5 Traffic Counts taken by Bay County Road Commission				\$620.00
Review of Network (Data)				5.5	\$374.00
Administrative (ADMIN)				8	\$544.00
Total Hours				13.5	
Total Cost					\$1,538.00

BAY COUNTY ROAD COMMISSION

Estimated Expenses for FISCAL YEAR 2026

Bay County Road Commission, Bay County, Michigan
Engineering Department Staff

Date: 05/20/2025

Hourly Rates per current Union Contracts and Fringes based on the current SAPA
Contract, expiring December 31, 2027

Employee	Hourly Rate	Fringe Rate	Total Rate
Engineer-Manager	\$70.41	119%	\$154.19
Finance Director	\$51.01	119%	\$111.72
Director of Engineering	\$58.66	119%	\$128.46
Civil Technician II	\$41.99	119%	\$91.96
GIS/Engineering Technician	\$29.83	119%	\$65.33
Summer Temporary	\$17.00	0%	\$17.00

Planning Activities	BCRC Account Code Number	BCATS Account Number	Engineer- Manager	Finance Director	Director of Engineering	Civil Technician II	GIS Engineering Technician	Summer Temporary	Labor Cost with Fringe (119%)	Labor Cost with NO Fringe (0%)
Asset Management (100% Reimbursable)	514 705 013	101.02 Asset				24	24		\$3,774.86	
Asset Management-Database Maintenance	514 705 013	101.01 Data			24		40		\$5,696.07	
Non-Motorized	514 705 131	103.01 TSM	40		24				\$9,250.70	
Traffic Counts (Fed-Aid Only with Data Input)	514 705 132	101.01 Data					64	160	\$4,180.97	\$2,720.00
Crash History/Crash Analysis	514 705 133	101.01 Data			24				\$3,082.96	
TIP Planning & Development	514 705 134	100.05 TIP	40	12	80				\$17,784.87	
		Hours:	80	20	152	24	104	160	\$45,816.29	\$2,720.00
							Total Hours:	540		
								Grand Total:		\$48,536.29

Planning Activities	Labor Cost	Administration & Overhead (13%)	Total Eligible Expense w/o Equipment
Asset Management (100% Reimbursable)	\$3,774.86	\$490.73	\$4,265.59
Asset Management-Database Maintenance	\$5,696.07	\$740.49	\$6,436.56
Non-Motorized	\$9,250.70	\$1,202.59	\$10,453.29
Traffic Counts (Fed-Aid Only with Data Input)	\$6,900.97	\$897.13	\$7,798.10
Crash History/Crash Analysis	\$3,082.96	\$400.78	\$3,483.74
TIP Planning & Development	\$17,784.87	\$2,312.03	\$20,096.90
			\$48,268.59
			Total Planning Expense

Planning Activities	Approved Percentage	Reimbursable Expense	Eligible Expense
Asset Management (100% Reimbursable)	100.00%	\$4,265.59	\$4,265.59
Database Monitoring & Management	33.00%	\$6,436.56	\$2,124.06
Non-Motorized	100.00%	\$10,453.29	\$10,453.29
Traffic Counts (Fed-Aid Only with Data Input)	100.00%	\$7,798.10	\$7,798.10
Crash History/Crash Analysis	75.00%	\$3,483.74	\$2,612.81
TIP Planning & Development	17.75%	\$20,096.90	\$3,567.20
			\$26,555.46

Total Eligible Expenses	
Database Monitoring & Management	\$2,124.06
Non-Motorized	\$10,453.29
Traffic Counts (Fed-Aid Only with Data Input)	\$7,798.10
Crash History/Crash Analysis	\$2,612.81
TIP Planning & Development	\$3,567.20
Equipment (See below Left)	\$2,562.84
TOTAL ELIGIBLE EXPENSE:	\$29,118.30

Equipment	APPROVED PERCENTAGE	HOURLY COST	HOURS	EXPENSE	OVERHEAD (13%)	TOTAL ELIGIBLE EXPENSE
Vehicle (Traffic Counts - Vehicle, Counters)	75.00%	\$2.10	1440	\$2,268.00	\$294.84	\$2,562.84

