

**West Michigan Shoreline Regional
Development Commission**

FY 2014

**Regional Transportation Planning
Work Program**

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INTRODUCTION

The Michigan Department of Transportation (MDOT) recognizes the importance of the state-local partnership in delivering a safe and efficient transportation system. The Regional Transportation Planning Program (RTPP) was created by the MDOT Bureau of Transportation Planning (BTP) in 1974 in order to contract various planning services to be performed by the State Planning and Development Regions to assist BTP and local units of government.

The RTPP requires each participating regional planning agency to have an annual work program in accordance with a three-year Master Agreement. Since 1984 the State Legislature has set a budget of \$488,800 of Act 51's Michigan Trunkline Fund (MTF) for the RTPP. The scope of work identified in the annual work program includes specific activities identified to assist MDOT and local communities. Over the years, the work elements and funding levels of the basic work program have been stable. In previous years the basic work program contained the following work elements: Administration, Technical Assistance to MDOT, Highway Performance Management System, Public Involvement and Local Technical Assistance.

For FY 2014, the work program continues to have a budget of \$488,800 for the basic work elements of the work program. However, for FY 2014 BTP has also allocated part of the State Planning and Research (SPR) Program funding to provide annual transportation technical assistance for non-metropolitan areas of the state. In FY 2014 each of the regional planning agencies, with exception of SEMCOG, will receive \$19,000 from the FY 2014 SPR program to assist MDOT by:

- Improving public involvement and the consultation process in non-metropolitan areas of the state.
- Managing the Rural Task Force process.
- Providing interagency coordination and public involvement for air quality conformity in non-attainment areas for ozone and PM2.5 (**Only for Regional Planning Agencies with non-attainment counties**)

The FY 2014 work program contains a work element for Heritage Route Implementation that will also be funded from the FY 2014 SPR program.

I. Program Management

Objectives

- Prepare and adopt annual work program.
- Prepare progress reports and invoices no less than quarterly.
- Ensure expenditures are well documented and cost effective.
- Prepare a Final Acceptance Report (FAR) on the status of the work activities and products, within ninety (90) days from the end of the fiscal year.
- Assist the auditors in carrying out general and specific audits of programs annually. Send such audit reports to the Program Coordinator.

Products

1. The following will be submitted to the Program Coordinator by the Agency for reimbursement of costs incurred in conjunction with the work activities identified in the work program.
 - (a.) Progress reports summarizing accomplishments and attendance at applicable meetings for each work item.
 - (b.) Invoices for payment, at least quarterly, from the funding source as per the project authorizations.
 - (c.) Receipts of equipment purchased, i.e. traffic counters, computer hardware and software, etc.
 - (d.) Itemization of program expenses in terms of work items, including salaries, fringe benefits, indirect costs and other direct costs.
 - (e.) Tabulation of progress by work item, indicating the amount and percent billed the current billing period and to date.
2. The FAR on the status of activities and products in the work program will be submitted to the Program Coordinator within ninety (90) days following the contractual period in the work program, as specified within the Master Agreement. The FAR is a performance evaluation, not a financial audit and must contain the following information for each work item:
 - (a.) Products completed

- (b.) Products not completed and reason for lack of completion.
- (c.) The amount of funds budgeted and expended.
- (d.) Work items that are to be continued next year.

Budget: \$8,000 (MTF)

II. Technical Assistance to MDOT

Objectives

- Assist MDOT in various tasks related to updating the Statewide Long-Range Transportation Plan (MI Transportation Plan), and the Statewide Transportation Improvement Program (STIP).
- Assist in addressing specific department issues, such as transit, and project and program development issues.

Activities

1. Assist in conducting transportation related workshops, including but not limited to, workshops for non-motorized transportation, access management, Heritage Routes, safety and notification of non-metropolitan area elected officials. Activities may include locating adequate facilities, registering participants, scheduling speakers and other related activities.
2. Provide staffing and technical planning assistance in the area of transportation.
3. Conduct transportation studies as needed.
4. Assist in identifying transportation interest, programs and projects as appropriate for the STIP and the Statewide Long-Range Transportation Plan.
5. Assist the MDOT Bureau of Passenger Transportation in cooperation with local transit providers.
6. Statewide Travel Demand Model:
 - a. Review and provide feedback on REMI socio-economic forecasting outputs and assist in reviewing and allocating data to statewide traffic zones.
 - b. Verify statewide model network inventories.
 - c. Provide traffic counts, as available, for model update not covered in acquiring traffic counts for the Highway Performance Monitoring System (HPMS).
 - d. Collect and submit data items for HPMS for all non-trunkline samples, excluding traffic related data. 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.