2026 BCRC Contribution: \$27,803.82
2026 Estimated Eligible Expenses: \$29,118.30
(\$1,314.48)

BAY METRO TRANSIT AUTHORITY

FY-2026 Professional Services Expense Estimates

Bay Metro Transit Authority

(Billable amount capped at \$7,000 as per Local Funding Resolution between BMTA and BCATS)

Hourly Rates and fringes based on past wage history - Prior Year

Employee	Hourly Rate	Fringe Rate	Hourly Rate w/Fringes
General Manager	\$48.82	\$34.13	\$82.95
Serv. Dev. Planner	\$34.13	\$16.48	\$50.61

Prorated by Work Activity

ADMIN	\$1,266.08
TSM	\$5,733.92
Total	\$7,000

Hours estimated based on comparable activities in prior years

Planning Activities	Gen Mgr	Planner	VALUE	TOTAL ESTIMATED
Work Item #1 (ADMIN) 100.01	20	15	2418	
Work Item #2 (TSM) 103.01	10	200	10952	
Total Hours/Cost	30	215	13370	
Cost per person	\$2,488.50	\$10,881.15	13370	

CITY OF BAY CITY

1. Traffic Counts – Traffic counts requested by BCATS and MDOT for maintenance of the travel demand model, HPMS reporting requirements and data collection at railroad crossings are taken during the fiscal year. (Work Item 101.01 Database Monitoring and Management)
2. Non-Motorized – Yearly planning efforts include the evaluation of the non-motorized network to determine design and maintenance deficiencies to be addressed. Staff also attend planning sessions for those agencies/organizations that are pursuing construction of a non-motorized trail that has been proposed to be linked with the Bay City /Riverwalk Railtrail System. Staff also assist with updates to the BCATS non-motorized plan. (Work Item 103.01 Transportation System Management (TSM))
3. Access Management Project – Staff will be involved in the Euclid Avenue and Wilder Road Access Management project (Work Item 103.1 Transportation System Management (TSM))
4. TIP Planning & Development – Staff and our consulting engineer will rate and identify and prioritize federal aid eligible streets in order of need, utilizing the PASER rating method. This information leads to the development of the Bay City 5-year Capital Improvement Plan and determines when the City will make requests from BCATS to include projects in the TIP. (Work Item 100.05 Transportation Improvement Program)

CITY OF ESSEXVILLE WORK ELEMENTS

1. Traffic Counts – Traffic Counts requested by BCATS and MDOT for maintenance of the travel demand model, HPMS reporting requirements and data collection at railroad crossings are taken during the fiscal year. These counts will likely be taken by the Bay County Road Commission and the costs associated with that effort will be submitted for reimbursement. (Work Item 101.01 Database Monitoring and Management)
2. Review of the Federal Aid Eligible Road network for project selection and to determine which projects should be funded and completed next. (Work Item 101.01 Database Monitoring and Management)
3. Administrative – Attending the various BCATS Technical and Policy Committee meetings. (Work Item 100.01 Administration)

BAY COUNTY ROAD COMMISSION

1. Asset Management-Database Maintenance - (BCATS #101.01 Data, BCRC # 514 705 013)* In addition to rating the Federal-Aid roadways, we review other roadways within the BCATS study area to determine needs and plan for appropriate repair. Time is spent planning future projects and entering completed projects into our GIS/RoadSoft inventory. We use the information contained in this system to identify future projects for inclusion in our Road Asset Management Plan. Our GIS/Engineering Technician and Engineering and Technology Specialist (ETS) are proficient using the RoadSoft and GIS software; thus, we rely heavily on them to assist with updating our Road Asset Management Plan. Staff members completing work in this category include the Engineer-Manager, Director of Engineering, GIS/Engineering Support Technician and ETS.
2. Non-Motorized - (BCATS #103.01 TSM, BCRC # 514 705 131) Yearly planning efforts include attendance at planning sessions for those agencies/organizations that are pursuing construction of non-motorized facilities. Currently, several agencies complete work planning new and maintaining existing trailways within Bay County and the BCATS area. We are invited to and frequently attend their meetings, as many non-motorized facilities end up parallel to and/or crossing BCRC road right-of-way. The BCRC also assesses each of its road projects, in the design phase, to determine if a non-motorized component is warranted. Staff members completing work in this category include the Engineer-Manager and Director of Engineering.
3. Traffic Counts, Fed-Aid Only with Data Input -(BCATS #101.01 Data, BCRC # 514 705 132) Throughout the weather-permitting months, our staff collects and records traffic counts for Primary and Local roads. The counts allow the BCRC to determine changes in traffic patterns due to development and plan for needed road upgrades. The counts are vital to the overall Bay County Traffic Demand Model, our yearly required HPMS reporting, and allows our agency to plan/budget for improvements. This task is completed by GIS/Engineering Technician, scheduling where and when the traffic counts are to be taken. The BCRC Director of Engineering monitors traffic trends.
4. Crash History/Crash Analysis - (BCATS #101.01 Data, BCRC # 514 705 133) **

The Director of Engineering and ETS reviewed RoadSoft crash data to determine if there is a need to install or change traffic control on a roadway. The crash inventory allows us to plan safety improvements and apply for safety-related funding. The hours included for eligible expenses under this category reflect; reviewing crash reports and determining whether additional traffic control items are necessary. If further action is necessary, the Engineer-Manager is consulted to determine the scope of the needed improvements and is involved during the design and

construction phase of the project. In summary, staff members completing work in this category include the Engineer-Manager, Director of Engineering and ETS.

5. TIP Planning & Development (BCATS #100.05 TIP, BCRC # 514 705 134) *

The Engineer-Manager, Finance Director, Director of Engineering, ETS, along with our three (3) Foreman and the BCRC General Superintendent, identify and prioritize roadways in order of need throughout the year. We include hours for staff to review the Federal-Aid eligible roadways within the BCATS area. Maintaining and improving these roads is vital to the economic success of our area. Gathering and assembly of the information contributes to the continuation of our Road Asset Management Road and Bridge Plan. These all contribute to which roads will be added to the TIP. A substantial amount of work goes into “balancing” and determining the best use of available BCRC/MTF funds. Projects included in the TIP are a direct result of these efforts.

*Eligible Costs for Asset Management and TIP Planning & Development will be prorated based on the number of Federal-Aid eligible roads located in the BCATS study area (17.75%) relative to the total number of Bay County Road Commission roads in the County.

**Based on an analysis of several years’ worth of total crashes within the county relative to crashes occurring within the BCATS study area, only 75% of expenses in the Crash Data/Safety Activity is deemed as eligible expense in this category.

BAY METRO TRANSIT WORK ELEMENTS

1. Preparation of annual TIP programs, Unified Work Program elements, and Long-Range Plan updates: This element will involve BMTA development of capital and operating programs as part of the identification of Federally funded projects for the Transportation Improvement Plan. It also identifies BMTA’s contribution to the development of the current and future fiscal year UWP and the Long-Range Plan. The individuals involved will include the General Manager and the Service Development Planner. BCATS UWP Work Item: 100.01 3C Administration/Coordination.
2. Public Transportation Capital and Operational Needs Assessment: BMTA staff will be developing assessment products for capital condition assessment and inventory controls. Comprehensive Routing Analysis and various other operational assessments will take place and will involve such products as NTD reports and Rider and Stakeholder surveys. The current computerized trip generation model developed by MDOT for BCATS is to be expanded to incorporate data regarding local public transit service. The impact of increased transit usage on roadway congestion is one issue to be analyzed. The staff involved will include the General Manager and the Service Development Planner. BCATS UWP Work Item: 103.01 Transportation Systems Management (TSM).