Budget: \$7,000 (MTF)

III. Technical Assistance to Member Agencies

Objective

- Provide services to local transportation agencies to improve existing and new multi-modal transportation systems, and identify actions to improve the area's transportation system.

Activities

1. Assist local units of government in obtaining grant funds to improve existing and new multi-modal transportation systems, and identify actions to improve the area's transportation system.
2. Assist local agencies seeking to improve and expand the public transportation and to promote improved transportation systems for all modes.
3. Coordinate planning to promote safety, livable communities and environmental sustainability.
4. Work with local agencies to assess impacts of transportation of projected land uses in the region.
5. Review and/or develop proficiency in traffic crash data.

Products

Provide Program Coordinator with a copy of any reports produced as a result of these activities.

Budget: \$7,000 (MTF)

IV. Management of the Rural Task Force Process

Objective

- To assist MDOT in the management of the Rural Task Force (RTF) meetings.

Activities

1. Schedule, set-up and attend RTF project selection meetings.
2. Ensure a cooperative planning process is being followed, and the correct system is identified, and eligible work is submitted.
3. Ensure the required public involvement and consultation process is completed, by providing citizens, affected public agencies, Tribal Governments, private transportation providers, and other interested parties with notice and opportunity to comment on proposed transportation projects, plans and programs.
4. Submit eligible projects to MDOT as approved by the RTF committees.
5. Submit proof of advertising public involvement at least 30 days prior to project selection.
6. Document meeting activities and submit minutes to MDOT.
7. Submit All Season Road changes to MDOT.

Budget: \$11,000 (SPR)

V. Public Involvement and Consultation Process for Non-Metropolitan Areas

Objectives

- To provide for non-metropolitan local official participation in the development of the State Long-Range Transportation Plan (LRTP) and the STIP.
- To provide opportunities for the public to review and comment in the development of the LRTP and STIP.
- To manage consultation with local elected officials, local officials with responsibility for transportation, public agencies, general public, Tribal Governments, businesses and organizations in accordance with the Statewide Planning Process Public Participation Plan.

Activities

1. Work with MDOT on public involvement issues, including organizing meetings, focus groups and advisory committees.
2. Conduct local program meetings and ongoing communication and technical assistance in non-metropolitan areas of the state to provide information on various state and federal programs.
3. Document the RTF's public involvement and consultation processes.
4. Partner with educating and training local officials with regard to state and federal funded programs, policies applications and other key information.
5. Respond to requests from both the public and private sector to provide information on state and federal transportation programs, projects, funding and to stay informed on local issues.
6. Participate in statewide conferences, meetings, seminars, forums and training sessions on state and federal programs available to local communities.
7. Assist MDOT in keeping elected public officials, general public, local planning agencies and Tribal Governments informed early of the list of projects in the Five-Year Program and of the investment strategies, funding assumptions, economic benefits and impacts on the various modes.

8. Assist in the creation and maintenance of a list serve for managing the electronic distribution of information to the local elected officials.

Budget: \$3,500 (SPR)

VI. * Public Involvement for Air Quality Conformity *

Objectives

- To comply with the provisions of MAP 21 and the transportation conformity provisions of the Clean Air Act for non-attainment areas for ozone and particular matter (PM2.5).
- To provide local interagency coordination in the transportation planning process.
- To provide results and gain input for the air quality conformity process to all interested individuals, citizens, and organizations (public and private).

Activities

1. Attend air quality training courses and seminars to become fluent in conformity/non-conformity regulations, language and issues.
2. Conduct and participate in interagency discussions and consultation at a statewide and/or region-wide level to discuss and evaluate attainment strategies pertaining to air quality conformity as part of the statewide transportation planning process.

(For Ozone and PM 2.5 Non-Attainment Areas/ Counties)**

Budget: \$3,500 (SPR)

VII. Access Management

Objective

To develop an Access Management training program for client communities. Prepare Access Management plans and ordinances along major highway corridors.

Activities

1. Develop and implement an educational program to teach client jurisdictions what access management is and how it can benefit their community.
2. Prioritize and select corridor locations within the region for the development of access management plans and ordinances. Location and prioritization of routes should be based on safety issues and opportunities to implement all or portions of the plan.
3. Assist local communities to ensure adoption of plans and ordinances. Assist road agencies, client communities and property owners, as required when road and utility projects provide plan implementation opportunities. Provide follow up to communities with existing access management plans and ordinances.

Product

Provide local client communities and road agencies with hard and electronic copies of the plan and ordinance. Provide local client communities with access management training materials.

Upon Billing Submittal:

Costs incurred will be reimbursed upon review and approval of detailed documentation submitted to the MDOT Access Management Coordinator and/or the appropriate department representative.

Budget: \$2,000 (MTF) *(excluding separate grants)*

VIII.

Asset Management

Objective

Provide technical assistance to the Asset Management Council as required by Public Act 499 of 2002.

Activities

1. Attend a one day training seminar on the use of the Pavement Surface Evaluation and Rating (PASER) system.
2. Participate as part of a three-person team (including MDOT and city/county) that will rate the federal-aid eligible roads in the region.
3. Provide results of PASER ratings to local agencies for review and revision where appropriate.
4. Publicly display PASER ratings on web site or through other public means so that ratings are available for public review and useable for project and planning development activities.
5. Transmit PASER ratings and roadway data (i.e., traffic counts) on forms supplied by the MDOT Asset Management Coordinator.
6. Monitor and report to MDOT Asset Management Coordinator status of projects awarded in the past calendar year.
7. Contract with counties and cities for participation in data collection efforts.
8. Coordinate asset management training and demonstration projects within their jurisdictions.
9. Provide other assistance as may be requested by the Asset Management Council.

Products

1. Road network loaded into RoadSoft.
2. PASER data collected on Act 51 roads in the region.
3. Web based or other public display of PASER ratings.
4. Report on PASER and other roadway data and transportation project completion information for the region.
5. List of projects for three (3) years (regardless of funding source) for all Act 51 agencies in the region.

6. Quarterly reports submitted to MDOT Asset Management Coordinator.

Upon Billing Submittal:

- Costs incurred will be reimbursed upon review and approval of detailed documentation to be submitted to the MDOT Asset Management Coordinator.
- Invoice.
- Itemizing of program expenses in terms of work items and cost groups, including charges to direct salaries, fringe benefits, indirect costs, and other direct costs.
- Tabulation of progress by work item, (not by groupings of work items) indicating the amount and percent billed in the current period and to date. (The requirement to report by specific work item is to allow us to track what it costs to have specific services provided. When lumped together with other activities, this becomes impossible.)
- The Agency shall bill at least quarterly.

A FAR summary on the status of activities and products in the work program will be submitted to the MDOT Asset Management Coordinator. This report shall be submitted within 90 days following the contractual period of the work program, as specified within the Master Agreement. It must:

- Cover the fiscal year just ended.
- Be a performance evaluation, not a financial audit.
- Indicate for each work item:
 1. Whether stipulated products were indeed produced;
 2. The amount of funds budgeted and expended;
 3. Whether the work item was completed (if not, then its status);
 4. If the work item is to be continued next year.
- If not already submitted, include attachments consisting of major products developed, or describing such products produced, when and to whom they were provided, if providing the entire product is not reasonable.
- Be submitted to the MDOT Asset Management Coordinator for review and approval.

Budget: \$39,762 (MTF)

IX. Heritage Route Implementation

Objective

Secure the future interests of Heritage Route(s) through local coordination and related planning studies. Activities may include: developing specific studies related to the Heritage Route, serving as technical support staff and central contact point for questions or concerns, researching additional grant sources, and providing general direction for the Heritage Route Committee.

Activities

1. Assist local units of government in obtaining grant funds to implement action items identified in the Corridor Management Plan.
2. Assist local transportation organizations seeking to improve or expand the delivery of public transportation services or to promote improved transportation systems in all modes within the Heritage Route corridor.
3. Address local specialized issues relating to future transportation system improvements, such as conducting impact studies on new or planned retail and industrial growth, or on current business or industrial activity.
4. Provide opportunities for public involvement activities related to the Heritage Route.
5. Continually develop and enhance the Heritage Route corridor management plan.
6. Conduct studies of the safety and convenience of the Heritage Route transportation and visitor oriented facilities.
7. Provide staff responsibilities for the Heritage Route management team.
8. Attend conferences, workshops and seminars.