**BAY CITY AREA TRANSPORTATION STUDY (BCATS)
FY 2026 UNIFIED WORK PROGRAM
LOCAL FUNDING RESOLUTION
With the City of Bay City**

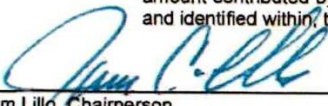
- WHEREAS, the urban transportation planning regulations implementing sections of the Infrastructure Investment and Jobs Act (IIJA) Act require that each urbanized area, as a condition of receipt of Federal capital or operating assistance, have a continuing, cooperative, and comprehensive urban transportation planning process that results in plans and programs consistent with the comprehensively planned development of the urbanized areas; and
- WHEREAS, the Bay City Area Transportation Study (BCATS), as the state designated Metropolitan Planning Organization (MPO) for the Bay City urbanized area, conducts the continuing, cooperative, and comprehensive planning process through the Bay City Area Transportation Study (BCATS), a forum for cooperative transportation decision-making developed under federal guidelines for the purposes of urban transportation planning conduct; and
- WHEREAS, BCATS annually develops an urban transportation Unified Work Program (UWP) which identifies activities and costs necessary for the conduct of the urban transportation planning process; and
- WHEREAS, transportation planning funds provided by the U.S. Department of Transportation to the Michigan Department of Transportation and are passed through to BCATS to carry out the activities defined in the UWP; and
- WHEREAS, these funds, available under the IIJA Act as Federal Highway Administration (FHWA) Planning dollars require a local matching contribution of 18.15 percent; and
- WHEREAS, the Bay City Area Transportation Study (BCATS) has recommended that the local match contribution required to assure the timely conduct of BCATS activities be divided and contributed equitably by the Bay County Road Commission, the City of Bay City, the City of Essexville, and the Bay Metropolitan Transportation Authority (BMTA); and
- WHEREAS, it has been determined that the total local share costs for the BCATS Unified Work Program for FY 2026 (October 1, 2025 – September 30, 2026) is \$49,127.00;

NOW, THEREFORE BE IT RESOLVED,

That the **City of Bay City, City of Essexville, Bay Metropolitan Transportation Authority and the Bay County Road Commission** agree to participate in the funding of the local share costs by providing **\$12,638.10 (City of Bay City), \$1,685.08 (City of Essexville), \$7,000.00 (Bay Metropolitan Transportation Authority), and \$27,803.82 (Bay County Road Commission)** to the Bay City Area Transportation Study (BCATS) by October 1, 2025;

BE IT FURTHER RESOLVED,

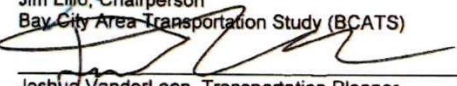
That the Bay City Area Transportation Study (BCATS) agrees to reimburse, up to the original cash amount contributed by the **City of Bay City** for planning activities necessary for the completion of, and identified within, the BCATS FY 2026 Unified Work Program.



Jim Lillo, Chairperson
Bay City Area Transportation Study (BCATS)

Date

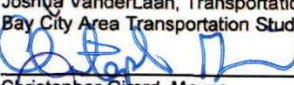
6/12/2025



Joshua VanderLaan, Transportation Planner
Bay City Area Transportation Study (BCATS)

Date

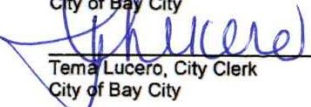
6/12/2025



Christopher Gilard, Mayor
City of Bay City

Date

6/23/25



Tema Lucero, City Clerk
City of Bay City

Date

7/7/2025

**BAY CITY AREA TRANSPORTATION STUDY (BCATS)
FY 2026 UNIFIED WORK PROGRAM
LOCAL FUNDING RESOLUTION
With the Bay County Road Commission**

- WHEREAS, the urban transportation planning regulations implementing sections of the Infrastructure Investment and Jobs Act (IIJA) Act require that each urbanized area, as a condition of receipt of Federal capital or operating assistance, have a continuing, cooperative, and comprehensive urban transportation planning process that results in plans and programs consistent with the comprehensively planned development of the urbanized areas; and
- WHEREAS, the Bay City Area Transportation Study (BCATS), as the state designated Metropolitan Planning Organization (MPO) for the Bay City urbanized area, conducts the continuing, cooperative, and comprehensive planning process through the Bay City Area Transportation Study (BCATS), a forum for cooperative transportation decision-making developed under federal guidelines for the purposes of urban transportation planning conduct; and
- WHEREAS, BCATS annually develops an urban transportation Unified Work Program (UWP) which identifies activities and costs necessary for the conduct of the urban transportation planning process; and
- WHEREAS, transportation planning funds provided by the U.S. Department of Transportation to the Michigan Department of Transportation and are passed through to BCATS to carry out the activities defined in the UWP; and
- WHEREAS, these funds, available under the IIJA Act as Federal Highway Administration (FHWA) Planning dollars require a local matching contribution of 18.15 percent; and
- WHEREAS, the Bay City Area Transportation Study (BCATS) has recommended that the local match contribution required to assure the timely conduct of BCATS activities be divided and contributed equitably by the Bay County Road Commission, the City of Bay City, the City of Essexville, and the Bay Metropolitan Transportation Authority (BMTA); and
- WHEREAS, it has been determined that the total local share costs for the BCATS Unified Work Program for FY 2026 (October 1, 2025 – September 30, 2026) is \$49,127.00;