Products

1. Designation of Michigan Heritage Routes and National Byways in accordance with P. A. 69 of 1993 and Title 23 U. S. Code.
2. Corridor Management Plans containing improvement, protection and economic development strategies for region's Heritage Routes.
3. Study and investigate the safety, efficiency, and economic viability of region's proposed and designated Heritage Routes.

4. Statewide Heritage Route maps, brochures, pamphlets, web site and other promotional/educational material to constituents.
5. Provide MDOT with a copy of any reports (excluding grant applications) as a result of this activity, or a copy of cover letters for products submitted to others.

Upon Billing Submittal:

- Costs incurred will be reimbursed upon review and approval of detailed documentation.
- Original invoice - consecutively numbered, stating period covered, dollar amount and work performed.
- Itemizing of program expenses in terms of work items and cost groups, including charges to direct salaries, fringe benefits, indirect costs, and other direct costs.
- Tabulation of progress by work item (not by groupings of work items) indicating the amount and percent billed in the current period and to date. (This requirement allows tracking of costs to provide specific services.)

The Agency shall bill at least quarterly with invoices submitted to the Heritage Route Program Manager.

Budget: \$1,000 (*excluding separate grants*) (SPR)

X. Non-Motorized Mapping and Investment Plan

Objective

Facilitate the process of completing non-motorized planning efforts for the State of Michigan by region.

Activities

1. Collect information to match the data fields in MDOT's Transportation Management System (TMS) Program.
2. Develop and implement aspects of a non-motorized investment plan to identify needed projects and project elements, prioritizing those projects, and determining the optimum funding arrangements for the projects within each region.
3. Promote the consideration of bicycle and pedestrian facilities in the overall transportation planning activities.
4. Coordinate with stakeholders and public input.

Products

1. Non-motorized master plans by region including up-to-date non-motorized maps.
2. The end map product will be a ready-to-print region wide bike map and data base with the support data to go into the TMS for future planning and maps. Provide MDOT with a copy of any reports (excluding grant applications) as a result of this activity, or a copy of cover letters for products submitted to others.
3. Print three (3) year's supply of maps for MDOT distribution as well as three (3) year's supply of maps for stakeholders within the region.
4. The development of a comprehensive plan and the identification of priority projects within the area will help guide MDOT's investment in region's non-motorized transportation system.

Upon Billing Submittal:

- Progress Reports that summarize accomplishments for each work item.
- Original Invoice, consecutively numbered, stating period covered, dollar amount and work performed.
- Itemizing of program expenses in terms of work items and cost groups, including charges to direct salaries, fringe benefits, indirect costs, and other direct costs.

Budget: \$12,000 (*excluding separate grants*) (MTF)

XI.

Rural Safety Planning

Objective

Assist in conducting rural safety planning forums to increase or create awareness for safety, and encourage formation of cross-discipline safety partnerships at the local level. Determine areas of safety risks (i.e., behavioral, structural) and schedule workshops to educate constituents in mitigating these risks, if appropriate.

Activities

1. Conduct Rural Safety Forums on a biannual basis. These forums will include emergency, enforcement, education and engineering staff as well as, other interested parties.
2. Update and maintain a list of safety advocates, including mailing labels.
3. Partnerships to promote safety as an integral part of the planning and project development process.
4. Mailing lists identifying safety groups and individuals as outlined in the Safety Forum Guidelines.

Budget: \$2,000 (*excluding separate grants*) (MTF)

**APPENDIX A
 REGIONAL TRANSPORTATION PLANNING WORK PROGRAM
 FUNDING SOURCE SUMMARY
 FY 2013**

	MTF	SPR	MTF
Program Management	\$8,000	\$0	
Technical Assistance to MDOT	\$7,000	\$0	
Technical Assistance to Member Agencies	\$7,000	\$0	
Management of Rural Task Force Process		\$11,000	
Public Involvement and Consultation Process for Non-Metropolitan Areas		\$3,500	
Public Involvement for Air Quality Conformity		\$3,500	
Access Management	\$2,000		
Asset Management			\$39,762
Heritage Route Implementation		\$1,000	
Non- Motorized Mapping and Investment Plan	\$12,000		
Rural Safety Planning	\$2,000		
	\$38,000	\$19,000	\$39,762