NOW, THEREFORE BE IT RESOLVED,

That the **City of Bay City, City of Essexville, Bay Metropolitan Transportation Authority** and the **Bay County Road Commission** agree to participate in the funding of the local share costs by providing **\$12,638.10 (City of Bay City), \$1,685.08 (City of Essexville), \$7,000.00 (Bay Metropolitan Transportation Authority), and \$27,803.82 (Bay County Road Commission)** to the Bay City Area Transportation Study (BCATS) by October 1, 2025;

BE IT FURTHER RESOLVED,

That the Bay City Area Transportation Study (BCATS) agrees to reimburse, up to the original cash amount contributed by the **Bay County Road Commission** for planning activities necessary for the completion of, and identified within, the BCATS FY 2026 Unified Work Program.



Jim Lillo, Chairperson
Bay City Area Transportation Study (BCATS)

6/12/2025


Date



Joshua VanderLaan, Transportation Planner
Bay City Area Transportation Study (BCATS)

7/11/2025

Date



William E. Schumacher, Chairman
Bay County Road Commission

6-25-25

Date

**BAY CITY AREA TRANSPORTATION STUDY (BCATS)
FY 2026 UNIFIED WORK PROGRAM
LOCAL FUNDING RESOLUTION
With the Bay Metropolitan Transportation Authority**

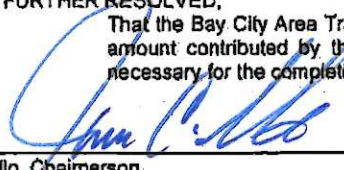
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BE IT FURTHER RESOLVED,

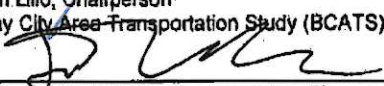
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Jim Lillo, Chairperson
Bay City Area Transportation Study (BCATS)

Date

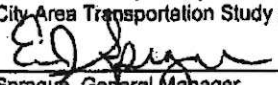
6/12/2025



Joshua VanderLaan, Transportation Planner
Bay City Area Transportation Study (BCATS)

Date

6/12/2025



Eric Sprague, General Manager
Bay Metropolitan Transportation Authority

Date

6/12/25

**BAY CITY AREA TRANSPORTATION STUDY (BCATS)
FY 2026 UNIFIED WORK PROGRAM
LOCAL FUNDING RESOLUTION
With the City of Essexville**

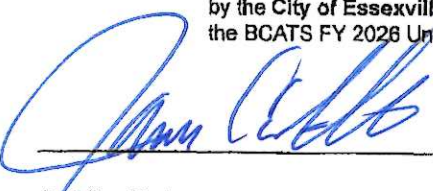
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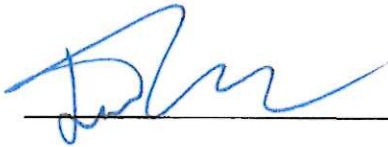
That the Bay City Area Transportation Study (BCATS) agrees to reimburse, up to the original cash amount contributed by the City of Essexville for planning activities necessary for the completion of, and identified within, the BCATS FY 2026 Unified Work Program.



Jim Lillo, Chairperson
Bay City Area Transportation Study (BCATS)

7/28/2025

Date



Joshua VanderLaan, Transportation Planner
Bay City Area Transportation Study (BCATS)



Scott Wittbrodt, Mayor
City of Essexville

7/28/25

Date

7/21/25

Date